

**Minutes of the January 25, 2024, Board of Supervisors
Greene Soil & Water Conservation District**



Place: 1363 Burnett Drive, Xenia, OH 45385

Call to order: Doug Anderson, Chair

Time: 6:32 p.m.

Board Members Present: Mike Beam Kim Snyder Scott Harner
 David Quallen Doug Anderson

Staff Present:

Meghan Moser, NRCS DC Ken Middleton, Urban Specialist (6:40)
 Grace Smith, Education/PR Specialist Brandon Corry, DM/RS II
 Amanda McKay, District Director Warren McCarren, Senior Rural Specialist

Guests:

Liz Cline, ODA Program Specialist and Don Wolf, Associate Board Member

Approval of minutes:

Doug Anderson asked for a motion to approve the minutes of the December Board Meeting.

Motion made by Scott Harner to accept the minutes above as presented. Seconded by Kim Snyder. Motion carried unanimously. Roll Call: Mike Beam- Yes, Scott Harner- Yes, Doug Anderson- Yes Kim Snyder- Yes, David Quallen- Yes

Public Participation:

Liz gave updates on several things. One being that all TDP and ADP training will be free for 2024, and the bid packet threshold has been raised from \$50,000 to \$75,000. There is a technician meeting on 2/6, and HR Training on 3/27.

NRCS Update:

Meghan gave an update on all NRCS activities. Meghan has been working on assessments and rankings for 35 EQIP applications. 8 applications in CSP for assessment/review, along with new CSP updates. CRP is waiting on Farm Bill for updates. CTA visits are being done as needed. According to the 2018 Farm Bill there is availability for 27 million acres in CTA, but there are currently 27.4 million acres enrolled. The program is running as first come, first served (including re-enrolls) and March 15th is the first batching period. Amanda asked for any further business or questions, and none were brought forward.

Ag Update:

Warren gave an update on the construction projects. This past month, we have been busy with tile and waterway projects:

- Robb Harper Tile
- John Hanna Tile
- Mark Hartman Tile
- Doug Swaim Tile
- Joe Krajicek Tile
- Phillip Guess Tile
- Don Hall Tile
- Ashley Kelly WW
- Richard VanHook WW
- Meghan Moser WW
- Tom Beard WW
- Jamie Arthur WW
- Jason DeHaven WW
- Roger Lowe WW
- Shane Hines WW
- Guess Open Ditech
- Pond Calls
- Misc drainage appointments

Amanda asked for any further business or questions, and none were brought forward.

Ditch Maintenance Update:

Brandon is working on several projects including enhancing the crossing on Johnston Kirk Lucas ditch for larger equipment. Placing rip rap around culvert on Gordin Sheely Ditch. Removing Beaver Dams on Whitehall and Wildman Paulin's Andrew ditches. Working on getting equipment set up on the new DM tractor.

Urban Update:

Ken is overseeing several projects throughout the county

- Bellasara 5 Seeded on hold
- 811 Space Dr. Water Quality Basin approval. Meeting EPA NPDES conditions of permit.
- Popeyes Chicken (Wilmington Pk.) Sub-surface storage still needs maintenance
 - old bldg. removed and under construction
- Sugar Point site inspection and construction.
- Magnolia Meadows- construction
- Landings of Sugarcreek, Sect. 6, 7, and 8 and Addition 3 issues + punch out
 - CONTINUAL
- Old Town State Park-detention Pond not completed
- Central State (Shorter Dr.) housing construction
- Central State Housing *under review
- Central State Maintenance Facility *under review for Stormwater
- Germain Ford – pond problems continue, working with Engineering to find why there is not infiltration
- White Barn Trail (Sect. 2) construction / bond release.
- River Reserve- bond release, Sect. 4 and 2
- Nathaniel's Grove, Sect. 11 construction
- Courtyards at Stonehill Village (Construction)
- Beaver Park Industrial Park
- Glenview Condo
- Road Widening of Fairgrounds Rd at St. Bridgid School
- Smith Rd- smell complaint
- Windermere retention pond maintenance investigation
- Various Drainage appointments.

Amanda asked for any further business or questions, and none were brought forward.

