

**Minutes of the August 24, 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:** 6:34 p.m.

**Board Members Present:**

<input type="checkbox"/> Scott Harner	<input checked="" type="checkbox"/> Kim Snyder
<input checked="" type="checkbox"/> David Quallen	<input type="checkbox"/> Doug Anderson
<input checked="" type="checkbox"/> Doug Bailey	

**Staff Present:**

<input type="checkbox"/> Layne Garringer, NRCS District Conservationist	<input checked="" type="checkbox"/> Ken Middleton, Urban Specialist
<input checked="" type="checkbox"/> Lee Eltzroth, Education Specialist	<input checked="" type="checkbox"/> Brandon Corry, Ditch Maintenance
<input checked="" type="checkbox"/> Amanda McKay, District Administrator	<input type="checkbox"/> Warren McCarren, Rural Technician

**Guests:** Krista Magaw- TLT/ Jacoby Creek Partnership

**Approval of minutes:**

Kim Snyder moved to approve the minutes of the July 27, 2017 Board Meeting and the Annual Meeting 2017.

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

**Public Participation:**

None

**NRCS Update:**

Amanda filled in for Layne and reported that they are still obligating EQIP as Ohio has received some additional funds. We've had two meetings with the Jacoby Creek RCPP and they are getting ready to submit their final proposal to NRCS. Terry Cosby will be rescheduling his field visit to our office sometime in the next couple of months. Layne has been busy with NRCS end of fiscal year activities. Doug Bailey enquired about also attended the upcoming Fence Workshop in Preble County on 8/30.

**Ag Update:**

Brandon gave an update on the construction projects. They continue to work on the Spracklen/DeWine tile group project and the Mangan open ditch project. They have been working with John Lafferty on CRP WW checks and had the first construction check on the Thompson project today.

**Ditch Maintenance Update:**

Brandon gave an update on the county ditch maintenance program. This past month Brandon has been mostly concentrating on bottom spraying the county ditches in the program. They have also continued to work on making blow hole repairs on the Chitty tile.

**Agricultural Pollution Abatement Update:**

None.

**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 a couple commercial locations. The issues in the Landings of Sugarcreek, section 3 still continue and the County Engineer has advised people involved to document any conversations with the developer because the developer has an attorney on retainer. The County Prosecutor has also been advised of the situation.

### **Education Update:**

Lee gave an update about the educational programs:

- 7/30-8/5 Greene Co. Fair
- 7/31 Meeting with Central State, Jon Henry, Cadence Lowell, Shelby, Clark- Local Envirothon
- 8/2-8/3 Agriculture in Covers A Lot Workshop
- 8/7 Restocked on rain barrels
- 8/10 Greene County Farm Bureau Annual Meeting
- 8/16 Ohio Envirothon Steering Committee
- 8/29 FSR Clean Up Day
- 8/30 FSR Annual Training
- 9/16 Greene County Soils Judging- need confirmed location- Glenn?
- 9/28 TYW

### **Administrator Update:**

Amanda informed the board that the AR Sandbox is nearly ready and all of the pieces are installed. The only thing it needs now is for the software to be calibrated. There is an upcoming Open Meetings workshop being hosted by the Greene County Prosecutor on 9/27 for all Greene County elected officials. State Match is down across the board due to a cut in the state funding our percentage for 2018 will be 64%. We decided to move staff performance reviews to November this year because Kim will not be here next month and to avoid harvest conflicts. The November board meeting date coincides with Thanksgiving so we will be moving it to the following week (11/30). Records retention is progressing slowly.

