

**Minutes of the February 23, 2017 Board of Supervisors  
Greene Soil & Water Conservation District**



**Place:** Greene SWCD 1363 Burnett Drive, Xenia, OH 45385

**Call to order:** Doug Bailey, Chair

**Time:** 6:32 p.m.

**Board Members Present:**     Scott Harner                       Kim Snyder  
    David Quallen                       Doug Anderson  
    Doug Bailey

**Staff Present:**

Layne Garringer, NRCS District Conservationist                       Ken Middleton, Urban Specialist  
 Lee Eltzroth, Education Specialist     Brandon Corry, Ditch Maintenance  
 Amanda McKay, District Administrator     Warren McCarren, Rural Technician

**Guests:**

Anita Lewis- Associate  
Don Wolf- Associate (6:39)  
Isabel Brumley- CSU- USDA

**Approval of minutes:**

Kim Snyder (acting secretary) asked for motion to approve the minutes of the January 26, 2017 Board Meeting.

*Motion made by Kim Snyder to accept the minutes as presented. Seconded by David Quallen. Motion carried unanimously.*

**Public Participation:**

None.

**NRCS Update:**

Layne was absent so Amanda gave a quick update on all NRCS activities. The EQIP rankings and cost estimates were completed 2/17 and ranking reviews are on-going. Layne had a teleconference on CSP 2/9 and should receive his next update 3/14. He attended an Area IV meeting on 2/22, where Terry Cosby gave an update that CSP funding will be increasing and EQIP will be decreasing. The conservation planner certification process will be changing with more details to come later.

**Ag Update:**

Warren was absent so Amanda gave an update on the construction projects. Warren and Brandon had several appointments including a YSI test pond site and the Thompson open ditch.

**Ditch Maintenance Update:**

Brandon was absent so Amanda gave an update on the county ditch maintenance program. The winter projects are progressing and he is currently notifying land owners of upcoming inspections.

**Agricultural Pollution Abatement Update:**

No report.

### **Urban Update:**

Ken was absent so Amanda updated the board on the urban activities. In the past month Ken had spent some time in the subdivisions with his normal erosion control trouble spots and had four lot reviews in Sugarcreek TWP at the Landings and one on McBee Road with homeowners.

### **Education Update:**

Lee gave an update about the educational programs:

- 1/30 (Stream table) at Arrowood- 120 4<sup>th</sup> graders
- 2/1 (Enviroscape) at Arrowood- 12 4<sup>th</sup> graders
- 2/2 Recycling (Paper Making) at Shaw- 13 5<sup>th</sup> graders
- 2/3 (WUMF) at Fairborn- 60 3<sup>rd</sup> graders
- 2/6-2/7 (WUMF) at Bell Creek- 7 classes- 174 3<sup>rd</sup> graders
- 2/8 Area IV Envirothon Meeting
- 2/9 Curbside Recycling Community Meeting
- 2/14 (Recycling Plastic) at Shaw- 13 students
- 2/16 (Recycling Plastic) at Shaw- 13 students
- 2/15 Ohio Envirothon Committee Meeting
- 4/6-4/9 ECCO Conference

### **Administrator Update:**

Amanda reported that we held a FAC Building meeting to express our desire to the NRCS State Office that we are happy in our current location and do not wish to move to a new building. We have received confirmation awarding us the full amount if the 2017 Soils Mini Grant from ODA. Amanda also received confirmation that she has successfully completed TDP Level 1. Amanda reminded the board that we are hosting a soil health field day for March 29<sup>th</sup>, 2017 to take place in conjunction with NRCS and OSU Extension at the Fairgrounds. Travel arrangements were then made for those traveling with the district to the OFSWCD meeting.

### **Correspondence:**

- Thank you – To Amanda from NACD
- Sympathy card

### **Old Business:**

#### **Annual Plan of Work**

February 2017

#### **Committee Reports**

No additional reports

#### **NACD Meeting**

David reported on the NACD Meeting held in Denver, CO. He said over all it was a good meeting. The city was very nice and the breakout sessions were very good and informative. He was especially impressed with the Farm Bureau Speaker Zippy Duvall and implored everyone to go and hear him if they get a chance.

#### **State Audit**

Amanda told the board that the State Audit has been completed by the regional office of the Auditor of State. The process went smoothly and we are waiting the results.

**Cash Basis Reporting**

Amanda informed the board that the cash basis report for the state of Ohio has been completed and submitted with the help of the county auditor.

