2020 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD DECEMBER 8, 2020

THE BOARD OF SUPERVISORS OF THE PICKAWAY SOIL AND WATER CONSERVATION DISTRICT MET IN REGULAR SESSION AT 9:00 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):

Matt called the meeting to order at 9:06 a.m.

Matt Anderson –Yes, but left the meeting at 12:11 p.m., Clyde Ohnewehr – Yes,
Barbara Martindale – Yes on Zoom and conference call, Bill Black – Yes at 9:18 a.m., Jonathan Lohstroh – Absent.

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

Tawn Seimer – Yes, Shelley Steele –Yes, Wesley French – Yes, Katerina Sharp – Yes.

Minutes Recorder: Tawn

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

Justin Armintrout, NRCS DC – Yes, Eli Ortiz – No, Caleb Worley, Pheasants Forever- No

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

VISITORS OR GUESTS PRESENT: None

PUBLIC/AGENCY COMMENTS: None

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

Clyde moved, seconded by Barbara to approve minutes of the Regular Board Meeting held November 24, 2020. Motion passed.

Vote on Motion (Y, N or A): Clyde Ohnewehr – Yes Barbara Martindale – Yes Matt Anderson - Yes

IN THE MATTER OF APPROVING THE DISTIRCT FUND BILLS/STATEMENT FOR NOVEMBER:

Clyde moved, seconded by Barbara to approve the District Fund Financial Statement for November ***(Attachment A).*** Motion passed.

Vote on Motion (Y, N or A): Clyde Ohnewehr – Yes Barbara Martindale – Yes Matt Anderson - Yes

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

Clyde moved, seconded by Barbara to approve the Special Fund Financial Statement for November ***(Attachment B).*** Motion passed.

Vote on Motion (Y, N or A): Clyde Ohnewehr – Yes Barbara Martindale – Yes Matt Anderson - Yes

IN THE MATTER OF REVIEWING THE DISTRICT TECH & NON-TECH ACTIVITIES REPORT:

The board reviewed the District staff tech and non-tech activity reports. Clyde asked Wesley about the Howard Ditch design project. Wesley has finished the design and taken it to the County Engineer. Clyde informed the technicians that the Hall/Justice Ditch petition will be taken care of completely by the County Engineer.

IN THE MATTER OF REVIEWING THE NRCS UPDATES:

Justin has finished making 2020 CSP payments, there will be a couple for 2020 made in 2021. They are checking 2021 and 2022 re-enrolls. Phil is out checking waterways for re-enrolling and to give the landowners time to correct any seeding or construction needed to keep them eligible. Caleb, Eli and Justin have been evaluating CRP and CREP grass seeding for re-enroll. Currently there is an EQIP program signup until January 15, 2021. FSA is currently closed to the public again. All new waterway plans that are ready for signature will be mailed to customers and then a conference call will be made so they understand the financial and engineering side of the projects. When Sherrill returns to the office after surgery, we will meet with her on the waterway process.

Bill joined the meeting at 9:18 a.m.

IN THE MATTER OF REPAIRS ON THE GREAT PLAINS NO-TILL DRILL:

Clyde moved, seconded by Bill to request a quote from Anderson Equipment on purchase/trade-in of a new 10 ft. Great Plains No-Till drill. A quote from Anderson Equipment was received for $6,076.65 to fix the drill. Motion passed.

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

FYI - IN THE MATTER OF PUCHASING AND INSTALLING TWO NEW LAPTOPS:

Jason Sheehy of JS Custom Graphics & Computers has made an appointment to deliver and install the 2 new laptop computers that have been ordered on Monday, December 14th.

IN THE MATTER OF THE DISTRICT TO PAY CORRECTED OFSWCD DUES:

Clyde moved, seconded by Bill to approve the District to pay the 2021 OFSWCD dues for the corrected amount of $2,398.30. Motion passed.

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

FYI-IN THE MATTER OF THE SCHEDULE OF THE EMPLOYEE PERFORMANCE EVALUATIONS FOR DEC. 8TH, 2020:

IN THE MATTER OF PETTY CASH REPLENISHMENT:

Barbara moved, seconded by Clyde to approve Petty Cash Replenishment of $41.78 to bring the end of year total up to $150.00. Motion passed.

