

**Minutes of the May 25, 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: 6:31 p.m.

Board Members Present: Scott Harner Kim Snyder
 David Quallen Doug Anderson (6:38)
 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: Liz Cline- ODA, Don Wolf- Associate Board Member

Approval of minutes:

Scott Harner (acting secretary) asked for motion to approve the minutes of the April 28, 2017 Board Meeting.

Motion made by David Quallen to accept the minutes as presented. Seconded by Scott Harner. Motion carried unanimously.

Public Participation:

Liz Cline gave a few updates on the OFSWCD and the upcoming SSS to be held in Area IV. Everything is going well and we just now need to get supervisors registered for the meetings that will be held in Cincinnati this July. The committee is asking the host districts to sponsor the supervisors' school to assist in providing the registration gifts this year.

NRCS Update:

Layne reported that they are ready to start obligating EQIP contracts and that the CSP applications have been ranked with pre-approvals coming on 6/2. He has had three Farmland Protection Reviews this month. They are still waiting to hear if the RCPP project will be invited to submit a full proposal. Amanda and Layne had a meeting with the new soils professor from CSU Dr. Sakthi Subburayalu. He is very interested in helping with our programs and interested in starting some local research projects. Terry Cosby will be traveling through the area next month and may stop by our office as a field visit. TDP Advanced Pasture Training is coming up June 14-15th and will count as a land use training for the conservation planner.

Ag Update:

Warren gave an update on the construction projects. In the last month they have been inundated with an abundance of miscellaneous drainage and streambank erosion appointments. Brandon and Warren completed some road ditch culvert maintenance for the county engineer to clean up corn fodder from a large rain event. There has been a couple pond calls with a drainage issue on Stewart Road that Warren and Brandon have been working on.

Ditch Maintenance Update:

Brandon gave an update on the county ditch maintenance program. The herbicide for the year has been delivered and Brandon is in the process of inspecting and spraying the ditches.

Agricultural Pollution Abatement Update:

No reports. Although, there will be an Area IV Training on APAP procedure at Clark SWCD on 5/31. Amanda and Warren will be attending the training.

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 also like Warren and Brandon had many drainage calls. On 5/23, Ken will be hosting a pair of interns from the Ohio EPA and they will tour some local subdivision sites.

Education Update:

Lee gave an update about the educational programs:

- 4/28 Environmental Day at Bellbrook H.S. with Mike Vaughn- 670 (Middle Schoolers)
- 5/3 Rain Gardens and Rain Barrels at Bellbrook/ Sugarcreek Park with Alison Jenks and Kim Hupman
- 5/8 Cox Elementary- 60 4th graders- stream table and Enviroscope
- 5/9 Arrowood Arbor Day Program and tree planting- 100 5th graders
- 5/10 UD Children's Water Festival- Enviroscope- 100 5th graders
- 5/11 Xenia FFA Blue and Gold Day- 300 5th graders- Incredible Journey
- 5/12 Xenia Library Resource Fair- 120 families
- 5/16 GAPS Workshop Montgomery OSU Extension
- 5/18 Reduce, Reuse, Recycle- Cox Elementary- 60 4th graders
- 5/19 Paper Making- Bethlehem Lutheran School- 15 4/5th graders
- 5/22 Plastic Recycling- Cox Elementary 60 4th graders
- 5/23 Paper making- Cox Elementary 60 4th graders
- 5/25 Cattle Workshop with Mark Deesing- Green Acres- Livestock Handling Facility
- Lee to attend State Envirothon (\$70) 6/12-6/13

Administrator Update:

Amanda had the board sign a new signature card for the bank that will update her name change. The parking lot is set to be paved over the Memorial Day weekend. We have completed our scheduled TAG collections for the year and should complete the grant with a couple of individual pickups before the deadline in June. Amanda and Brandon are making good progress with the NRCS Conservation Planner curriculum. A mistake was made filing the local appropriations in the proper time frame for state match, an exception will be made by the Soil and Water Commission, to ensure continuous state match funding at the next commission meeting. Stop gap measures have been put in place to insure that mistake will not happen again.

