

**Minutes of the January 26, 2017 Board of Supervisors
Greene Soil & Water Conservation District**



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

Call to order: Scott Harner, Chair

Time: 6:34 p.m.

Board Members Present:

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

Staff Present:

<input checked="" type="checkbox"/> Layne Garringer, NRCS District Conservationist	<input 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 checked="" type="checkbox"/> Warren McCarren, Rural Technician

Guests:

Liz Cline- ODA

Isabel Brumley- CSU- NRCS

Tom Koogler- Greene County Commissioner

OATH OF OFFICE FOR NEW BOARD MEMBERS:

Doug Anderson was sworn into office on January 26, 2017 at 6:37 pm at the Greene SWCD Board Meeting located at 1363 Burnett Drive, Xenia, Ohio 45385, by Tom Koogler, Greene County Commissioner.

Doug Bailey was sworn into office on January 26, 2017 at 6:39 pm at the Greene SWCD Board Meeting located at 1363 Burnett Drive, Xenia, Ohio 45385, by Tom Koogler, Greene County Commissioner.

Approval of minutes:

Doug Anderson (acting secretary) asked for motion to approve the minutes of the December 15, 2016 Board Meeting.

Motion made by Doug Anderson to accept the minutes as presented. Seconded by David Bailey. Motion carried unanimously.

Public Participation:

ODA- Liz Cline: Liz reminded the board that SWIMS yearly activity reporting will be due to the state soon. She informed us about the new cover crop booklet that Clermont SWCD has put together and reminded the technical staff that Janelle Weiss will be in the area to give GIS help.

NRCS- CSU- Isabel Brumley- Isabel introduced herself as the 1890 program liaison at Central State University and the outreach coordination with USDA/NRCS.

NRCS Update:

Layne gave an update on all NRCS activities. The EQIP eligibility determinations are being made and rankings will be due 2/17. CSP sign up will end 2/3. The 5% spot check report has yet to come out. There will be a specialty crop conference in Loveland 2.7 and an upcoming minority farmer conference at CSU sometime this spring. Layne also informed the board about a couple new faces over in the FSA office: Rod (Farm Loan) and Jacob (GIS for FSA).

Ag Update:

Warren gave an update on the construction projects. The Ballard- Spahr group project has been completed and now the group is collecting the paperwork to petition the ditch to be added to county maintenance. This past month there has been several pond appointments and a new project assisting the county engineer with drainage on Upper Bellbrook Rd.

Ditch Maintenance Update:

Brandon gave an update on the county ditch maintenance program. He attended an Area IV meeting with the other ditch maintenance professionals. They had good round table discussion with a county engineer about the different programs highlighting notifications to property owners. He has initiated some work on Cedarville/Townsend Rd to fix some bad outlets and begin a 3000 foot dip out project.

Agricultural Pollution Abatement Update:

No report.

Urban Update:

Amanda updated the board on the urban activities due to the absence of Ken. In the past month Ken had spent some time in the subdivisions with his normal erosion control trouble spots and had two lot reviews in Sugar creek TWP with homeowners. There was a little discussion about reviewing out current MOU with the county engineer and Liz reminded the board that all MOUs should be reviewed at least every 5 years.

Education Update:

Lee gave an update about the educational programs:

- 12/19 Trebein SCGWI 8 classes 3rd grade
- 12/21 Jenny Lohman- Hamilton County Solid Waste District- about her programs
- 12/29 Tree Newsletter went out
- 1/9 Xenia Tree Committee- Arbor Day 5/9 Arrowood
- 1/10-12 Fairborn, WUMF 300 3rd grade students, 14 classes
- 1/17 Recycling Papermaking at Shaw- 13 students
- 1/24 Tecumseh Stream Table 54 4th graders
- 1/26 Mariemont Elem. with Jenny Lohman, 60 students, recycling
- 1/30 Arrowood Elem. Stream Table
- Eco Conference- April 6-9th (\$205 plus room)

Motion was made by David Quallen to allow Lee to attend the ECO conference and pay for expenses and seconded by Doug Bailey. Motion carried unanimously.

