2023 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD SEPTEMBER 26, 2023

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 RD, CIRCLEVILLE, OH IN 2ND FLOOR CONFERENCE ROOM WITH THE FOLLOWING MEMBERS PRESENT (Y OR ABSENT):

Dewey called the meeting to order at 8:01 am.
Matt Anderson – Absent, Bill Black – Yes, Brian Reid – Yes, Dewey Mann – Yes, Jonathan Lohstroh - Yes

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

Tawn Seimer – Yes, Katerina Sharp – Yes, Brad Hughes – Yes, Adriahna Karr – Yes.

Minutes Recorder: Tawn

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

Justin Armintrout, NRCS DC – Yes, Megan Sweeney – Yes, Matt Mauzy – No

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

VISITORS OR GUESTS PRESENT: Melanie Cowell, Pheasants Forever Biologist

PUBLIC/AGENCY COMMENTS: None

IN THE MATTER OF APPROVING MINUTES FROM THE REGULAR BOARD MEETING:

Bill moved, seconded by Jonathan to approve minutes for the Regular Board Meeting held August 15, 2023. Motion passed.

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

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

Bill moved, seconded by Jonathan to approve the August 2023 District Fund Financial Statement ***(Attachment A).*** Motion passed.

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

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

Jonathan moved, seconded by Brian to approve the August 2023 Special Fund Financial Statement ***(Attachment B).*** Motion passed.

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

IN THE MATTER OF REVIEWING DISTRICT STAFF ACTIVITY REPORTS:

The board reviewed the District staff activity reports with staff updates.

IN THE MATTER OF REVIEWING NRCS UPDATES:

Justin gave NRCS updates. He is finishing up things for the fiscal End of Year on September 30th. He introduced Megan Sweeney, the new NRCS Resource Conservationist for Pickaway and Franklin Counties. Megan gave a brief background of her positions from before. She had worked for Madison SWCD as a District Technician.

IN THE MATTER OF APPROVING CONSERVATION PLANS:

Brian moved, seconded by Jonathan to approve the re-enrolled and new conservation plan list for September 26, 2023. Motion passed.

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

IN THE MATTER OF NEW PLOTTER INSTALLED:

The new plotter/scanner/copier was installed on August 31, 2023. The old plotter was taken away for salvage. The new plotter is working well and is printing good quality prints.

IN THE MATTER OF A QUOTE FROM CROWN PRINTING FOR PROCESSING NEWSLETTERS:

We received a quote from Crown Printing of Circleville, for an eight page, 2-sided, full color print of 1,072 copies for the January newsletter. The quote was $2,402.24, which comes out to be $2.24 each. The quote is too high for our newsletter. The estimated quote will be rejected.

IN THE MATTER OF 2023 ANNUAL MEETING REVIEW:

The annual meeting went well. The Adams' shop was very nice and had ample space for the kids to play corn hole, on the playground equipment and outside. The meeting portion of the event was covered quickly and dinner with "Up In Smoke" food truck went well. Brian and Stephanie Reid furnished all the table and chairs for dining and seating. Cody Hacker was present and ran the voting of supervisors. 87 registered people attended with a few extra that showed up. Final numbers were 73 adults and 20 youth, 93 total. Brian Stewart, State Representative, visited with several attendees. Most attendees stayed to watch the Ohio State football game, or visit with other attendees after the meal.

Dewey left the meeting at 8:18 a.m. Jonathan ran remainder of meeting.

IN THE MATTER OF APPROVAL FOR THE 2023 DISTRICT EQUIPMENT INVENTORY REPORT:

Bill moved, seconded by Brian to approve the 2023 District Equipment Inventory report. The report is given to the County Commissioners, Hummel & Plum Insurance and to the Auditor's office. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes Brian Reid – Yes Jonathan Lohstroh - Yes

IN THE MATTER OF A CDE SOIL JUDGING IN PICKAWAY COUNTY:

The CDE Soil Judging event will be located on the end of River Road, which is off Commercial Point Rd, on Richards' Farm. At this time there are 31 teams, 17 schools, and 155 students registered for the contest. The pits are planned to be dug this week, due to a possible government shut down. Bill will line up a small back hoe to dig the pits. Jonathan will be a back-up with a back hoe if needed. Brian Cooley is the NRCS Soil Scientist that will be judging the pits. Brad will assist him to cover questions if Brian is unavailable on the day of the event. The event is scheduled for Oct. 3, 2023.