Correspondence:

- Thank you- 2017 Cedarville Envirothon Team
- Thank you from Sherry (Retired-FSA)

Old Business:

Annual Plan of Work

May 2017

Committee Reports

No additional reports

State Audit

Amanda told the board that we have received the final bill.

New Business:

Employee Leave Balances as of May 12, 2017

Employee	No Sick Leave Annual/Comp. dollars only	Annual (Hours)	Sick (Hours)	Comp (Hours)	Wellness (Hours)	Per Hour
Brandon Corry	\$3,671.28	136.80	232.49	59.63	0.0	\$18.690
Lee Eltzroth	\$2,759.61	118.70	255.69	24.88	0.0	\$19.220
Warren McCarren	\$2,722.13	87.34	961.33	15.15	0.0	\$26.560
Amanda Middleton	\$2,097.11	86.60	117.78	8.68	0.0	\$22.010
Ken Middleton	\$6,024.93	215.36	1345.68	31.26	0.0	\$24.430
	\$17,275.06	644.80	2912.97	139.60	0.00	

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

Renew Contract with Bradstreet for Accounting Services at \$88 per hour

The board continues to be happy with the services provided by the outside accounting firm.

Motion was made by Doug Anderson to renew the contract with Bradstreet for accounting services at \$88 per hour. Seconded by David Quallen. Motion carried unanimously.

Renew Insurance Policy with Montgomery Insurance

This is a new 3 year policy with no changes from the last one. I had him check with his other carriers to check and make sure we were getting the best rate we can and his response is listed below:

Per our discussion, this will confirm that the following carriers represented by our agency have declined to provide a proposal for Greene Soil & Water, mainly due to the fact that you are a public entity and this is an unacceptable class for these carriers:

- 1) Westfield Ins.
- 2) The Hartford
- 3) Auto Owners Ins. Group
- 4) Western Reserve Group
- 5) Keystone National
- 6) The Philadelphia

You may recall Don Leeds made requests for proposals in the past from local agents as well and did not receive any proposals for the same public entity reason. We are an agent for the Public

Entity Pool (PEP). They insure Greene County. Their response was they did not feel they would be competitive with The Cincinnati as a standard carrier. Also PEP is a pool and not an insurance company so they are not a member of the Guarantee Fund with the State of OH which protects policyholders from insurer insolvency. Cincinnati is an admitted carrier and thus protected by the State of OH. Cincinnati has been successfully covering your operation since 2005 and have not been deterred due to your entity status.

The policy will be \$4,293 which was an increase of \$45 for last year.

Motion was made by David Quallen to renew the insurance policy with Montgomery Insurance. Seconded by Doug Anderson. Motion carried unanimously

Annual Meeting Planning

The annual meeting will take place either August 15th or 22nd at Caesar Creek Vineyard according to their availability. We will need to contact a caterer for the meal and will present options at the next meeting. The price of the food will determine how much we will charge for the meeting.

Area IV SSS Sponsorship

Area IV would like each district to send \$250 to the federation for sponsorship of hosting SSS.

Motion was made by David Quallen to sponsor the SSS hosted by Area IV for \$250. Seconded by Doug Anderson. Motion carried unanimously.

SSS

Amanda asked for a final head count of who would be attending SSS and what activities they would wish to attend.

Motion was made by David Quallen to send staff and supervisors to SSS covering expenses. Seconded by Doug Anderson. Motion carried unanimously.

Financial Reports/Bills to be Paid

Fund	Balance Ending April 30, 2017	# of Outstanding Bills	Total Dollar Amount For Outstanding Bills
Special	\$100,009.98	7	\$1,226.56
District	\$52,036.71	4	\$344+ TAG
District CD- Matures 2/7/18 (API 0.35%)	\$ 19,000.00	N/A	N/A

- Security Checking Account Interest for April 2017 – \$0.40
- Security CD Interest for April 2017- \$0.00
- April 2017 Special Fund Expenses including salaries and benefits \$28,568.27
- For additional detail see attached spread sheets on expenses paid and to be paid on District and Special Fund accounts.
 - Extra: Special Fund: PO # 17-0049633 Insurance Premium \$4,293.00
 - Extra: District Fund: APAP Training (\$15 a person) \$30
 - Extra: District Fund: AADP Training \$400

Motion was made by David Quallen to approve bills and seconded by Scott Harner. Motion carried unanimously.

