

**Minutes of the March 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:** 6:30 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:**

**Approval of minutes:**

Kim Snyder (acting secretary) asked for motion to approve the minutes of the February 23, 2017 Board Meeting.

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

**Public Participation:**

None.

**NRCS Update:**

Layne reported that the internal pre-approvals were released for EQIP. We need to schedule the LWG meeting, it was discussed and set for 6:00 before the next board meeting. Layne also discussed the CWA, 1619, his office hours, and civil rights/EEO, we are still waiting on the CWA to be returned from the state. We have been approached about supporting a RCPP proposal for the Jacoby Branch Watershed and will have a meeting on it next week. He has a grazing plan visit and some farmland protection reviews scheduled. Layne also reminded everyone about the CSU Farm Conference coming up on April 8<sup>th</sup>.

**Ag Update:**

Warren gave an update on the construction projects. John Lafferty came up last week to visit a YSI test pond site and determined that the project wouldn't meet NRCS specifications to be able to provide assistance. The Greene CCC had a manure storage area improved by pouring a new wall and pad approximately 30x30. Warren and Brandon attended an ODA fertilizer certification workshop. Also, they've had an increase in drainage calls due to wet weather.

**Ditch Maintenance Update:**

Brandon gave an update on the county ditch maintenance program. There has been repairs off of Federal and Carpenter Rd, 3800 ft. dip out off of Rogers Rd, 1400 ft. off of S. Charleston Rd, and cleaning up the beaver dam outside of Yellow Springs.

### **Agricultural Pollution Abatement Update:**

No report.

### **Urban Update:**

Ken 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 five lot reviews in Sugarcreek TWP and three at the Landings. The drainage issues occurring at the Landings of Sugarcreek section 3 may be heading toward a lawsuit to resolve.

### **Education Update:**

Lee gave an update about the educational programs:

- 3/3 Bellbrook M.S.- 206 Kids SCGWI- 6<sup>th</sup> grade
- 3/8 Healthy Water/Healthy People workshop
- 3/9 Oakdale Elem. with Jenny Lohmann- 6 classes Changing States of Matter 125 kids
- 3/10 Mills Lawn Elem. Recycling programs 23 3<sup>rd</sup> graders 23 4<sup>th</sup> graders
- 3/13 Tree Order sent 111 participants
- 3/16 Cedarville University visit with State Envirothon Committee
- 3/22 Mills Lawn Soil programs: WUMF-18 SCGWI-18
- 3/24 Malting Barley Conference- 175 attendees projected
- 4/10 Mills Lawn Plastics program for 4<sup>th</sup> graders
- 4/11 Local Envirothon at Learning Tree Farm- **NEED VOLUNTEERS**
- 4/13 Montgomery Co. Environmental Learning Center with 2 groups from Mills Lawn
- 4/25 Area IV Envirothon at Fernald

### **Administrator Update:**

Amanda reminded everyone about the upcoming Soil Health Field Day, we still need to get people registered. The F-350 is now at Germain Ford for repairs, they have communicated with us that it will be more expensive to fix than initially estimated (\$1800). The Great Miami Watershed meeting has been postponed and a new date and time is to be announced. We have two TAG collections left for this year: April 20 and May 25.

### **Correspondence:**

- Thank you – To Lee from Students

### **Old Business:**

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

March 2017

#### **Committee Reports**

No additional reports

#### **OFSWCD Meeting**

David and Kim reported that the breakout sessions were really good and the staff agreed. Amanda, David, and Kim attended the legislative meeting following the main meeting and met with Bob Hackett to discuss the state match and the state budgets.

#### **State Audit**

Amanda told the board that we have the received the first bill and are still waiting on the results.

**Tree Sale**

The pickup date will be April 21<sup>st</sup>. We will be packing and arranging the trees the Thursday before and will need all the help we can get along with wheelbarrows.

