2024 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD JULY 16, 2024

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 8:02 A.M.

Dewey Mann – Yes, Matt Anderson – Yes, Bill Black – Absent, Jonathan Lohstroh – Yes, Brian Reid - Yes

THE FOLLOWING SWCD PERSONNEL WERE PRESENT:

Tawn Seimer – Yes, Katerina Sharp – Yes, Brad Hughes – Yes (left @ 9:10 a.m.), Adriahna Karr – Yes and Amelia Tarbill – (summer intern) Yes

THE FOLLOWING NRCS PERSONNEL WERE PRESENT:

Justin Armintrout – No, Megan Sweeney – Yes, Matt Mauzy – Yes, Melanie Cowell – No

THE AREA 5 PROGRAM SPECIALIST WAS PRESENT:

Cody Hacker – No

VISITORS OR GUESTS PRESENT: Hayley Perkins, Franklin County NRCS, Resource Conservationist and Franklin County NRCS Summer intern, Khyla Gilmore.

MINUTES RECORDER: Tawn

PUBLIC/AGENCY COMMENTS: None

IN THE MATTER OF APPROVING MINUTES FROM THE PREVIOUS MEETING:

Matt moved, seconded by Jonathon to approve minutes for the regular board meeting held June 11, 2024. Motion passed.

Vote on Motion (Y, N or A): Brian Reid - Yes Matt Anderson – Yes Jonathan Lohstroh – Yes Dewey Mann - Yes

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

Matt moved, seconded by Brian to approve the June 2024 District Fund Financial Statement ***(Attachment A).*** Motion passed.

Vote on Motion (Y, N or A): Brian Reid - Yes Matt Anderson – Yes Jonathan Lohstroh – Yes Dewey Mann - Yes

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

Matt moved, seconded by Brian to approve the June 2024 Special Fund Financial Statement and the corrected April and May 2024 Financial Statements ***(Attachment B, C & D).*** Motion passed.

Vote on Motion (Y, N or A): Brian Reid - Yes Matt Anderson – 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 for June.

IN THE MATTER OF REVIEWING NRCS UPDATES:

Megan Sweeney gave an NRCS update: Megan introduced Hayley Perkins, Franklin County NRCS Resource Conservationist and the NRCS Summer Intern, Khyla Gilmore. Her internship is through Thurgood Marshall and she will be a Junior at Tennessee State University this fall, and she is studying agricultural business. The NRCS EQIP deadline for signed contracts is this Friday. We have had a lot of interest in EQIP this year with the added IRA federal funding. Still working on CRP re-enrolls. Site visits for new applications scheduled for this week.

Matt Mauzy has been checking and working on projects mostly in Delaware County.

IN THE MATTER OF H2OHIO PROGRAM UPDATE:

Brad gave an update on the H2Ohio program. Pickaway County has 25 producers signed up with 39,636.6 acres. An email has been sent out to the producers to complete the Ohio Pays and OACI certification to complete their P1 applications. Training for the P2 level of the program is scheduled for July 18 and August 8. Brad will attend the August 8 training at ODA. A tentative plan is to start P2 contracts after the trainings. The District has requested funding reimbursement for training and assistance to Adams County through the TARP program and is expecting a $2,950 payment.

UPDATE OF TECHNICIAN COMPUTER:

The CCE computer has not been received yet, hopefully by the end of August. The approved technician laptop computer was received and set up by Jason Sheehy on July 11th.

IN THE MATTER OF PURCHASING A NEW DISTRICT PICK UP TRUCK:

Matt moved, seconded by Brian to have the district staff purchase a new ¾ ton, standard bed, crew cab, work type pickup truck for $60,000 or less. To accommodate the need of additional staff and to use for pulling the enclosed trailer and Great Plains No-Till drill. Motion passed.

Vote on Motion (Y, N or A): Brian Reid - Yes Matt Anderson – Yes Jonathan Lohstroh – Yes Dewey Mann - Yes

IN THE MATTER OF PURCHASING NEW SURVEY EQUIPMENT:

Jonathan moved, seconded by Matt to purchase new survey equipment from Precision Laser & Instrument, Inc. A quote was received for a Trimble R12i, model 60, ROW for $36,174.60. Motion passed.

Motion (Y, N or A): Brian Reid - Yes Matt Anderson – Yes Jonathan Lohstroh – Yes Dewey Mann - Yes

IN THE MATTER OF PURCHASING A VAN:

Tawn only found information on used vans. The Board would like to have an estimate on a new van at the next board meeting.

