2021 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD NOVEMBER 16, 2021

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):

8:10 a.m. – Andrew Dewey Mann arrived to the Pickaway County Service Center conference room. He was approved for appointment by the OSWCC at their November 1, 2021 meeting to finish Clyde Ohnewehr's term which ends December 31, 2022. Jonathan Lohstroh, Vice Chair, performed the swearing in with Andrew Dewey Mann.

Copy of the "Supervisor Oath of Office" form ***(Attachment A)***

Jonathan called the meeting to order at 8:13 a.m.

Bill Black – Yes, Jonathan Lohstroh – Yes, Matt Anderson – Yes on Zoom, Barbara Martindale – Absent Andrew Dewey Mann - Yes

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

Tawn Seimer –Yes, Katerina Sharp – Yes, Nathan Taylor – No

Minutes Recorder: Tawn

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

Justin Armintrout, NRCS DC - Yes, Eli Ortiz – No, Caleb Worley, Ohio Farm Bill Biologist - No

AREA 5 PROGRAM SPECIALIST, CODY HACKER PRESENT (YES OR NO): Yes, for a short time on zoom.

VISITORS OR GUESTS PRESENT: Brian Reid, newly elected supervisor.

PUBLIC/AGENCY COMMENTS- none

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

Bill moved, seconded by Dewey to approve minutes of the Regular Meeting held October 19, 2021. Motion passed.

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

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

Bill moved, seconded by Dewey to approve October District Fund Financial Statement ***(Attachments B)***. Motion passed.

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

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

Bill moved, seconded by Matt to approve the October Special Fund Financial Statement ***(Attachment C).***

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

IN THE MATTER OF REVIEWING THE DISTRICT ACTIVITIES REPORT:

The board reviewed the District Staff activity reports.

IN THE MATTER OF REVIEWING THE NRCS UPDATES:

Justin gave an update to the board. They are working on CSP renewals and payments and cleaning up old contracts for participants finished or behind schedule on practices. These require modifications or payments. New sign up for CSP and EQIP is open until January 14, 2022. Some re-enrolled waterway participants are receiving letters from FSA to repair the waterways back to the original size and width. These customers are contacting NRCS and the SWCD to take a look at these waterways and confirm that they need these repairs to be in compliance.

FYI -IN THE MATTER OF REVIEWING THE FORMS FOR THE EMPLOYMENT POLICY AMENDMENT FOR "CASH OUT COMP TIME EARNED":

The forms approved at the October 2021 Board meeting were updated with a district letter head by the request of the Auditor's office payroll department.

IN THE MATTER OF CONTRACT FOR THE GREAT PLAINS DRILL WINTER STORAGE AT RUFF FARMS:

Bill moved, seconded by Dewey to approve the contract between the District and Ruff Farms with the additional line added to #4 "Approval needed prior to repair purchases." Motion passed.

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

IN THE MATTER OF RESERVATIONS AND MEAL CHOICE TO THE AREA 5 WINTER MEETING DEC 1ST:

5 Supervisors and 3 Staff to attend. Tawn will make the reservations.

IN THE MATTER OF LANDOWNER REQUEST TO DO AN AS-BUILT DESIGN AFTER SUBSURFACE TILE INSTALLED:

This item tabled until further information is gathered from technical staff and Fairfield SWCD.

IN THE MATTER OF DONATION OF TREE PLANTER:

At this time the tree planter owner Justin Koble, has not responded from calls or emails for the District to view or pick up the tree planter.

IN THE MATTER OF APPROVAL FOR THE BUDGET ACTION REQUEST TO TRANSFER FUNDS FROM RENTALS TO CONTRACT SERVICES:

Bill moved, seconded by Dewey to approve the Budget Action Request to move funds of $2,500.00 from Rentals to Contract Services to have adequate funds available for bills through the end of the year. Motion passed.

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

IN THE MATTER OF BUDGET ACTION REQUESTS TO RECEIVE PAYMENT OF FUNDS FROM SPECIAL FUNDS FOR SALE OF 2008 FORD TRUCK TO DISTRICT FUND ACCOUNT:

Dewey moved, seconded by Bill to approve the Budget Action Requests to move funds from Special Funds to a check to be deposited into the MMA District Checking account for the sale of the 2008 Ford Truck that was sold through the Pickaway Co. GovDeals account for $10,600.00. Motion passed.

