2021 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD AUGUST 17, 2021

THE BOARD OF SUPERVISORS OF THE PICKAWAY SOIL AND WATER CONSERVATION DISTRICT MET IN REGULAR SESSION AT 8:00 A.M. ON THIS DATE AT THE PICKAWAY COUNTY SERVICE CENTER BUILDING, 110 ISLAND RD, CIRCLEVILLE, OH IN 2ND FLOOR CONFERENCE ROOM WITH THE FOLLOWING MEMBERS PRESENT (Y OR ABSENT):

Jonathan called the meeting to order at 8:02 am.

Matt Anderson – Yes, Clyde Ohnewehr – Absent, Barbara Martindale – Yes,
Bill Black – Yes, Jonathan Lohstroh – Yes.

THE FOLLOWING SWCD PERSONNEL WERE PRESENT AT VARIOUS TIMES (Y OR N):

Tawn Seimer –Yes, Katerina Sharp – Yes, Nathan Taylor – Yes

Minutes Recorder: Tawn

THE FOLLOWING NRCS/PHEASANTS FOREVER PERSONNEL WERE ALSO PRESENT (Y OR N):

Justin Armintrout, NRCS DC - Yes, Eli Ortiz – No, Caleb Worley, Ohio Farm Bill Biologist - No

AREA 5 PROGRAM SPECIALIST, CODY HACKER PRESENT (YES OR NO): Yes

VISITORS OR GUESTS PRESENT: None

PUBLIC/AGENCY COMMENTS- none

IN THE MATTER OF APPROVING MINUTES FROM THE REGULAR MEETING (S):

Bill moved, seconded by Matt to approve minutes of the Regular Meeting held July 20, 2021. Motion passed.

Vote on Motion (Y, N or A): Barbara Martindale– Yes Matt Anderson - Yes
Bill Black – Yes Jonathan Lohstroh – Yes

IN THE MATTER OF APPROVING THE DISTIRCT FUND BILLS/STATEMENTS FOR JULY:

Barbara moved, seconded by Matt to approve July District Fund Financial Statement ***(Attachments A)***. Motion passed.

Vote on Motion (Y, N or A): Barbara Martindale– Yes Matt Anderson - Yes
Bill Black – Yes Jonathan Lohstroh – Yes

IN THE MATTER OF APPROVING THE SPECIAL FUND BILLS/STATEMENT:

Bill moved, seconded by Matt to approve the Special Fund Financial Statement ***(Attachment B).***

Vote on Motion (Y, N or A): Barbara Martindale– Yes Matt Anderson - Yes
Bill Black – Yes Jonathan Lohstroh – Yes

IN THE MATTER OF REVIEWING THE DISTRICT ACTIVITIES REPORT:

The board reviewed the District Staff activity reports.

IN THE MATTER OF REVIEWING THE NRCS UPDATES:

Justin informed the board that they had finished CSP and EQIP contracts. Currently they are working on CRP re-enrolls that need to be finished up by September 30th. Shape files for new grassed waterways have been sent to FSA for projects to be prepared for contract.

IN THE MATTER OF APPROVING NRCS CONSERVATION PLANS:

Matt moved, seconded by Bill to approve the six (6) EQIP and three (3) CSP conservation plans. Motion passed.

Vote on Motion (Y, N or A): Barbara Martindale– Yes Matt Anderson - Yes
Bill Black – Yes Jonathan Lohstroh – Yes

IN THE MATTER OF ACCEPTING FRANK CLARKE'S RESIGNATION LETTER:

Bill moved, seconded by Barbara to accept Frank Clarke's resignation letter as his last day of employment was July 30, 2021. Motion passed.

Vote on Motion (Y, N or A): Barbara Martindale– Yes Matt Anderson - Yes
Bill Black – Yes Jonathan Lohstroh – Yes

IN THE MATTER OF REVIEWING THE DISTRICT TECHNICIAN APPLICATIONS:

After discussion and based on lack of training available, the Board has decided to hold off on hiring another District Technician. The current applicants will be informed that they will be included in the next round of applications when advertised.

FYI - IN THE MATTER OF PRESENTER OF THE 2021 CONSERVATIONIST OF THE YEAR:

The Board wants the previous award winner to present to the current award winner, so Bennett Musselman will be contacted to do the presentation at the Annual Meeting.