IN THE MATTER OF CARBONITE SERVER BACKUP:

Tawn gave the board an estimate from the Carbonite backup company site of $174.99 per month or annual of $2099.84 for 2 TB of storage. The Board would like other company quotes and a call to Carbonite to see if they offer a government discount. Tabled until next board meeting.

IN THE MATTER OF DISTRICT TECHNICIAN APPLICATIONS:

The Board reviewed the District Technician applications and would like the staff to narrow the field to 3 or 4 to interview. Dewey has volunteered to assist Tawn and Brad with interviews on Friday, July 26, in the morning or afternoon. Tawn will call the applicants to set up the interviews.

IN THE MATTER OF ADMINISTRATIVE ASSISTANT APPLICATIONS:

The Board reviewed the Administrative Assistant applications and would like the staff to narrow the field to 3 or 4 to interview. Matt has volunteered to assist Tawn and Katerina with interviews on Tuesday, July 23, in the afternoon. Tawn will call applicants to set up the interviews.

FYI - IN THE MATTER OF QUICK BOOKS ONLINE SUBSCRIPTION:

Tawn informed the board that the Quick Books online version that was set up a month ago was only a 1-month trial. After review of the levels of online versions available, the District has been set up for the Simple Start level of $30/month. An annual payment will be set up after next months processing. There may be a discount for paying annually.

IN THE MATTER OF RESPONSE TO DRILL STORAGE AT COUNTY GARAGE:

Tawn went over the response from Chris Mullins on the No-Till Drill storage. He responded after discussion with Steve Smith, County Garage Manager, there is not sufficient covered storage space for the No-Till Drill at the county garage during Pumpkin Show or winter months. Chris suggested that we ask the County Commissioners to allow us to build a storage barn in the lower parking lot at the Service Center. The Board would like a letter of support from Chris or Steve and Mike Sherron, EMA Director, to present to the County Commissioners at our next quarterly review on July 23rd.

IN THE MATTER OF CHOOSING THE 2024 DISTRICT CONSERVATIONIST OF THE YEAR:

A list of potential 2024 District Conservationists of the Year was presented to the board. After discussion from staff and board, Delbert Neff was chosen for the award based on the participation in programs and projects that he has worked with the District on throughout the years. Brad will contact Mr. Neff for an interview. Richard Clifton will be contacted to present the award. He was last year's recipient.

IN THE MATTER OF PUCHASING AN ADMINISTRATIVE ASSISTANT NEW LAPTOP COMPUTER:

Matt moved, seconded by Brian to purchase a Lenovo Ideapad 3 laptop computer from Jason Sheehy with a quote of $1,178.95, to include email set up. The computer will be for the new Administrative Assistant to use at the front counter desk. Motion passed.

Vote on Motion (Y, N or A): Brian Reid - Yes Matt Anderson – Yes Jonathan Lohstroh – Yes Dewey Mann - Yes

IN THE MATTER OF PURCHASING THE 1ST GRADE FARM TO TABLE BOOKS:

Matt moved, seconded by Jonathan to approve the purchase of 900 Farm to Table books (Right This Very Minute) for incoming Pickaway County 1st graders. Katerina will distribute to the county elementary schools and home schools. Approximate cost of the books is $5.00 each, purchase will be used from the Affiliate Membership program. Motion passed.

Vote on Motion (Y, N or A): Brian Reid - Yes Matt Anderson – Yes Jonathan Lohstroh – Yes Dewey Mann - Yes

IN THE MATTER OF PURCHASING A NEW COPIER & LEASE:

Matt moved, seconded by Brian to approve the District to engage into a 5-year lease agreement with MT Business & Technologies, Inc for a new copier lease. Jimmy Elmurr of the company quoted a new lease at $221.00 monthly for a Xerox Versa Link 7125 copier, scanner, printer. Included options of B & W copies over 1000 at 0.007 each and Color copies over 715 at 0.065 each. Tawn will be signing the lease agreement. Motion passed.

Vote on Motion (Y, N or A): Brian Reid - Yes Matt Anderson – Yes Jonathan Lohstroh – Yes Dewey Mann – Yes

FYI-IN THE MATTER OF REQUIRED TRAINING FROM THE AUDITOR OF STATE:

The Auditor of State is requiring state-wide online training for all staff and supervisors on Fraud Reporting and Training. Each person will receive a certificate after the training. The certificates and "Acknowledgement of receipt of Auditor of State Fraud-reporting system information" form will be kept and presented at future audits of state. Training is due by September 29, 2024.