Education Update:

Warren County Nursery in Tennessee has been contacted and 2024 Tree Sale order is set. The Cover Crop Symposium is set for March 27th 6-8PM at the Wilmington College Academic Farm. Pond Clinic is set for May 1st 6-8PM at Lucas Bros Farm. This will coincide with a fish sale will end on this date, pickup will be the following week. The Ag Tour will be held Saturday August 17th 8:30-2:30 meeting at GCCC and traveling to Finkes, Warrens, Schappachers, Beams. Commissioner's Tour will be held on Thursday August 15th from 2ish -7. This will tour around Greene Co., then end with dinner at Warrens with Warren and Clinton Co. Test Your Well will be held on March 17th at OSU Extension. Participants will pay the full cost (\$40) for bacteria testing and partial cost (\$20) for metals testing and the district will cover the rest of the cost.

Amanda asked for any further business or questions, and none were brought forward.

Administrator Update:

Tire Collection will be starting up again soon in March, April, and May. NACD is Feb 9-15, Amanda, Doug, Kim, and Grace are all attending. Staff just attended the OFSWCD Annual Meeting earlier this week. The new website is going live Friday 1/26. Amanda is working on the transfer of funds for Urban work and the grant from the BOCC.

Agricultural Pollution Abatement Update:

None

Correspondence:

None

Old Business:

- A. Annual Plan of Work January 2024
- B. Committee Reports Urban Committee –
Education Committee –
Rural Management –
Program and Legislative Committee –

- C. Tree Sale

Figuring out the sales tax with David Graham

Ordered trees

New Business:

A. Employee Leave Balances as of January 12, 2024

Employee	No Sick Leave Annual/Comp. dollars only	Annual (Hours)	Sick (Hours)	Comp (Hours)	Wellness (Hours)	Per Hour
Brandon Corry	\$7,383.85	242.30	864.12	8.00	24.0	\$29.50
Warren McCarren*	\$25,127.34	472.14	1189.17	6.40	13.0	\$34.97
Amanda McKay*	\$16,376.28	322.45	549.14	8.56	24.0	\$34.97
Ken Middleton*	\$25,330.75	517.11	1767.77	15.64	21.5	\$32.78
Grace Smith	\$1,168.54	31.00	103.17	14.38	24.0	\$25.75
	\$75,386.75					

- *Includes sick leave

Motion was made by Dave Quallen to accept the Employee Leave Status Report. Seconded by Mike Beam. Motion carried unanimously. Roll Call: Mike Beam- Yes, Scott Harner- Yes, Doug Anderson- Yes David Quallen-Yes, Kim Snyder-Yes

B. Reorganization

Roll Call Vote: Kim Snyder X Doug Anderson X Mike Beam X David Quallen X Scott Harner X

Chair Mike Beam

Vice-Chair Scott Harner

Treasurer David Quallen

Secretary Kim Snyder

Member/Alt. Fiscal Doug Anderson

Motion was made by Dave Quallen to accept the reorganization. Seconded by Scott Harner. Motion carried unanimously. Roll Call: Mike Beam- Yes, Scott Harner- Yes, Doug Anderson- Yes David Quallen-Yes, Kim Snyder-Yes

C. Certification of Fiscal Agents / Financial signatures

Fiscal Agent: David Quallen

Alt. Fiscal Agent: Doug Anderson

Motion was made by Kim Snyder to accept the Fiscal agents. Seconded by Doug Anderson. Motion carried unanimously. Roll Call: Mike Beam- Yes, Scott Harner- Yes, Doug Anderson- Yes David Quallen-Yes, Kim Snyder-Yes

D. Public Records Training Designee (action)

Motion was made by Dave Quallen to accept the Public Records Training Designee as Amanda McKay. Seconded by Doug Anderson. Motion carried unanimously. Roll Call: Mike Beam- Yes, Scott Harner- Yes, Doug Anderson- Yes David Quallen-Yes, Kim Snyder-Yes

E. Nominating Committee 2024

Krista Schnecker

Kim Snyder

Doug Anderson

Motion was made by Dave Quallen to accept the nominating committee. Seconded by Scott Harner. Motion carried unanimously. Roll Call: Mike Beam- Yes, Scott Harner- Yes, Doug Anderson- Yes David Quallen-Yes, Kim Snyder-Yes