IN THE MATTER OF ACCEPTING CLYDE OHNEWEHR'S RESIGNATION OF THE BOARD OF SUPERVISORS:

Matt moved, seconded by Bill to accept Clyde Ohnewehr's resignation letter of the Board of Supervisors. The 2021 Board of Supervisor candidates will be contacted to inform them that they may be nominated by the current Board to fill the empty vacancy position through December 31, 2022. Motion passed.

Vote on Motion (Y, N or A): Barbara Martindale– Yes Matt Anderson - Yes
Bill Black – Yes Jonathan Lohstroh – Yes

FYI - IN THE MATTER OF THE DISTRICT APPLYING FOR VENDOR'S LICENSE FOR RE-SALE ITEMS:

The Ohio Department of Tax is requiring the SWCD District to charge tax to non-exempt customers. The amount of 7.5% sales tax will be added to items of re-sale through the District of: Flags, Fish Sale Items, Tree Sale items, Outlet Signs, Rain Barrels & Kits, Rental of Equipment and any other items for re-sale.

FYI-IN THE MATTER OF EXPERIENCE EARTH DAY CAMP REPORTS:

Katerina distributed EE Camp and Jr. EE Camp reports to the board. She reviewed with the board the number of campers from each school district and their grade levels, number of volunteers, expenses for supplies and plans for next years' Experience Earth Day Camp.

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Matt moved, seconded by Barbara to approve the Employee Leave Reports as of pay period end dates 07/17/2021 & 07/31/2021 as follows: ***(Attachment C & D).*** Motion passed.

Vote on Motion (Y, N or A): Barbara Martindale– Yes Matt Anderson - Yes
Bill Black – Yes Jonathan Lohstroh – Yes

FYI – 2nd Quarter Report for County Commissioners
FYI – State Match Report – Expect next payment first of September
FYI – Calendar of Events
FYI – ODA Updates for Area 5 SWCD Board Meetings – August 2021
FYI – Bill Black gave the board an update from the Summer Supervisors School

IN THE MATTER OF GOING INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL EVALUATIONS:

Matt moved at **9:01 a.m.**, seconded by Bill to go into executive session to discuss Personnel. Motion passed. Cody Hacker and Tawn Seimer were asked to stay.

Roll Call: Barbara Martindale – Yes, Jonathan Lohstroh – Yes,
Bill Black – Yes, Matt Anderson – Yes

The board came out of executive session at 10:10 am.

IN THE MATTER OF PAY INCREASE FOR KATERINA SHARP:

Barbara moved, seconded by Matt to give Katerina Sharp a pay increase of $0.65 per hour to take effect on pay period #19 (8/29/21 to 9/11/21). She will be taking Health & Dental insurance through the District and will be off of the Opt-Out of Insurance bonus and a change in job description for providing as a back up to the District Administrator in financials. Motion passed.

Vote on Motion (Y, N or A): Barbara Martindale– Yes Matt Anderson - Yes
Bill Black – Yes Jonathan Lohstroh – Yes

IN THE MATTER OF CHANGE OF JOB DESCRIPTION:

Bill moved, seconded by Barbara to change Katerina Sharp's job description to Education/Outreach Coordinator – Deputy Administrator ***(Attachment E)***. Motion passed.

Vote on Motion (Y, N or A): Barbara Martindale– Yes Matt Anderson - Yes
Bill Black – Yes Jonathan Lohstroh – Yes

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Matt, seconded by Bill to adjourn the August 17, 2021 Pickaway Soil & Water Conservation District meeting of the Board at 10:15 a.m. Motion passed.

Vote on Motion (Y, N or A): Barbara Martindale– Yes Matt Anderson - Yes
Bill Black – Yes Jonathan Lohstroh – Yes

The next regular board meeting is scheduled for **Tuesday, September 21, 2021 at 8:00 – 10:00 a.m.**, in the Conference Room, located at Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

_____ _____

Jonathan Lohstroh– Vice Chair Date Barbara Martindale – Secretary Date

_____

Minutes Recorder Date

Attachment A

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
DISTRICT FUND FINANCIAL STATEMENT
July 1 through July 31, 2021