IN THE MATTER OF LEAVE REQUEST FOR TAWN SEIMER TO TAKE VACATION:

Matt moved, seconded by Brian to approve Tawn Seimer to take vacation leave on Wednesday, August 21, 2024 through Friday, August 23, 2024. Motion passed.

Vote on Motion (Y, N or A): Brian Reid - Yes Matt Anderson – Yes Jonathan Lohstroh – Yes Dewey Mann – Yes

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Matt moved, seconded by Brian to approve the Employee Leave Reports as of pay period end dates 6/15/2024 and 6/29/2024 as follows: ***(Attachment E & F).*** Motion passed.

Vote on Motion (Y, N or A): Brian Reid - Yes Matt Anderson – Yes Jonathan Lohstroh – Yes Dewey Mann - Yes

IN THE MATTER OF 2024 ANNUAL MEETING:

Katerina went over the program for the Pickaway SWCD and County Farm Bureau Annual Meeting and Registration. Social Hour will be from 5:00 to 6:00 p.m. Program and Dinner will begin at 6:00 p.m. There will be a Farm Bureau update and a Pickaway SWCD update and awards presentation. A speaker on water quality is also being planned.

Matt moved, seconded by Jonathan, to approve complimentary tickets for any scholarship winners plus 1 and any 4-H Natural Resource winners plus 2. Complimentary tickets will be used for this year's and last year's attending "Conservationist of the Year". Affiliate Members in the Corporate and Steward of the Land levels have the option to attend with complimentary tickets. Motion passed.

Vote on Motion (Y, N or A): Brian Reid - Yes Matt Anderson – Yes Jonathan Lohstroh – Yes Dewey Mann – Yes

FYI – IN THE MATTER OF 2022 & 2023 FINAL AUDIT REPORT:

The District received the Auditor of State of Ohio Certification for our audits that were performed this May.

"We have reviewed the Independent Accountants' Report on Applying Agreed-Upon Procedures of the Pickaway Soil and Water Conservation District, Pickaway County, prepared by Perry & Associates, Certified Public Accountants, A.C., for the period January 1, 2022 through December 31, 2023. Based upon this review, we have accepted this report in lieu of the audit required by Section 117.11, Revised Code." They found no exceptions.

FYI – Pickaway County Agency Event Flyer – Know Us Before You Need Us – Sept. 3 – 5:30 to 7:30 p.m.
FYI – State Match Report – All funds received as of 4/4/2024
FYI – Calendar of Events
FYI – ODA Updates for Area 5 SWCD Board Meetings – July 2024 Report

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Jonathan, seconded by Matt to adjourn the July 16, 2024 Pickaway Soil & Water Conservation District meeting of the board at 9:33 a.m. Motion passed.

Vote on Motion (Y, N or A): Brian Reid - Yes Matt Anderson – Yes Jonathan Lohstroh – Yes Dewey Mann – Yes

The next regular board meeting is scheduled for **Tuesday, August 20, 2024 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 Brian Reid – Secretary Date

_____

Minutes Recorder Date

Attachment A

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
DISTRICT FUND FINANCIAL STATEMENT
June 1 through June 30, 2024

