2020 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD FEBRUARY 18, 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):

Steve called the meeting to order at 9:00 a.m.

Matt Anderson – Yes, Clyde Ohnewehr – Yes, Barbara Martindale – Yes,
Bill Black – Yes, Steve Hawkins - Yes.

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

Tawn Seimer –No, Shelley Steele – Yes, Wesley French – Yes, Katerina Sharp – Yes, Rob Skidmore - No.

Minutes Recorder: Katerina

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

Justin Armintrout, NRCS DC – Yes, Eli Ortiz - No

VISITORS OR GUESTS PRESENT: Cody Hacker – Area 5 Program Specialist
Bennett Musselman – Pickaway County Farm Bureau Board Member

PUBLIC/AGENCY COMMENTS:

Bennett Musselman, Pickaway County Farm Bureau member, proposed to the board that Pickaway County Farm Bureau and Pickaway SWCD host their annual meetings jointly in 2020. Farm Bureau would like to hold their annual meeting the evening of Thursday, September 3 at the Pickaway County Agriculture and Event Center. The meeting would take place the evening before Pickaway County Ag Day and would help showcase the event. Farm Bureau is going to see if the Visitors Center will "donate" Heritage Hall for the meeting so there would be no cost to rent the facility. Farm Bureau would charge a fee for their meeting the same as PSWCD to cover the cost of the meal. Farm Bureau typically has between 80-150 guests present at their annual meeting.

Pickaway SWCD board and staff members are going to reach out to other SWCDs who host their annual meetings jointly with Farm Bureau and present this information at the next board meeting for further discussion.

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

Bill moved, seconded by Barbara to approve minutes of the Regular Meeting held January 21, 2020. Motion passed.

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

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

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

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

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

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

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

IN THE MATTER OF UPDATES FROM AREA 5 PROGRAM SPECIALIST-CODY HACKER:

Cody informed the Board and Staff of updates which included changes to the election process, committee meeting rules, and the pond pollution complaint on Tarlton Road.

The election changes are being made to try to make the process easier with less forms, allowing different voting locations, and changing the paperwork for absentee voters. There is a training scheduled for March 31 (the same day as our fish sale). Bill and/or Steve are going to attempt to attend the training, but a District staff member is still highly encouraged to attend.

Committee meetings are subject to Sunshine Laws and therefore must have a public notice sent out beforehand.

The pollution complaint on Tarlton Road is at this point considered resolved. Because the damages were to a private pond, the damages become a civil matter. Cody recommended that the board send a follow up letter.

IN THE MATTER OF APPROVING THE LIABILITY RELEASE FORMS, WHICH HAVE BEEN APPROVED BY THE PROSECUTING ATTORNEY:

Barbara moved, seconded by Clyde to approve the liability release forms to use for job shadows, volunteers, etc. Motion passed.

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

FYI – THE HINKLE REPORT HAS BEEN UPLOADED TO THE AUDITOR OF STATE WEBSITE.

IN THE MATTER OF APPROVING SHELLEY AND WES FOR OVERIGHT LODGING FOR THEIR TDP TRAINING IN FINDLAY, OH FROM APRIL 7 TO APRIL 8:

Barbara moved, seconded by Matt for Wes and Shelley to each have overnight lodging for their TDP training in Findlay, OH from April 7 to April 8. Motion passed.

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

FYI – WE WILL BE REGISTERING SHELLEY AND WES FOR THE OVERHOLT DRAINAGE SCHOOL IN FAIRFIELD COUNTY THIS YEAR AS SOON AS THEY LAUNCH THE ONLINE REGISTRATION WEBSITE.

IN THE MATTER OF THEN & NOWS:

Bill moved, seconded by Matt to process the bills of Then & Nows for Verizon Wireless ($68.56) and U.S. Bank ($204.29). Motion passed.

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

IN THE MATTER OF APPROVING TO PURCHASE THE ANNUAL SUBSCRIPTION FOR CIVIL 3D AUTOCAD:

Clyde moved, seconded by Matt to approve the purchase of the annual subscription for Civil 3D AutoCAD for $2,255.88. Motion passed.

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

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Barbara moved, seconded by Matt to approve the Employee Leave Reports as of pay period end dates 1/18/2020 & 2/1/2020 as follows: ***(Attachment C & D).*** Motion passed.