**New Business:**

**Employee Leave Balances as of March 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	\$3,112.45	135.40	213.00	31.13	0.0	\$18.690
Lee Eltzroth	\$2,670.23	119.80	236.80	19.13	0.0	\$19.220
Warren McCarren	\$2,734.09	89.54	960.67	13.40	0.0	\$26.560
Amanda Middleton	\$2,258.89	93.20	116.95	9.43	0.0	\$22.010
Ken Middleton	\$5,602.29	205.56	1366.99	23.76	0.0	\$24.430
	\$16,377.94	643.50	2894.41	96.85	0.00	

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

**Donation to the Blue and Gold Day FFA Sponsorship May 11th**

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

*Motion was made by David Quallen to donate \$100 to the Blue and Gold Day FFA Sponsorship. Seconded by Kim Snyder. Motion carried unanimously*

**Financial Reports/Bills to be Paid**

<b>Fund</b>	<b>Balance Ending February 28, 2017</b>	<b># of Outstanding Bills</b>	<b>Total Dollar Amount For Outstanding Bills</b>
Special	\$146,076.99	7	\$3,297.52
District	\$59,903.41	4	\$8,060.00
District CD- Matures 2/7/18 (API 0.35%)	\$ 19,000.00	N/A	N/A

- Security Checking Account Interest for February 2017 – \$.42
- Security CD Interest for February 2017- \$16.76
- February 2017 Special Fund Expenses including salaries and benefits \$30,685.91
- For additional detail see attached spread sheets on expenses paid and to be paid on District and Special Fund accounts.
  - Extra: District Fund: \$10 to Butler SWCD for DA meeting
  - Extra: District Fund: \$1,124.50 to GCES for TAG 3-23-17

*Motion was made by David Quallen to approve bills and seconded by Doug Anderson. Motion carried unanimously.*

**Upcoming Meetings & Events:**

4/20 TAG  
5/25 TAG  
7/16-7/18- SSS in Cincinnati

**Adjourn:**

*Motion made by Scott Harner to adjourn at 7:50 p.m. and seconded by David Quallen.  
Motion carried unanimously.*

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Doug Bailey, Chairman

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Doug Anderson, Secretary

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Amanda McKay, District Administrator  
(Minutes)

**GSWCD District Account**  
**For the Period February 1, 2017 through March 20, 2017**

Account ID	Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
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	2/7/17	R10638	GENJ	CD Interest	16.76		
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	2/17/17	R10558-60,62-63	GENJ	tree sales	209.00		
111100	District Checking	2/21/17	R10564-69	GENJ	tree sales	257.00		
111100	District Checking	2/22/17	R10570-71	GENJ	tree sales	118.00		
111100	District Checking	2/23/17	4352	CDJ	Employees Association		75.00	
111100	District Checking	2/23/17	R10572-74	GENJ	tree sales	180.00		
111100	District Checking	2/24/17	R10575-79	GENJ	tree sales	425.00		
111100	District Checking	2/28/17	R10639	GENJ	Checking Interest	0.42		
111100	District Checking				Current Period Change	2,186.18	529.24	1,656.94
		<b>2/28/17</b>			<b>Ending Balance</b>			<b>55,643.41</b>
111100	District Checking	3/1/17			Beginning Balance			55,643.41
111100	District Checking	3/1/17	R1080-89,94-96	GENJ	tree sales	1,053.00		
111100	District Checking	3/1/17	R1080-89,94-96	GENJ	Oh Dept Ag shared services	1,000.00		
111100	District Checking	3/1/17	R10597-605	GENJ	tree sales	469.00		
111100	District Checking	3/3/17	R10606-621,626-629	GENJ	tree sales	1,325.00		
111100	District Checking	3/6/17	R10630-632,34	GENJ	tree sales	310.00		
111100	District Checking	3/7/17	R10635	GENJ	tree sales	68.00		
111100	District Checking	3/17/17	R10636	GENJ	soil workshop	35.00		
111100	District Checking				Current Period Change	4,260.00		4,260.00
		<b>3/20/17</b>			<b>Ending Balance</b>			<b>59,903.41</b>

