2020 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD NOVEMBER 24, 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):

Barbara called the meeting to order at 9:01 a.m.

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

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

Tawn Seimer – Yes, Shelley Steele –Yes, Wesley French – Yes, Katerina Sharp – Yes.

Minutes Recorder: Tawn

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

Justin Armintrout, NRCS DC – Yes, Eli Ortiz – No, Caleb Worley, Pheasants Forever- No

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

VISITORS OR GUESTS PRESENT: None

PUBLIC/AGENCY COMMENTS: None

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

Clyde moved, seconded by Bill to approve minutes of the Regular Board Meeting held October 20, 2020. Motion passed.

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Barbara Martindale - Yes

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

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

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Barbara Martindale - Yes

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

Clyde moved, seconded by Bill to approve the Special Fund Financial Statement for October ***(Attachment B).*** Motion passed.

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Barbara Martindale – 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. Barbara then asked each of the staff if they had anything to add to the activity reports. Wes added that he is finishing up on the Autie Howard ditch for the County Engineer. Tawn added that she had put the evaluation packets together for the board to look over before the December 8th meeting. Katerina received the last grant she had been waiting for from Ohio Farm Bureau; after receiving it she created labels for the books. Katerina has distributed all of the books "Right This Very Minute: A Table-To-Farm Book About Food and Farming", to all of the Pickaway County Schools, libraries and the Little Free Libraries.

IN THE MATTER OF REVIEWING THE NRCS UPDATES:

Justin is making 2020 CSP payments. They are checking 2021 and 2022 re-enrolls. Phil is out checking waterways for re-enrolling. Caleb, Eli and Justin have been evaluating CRP and CREP grass seeding for re-enroll. A few people have shown interest in the EQIP program and their farms are being evaluated.

IN THE MATTER OF REPAIRS ON THE GREAT PLAINS NO-TILL DRILL:

Clyde moved, seconded by Bill for Wes to make an appointment with Anderson Equipment and take the drill to be looked over for repairs. There are several bearings and seed hoses that need replaced. Motion passed.

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

FYI-IN THE MATTER OF UPDATE ON SERVER ACCESS FROM HOME:

Laptops are working from home with access to the server, all except Tawn's. Jason will work with her to get the problem fixed.

IN THE MATTER OF PUCHASING TWO NEW LAPTOPS:

Clyde moved, seconded by Bill to purchase two laptop computers from JS Custom Graphics & Computers. The CAD laptop quoted at $2,399.00 and the data entry front office at $699.00, for a total of $3,098.00. Motion passed.

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Barbara Martindale - Yes

IN THE MATTER OF THE DISTRICT TO PAY REGISTRATIONS FOR 2021 ENVIROTHON TEAMS:

Clyde moved, seconded by Bill to approve the District to pay the 2021 Envirothon Teams registrations. Motion passed.

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Barbara Martindale - Yes

IN THE MATTER OF THE NUMBER OF OFFERED DONALD E. MINOR MEMORIAL SCHOLARSHIPS FOR 2021:

Clyde moved, seconded by Bill to offer at least three (3) scholarships for the Donald E. Minor Memorial Scholarships for 2021. Motion passed.

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

IN THE MATTER OF THE 2021 BOARD & QUARTERLY COUNTY COMMISIONERS MEETINGS:

Bill moved, seconded by Clyde to accept list of Board and County Commissioner meetings, except for November to be moved up to 8:00 am instead of 9:00 am. A legal notice will be sent to the Herald with the dates and times of the meetings ***(Attachment C)***. Motion passed.

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

FYI-IN THE MATTER OF THE SCHEDULE OF THE EMPLOYEE PERFORMANCE EVALUATIONS FOR DEC. 8TH, 2020:

Lunch may be ordered if time is allowed.

FYI-IN THE MATTER OF 2021 TREE SALE:

Athens SWCD contacted the District to see if they would be available to wrap and assemble their own packets if needed. They are working with the same vendors and most of the packets will be similar to last years. Staff and Supervisors will packet them in necessary. Distribution will be carried out as a drive through process. Tentative distribution date is Friday, March 26, 2021.

IN THE MATTER OF THE 2021 PLUG SALE:

Bill moved, seconded by Clyde to allow the District to handle the 2021 Plug sale. Motion passed.

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

IN THE MATTER OF 2021 PICKAWAY COUNTY HOLIDAY SCHEDULE:

Bill moved, seconded by Clyde to accept and follow the Pickaway County Holiday Schedule. Motion passed.

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

IN THE MATTER OF APPROVAL OF THE FINAL 2021 BUGET REPORT:

Clyde moved, seconded by Bill to approve the final 2021 Budget Report ***(Attachment D)***. Motion passed.

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

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Clyde moved, seconded by Bill to approve the Employee Leave Reports for the pay periods ending 10/24/2020 and 11/07/2020 ***(Attachments E & F).*** Motion passed.

