2023 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD DECEMBER 12, 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 (YES OR NO):

MATT CALLED THE MEETING TO ORDER AT 8:03 A.M.

Matt Anderson – Yes, Bill Black – Yes, Brian Reid – Yes, Dewey Mann – Yes (arrived at 8:05 a.m.), 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 & PHEASANTS FOREVER PERSONNEL WERE ALSO PRESENT (Y OR N):

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

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

VISITORS OR GUESTS PRESENT: None

PUBLIC/AGENCY/STAFF COMMENTS: None

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

Bill moved, seconded by Brian to approve minutes for the Regular Board Meeting held November 21, 2023. Motion passed.

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

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

Bill moved, seconded by Brian to approve the November 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
Matt Anderson – Yes

Dewey arrived at 8:05 a.m. (Matt continued to chair the board meeting)

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

Bill moved, seconded by Jonathan to approve the November 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 Matt Anderson - 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 shared that NRCS staff are working on finishing up on CSP and EQIP payments. Justin and Megan will be attending technical training meetings on CSP & EQIP programs for 2024 through the end of the year.

FYI - IN THE MATTER OF 2024 BUDGET APPROVAL FROM THE COUNTY COMMISSIONERS:

Tawn attended the county budget meeting on December 5th. The County Commissioners approved each county agency's budget request. The final County Commissioner approval of the budgets was approved at the December 12, 2023 Commissioners meeting.

FYI - IN THE MATTER OF 2024 BOARD MEETING DATES & QUARTERLY REVIEW DATES:

The list of 2024 Board Meeting dates and County Commissioners Quarterly Reviews was given to the board. The revised date in September was confirmed and scheduled. The list of dates and times is scheduled to be printed as a legal notice in the Circleville Herald on December 14, 2023. The list has been sent to Program Specialists, Cody Hacker and Rob Hamilton.

IN THE MATTER OF OATH OF OFFICE FOR JONATHAN LOHSTROH:

President Dewey Mann performed the Oath of Office for Jonathan Lohstroh. Pickaway Soil and Water Conservation District Board of Supervisors, Bill Black and Jonathan Lohstroh were re-elected on September 16, 2023 at the Annual Meeting. Their terms will begin on January 1, 2024 and run until December 31, 2026. Bill Black attended the Area 5 Winter meeting and his Oath of Office was performed with the newly elected supervisors by Judge P. Randall Knece on December 6, 2023.

FYI - IN THE MATTER OF THE OFSWCD ANNUAL PARTNERSHIP MEETING:

The OFSWCD Annual Partnership meeting will take place at the Hilton in Columbus, Ohio on January 22 – 24, 2024. The agenda will be sent to the supervisors when it is posted. Staff and supervisors can choose to attend one or two days of the event. One day registration is $100.00 and two days is $170.00 total. Last day to register is January 12, 2024.

IN THE MATTER OF APPROVING THE DISTRICT TO FOLLOW THE 2024 COUNTY HOLIDAY SCHEDULE:

Jonathan moved, seconded by Dewey to approve the District to follow the 2024 Pickaway County Holiday Schedule. Motion passed.

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

IN THE MATTER OF THE DISTRICT TO OFFER A 2024 PLUG SALE:

Jonathan moved, seconded by Dewey to not offer the 2024 Plug Sale through the District this year. Mostly due to the lack of customers needing to purchase this year. Motion passed.

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

IN THE MATTER OF CHOOSING A JOB POSTING DESCRIPTION:

Jonathan moved, seconded by Brian to table this item until January 16, 2024 Board Meeting. Motion passed.

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

FYI – QUICK BOOKS DESKTOP SERVICE BEING DISCONTINUED MAY 31, 2024:

Tawn asked the board for options to moving Quick Books online so that it will continue to be updated and serviced. Other options are still being researched.

FYI – DISTRICT OFFICE IS IN THE PROCESS OF FINDING A NEW INTERNET SERVICE:

Tawn has talked to Jason Sheehy (IT) for options with local internet services. The District will be losing the option to house our internet modem in the FSA server cabinet. Jason suggested T-Mobile and Point Broadband. Contacts to these companies and other services will be made.

