2020 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD JANUARY 19, 2021

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 9:01 am.

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

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

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

Minutes Recorder: Tawn

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

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

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

VISITORS OR GUESTS PRESENT: None

Bill Black was re-elected and Jonathan Lohstroh was elected on August 27, 2020, at the 76th Annual Meeting. Bill was sworn in on December 8, 2020 and Jonathan on January 19, 2021 in the conference room of the Pickaway County Service Center building by Pickaway Soil and Water Conservation District, Chairperson, Matt Anderson.
(Copies of Supervisor Oath of Office – Attachment A & B)

PUBLIC/AGENCY COMMENTS- none

Reorganization of the Board took place and the results are: Clyde Ohnewehr - Chair, Jonathan Lohstroh - Vice Chair, Bill Black – Treasurer, Barbara Martindale – Secretary, and Matt Anderson – Member, with the 2021 Committee Chair and Staff list ***(Attachment C).***

Bill Black will perform as Fiscal Agent. Letter of 2021 - Certification of Fiscal Agent will be given to Auditor's Office to include authorizing signatures from Tawn Seimer, Katerina Sharp and Bill for purchase orders, vouchers and payroll reports.

Meeting resumed with Clyde as Chairperson

IN THE MATTER OF APPROVING MINUTES FROM THE REGULAR MEETING (S):
Matt moved, seconded by Jonathan to approve minutes of the Regular Meeting held December 8, 2020.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes
Clyde Ohnewehr – Yes

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

Jonathan moved, seconded by Matt to approve the District Fund Financial Statement ***(Attachment D).***

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes
Clyde Ohnewehr – Yes

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

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

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes
Clyde Ohnewehr – Yes

IN THE MATTER OF APPROVING THE 2020 FINANCIAL REPORT FOR THE DISTRICT FUND AND SPECIAL FUND:

It was moved by Matt, seconded by Jonathan to approve the 2020 Financial Report for the District Fund and Special Fund ***(Attachment F).***

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – 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 REVIEWING THE NRCS UPDATES:

Justin gave a NRCS update. He is currently making CSP payments for participants that wanted their payments in January 2021. Phil, Caleb and I are finishing up on site visits for CRP re-enrolls for 2021 and 2022. CREP sign up is available on limited acres at this time. EQIP sign up ended January 15th and there are about 12 interested.

IN THE MATTER OF GOING INTO EXECUTIVE SESSION TO DISCUSS NRCS CONSERVATION PLANS:

Matt moved at **9:19 am**, seconded by Jonathan to go into executive session to discuss NRCS Conservation Plans. Motion passed.

Roll Call: Matt Anderson – Yes, Jonathan Lohstroh – Yes, Clyde Ohnewehr – Yes,

The board came out of executive session at 9:29 am.

IN THE MATTER OF APPROVING NRCS CONSERVATION PLANS:

Matt moved, seconded by Jonathan to approve the 1 CRP Conservation Plan. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes
Clyde Ohnewehr – Yes

FYI – The 2020 Fuel & Maintenance Vehicle Expense report was given to the Board for review.

IN THE MATTER OF APPROVING THE 2020 CASH BASIS REPORT:

Tawn emailed the 2020 Cash Basis financial and notes report and worksheets to board for review January 12, 2021.

Matt moved, seconded by Jonathan to approve the 2020 Cash Basis financial and notes report. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes
Clyde Ohnewehr – Yes

IN THE MATTER OF THE GREAT PLAINS DRILL REPAIR OR TRADE-IN:

Jonathan moved, seconded by Matt to replace the 10-foot Great Plains drill for a 7-foot Great Plains drill with native grass seeder for $33,000.00. A decision will be made at next meeting to trade-in or advertise the 10-foot drill on Gov Deals online auction. The rental rate on the 7-foot drill will be $10/acre with a minimum of $100 each use. The drill will be delivered and picked up by Pickaway SWCD staff. The rental form will be updated. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes
Clyde Ohnewehr – Yes

IN THE MATTER OF THE EMPLOYEE CARRY OVER ANNUAL LEAVE FORM:

This is tabled until next meeting. More information is needed.

IN THE MATTER OF 2021 4-H SPONSORSHIP OF FORESTRY CAMP & 6 NATURAL RESOURCES PROJECTS:

Jonathan moved, seconded by Matt to approve the sponsorship of the 2021 4-H Forestry Camp ($250.00) and 6 Natural Resources projects ($120.00) for a total of $370.00. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes
Clyde Ohnewehr – Yes

IN THE MATTER OF PICKAWAY COUNTY BUYERS CLUB:

Tabled – more discussion on which funds to utilize for this project.