Administrator Update:

Amanda reported that the trucks had end of year maintenance. The F-350 had a battery replacement and the tires aligned. It also has a manifold exhaust leak that will need to be fixed, the repair should be between (\$800 – 1000). The State Audit will take place the week of Feb. 6th. NACD yearly conference is next week and Amanda will be out of the office with Supervisor David Quallen. We are planning a soil health field day for March 29th, 2017 to take place in conjunction with NRCS and OSU Extension at the Fairgrounds.

Motion was made by David Quallen to get the manifold leak fixed on the F-350 and seconded by Doug Bailey. Motion carried unanimously.

Correspondence:

- Thank you – To Lee from school teacher

Old Business:

Annual Plan of Work

January 2017

Committee Reports

No additional reports

OFSWCD Federation Meeting (Feb. 26-28th)

Discussion was held of who would be able to go and who would represent us as the delegate for the resolution sessions.

Motion was made by David Quallen to allow any staff or board member to go to the OFSWCD meeting and pay for expenses and seconded by Doug Anderson. Motion carried unanimously.

Motion was made by Doug Anderson to have David Quallen represent the board as the delegate and seconded by Doug Bailey. Motion carried unanimously.

Inventory

Amanda presented the board with the revised inventory for January 2017. Last week with the help of Brandon and Warren, we went through the list and adjusted the net worth of all items to the current value and made sure everything was where it should be.

Motion was made by David Quallen to accept the inventory as printed and seconded by Doug Bailey. Motion carried unanimously.

New Business:

Employee Leave Balances as of January 20, 2017

Employee	No Sick Leave Annual/Comp. dollars only	Annual (Hours)	Sick (Hours)	Comp (Hours)	Wellness (Hours)	Per Hour
Brandon Corry	\$2,653.98	123.00	197.31	19.00	0.0	\$18.690
Lee Eltzroth	\$2,316.59	107.40	221.94	13.13	0.0	\$19.220
Warren McCarren	\$2,580.04	82.74	1017.66	14.40	0.0	\$26.560
Amanda Middleton	\$2,151.04	94.30	111.44	3.43	0.0	\$22.010
Ken Middleton	\$6,132.42	208.76	1371.03	42.26	0.0	\$24.430
	\$15,834.06	616.20	2919.38	92.22	0.00	

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

Board Reorganization:

Chair: Doug Bailey
 Vice-Chair: Kim Snyder
 Treasurer: David Quallen
 Secretary: Doug Anderson
 Member: Scott Harner

Motion was made by David Quallen to approve the reorganization of the Greene SWCD Board of Supervisors and seconded by Doug Anderson. Motion carried unanimously

Public Records Designee

Amanda said that usually the DA is designated as the Public Records training designee and she would be agreeable to remaining the designee for the board.

Motion was made by David Quallen to assign Amanda Middleton as the designee for Public Records training and seconded by Doug Bailey. Motion carried unanimously.

Nomination Committee 2017

The committee was for the upcoming election was discussed. Doug Bailey agreed to head the committee and Scott Harner also agreed to be a member. It was decided that Don Wolf would be a good choice, if he would be agreeable to participate again.

Motion was made by David Quallen to assign Doug Bailey and Scott Harner to the nominating committee along with Don Wolf (if agreeable) and seconded by Doug Anderson. Motion carried unanimously.

Financial Reports/Bills to be Paid

Fund	Balance Ending December 31, 2016	# of Outstanding Bills	Total Dollar Amount For Outstanding Bills
Special	\$ 183,073.33	9	\$1,918.65
District	\$ 52,971.01	2	\$430.00
District CD- Matures 2/7/18 (API 0.35%)	\$ 19,000.00	N/A	N/A

- Security Checking Account Interest for December 2016 – \$.43
- Security CD Interest for December 2016- none
- December 2016 Special Fund Expenses including salaries and benefits \$29,052.54
- For additional detail see attached spread sheets on expenses paid and to be paid on District and Special Fund accounts.
- Extra: District Fund: Refreshment expenses for oath of office \$24.24