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Barbara Martindale – Yes Matt Anderson – Yes

IN THE MATTER OF TAWN SEIMER TO REQUEST CARRYOVER OF ANNUAL LEAVE:

Barbara moved, seconded by Bill to approve carryover leave for Tawn Seimer in the amount of 186.66 hours. Motion passed.

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Barbara Martindale – Yes Matt Anderson – Yes

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Barbara moved, seconded by Clyde to approve the Employee Leave Report for the pay period ending 11/21/2020 ***(Attachments C).*** Motion passed.

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Barbara Martindale – Yes Matt Anderson – Yes

Last Minute Items:

IN THE MATTER OF APPROVING THE 2021 ANNUAL PLAN OF WORK:

Clyde moved, seconded by Bill to approve the 2021 Annual Plan of Work. Page 1 of the 2021 Annual Plan of Work will be updated after the January Board Reorganization takes place. Motion passed.

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Barbara Martindale – Yes Matt Anderson – Yes

IN THE MATTER OF SUPERVISOR OATH OF OFFICE FOR BILL BLACK:

Matt Anderson performed the Supervisor Oath of Office for Bill Black. Bill's next term of office will begin on January 1, 2021 ***(Attachment D)***.

FYI – Calendar of Events
FYI – State Match Received – for the 4th Quarter of 2020
FYI – ODA Updates for Area 5 SWCD Board Meetings – November

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

Clyde moved, seconded by Bill to go into Executive Session to discuss Personnel Evaluations at 9:50 a.m.

Roll Call: Bill Black – Yes, Clyde Ohnewehr – Yes, Barbara Martindale – Yes, Matt Anderson – Yes.

Matt had to leave at 12:11 p.m. Bill Black moved to Chairperson.

At 12:22 p.m., Barbara lost internet connection with the meeting, she called Bill's cell phone and finished meeting by conference call.

The board came out of executive session at 12:32 p.m.

IN THE MATTER OF EMPLOYEE COMPENSATION:

Barbara moved, seconded by Clyde to give the employees raises. Tawn and Katerina will receive a 3% increase and Shelley and Wesley will receive a 5% increase in their hourly rates. The increase is retroactive to December 6, 2020, and will take effect on the 27th Pay Period (12/6/2020 to 12/19/2020). Motion passed.

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Barbara Martindale – Yes

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

Clyde moved, seconded by Barbara to adjourn the December 8, 2020 Pickaway Soil & Water Conservation District meeting of the Board at 12:45 p.m. Motion passed.

Vote on Motion (Y, N or A): Clyde Ohnewehr – Yes Barbara Martindale – Yes Bill Black - Yes

The next regular board meeting is scheduled for **Tuesday, January 19, 2021 at 9:00 – 11:00 a.m.**, in the Conference Room, located at Pickaway County Service Center, 110 Island Road, Circleville, OH 43113

_____ _____

Matt Anderson - Chair Date Barbara Martindale - Secretary Date

_____

Minutes Recorder Date

Attachment A

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
DISTRICT FUND FINANCIAL STATEMENT
November 1 through November 30, 2020

	Beginning Balances			
	Money Market Checking Account			
	Unencumbered Funds	$122,981.04		
	Engineering Deposit Encumbered	294.00		
	Engineering Fee Encumbered (last project installed 10/2019	-		
	Affiliate/Scholarship Fund	14,372.67		
	Education Programs Encumbered	1,736.53		
	EE Camp Encumbered	2,364.62		
	Ag Book Grant for Pickaway Co. 1st Graders	2,200.00		
	Total MMA Checking Account		$143,948.86	
	Regular Checking Account		59,785.33	
	Petty Cash		110.00	
	Change Fund		100.00	
	Total District Accounts			**$203,944.19**
Ref				
558	Frontier Communications - refund for phone number porting	$ 73.88		
559	Regular Checking Interest	$ 4.09		
	Total Receipts - Regular Checking Income		$77.97	
557	South Central Power Foundation - grant for 1st grade books	$ 2,000.00		
560	MMA Checking Interest	$ 9.91		
	Total Receipts – MMA Account		$2,009.91	
	Total Receipts - Petty Cash			
	Total Receipts – Regular & MMA & Petty Cash Accounts			**$2,087.88**
Ref	**Expenses**			
C2221	Franklin SWCD - Katerina training - Wading thru Watersheds	$ 35.00		
C2223	Visa - 20 Year Sevice awards ($66.00) Extra van key ($11.78)	$ 77.78		
	Total Expenses Regular Checking		$112.78	
	Total Expenses MMA Checking			
	Petty Cash			
121	Kroger - Distilled water for Soil Testing program	$ 1.78		
	Total Expenses for Petty Cash		$1.78	
	Total Expenses			**$114.56**
	Ending Balances			
	Money Market Checking Account			
	Unencumbered Funds	$122,990.95		
	Engineering Deposit Encumbered	294.00		
	Engineering Fee Encumbered (last project installed 10/2019	-		
	Affiliate/Scholarship Fund	14,372.67		
	Education Programs Encumbered	1,736.53		
	EE Camp Encumbered	2,364.62		
	Ag Book Grant for Pickaway Co. 1st Graders (+2,000.00)	4,200.00		
	Total MMA Checking Account		$145,958.77	
	Regular Checking Account		59,750.52	
	Petty Cash		108.22	
	Change Fund		100.00	
	Total District Accounts			**$205,917.51**

