2026 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD FEBRUARY 17, 2026

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 ROAD, CIRCLEVILLE, OH 43113 IN THE 2ND FLOOR CONFERENCE ROOM.

DEWEY CALLED THE MEETING TO ORDER AT 8:00 A.M.

Dewey Mann – Yes, Matt Anderson – Yes, Liza Musselman – Yes, Bill Black – Yes, Jonathan Lohstroh – Yes

THE FOLLOWING SWCD PERSONNEL WERE PRESENT:

Brad Hughes– Yes, Katerina Sharp – Yes, Adriahna Karr – Yes, Jade Collie – Yes

THE FOLLOWING NRCS PERSONNEL WERE PRESENT:

Justin Armintrout – Yes, Matt Mauzy – Yes

THE AREA 5 PROGRAM SPECIALIST WAS PRESENT:

Cody Hacker – Yes

VISITORS OR GUESTS PRESENT: None

MINUTES RECORDER: Brad

PUBLIC/AGENCY COMMENTS:

None

IN THE MATTER OF APPROVING MINUTES FROM THE PREVIOUS MEETING:

Matt moved, seconded by Bill to approve minutes for the regular board meeting held January 20, 2026. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson – Yes Liza Musselman – Yes Bill Black – Yes
Jonathan Lohstroh – Yes Dewey Mann – Yes

IN THE MATTER OF APPROVING DECEMBER SPECIAL FUND BILLS/STATEMENT (AMENDED):

Matt moved, seconded by Bill to approve the December 2025 Special Fund Financial Statement (Amended) ***(Attachment A).*** Motion passed.

Vote on Motion (Y, N or A): Matt Anderson – Yes Liza Musselman – Yes Bill Black – Yes
Jonathan Lohstroh – Yes Dewey Mann – Yes

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

Bill moved, seconded by Matt to approve the January 2026 Special Fund Financial Statement ***(Attachment B).*** Motion passed.

Vote on Motion (Y, N or A): Matt Anderson – Yes Liza Musselman – Yes Bill Black – Yes
Jonathan Lohstroh – Yes Dewey Mann – Yes

IN THE MATTER OF REVIEWING THE DISTRICT STAFF ACTIVITY REPORTS:

The board reviewed the district staff activity reports.

IN THE MATTER OF REVIEWING NRCS UPDATES:

Matt has been surveying in Frankling county and assisting with designs in Galia County. Justin stated the CRP program is open and will close in March. He is working on MCM work, expiring and re-enroll contract. CSP work should be done this week. He is working on contract maintenance. He has new app training for CSP and EQIP. Justin said that the Quality Assurance Review is coming up in March.

IN THE MATTER OF APAP (Ag Pollution Abatement Program) MOU between ODA and PICKWAY SWCD:

Matt moved, seconded by Jonathan to approve the APAP MOU between ODA & Pickaway SWCD. ***(Attachment C)*** Motion passed.

Vote on Motion (Y, N or A): Matt Anderson – Yes Liza Musselman – Yes Bill Black – Yes
Jonathan Lohstroh – Yes Dewey Mann – Yes

FYI – Annual Report

FYI – Annual Plan of Work

FYI – Quarterly Report for County Commissioners meeting February 24, 2026

IN THE MATTER OF STRATEGIC PLAN:

Bill moved, seconded by Liza to approve the quote from KANE Learning to complete the Strategic Plan for Pickaway SWCD and not to exceed $10,625.00. The quote was $8500 for the Strategic Plan and $2125.00 for the Staff/Stakeholder Survey The board asked that the survey be completed first with community and agency contacts. **(Attachment D)** The Motion passed.

Vote on Motion (Y, N or A): Matt Anderson – Yes Liza Musselman – Yes Bill Black – Yes
Jonathan Lohstroh – Yes Dewey Mann – Yes

IN THE MATTER OF PETTY CASH:

Bill moved, seconded by Liza to approve Petty Cash replenish for $57.13. **Attachment (E)** The Motion passed.