### **Correspondence:**

- Thank you- FARM Forum
- Thank you- Grace Smith- 4H
- Thank you- Tori Miller- 4H

### **Old Business:**

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

August 2017

#### **Committee Reports**

No additional reports

#### **Annual Meeting/Election**

Each of the departments gave an update to the attendees along with a slideshow of activities from the past year. The cooperator of the year award was awarded to two outstanding cooperator educators: Nicole Erwin from Shaw Elementary and Kayla Bruggeman from Bellbrook Middle

School. Although, both of the educators were unable to attend the banquet due to school conflicts the awards will be presented to them at another time. After the award announcement, NRCS gave an update of their activities this year, which included a picture slideshow as well. Following the NRCS update, the election results were announced. Kim Snyder was re-elected to the position of supervisor. The meeting adjourned after the announcements around 8:00 pm.

**Cover Crop Workshop**

The field day was held at Beam Springs Farm and had approximately 35 people in attendance. The day was filled with good information and the attendees were also able to experience a solar eclipse while inspecting the soil pits.

**Letter of Support/Contribution for RCPP- Jacoby Branch Partnership**

After a couple months to consider, the board was asked to formal submit a letter of support for the efforts of the Jacoby Branch Partnership in their full proposal to NRCS for the RCPP program.

*Motion was made by Kim Snyder to support the Jacoby Branch Partnership in their full proposal to NRCS for the RCPP program. Seconded by David Quallen. Motion carried unanimously.*

**New Business:**

**Employee Leave Balances as of August 18, 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	\$4,125.82	141.50	263.69	79.25	0.0	\$18.690
Lee Eltzroth	\$2,825.92	103.90	286.36	43.13	0.0	\$19.220
Warren McCarren	\$2,566.76	79.24	978.42	17.40	0.0	\$26.560
Amanda Middleton	\$2,882.87	84.30	129.32	46.68	0.0	\$22.010
Ken Middleton	\$5,423.95	185.26	1345.01	36.76	0.0	\$24.430
	\$17,825.31	594.20	3002.80	223.22	0.00	

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

**Ohio Treasurers Office**

The office was approached by the Ohio Treasurers Office to work with them on a project to get more support of Special groups using their Ohio Online Checkbook program. Amanda will invite the representative to the next board meeting to discuss the topic in more detail.

**Farm Science Review (September 19, 20, 21)**

The Farm Science Review put on by OSU Extension will be next month.

*Motion was made by David Quallen to allow the employees attend and assist with the FSR. Seconded by Kim Snyder. Motion carried unanimously.*

## **Budget 2018**

The budget forms and guidance have yet to be released from the county auditor's office but are expected soon. In preparation, Amanda discussed the big ticket items to be expected in the new budget for 2018: the F-250 is planned to be replaced, a new line for computer/web/technology, and a 2% cost of living for employees to be discussed next September.

## **Financial Reports/Bills to be Paid**

<b>Fund</b>	<b>Balance Ending July 31, 2017</b>	<b># of Outstanding Bills</b>	<b>Total Dollar Amount For Outstanding Bills</b>
Special	\$279,429.59	9	\$3,970.11
District	\$ 52,388.42	3	\$448.10
District CD- Matures 2/7/18 (API 0.35%)	\$ 19,000.00	N/A	N/A

- Security Checking Account Interest for July 2017 – \$.45
- Security CD Interest for July 2017- none
- July 2017 Special Fund Expenses including salaries and benefits \$28,836.42
- 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:**

- 8/29 FSR Clean Up Day
- 8/30 Fence Workshop
- 8/31 Records Clean Up
- 9/19-21 FSR
- 9/27 Open Meetings Workshop for Elected Officials