IN THE MATTER OF LEAVE REQUEST FOR TAWN SEIMER:

Dewey moved, seconded by Bill to approve leave request for Tawn Seimer to take vacation Wednesday, December 20 to Friday, December 22, 2023. Motion passed.

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

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Dewey moved, seconded by Brian to approve the Employee Leave Reports as of pay period end dates 11/18/2023 & 12/02/2023 ***(Attachment C & D)***. Motion passed.

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

FYI – The District has received two Contribution payments this year, totaling $20,016.00.

FYI – State match report.

FYI – Calendar of events.

FYI – ODA updates for Area 5 SWCD board meetings – December Report with OSWCC State Matching Policy updates. Cody said that the Pollution Abatement policy is also being updated and changed.

IN THE MATTER OF EXECUTIVE SESSION FOR ANNUAL STAFF EVALUATIONS:

At 8:50 a.m., Dewey moved, seconded by Jonathan to go into executive session to perform annual staff evaluations.

Roll Call: Bill – Yes, Matt – Yes, Brian – Yes, Dewey – Yes, Jonathan - Yes

The evaluations were carried out by Chair – Dewey Mann

At 12.05 p.m., board came out of executive session.

IN THE MATTER OF RAISES FOR DISTRICT STAFF:

Matt moved, seconded by Jonathon to approve 5% raises for the district staff to take effect on December 3, 2023, (pay period #26). Motion passed.

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

IN THE MATTER OF STAFF RESTRUCTURE OF JOB DISCRIPTIONS:

Jonathan moved, seconded by Brian to move forward with staff restructure of job descriptions to be available at the January 16, 2024 board meeting, for decision of job posting for February 20, 2024 board meeting. Motion passed.

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

IN THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

It was moved by Matt, seconded by Jonathan to adjourn the December 12, 2023 Pickaway Soil & Water Conservation District meeting of the Board at 12:10 p.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, January 16, 2024 at 8 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
November 1 through November 30, 2023

	Beginning Balances			
	Money Market Checking Account			
	Unencumbered Funds	$60,760.08		
	Engineering Deposit Encumbered	-		
	Engineering Fee Encumbered	-		
	Technical (Contribution Agreement/NRCS & Fees colected)	9,605.99		
	Affiliate/Scholarship Fund (+ $ 1,741.00 Pumpkin Show parking for scholarships)	8,505.82		
	Ag Day Program	-		
	Education Programs	1,074.21		
	EE Camps	3,930.37		
	Total MMA Checking Account		$83,876.47	
	Regular Checking Account		71,200.48	
	Petty Cash		140.50	
	Change Fund		100.00	
	Total District Accounts			**$155,317.45**
Ref				
3564	Robert Belford - drill rental	$ 111.00		
3565	R & J Stebleton - drill rental	$ 115.00		
3566	OACC - technical projects	$ 1,100.00		
3567	Jay Writsel - Plotter copies of tile plans	$ 15.00		
***	Sales Tax Received for the Month	$ -		
3537	Regular Checking Interest	$ 59.24		
	Total Receipts - Regular Checking Income		$1,400.24	
3562	MMA Checking Interest	$ 68.97		
	Total Receipts – MMA Account		$68.97	
		$ -		
	Total Receipts - Petty Cash		$0.00	
	Total Receipts – Regular & MMA & Petty Cash Accounts			**$1,469.21**
Ref	**Expenses**			
C2355	Ink My Logo - Coat & shirts for Adriahna	$ 237.50		
	Total Expenses Regular Checking		$237.50	
	Total Expenses MMA Checking		$0.00	
	Petty Cash			
		$ -		
	Total Expenses for Petty Cash		$0.00	
	Total Expenses			**$237.50**
	Ending Balances			
	Money Market Checking Account			
	Unencumbered Funds	$60,829.05		
	Engineering Deposit Encumbered	-		
	Engineering Fee Encumbered	-		
	Technical (Contribution Agreement/NRCS & Fees colected)	9,605.99		
	Affiliate/Scholarship Fund (+ $ 1,741.00 Pumpkin Show parking for scholarships)	8,505.82		
	Ag Day Program	-		
	Education Programs	1,074.21		
	EE Camps	3,930.37		
	Total MMA Checking Account		$83,945.44	
	Regular Checking Account		72,363.22	
	Petty Cash		140.50	
	Change Fund		100.00	
	Total District Accounts			**$156,549.16**