F. Recertify list of Associate Board Members

- a. Don Wolf
- b. Austin Rohrback
- c. Dave Linkhart

Motion was made by Dave Quallen to accept the list of Associate Board Members. Seconded by Kim Snyder. Motion carried unanimously. Roll Call: Mike Beam- Yes, Scott Harner- Yes, Doug Anderson- Yes David Quallen-Yes, Kim Snyder-Yes

Financial Reports/Bills to be Paid

Fund	Balance Ending December 31, 2023	# of Deposits	Total Dollar Amount of Deposits	# of Outstanding Bills	Total Dollar Amount For Outstanding Bills
Special	\$547871.81	0	\$	0	\$-
District	\$128186.18	4	\$22,407.80	0	\$-
District CD- Matures 8/7/23 (API Variable Rate 5.410%)	\$ 22,303.82	1	\$301.94	N/A	N/A

- Security Checking Account Interest for Dec 2023 – \$69.47
- Security CD Interest for ending 11/6/23- \$301.94, interest accrued as of 1/22/24 \$253.04
- December 2023 Special Fund Expenses including salaries and benefits \$57,049.02
- For additional detail see attached spread sheets on expenses paid and to be paid on District and Special Fund accounts.
 - District Fund: Ken Middleton \$22 for parking reimbursement OFSWCD
-

Motion made by Dave Quallen to approve bills and seconded by Kim Snyder. Motion carried unanimously. Roll Call: Mike Beam- Yes, Scott Harner- Yes, Doug Anderson-Yes, Dave Quallen-Yes, Kim Snyder-Yes

Upcoming Meetings & Events:

2/9-15 NACD Meeting

2/22 Board Meeting

Adjourn:

Motion made by Kim Snyder to adjourn at 7:28 p.m. and seconded by Dave Quallen. Motion carried unanimously. Roll Call: Mike Beam- Yes, Scott Harner- Yes, Doug Anderson-Yes, David Quallen-Yes, Kim Snyder-Yes

Mike Beam, Chair

Kim Snyder, Secretary

Amanda McKay, District Director
(Minutes)

GCSWCD District Account								
For the Period December 1, 2023 through January 22, 2024								
Account ID	Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
111100	District Checking	12/1/23			Beginning Balance			105,778.38
111100	District Checking	12/4/23	R011226	GEN.	OFSWCD Contribution Agreement	7,285.50		
111100	District Checking	12/14/23	R011227	GEN.	Xenia Tree Committee Arbor Day Trees	211.75		
111100	District Checking	12/20/23	R011228	GEN.	GSWCD Ditch Maint Reimburse	14,841.08		
111100	District Checking	12/29/23	R011230	GEN.	Ck Int	69.47		
111100	District Checking				Change	22,407.80		22,407.80
111100	District Checking	12/31/23			Fiscal Year End Balance			128,186.18
		1/22/24			Ending Balance			128,186.18
130000	CD Security Natl. Bank	12/1/23			Beginning Balance			22,303.82
		1/22/24			Ending Balance			22,303.82
Reviewed by:					Date:			
Bradstreet & Associates								
Fiscal Agent								
District Director								

2024 Voucher Activity District Fund						
Voucher No.	Vendor	For	Amount	Check No	Code LE	Date Paid
		Paid per Board Approval				
		None				
		To be Paid per Board Approval				
		None				
	District CD held by Park Bank	Matures Aug 7, 2024 5.410%	\$22,303.82			
	Reviewed by:			Date:		
	Bradstreet & Associates	_____		_____		
	Fiscal Agent	_____		_____		
	District Director	_____		_____		

