# 2024 - SUPERVISORS JOURNAL – PICKAWAY SWCD
# REGULAR MEETING HELD OCTOBER 15, 2024

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**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.**

**CALLED THE MEETING TO ORDER AT 8:01 A.M. BY Dewey Mann**

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

**THE FOLLOWING SWCD PERSONNEL WERE PRESENT:**

Tawn Seimer – Yes, Katerina Sharp – Yes, Brad Hughes – Yes, Adriahna Karr – Yes, Jade Collie – Yes (8:15am) Katherine Shauger – Yes

**THE FOLLOWING NRCS PERSONNEL WERE PRESENT:**

Justin Armintrout – Yes, Megan Sweeney – No, Matt Mauzy – No, Melanie Cowell – Yes(8:27am)

**THE AREA 5 PROGRAM SPECIALIST WAS PRESENT:** Cody Hacker – Yes

**VISITORS OR GUESTS PRESENT**: None

**MINUTES RECORDER**: Tawn/Jade

**PUBLIC/AGENCY COMMENTS**: None

**IN THE MATTER OF APPROVING MINUTES FROM THE PREVIOUS MEETING:**

Matt moved, seconded by Bill to approve minutes for the regular board meeting held September 10, 2024. Motion passed.

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

**IN THE MATTER OF APPROVING THE DISTRICT FUND BILLS/STATEMENT:**

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

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

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

Matt moved, seconded by Bill to approve the September 2024 Special Fund Financial Statement ***(Attachment B).*** Motion passed.

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

**IN THE MATTER OF REVIEWING THE DISTRICT STAFF ACTIVITY REPORTS:**

The board reviewed the district staff activity reports for September and received updates from staff members on additional activities of the office.

**IN THE MATTER OF REVIEWING NRCS UPDATES:**

Fiscal year ended September, working on contract maintenance and CSP payments getting ready, will be in Ross County once a week until mid-December, New Ross County NRCS DC starts 12/01/2024, NRCS MOU teleconference 2:00-3:00pm 10/21/2024, and meeting with Nathan to discuss 2025 programs.

**IN THE MATTER OF BUILDING A DISTRICT STORAGE BUILDING:**

Board decided to continue moving forward with three quotes on Storage building.

**IN THE MATTER OF UPDATE OF TECHNICIAN CCE COMPUTER:**

Brad's CCE computer and link pass has been created and set up.

**IN THE MATTER OF REPLENISHING PETTY CASH:**

Matt moved, seconded by Bill to approve replenishing petty cash for the amount of $132.75. Motion passed.

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

**IN THE MATTER OF NEW JOB DESCRIPTIONS:**

Bill moved, seconded by Matt to approve new job descriptions for Lead District Technician, District Technician III and Administrative Assistant. Motion passed.

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

**IN THE MATTER TO REQUEST NRCS JOB APPROVAL AUTHORITY CLASS 1 FOR ADRIAHNA KARR:**

Bill moved, seconded by Matt to approve sending a request letter for Adriahna Karr for NRCS Job Approval Authority Class 1. Motion Passed.

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

**IN THE MATTER OF EMPLOYEE LEAVE REPORTS:**

Matt moved, seconded by Bill to approve the Employee Leave Report as of pay period end date 09/07/2024, 09/21/2024 and 10/05/2024 ***(Attachment C, D, & E).*** Motion passed.

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

**IN THE MATTER OF APPROVING CONSERVATION PLANS AND CONTRACTS:**

Melanie presented the wildlife and CRP Conservation plans for FY2024 enrollments and re-enrolls.

Bill moved, seconded by Matt to approve the FY2024 Conservation plans for wildlife and CRP with 22 New enrollments for 227.1 acres and 9 re-enrolls for 207.1 acres. Motion passed.