**New Business:**

**Employee Leave Balances as of February 17, 2017**

<b>Employee</b>	<b>No Sick Leave Annual/Comp. dollars only</b>	<b>Annual (Hours)</b>	<b>Sick (Hours)</b>	<b>Comp (Hours)</b>	<b>Wellness (Hours)</b>	<b>Per Hour</b>
Brandon Corry	\$3,267.57	129.20	203.63	45.63	0.0	\$18.690
Lee Eltzroth	\$2,349.26	113.60	231.20	8.63	0.0	\$19.220
Warren McCarren	\$2,590.66	80.14	992.97	17.40	0.0	\$26.560
Amanda Middleton	\$2,793.73	100.50	118.68	26.43	0.0	\$22.010
Ken Middleton	\$6,093.33	209.16	1357.73	40.26	0.0	\$24.430
	\$17,094.56	632.60	2904.21	138.35	0.00	

*Motion was made by Kim Snyder to accept the Employee Leave Status Report. Seconded by David Quallen. Motion carried unanimously.*

**Donation to the Ohio Envirothon- Don Rehl Memorial Fund**

Last year, we donated \$150 and discussed donating the same amount this year.

*Motion was made by David Quallen to donate \$150 to the Ohio Envirothon- Don Rehl Memorial Fund. Seconded by Kim Snyder. Motion carried unanimously*

**Donation to the Ohio Area IV Envirothon**

Last year, we donated \$100 and discussed donating the same amount this year.

*Motion was made by David Quallen to donate \$100 to the Ohio Area IV Envirothon. Seconded by Kim Snyder. Motion carried unanimously*

**Pay for employee memberships to the OASWCDE**

The board was presented with the renewals of the employee memberships to the OASWCDE at the same rate as last year (5 memberships at \$15 each)

*Motion was made by Kim Snyder to pay for the 5 memberships to the OASWCDE at \$15 each. Seconded by David Quallen. Motion carried unanimously*

**Resolutions at the 2017 OFSWCD**

Discussion was had on the four resolutions to advise our delegate David Quallen on how the rest of the board members feel on the resolutions, so that he would be able to vote accordingly. The most discussion was on the second resolution to change the election requirement to allow board members to run unopposed.

Kim Snyder: Yes on all four

Scott Harner: Yes on all four.  
 Doug Anderson: Yes on all four.  
 Doug Bailey: Yes on all, but #2.  
 David Quallen: Yes on all four.

**Financial Reports/Bills to be Paid**

<b>Fund</b>	<b>Balance Ending January 31, 2017</b>	<b># of Outstanding Bills</b>	<b>Total Dollar Amount For Outstanding Bills</b>
Special	\$ 164,757.90	10	\$3,689.18
District	\$ 53,986.47	1	\$75.00
District CD- Matures 2/7/18 (API 0.35%)	\$ 19,000.00	N/A	N/A

- Security Checking Account Interest for January 2017 – \$.46
- Security CD Interest for January 2017- none
- January 2017 Special Fund Expenses including salaries and benefits \$28,675.43
- For additional detail see attached spread sheets on expenses paid and to be paid on District and Special Fund accounts.

***Motion was made by David Quallen to approve bills and seconded by Kim Snyder. Motion carried unanimously.***

**Upcoming Meetings & Events:**

- 2/26-2/28- OFSWCD Annual Meeting
- 3/23 TAG
- 4/20 TAG
- 5/25 TAG
- 7/16-7/18- SSS in Cincinnati

**Adjourn:**

***Motion made by David Quallen to adjourn at 7:33 p.m. and seconded by Kim Snyder. Motion carried unanimously.***

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Doug Bailey, Chairman

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Kim Snyder, Acting-Secretary

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Amanda McKay, District Administrator  
 (Minutes)