IN THE MATTER OF REPLACING THE MICROWAVE, REFRIDGERATOR AND CHAIRS:

Matt moved, seconded by Jonathan to replace the microwave, refrigerator and 4 chairs that are located in the back of the office. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes
Clyde Ohnewehr – Yes

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Matt moved, Jonathan seconded to approve the Employee Leave Reports as of pay period end dates 12/05/2020, 12/19/2020 & 1/02/2021 as follows: ***(Attachment G, H & I).*** Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes
Clyde Ohnewehr – Yes

FYI – 2020 Employee Contingency Report
FYI – State Match Report – Received funds 1/11/2021
FYI – Calendar of Events
FYI – ODA Updates for Area 5 SWCD Board Meetings – January 2021 Report
FYI – 2021 SWCD Reminders and Resources
FYI – 2020 Annual Report and the completed 2020 Annual Plan of Work has been sent to Board by email from Katerina

IN THE MATTER OF GOING INTO EXECUTIVE SESSION TO DISCUSS EMPLOYEE BENEFITS:

Matt moved at **10:27 am**, seconded by Jonathan to go into executive session to discuss employee benefits. Motion passed.

Roll Call: Matt Anderson – Yes, Jonathan Lohstroh – Yes, Clyde Ohnewehr – Yes

The board came out of executive session at 11:07 am.

THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Bill, seconded by Matt to adjourn the January 19, 2021 Pickaway Soil & Water Conservation District meeting of the Board at 11:08 am. Motion passed.

Vote on Motion (Y, N or A): Matt Anderson– Yes Jonathan Lohstroh – Yes
Clyde Ohnewehr – Yes

The next regular board meeting is scheduled for **Tuesday, February 16, 2021 at 9:00 – 11:00 am**, in the Conference Room, located at Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

_____ _____

Clyde Ohnewehr– Chairperson Date Barbara Martindale – Secretary Date

_____

Minutes Recorder Date

EL-7

COPY

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

EL-7

OHIO SOIL AND WATER CONSERVATION COMMISSION

SUPERVISOR OATH OF OFFICE

"I, Jonathan Lohstroh, 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: _____
Signature of Board Member Elected (or Appointed)

Subscribed and sworn (or affirmed) to before me this 19th day of January, 2021

Signed: _____ 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

REORGANIZATION NOTICE

TO: Ohio Soil and Water Conservation Commission
ODA – Division of Soil & Water Conservation
8995 E. Main St.
Reynoldsburg, OH 43068

FROM: Tawn Seimer (name), District Administrator (title)

SUBJECT: Annual Board Reorganization of the Pickaway SWCD held on January 19, 2010 (date).

Following is the list of supervisors serving this SWCD and the duly elected officers:

1. Matt Anderson *(supervisor's name)*		Member *(office held)*
12210 State Route 316, Williamsport, OH *(home address)*	43164 *(zip)*	740-404-1961 *(phone: area code & number)*
2. Bill Black *(supervisor's name)*		Treasurer/Fiscal Agent *(office held)*
31 Ashton Dr., Ashville, OH *(home address)*	43103 *(zip)*	740-404-0986 *(phone: area code & number)*
3. Jonathan Lohstroh *(supervisor's name)*		Vice Chair *(office held)*
21123 Pherson Pike Williamsport, OH *(home address)*	43164 *(zip)*	614-905-1330 *(phone: area code & number)*
4. Barbara Martindale *(supervisor's name)*		Secretary *(office held)*
19465 Winchester Rd, Circleville, OH *(home address)*	43113 *(zip)*	740-601-1292 *(phone: area code & number)*
5. Clyde Ohnewehr *(supervisor's name)*		Chair *(office held)*
14360 Scioto Darby Rd., Mount Sterling, OH *(home address)*	43143 *(zip)*	614-332-4196 *(phone: area code & number)*

PLEASE FILE THIS REPORT IN YOUR DISTRICT FILES AND SUBMIT ONE COPY TO THE OSWCC *IMMEDIATLEY* FOLLOWING YOUR JANUARY BOARD MEETING.