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

**FYI – Conflict of interest discussion**

**FYI – State Match Report** -Received Quarterly payment on 10/10/2024
**FYI – Calendar of Events** - Commissioners meeting will be 10/29/2024 @ 10:30am
**FYI – ODA Updates for Area 5 SWCD Board Meetings – October 2024 Report**

**IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:**

It was moved by Bill, seconded by Matt to adjourn the October 15, 2024 Pickaway Soil & Water Conservation District meeting of the board at 8:49 a.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, November 19, 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**
**SEPTEMBER 1 through SEPTEMBER 30, 2024**

| | | | | |
|---|---|---|---|---|
| | **Beginning Balances** | | | |
| | Money Market Checking Account | | | |
| | Unencumbered Funds | $10,162.04 | | |
| | Engineering Deposit Encumbered | - | | |
| | Engineering Fees Received | 154.98 | | |
| | Technical (Contribution Agreement/NRCS & Fees colected) | 26,058.74 | | |
| | Affiliate/Scholarship Fund (+150.00) (-500.00 Scholarship) | 7,948.19 | | |
| | Ag Day Program | - | | |
| | Education Programs | 1,038.07 | | |
| | EE Camps (-48.22 EE Camp supplies) | 2,118.79 | | |
| | Total MMA Checking Account | | $47,480.81 | |
| | Regular Checking Account | | 32,936.65 | |
| | Petty Cash | | 118.00 | |
| | Change Fund | | 100.00 | |
| | Total District Accounts | | | **$80,635.46** |
| | | | | |
| **Ref** | | | | |
| 5490 | Affiliate Memebership (ELSEA INCORPORATED) CORPORATE | $ 250.00 | | |
| 5491 | Flags | $ 12.00 | | |
| | | $ - | | |
| | | $ - | | |
| | | $ - | | |
| | | $ - | | |
| | | $ - | | |
| | | $ - | | |
| | Sales Tax Received for the Month | $ - | | |
| 5492 | Regular Checking Interest | $ 26.57 | | |
| | **Total Receipts - Regular Checking Income** | | $288.57 | |
| | | | | |
| | | | | |
| 5493 | MMA Checking Interest | $ 38.93 | | |
| | **Total Receipts – MMA Account** | | $38.93 | |
| C2401 | Petty cash replinishment | $ 32.00 | | |
| | **Total Receipts - Petty Cash** | | $32.00 | |
| | **Total Receipts – Regular & MMA & Petty Cash Accounts** | | | **$359.50** |
| | | | | |
| **Ref** | **Expenses** | | | |
| C2400 | BlackBurn mafg Company | $ 332.37 | | |
| C2401 | Replinishment for petty cash | $ 32.00 | | |
| C2402 | VISA-Porta john(200.00) Adobe & QB (277.74) OH ED WKSP(75.00) | $ 552.74 | | |
| | | $ - | | |
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| | | | | |
| | | | | |
| | **Total Expenses Regular Checking** | | $917.11 | |
| | | | | |
| | **Total Expenses MMA Checking** | | $0.00 | |
| | **Petty Cash** | | | |
| 179 | Jades Background Check | $ 61.00 | | |
| 180 | Katherine Background Check | $ 61.00 | | |
| | **Total Expenses for Petty Cash** | | $122.00 | |
| | **Total Expenses** | | | **$1,039.11** |
| | **Ending Balances** | | | |
| | Money Market Checking Account | | | |
| | Unencumbered Funds | $9,950.97 | | |
| | Engineering Deposit Encumbered | - | | |
| | Engineering Fees Received | 154.98 | | |
| | Technical (Contribution Agreement/NRCS & Fees colected) | 26,058.74 | | |
| | Affiliate/Scholarship Fund (+250.00) | 8,198.19 | | |
| | Ag Day Program | - | | |
| | Education Programs | 1,038.07 | | |
| | EE Camps | 2,118.79 | | |
| | Total MMA Checking Account | | $47,519.74 | |
| | Regular Checking Account | | 32,308.11 | |
| | Petty Cash | | 28.00 | |
| | Change Fund | | 100.00 | |
| | Total District Accounts | | | **$79,955.85** |

Prepared by: Jade Collie 10/7/2024 Checked by: Tawn Skinner 10/7/2024
Date Date

Denny Mann 10/15/24
Board Chair Date

Attachment B

# PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
## SPECIAL FUND FINANCIAL STATEMENT
## SEPTEMBER 1 THROUGH SEPTEMBER 30, 2024