Upcoming Meetings & Events:

- 5/25 TAG
- 5/31 APAP Training at Clark SWCD
- 6/12 County Archivist visit
- 6/14-6/15 Pasture TDP
- 7/16-7/18- SSS in Cincinnati

Adjourn:

Motion made by Scott Harner to adjourn at 8:05 p.m. and seconded by Doug Anderson. Motion carried unanimously.

Kim Snyder, Vice-Chairman

Doug Anderson, Secretary

Amanda McKay, District Administrator
(Minutes)

Special Fund 0015-0014								
For the Period from April 1, 2017 to April 30, 2017								
Account ID	Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
110000	Special Fund Balance	4/1/17			Beginning Balance			118,078.25
110000	Special Fund Balance	4/1/17		GENJ		10,360.00		
110000	Special Fund Balance	4/4/17	855693	CDJ			512.05	
110000	Special Fund Balance	4/10/17	856067	CDJ	Life Insurance LE 1513		19.25	
110000	Special Fund Balance	4/14/17	204	CDJ	Medicare Matching LE 1513		116.98	
110000	Special Fund Balance	4/14/17		CDJ	Salaries LE 151		8,872.50	
110000	Special Fund Balance	4/18/17	856904	CDJ	Public Emp. Retirement System		3,726.48	
110000	Special Fund Balance	4/18/17		GENJ		140.00		
110000	Special Fund Balance	4/25/17	857546	CDJ	Verizon Wireless LE155		57.28	
110000	Special Fund Balance	4/26/17		CDJ	Workers Compensation LE1512		235.83	
110000	Special Fund Balance	4/27/17	857644	CDJ	Health Insurance LE 1513		6,038.45	
110000	Special Fund Balance	4/28/17	208	CDJ	Medicare Matching LE 1513		116.98	
110000	Special Fund Balance	4/28/17		CDJ	Salaries LE 151		8,872.47	
110000	Special Fund Balance				Current Period Change	10,500.00	28,568.27	-18,068.27
		4/30/17			Ending Balance			100,009.98
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							
17-5	OSU Extension	Malting Barley Conference Sponsorship from Soil Mini Grant	\$ 250.00	4353	543201	3/23/17	Paid
17-6	Ken Middleton	Reimbursement for Parking Fees for OFSWCD Meeting	\$ 6.00	4354	540902	3/23/17	Paid
17-7	Spectrum Analytic Inc.	Soil Tests from Mini Soils Grant	\$ 24.00	4355	540902	3/23/17	Paid
17-8	Allen SWCD	Tree Sale Order	\$ 7,780.00	4356	540905	3/23/17	Paid
17-9	Butler SWCD	Registration for Spring Area DA meeting	\$ 10.00	4357	540701	3/23/17	Paid
17-10	Greene Co Environmental Services	Monies rec'd from TAG 3-23-17	\$ 1,124.50	4358	540902	3/23/17	Paid
17-11	Brandon Corry	Refund for Cover Crop Workshop registration	\$ 35.00	4359	540902	3/30/17	Paid
To Be Paid per Board Approval							
17-12	Xenia-GCCC FFA	Blue and Gold Day Sponsorship	\$ 100.00	4360	540902	4/27/17	To be Paid
17-13	Greene SWCD	Reimburse Special Fund for Cover Crop Books	\$ 245.85	4361	540902	4/27/17	To be Paid
17-14	Moody Signs	Envirothon Sign Update	\$ 87.50	4362	540902	4/27/17	To be Paid
17-15	Lizard Apparel & Promotions	Local Envirothon T-Shirts	\$ 608.75	4363	540902	4/27/17	To be Paid
17-16	Spectrum Analytic Inc.	Soil Tests from Mini Soils Grant	\$ 84.00	4364	540902	4/27/17	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						