IN THE MATTER OF REPLENISHING PETTY CASH:

Bill moved, seconded by Brian to approve the amount of $144.65 to replenish petty cash fund. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes Brian Reid – Yes Jonathan Lohstroh - Yes

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Bill moved, seconded by Brian to approve the Employee Leave Reports as of pay period end dates 8/12/2023, 8/26/2023 & 9/9/2023 ***(Attachment C, D & E).*** Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes Brian Reid – Yes Jonathan Lohstroh - Yes

FYI – State Match Report – 2023/2024 state wide State Match report given to the board
FYI – Calendar of Events
FYI – ODA Updates for Area 5 SWCD Board Meetings – September Report

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Brian, seconded by Bill to adjourn the September 26, 2023 Pickaway Soil & Water Conservation District meeting of the Board at 8:42 a.m. Motion passed.

Vote on Motion (Y, N or A): Bill Black – Yes Brian Reid – Yes Jonathan Lohstroh - Yes

The next regular board meeting is scheduled for **Tuesday, October 17, 2023 at 8:00 – 10:00 am**, in the Conference Room, located at 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
August 1 through August 31, 2023

	Beginning Balances			
	Money Market Checking Account			
	Unencumbered Funds	$61,045.68		
	Engineering Deposit Encumbered	-		
	Engineering Fee Encumbered	-		
	Technical (Contribution Agreement/NRCS & Fees colected)	9,605.99		
	Affiliate/Scholarship Fund	11,010.57		
	Ag Day Program (+ Grant from PCCF for Ag Day t-shirts)	1,000.00		
	Education Programs (- FITP 69.68 - soil buddy 70.75)	1,183.43		
	EE Camps (+ $ 30.00 regs. + donation $65.00 - $1098.71 exp.)	4,063.07		
	Total MMA Checking Account		$87,908.74	
	Regular Checking Account		71,384.44	
	Petty Cash		117.81	
	Change Fund		100.00	
	Total District Accounts			**$159,510.99**
Ref				
3550	Drill Rental - Zach Smith	$ 100.00		
3549	PCCF Ag Community Foundation - Grant for Ag Day T-Shirts	$ 4,000.00		
***	Sales Tax Received for the Month	$ 7.25		
3537	Regular Checking Interest	$ 63.54		
	Total Receipts - Regular Checking Income		$4,170.79	
3538	MMA Checking Interest	$ 73.42		
	Total Receipts – MMA Account		$73.42	
	Total Receipts - Petty Cash		$0.00	
	Total Receipts – Regular & MMA & Petty Cash Accounts			**$4,244.21**
Ref	**Expenses**			
C2346	Visa - EE Camp	$ 132.70		
C2346	Visa - Postage 3 rolls	$ 198.00		
C2346	Visa - Education Supplies - Girl Scouts/School supplies	$ 109.22		
C2347	Bill Black - Reimbursement for room & registration for SSS	$ 555.26		
C2347	Bill Black - Purchase basket and items for Envirothon auction @ SS	$ 99.79		
C2348	Andeson Equipment - cleaned out mud from drill	$ 187.50		
C2349	Ink My Logo - partial pmt for Ag Day t-shirts. Balance pd by FB	$ 5,000.00		
	Total Expenses Regular Checking		$6,282.47	
C1101	Baker & Taylor Publishing	$ 4,245.75		
	Total Expenses MMA Checking		$4,245.75	
	Petty Cash			
	Total Expenses for Petty Cash		$0.00	
	Total Expenses			**$10,528.22**
	Ending Balances			
	Money Market Checking Account			
	Unencumbered Funds	$62,361.02		
	Engineering Deposit Encumbered	-		
	Engineering Fee Encumbered	-		
	Technical (Contribution Agreement/NRCS & Fees colected)	9,605.99		
	Affiliate/Scholarship Fund (-$4,245.75 for 850 Farm to Table books)	6,764.82		
	Ag Day Program (+4000 Grant PCCF Ag Day t-shirts & $5,000 pmt)	-		
	Education Programs (Girl Scout pgm & school supplies - 109.22	1,074.21		
	EE Camps (supplies - $132.70 exp.)	3,930.37		
	Total MMA Checking Account		$83,736.41	
	Regular Checking Account		69,272.76	
	Petty Cash		117.81	
	Change Fund		100.00	
	Total District Accounts			**$153,226.98**

Prepared by: Tawn Seimer 9/13/2023 Checked by: [signature] 9/19/23
Date Date

Board Chair [signature] 9/26/23
Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT **Attachment B**
SPECIAL FUND FINANCIAL STATEMENT
August 1 through August 31, 2023

