2025 – SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD OCTOBER 21, 2025

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 MANN CALLED THE MEETING TO ORDER AT 8:00 A.M.

Dewey Mann – Yes, Matt Anderson – No, Bill Black – Yes, Jonathan Lohstroh – No, Liza Musselman – Yes

THE FOLLOWING SWCD PERSONNEL WERE PRESENT:

Katerina Sharp – Yes, Brad Hughes – Yes, Adriahna Karr – Yes, Katherine Shauger – Yes, Jade Collie – Yes

THE FOLLOWING NRCS PERSONNEL WERE PRESENT:

Justin Armintrout – No, Hayley McNeal – No, Matt Mauzy – No

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

VISITORS OR GUESTS PRESENT: Assistant Director for Franklin SWCD – Kyle Wilson

MINUTES RECORDER: Jade Collie

PUBLIC/AGENCY COMMENTS:

Kyle Wilson gave a Franklin SWCD urban update: Kyle leads the urban and conservation team. They get their MS4 permitting through EPA. Kyle says they started with sediment erosion control on construction sites; now also making plan reviews with a natural resource focus. A lot of their connection comes from education outreach programs, tree planting, litter clean up, etc. Franklin SWCD offers grants and supplemental funding for AENR projects, easements, and restoration. Kyle says the MS4 funding comes from the municipalities working in $10k to $90k. Kyle said their website is available to check out programs and working agreements, and Franklin SWCD is happy to share anything or meet together for extended education on urban technicians.

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

Bill moved, seconded by Liza to approve minutes for the regular board meeting held on September 9, 2025. Motion passed.

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

Bill moved, seconded by Liza to approve minutes for the special board meeting held on September 30, 2025 to review applicants and establish hiring process. Motion passed.

IN THE MATTER OF APPROVING AMENDED MINUTES FROM THE SPECIAL BOARD MEETING:

Liza moved, seconded by Bill to approve amended minutes for special meeting held on October 8, 2025 for personnel matters related to staffing and hiring/employment of District Administrator. Motion passed.

IN THE MATTER OF APPROVING AMENDED MINUTES FROM THE SPECIAL BOARD MEETING:

Liza moved, seconded by Bill to approve amended minutes for special meeting held on October 10, 2025 for personnel matters related to staffing and hiring/employment of District Administrator. Motion passed.

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

Bill moved, seconded by Liza to approve the September 2025 District Fund Financial Statement ***(Attachment A).*** Motion passed.

IN THE MATTER OF SPEICAL FUND FOR AUGUST WITH REPORTS:

Bill moved, seconded by Liza to approve the special fund reports for September ***(Attachments B & C).*** Motion passed.

IN THE MATTER OF REVIEWING THE DISTRICT STAFF ACTIVITY REPORTS:

The board reviewed the District staff activity reports for September.

IN THE MATTER OF REVIEWING NRCS UPDATES:

Due to federal government shut down there are no NRCS updates.

UPDATE FOR NEW STORAGE BUILDING:

Brad reached out to April at the Commissioners' Office and is still waiting on an update.

UPDATE FOR SEARCH COMMITTEE:

Liza moved, seconded by Bill to approve to hire Brad Hughes as the District Administrator for the Pickaway Soil and Water Conservation District. The position will be full time with regular working hours Monday-Friday 8:00 a.m. to 4:30 p.m. including a 120-day introductory period. At an hourly rate of $33.00, with eligibility for performance and compensation review at the end of year. Effective beginning November 3, 2025, Motion passed. **(Attachment D)**

PUMPKIN SHOW PARKING UPDATE:

Pickaway SWCD worked the Service Center parking lot on 10/16/2025 from 8 a.m.-2:00 p.m. Proceeds for the week will be split between working groups. SWCD's share will go towards the scholarship fund.

IN THE MATTER OF LEADERSHIP PICKAWAY:

Liza moved, seconded by Bill to approve to fund Jade Collie and Adriahna Karr to register for the Leadership Pickaway program hosted by the Chamber. Motion passed.