	Beginning Balances			
	Money Market Checking Account			
	Unencumbered Funds	$56,681.24		
	Engineering Deposit Encumbered	-		
	Engineering Fees Received	154.98		
	Technical (Contribution Agreement/NRCS & Fees colected)	26,058.74		
	Affiliate/Scholarship Fund (-397.63)	12,298.19		
	Ag Day Program	-		
	Education Programs (-36.14)	1,038.07		
	EE Camps (400.00 3-day & 90.00 1 day= +490)(Exp - 291.30)	4,669.07		
	Total MMA Checking Account		$100,900.29	
	Regular Checking Account		75,374.74	
	Petty Cash		128.00	
	Change Fund		100.00	
	Total District Accounts			**$176,503.03**
Ref				
5452	Jr. EE Camp registrations	$ 20.00		
5454	Rain barrel & kit	$ 40.00		
5455	Drill rental payments - Ruff	$ 227.00		
several	Drill rental payments - Boone, Boldoser and Wolford	$ 300.00		
***	Sales Tax Received for the Month	$ 2.90		
5224	Regular Checking Interest	$ 61.78		
	Total Receipts - Regular Checking Income		$651.68	
5225	MMA Checking Interest	$ 82.74		
	Total Receipts – MMA Account		$82.74	
		$ -		
	Total Receipts - Petty Cash		$0.00	
	Total Receipts – Regular & MMA & Petty Cash Accounts			**$734.42**
Ref	**Expenses**			
C2378	Ink My Logo - 69 EE Camp t-shirts	$ 828.00		
C2379	Visa - EE Camp expenses	$ 54.99		
C2379	Visa - Google storage - office expense	$ 21.44		
C2380	Pickaway Co Ag & Event Center - 2 - week long passes	$ 60.00		
C2381	Emma Brown - 2024 Scholarship recepient	$ 1,000.00		
C2382	Pickaway Co Farm Bureau - Donation to 2024 Fair Buyers Club	$ 1,000.00		
C2383	Pickawa Co Ag & Event Center - Fair booth & 4 week long passes	$ 330.00		
C2384	Capital One/Walmart - EE Camp expenses	$ 172.40		
C2385	ECO Promotional Products, Inc - 200 EE Camp water bottles w/logo	$ 478.23		
	Total Expenses Regular Checking		$3,945.06	
	Total Expenses MMA Checking		$0.00	
	Petty Cash			
		$ -		
		$ -		
	Total Expenses for Petty Cash		$0.00	
	Total Expenses			**$3,945.06**
	Ending Balances			
	Money Market Checking Account			
	Unencumbered Funds	$59,277.60		
	Engineering Deposit Encumbered	-		
	Engineering Fees Received	154.98		
	Technical (Contribution Agreement/NRCS & Fees colected)	26,058.74		
	Affiliate/Scholarship Fund (-1,000.00)	11,298.19		
	Ag Day Program	-		
	Education Programs	1,038.07		
	EE Camps (+20)(Exp - 1,533.62)	3,155.45		
	Total MMA Checking Account		$100,983.03	
	Regular Checking Account		71,781.36	
	Petty Cash		128.00	
	Change Fund		100.00	
	Total District Accounts			**$172,992.39**

Prepared by: Tawn Seimer 7/3/2024 Date

Checked by: Adrienne Rowe 7/8/2024 Date

Dennis Mann 7/16/24
Board Chair Date

Attachment B

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
June 1 through June 30, 2024

Beginning Special Fund Balance		**$889,925.87**
REVENUE		
State Match	$ -	
County Match for 2024	$ -	
Bureau of Workers Comp refund	$ -	
Total Special Fund Revenue		**$0.00**
EXPENSES		
SALARIES (3 pay periods 9, 10 & 11)	$19,330.50	
PERS	2,656.99	
MEDICARE	271.74	
MEDICAL INSURANCE & DENTAL	2,852.11	
SERVICE & FEES		
The Circleville Herald - 1 year subscription for paper	230.60	
CONTRACT - SERVICES		
Xerox Copier Lease	244.04	
Verizon Wireless	124.78	
Frontier - Phone (had a credit this month)	-	
Quench - water filter lease	48.77	
TRAVEL & EXPENSES		
Visa - Fuel	106.91	
Travel to Hocking College for Ohio Envirothon Event - Katerina	46.40	
Travel to ODA TDP training 6/5 & 6/6- Adriahna	56.14	
Total Special Fund Expenses		**$25,968.98**
Ending Special Fund Balance		**$863,956.89**

Prepared by: Tawn Seimer 7/3/2024 Date

Checked by: Adriahna Kern 7/8/2024 Date

Dewey Moon 7/16/24

Chair Date

Attachment C

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
April 1 through April 30, 2024

Corrected

Beginning Special Fund Balance		**$906,587.68**
REVENUE		
State Match	$ 45,102.00	
County Match for 2024	$ -	
Bureau of Workers Comp refund	$ -	
Total Special Fund Revenue		**$45,102.00**
EXPENSES		
SALARIES (2 pay periods 7 & 8)	$18,210.50	
PERS	2,500.19	
MEDICARE	255.50	
MEDICAL INSURANCE & DENTAL	2,856.06	
SUPPLIES		
Office Mart - Laminating pouches	15.99	
Office Mart - Foil Certificates	32.97	
Office Mart - Box Paper	46.99	
Walmart - Office supplies, plates, silverware, & cups	44.28	
Office Mart - 6-Part folders, post-its, & pens	132.66	
CONTRACT - SERVICES		
Xerox Copier Lease	272.78	
Verizon Wireless	124.79	
Frontier - Phone, DSL & Technician to find an extra line for internet	210.35	
Quench - water filter lease	48.77	
TRAVEL & EXPENSES		
Visa - Fuel	205.16	
Travel to Overholt Drainage School - Brad	225.97	
Travel to Adams Co. H2Ohio program training - Brad	143.84	
Travel to Delaware for TDP training - Adriahna	134.56	
EQUIPMENT		
JS Systems - Set up nextwork for new Spectrum service	763.20	
EDUCATION		
Walmart - Education supplies - Ag Day & School pgm	15.36	
germination necklaces		
Other Expense from Clerical Error in Auditor's office	326.89	
Total Special Fund Expenses		**$26,566.81**
Ending Special Fund Balance		**$925,122.87**