Vote on Motion (Y, N or A): Matt Anderson – Yes Liza Musselman – Yes Bill Black – Yes
Jonathan Lohstroh – Yes Dewey Mann – Yes

IN THE MATTER OF POLICY UPDATE:

Bill moved, seconded by Matt to approve Employee Handbook Section II Employment Letter F updates. See **Attachment (F)** for updates. The Motion passed.

Vote on Motion (Y, N or A): Matt Anderson – Yes Liza Musselman – Yes Bill Black – Yes
Jonathan Lohstroh – Yes Dewey Mann – Yes

Liza moved, seconded by Bill to table the Telework policy until March board meeting

Vote on Motion (Y, N or A): Matt Anderson – Yes Liza Musselman – Yes Bill Black – Yes
Jonathan Lohstroh – Yes Dewey Mann – Yes

FYI – Tree Sale Update. The tree sale finished on February 13, 2026. The total number of orders are down from previous year. Tree and Fish sale pick up is April 3rd at Pickaway County Fairgrounds. Board is encouraged to help.

FARM BUREAU MEETING UPDATE –ANNUAL MEETING:

Katerina shared an update from the February Pickaway County Farm Bureau Meeting. Farm bureau approved to August 19, 2026 for the annual meeting.

Matt moved, seconded by Jonathan to approve charging $20 per person for the annual meeting tickets.

Vote on Motion (Y, N or A): Matt Anderson – Yes Liza Musselman – Yes Bill Black – Yes
Jonathan Lohstroh – Yes Dewey Mann – Yes

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Liza moved, seconded by Bill to approve the Employee Leave Reports as of pay period end dates 1/10/2026 and 1/24/2026 ***(Attachment G & H).*** Motion passed.

Vote on Motion (Y, N or A): Matt Anderson – Yes Liza Musselman – Yes Bill Black – Yes
Jonathan Lohstroh – Yes Dewey Mann – Yes

IN THE MATTER OF CONSERVATION FARM FAMILY AWARD:

Staff will pick a nominee.

FYI – Cash Basis Report
FYI – ODA Updates for Area 5 (February Report) & Supervisor Training Dates – Cody gave an update on both of these items. Dates for supervisor trainings are: March 26, 2026 at Piketon
FYI – TDP Schedule
FYI – Calendar of Events

THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Jonathan, seconded by Matt to adjourn the February 17, 2026 Pickaway Soil & Water Conservation District meeting of the board at 9:22 a.m. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson – Yes Liza Musselman – Yes Bill Black – Yes
Jonathan Lohstroh – Yes Dewey Mann – Yes

The next regular board meeting is scheduled for **Tuesday, March 17, 2026 at 8:00 a.m.** in the Conference Room located at the Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

_____ _____
Dewey Mann – Chairperson Date Matt Anderson – Secretary Date

_____
Minutes Recorder Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
December 1 Through December 31, 2025

Amended

Beginning Special Fund Balance		**$687,821.31**
REVENUE		
State Match		
County Match for 2025		
Bureau of Workers Comp refund		
Life Insurance Refund for Tawns Retirement	$ 8.60	
Total Special Fund Revenue		**$0.00**
EXPENSES		
SALARIES (pay period 25 & 26)	$24,122.00	
PERS	4,712.89	
MEDICARE	346.33	
MEDICAL INSURANCE & DENTAL	1,871.36	
LIFE INSURANCE	12.90	
BUREAU OF WORKERS COMP	2,985.71	
CONTRACT - SERVICES		
Culligan Quench	52.43	
Culligan Quench	52.43	
XEROX-Copier Lease	237.66	
Frontier - Phone	121.75	
Verizon Wireless	165.43	
Office Mart	108.29	
SERVICE FEES		
Travel and Expenses		
Total Special Fund Expenses		**$34,789.18**
Ending Special Fund Balance		**$653,032.13**

Prepared by: Jaell Collett 2/5/26 Checked by: Brad Hylton 2/5/26
Date Date

Denny Mann 2/17/26
Chair Date

B

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
January 1 Through January 31, 2026