### **Adjourn:**

***Motion made by David Quallen to adjourn at 7:52 p.m. and seconded by Kim Snyder. Motion carried unanimously.***

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Doug Bailey, Vice-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 July 1, 2017 to July 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	7/1/17			Beginning Balance			308,266.01
110000	Special Fund Balance	7/7/17		CDJ	Salaries LE 151		8,872.49	
110000	Special Fund Balance	7/17/17	863914	CDJ	Public Emp. Retirement System		2,484.32	
110000	Special Fund Balance	7/17/17	863084	CDJ	Life Insurance LE 1513		19.25	
110000	Special Fund Balance	7/21/17		CDJ	Salaries LE 151		8,872.47	
110000	Special Fund Balance	7/21/17	864238	CDJ	Health Insurance LE 1513		6,038.45	
110000	Special Fund Balance	7/21/17		CDJ	Medicare Matching LE 1513		233.96	
110000	Special Fund Balance	7/27/17	864608	CDJ	Verizon Wireless LE155		57.28	
110000	Special Fund Balance	7/28/17	864747	CDJ	Gr. Co. Services L 152		433.86	
110000	Special Fund Balance	7/28/17	864750	CDJ	USBank Corporate Payment Syste		136.32	
110000	Special Fund Balance	7/28/17	864751	CDJ	US Postal Service LE152		174.93	
110000	Special Fund Balance	7/28/17	864745	CDJ	Bradstreet & Associates		396.00	
110000	Special Fund Balance	7/28/17	864746	CDJ	Civitas Media LLC		130.45	
110000	Special Fund Balance	7/28/17	864749	CDJ	Printing Center LE1510		450.59	
110000	Special Fund Balance	7/28/17	864749	CDJ	Printing Center LE1510		300.22	
110000	Special Fund Balance	7/31/17		CDJ	Workers Compensation LE1512		235.83	
110000	Special Fund Balance				Current Period Change		28,836.42	-28,836.42
		<b>7/31/17</b>			<b>Ending Balance</b>			<b>279,429.59</b>
Reviewed by:		Date:						
Bradstreet & Associates								
Fiscal Agent								
District Administrator								

2017 Voucher Activity Special Fund										
VIP	Created	Vendor	Vendor #	For	Amount	Code	Date	Amount	Status	
No	Date					015-0014-	Paid	paid		
<b>Encumbered</b>										
17-0050924	6/23/17	Wright Way Store	126522	Storage Unit Rental (Oct, Nov, Dec, Jan 2018)	\$ 310.00	5328.00			Encumbered	
<b>Paid per Board Approval</b>										
17-0051740	7/12/17	Postmaster of Dayton	13101	Summer Newsletter Postage	\$ 200.00	5305.00	7/12/17	\$ 174.93	Paid	
17-0050925	6/23/17	Bradstreet & Assoc	850350	Accounting Services	\$ 500.00	5305.00	7/27/17	\$ 396.00	Paid	
17-0050926	6/23/17	Greene Co. Services	04983	Fuel & Vehicle Services	\$ 500.00	5203.00	7/27/17	\$ 433.86	Paid	
17-0051146	6/27/17	Verizon Wireless	01297	Hot Spot Services	\$ 60.00	5389.00	7/27/17	\$ 57.28	Paid	
17-0051148	6/27/17	The Printing Center	08922	Annual Meeting Postcard Printing	\$ 400.00	5408.00	7/27/17	\$ 300.22	Paid	
17-0051741	7/12/17	The Printing Center	08922	Summer Newsletter Printing	\$ 700.00	5408.00	7/27/17	\$ 450.59	Paid	
17-0052449	7/26/17	Civitas Media	050313	Legal Notice Election	\$ 250.00	5305.00	7/27/17	\$ 130.45	Paid	
17-0052448	7/26/17	US Bank Corp	116141	Ditch Supplies	\$ 300.00	5203.00	7/27/17	\$ 136.32	Paid	
<b>To Be Paid per Board Approval</b>										
17-0050178	6/8/17	US Bank Corp	116141	Summer Supervisors' school expenses	\$ 1,300.00	5407.00	8/24/17	\$ 307.20	To be Paid	\$ 750.00 6/22/2017
17-0052115	7/20/17	US Bank Corp	116141	Fair Expenses	\$ 200.00	5305.00	8/24/17	\$ 98.19	To be Paid	
17-0052447	7/26/17	US Bank Corp	116141	Cover Crop and Annual Meeting Supplies	\$ 300.00	5203.00	8/24/17	\$ 23.96	To be Paid	
17-0052547	7/28/17	Bradstreet & Assoc	850350	Accounting Services	\$ 500.00	5305.00	8/24/17	\$ 301.00	To be Paid	
17-0052548	7/28/17	Greene Co. Services	04983	Fuel & Vehicle Services	\$ 500.00	5203.00	8/24/17	\$ 301.53	To be Paid	
17-0052549	7/28/17	Verizon Wireless	01297	Hot Spot Services	\$ 70.00	5389.00	8/24/17	\$ 67.32	To be Paid	
17-0052550	7/28/17	US Bank Corp	116141	Ditch Supplies	\$ 600.00	5203.00	8/24/17	\$ 26.71	To be Paid	
17-0052874	8/7/17	DLT Solutions	03425	AutoCAD Program and Support	\$ 2,200.00	5305.00	8/24/17	\$ 2,121.28	To be Paid	
17-0052936	8/9/17	US Bank Corp	116141	AR Sandbox	\$ 1,400.00	5409.00	8/24/17	\$ 722.92	To be Paid	
Reviewed by:								Date:		
Bradstreet & Associates										
Fiscal Agent										
District Administrator										