Beginning Special Fund Balance		**$786,524.84**
REVENUE		
State Match (July - August - September)	$ 45,105.00	
Total Special Fund Revenue		**$45,105.00**
EXPENSES		
SALARIES (3 pay periods 16 & 17)	$19,564.00	
PERS	2,714.32	
MEDICARE	275.99	
MEDICAL INSURANCE & DENTAL	2,675.78	
SUPPLIES		
Office Mart - folders, 11x17 paper, legal tablets, pens, receipt book	217.32	
CONTRACT - SERVICES		
Xerox Copier Lease	252.72	
Verizon Wireless	124.30	
Frontier - Phone, DSL	192.98	
Quench - water filter lease	44.34	
TRAVEL & EXPENSES		
Visa - Fuel	118.19	
ADVERTISING & PRINTING		
Taylor Printing - July newsletter 2160 pieces	1,598.40	
SERVICES & FEES		
Taylor Printing - sorting, tagging and delivery to post office	518.40	
The Circleville Herald - 1 year subscription	171.95	
Total Special Fund Expenses		**$28,468.69**
Ending Special Fund Balance		**$803,161.15**

Prepared by: Tawn Siemer 9/5/2023 Checked by: Amanda Rau 9/5/23
Date Date

Dewy Rau 9/26/23
Chair Date

Pickaway SWCD Leave Report

Pay Period #17 (7/30/2023 - 8/12/2023)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	13.33	3.10	0.00	16.43
Brad Hughes	72.75	6.20	0.00	78.95
Katerina Sharp	227.20	4.60	70.25	161.55
Tawn Seimer	179.66	7.70	0.00	187.36
			Annual Leave Total	**444.29**

Sick Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	118.34	3.22	2.00	119.56
Brad Hughes	116.15	4.60	0.00	120.75
Emma Brown	13.90	4.60	4.00	14.50
Katerina Sharp	566.57	4.60	0.00	571.17
Quincy Lowery	11.07	1.18	3.00	9.25
Tawn Seimer	1,732.48	4.72	1.00	1,736.20
			Sick Leave Total	**2,571.43**

Comp Time

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	1.50	0.00	0.00	1.50
Brad Hughes	54.50	0.00	48.00	6.50
Katerina Sharp -5 hr comp payout	114.55	(5.00)	0.00	109.55
Tawn Seimer	8.07	3.00	0.00	11.07
			Comp Time Total	**128.62**

Signature of Preparer: Tawn Seimer 8/14/2023
Date

Signature of Reviewing Board Member: B. Wells 9-26-2023
Date

Only approved timesheets are included in report calculation

Pickaway SWCD Leave Report

Pay Perioda # 18 (8/13/2023 - 8/26/2023)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	16.43	3.10	0.00	19.53
Brad Hughes	78.95	6.20	0.00	85.15
Katerina Sharp	161.55	4.60	0.00	166.15
Tawn Seimer	187.36	7.70	1.75	193.31
			Annual Leave Total	**464.14**

Sick Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	119.56	4.63	0.00	124.19
Brad Hughes	120.75	4.69	2.50	122.94
Emma Brown	14.50	1.90	11.00	5.40
Katerina Sharp	571.17	4.63	0.00	575.80
Quincy Lowery	9.25	1.06	10.00	0.31
Tawn Seimer	1,736.19	4.72	0.00	1,740.91
			Sick Leave Total	**2,569.55**

Comp Time

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	1.50	0.75	0.00	2.25
Brad Hughes	6.50	2.25	0.00	8.75
Katerina Sharp (- 10 hr. comp pay out)	109.55	(9.25)	0.75	99.55
Tawn Seimer	11.07	3.00	0.00	14.07
			Comp Time Total	**124.62**

Signature of Preparer: Tawn Seimer 8/28/2023
Date

Signature of Reviewing Board Member: 9/26/2023
Date

Only approved timesheets are included in report calculation

Pickaway SWCD Leave Report
Pay Period #19 (8/27/2023 - 9/9/2023)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	19.53	3.10	0.00	22.63
Brad Hughes	85.15	6.20	0.00	91.35
Katerina Sharp	166.15	4.60	0.00	170.75
Tawn Seimer	193.31	7.70	0.00	201.01
			Annual Leave Total	**485.74**

Sick Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	124.19	4.63	0.00	128.82
Brad Hughes	122.93	4.69	8.00	119.62
Katerina Sharp	575.80	4.60	0.00	580.40
Tawn Seimer	1,740.91	4.60	11.00	1,734.51
			Sick Leave Total	**2,563.35**

Comp Time

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	2.25	0.75	0.00	3.00
Brad Hughes	8.75	2.25	0.00	11.00
Katerina Sharp (-10 hr. comp pay out)	99.55	(10.00)	10.00	79.55
Tawn Seimer	14.07	0.00	0.00	14.07
			Comp Time Total	**107.62**

Signature of Preparer: Tawn Seimer 9/11/2023
Date

Signature of Reviewing Board Member: 9/26/2023
Date

Only approved timesheets are included in report calculation