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

IN THE MATTER OF PAYING THE TEAM FEE FOR PICKAWAY COUNTY TEAMS TO PARTICIPATE IN THE AREA 5 ENVIROTHON:

Matt moved, seconded by Clyde to approve for Pickaway SWCD to pay the team fee of $30 per team for any Pickaway County teams competing in the Area 5 Envirothon. Motion passed.

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

IN THE MATTER OF REVIEWING THE NRCS UPDATES:

Justin gave an update on the NRCS projects and programs being worked on. Justin reviewed with supervisors and staff the current Cooperative Working Agreement, Nondiscrimination Statement Policy, Civil Rights Policy, 1619 Acknowledgement and the coverage of office hours. The board then signed the Civil Rights Responsibilities for Partners Checklist.

Justin will be working at the Franklin office more over the next 6 weeks while Eli is out. NRCS is working on contract maintenance and is in the process of getting new software. A new EQIP sign up will be announced soon. There are approximately 55 requests for new CRP waterways.

Clyde discussed the new check lists that have been created to help with the waterway process. There was additional discussion by Justin and Shelley.

FYI – The 2019 & 2020 Annual Plans of Work and the 2019 Annual Report were emailed to the board to review before the meeting. We will begin planning our Annual Work Group Meeting soon.

FYI – Calendar of Events

FYI – State Match Funding Received

FYI – 2019 4th Quarter Review with County Commissioners Report

FYI – ODA Updates for Area 5 SWCD Board Meetings

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

Bill moved, seconded by Clyde to go into executive session to discuss personnel matters at 9:45 a.m. Matt moved, seconded by Barbara for the board to come out of executive session at 10:15 a.m.

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

Matt moved, seconded by Clyde to adjourn the February 18, 2020 Pickaway Soil & Water Conservation District meeting of the Board at 10:17 a.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, March 17, 2020 at 9:00 – 11:00 am**, in the Conference Room, located at Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

_____ _____

Steve Hawkins – Chairperson Date Barbara Martindale – Secretary Date

_____

Minutes Recorder Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT Attachment A
DISTRICT FUND FINANCIAL STATEMENT
January 1 through January 31, 2020

	Beginning Balances			
	Money Market Checking Account			
	Unencumbered Funds	$106,309.39		
	Engineering Deposit Encumbered	294.00		
	Engineering Fee Encumbered	1,141.76		
	Affiliate/Scholarship Fund	11,232.67		
	Education Programs Encumbered	1,736.53		
	EE Camp Encumbered	2,709.46		
	Total MMA Checking Account		$123,423.81	
	Regular Checking Account		57,500.32	
	Petty Cash		90.77	
	Change Fund		100.00	
	Total District Accounts			**$181,114.90**
Ref				
several	Plug Sales	$ 8,360.00		
several	Tree Sales	$ 1,177.00		
several	Fish Sales	$ 675.50		
several	Flags	$ 10.00		
several	Affiliate Memberships	$ 730.00		
7573	Regular Checking Interest	$ 15.92		
	Total Receipts - Regular Checking Income		$10,968.42	
7514	MMA Checking Interest	41.94		
	Total Receipts – MMA Account		$41.94	
	Total Receipts - Petty Cash			
	Total Receipts – Regular & MMA & Petty Cash Accounts			**$11,010.36**
Ref	**Expenses**			
C2111	Visa - 50% of 2019 Truck Cap for Trails West	$ 748.60		
C2112	Ink My Logo - staff coats, jackets and shirts	$ 1,115.00		
C2113	Pickaway Co. Farm Bureau - 2020 Membership	$ 79.00		
	Total Expenses Regular Checking		$1,942.60	
		$ -		
	Total Expenses MMA Checking		$0.00	
	Petty Cash			
108	Car Wash - for 2019 Truck Cap install	$ 10.00		
	Total Expenses for Petty Cash		$10.00	
	Total Expenses			**$1,952.60**
	Ending Balances			
	Money Market Checking Account			
	Unencumbered Funds	$106,763.09		
	Engineering Deposit Encumbered	294.00		
	Engineering Fee Encumbered (last project installed 10/2019)	-		
	Affiliate/Scholarship Fund (+730.00 - new and re-enrolled)	11,962.67		
	Education Programs Encumbered	1,736.53		
	EE Camp Encumbered	2,709.46		
	Total MMA Checking Account		$123,465.75	
	Regular Checking Account		66,526.14	
	Petty Cash		80.77	
	Change Fund		100.00	
	Total District Accounts			**$190,172.66**