	Beginning Balances			
	Money Market Checking Account			
	Unencumbered Funds	$100,910.85		
	Engineering Deposit Encumbered	294.00		
	Engineering Fee Encumbered (last project installed 10/2019)	-		
	Technical (Contribution Agreement - NRCS)	1,815.00		
	Affiliate/Scholarship Fund	15,935.92		
	Education Programs Encumbered	1,691.69		
	EE Camps (+$240.00 EE camp & $90.00 Jr. EE camp)	2,754.62		
	Ag Book Grant for Pickaway Co. 1st Graders	2,393.11		
	Composting Workshop	20.00		
	Total MMA Checking Account		$125,815.19	
	Regular Checking Account		61,981.54	
	Petty Cash		80.01	
	Change Fund		100.00	
	Total District Accounts			**$187,976.74**
Ref				
several	EE Camp registrations	$ 260.00		
several	Jr. EE Camp Registrations	$ 50.00		
446	Great Plains no-till drill rental / Roof	$ 177.00		
443	OFSWCD/Contribution Agreement	$ 4,008.00		
794	Regular Checking Interest	$ 2.59		
	Total Receipts - Regular Checking Income		$4,497.59	
795	MMA Checking Interest	$ 5.17		
	Total Receipts – MMA Account		$5.17	
	Total Receipts - Petty Cash			
	Total Receipts – Regular & MMA & Petty Cash Accounts			**$4,502.76**
Ref	**Expenses**			
C2257	Visa - SSS Regs ($250) Silent Auction @ SSS ($33)	$ 283.00		
C2258	National Pen Co. LLC - 500 Buzz notepads	$ 228.97		
C2259	The University of Findlay - Sydney Spires 2021 Scholarship	$ 500.00		
C2260	Ink My Logo - EE Camp shirts	$ 396.00		
C2261	National Pen Co. LLC - 250 Multi colored pens	$ 209.61		
	Total Expenses Regular Checking		$1,617.58	
	Total Expenses MMA Checking		$0.00	
	Petty Cash			
132	Ink My Logo - Correct date on Coop sign	$ 5.36		
133	Sutherlands - EE Camp	$ 9.96		
	Total Expenses for Petty Cash		$15.32	
	Total Expenses			**$1,632.90**
	Ending Balances			
	Money Market Checking Account			
	Unencumbered Funds	$97,494.02		
	Engineering Deposit Encumbered	294.00		
	Engineering Fee Encumbered (last project installed 10/2019)	-		
	Technical (Contribution Agreement/NRCS)(+$4008.00)	5,823.00		
	Affiliate/Scholarship Fund (-$500.00)	15,435.92		
	Education Programs Encumbered	1,691.69		
	EE Camps (+$260.00 EE camp & $50.00 Jr. EE camp-$396 shirts)	2,668.62		
	Ag Book Grant for Pickaway Co. 1st Graders	2,393.11		
	Composting Workshop	20.00		
	Total MMA Checking Account		$125,820.36	
	Regular Checking Account		64,861.55	
	Petty Cash		64.69	
	Change Fund		100.00	
	Total District Accounts			**$190,846.60**

Prepared by: Tawn Seimer 8/3/2021 Checked by: Katerina Shoop 8-6-2021
Date Date

Vice-Board Chair 8/17/2021
Date

Attachment B

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
July 1 through July 31, 2021

Beginning Special Fund Balance		**$622,537.45**
REVENUE		
State Match - Pay-In: None at this time	0.00	
Total Special Fund Revenue		**$0.00**
EXPENSES		
SALARIES (3 pay periods 13, 14 & 15)	$20,424.00	
PERS	2,822.40	
MEDICARE	288.10	
INSURANCE	1,601.55	
SUPPLIES		
Office Mart - paper, mailing labels, dymo labels, envelopes	126.06	
Key Blue Prints - 2 plotter ink cartridges	163.69	
CONTRACT - SERVICES		
Xerox Copier Lease	210.07	
Verizon Wireless	99.07	
Frontier - Phone, DSL	132.46	
Quench - March	40.31	
TRAVEL & EXPENSE		
Visa - Gas Card	52.74	
SERICES & FEES		
Employer Services - Ohio Health - 2 Employee drug tests	92.00	
Total Special Fund Expenses		**$26,052.45**
Ending Special Fund Balance		**$596,485.00**

Prepared by: Tawn Seimer 8/9/2021 Date

Checked by: Katerina Sharp 8-6-2021 Date

Vice-Chair 8/10/2021 Date

Pickaway SWCD Leave Report

Pay Period #15 7/4/2021 to 7/17/2021

Annual Leave

Employee	Begin	Earned	Used	End Balance
Frank Clarke	9.30	3.10	8.00	4.40
Katerina Sharp	194.30	4.60	0.00	198.90
Nathan Taylor	12.40	3.10	0.00	15.50
Tawn Seimer	251.36	7.70	0.00	259.06
			Annual Leave Total	**477.86**

