2022 - SUPERVISORS JOURNAL – PICKAWAY SWCD
REGULAR MEETING HELD SEPTEMBER 20, 2022

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 in the 2nd floor conference room.

Jonathan called the meeting to order at 8:02 am.

THE FOLLOWING BOARD MEMBERS WERE PRESENT:

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

THE FOLLOWING SWCD PERSONNEL WERE PRESENT:

Tawn Seimer – Yes, Katerina Sharp – Yes, Nathan Taylor – Yes, Brad Hughes - Yes

Minutes Recorder: Tawn

THE FOLLOWING NRCS PERSONNEL WERE PRESENT:

Justin Armintrout, NRCS DC – Yes (at 8:40 a.m.), Eli Ortiz – No

AREA 5 PROGRAM SPECIALIST CODY HACKER PRESENT (YES OR NO): Yes (arrived at 8:19 a.m.)

VISITORS OR GUESTS PRESENT: None

IN THE MATTER OF APPROVING MINUTES FROM THE PREVIOUS MEETING:

Bill moved, seconded by Matt to approve the minutes from the previous Regular Board Meeting held August 16, 2022.

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

IN THE MATTER OF APPROVING THE JOINT PICKAWAY SWCD & PICKAWAY FARM BUREAU ANNUAL MEETING MINUTES:

Bill moved, seconded by Matt to approve the Joint Pickaway SWCD & Pickaway County Farm Bureau Annual Meeting minutes for September 7, 2022. Motion passed.

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

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

The August District Fund Statement will be presented in October. Tawn is correcting a transaction with the sales tax payment.

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

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

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

IN THE MATTER OF REVIEWING THE DISTRICT STAFF ACTIVITY REPORTS:

The board reviewed the District staff activity reports.

IN THE MATTER OF APPROVING CONSERVATION RESERVE PROGRAM PLANS:

Bill moved, seconded by Matt to approve the new and re-enrolled CSP and CRP Plans for 1 – CSP, 35 - CRP Waterways, and 42 CREP and Wildlife plans. Motion passed.

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

IN THE MATTER OF DISTRICT ENGINEER/TECHNICIAN POSITION:

Bill moved, seconded by Matt to approve William Bradley (Brad) Hughes to start on date of 09/19/2022, with a job description as District Technician II, at a pay rate of $26.50 per hour, with the hours of work 7:30 a.m. to 4:00 p.m. Monday through Friday. Brad will be honored with a 6-month employment period, instead of the Employment Policy of 1 year employment to be allowed to use his annual leave. He will be able to use his accrued annual leave on March 16, 2023. This amendment is due to his previous years of service (10+ years of service). Brad will be eligible after his 120-day probationary period for the Opt-Out Insurance Program policy on January 16, 2023. This Opt-Out policy will give the employee an additional $1.10 per hour or $88.00 per pay period when forms are submitted, since he has informed us that he is covered under his wife's health insurance plan. Nathan Taylor and Brad Hughes will work from 7:30 a.m. to 4:00 p.m. Monday through Friday. The office hours will continue to be 8:00 a.m. to 4:30 p.m. Monday through Friday. Motion passed.

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

FYI - IN THE MATTER OF DISTRICT LOT PURCHASE:

An update was received by email from Nancy Harden on August 22, 2022 about the surveying of the lot that the District may be interested in purchasing. The lot has not been surveyed yet and has been put on the schedule by Harrell & Stevenson Surveying to be done the first week of October.

FYI - IN THE MATTER OF THE JOINT ANNUAL MEETING EVENT:

Katerina gave an update on the Joint Annual Meeting. There were 126 attendees and the estimated cost of the event is $300 for Flora & Field Event Center, and $2,634 for the cost of the meal for 150 with gratuity with a total cost estimate of $2,934 / 2 = $ 1,467 per agency. The Board all agreed that the event went very well and enjoyed the venue.

FYI- IN THE MATTER OF EVENTS HELD DURING THE SUMMER SUPERVISOR SCHOOL IN AREA 5:

Bill attended the tour of the Waterman Farm at OSU. He said that there was a lot of walking as they toured different parts of the facility and it was very interesting. Dewey presented a power point of the changes made to the facility during their lunch. Bill also had heard from an attendee of the canoe float that she really enjoyed it and that the Pickaway & Adams SWCD staff did an excellent job on the event. It was well organized, safe and the lunch was great. 23 people attended the canoe float.

IN THE MATTER OF PURCHASING THE FARM TO TABLE BOOKS FOR PICKAWAY COUNTY 1ST GRADERS:

Bill moved, seconded by Matt to purchase 800 Farm to Table Books for the Pickaway County 1st Graders. Katerina is finalizing the cost of the books and will give an update in October. Motion passed.

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

IN THE MATTER OF PURCHASING COATS & CLOTHING FROM INK MY LOGO FOR SUPERVISORS & STAFF:

Matt moved, seconded by Bill for the staff and supervisors to purchase what they need from Ink My Logo. Brian will purchase a shirt and have Ink My Logo put the SWCD logo on it. Motion passed.

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

IN THE MATTER OF EMPLOYEE LEAVE REPORTS:

Bill moved, seconded by Matt to approve the Employee Leave Reports as of pay period end dates 8/13/2022, 8/27/2022 & 9/10/2022 as follows: ***(Attachment B, C & D).*** Motion passed.

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

IN THE MATTER OF REVIEWING THE NRCS UPDATES:

Justin gave a short NRCS report since he was busy with a NRCS QAR, taking place September 20-22. He has been finishing up on the CRP re-enrolls and new CRP contracts. There will be a software update for USDA about the first of October for the new fiscal year and may last up to two weeks. During this time no payments can be made.