IN THE MATTER OF A NEW EDUCATION VAN:

Liza moved, seconded by Bill to approve $50K to purchase the new education van. Motion passed.

UPDATE ON TAWN'S RETIREMENT:

Jade and Katerina did an exit interview with Tawn and collected all of her keys on 09/30/2025.

UPDATE ON SUMMARY OF PROPOSED AGRICULTURE PLANNING PROJECT FOR PICKAWAY COUNTY:

The board would like for staff to look into having involvement with P3.

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Bill moved, seconded by Liza to approve the Employee Leave Reports as of pay period end dates 08/23/2025 and 09/06/2025. ***(Attachments E & F).*** Motion passed.

FYI – Area 5 Technician meeting hosted by Pickaway SWCD District technicians on October 24.

FYI – State match OSWCC Approved.

FYI – State Match Report – received state match on 10/15/2025

FYI – Calendar of Events

FYI – ODA Updates for Area 5 SWCD Board Meetings – October 2025 Report

IN THE MATTER OF INVENTORY:

Bill moved, seconded by Liza to approve the inventory report for 08/19/2025-08/19/2026. Motion passed.

UPDATE ON INSURANCE FOR EMPLOYEES:

Jade gave an update that the county insurances will be going up for 2026 and the county is no longer offering the opt-out program.

IN THE MATTER OF NACD SPONSERSHIP:

Bill moved, seconded by Liza to approve $200.00 to continue our NACD Sponsorship. Motion passed.

UPDATE ON AG DAY:

Katerina gave an update on Ag Day. The fairgrounds was a good space this year due to the fact of rain and needing to utilize the inside space. One of the schools had a two-hour delay due to fog so Kat had to navigate that into her day, but everything turned out great and the high school FFA students were a tremendous help.

IN THE MATTER OF EXECUTIVE SESSION FOR PERSONEL:

At 9:23 a.m., Bill moved, seconded by Liza to go into executive session.

Roll Call: Bill – Yes, Liza – Yes, Dewey – Yes, Katerina – Yes, Cody Hacker – Yes

At 10:02 a.m., board came out of executive session.

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Liza, seconded by Bill to adjourn the October 21, 2025 Pickaway Soil & Water Conservation District meeting of the board at 10:05 a.m. Motion passed.

The next regular board meeting is scheduled for **Tuesday, November 18, 2025 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 Matt Anderson – Secretary Date

_____

Minutes Recorder Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
AUGUST 1 Through AUGUST 31, 2025

Beginning Special Fund Balance		**$772,331.79**
REVENUE		
State Match	$ 44,485.00	
County Match for 2025		
Bureau of Workers Comp refund	$ 22.88	
Total Special Fund Revenue		**$44,507.88**
EXPENSES		
SALARIES (pay period 16 & 17)	$32,185.00	
PERS	4,283.92	
MEDICARE	460.49	
MEDICAL INSURANCE & DENTAL	2,807.04	
LIFE INSURANCE	25.80	
BUREAU OF WORKERS COMP		
CONTRACT - SERVICES		
Frontier - Phone	105.68	
Quench - water filter lease	52.43	
Verizon Wireless	164.97	
XEROX-Copier Lease	226.96	
Education / Scholarships		
Visa - 1774-Farm to table Books	3619.03	
TRAVEL & EXPENSES		
Visa -Gas and late Fee & Intrest	133.01	
Total Special Fund Expenses		**$44,064.33**
Ending Special Fund Balance		**$772,775.34**

Prepared by: Jade Cooke 9.23.25 Date Checked by: Tawn Seimes 9-23-2025 Date

Denny Mann 10/2/25
Chair Date

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
DISTRICT FUND FINANCIAL STATEMENT
September 1 through September 30, 2025