Beginning Special Fund Balance		**$653,032.13**
REVENUE		
State Match	$ 44,485.00	
County Match for 2026		
Bureau of Workers Comp refund		
Total Special Fund Revenue		**$44,485.00**
EXPENSES		
SALARIES (pay period 1 & 2)	$23,725.40	
PERS	3,348.35	
MEDICARE	340.57	
MEDICAL INSURANCE & DENTAL	951.74	
LIFE INSURANCE	21.50	
BUREAU OF WORKERS COMP		
CONTRACT - SERVICES		
Culligan Quench	52.43	
Spectrum (charter communications)	259.98	
Spectrum (charter communications)	131.94	
XEROX-Copier Lease	237.66	
Frontier - Phone	120.64	
Verizon Wireless	165.43	
ADVERTISING & PRINTING		
Taylor printing- Jan Newsletter	1,929.62	
Total Special Fund Expenses		**$31,285.26**
Ending Special Fund Balance		**$666,231.87**

Prepared by: Jaell Collie 2/5/26 Date Checked by: Brad Arthur 2/5/26 Date

Denney Mann 2/17/26
Chair Date

MEMORANDUM OF UNDERSTANDING BETWEEN

THE OHIO DEPARTMENT OF AGRICULTURE

DIVISION OF SOIL AND WATER CONSERVATION

AND

THE BOARD OF THE Pickaway SOIL AND WATER CONSERVATION DISTRICT

FOR IMPLEMENTING

OHIO'S AGRICULTURAL POLLUTION ABATEMENT PROGRAM

This Memorandum of Understanding (hereinafter "MOU") is entered into by the Ohio Department of Agriculture Division of Soil and Water Conservation (hereinafter "ODA"), and the Board of Supervisors (hereinafter "the Board") of the Pickaway Soil and Water Conservation District (hereinafter "the District").

WHEREAS, pursuant to Ohio Revised Code ("ORC") §§ 939.05 and 939.06, ODA has the authority to enter into cooperative agreements with other state agencies and political subdivisions to accomplish certain tasks and objectives consistent with ODA's purpose and mission.

WHEREAS, the District is a political subdivision of the State of Ohio as set forth in ORC §940.03.

WHEREAS, the Board is the governing body that administers and oversees the activities of the District in accordance with ORC Chapter 940.

WHEREAS, ODA's Division of Soil and Water Conservation administers Ohio's Agricultural Pollution Abatement Program (hereinafter "APAP") in accordance with ORC Chapter 939 and Ohio Administrative Code (hereinafter "OAC") Chapter 901:13-1 (Ohio's Agricultural Pollution Abatement Program Rules and Standards).

WHEREAS, pursuant to ORC §940.06, the Board of the District shall enter into an agreement to assist ODA with the implementation of APAP on a local level by providing landowners, farm operators, and other parties with program information, technical assistance, advice, or expertise on management measures and conservation practices needed to achieve compliance with the APAP rules and standards.

NOW THEREFORE, in consideration of the mutual covenants by and between ODA and the Board of the District, both parties agree as follows:

1. The Board, with funds appropriated pursuant to ORC §§ 940.12 (County appropriations) and 940.15 (State matching funds and municipal and township appropriations), and with funds made available from other sources, the Board agrees to prioritize District personnel time to assist ODA with implementing the APAP when needed. The Board shall consider the overall priorities and capabilities of the District prior to deciding how District personnel will be utilized to implement the APAP.

2. The Board, the District, and ODA agree to implement the APAP in accordance with ORC Chapter 939 and OAC Chapter 901:13-1. The District will investigate agricultural pollution complaints and attempt to resolve those deemed to be valid. The District will also contact landowners or other responsible parties with known or suspected agricultural pollution abatement problems and attempt to work with responsible parties to resolve those problems. The District staff assisting ODA with complaint investigations will follow ODA's guidance and enter all complaints, correspondence, and investigation-related documents into the BEEHIVE program.