<b>Special Fund 0015-0014</b>								
<b>For the Period from January 1, 2017 to January 31, 2017</b>								
<b>Account ID</b>	<b>Account Description</b>	<b>Date</b>	<b>Reference</b>	<b>Jrnl</b>	<b>Trans Description</b>	<b>Debit Amt</b>	<b>Credit Amt</b>	<b>Balance</b>
110000	Special Fund Balance	1/1/17			Beginning Balance			183,073.33
110000	Special Fund Balance	1/6/17		CDJ	Salaries LE 151		8,872.48	
110000	Special Fund Balance	1/9/17	848704	CDJ	Life Insurance LE 1513		19.25	
110000	Special Fund Balance	1/12/17	R134697	GEN	State funds	10,360.00		
110000	Special Fund Balance	1/20/17		CDJ	Salaries LE 151		8,872.49	
110000	Special Fund Balance	1/20/17		CDJ	Medicare Matching LE 1513		233.96	
110000	Special Fund Balance	1/24/17	850100	CDJ	Public Emp. Retirement System		2,484.32	
110000	Special Fund Balance	1/24/17		CDJ	Workers Compensation LE1512		235.83	
110000	Special Fund Balance	1/25/17	850205	CDJ	Health Insurance LE 1513		6,038.45	
110000	Special Fund Balance	1/25/17	850145	CDJ	Kavanaugh Supply LE152		39.58	
110000	Special Fund Balance	1/25/17	850144	CDJ	Gr. Co. Services L 152		136.11	
110000	Special Fund Balance	1/25/17	850148	CDJ	USBank Corporate Payment System		31.67	
110000	Special Fund Balance	1/25/17	850143	CDJ	Donnellon McCarthy LE155		374.40	
110000	Special Fund Balance	1/25/17	850142	CDJ	Bradstreet & Associates		309.00	
110000	Special Fund Balance	1/25/17	850150	CDJ	Wright Way Lock & Store LE156		308.00	
110000	Special Fund Balance	1/25/17	850149	CDJ	Verizon Wireless LE155		57.26	
110000	Special Fund Balance	1/25/17	850146	CDJ	Printing Center LE1510		662.63	
110000	Special Fund Balance				Current Period Change	10,360.00	28,675.43	-18,315.43
		<b>1/31/17</b>			<b>Ending Balance</b>			<b>164,757.90</b>
Reviewed by:		Date:						
Bradstreet & Associates								
Fiscal Agent								
District Administrator								

2017 Voucher Activity Special Fund										
VIP	requisition No	Created Date	Vendor	Vendor #	For	Amount	Code	Date	Amount	Status
							015-0014-	Paid	paid	
					<b>Encumbered</b>					
	17-0043030	1/20/17	OFSWCD	086681	Donation to the Ohio Envirothon- Don Rehl Memorial Fund	\$ 150.00	5409.00			Encumbered
	17-0044796	2/21/17	Area IV Envirothon	027661	Area IV Envirothon Donation	\$ 100.00	5409.00			Encumbered
					<b>Paid per Board Approval</b>					
	16-0040240	11/30/16	US Bank Corp	116141	Parking for LincPass	\$ 20.00	5305.00	1/26/17	\$ 5.75	Paid
	17-0042234	1/10/17	Kavanaugh's Office	056301	Office Supplies	\$ 40.00	5203.00	1/26/17	\$ 39.58	Paid
	17-0042251	1/10/17	Bradstreet & Assoc	850350	Accounting Services	\$ 500.00	5305.00	1/26/17	\$ 309.00	Paid
	17-0042252	1/10/17	Verizon Wireless	01297	Hot Spot Services	\$ 60.00	5389.00	1/26/17	\$ 57.26	Paid
	17-0042253	1/10/17	The Printing Center	08922	Tree Newsletter	\$ 670.00	5408.00	1/26/17	\$ 662.63	Paid
	17-0042254	1/10/17	US Bank Corp	116141	Wiper Blades for F-250	\$ 32.00	5305.00	1/26/17	\$ 30.92	Paid
	17-0042255	1/10/17	Greene Co. Services	04983	Fuel & Vehicle Services	\$ 500.00	5203.00	1/26/17	\$ 136.11	Paid
	17-0042256	1/10/17	Wright Way Store	126522	Storage Unit Rental (Feb, March, April, May)	\$ 310.00	5328.00	1/26/17	\$ 308.00	Paid
	17-0043029	1/20/17	Donnellon McCarthy	03477	Copier Contract	\$ 400.00	5305.00	1/26/17	\$ 374.40	Paid
					<b>To Be Paid per Board Approval</b>					
	17-0043313	1/24/17	Jamie's Tire & Service	047730	Alignment for F-350	\$ 54.95	5305.00	2/23/17	\$ 54.95	To be Paid
	17-0043314	1/24/17	Interstate Batteries	07737	Battery for F-350	\$ 117.95	5305.00	2/23/17	\$ 117.95	To be Paid
	17-0044770	2/21/17	Bradstreet & Assoc	850350	Accounting Services	\$ 500.00	5305.00	2/23/17	\$ 293.00	To be Paid
	17-0044771	2/21/17	Verizon Wireless	01297	Hot Spot Services	\$ 60.00	5389.00	2/23/17	\$ 57.28	To be Paid
	17-0044772	2/21/17	Greene Co. Services	04983	Fuel & Vehicle Services	\$ 500.00	5203.00	2/23/17	\$ 203.10	To be Paid
	17-0044773	2/21/17	US Bank Corp	116141	NACD Meeting Expenses	\$4,000.00	5407.00	2/23/17	\$2,147.01	To be Paid
	17-0044775	2/21/17	US Bank Corp	116141	ECCO Conference	\$ 400.00	5407.00	2/23/17	\$ 362.71	To be Paid
	17-0044776	2/21/17	US Bank Corp	116141	Oath of Office Meeting supplies	\$ 10.00	5203.00	2/23/17	\$ 4.99	To be Paid
	17-0044777	2/21/17	US Bank Corp	116141	Supplies for Education Programs	\$ 10.00	5409.00	2/23/17	\$ 8.99	To be Paid
		2/21/17	David Quallen		NACD Meeting Expenses	\$ 450.00	5407.00	2/23/17	\$ 439.20	To be Paid
					Reviewed by:				Date:	
					Bradstreet & Associates					
					Fiscal Agent					
					District Administrator					

