

**Boone County Conservation District  
Monday, January 22, 2018, at 7:00pm  
Kells Room, Boone County Extension Center**

**Minutes**

<b>Present:</b> Debra Waller-Messer, Chairman	<b>Staff:</b> Mark Jacobs
Kristin Scott, Vice Chairman	Susan Brown
Loren Hand, Secretary/Treasurer (NP)	J.T. McMullen (NP)
Victor Vanover	Megan Clere
Rebecca Ortwein	
Christopher Benton	<b>Field Rep:</b> Not present
Jason Roberts	<b>NRCS:</b> Not Present

- I. CALL TO ORDER: The meeting was called to order at 7:00pm by Chairman Debra Waller-Messer.

**2018 Elections**

**Treasurer/Secretary nominees:** Vic Vanover was nominated. Kristin Scott seconded. No discussion. All in favor. Victor Vanover is now the Treasurer/Secretary for 2018.

**Vice-Chairman nominees:** Rebecca Ortwein was nominated. Victor Vanover seconded. No discussion. All in favor. Rebecca Ortwein is now the Vice-Chairman for 2018.

**Chairman nominees:** Kristin Scott nominated herself. Rebecca Ortwein seconded. No discussion. All in favor. Kristin Scott is now the Chairman for 2018.

**Committees:**

*Farm Tour:* Christopher Benton was added to the Committee. Megan Clere will be taking Sheryl VonBokern's place. No discussion. All in favor. *Includes: Christopher Benton and Megan Clere.*

*Education:* Kristin Scott is to be removed as Chairman of the Committee. Rebecca Ortwein is to take her place. Debra Waller-Messer volunteered to be the Vice-Chairman of the Committee. No discussion. All in favor. *Includes: Rebecca Ortwein and Debra Waller-Messer.*

*Land Use:* The name has been changed to *Special Projects* (was not updated from previous vote on the Annual Plan of Work). *Includes: Debra Waller-Messer, Christopher Benton, and Victor Vanover.*

*Budget:* Loren Hand is to be removed as Chairman of the Committee. Victor Vanover is to take his place. Kristin Scott is removed from the committee. Loren Hand (not present) was kept on the Committee. No discussion. All present in favor. *Includes: Victor Vanover, Rebecca Ortwein, and Loren Hand.*

*Forestry:* Loren Hand (not present) was kept on the Committee. No discussion. All present in favor. *Includes: Rebecca Ortwein, Jason Roberts, and Loren Hand.*

*HR:* Loren Hand (not present) was kept on the Committee. No

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discussion. All present in favor. *Includes: Loren Hand and Rebecca Ortwein.*

- II. MINUTES: No discussion for the December 2017 Minutes. All in favor.
- III. TREASURER'S REPORT:
  - a. Financial Report: Victor Vanover was shown the December 2017 Financial Report. The report was read by Victor Vanover and explained by Kristin Scott.
  - b. Employer Time Sheets and Expense Reimbursements: Victor Vanover reviews the Time Sheets and signs them. Debra Waller-Messer also signs Time Sheets.
  - c. Supervisor's Certificates of Attendance: The Supervisor's Certificates were circulated and signed before the meeting.
- IV. REPORTS:
  - a. Linda Hunter: Not present. Megan Clere read the 10-Minute Supervisor Training. The group discussed KACD President David Rowlett's previous letters to KACDE. The group was instructed via email at the time to call all legislators for Direct Aid. Kevin Bond was asked who he thought the best person to call was. He responded John Schickel.
  - b. Ian Young: Not present. Megan Clere read the report sent earlier.
  - c. Susan Brown: Student scholarships are due at the end of this month – we have no participants yet. Conservation Kids Camp registration is open and available – sign up ASAP, as they are due March 31<sup>st</sup>. Victor Vanover and Susan Brown have been conversing about partnered monthly outdoor programs for a variety of groups, with Boone County Parks. The first one is this Saturday, January 27<sup>th</sup>, at the Boone County Library focusing on “What’s in our Woods?” Several more are already planned – no specific dates set yet. If anyone would like to step up and lead a class, let Susan Brown know. Boone County Parks is asking Victor Vanover to plan these ahead of time in order to publish – he will converse with Susan on the specific dates ASAP. Rebecca Ortwein asked about bird walks, possibly leading this class. Susan Brown passed around the newly designed brochure/handout to the group. No request yet for the printing, as they are not yet complete. This will be discussed at a later meeting when ready.
  - d. J.T. McMullen: Not present. Victor Vanover spoke on his behalf. Lower Gunpowder Addresses (above 10-acres) were placed in each attendee's folder. The group is asked to review the addresses to see if they know anyone that would be interested to participate in the

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National Water Quality Initiative (NWQI). Postcards have also been designed by Megan Clere to send out to these folks. Mark Jacobs explained the purpose of NWQI to Kevin Bond, as he was also provided the addresses. Kevin Bond asked to have a flyer to give out to people. Megan Clere will create a flyer ASAP to print and send back to him.