3. The Board agrees to adopt policies and procedures to assist with the implementation of the APAP in accordance with ORC Chapters 939, 940, and OAC Chapter 901:13-1. The Board will administer the APAP consistent with ODA's guidance, and in accordance with the Soil and Water Conservation District's Standard Operating Procedures for Handling Agricultural Pollution Complaints.

4. The Board will approve or disapprove operation and management plans for agricultural operations.

5. Upon approval by the Chief of ODA's Division of Soil and Water Conservation, ODA may provide State cost share for the construction of eligible agricultural pollution abatement practices to the extent allowable under rules and procedures of the State cost share program. The State cost share program is subject to the availability of funds.

6. The Board will recommend the eligibility of landowners and practices for the State cost share program. Final approval of any recommended practices will be determined by the Chief of ODA's Division of Soil and Water Conservation. The District will provide technical assistance in planning, layout, and construction for approved practices. The District will certify that practices were completed and met required standards and specifications.

7. The District will inspect State cost shared practices installed with assistance from the District and ODA, when applicable, to ensure proper maintenance throughout the life of the project.

8. ODA will provide training to the Board and the District on matters related to their authority, duties, and responsibilities under ORC Chapters 939, 940, and OAC Chapter 901:13-1 for implementing the APAP.

9. ODA will provide administrative guidance to the Board in planning, budgeting and staffing for the administration and implementation of the APAP.

10. ODA will provide the District with technical training (e.g., Technician Development Program Training) and assistance for the development and/or review of engineering, conservation, and management plans (e.g., Nutrient Management, Grazing Management, and Operation and Maintenance).

11. ODA will assist the District with agricultural pollution complaint investigations, Best Management Practice recommendations, and provide information on State cost share eligibility.

12. The Board may request that ODA review an agricultural pollution complaint and initiate further enforcement after efforts by the District to resolve the complaint have been exhausted and properly documented in the BEEHIVE program. The Director or Director's designee reserves the right to review and assume control over any agricultural pollution complaint investigated by the District, when necessary for the fulfillment of program responsibilities.

13. If the Board notifies ODA that the Board or the District has chosen not to fulfill its duties under this MOU, ODA will inform the Commission of the Board or District's decision and will recommend to the Commission whether adjustments are warranted to the District's state match funding formula. The Commission will consider the District's technical capability and available resources for implementing the APAP prior to deciding on ODA's recommendation.

14. Neither the Board or the District, its employees, or agents are "employees" of ODA as the term "employee" is used in division (F) of the Ohio Revised Code Section 124.01.

15. Each party shall be responsible for its own acts and omissions, and will be responsible for any and all damages, costs, and expense that arise out of that party's own negligence, tortious acts, or other conduct or that are due to the negligence, tortious acts, or other conduct of the party's respective agents, officers, or employees, as determined by a court of competent jurisdiction.

16. This MOU constitutes the entire understanding between the parties. Neither party may modify or amend the terms of this MOU except by a written agreement signed by both parties.

17. This MOU may be terminated by the Board or ODA at any time and for any reason upon thirty (30) days written notice to the other party.

SIGNATURES CONTINUED ON FOLLOWING PAGE

Each of the parties have caused this MOU to be executed by its authorized Representatives as of the dates set forth below.

For Board of Supervisors for Pickaway Soil and Water Conservation District

Name: Dewey Mann

Title: Board Chair

Signature: Dewey Mann

Date: 2/17/2026

For Ohio Department of Agriculture

Brian Baldridge

Title: Director

Signature: _____

Date: _____

D

KANE LEARNING

Pickaway Soil and Water Conservation District – Strategic Planning

Kane Learning Proposal

This document outlines the approach and associated costs to support the strategic planning process for Pickaway Soil and Water Conservation District (PSWCD).

Pickaway Soil and Water Conservation District:

- Develop a 5-year Strategic Plan to guide annual initiatives, decision-making, and work priorities.
- Engage and involve the full PSWCD team and members of the board in the strategic planning process.
- Connect the team's work to the mission, vision, and values of the organization to make the strategic plan meaningful and actionable.