	Beginning Balances			
	Money Market Checking Account			
	Unencumbered Funds	$112,640.87		
	Engineering Fee encumbered	-		
	Engineering Fees Received	154.98		
	Technical	56,427.63		
	Affiliate/Scholarship Fund -2500 (Schlo. Paid) +50 Rob Skidmore	7,415.19		
	Ag Day Program (+ 2000.00) PCCF GRANT	2,000.00		
	Education Programs	1,038.07		
	Summer Camps + 20.06 (Adult Workshop)	3,114.21		
	Total MMA Checking Account		$182,790.95	
	Regular Checking Account		27,583.36	
	Petty Cash		150.00	
	Change Fund		100.00	
	Total District Accounts			**$210,624.31**
Ref				
	Affiliate Member/ Scholarshps	$ 250.00		
	void drought payment check + back in	$ 502.00		
	Great Plains Drill	$ 270.00		
	Sales Tax Received for the Month			
	Regular Intrest Earned	$ 22.82		
		$ -		
	Total Receipts - Regular Checking Income		$1,044.82	
	MMA Checking Interest	$ 150.31		
	Total Receipts – MMA Account		$150.31	
	Total Receipts - Petty Cash		$0.00	
	Total Receipts – Regular & MMA & Petty Cash Accounts			**$1,195.13**
Ref	**Expenses**			
C2556	Drought -Dallas Rynd Re-issued check	$ 502.00		
C2557	Ag day Venue	$ 900.00		
C2558	Visa 3762- Adobe , Gas, QuickBooks, Web Hosting	$ 710.52		
C2559	Ag Day Shirts- INK My Logo	$ 1,006.00		
	Total Expenses Regular Checking		$3,118.52	
C1108	Polaris Advertisment - District Admin position (H20 funds)	$ 735.00		
	Total Expenses MMA Checking		$735.00	
	Petty Cash			
	Spray Paint -Ace Hardware	$ 10.71		
	Lindsey Doughnuts - Special Board Meeting	$ 15.00		
	Total Expenses for Petty Cash		$25.71	
	Total Expenses			**$3,879.23**
	Ending Balances			
	Money Market Checking Account			
	Unencumbered Funds	$113,712.18		
	Engineering Fee encumbered	-		
	Engineering Fees Received	154.98		
	Technical	56,427.63		
	Affiliate/Scholarship Fund +250	7,665.19		
	Ag Day Program (- 1006.00-Ag day shirts)-900.00-Venue)	94.00		
	Education Programs	1,038.07		
	Summer Camps	3,114.21		
	Total MMA Checking Account		$182,206.26	
	Regular Checking Account		25,509.66	
	Petty Cash		124.29	
	Change Fund		100.00	
	Total District Accounts			$207,940.21

Prepared by: Jaclyn Collado 10.17.25
Date

Checked by: _____
Date

Dewey Mow 10/21/25
~~Board Chair~~
Date

Ohio Department of Agriculture

Pickaway SWCD Leave Report

Pay Period #18 (8/10/2025 - 8/23/2025)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	62.18	4.60	32.50	34.28
Brad Hughes	206.10	6.20	0.50	211.80
Jade Collie	9.44	3.10	6.00	6.54
Katerina Sharp	52.75	4.60	0.00	57.35
Katherine Shauger	22.67	4.60	0.00	27.27
Tawn Seimer	141.01	7.70	8.00	140.71

Annual Leave Total 477.95

Sick Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	143.79	4.77	0.50	148.06
Brad Hughes	137.65	4.86	8.00	134.51
Jade Collie	24.68	4.93	8.00	21.61
Katerina Sharp	804.05	4.79	0.00	808.84
Katherine Shauger	331.06	4.89	0.50	335.45
Tawn Seimer	1,905.63	4.74	0.00	1,910.37