Prepared by: Tawn Seimer 2/4/2020 Checked by: Katerina Sharp 2-4-2020
Date Date

Steve Hawkins 2-18-20
Board Chair Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
January 1 through January 31, 2020

Attachment B

Beginning Special Fund Balance		$362,923.23
REVENUE		
State Match - Pay-In: January	44,676.00	
County Match - Full Amount	190,000.00	
Total Special Fund Revenue		$234,676.00
EXPENSES		
SALARIES (3 pay periods 1, 2, & 3)	$20,790.25	
PERS	2,873.68	
MEDICARE	290.55	
INSURANCE	2,984.60	
SUPPLIES		
Walmart - office supplies- tissues and hand sanitizers	11.24	
Office Mart - paper, post-its, jr. legal pads & clipboards	111.99	
CONTRACT SERVICES		
Frontier, Local, Fax, DSL	276.36	
Quench - water filter lease	40.31	
Verizon Wireless	68.79	
Xerox Copier Lease (base and set up fee)	209.28	
Treasure of State of Ohio - IPA review	12.30	
TRAVEL & EXPENSES		
Visa - fuel for vehicles	117.83	
SERVICE & FEES		
Chamber of Commerce - annual membership	190.00	
The Circleville Herald - Paper subscription	140.00	
ADVERTISING & PRINTING		
City Scene Media Group - ad in Destination Pickaway booklet	750.00	
Circle Printing - 2522 pieces of January Newsletter	1,530.57	
EDUCATION/SCHOLARSHIPS		
Walmart - beads for watershed activity	7.88	
EQUIPMENT		
Perfection One - Oil change/tire rotate- 08 Ford & Oil change/tire rotate	124.95	
Air Filter - Van		
Total Special Fund Expenses		$30,530.58
Ending Special Fund Balance		$567,068.65

Prepared by: Tawn Seimer 2/5/2020 Checked by: Katerina Sharp 2-5-2020
Date Date

Chair 2-18-20
Chair Date

Attachment C

Pickaway SWCD Leave Report
Pay Period #3 1/5/2020 to 1/18/2020

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	16.01	1.03	0.00	17.04
Katerina Sharp	123.40	3.10	0.00	126.50
Shelley Steele	34.10	3.10	0.00	37.20
Tawn Seimer	164.31	7.70	0.00	172.01
Wesley French	21.70	3.10	0.00	24.80

Annual Leave Total 377.55

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	56.37	1.52	3.50	54.39
Katerina Sharp	191.16	4.99	0.00	196.15
Shelley Steele	43.75	4.77	8.00	40.52
Tawn Seimer	1,515.85	4.64	8.50	1,511.99
Wesley French	24.80	4.77	0.00	29.57

Sick Leave Total 1832.62

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	0.00	0.00	0.00	0.00
Katerina Sharp	27.90	10.13	3.75	34.28
Shelley Steele	12.75	4.50	0.00	17.25
Tawn Seimer	7.57	1.13	0.50	8.20
Wesley French	11.38	4.50	0.50	15.38

Comp Time Total 75.11

Signauter of Preparer: Tawn Seimer 1/21/2020

Signature of Reviewing Board Member: Barbara Martindale 2/18/20

Only approved timesheets are included in report calculation

Attachment D

Pickaway SWCD Leave Report
Pay Period #4 1/19/2020 to 2/1/2020

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	17.04	0.91	0.00	17.95
Katerina Sharp	126.50	3.10	0.00	129.60
Shelley Steele	37.20	3.10	0.00	40.30
Tawn Seimer	172.01	7.70	0.00	179.71
Wesley French	24.80	3.10	0.00	27.90

Annual Leave Total 395.46

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	54.39	1.35	0.00	55.74
Katerina Sharp	196.15	5.18	0.00	201.33
Shelley Steele	40.52	4.60	0.00	45.12
Tawn Seimer	1,511.99	4.60	3.00	1,513.59
Wesley French	29.57	4.60	0.00	34.17

Sick Leave Total 1,849.95

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
John R. Skidmore	0.00	0.00	0.00	0.00
Katerina Sharp	34.27	15.00	0.00	49.27
Shelley Steele	17.25	0.00	0.50	16.75
Tawn Seimer	8.20	0.00	0.00	8.20
Wesley French	15.38	0.00	4.00	11.38

Comp Time Total 85.60

Signature of Preparer: Tawn Seimer 2/3/2020

Signature of Reviewing Board Member: Barbara Martindale 2/18/2020

Only approved timesheets are included in report calculation