| | | |
|---|---|---|
| **Beginning Special Fund Balance** | | **$849,612.80** |
| **REVENUE** | | |
| **State Match** | $ - | |
| **County Match for 2024** | $ - | |
| **Copier lease Refund** | $ 280.12 | |
| **Total Special Fund Revenue** | | **$280.12** |
| | | |
| **EXPENSES** | | |
| **SALARIES (2 pay periods 18 & 19)** | $21,434.25 | |
| **PERS** | 2,951.52 | |
| **MEDICARE** | 302.24 | |
| **MEDICAL INSURANCE & DENTAL** | 2,852.11 | |
| | | |
| **SUPPLIES** | | |
| Office Mart -stapler , pens, card holder | 63.28 | |
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| **CONTRACT - SERVICES** | | |
| Xerox Copier Lease | 414.36 | |
| Verizon Wireless | 124.79 | |
| Frontier - Phone (had a credit this month) | 101.99 | |
| Quench - water filter lease | 48.77 | |
| Charter communications/spectrum (instalation and DSL service) | 700.94 | |
| | | |
| | | |
| **TRAVEL & EXPENSES** | | |
| Visa - Fuel | 180.11 | |
| | | |
| **EDUCATION/SCHOLARSHIPS** | | |
| Capital One / Walmart- AG Day supplies | 6.96 | |
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| | | |
| **Total Special Fund Expenses** | | **$29,181.32** |
| **Ending Special Fund Balance** | | **$820,711.60** |

Prepared by: Jodi Callie 10.4.24 Date  Checked by: Tawn Zimmer 10/4/2024 Date

Dewey Mann 10/15/24
Chair Date

# Pickaway SWCD Leave Report
## Pay Period #19 (8/25/2024 - 9/7/2024)

## Annual Leave

| Employee | Begin | Earned | Used | End |
|---|---|---|---|---|
| Adriahna Karr | 74.28 | 4.60 | 0.00 | 78.88 |
| Brad Hughes | 154.60 | 6.20 | 0.00 | 160.80 |
| Jade Collie | 0.00 | 3.10 | 0.00 | 3.10 |
| Katerina Sharp | 100.50 | 4.60 | 0.00 | 105.10 |
| Katherine Shauger | 0.00 | 4.17 | 0.00 | 4.17 |
| Tawn Seimer | 174.51 | 7.70 | 0.00 | 182.21 |
| | | | Annual Leave Total | 534.26 |

## Sick Leave

| Employee | Begin | Earned | Used | End |
|---|---|---|---|---|
| Adriahna Karr | 135.48 | 4.96 | 0.00 | 140.44 |
| Brad Hughes | 132.98 | 4.84 | 2.00 | 135.82 |
| Jade Collie | 0.00 | 4.80 | 0.00 | 4.80 |
| Katerina Sharp | 690.15 | 4.69 | 0.00 | 694.84 |
| Katherine Shauger (from previous PERS) | 241.55 | 4.17 | 0.00 | 245.72 |
| Tawn Seimer | 1,830.69 | 4.60 | 0.00 | 1,835.29 |
| | | | Sick Leave Total | 3,056.91 |

## Comp Time

| Employee | Begin | Earned | Used | End |
|---|---|---|---|---|
| Adriahna Karr | 52.50 | 9.38 | 0.00 | 61.88 |
| Brad Hughes | 9.38 | 4.88 | 0.00 | 14.26 |
| Jade Collie | 0.00 | 5.25 | 0.00 | 5.25 |
| Katerina Sharp (-10 hr comp pay out) | 83.05 | (7.75) | 0.75 | 74.55 |
| Katherine Shauger | 0.00 | 0.75 | 0.00 | 0.75 |
| Tawn Seimer | 22.07 | 0.00 | 0.00 | 22.07 |
| | | | Comp Time Total | 178.76 |

**Signature of Preparer:** Tawn Seimer 9/9/2024
Date

**Signature of Reviewing Board Member:** 10/15/24
Date

*Only approved timesheets are included in report calculation*

# Pickaway SWCD Leave Report
## Pay Period #20 (9/8/2024 - 9/21/2024)

## Annual Leave

| Employee | Begin | Earned | Used | End |
|---|---|---|---|---|
| Adriahna Karr | 74.28 | 4.60 | 40.00 | 38.88 |
| Brad Hughes | 160.80 | 6.20 | 2.50 | 164.50 |
| Jade Collie | 3.10 | 3.10 | 0.00 | 6.20 |
| Katerina Sharp | 105.10 | 4.60 | 8.00 | 101.70 |
| Katherine Shauger | 4.17 | 4.60 | 0.00 | 8.77 |
| Tawn Seimer | 182.21 | 7.70 | 0.00 | 189.91 |
| | | | Annual Leave Total | 509.96 |