Sick Leave Total 3,358.84

Comp Time

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	77.75	4.50	0.00	82.25
Brad Hughes	8.51	6.75	0.00	15.26
Jade Collie (-10 hr comp pay out)	25.13	(1.37)	2.00	21.76
Katerina Sharp (-10 hr comp pay out)	96.80	(5.13)	0.00	91.67
Katherine Shauger	50.38	7.50	40.00	17.88
Tawn Seimer (-10 hr comp pay out)	11.57	(6.25)	0.00	5.32

Comp Time Total 234.14

Signature of Preparer: Tawn Seimer 8/26/2025
Date

Signature of Reviewing Board Member: 9/9/25
Date

Department of Agriculture

Pickaway SWCD Leave Report

Pay Period #19 (8/24/2025 - 9/6/2025)

Annual Leave

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	34.28	4.60	14.00	24.88
Brad Hughes	211.80	6.20	1.00	217.00
Jade Collie	6.54	3.10	0.00	9.64
Katerina Sharp	57.35	4.60	4.50	57.45
Katherine Shauger	27.27	4.60	24.00	7.87
Tawn Seimer	140.71	7.70	5.00	143.41

Annual Leave Total - 460.25

Sick Leave

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	148.07	4.60	0.00	152.67
Brad Hughes	134.51	4.69	0.00	139.19
Jade Collie	21.61	4.95	16.00	10.55
Katerina Sharp	808.84	4.60	2.50	810.94
Katherine Shauger	335.45	4.63	0.00	340.08
Sophia Graham	14.11	0.47	0.00	14.59
Tawn Seimer	1,910.38	4.60	0.00	1,914.98

Sick Leave Total - 3383.00

Comp Time

Employee	Begin Balance	Earned	Used	End Balance
Adriahna Karr	82.25	0.00	0.00	82.25
Brad Hughes - 10 Comp pay-out	15.26	(7.75)	0.00	7.51
Jade Collie -10 comp pay-out	21.76	(1.00)	0.75	20.76
Katerina Sharp - 10 comp-out	91.67	(10.00)	0.00	81.67
Katherine Shauger	17.88	0.75	16.00	2.63
Tawn Seimer	5.32	0.00	0.50	4.82

Comp Time Total - 199.63

Signature of Preparer: Jade Collie 9.08.25

Date

Signature of Reviewing Board Member: 10/21/25

Date

Pickaway Soil and Water Conservation District
110 Island Road, Suite D
Circleville, Ohio 43113-9056
740-477-1693 pickawayswcd.org

Dear Brad Hughes,

Congratulations! On behalf of the Pickaway Soil and Water Conservation District Board of Supervisors, we are pleased to offer you the position of District Administrator for Pickaway SWCD.

Brad, the effective start date in this role will be 11/3/2025. This new appointment recognizes your dedication, performance, and continued commitment to our organization. While this new role will require you to utilize a new set of skills, you demonstrated confidence to build relationship and effectively lead our office through this transition of leadership.

As a District Administrator, you will report directly to the board of supervisors and continue to uphold our organization's standards of excellence and service.

Your new position includes the following compensation and terms:

- Position: District Administrator
- Status: Full-Time/ Non-Exempt
- Hourly Rate: $33.00 per hour
- Work Schedule: Monday - Friday, 8:00am-4:30pm
- Introductory Period: 120-Days (Calender Days), ends March 3rd, 2026
- Eligibility for Raise: You will be eligible for a performance and compensation review at the end of the year, during which a raise may be awarded based on your performance and company guidelines
- Benefits: Your benefits will continue in accordance with company policy.

This promotion reflects our confidence in your abilities and the important contributions you make to our team, and the external partners we work with. We are excited to see you take on this new role and continue your professional growth within the organization.
Please indicate your acceptance of this offer by signing below and returning a copy to the board of supervisors by 10/20/2025.

Employee Acceptance

I, Brad Hughes, accept the position of District Administrator as outlined in this letter.

Signature: Brad Hughes

Date: 10/20/2025

Signature of Board of Supervisors Chair Denny Mann 10/21/2025
DATE