<b>GSWCD District Account</b>								
<b>For the Period January 1, 2017 through February 17, 2017</b>								
<b>Account</b>	<b>Account Description</b>	<b>Date</b>	<b>Reference</b>	<b>Jrnl</b>	<b>Trans Description</b>	<b>Debit Amt</b>	<b>Credit Amt</b>	<b>Balance</b>
111100	District Checking	1/1/17			Beginning Balance			52,558.01
111100	District Checking	1/9/17	R10511	GENJ	Tree Sales	48.00		
111100	District Checking	1/10/17	R10512	GENJ	Tree Sales	80.00		
111100	District Checking	1/13/17	R10513-16	GENJ	Tree Sales	183.00		
111100	District Checking	1/17/17	R10517-19	GENJ	Tree sales	102.00		
111100	District Checking	1/23/17	R10521-527	GENJ	tree sales	253.00		
111100	District Checking	1/25/17	R10528-30	GENJ	tree sales	190.00		
111100	District Checking	1/27/17	R10531-35	GENJ	mini grant	250.00		
111100	District Checking	1/27/17	R10531-35	GENJ	tree sales	113.00		
111100	District Checking	1/31/17	R10536-37	GENJ	tree sales	161.00		
111100	District Checking	1/31/17	R10538	GENJ	tree sales	48.00		
111100	District Checking	1/31/17	R10561	GENJ	Checking interest	0.46		
111100	District Checking				Current Period Change	1,428.46		1,428.46
		<b>1/31/17</b>			<b>Ending Balance</b>			<b>53,986.47</b>
111100	District Checking	2/1/17			Beginning Balance			53,986.47
111100	District Checking	2/2/17	R10539	GENJ	tree sales	50.00		
111100	District Checking	2/6/17	4349	CDJ	Ohio Woodland Journal		60.00	
111100	District Checking	2/6/17	4350	CDJ	Ohio Dept of Agriculture		370.00	
111100	District Checking	2/6/17	4351	CDJ	Amanda Middleton		24.24	
111100	District Checking	2/6/17	R10540-45	GENJ	tree sales	370.00		
111100	District Checking	2/9/17	R10546-50	GENJ	tree sales	239.00		
111100	District Checking	2/10/17	R10551	GENJ	tree sales	78.00		
111100	District Checking	2/13/17	R10552-53	GENJ	tree sales	65.00		
111100	District Checking	2/14/17	R10555	GENJ	tree sales	40.00		
111100	District Checking	2/16/17	R10556-57	GENJ	tree sales	138.00		
111100	District Checking				Current Period Change	980.00	454.24	525.76
		<b>2/17/17</b>			<b>Ending Balance</b>			<b>54,512.23</b>
Reviewed by:	Date:							
Bradstreet & Associates								
Fiscal Agent								
District Administrator								

2017 Voucher Activity District Fund							
Voucher No.	Vendor	For	Amount	Check No	Code LE	Date	
<b>Paid per Board Approval</b>							
17-1	Ohio Woodland Journal	Subscriptions for 4 area libraries	\$ 60.00	4349	543201	1/26/17	Paid
17-2	ODA- Soil and Water	TDP Level 2	\$ 370.00	4350	540701	1/26/17	Paid
17-3	Amanda Middleton	Reimbursement for Oath of Office reception	\$ 24.24	4351	540901	1/26/17	Paid
<b>To Be Paid per Board Approval</b>							
17-4	OASWCDE	5 employee memberships	\$ 75.00	4352	540701	2/23/17	To be Paid
	District CD held by Security Bank	Matures Feb 7, 2018 API 0.35%	\$19,000.00				
	Reviewed by:			Date:			
	Bradstreet & Associates	_____		_____			
	Fiscal Agent	_____		_____			
	District Administrator	_____		_____			