Prepared by: Tawn Seimer 12/2/2020 Checked by: Katerina Sherp 12-2-2020
Date Date

Board Chair 12/8/20
Date

Attachment B

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
November 1 through November 30, 2020

Beginning Special Fund Balance		**$504,679.01**
REVENUE		
State Match - Pay-In: None	0.00	
Other Income: Bureau of Workers Refund	1,544.78	
Total Special Fund Revenue		**$1,544.78**
EXPENSES		
SALARIES (2 pay periods 23 & 24)	$13,712.00	
PERS	1,870.40	
MEDICARE	187.92	
INSURANCE	2,985.00	
CONTRACT-SERVICES		
Frontier, Local, Fax, DSL	189.18	
Quench - water filter lease	40.31	
Verizon Wireless	98.07	
Xerox Copier Lease	208.77	
TRAVEL & EXPENSES		
Visa - fuel for vehicles	118.28	
SCHOLARSHIP/EDUCATION		
Visa - Soil testing tablets ($297.16)	469.18	
& Snacks Ag Mags for 1st Grade Books ($172.02)		
Total Special Fund Expenses		**$19,879.11**
Ending Special Fund Balance		**$486,344.68**

Prepared by: Tawn Seimer 12/2/2020 Checked by: Katerina Sharp 12-2-2020
Date Date

Chair 12/8/2020
Date

Pickaway SWCD Leave Report
Pay Period #25 11/08/2020 to 11/21/2020

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	160.10	3.10	0.00	163.20
Shelley Steele	41.30	3.10	1.25	43.15
Tawn Seimer	178.96	7.70	0.00	186.66
Wesley French	83.65	3.10	0.00	86.75
			Annual Leave Total	**479.76**

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	295.39	4.80	0.00	300.19
Shelley Steele	72.57	4.60	0.00	77.17
Tawn Seimer	1,591.13	4.60	0.00	1,595.73
Wesley French	127.11	4.60	0.00	131.71
			Sick Leave Total	**2,104.80**

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	28.52	5.25	3.50	30.27
Shelley Steele	0.00	0.00	0.00	0.00
Tawn Seimer	0.82	0.00	0.00	0.82
Wesley French	0.00	0.00	0.00	0.00
			Comp Time Total	**31.09**

Signature of Preparer: Katerina Sharp 11-24-2020
Date

Signature of Reviewing Board Member: Clyde Chenault 12-8-20
Date

Only approved timesheets are included in report calculation

EL-7

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OHIO SOIL AND WATER CONSERVATION COMMISSION

SUPERVISOR OATH OF OFFICE

"I, Bill Black, do solemnly swear (or affirm) that I will, to the best of my ability, faithfully discharge the duties of Supervisor of the Pickaway Soil and Water Conservation District to which I have been elected (or appointed), and preserve, protect, and defend the Constitution of Ohio and of the United States of America, so help me God."

Signed: Bill Black
Signature of Board Member Elected (or Appointed)

Subscribed and sworn (or affirmed) to before me this 8 day of December, 20 26

Signed: Matt Arnett Title: Pickaway SWCD Chair
Signature of Authorized Public Official or Notary (per the ORC 3.24) — Elected Office held

Notary Acknowledgment below only required if Oath is conducted by Public Notary

Notary Public of Ohio (Printed Name)

Commission Expiration

SEAL