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

Last Minute Items:

IN THE MATTER OF PAYING 2021 DUES TO THE OFSWCD:

Bill moved, seconded by Clyde to pay the 2021 OFSWCD dues of $2,387.71. Motion passed.

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

IN THE MATTER OF THE SAVINGS BANK SIGNATURE CARD:

Bill moved, seconded by Clyde to remove Steve Hawkins from The Savings Bank signature card and to add Clyde Ohnewehr to it for the two needed signatures on each check written. The signature card will have four people allowed to sign checks; they will be Bill Black, Barbara Martindale, Clyde Ohnewehr and Tawn Seimer. Motion passed.

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

FYI- 3rd Quarter Review with the County Commissioners report
FYI – Calendar of Events
FYI – State Match Received – for the 4th Quarter of 2020
FYI – ODA Updates for Area 5 SWCD Board Meetings – November

Update from Bill Black on the morning's Area 5 Director's Meeting:

- **2021 Federation Meeting – will probably be done virtual through Nationwide, due to the volume of people that will need to link in.**
- **They are changing people on the OFSWCD Commission.**

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

Clyde moved, seconded by Bill to adjourn the November 24, 2020 Pickaway Soil & Water Conservation District meeting of the Board at 9:54 a.m. Motion passed.

Vote on Motion (Y, N or A): Bill Black– Yes Clyde Ohnewehr – Yes Barbara Martindale - Yes

The next regular board meeting is scheduled for **Tuesday, December 8, 2020 at 9:00 – 11:00 a.m.**, in the Conference Room, located at Pickaway County Service Center, 110 Island Road, Circleville, OH 43113. Employee annual evaluations will follow the board meeting.

_____ _____

Barbara Martindale –Acting Chair Date Bill Black – Treasurer Date

_____

Minutes Recorder Date

Attachment A

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

	Beginning Balances			
	Money Market Checking Account			
	Unencumbered Funds	$122,969.21		
	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		
	Total MMA Checking Account		$143,737.03	
	Regular Checking Account		59,523.43	
	Petty Cash		150.00	
	Change Fund		100.00	
	Total District Accounts			**$203,510.46**
Ref				
547 & 554	Rain Barrels & Kits	$ 105.00		
552&553	Drill Rentals - W. Ebenhack & Pickaway Co. Engineer	$ 150.00		
550	Copies of maps - L. Ruff	$ 2.00		
555	Regular Checking Interest	$ 4.90		
	Total Receipts - Regular Checking Income		$261.90	
551	Circleville Sunrise Rotary Club - donation 1st Graders Book	200.00		
544	MMA Checking Interest	11.83		
	Total Receipts – MMA Account		$211.83	
	Total Receipts - Petty Cash			
	Total Receipts – Regular & MMA & Petty Cash Accounts			**$473.73**
Ref	**Expenses**			
	Total Expenses Regular Checking		$0.00	
	Total Expenses MMA Checking			
	Petty Cash			
120	Fletchers Towing - unlock van	$ 40.00		
	Total Expenses for Petty Cash		$40.00	
	Total Expenses			**$40.00**
	Ending Balances			
	Money Market Checking Account			
	Unencumbered Funds	$122,981.04		
	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	2,200.00		
	Total MMA Checking Account		$143,948.86	
	Regular Checking Account		59,785.33	
	Petty Cash		110.00	
	Change Fund		100.00	
	Total District Accounts			**$203,944.19**

Prepared by: Tawn Seimer 11/3/2020 Checked by: Katerina Sharp 11-4-2020
Date Date

Barbara Martindale 11/24/2020
Board Chair Date

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

Attachment B

Beginning Special Fund Balance		**$480,884.50**
REVENUE		
State Match - Pay-In: October (for October-November & December)	44,096.00	
Total Special Fund Revenue		**$44,096.00**
EXPENSES		
SALARIES (2 pay periods 21 & 22)	$13,712.00	
PERS	1,870.40	
MEDICARE	187.92	
INSURANCE	2,985.00	
SUPPLIES		
Office Mart, Inc - folders, dymo labels, hand sanitizer & wipes	143.29	
Walmart - Office supplies, paper towels, plastic silverware	20.93	
CONTRACT-SERVICES		
Frontier, Local, Fax, DSL	177.92	
Quench - water filter lease	40.31	
Verizon Wireless	97.83	
Xerox Copier Lease	208.77	
TRAVEL & EXPENSES		
Visa - fuel for vehicles	82.12	
SERVICE/FEES		
NACD - 2021 National Dues	775.00	
Total Special Fund Expenses		**$20,301.49**
Ending Special Fund Balance		**$504,679.01**

Prepared by: Tawn Deimer 11/4/2020 Checked by: Katerina Sharp 11-4-2020
Date Date