Attachment D

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

	Beginning 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**
Ref				
563	Mar Fair Farm- Paul Marshall - Affiliate Membership	$ 30.00		
several	Drill Rental payments- Ashcraft - Grady	$ 197.00		
565	Plug Sale 2021 - KB Cattle Co LLC/Kuhlwein	$ 110.00		
559	Regular Checking Interest	$ 2.53		
	Total Receipts - Regular Checking Income		$339.53	
561	Ohio Farm Bureau Foundation - grant for 1st grade books	$ 3,000.00		
562	Ohio Beef Council - grant for 1st grade books	$ 3,000.00		
560	MMA Checking Interest	$ 6.35		
	Total Receipts – MMA Account		$6,006.35	
C2224	Petty Cash Replenishment	$ 41.78		
	Total Receipts - Petty Cash		$41.78	
	Total Receipts – Regular & MMA & Petty Cash Accounts			**$6,387.66**
Ref	**Expenses**			
C2224	Petty Cash Replenishment	$ 41.78		
C2225	Wilmington College - Courtney Thomas 2020 Scholarship	$ 500.00		
	Total Expenses Regular Checking		$541.78	
	Total Expenses MMA Checking			
	Petty Cash			
	Total Expenses for Petty Cash		$0.00	
	Total Expenses			**$541.78**
	Ending Balances			
	Money Market Checking Account			
	Unencumbered Funds	$123,467.30		
	Engineering Deposit Encumbered	294.00		
	Engineering Fee Encumbered (last project installed 10/2019)	-		
	Affiliate/Scholarship Fund (+30 and - 500)	13,902.67		
	Education Programs Encumbered	1,736.53		
	EE Camp Encumbered	2,364.62		
	Ag Book Grant for Pickaway Co. 1st Graders (+6,000.00)	10,200.00		
	Total MMA Checking Account		$151,965.12	
	Regular Checking Account		59,548.27	
	Petty Cash		150.00	
	Change Fund		100.00	
	Total District Accounts			**$211,763.39**

Prepared by: Tawn Seimer 1/4/2021 (Date) Checked by: Katerina Sharp 1-5-2021 (Date)

Clyde Oliver 1-19-21
Board Chair (Date)

Attachment E

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

Beginning Special Fund Balance		**$486,344.68**
REVENUE		
State Match - Pay-In: None	0.00	
Total Special Fund Revenue		**$0.00**
EXPENSES		
SALARIES (2 pay periods 25, 26 & 27)	$20,828.00	
PERS	2,842.00	
MEDICARE	291.10	
INSURANCE	3,516.38	
SUPPLIES		
Office Mart - disinfectant wipes	31.98	
Office Mart - USB headset, paper towels, pledge anti bacterial spray	176.57	
Office Mart - desk calendar, AA batteries, message/date stamp	92.03	
Key Blue Prints - 2 rolls of plotter paper	75.23	
Circleville Post Master - Postage for January Newsletter	500.00	
CONTRACT-SERVICES		
Frontier, Local, Fax, DSL	189.18	
Quench - water filter lease	40.31	
Verizon Wireless	98.03	
Xerox Copier Lease	219.96	
Ohio State Treasurer - IPA Review of 2018 & 2019 Audits	82.00	
TRAVEL & EXPENSES		
Visa - fuel for vehicles	115.27	
SCHOLARSHIP/EDUCATION		
Visa - Education supplies - Soil Testing - paper bags 100 - ($17.96)	44.98	
& Sanbox program - play-doh ($23.98)		
SERVICE & FEES		
OFSWCD 2021 Service Fees	2,398.30	
Area 5 - 2021 Fees	300.00	
EQUIPMENT		
JS Custom Graphics & Computers - VPN Server licenses	1,025.00	
JS Custom Graphics & Computers - 2 Laptops & set up	3,098.00	
Total Special Fund Expenses.		**$35,964.32**
Ending Special Fund Balance		**$450,380.36**

Prepared by: Tawn Skinner 1/4/2021 Checked by: Katerina Sharp 1-5-2021
Date Date

Clyde Elmer 1-19-21
Chair Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
110 Island Rd, Suite D, Circleville, Ohio 43113 (740) 477-1693

Attachment F

2020 FINANCIAL REPORT *(not audited)*

DISTRICT FUND

Balance January 1, 2020		**$181,114.90**
Receipts		
Sale of Products	Flags-Trees-Fish-R. Barrels/Kits- Plug sales -Plotter Copies- Dvd	21,214.35
Equipment Rentals	Great Plains Drill	1,784.39
Affiliate/Scholarships	Memberships	3,270.00
Education Programs & Sponsorships	EE Camp Regs, programs, Area 5 Envirothon	668.70
1st Graders Book Grants	Ohio Beef Council & Farm Bureau-Rotary-South Central-CFI	10,200.00
OEEF Grant / Sandbox	Augmented Reality Sandbox grant reimburse	195.61
Contribution Agreement & Donation	Contribution Agreement from NRCS & donation	27,914.00
Interest Earned - Regular		109.11
Interest Earned - MMA		274.20
Misc.	Reimbursement on phone line	73.88
Total District Fund Receipts		**65,704.24**
Sub Total		**246,819.14**
Expenses		
Products Purchased for Resale	Flags-Trees-Fish- Plug sale	19,351.23
OEEF Grant expenses-Sandbox	Purchase of 2 extra cameras and USB cord	112.00
Grant Expenses – 1st Grade Books	Purchase of 850 1st Grader books	7,806.89
Equipment Repair & Parts	Van – unlock, key, wash – 19 Trk – wash, ½ cap, tire replace	1,019.38
Education - Information - Training	Annual Mtg-Trainings–Education supplies & events- scholarships – awards – EE Camp Expenses	5,199.64
Employee Expenses	Coats and shirts with logos	1,115.00
Office Supplies	Checks, Pexi glass for counter, postage	196.32
Advertising/Memberships & Misc.	Logo for truck, Facebook posts and Farm bureau membership, Conservationist of Year sign	255.29
Total District Fund Expense		**35,055.75**
Balance December 31, 2020		**$211,763.39**

