

**Boone County Conservation District
Monday, May 21st, 2018, at 7:00pm
Kells Room, Boone County Conservation District**

Minutes

Present: Kristin Scott, Chairman	Staff: Mark Jacobs
Rebecca Ortwein, Vice Chairman	Susan Brown
Victor Vanover, Secretary/Treasurer	J.T. McMullen
Debra Waller	Megan Clere
Loren Hand <i>(NP)</i>	
Christopher Benton	Field Rep: Pam Williams <i>(NP)</i>
Jason Roberts	NRCS: Ian Young <i>(NP)</i>

- I. **CALL TO ORDER:** The meeting was called to order at 7:04pm by Chairman Kristin Scott.
- II. **MINUTES:** No discussion of the March 2018 Minutes. Jason Roberts motioned to accept the April 2018 Minutes. Victor Vanover seconded. All in favor.
- III. **TREASURER'S REPORT:**
 - a. **Financial Report:** No discussion of the April 2018 Financial Reports. Jason Roberts motioned to accept the April 2018 Financial Reports. Christopher Benton seconded. All in favor.
 - b. **Employer Timesheets and Expense Reimbursements:** (Preceding the meeting) Victor Vanover reviewed Staff Timesheets, Expense Reports, and the March Per Diem Report over the past pay period and signed.
 - c. **Supervisor's Certificates of Attendance:** The Supervisor's Certificates were signed before the meeting.
 - d. **J.T. Request Funds:** (After the meeting) Kristin Scott reviewed and signed J.T. McMullen's Request Funds sheet.
- IV. **REPORTS:**
 - a. **Pam Williams:** Kristin Scott read over Pam Williams' Report and 10-Minute Training. The only reminder is to pay the \$20 supervisor fee by August 14th.
 - b. **Ian Young:** Megan Clere read Ian Young's report for May. Ian Young sent over a Memorandum of Understanding (M.O.U.) for the office rental. Christopher Benton motioned to accept the M.O.U. Jason Roberts seconded. All in favor.
 - c. **Susan Brown:** Susan Brown inserted a 6-month list of duties/projects/jobs she has worked on and completed since employment.
 - d. **J.T. McMullen:** There will be a meeting with NRCS on May 31st (next week) regarding J.T. McMullen's progress. J.T. McMullen and Megan Clere will also be working on the next set of postcards to send out, targeting a new audience in the same area.
- V. **UNFINISHED BUSINESS:**
 - a. **319 Grants – Mark Jacobs:**

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- i. Gunpowder: We are waiting on Advanced Enterprises to send the contract. BCCDKY will be purchasing seed for Gateway.
 - ii. Woolper: Just submitted a 319(h) Grant Proposal for the wetland project owned by the county.
- b. Audit Update – Megan Clere: Still under review by the audit manager, then must be reviewed by the partner. This will be done in May or June. Regardless, it must be submitted by the auditor by June 30th.
- c. Earl Jones – Mark Jacobs: Tony Wheatley sent Mark Jacobs the bid draft for the estate. He consulted with legal services and they suggested a resolution. Rebecca Ortwein motioned to approve the resolution. Jason Roberts seconded. All in favor. There was discussion on the bidding process. Megan Clere will utilize social/local media to advertise the sale. To accept the bid, Christopher Benton motioned. Victor Vanover seconded. All in favor.
- d. Conservation Kids Camp – Susan Brown: The swag has been ordered and should be in within the next couple of weeks.
- e. Accountant Switch – Megan Clere: We are still waiting on the Fiscal Court's budget grant.
- f. Amazon Stream Mitigation – Mark Jacobs: The next meeting is June 8th at 11am with Fish & Wildlife. This meeting will focus on keeping the money in either Boone County or Northern Kentucky.

VI. NEW BUSINESS:

- a. Harmon's Dead Animal Pick-Up Contract Revisions – Rebecca Ortwein: There is a problem with the current system, as BCCDKY runs out of money early in the fiscal year. Rebecca Ortwein revised a copy of the contract and Megan Clere added to it. We will revisit the final draft at the next Board Meeting.
 - i. State Cost Share Update – Megan Clere: We, as a county district, will only be received \$7,500 in grant monies from the state. If we submit the Dead Animal (the priority) for \$7,500, that is the only grant we will receive. If we submit Dead Animal for \$5,000, we will have \$2,500 left to reserve for other grant proposals.
- b. KACD Convention: Kristin Scott calculated the trip to be \$400/person – around \$825 for two staff and \$1,200 for three supervisors to go, not including food reimbursements. Megan Clere, Susan Brown, Debra Waller, and Rebecca Ortwein volunteered to go. Victor Vanover motioned to spend \$2,000 for KACD Convention. Rebecca Ortwein seconded. All in favor. Megan Clere will start booking the hotels.
 - i. Education Award: Susan Brown will finish the education award for the KACD Convention. Megan Clere will refrain from

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- submitting the Outstanding Conservation District award for this year.
- ii. KACD Dues: The dues were pushed to \$350 again this year. This will push us over budget on the KACD Dues. Jason Roberts motioned to accept this year's dues and to question next year's dues. Victor Vanover seconded. All in favor.
 - c. Equipment Maintenance and Parts – J.T. McMullen: J.T. McMullen prepared a list of equipment and parts needed for the maintenance and upkeep of our rental equipment. Jason Roberts motioned to spend less than \$200 for the equipment and parts. Rebecca Ortwein seconded. All in favor.
 - d. Farm Tour Update – Megan Clere: The brochures, shirts, and port-o-lets have been ordered. The Farm Tour will host 6 farms this year.
 - e. Board Member Update – Christopher Benton: Christopher Benton has moved to Owen County and has submitted his resignation letter to the Board.
 - i. Karen Hlavacek – Karen Hlavacek has completed the petition of 25+ signatures. Victor Vanover motioned to accept the petition. Rebecca Ortwein seconded. All in favor. The letter of recommendation was signed by Kristin Scott. Megan Clere will send to DOC in time for their next Board Meeting.
 - f. NRCS Update – Megan Clere: Ian Young will no longer be calling Boone County his home base, as he will be reporting to Cynthiana as home base starting June 1st.
 - g. BCCDKY Intern: Megan Clere prepared a form for Bryce Wade to become a paid intern for the summer. This will be discussed at the next Board Meeting.
 - h. STEM Day Out – Megan Clere and Susan Brown: STEM Day Out will be on July 18th of this year, either at Camp Michael's or Middle Creek Park. The draft agenda was sent last Friday to the Northern Kentucky Chamber, who is officially hosting the event. Megan Clere mentioned the only thing BCCDKY would have to pay for is lunch and requested \$300 budget for lunch for 40 people total. Debra Waller motioned to approve the budget. Rebecca Ortwein seconded. All in favor.
- VII. MISCELLANEOUS:
- a. Bios for Website: Send to Megan Clere or Susan Brown ASAP.
 - b. Laptop for Megan Clere – Megan Clere presented four options of laptops. The current laptop is over five years old. Debra Waller motioned to accept the budget of \$1,000 for Megan Clere to purchase a laptop. Christopher Benton seconded. All in favor.

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- c. Boone County Fair – Megan Clere: We received a letter for the Boone County Fair in August to reserve a booth. Rebecca Ortwein signed the agreement. Megan Clere will send the agreement.
- d. Cincinnati Bell: The one-time fee was waived, and the office will be upgraded to Fioptics on May 30th between 12 and 4pm.

With no further business, Debra Waller motioned to adjourn. Christopher Benton seconded. All in favor. The Board Meeting adjourned at 8:45pm.