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

IN THE MATTER OF APPROVAL OF THE 2022 BOARD MEETING DATES AND TIMES:

Matt moved, seconded by Bill to approve the 2022 Board Meeting dates and times. The list will be put into a legal notice to be posted in the Circleville Herald and on our web site. Motion passed.

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

IN THE MATTER OF APPROVAL FOR THE 2022 ANNUAL PLAN OF WORK:

Bill moved, seconded by Dewey to approve the 2022 Annual Plan of Work. Motion passed.

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

IN THE MATTER OF REPLENISHING PETTY CASH:

Bill moved, seconded by Matt to approve the amount of $95.59 to replenish the Petty Cash Fund. Motion passed.

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

FYI-IN THE MATTER OF PRESENTING THE TIME SCHEDULE FOR EMPLOYEE EVALUATIONS ON DECEMBER 7th:

The board was given a tentative time schedule for the Employee Evaluations on December 7th. Jonathan will be unable to attend.

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Bill moved, seconded by Dewey to approve the Employee Leave Reports as of pay period end dates 10/23/2021 & 11/06/2021 as follows: ***(Attachment D & E).*** Motion passed.

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

FYI – Katerina gave an update on the delivery of the Farm to Table Books delivered to the local schools
FYI - 3rd Quarter Review with the County Commissioners report
FYI – State Match Report – Received funds through December
FYI – Calendar of Events
FYI – ODA Updates for Area 5 SWCD Board Meetings – November 2021

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Dewey, seconded by Bill to adjourn the November 16, 2021 Pickaway Soil & Water Conservation District meeting of the Board at 9:35 a.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, December 7, 2021 at 9:00 – 10:00 a.m., Employee Evaluations will be performed during the executive session at the end of the meeting**, in the Conference Room, located at Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

_____ _____

Jonathan Lohstroh– Vice Chair Date Barbara Martindale – Secretary Date

_____

Minutes Recorder Date

Oath of Office Form
OSWCC ODA-DSWC
May 2021

Attachment A

OHIO SOIL AND WATER CONSERVATION COMMISSION

SUPERVISOR OATH OF OFFICE

"I, Andrew "Dewey" Mann, do solemnly swear (or affirm) that I will, to the best of my ability, faithfully discharge the duties of Supervisor of the Pickaway Soil and Water Conservation District to which I have been elected (or appointed), and preserve, protect, and defend the Constitution of Ohio and of the United States of America, so help me God."

Signed: _____
Signature of Board Member Elected (or Appointed)

Subscribed and sworn (or affirmed) to before me this 16th day of November, 2021

Signed: _____ Title: Vice Chair
Signature of Authorized Public Official or Notary (per the ORC 3.24) — Elected Office held

Notary Acknowledgment below only required if Oath is conducted by Public Notary

_____
Notary Public of Ohio (Printed Name)

_____
Commission Expiration

SEAL

Attachment B

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
DISTRICT FUND FINANCIAL STATEMENT
October 1 through October 31, 2021

	Beginning Balances			
	Money Market Checking Account			
	Unencumbered Funds	$98,488.97		
	Engineering Deposit Encumbered	294.00		
	Engineering Fee Encumbered (last project installed 10/2019)	-		
	Technical (Contribution Agreement/NRCS)	5,823.00		
	Affiliate/Scholarship Fund	11,813.89		
	Education Programs Encumbered	1,691.69		
	EE Camps (- 64.26 EE Camp Expenses)	2,684.36		
	Ag Book Grant for Pickaway Co. 1st Graders	-		
	Composting Workshop	20.00		
	Total MMA Checking Account		$120,815.91	
	Regular Checking Account		63,154.40	
	Petty Cash		54.41	
	Change Fund		100.00	
	Total District Accounts			**$184,124.72**
Ref				
several	GP Drill Rentals	$ 418.00		
several	Plotter and Copier Copies	$ 24.00		
468	Donation	$ 0.85		
468	Flags - Ruff Farms	$ 30.00		
470	Pumpkin Show Parking Lot/Scholarships	$ 1,738.00		
***	Sales Tax Received	$ 24.81		
463	Regular Checking Interest	$ 2.52		
	Total Receipts - Regular Checking Income		$2,238.18	
464	MMA Checking Interest	$ 4.98		
	Total Receipts – MMA Account		$4.98	
	Total Receipts - Petty Cash		$0.00	
	Total Receipts – Regular & MMA & Petty Cash Accounts			**$2,243.16**
Ref	**Expenses**			
C2268	Pickaway Co. Farm Bureau - 50% of Annual Mtg. Expenses	$ 1,300.97		
		$ -		
	Total Expenses Regular Checking		$1,300.97	
	Total Expenses MMA Checking		$0.00	
	Petty Cash			
		$ -		
		$ -		
		$ -		
		$ -		
	Total Expenses for Petty Cash		$0.00	
	Total Expenses			**$1,300.97**
	Ending Balances			
	Money Market Checking Account			
	Unencumbered Funds	$98,493.95		
	Engineering Deposit Encumbered	294.00		
	Engineering Fee Encumbered (last project installed 10/2019)	-		
	Technical (Contribution Agreement/NRCS)	5,823.00		
	Affiliate/Scholarship Fund	11,813.89		
	Education Programs Encumbered	1,691.69		
	EE Camps	2,684.36		
	Ag Book Grant for Pickaway Co. 1st Graders	-		
	Composting Workshop	20.00		
	Total MMA Checking Account		$120,820.89	
	Regular Checking Account		64,091.61	
	Petty Cash		54.41	
	Change Fund		100.00	
	Total District Accounts			**$185,066.91**