SPECIAL FUND

Balance January 1, 2020		**$362,923.23**
Receipts		
County Appropriation		190,000.00
State Match		175,499.00
Refund from Worker's Comp		3,717.63
Total Special Fund Receipts		**369,216.63**
Sub Total		**732,139.86**
Expenses		
Salaries		188,982.15
PERS		25,656.33
Medicare		2,614.23
Insurance		34,161.94
Worker's Comp		155.07
Supplies	Office supplies – postage	3,184.29
Contract – Services	Phones –Copier rental –water filter lease -Audit pmt.	7,684.63
Travel & Expenses	Fuel & mileage reimbursements	1,482.46
Advertising & Printing		4,007.16
Rentals		0
Service & Fees	Bulk Mail Permit – Annual Dues – Subscriptions	4,643.30
Scholarship – Education	Trainings – awards – education supplies	780.57
Equipment	Vehicle maintenance, Computer maintenance & new laptops, 19 Truck tire and Van tires.	8,407.37
Total Special Fund Expense		**281,759.50**
Balance December 31, 2020		**$450,380.36**

Prepared by: Tawn Seimer 1/6/2021 Checked by: Katerina Sharp 1-6-2021

Chair Clyde Shumaker Date 1-19-21

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Pickaway SWCD Leave Report

Pay period # 26 11/22/2020 to 12/05/2020

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	163.20	3.10	7.00	159.30
Shelley Steele	43.15	3.10	3.25	43.00
Tawn Seimer	186.66	7.70	1.50	192.86
Wesley French	86.75	3.10	3.50	86.35

Annual Leave Total 481.51

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	300.19	4.63	0.00	304.82
Shelley Steele	77.17	4.60	0.00	81.77
Tawn Seimer	1,595.75	4.60	0.00	1,600.35
Wesley French	131.71	4.60	0.00	136.31

Sick Leave Total 2,123.25

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	30.27	0.75	0.00	31.02
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 31.84

Signature of Preparer: Tawn Seimer 12/4/2020
Date

Signature of Reviewing Board Member: [signature] 1-19-21
Date

Only approved timesheets are included in report calculation

Pickaway SWCD Leave Report BH2

Pay Period #27 12/06/2020 to 12/19/2020

Annual Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	159.30	3.10	23.50	138.90
Shelley Steele	43.00	3.10	4.00	42.10
Tawn Seimer	192.86	7.70	0.00	200.56
Wesley French	86.35	3.10	0.00	89.45
			Annual Leave Total	**471.01**

Sick Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	304.82	4.60	0.00	309.42
Shelley Steele	81.77	4.60	0.00	86.37
Tawn Seimer	1,600.35	4.60	0.00	1,604.95
Wesley French	136.31	4.60	0.00	140.91
			Sick Leave Total	**2,141.65**

Comp Time

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	31.02	0.00	0.50	30.52
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	**31.34**

Signature of Preparer: Tawn Seimer 12/21/2020
Date

Signature of Reviewing Board Member: [signature] 1-19-21
Date

Only approved timesheets are included in report calculation

Pickaway SWCD Leave Report

Pay Period #1 12/20/2021 to 01/02/2021

Annual Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	138.90	3.10	1.50	140.50
Shelley Steele	42.10	3.10	2.00	43.20
Tawn Seimer	200.56	7.70	1.50	206.76
Wesley French	86.35	6.20	4.50	88.05
			Annual Leave Total	**478.51**

Sick Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	309.42	4.60	0.00	314.02
Shelley Steele	86.37	4.60	0.50	90.47
Tawn Seimer	1,604.95	4.60	0.00	1,609.55
Wesley French	140.91	4.60	0.00	145.51
			Sick Leave Total	**2,159.55**

Comp Time

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	30.52	0.00	6.50	24.02
Shelley Steele	0.00	0.00	0.00	0.00
Tawn Seimer	0.82	0.00	0.00	0.82
Wesley French	(0.75)	0.75	0.00	0.00
			Comp Time Total	**24.84**

Signature of Preparer: Tawn Seimer 1/5/2021

Date

Signature of Reviewing Board Member: [signature] 1/19/21

Date

Only approved timesheets are included in report calculation