FYI – Pumpkin Show Parking Lot Schedule – we should have enough staff to man it this year Thursday 8 -2
FYI – State Match Report with 2022/2023 funding amounts and payments received
FYI – Calendar of Events
FYI – ODA Updates for Area 5 SWCD Board Meetings – September 2022 Report. A CREP Training will be offered on November 2nd at ODA with new practices in the program

THE MATTER OF ADJOURNING THE PICKAWAY SWCD BOARD MEETING:

Matt moved, seconded by Brian to adjourn the September 20, 2022 Pickaway Soil & Water Conservation District meeting of the Board at 8:45 a.m. Motion passed.

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

The next regular board meeting is scheduled for **Tuesday, October 18, 2022 at 8:00 a.m.** in the Conference Room, located at the Pickaway County Service Center, 110 Island Road, Circleville, OH 43113.

_____ _____

Jonathan Lohstroh – Chairperson Date Dewey Mann – Secretary Date

_____

Minutes Recorder Date

Attachment A

PICKAWAY SOIL AND WATER CONSERVATION DISTRICT
SPECIAL FUND FINANCIAL STATEMENT
August 1 through August 31, 2022

Beginning Special Fund Balance		**$724,464.85**
REVENUE		
State Match - Received 8/18/2022 for Jul-Aug-Sep	$ 43,490.00	
Total Special Fund Revenue		**$43,490.00**
EXPENSES		
SALARIES (2 pay periods 16 & 17)	$11,847.50	
PERS	1,620.02	
MEDICARE	161.71	
INSURANCE	3,562.84	
SUPPLIES		
Office Mart - Handheld hole punch, Receipt Book, Labels, Laminatin pouches, Pledge spray & wipes	123.89	
CONTRACT - SERVICES		
Xerox Copier Lease	220.85	
Verizon Wireless	98.83	
Frontier - Phone, DSL	181.20	
Quench - water filter lease	44.34	
IPA -Perry & Associates CPA's - Audit for 2020 & 2021	3,100.00	
ADVERTISING & PRINTING		
Circle Printing - 2569 July Newsletters	1849.68	
EDUCATION - SCHOLARSHIP		
Capital One/Walmart - craft supplies and popcicles for EE Camp	49.68	
EQUIPMENT		
Perfection One - 2012 Dodge Caravan - front brake pads & rotors.	352.84	
Total Special Fund Expenses		**$23,213.38**
Ending Special Fund Balance		**$744,741.47**

Prepared by: Tawn Seymour 9/16/2022 Checked by: Katrina Thorpe 9-7-22
Date Date

Chair 9/20/22
Date

Pickaway SWCD Leave Report
Pay Period # 17 (7/31/2022 - 8/13/2022)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	195.60	4.60	16.00	184.20
Nathan Taylor	84.20	3.10	0.00	87.30
Tawn Seimer	249.46	7.70	0.00	257.16
			Annual Leave Total	**528.66**

Sick Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	477.07	4.60	1.50	480.17
Nathan Taylor	86.51	4.73	2.00	89.24
Tawn Seimer	1,684.89	4.60	8.00	1,681.49
			Sick Leave Total	**2,250.90**

Comp Time

Employee	Begin	Earned	Used	End Balance
Katerina Sharp (-5 hour comp pay out)	123.30	(5.00)	15.50	102.80
Nathan Taylor	68.00	3.38	0.00	71.38
Tawn Seimer	15.95	0.00	0.00	15.95
			Comp Time Total	**190.13**

Signature of Preparer: Tawn Seimer 8/15/2022

Date

Signature of Reviewing Board Member: _____

Date

Only approved timesheets are included in report calculation

Pickaway SWCD Leave Report
Pay Period #18 (8/14/2022 - 8/27/2022)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	184.20	4.60	0.00	188.80
Nathan Taylor	87.30	3.10	0.00	90.40
Tawn Seimer	257.16	7.70	24.00	240.86
			Annual Leave Total	**520.06**

Sick Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	480.17	4.60	0.00	484.77
Nathan Taylor	89.24	4.63	0.00	93.87
Tawn Seimer	1,681.49	4.66	2.00	1,684.15
			Sick Leave Total	**2262.79**

Comp Time

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	102.80	(5.00)	6.50	91.30
Nathan Taylor	71.38	0.75	40.00	32.13
Tawn Seimer	15.95	1.50	0.00	17.45
			Comp Time Total	**140.88**

Signature of Preparer: Katerina Sharp 8-26-22
Date

Signature of Reviewing Board Member: Brian Reed 9-20-22
Date

Only approved timesheets are included in report calculation

Pickaway SWCD Leave Report
Pay Period # 19 (8/28/2022 - 9/10/2022)

Annual Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	188.80	4.60	0.00	193.40
Nathan Taylor	90.40	3.10	0.00	93.50
Tawn Seimer	240.86	7.70	0.00	248.56
			Annual Leave Total	**535.46**

Sick Leave

Employee	Begin	Earned	Used	End Balance
Katerina Sharp	484.77	4.60	0.00	489.37
Nathan Taylor	93.87	5.02	0.00	98.89
Tawn Seimer	1,684.15	4.86	0.00	1,689.01
			Sick Leave Total	**2,277.27**

Comp Time

Employee	Begin	Earned	Used	End Balance
Katerina Sharp (-5hr.comp payout)	81.30	(5.00)	8.25	68.05
Nathan Taylor	32.13	10.88	0.00	43.01
Tawn Seimer	17.45	6.75	0.00	24.20
			Comp Time Total	**135.26**

Signature of Preparer: Tawn Seimer 9/12/2022
Date

Signature of Reviewing Board Member: 9/20/22
Date

Only approved timesheets are included in report calculation