<b>GSWCD District Account</b>								
<b>For the Period July 1, 2017 through August 22, 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>
111100	District Checking	7/1/17			Beginning Balance			52,639.97
111100	District Checking	7/27/17	4378	CDJ	Caesars Creek Vineyard		50.00	
111100	District Checking	7/27/17	4379	CDJ	Spectrum Analytic Inc		12.00	
111100	District Checking	7/27/17	4380	CDJ	Warren McCarren		12.00	
111100	District Checking	7/27/17	4381	CDJ	Greene Giving		100.00	
111100	District Checking	7/27/17	4382	CDJ	The Printing Center		178.00	
111100	District Checking	7/28/17	R10681-85	GENJ	Annual mtg	60.00		
111100	District Checking	7/28/17	R10681-85	GENJ	Cover crop	40.00		
111100	District Checking	7/31/17	R10715	GENJ	checking interest	0.45		
111100	District Checking				Current Period Change	100.45	352.00	-251.55
		<b>7/31/17</b>			<b>Ending Balance</b>			<b>52,388.42</b>
111100	District Checking	8/1/17			Beginning Balance			52,388.42
111100	District Checking	8/15/17	4383	CDJ	McCoy Catering Service		747.50	
111100	District Checking	8/16/17	R10686-10706	GENJ	Cover crop, annual mtg, rain barrel	365.00		
111100	District Checking				Current Period Change	365.00	747.50	-382.50
		<b>8/22/17</b>			<b>Ending Balance</b>			<b>52,005.92</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>							
17-30	Caesars Creek Vineyard	Building Rental for Annual Meeting	\$ 50.00	4378	532801	7/27/17	Paid
17-31	Spectrum Analytic Inc.	Soil Tests from Mini Soils Grant	\$ 12.00	4379	540902	7/27/17	Paid
17-32	Warren McCarren	Tire Repairs remibursement	\$ 12.00	4380	530501	7/27/17	Paid
17-33	Greene Co. Farm Forum (Greene Giving)	Greene Co Farm Forum Scholarship	\$ 100.00	4381	540902	7/27/17	Paid
17-34	The Printing Center	Test your Well/Soil Bookmarks	\$ 178.00	4382	540902	7/27/17	Paid
17-35	McCoys Catering	Annual Meeting Food	\$ 747.50	4383	530501	8/15/17	Paid
<b>To Be Paid per Board Approval</b>							
17-36	Scioto Signs	Cooperator Signs	\$ 49.10	4384	520301	8/24/17	To be Paid
17-37	Spectrum Analytic Inc.	Soil Tests from Mini Soils Grant	\$ 24.00	4385	540902	8/24/17	To be Paid
17-38	Scott Drum Service	Rain Barrels	\$ 375.00	4386	540902	8/24/17	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						