Barbara Martindale 11/24/2020
Chair Date

2021 Pickaway SWCD Board Meeting Dates

3rd Tuesdays of Each Month except in December

January 19 – 9:00 a.m.
February 16 – 9:00 a.m.
March 16 - 9:00 a.m.
April 20 – 8:00 a.m.
May 18 – 8:00 a.m.
June 15 – 8:00 a.m.
July 20 – 8:00 a.m.
August 17 – 8:00 a.m.
September 21 – 8:00 a.m.
October 19 – 8:00 a.m.
November 16 – 8:00 a.m.
December 7 – First Tuesday - 9:00 a.m.
(Employee Reviews after meeting)

2021 Quarterly Review with County Commissioners

January 26, 2020 – 10:00 am
April 27, 2020 – 10:00 am
July 27, 2020 – 10:00 am
October 26, 2020 – 10:00 am

PICKAWAY COUNTY - 2021 Departmental Budget Worksheet

2021 General Fund Budget - Expenditures		2020	2021 Budget
Code	Expenditure Classification	Appropriations	Request
6102	Agricultural Grants		
101.6102.5499	SOIL AND WATER AG. GRANT	$ 190,000.00	$ 190,000.00
	Total	$ 190,000.00	$ 190,000.00

2021 Non-General Fund Budget - Expenditures		2020	2021 Budget	Department
Code	Expenditure Classification	Appropriations	Request	Holder
601	Soil&Water Conservation			
601.6053.5102	Employees Salaries	$ 240,000.00	$ 240,000.00	Soil & Water
601.6053.5201	PERS	$ 35,600.00	$ 35,600.00	Soil & Water
601.6053.5202	Medicare	$ 4,200.00	$ 4,200.00	Soil & Water
601.6053.5203	Insurance	$ 72,000.00	$ 72,000.00	Soil & Water
601.6053.5205	Workers Comp	$ 3,200.00	$ 3,200.00	Soil & Water
601.6053.5301	Supplies	$ 4,000.00	$ 4,000.00	Soil & Water
601.6053.5401	Contract - Services	$ 14,000.00	$ 10,000.00	Soil & Water
601.6053.5403	Travel & Expenses	$ 4,500.00	$ 4,000.00	Soil & Water
601.6053.5404	Advertising & Printing	$ 4,200.00	$ 5,000.00	Soil & Water
601.6053.5429	Rentals	$ 5,500.00	$ 5,500.00	Soil & Water
601.6053.5461	Service & Fees	$ 5,000.00	$ 5,200.00	Soil & Water
601.6053.5462	Scholarship-Education	$ 4,000.00	$ 4,000.00	Soil & Water
601.6053.5501	Equipment	$ 34,477.00	$ 8,000.00	Soil & Water
601.6053.5901	Other Expenses	$ -		Soil & Water
		$ 430,677.00	$ 400,700.00	

2021 Non General Fund Budget - Revenue		2020 Budget	2021 Budget	Department
Account	Description	Estimates	Estimates	Holder
601.0000.4222	Soil & Water Ditch Maintenance	$ -		Soil & Water
601.0000.4512	Soil & Water State Match	$ 240,677.00	$ 174,383.00	Soil & Water
601.0000.4513	Soil & Water County Match	$ 190,000.00	$ 190,000.00	Soil & Water
601.0000.4926	Other Receipts	$ -	$ -	Soil & Water
	Carry over - balance forward		$ 36,317.00	
	Total	$ 430,677.00	$ 400,700.00	

Attachment D

Pickaway SWCD Leave Report

Pay Period #23 10/11/2020 to 10/24/2020

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	175.90	3.10	22.00	157.00
Shelley Steele	75.35	3.10	40.00	38.45
Tawn Seimer	199.06	7.70	3.50	203.26
Wesley French	81.45	3.10	0.00	84.55

Annual Leave Total 483.26

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	286.05	4.60	0.00	290.65
Shelley Steele	69.87	4.60	0.00	74.47
Tawn Seimer	1,584.43	4.60	0.50	1,588.53
Wesley French	117.91	4.60	0.00	122.51

Sick Leave Total 2076.16

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	28.02	0.00	0.50	27.52
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 28.34

Signature of Preparer: Katerina Sharp 10-26-2020
Date

Signature of Reviewing Board Member: Clyde Elmer 11-24-20
Date

Only approved timesheets are included in report calculation

Pickaway SWCD Leave Report

Pay Period #24 10/25/2020to 11/07/2020

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	157.00	3.10	0.00	160.10
Shelley Steele	38.45	3.10	0.25	41.30
Tawn Seimer	203.26	7.70	32.00	178.96
Wesley French	84.55	3.10	4.00	83.65

Annual Leave Total 464.01

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	290.65	4.74	0.00	295.39
Shelley Steele	74.47	4.60	6.50	72.57
Tawn Seimer	1,588.53	4.60	2.00	1,591.13
Wesley French	122.51	4.60	0.00	127.11

Sick Leave Total 2086.20

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
Katerina Sharp	27.52	3.75	2.75	28.52
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 29.34

Signature of Preparer: Tawn Seimer 11/9/2020
Date

Signature of Reviewing Board Member: Clyde Adams 11-24-20
Date

Only approved timesheets are included in report calculation