Prepared by: Tawn Sievers 11/3/2021 (Date) Checked by: Katerina Sharp 11-5-21 (Date)

Board Chair Vice Chair 11/16/2021 (Date)

Attachment C

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
October 1 through October 31, 2021

Beginning Special Fund Balance		**$609,917.38**
REVENUE		
State Match - Pay-In: Received Oct. 12 for Oct-Nov-Dec	44,554.00	
Total Special Fund Revenue		**$44,554.00**
EXPENSES		
SALARIES (2 pay periods 16 & 17)	$10,840.00	
PERS	1,492.96	
MEDICARE	147.48	
INSURANCE (For 2 months September & October)	6,964.84	
CONTRACT - SERVICES		
Xerox Copier Lease	231.60	
Verizon Wireless	98.73	
Frontier - Phone, DSL	132.58	
Quench - March	40.31	
TRAVEL & EXPENSE		
Visa - Gas Card	96.17	
SERVICES & FEES		
2022 NACD dues	775.00	
SCHOLARSHIP & EDUCATION		
Visa - Soil testing tabs	105.05	
EQUIPMENT		
Key Blue Print - repairs on plotter replaced print heads & labor	809.00	
2012 Dodge Caravan window repair	308.15	
Total Special Fund Expenses		**$22,041.87**
Ending Special Fund Balance		**$632,429.51**

Prepared by: Tawn Seimes 11/1/2021 Date

Checked by: Katerina Sharp 11-1-21 Date

Vice-Chair 11/16/2021 Date

Pickaway SWCD Leave Report
Pay Period # 22 (10/10/2021 - 10/23/2021)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	211.50	4.60	31.50	184.60
Nathan Taylor	34.10	3.10	0.00	37.20
Tawn Seimer	236.26	7.70	0.00	243.96
			Annual Leave Total	**465.76**

Sick Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	406.48	4.74	0.00	411.22
Nathan Taylor	52.56	4.76	0.00	57.32
Tawn Seimer	1,677.82	4.66	0.00	1,682.48
			Sick Leave Total	**2,151.02**

Comp Time

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	48.40	3.75	0.00	52.15
Nathan Taylor	19.00	4.13	0.00	23.13
Tawn Seimer	3.07	1.50	3.00	1.57
			Comp Time Total	**76.85**

Signature of Preparer: Tawn Seimer 10/25/2021
Date

Signature of Reviewing Board Member: "Dan" 11/16/2021
Date

Only approved timesheets are included in report calculation

Pickaway SWCD Leave Report
Pay Period #23 (10/24/2021 - 11/6/2021)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	184.60	4.60	28.00	161.20
Nathan Taylor	37.20	3.10	0.00	40.30
Tawn Seimer	243.96	7.70	4.50	247.16
			Annual Leave Total	**448.66**

Sick Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	411.22	4.60	0.00	415.82
Nathan Taylor	57.31	4.63	0.00	61.94
Tawn Seimer	1,682.48	4.60	1.00	1,686.08
			Sick Leave Total	**2,163.84**

Comp Time

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	47.15	0.00	0.00	47.15
Nathan Taylor	23.13	0.75	0.00	23.88
Tawn Seimer	1.57	0.00	0.00	1.57
			Comp Time Total	**72.60**

Signature of Preparer: Tawn Seimer 11/8/2021
Date

Signature of Reviewing Board Member: A "Dew" M 11/16/2021
Date

Only approved timesheets are included in report calculation