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

Upcoming Meetings & Events:

- 1/28-2/1- NACD Meeting, Denver, CO
- 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 Scott Harner to adjourn at 8:28 p.m. and seconded by Doug Anderson.
Motion carried unanimously.*

Doug Bailey, Chairman

Doug Anderson, Secretary

Amanda McKay, District Administrator
(Minutes)

Special Fund 0015-0014								
For the Period from December 1, 2016 to December 31, 2016								
Account ID	Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
110000	Special Fund Balance	12/1/16			Beginning Balance			175,532.06
110000	Special Fund Balance	12/7/16	R134095	GEN.	State funds	10,360.00		
110000	Special Fund Balance	12/9/16		CDJ	Salaries LE 151		8,872.48	
110000	Special Fund Balance	12/13/16	847225	CDJ	Public Emp. Retirement System		2,484.32	
110000	Special Fund Balance	12/13/16	848145	CDJ	Health Insurance LE 1513		6,038.45	
110000	Special Fund Balance	12/13/16	847226	CDJ	Life Insurance LE 1513		19.25	
110000	Special Fund Balance	12/16/16	R134300	GEN.	Tech assist MOU work	840.00		
110000	Special Fund Balance	12/20/16		CDJ	Workers Compensation LE1512		123.35	
110000	Special Fund Balance	12/21/16	848084	CDJ	Gr. Co. Services L 152		280.96	
110000	Special Fund Balance	12/21/16	848087	CDJ	USBank Corporate Payment Syste		23.95	
110000	Special Fund Balance	12/21/16	848083	CDJ	Bradstreet & Associates		380.00	
110000	Special Fund Balance	12/21/16	848087	CDJ	USBank Corporate Payment Syste		5.00	
110000	Special Fund Balance	12/21/16	848087	CDJ	USBank Corporate Payment Syste		106.74	
110000	Special Fund Balance	12/21/16	848088	CDJ	Verizon Wireless LE155		57.26	
110000	Special Fund Balance	12/21/16	848087	CDJ	USBank Corporate Payment Syste		1,140.20	
110000	Special Fund Balance	12/21/16	848087	CDJ	USBank Corporate Payment Syste		128.08	
110000	Special Fund Balance	12/21/16	848086	CDJ	OFSWCD LE157		100.00	
110000	Special Fund Balance	12/22/16		CDJ	Salaries LE 151		8,872.47	
110000	Special Fund Balance	12/22/16		CDJ	Medicare Matching LE 1513		247.76	
110000	Special Fund Balance	12/27/16	848212	CDJ	US Postal Service LE152		172.27	
110000	Special Fund Balance	12/29/16	R134490	GEN.	Ditch Maint 2016	11,593.81		
110000	Special Fund Balance	12/29/16	R134490	GEN.	Urban Work 2016	13,800.00		
110000	Special Fund Balance				Current Period Change	36,593.81	29,052.54	7,541.27
		12/31/16			Ending Balance			183,073.33
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				Encumbered		015-0014-	Paid	paid		
16-0039152	11/10/16		US Bank Corp	116141	Ditch Supplies	\$ 400.00	5305.00			Encumbered	
16-0033552	8/5/16		US Bank Corp	116141	AR Sandbox Educational Tool	\$2,200.00	5409.00	8/18/16	\$1,136.18	Encumbered	-274.99 returned 9/7/16
17-0043030	1/20/17		OFSWCD	086681	Donation to the Ohio Envirothon Don Rehl	\$ 150.00	5409.00			Encumbered	
Paid per Board Approval											
16-0039622	11/21/16		Verizon Wireless	01297	Hot Spot Services	\$ 60.00	5389.00	12/15/16	\$ 57.26	Paid	
16-0039623	11/21/16		Greene Co. Services	04983	Fuel & Vehicle Services	\$ 500.00	5203.00	12/15/16	\$ 280.96	Paid	
16-0039624	11/21/16		US Bank Corp	116141	Board Meeting Supplies	\$ 200.00	5203.00	12/15/16	\$ 23.95	Paid	
16-0039625	11/21/16		Bradstreet & Assoc	850350	Accounting Services	\$ 500.00	5305.00	12/15/16	\$ 380.00	Paid	
16-0039626	11/21/16		OFSWCD	086681	Area IV Dues	\$ 100.00	5432.00	12/15/16	\$ 100.00	Paid	
16-0039992	11/28/16		US Bank Corp	116141	NACD Meeting Expenses	\$3,000.00	5407.00	12/15/16	\$1,140.20	Paid	open
16-0039993	11/28/16		US Bank Corp	116141	Replacement monitors	\$ 200.00	5409.00	12/15/16	\$ 128.08	Paid	
16-0039994	11/28/16		US Bank Corp	116141	Microsoft 365 Software Renewal for Laptop	\$ 200.00	5305.00	12/15/16	\$ 106.74	Paid	
16-0041278	12/27/16		Postmaster of Dayton	13101	Postage for Tree Newsletter	\$ 172.27	5203.00	12/27/16	\$ 172.27	Paid	
To Be Paid per Board Approval											
16-0040240	11/30/16		US Bank Corp	116141	Parking for LincPass	\$ 20.00	5305.00	12/15/16	\$ 5.00	To be Paid	0.75 1/26/2017
17-0042234	1/10/17		Kavanaugh's Office	056301	Office Supplies	\$ 40.00	5203.00	1/26/17	\$ 39.58	To be Paid	
17-0042251	1/10/17		Bradstreet & Assoc	850350	Accounting Services	\$ 500.00	5305.00	1/26/17	\$ 309.00	To be Paid	
17-0042252	1/10/17		Verizon Wireless	01297	Hot Spot Services	\$ 60.00	5389.00	1/26/17	\$ 57.26	To be Paid	
17-0042253	1/10/17		The Printing Center	08922	Tree Newsletter	\$ 670.00	5408.00	1/26/17	\$ 662.63	To be Paid	
17-0042254	1/10/17		US Bank Corp	116141	Wiper Blades for F-250	\$ 32.00	5305.00	1/26/17	\$ 30.92	To be Paid	
17-0042255	1/10/17		Greene Co. Services	04983	Fuel & Vehicle Services	\$ 500.00	5203.00	1/26/17	\$ 136.11	To be 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	To be Paid	
17-0043029	1/20/17		Donnellon McCarthy	03477	Copier Contract	\$ 400.00	5305.00	1/26/17	\$ 374.40	To be Paid	
			Reviewed by:				Date:				
			Bradstreet & Associates								
			Fiscal Agent								
			District Administrator								