## Sick Leave

| Employee | Begin | Earned | Used | End |
|---|---|---|---|---|
| Adriahna Karr | 140.44 | 4.63 | 0.00 | 145.07 |
| Amelia Tarbill | 13.26 | 0.46 | 0.00 | 13.72 |
| Brad Hughes | 135.82 | 4.66 | 0.00 | 140.48 |
| Jade Collie | 4.80 | 4.60 | 2.00 | 7.40 |
| Katerina Sharp | 694.83 | 5.09 | 2.00 | 697.92 |
| Katherine Shauger | 245.72 | 4.20 | 0.00 | 249.92 |
| Tawn Seimer | 1,835.29 | 4.66 | 0.00 | 1,839.95 |
| | | | Sick Leave Total | 3,094.46 |

## Comp Time

| Employee | Begin | Earned | Used | End |
|---|---|---|---|---|
| Adriahna Karr | 61.88 | 0.75 | 0.00 | 62.63 |
| Brad Hughes | 14.26 | 1.50 | 0.00 | 15.76 |
| Jade Collie | 5.25 | 0.00 | 0.00 | 5.25 |
| Katerina Sharp | 74.55 | 2.75 | 0.00 | 77.30 |
| Katherine Shauger | 0.75 | 0.75 | 0.00 | 1.50 |
| Tawn Seimer | 22.07 | 1.50 | 3.00 | 20.57 |
| | | | Comp Time Total | 183.01 |

**Signature of Preparer:** Tawn Seimer 9/25/2024
**Date**

**Signature of Reviewing Board Member:** [signature] 10/15/24
**Date**

*Only approved timesheets are included in report calculation*

# Pickaway SWCD Leave Report

## Pay Period # 21 (9/22/2024 - 10/5/2024)

## Annual Leave

| Employee | Begin | Earned | Used | End |
|---|---|---|---|---|
| Adriahna Karr | 38.88 | 4.60 | 0.00 | 43.48 |
| Brad Hughes | 164.50 | 6.20 | 0.00 | 170.70 |
| Jade Collie | 6.20 | 3.10 | 0.00 | 9.30 |
| Katerina Sharp | 101.70 | 4.60 | 0.00 | 106.30 |
| Katherine Shauger | 8.77 | 4.60 | 0.00 | 13.37 |
| Tawn Seimer | 189.91 | 7.70 | 0.00 | 197.61 |
| | | | Annual Leave Total | 540.76 |

## Sick Leave

| Employee | Begin | Earned | Used | End |
|---|---|---|---|---|
| Adriahna Karr | 145.06 | 4.60 | 8.00 | 141.66 |
| Amelia Tarbill | 13.72 | 0.40 | 0.00 | 14.12 |
| Brad Hughes | 140.48 | 4.83 | 6.00 | 139.31 |
| Jade Collie | 7.40 | 4.89 | 5.00 | 7.29 |
| Katerina Sharp | 697.92 | 5.19 | 0.00 | 703.11 |
| Katherine Shauger | 249.92 | 4.60 | 3.00 | 251.52 |
| Tawn Seimer | 1,839.94 | 4.60 | 1.00 | 1,843.54 |
| | | | Sick Leave Total | 3,100.56 |

## Comp Time

| Employee | Begin | Earned | Used | End |
|---|---|---|---|---|
| Adriahna Karr | 62.63 | 0.00 | 0.75 | 61.88 |
| Brad Hughes | 15.76 | 6.00 | 0.00 | 21.76 |
| Jade Collie | 5.25 | 7.50 | 5.00 | 7.75 |
| Katerina Sharp (-10 hr. comp pay out) | 77.30 | 5.38 | 0.00 | 82.68 |
| Katherine Shauger | 1.50 | 0.00 | 0.00 | 1.50 |
| Tawn Seimer | 20.57 | 0.00 | 3.75 | 16.82 |
| | | | Comp Time Total | 192.38 |

**Signature of Preparer:** Tawn Seimer 10/10/2024
**Date**

**Signature of Reviewing Board Member:** 10/15/24
**Date**

*Only approved timesheets are included in report calculation*