GCSWCD Special Fund								
For the Period December 1, 2023 through December 31, 2023								
Account ID	Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
110000	Special Fund Balance	12/1/23			Beginning Balance			604,920.83
110000	Special Fund Balance	12/4/23	1038057	CDJ	Verizon Wireless LE155		228.75	
110000	Special Fund Balance	12/4/23	1038054	CDJ	OFSWCD LE157		3,634.00	
110000	Special Fund Balance	12/4/23	1038055	CDJ	Area IV Treasurer		150.00	
110000	Special Fund Balance	12/5/23	1038128	CDJ	Bradstreet & Associates		360.00	
110000	Special Fund Balance	12/7/23	201801754	CDJ	Gr. Co. Services L 152		104.11	
110000	Special Fund Balance	12/14/23	1039075	CDJ	USBank Corporate Payment Syste		996.74	
110000	Special Fund Balance	12/14/23	1039076	CDJ	Donnellon McCarthy LE155		753.04	
110000	Special Fund Balance	12/15/23		CDJ	Public Emp. Retirement System		3,538.52	
110000	Special Fund Balance	12/18/23		CDJ	Life Insurance LE 1513		63.20	
110000	Special Fund Balance	12/19/23	1039377	CDJ	Croghan Autocare		2,328.70	
110000	Special Fund Balance	12/22/23		CDJ	Dental Ins		35.88	
110000	Special Fund Balance	12/22/23		CDJ	Workers Compensation LE1512		241.15	
110000	Special Fund Balance	12/26/23		CDJ	Health Insurance LE 1513		5,318.78	
110000	Special Fund Balance	12/29/23		CDJ	Salaries LE 151		38,752.08	
110000	Special Fund Balance	12/29/23		CDJ	Medicare Matching LE 1513		544.07	
110000	Special Fund Balance				Change		57,049.02	-57,049.02
		12/31/23			Ending Balance			547,871.81
Reviewed by:				Date:				
Bradstreet & Associates								
Fiscal Agent								
District Director								

2024 Voucher Activity Special Fund										
VIP	requisition No	Created Date	Vendor	Vendor#	For	Amount	Code	Date	Amount paid	Status
							015-0014-	Paid		
Paid per Board Approval (December)										
	23-001311	11/16/23	Verizon Wireless	01297	Cell Phone Services	\$ 400.00	5389.00	12/1/23	\$ 228.75	Paid
	23-001365	12/1/23	OFSWCD	086681	Area IV Dues 2024	\$ 150.00	5432.00	12/1/23	\$ 150.00	Paid
	23-001365	12/1/23	OFSWCD	086681	OFSWCD Dues 2024	\$3,634.00	5432.00	12/1/23	\$3,634.00	Paid
	23-001311	11/16/23	Bradstreet & Assoc	850350	Accounting Services	\$ 500.00	5305.00	12/4/23	\$ 360.00	Paid
	23-001311	11/16/23	Greene Co. Services	04983	Fuel & Vehicle Services	\$ 400.00	5203.00	12/6/23	\$ 104.11	Paid
	23-001311	11/16/23	US Bank Corp	116141	Microsoft 365	\$ 110.00	5305.00	12/14/23	\$ 106.74	Paid
	23-001311	11/16/23	Donnellon McCarthy	03477	Copier Contract	\$ 754.00	5305.00	12/14/23	\$ 753.04	Paid
	23-001365	12/1/23	US Bank Corp	116141	Area IV Winter Meeting Registration	\$ 180.00	5407.00	12/14/23	\$ 180.00	Paid
	23-001365	12/1/23	US Bank Corp	116141	OFSWCD Annual Meeting Registration	\$ 900.00	5407.00	12/14/23	\$ 710.00	Paid
	23-001251	11/1/23	Croghan Autocare LTD	1363	Oil Changes and Service for F-250 and F-350	\$2,400.00	5305.00	12/18/23	\$2,328.70	Paid
Paid per Board Approval (January)										
	24-000060	1/5/24	Verizon Wireless	01297	Cell Phone Services	\$ 230.00	5389.00	1/5/24	\$ 228.75	Paid
	24-000067	1/5/24	Bradstreet & Assoc	850350	Bradstreet & Associates	\$ 500.00	5305.00	1/9/24	\$ 360.00	Paid
	24-000067	1/5/24	Deans Storage	3238	Storage Unit Rental (Feb, March, April, May)	\$ 400.00	5328.00	1/9/24	\$ 392.00	Paid
	24-000067	1/5/24	Streamline Software Inc	4523	Website migration and 1st year of service plan	\$1,600.00	5305.00	1/9/24	\$1,580.00	Paid
	24-000067	1/5/24	Greene Co. Services	04983	Fuel & Vehicle Services	\$ 500.00	5203.00	1/12/24	\$ 181.01	Paid
	24-000117	1/12/24	Warren SWCD	3050	Area IV DA Meeting	\$ 15.00	5407.00	1/12/24	\$ 15.00	Paid
To Be Paid per Board Approval										
	24-000117	1/12/24	US Bank Corp	116141	Office Supplies	\$ 360.00	5203.00		\$ 353.67	
					Reviewed by:				Date:	
					Bradstreet & Associates					
					Fiscal Agent					
					District Director					