GSWCD District Account								
For the Period April 1, 2017 through May 22, 2017								
Account ID	Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
111100	District Checking	4/1/17			Beginning Balance			52,083.41
111100	District Checking	4/20/17		GEN J	deposit	632.00		
111100	District Checking	4/27/17		GEN J	deposit	724.00		
111100	District Checking	4/27/17	4360	CDJ	Greene Co Farm Forum		100.00	
111100	District Checking	4/27/17	4361	CDJ	Greene Soil & Water		245.85	
111100	District Checking	4/27/17	4362	CDJ	Moody Signs		87.50	
111100	District Checking	4/27/17	4363	CDJ	Lizard Apparel & Promotions		608.75	
111100	District Checking	4/27/17	4364	CDJ	Spectrum Analytic Inc		84.00	
111100	District Checking	4/27/17	4365	CDJ	Ohio Dept of Agriculture		300.00	
111100	District Checking	4/28/17		GEN J	deposit	23.00		
111100	District Checking	4/28/17		GEN J	interest	0.40		
111100	District Checking				Current Period Change	1,379.40	1,426.10	-46.70
		4/30/17			Ending Balance			52,036.71
111100	District Checking	5/1/17			Beginning Balance			52,036.71
111100	District Checking	5/4/17	R10666	GEN J		40.00		
111100	District Checking	5/5/17	R10667&68	GEN J		205.00		
111100	District Checking	5/10/17	4366	CDJ	OSU Extension		20.00	
111100	District Checking				Current Period Change	245.00	20.00	225.00
		5/22/17			Ending Balance			52,261.71
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	
					Encumbered					
					Paid per Board Approval					
	17-0045035	2/24/17	Verizon Wireless	01297	Hot Spot Services	\$ 60.00	5389.00	3/23/17	\$ 57.28	Paid
	17-0045036	2/24/17	Bradstreet & Assoc	850350	Accounting Services	\$ 500.00	5305.00	3/23/17	\$ 397.00	Paid
	17-0045037	2/24/17	Greene Co. Services	04983	Fuel & Vehicle Services	\$ 500.00	5203.00	3/23/17	\$ 176.12	Paid
	17-0045038	2/24/17	US Bank Corp	116141	Office/Meeting Supplies	\$ 50.00	5203.00	3/23/17	\$ 16.97	Paid
	17-0045048	2/24/17	US Bank Corp	116141	OFSWCD Meeting	\$ 1,710.00	5407.00	3/23/17	\$ 1,707.30	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	Paid
					To Be Paid per Board Approval					
	17-0045774	3/9/17	US Bank Corp	116141	Cover Crop Books for Works hop	\$ 300.00	5408.00	3/23/17	\$ 245.85	To be Paid
	17-0043743	1/31/17	Gem ain of Beavercreek	046763	Exhaust Manifold Repair F-350	\$ 1,200.00	5305.00	4/27/17	\$ 512.05	To be Paid
	17-0046414	3/22/17	US Bank Corp	116141	Education Supplies	\$ 100.00	5203.00	4/27/17	\$ 23.85	To be Paid
	17-0046546	3/24/17	Greene Co. Services	04983	Fuel & Vehicle Services	\$ 500.00	5203.00	4/27/17	175 3/8	To be Paid
	17-0046547	3/24/17	Verizon Wireless	01297	Hot Spot Services	\$ 60.00	5389.00	4/27/17	\$ 57.28	To be Paid
	17-0046548	3/24/17	Bradstreet & Assoc	850350	Accounting Services	\$ 500.00	5305.00	4/27/17	\$ 353.00	To be Paid
	17-0045688	3/8/17	Ohio Auditor of State	08746	Audit 2012 to 2016	\$ 2,000.00	5305.00	4/27/17	\$ 102.50	To be Paid
	17-0047212	4/10/17	Croghan Autocare LTD	1363	F-350 Manifold Repair	\$ 1,600.00	5305.00	4/27/17	\$ 1,453.94	To be Paid
	17-0047213	4/10/17	US Bank Corp	116141	Local Envirothon Expenses	\$ 400.00	5203.00	4/27/17	\$ 61.55	To be Paid
		4/24/17	US Bank Corp	116141	Ditch Maintenance Postage	\$ 100.00	5305.00	4/27/17	\$ 98.00	To be Paid
					Reviewed by:				Date:	
					Bradstreet & Associates					
					Fiscal Agent					
					District Administrator					