V. UNFINISHED BUSINESS:

- a. 319 Grants – Mark Jacobs: There is a meeting with Kentucky Division of Water (KDOW) on Wednesday to see how on track we are. The grant ends in September for Gunpowder Creek. The money will need to be spent in full by this time. Completed engineered plans under approval currently for Sanitation District No. 1 (SD1) for South Fork Creek. Woolper Creek is complete, and retrofits are pending for Hebron and upper Woolper. We will be reimbursed by the county at a rate of 100%. The Fiscal Court meeting has yet to be scheduled – need to check with Sharon Burcham ASAP. Rebecca Ortwein mentioned Amazon got another 150-acres. Mark Jacobs will need to talk to someone about the stream in their area.
- b. Earl Jones – Mark Jacobs: Tony Wheatley called earlier, and they talked to the Finance Cabinet. Between the sealed bid and auction, they decided on a sealed bid – we need to officially agree. The question is, is Fish and Wildlife getting reimbursed for any estate fees? Kevin Bond said they are trying to get the \$35k attached to the buyer, thus why it is taking so long. Kristin Scott asked if we are paying more for our share then, since we are not getting the same deal. Debra Waller-Messer said they should take the \$35k out ahead of time and gave the example of if the property is sold at \$100k, we would get \$50k, and Fish and Wildlife would get \$15k (half minus the \$35k). Kevin Bond agreed this was thought to be the situation. Mark Jacobs said Toney Wheatley would get this in writing soon for us to review. This will be sent to Kevin Bond ASAP. Mark Jacobs asked if he knew a timeline – not yet. We still need a survey for the property? Kevin Bond is not sure on this.
- c. Quail Forever – Mark Jacobs to Kevin Bond: We are always available to help with the educational workshops on the weekends. The same is true to habitat work – we have a seed drill to lease. Kevin Bond will talk about getting the word out on this. The partnership is available.
- d. Prescribed Burn Workshop: The group conversed the workshop coming up on February 7<sup>th</sup>. Are we able to get the word out through

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Kevin Bond? Kevin Bond said Quail Forever has a few backpacks for burns, if we need contact later on. Will keep him posted on this.

At this time, Kevin Bond left the meeting.

- e. Truck Update – Victor Vanover: Billy Angel called about the bid. We still have to wait on our truck, though it has been 90 days. We still have no set time period.

VI. NEW BUSINESS:

- a. Audit – Megan Clere: No update yet but is expected later this week or next week. The outlook seemed good, as everything requested was received.
- b. Budget 2018-2019 – Megan Clere: The new Account Codes were passed around to the new Budget Committee Members. The date for the Budget Meeting will be set sometime this week, after Loren Hand (not present) confirms his place on the Committee. The goal is the week of February 5<sup>th</sup>-9<sup>th</sup>. Kristin Scott volunteered to step in for Loren Hand if he was not available. The group conversed about millage tax and watershed tax.
- c. Website Soft Launch – Megan Clere & Susan Brown: Megan Clere explained that the Northern Kentucky Chamber of Commerce “Member of the Day” will be our soft launch for the website. It will be promoted on their website and social media outlets. The group asked if tagging commissioners or our Fiscal Court members on Facebook could be done. Megan Clere responded that it is possible to tag them, yes.
- d. Promotional – Megan Clere: The group discussed on possibly having a monthly limit for promotions to avoid waiting until the Board Meetings. This will be later discussed at the Budget Meeting to see what is already in place.
- e. Revisit Prescribed Burn Workshop: Victor Vanover asked if Megan Clere made late registries pay an extra fee. Megan Clere said not this time, but it is something to consider in the future. Kristin Scott makes a motion to use \$20 this month for the social media boost. Christopher Benton seconded. All in favor. Victor Vanover asked the group what trainings we would want to do in the future. Kristin Scott mentioned for anyone who had ideas, relay them back to the Education Outreach Committee. Rebecca Ortwein said to send them to Susan Brown, as she will be sure to relay them back to the Education Outreach Committee.

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- f. Logo: The Board unanimously votes on Logo option #3. Kristin Scott makes a motion to decide on purchasing Logo option #3. Victor Vanover seconded. All in favor.
- g. Farm Dump – Mark Jacobs: We have a good chunk of money sitting to use for the Farm Dump Removal. How can we push it? Kristin Scott mentioned we were making postcard for J.T. McMullen – we could do the same for the Farm Dump Removal Program. This cannot be used with Restricted Funds.

VII. MISCELLANEOUS:

- a. Photos and Bios for Website: Send to Megan or Susan ASAP.
- b. Wilderness First Aid – Susan Brown: The class is either March 2<sup>nd</sup> or 3<sup>rd</sup>. It would be \$350 for (considered a good deal – includes travel/loge). Susan Brown mentioned that an SD1 employee is currently training to be an instructor, so this might be a cheaper option – possibly just paying for the \$160 book. The group asked if we could possibly host this training? Kristin Scott states if we host this as a program, we need a cost to approve. Susan Brown will update next meeting on which class she will attend.
- c. Ohio River Valley Woodlands & Wildlife Workshop – Mark Jacobs: The cost is \$45-\$55/per person. Mark Jacobs, Susan Brown, and Megan Clere are planning to attend on March 17<sup>th</sup>. Debra Waller-Messer asked if she heard a motion to send them. Jason moved. Christopher Benton seconded. All in favor. Kristin Scott motioned to send Debra Waller-Messer. Vic seconded. All in favor.
- d. Bank Statements: When the new Chair and Treasurer go to sign the signature cards at the bank, Megan Clere will need to be added to the internet access.
- e. J.T. McMullen: Due to the government shutdown, there is confusion on J.T. McMullen's place in the Federal system. Kristin Scott said NRCS trained J.T. McMullen and we need to look into what exactly is in the agreement and discuss with Ian. We need clarification from all parties. Megan Clere said she will talk to Michael Zachary, who oversees the Request Funds, about his place in the Federal system.
- f. Anything else: KSW9 Grants are due March 1<sup>st</sup>. He and Susan Brown are submitting one each – technology outreach and field trip/transportation funds. Mark Jacobs will be partnering up with Kenton County Conservation District on this. We will also need to resubmit for the Dead Animal Removal Grant.

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With no further business, Debra Waller-Messer entertains a motion to adjourn. Kristin Scott motions. Victor Vanover seconded. All in favor. The Board Meeting adjourned at 9:14pm.