Reviewed by:	Date:							
Bradstreet & Associates								
Fiscal Agent	<i>GREENE SOIL &amp; WATER CONSERVATION DISTRICT – 2017 BOARD MINUTES</i>							
District Administrator								

2017 Voucher Activity District Fund							
Voucher No.	Vendor	For	Amount	Check No	Code LE	Date	
<b>To Be Paid per Board Approval</b>							
17-4	OASWCDE	5 employee memberships	\$ 75.00	4352	540701	2/23/17	Paid
<b>Paid per Board Approval</b>							
17-5	OSU Extension	Malting Barley Conference Sponsorship from Soil Mini Grant	\$ 250.00	4353	543201	3/23/17	To be Paid
17-6	Ken Middleton	Reimbursement for Parking Fees for OFSWCD Meeting	\$ 6.00	4354	540902	3/23/17	To be Paid
17-7	Spectrum Analytic Inc.	Soil Tests from Mini Soils Grant	\$ 24.00	4355	540902	3/23/17	To be Paid
17-8	Allen SWCD	Tree Sale Order	\$ 7,780.00	4356	540905	3/23/17	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	_____		_____			

Special Fund 0015-0014								
For the Period from February 1, 2017 to February 28, 2017								
Account ID	Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
110000	Special Fund Balance	2/1/17			Beginning Balance			164,757.90
110000	Special Fund Balance	2/1/17	R135047	GENJ	State	10,360.00		
110000	Special Fund Balance	2/3/17		CDJ	Salaries LE 151		8,872.47	
110000	Special Fund Balance	2/7/17	851125	CDJ	Life Insurance LE 1513		19.25	
110000	Special Fund Balance	2/13/17		CDJ	Public Emp. Retirement System		2,484.32	
110000	Special Fund Balance	2/14/17	135248	GENJ	Educational MOU	1,032.50		
110000	Special Fund Balance	2/17/17		CDJ	Salaries LE 151		8,872.48	
110000	Special Fund Balance	2/21/17	R135339	GENJ	Ed Mou	612.50		
110000	Special Fund Balance	2/24/17	852617	CDJ	Gr. Co. Services L 152		203.07	
110000	Special Fund Balance	2/24/17	852622	CDJ	USBank Corporate Payment Syste		4.99	
110000	Special Fund Balance	2/24/17	852612	CDJ	Bradstreet & Associates		293.00	
110000	Special Fund Balance	2/24/17	852618	CDJ	Interstate Batteries		117.95	
110000	Special Fund Balance	2/24/17	852619	CDJ	Jamie's Tire Service		54.95	
110000	Special Fund Balance	2/24/17	852623	CDJ	Verizon Wireless LE155		57.28	
110000	Special Fund Balance	2/24/17	852622	CDJ	USBank Corporate Payment Syste		2,147.01	
110000	Special Fund Balance	2/24/17	852622	CDJ	USBank Corporate Payment Syste		362.71	
110000	Special Fund Balance	2/24/17	852615	CDJ	David Quallen		429.20	
110000	Special Fund Balance	2/24/17	852611	CDJ	Area IV Treasurer		100.00	
110000	Special Fund Balance	2/24/17	852620	CDJ	OFSWCD LE157		150.00	
110000	Special Fund Balance	2/24/17	852622	CDJ	USBank Corporate Payment Syste		8.99	
110000	Special Fund Balance	2/27/17	852717	CDJ	Health Insurance LE 1513		6,038.45	
110000	Special Fund Balance	2/28/17		CDJ	Medicare Matching LE 1513		233.96	
110000	Special Fund Balance	2/28/17		CDJ	Workers Compensation LE1512		235.83	
110000	Special Fund Balance				Current Period Change	12,005.00	30,685.91	-18,680.91
		<b>2/28/17</b>			<b>Ending Balance</b>			<b>146,076.99</b>
Reviewed by:		Date:						
Bradstreet & Associates								
Fiscal Agent								
District Administrator								