Sick Leave

Employee	Begin	Earned	Used	End Balance
Frank Clarke	27.00	4.60	3.00	28.60
Katerina Sharp	375.60	4.60	0.00	380.20
Nathan Taylor	18.93	4.60	0.00	23.53
Tawn Seimer	1,658.45	4.60	1.00	1,662.05
			Sick Leave Total	**2,094.38**

Comp Time

Employee	Begin	Earned	Used	End Balance
Frank Clarke	10.51	0.00	0.00	10.51
Katerina Sharp	53.77	0.00	19.50	34.27
Nathan Taylor	13.88	0.00	0.00	13.88
Tawn Seimer	1.82	0.00	0.00	1.82
			Comp Time Total	**60.48**

Signature of Preparer: Tawn Seimer 7/19/2021
Date

Signature of Reviewing Board Member: Barbara Martindale
Date

Only approved timesheets are included in report calculation

Pickaway SWCD Leave Report
Pay Period #16 7/18/2021 to 7/31/2021

Annual Leave

Employee	Begin	Earned	Used	End Balance
Frank Clarke	1.30	3.10	1.30	3.10
Katerina Sharp	198.90	4.60	15.00	188.50
Nathan Taylor	15.50	3.10	0.00	18.60
Tawn Seimer	259.06	7.70	0.00	266.76
			Annual Leave Total	476.96

Sick Leave

Employee	Begin	Earned	Used	End Balance
Frank Clarke	28.60	4.60	13.60	19.60
Katerina Sharp	380.20	4.60	1.00	383.80
Nathan Taylor	23.53	4.66	0.00	28.19
Tawn Seimer	1,662.05	4.66	2.00	1,664.71
			Sick Leave Total	2,096.30

Comp Time

Employee	Begin	Earned	Used	End Balance
Frank Clarke	10.50	0.00	10.50	0.00
Katerina Sharp	34.27	0.00	0.00	34.27
Nathan Taylor	13.88	1.50	0.00	15.38
Tawn Seimer	1.82	1.50	0.00	3.32
			Comp Time Total	52.97

Signature of Preparer: Tawn Seimer Aug. 2, 2021
Date

Signature of Reviewing Board Member: [signature] 8/14/2021
Date

Only approved timesheets are included in report calculation

Attachment E

Pickaway Soil and Water Conservation District
110 Island Road, Suite D
Circleville, Ohio 43113-9056
740-477-1693 Fax 740-477-3327

COPY

POSITION DESCRIPTION

TITLE: **EDUCATION/OUTREACH COORDINATOR – DEPUTY ADMINISTRATOR**

SUMMARY: The individual in this position acts as the back-up to the District Administrator for financial and payroll processing. The day to day position will be an education and public information liaison for the Pickaway Soil and Water Conservation District. This position is responsible for developing an effective outreach program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serves as the education and information resource person; coordinates the presentation of information and conservation programs to public bodies, civic organizations, schools, clubs and the like.

Represents the District and its goals at meetings of local, state, and federal agencies where natural resource issues are discussed.

Develops and implements an effective public relations program using available local and electronic media and agencies/organizations to maintain websites and face book accounts.

District will provide financial support to attend proper educational trainings for certification of programs.

Performs as Deputy Administrator for financial and payroll processing as needed.

Maintains and submits all required reports and other documentation as requested by the Board of Supervisors and/or District Administrator.

Performs other duties as assigned

POSITION QUALIFICATIONS:

This position will require proficiency in Microsoft Office programs including publisher, Google Suite, web site design and updating. Educational certifications will be required for presenting programs into the county school systems.

SUPERVISION & GUIDENCE:

The District Administrator will provide direction in the employee's performance and time management processes and coordination of District Programs. Other staff members of the District and NRCS office may request assistance with additional duties upon approval of the District Administrator. This position does not supervise other employees.

PERFORMANCE REVIEW:

The performance of each duty in this position will be evaluated against standards mutually developed for this position. Performance reviews, to chart progress and needs, will be conducted by the District Administrator. Bi-annually and/or annually the District Board of Supervisors will conduct a final performance review to discuss the employee's accomplishments and future needs.

ADOPTED:

The Pickaway Soil and Water Conservation District Board of Supervisors have reviewed the Education/Outreach Coordinator position description. This position description was approved and adopted at the regular monthly board meeting on July 20, 2021.

8/17/2021

SWCD Board Chair Date