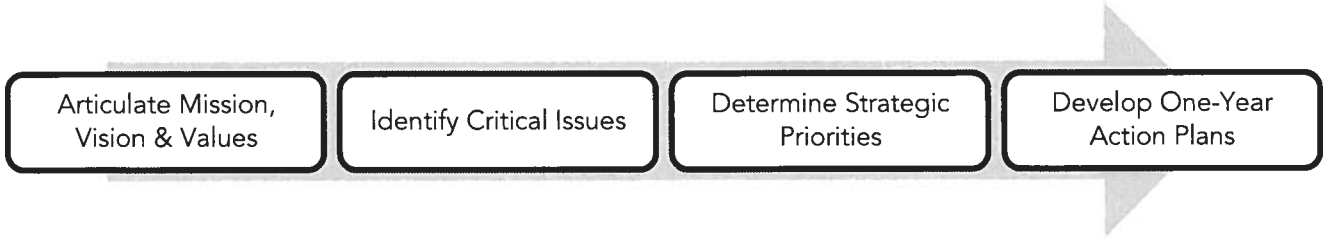
Timing: Spring 2026 (March – July)

Overview

Kane Learning is responsible for guiding the Pickaway Soil and Water Conservation District team and board through the strategic planning process, which includes:

- Providing guidance for communication with the team
- Providing tools and templates to support the process
- Preparing with the District Administrator ahead of the full-day retreat, including pre-work
- Facilitating the following working sessions:
  - 6-hour working session with the full PSWCD team and select board member(s) on a date to be determined
  - 3-hour working session with the PSWCD team and select board members to focus on Action Plans on a date to be determined
- Taking notes and recapping working sessions and prep meetings
- Developing strategic plan documents, a one-year action plan, and an action plan tracker using the information from the working session and meetings with the District Administrator

Strategic Planning Process:



Strategic Plan Deliverables & Costs:

Strategic Planning Retreat (5-6 hours of in-person facilitation)	**Refine and Validate Mission, Vision, and Values** Through facilitated discussion, the team will review and validate PSWCD's existing mission, vision, and values to ensure they clearly communicate: • Why the organization exists • How excellence is defined • How team members work with one another and serve customers This process will strengthen shared understanding, alignment, and ownership. **Identify Critical Issues** Using a facilitated SWOT analysis, the team will assess: • Internal strengths and weaknesses • External opportunities and threats This discussion will surface gaps between the current state and the desired future state and clarify the most critical issues for PSWCD. **Determine Strategic Priorities, Goals, and Measures** Building on the identified critical issues identified by PSWCD, the team will engage in a structured process to: • Identify clear goals that describe what success looks like • Determine measures to track progress and outcomes These priorities, goals, and measures will provide a practical framework to guide action planning.	**$10,000.00**
Action Planning Workshop	**Develop First Year Action Plan** Through a three-hour facilitated workshop with staff, the team will translate strategic priorities and goals into one year action plans. For each goal, staff will identify key actions, timelines, and owners.	
Total		**$10,000.00**
15% Non-Profit Discount		-$1,500.00
New Total		**$8,500.00**
Note: The process also includes two virtual meetings, one leading up the retreat, and one following the retreat for planning, alignment, revisions, etc.		

Optional Survey Deliverables & Costs:

Staff / Stakeholder Survey (Optional)	Kane Learning will partner with PSWCD to design and administer a survey to gather input on organizational strengths, opportunities, and critical issues from staff, community partners, and board members. Survey results will be analyzed and synthesized into key themes and priorities, which will be used to inform discussion, decision making, and alignment during the strategic planning retreat.	**$2,500.00**
Total		**$2,500.00**
15% Non-Profit Discount		-$375.00
New Total		**$2,125.00**

Payment Terms:

- 50% will be invoiced when we begin the project in March 2026, and 50% will be invoiced when the project is complete on July 31, 2026. Each invoice has a 30-day net payment.
- The client is responsible for the cost of the meeting location, refreshments, and printing materials.