2017 Voucher Activity Special Fund										
VIP	requisition	Created	Vendor	Vendor #	For	Amount	Code	Date	Amount	Status
No	Date						015-0014-	Paid	paid	
<b>Encumbered</b>										
17-0043743	1/31/17	Germain of Beavercree	046763	Exhaust Manifold Repair F-350		\$ 1,200.00	5305.00			Encumbered
<b>Paid per Board Approval</b>										
17-0043030	1/20/17	OFSWCD	086681	Donation to the Ohio Envirothon- Don Rehl Memorial Fu		\$ 150.00	5409.00	2/23/17	\$ 150.00	Paid
17-0043313	1/24/17	Jamie's Tire & Service	047730	Alignment for F-350		\$ 54.95	5305.00	2/23/17	\$ 54.95	Paid
17-0043314	1/24/17	Interstate Batteries	07737	Battery for F-350		\$ 117.95	5305.00	2/23/17	\$ 117.95	Paid
17-0044770	2/21/17	Bradstreet & Assoc	850350	Accounting Services		\$ 500.00	5305.00	2/23/17	\$ 293.00	Paid
17-0044771	2/21/17	Verizon Wireless	01297	Hot Spot Services		\$ 60.00	5389.00	2/23/17	\$ 57.28	Paid
17-0044772	2/21/17	Greene Co. Services	04983	Fuel & Vehicle Services		\$ 500.00	5203.00	2/23/17	\$ 203.07	Paid
17-0044773	2/21/17	US Bank Corp	116141	NACD Meeting Expenses		\$ 4,000.00	5407.00	2/23/17	\$ 2,147.01	Paid
17-0044775	2/21/17	US Bank Corp	116141	ECCO Conference		\$ 400.00	5407.00	2/23/17	\$ 362.71	Paid
17-0044776	2/21/17	US Bank Corp	116141	Oath of Office Meeting supplies		\$ 10.00	5203.00	2/23/17	\$ 4.99	Paid
17-0044777	2/21/17	US Bank Corp	116141	Supplies for Education Programs		\$ 10.00	5409.00	2/23/17	\$ 8.99	Paid
17-0044796	2/21/17	Area IV Envirothon	027661	Area IV Envirothon Donation		\$ 100.00	5409.00	2/23/17	\$ 100.00	Paid
17-0044803	2/21/17	David Quallen	760210	NACD Meeting Expenses		\$ 450.00	5407.00	2/23/17	\$ 429.20	Paid
<b>To Be Paid per Board Approval</b>										
17-0045035	2/24/17	Verizon Wireless	01297	Hot Spot Services		\$ 60.00	5389.00	3/23/17	\$ 57.28	To be Paid
17-0045036	2/24/17	Bradstreet & Assoc	850350	Accounting Services		\$ 500.00	5305.00	3/23/17	\$ 397.00	To be Paid
17-0045037	2/24/17	Greene Co. Services	04983	Fuel & Vehicle Services		\$ 500.00	5203.00	3/23/17	\$ 176.12	To be Paid
17-0045038	2/24/17	US Bank Corp	116141	Office/Meeting Supplies		\$ 50.00	5203.00	3/23/17	\$ 16.97	To be Paid
17-0045048	2/24/17	US Bank Corp	116141	OFSWCD Meeting		\$ 1,710.00	5407.00	3/23/17	\$ 1,707.30	To be Paid
17-0045688	3/8/17	Ohio Auditor of State	08746	Audit 2012 to 2016		\$ 2,000.00	5305.00	3/23/17	\$ 697.00	To be Paid
17-0045774	3/9/17	US Bank Corp	116141	Cover Crop Books for Workshop		\$ 300.00	5408.00	3/23/17	\$ 245.85	To be Paid
Reviewed by: _____ Date: _____										
Bradstreet & Associates _____										
Fiscal Agent _____										
District Administrator _____										
<i>GREENE SOIL &amp; WATER CONSERVATION DISTRICT – 2017 BOARD MINUTES</i>										