Prepared by: Tawn Skinner 12/4/2023 Checked by: Adriahna Dean 12/5/23
Date Date

Dewey Mann 12/12/23
Board Chair Date

Attachment B

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
November 1 through November 30, 2023

Beginning Special Fund Balance		**$793,110.34**
REVENUE		
State Match	$ -	
Total Special Fund Revenue		**$0.00**
EXPENSES		
SALARIES (2 pay periods 20 & 21)	$17,356.50	
PERS	2,380.63	
MEDICARE	244.00	
MEDICAL INSURANCE & DENTAL	2,679.73	
SUPPLIES		
Office Mart - paper, sign holders, planner and note pads	134.02	
CONTRACT - SERVICES		
Xerox Copier Lease	332.36	
Verizon Wireless	124.49	
Frontier - Phone, DSL	197.31	
Quench - water filter lease	44.34	
TRAVEL & EXPENSES		
Visa - Fuel	123.17	
SERVICES & FEES		
2024 OFSWCD annual dues	2,423.00	
2024 Area 5 dues	200.00	
EDUCATION/SCHOLARSHIPS		
Visa - food and supplies for District 7 Soil Judging event	291.98	
Total Special Fund Expenses		**$26,531.53**
Ending Special Fund Balance		**$766,578.81**

Prepared by: Tawn Deimer 12/4/2023 Date Checked by: [signature] 12/5/23 Date

[signature] 12/12/23
Chair Date

Pickaway SWCD Leave Report

Pay Period #24 (11/5/2023 - 11/18/2023)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	41.03	6.15	0.00	47.18
Brad Hughes	115.65	6.20	2.00	119.85
Katerina Sharp	149.15	4.60	0.00	153.75
Tawn Seimer	231.81	7.70	16.00	223.51
			Annual Leave Total	**544.29**

Sick Leave

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	144.92	4.60	0.00	149.52
Brad Hughes	124.87	4.63	5.00	124.50
Katerina Sharp	598.74	4.66	1.00	602.40
Tawn Seimer	1,747.46	4.60	0.00	1,752.06
			Sick Leave Total	**2,628.48**

Comp Time

Employee	Begin	Earned	Used	End Balance
Adriahna Karr	15.75	0.00	0.00	15.75
Brad Hughes (-10 hrs. comp pay out)	41.75	(9.25)	0.00	32.50
Katerina Sharp (-10 hrs. comp pay out)	100.80	(8.50)	0.00	92.30
Tawn Seimer	14.32	0.00	11.25	3.07
			Comp Time Total	**143.62**

Signature of Preparer: Katerina Sharp 11-20-23
Date

Signature of Reviewing Board Member: Matt 12/12/23
Date

Only approved timesheets are included in report calculation

Pickaway SWCD Leave Report
Pay Period # 25 (11/19/2023 - 12/2/2023)

Annual Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	47.18	4.60	9.00	42.78
Brad Hughes	119.85	6.20	0.00	126.05
Katerina Sharp	153.75	4.60	0.00	158.35
Tawn Seimer	223.51	7.70	32.00	199.21
			Annual Leave Total	**526.39**

Sick Leave

Employee	Begin	Earned	Used	End
Adriahna Karr	149.52	4.60	3.50	150.62
Brad Hughes	124.50	4.60	13.25	115.85
Katerina Sharp	602.40	4.60	0.00	607.00
Tawn Seimer	1,752.06	4.60	0.00	1,756.66
			Sick Leave Total	**2,630.13**

Comp Time

Employee	Begin	Earned	Used	End
Adriahna Karr	15.75	0.00	0.00	15.75
Brad Hughes	32.50	(10.00)	0.00	22.50
Katerina Sharp	92.30	(10.00)	8.00	74.30
Tawn Seimer	3.07	0.00	0.00	3.07
			Comp Time Total	**115.62**

Signature of Preparer: Tawn Seimer 12/4/2023
Date

Signature of Reviewing Board Member: 12-12-23
Date

Only approved timesheets are included in report calculation