Petty Cash Fund 2/13/2026

			Starting Total	$250.00
9/17/25	Ace Hardware	Spray Paint		$10.71
9/30/25	Lindsey Bakery	Donuts for Special Meeting		$15.00
10/8/25	Kroger	School Program		$6.42
2/12/26	Hilton	Parking for Partnership Meeting		$25.00
			Ending Total	$192.87
			Replenish	$57.13

F. HOURS OF WORK, FLEX-TIME, OVERTIME AND OVERTIME COMPENSATION

Generally, the normal work week consists of five days and forty (40) hours of work. ~~The daily working hours will be 8:00 A.M. to 4:30 P.M~~ The daily office hours will be 8:00 a.m. to 4:00 p.m., Employees work an 8 hour day that includes the 8:00 a.m. to 4:00 p.m. office hours., unless otherwise specifically approved by the SWCD Board and/or Office Administrator. The normal workday includes an unpaid, one-half hour meal period, with the meal period time to be determined by the employee and Office Administrator. The Pickaway SWCD calendar week consists of 7 days (168 hours), and runs from ~~12:01~~ 12:00 ~~a.m.~~ a.m. on Sunday to 11:59 P.M. on Saturday.

The SWCD Board may authorize employees to work one of two of the following alternative schedules: 7:30 A.M. to 4:00 P.M. or 8:30 A.M. to 5:00 P.M. Alternative schedules may be used providing that it doesn't interfere with normal business operations and that the office is staffed between the hours of 8:00 a.m. and ~~4:30~~ 4:00 p.m.

FLEX-TIME -Intent of flex-time is to provide flexibility within a 5 day work week. In an effort to maintain office workload and technical assistance to landowners, employees will have the opportunity to adjust their schedules to meet the demands of their position and schedule. Employees can work outside their normal work schedule for meetings, workshops, training, special events, and upon approval of the office administrator. Employees have the flexibility to alter their schedule during the work week provided it is clearly communicated to the Office Administrator. **Prior approval for flex-time is needed for flexing of more than 5 hours in any one week and for any work hours that may occur on weekends.**

All employees are required to maintain a time record showing the daily hours worked. The current Ohio Soil and Water Conservation Commission (OSWCC) approved time recording system will be used to record daily working hours. The following points should be considered when filling out time records:

1) Employees will keep a record of their total daily work hours.
2) Employee time records are to be checked and signed by the Office Administrator for approval. Non-work time for which an employee is entitled to be paid (sick leave, vacation leave, paid holidays, etc.) should be identified by the Office Administrator or appropriate authority on the time record. Authorized overtime also should be identified and approved by the Office Administrator or appropriate authority. Non-approved and/or unauthorized absences should be identified by the Office Administrator or appropriate authority. Employees will not be paid for non-authorized or unapproved hours of absence or unauthorized overtime.
3) Filling out of another employee's time record or the falsifying of any time record is prohibited.
   The official record of all leave balances shall be kept on the OSWCC approved time recording system.

Overtime/Compensatory Time Off

Employees may be required to work overtime whenever it is deemed necessary by the SWCD Board and/or Office Administrator. The Office Administrator will assign overtime to qualified employees. For purposes of overtime computation, only hours in active pay status in excess of forty (40) hours during a workweek shall be paid at time and one-half. Employees may not use and earn compensatory time within the same work week. "Active Pay Status" will consist of actual hours worked, paid holidays, time off on authorized vacation leave, sick leave and compensatory time.

An employee working flex-time is not entitled to compensation for overtime work unless the Office Administrator requires the employee to be in active pay status for more than forty (40) hours in a calendar week.

Overtime shall be compensated at a rate of one and one-half (1.5) times the employee's regular hourly rate for actual overtime hours worked in excess of forty (40) hours during a workweek. An employee may elect to take compensatory time in lieu of overtime pay. If the employee elects compensatory time, such time shall be granted at a time mutually convenient to the employee and the SWCD Board and/or Office Administrator.
Overtime will not be authorized for employees with a balance of forty (40) hours or for an amount that will cause their balance to exceed forty (40) hours.

Guidelines for various overtime or compensatory time earnings include:

1) Regularly scheduled and special board meetings (after hours).