Prepared by: Tawn Seimer 7/3/2024 Date Checked by: Adriahna Mann 7/18/2024 Date

Denny Mann 7/16/24
Chair Date

Attachment D

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
May 1 through May 31, 2024

Corrected

Beginning Special Fund Balance		**$925,122.87**
REVENUE		
State Match	$ -	
County Match for 2024	$ -	
Bureau of Workers Comp refund	$ 84.22	
Total Special Fund Revenue		**$84.22**
EXPENSES		
SALARIES (3 pay periods 9, 10 & 11)	$27,462.00	
PERS	3,770.76	
MEDICARE	389.66	
MEDICAL INSURANCE & DENTAL	2,856.06	
SUPPLIES		
Walmart - 5th Grade tree seedling supplies for bagging	62.62	
CONTRACT - SERVICES		
Xerox Copier Lease	380.77	
Verizon Wireless	124.78	
Frontier - Phone, DSL & Technician to find an extra line for internet	210.00	
Quench - water filter lease	48.77	
Refund - Amazon Capital Services Inc - Sheriffs Office	(326.89)	
refund transaction was from clerical mistake in April by		
Auditor's Office.	62.62	
TRAVEL & EXPENSES		
Visa - Fuel	190.63	
Travel to Hocking College for Envirothon Meeting - Katerina	70.18	
Travel to ODA TDP training - Adriahna	41.88	
Actual amount of Expenses for May is $ 35,608.11 w/o credit		
Total Special Fund Expenses		**$35,281.22**
Ending Special Fund Balance		**$889,925.87**

Prepared by: Tawn Deimer 7/3/2024 Date

Checked by: Adriahna Mann 7/8/2024 Date

Dewey Mann 7/16/24

Chair Date

Pickaway SWCD Leave Report
Pay Period # 13 (6/2/2024 - 6/15/2024)

Annual Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	68.08	4.60	2.00	70.68
Brad Hughes	164.90	6.20	2.50	168.60
Katerina Sharp	154.90	4.60	0.00	159.50
Tawn Seimer	168.31	7.70	16.00	160.01
			Annual Leave Total	**558.79**

Sick Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	135.16	4.72	1.50	138.38
Amelia Tarbill (first pay period)	0.00	4.60	0.00	4.60
Brad Hughes	111.23	4.63	0.00	115.86
Katerina Sharp	664.65	5.72	0.00	670.37
Tawn Seimer	1,811.86	4.66	9.25	1,807.27
			Sick Leave Total	**2,736.48**

Comp Time

Employee	Begin	Earned	Used	End
Adriahna Karr	42.75	3.00	0.00	45.75
Brad Hughes (-10 hr comp pay	11.00	(9.25)	0.00	1.75
Katerina Sharp (-10 hr comp pay	82.92	19.25	0.00	102.17
Tawn Seimer	9.70	1.50	0.00	11.20
			Comp Time Total	**160.87**

Signature of Preparer: Tawn Seimer 6/28/2024
Date

Signature of Reviewing Board Member: [signature] 7/1/24
Date

Only approved timesheets are included in report calculation

Pickaway SWCD Leave Report
Pay Period #14 (6/16/2024 - 6/29/2024)

Annual Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	70.68	4.60	0.00	75.28
Brad Hughes	168.60	6.20	0.00	174.80
Katerina Sharp	159.50	4.60	0.00	164.10
Tawn Seimer	160.01	7.70	16.00	151.71

Annual Leave Total 565.89

Sick Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	138.37	4.80	2.50	140.67
Amelia Tarbill	4.60	3.91	0.00	8.51
Brad Hughes	115.86	4.67	0.00	120.53
Katerina Sharp	670.37	5.46	0.00	675.83
Tawn Seimer	1,807.27	4.64	0.00	1,811.91

Sick Leave Total 2,757.45

Comp Time

Employee	Begin	Earned	Used	End
Adriahna Karr	45.75	5.25	1.00	50.00
Brad Hughes	1.75	1.88	0.00	3.63
Katerina Sharp (-10 hr comp pay out)	102.17	12.50	2.50	112.17
Tawn Seimer	11.20	1.13	0.00	12.33

Comp Time Total 178.13

Signature of Preparer: Tawn Seimer 7/1/2024
Date

Signature of Reviewing Board Member: 7/16/2024
Date

Only approved timesheets are included in report calculation