GSWCD District Account								
For the Period December 1, 2016 through January 23, 2017								
Account ID	Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
111100	District Checking	12/1/16			Beginning Balance			52,557.58
111100	District Checking	12/15/16	R10508	GENJ	TAG	199.00		
111100	District Checking	12/15/16	4348	CDJ	Greene County Environmental Se		199.00	
111100	District Checking	12/30/16	R10520	GENJ	Checking Interest	0.43		
111100	District Checking				Current Period Change	199.43	199.00	0.43
		12/31/16			Fiscal Year End Balance			52,558.01
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				Current Period Change	413.00		413.00
		1/23/17			Ending Balance			52,971.01
Reviewed by:		Date:						
Bradstreet & Associates								
Fiscal Agent								
District Administrator								

2017 Voucher Activity District Fund							
Voucher No.	Vendor	For	Amount	Check No	Code LE	Date	Paid
Paid per Board Approval							
16-49	Greene Co Environmental Services	Monies rec'd from TAG December 15 2016	\$ 199.00	4348	540902	12/15/16	Paid
To Be Paid per Board Approval							
17-1	Ohio Woodland Journal	Subscriptions for 4 area libraries	\$ 60.00	4349	543201	1/26/17	To be Paid
17-2	ODA- Soil and Water	TDP Level 2	\$ 370.00	4350	540701	1/26/17	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	_____		_____			