Formatted: Font: Not Bold

2) Pickaway SWCD Annual Meeting - hours earned for set-up time, banquet and meeting (after normal work hours).
3) Travel to and from area or state meetings on workdays for hours beyond normal work hours.
4) OFSWCD Annual Meeting and Supervisor's School - overtime hours earned for travel to and from the meeting (using District office as point of origin and termination or the employees residence as mutually agreed ahead of time and in the best interest of the ~~district~~District), attendance at Legislator's Breakfast or Awards Banquet (before or after normal work hours).
5) Scheduled Pickaway SWCD-sponsored seminars or workshops on evenings or weekends - overtime hours earned for set-up, registration, time to conduct event, and travel time from and back to the District office. District required attendance at meetings of other agencies/organizations overtime earned for travel time from and back to the District office (or the employee's residence if in the best interest of the district with prior approval) and actual meeting time (after hours).
6) No-till drill landowner assistance (scheduling, transport, set-up and repairs) - after hours and weekend overtime as required (normal drill maintenance should be performed during regular work hours if possible).
7) Tree packet distribution - after-hours distribution as approved by the SWCD Board and scheduled by Office Administrator.
8) Any other occasion deemed appropriate by the SWCD Board and/or Office Administrator.

Attendance at lectures, meetings, and training programs are considered time worked if:

1) The employee's attendance is outside regular working hours; and
2) The employee's attendance is required by the SWCD Board and/or Office Administrator; and
3) The course, lecture, or meeting is directly related to the employee's job; and
4) The employee performs productive work during such attendance.

Department of Agriculture

Pickaway SWCD Leave Report

Pay Period #2 (12/28/2025- 1/10/2026)

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	46.93	4.60	18.50	33.03
Brad Hughes	233.56	6.20	0.00	239.76
Jade Collie	22.44	3.10	0.00	25.54
Katerina Sharp	115.65	6.20	0.00	121.85
Katherine Shauger	44.67	4.60	0.00	49.27
			Annual Leave Total	**469.45**

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	127.79	4.66	0.00	132.44
Brad Hughes	146.68	4.60	9.50	141.78
Jade Collie	19.65	4.66	12.50	11.81
Katerina Sharp	832.66	4.86	0.00	837.52
Katherine Shauger	367.70	0.92	0.00	368.62
Sophia Graham	16.49	0.86	0.00	17.36
			Sick Leave Total	**1509.53**

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	63.88	1.50	0.50	64.88
Brad Hughes (Comp Payout 10 hrs)	15.51	(10.00)	0.00	5.51
Jade Collie (Comp Payout 10 hrs)	19.89	(8.50)	0.00	11.39
Katerina Sharp	74.43	(3.25)	0.00	71.18
Katherine Shauger	9.50	0.00	0.00	9.50
			Comp Time Total	**162.46**

Signature of Preparer: _____

Date

Signature of Reviewing Board Member: _____

Date

Only approved timesheets are included in report calculation

Ohio Department of Agriculture

Pickaway SWCD Leave Report

Pay Period #3 (1/11/2026 - 1/24/2026)

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	33.03	4.60	4.00	33.63
Brad Hughes	239.76	6.20	0.00	245.96
Jade Collie	25.54	3.10	5.00	23.64
Katerina Sharp	121.85	6.20	0.00	128.05
			Annual Leave Total	431.28

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	132.44	4.60	11.00	126.04
Brad Hughes	141.78	4.74	6.00	140.52
Jade Collie	11.81	4.60	0.00	16.41
Katerina Sharp	837.52	4.69	0.00	842.20
Sophia Graham	17.36	0.46	0.00	17.82
			Sick Leave Total	1,142.99

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	64.88	0.00	9.00	55.88
Brad Hughes	5.51	3.75	0.00	9.26
Jade Collie	11.39	0.00	0.00	11.39
Katerina Sharp	71.18	(7.75)	0.00	63.43
			Comp Time Total	139.96

Signature of preparer: Brad Hughes 1/28/26
Date

Signature of Reviewing Board Member:
Date

Only approved timesheets are included in report calculation