

Boone County Conservation District
Monday, June 25th, 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 <i>(NP)</i>
Debra Waller	Megan Clere
Loren Hand	
Jason Roberts	Field Rep: Pam Williams
<i>Karen Hlavacek</i>	NRCS: Ian Young <i>(NP)</i>

- I. CALL TO ORDER: The meeting was called to order at 7:02pm by Chairman Kristin Scott.
- II. MINUTES: No discussion of the May 2018 Minutes. Debra Waller motioned to accept the May 2018 Minutes. Loren Hand seconded. All in favor.
- III. TREASURER'S REPORT:
 - a. Financial Report: Victor Vanover explained the overages in regards to J.T. McMullen's awarded administration funds. No other discussion of the May 2018 Financial Reports. Debra Waller motioned to accept the May 2018 Financial Reports. Rebecca Ortwein seconded. All in favor.
 - b. Employer Timesheets and Expense Reimbursements: (Preceding the meeting) Victor Vanover reviewed Staff Timesheets, Expense Reports, and the May 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: Pam Williams announced that Direct Aid has been granted for the Conservation Districts this year. Reminders for DLG registration and payments, DIGS Report, Annual Report, Annual Financial Report, and paperwork for reelection are due.
 - b. Ian Young: Megan Clere read Ian Young's report for June. Ian Young sent over a change in work units map. This was passed around.
- V. UNFINISHED BUSINESS:
 - a. 319 Grants – Mark Jacobs:
 - i. Gunpowder: Advanced Enterprises began this past week.
 - ii. Woolper: The submitted 319(h) Grant Proposal for the wetland project owned by the county was not approved.
 - b. Audit Update – Megan Clere: The Exit Conference occurred on the 7th. All paperwork for the audit exit has been sent in. We are waiting to hear back from the auditor.

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- c. Earl Jones – Mark Jacobs: The bid opening will be on August 22nd. Tony Wheatley confirmed that whoever purchases the property must pay *at least* the appraised value. It was recommended to create a resolution for what to do with the estate monies. Kristin Scott recommended that we have a draft resolution and list of banks/organizations for the next Board Meeting.
- d. Conservation Kids Camp – Susan Brown: Conservation Kids Camp went great! There were surveys for feedback – all great! Susan Brown introduced the idea to create a program for the 13- and 14-year-olds who have gone through camp. This could lead to Junior Master Conservationists. It was suggested to have a 4-day camp for 2019. Rebecca Ortwein motioned to have Conservation Kids Camp for 2019. Debra Waller seconded. All in favor. Debra Waller motioned to extend Conservation Kids Camp to four days from June 11th to June 14th. Victor Vanover seconded. All in favor.
- e. Accountant Switch – Megan Clere: The second reading of the Fiscal Court Budget is tomorrow, June 26th. This will be decided officially at the July Board Meeting.
- f. Amazon Stream Mitigation – Mark Jacobs: There have been meetings with Fish & Wildlife Resources and other agencies on this matter. Fish & Wildlife Resources can sell 100,000 credits in the area, while NKU can sell 5,000 credits. However, Fish & Wildlife Resources can spread the monies over nine counties total. The ongoing project for finding projects in the county remains.
- g. KACD Convention – Megan Clere:
 - i. Final total cost: Need to check what the county spends for per diem on meals.
 - ii. Hotel/dates: Megan Clere presented the hotel dates for KACD Convention. Everyone will leave Sunday and come back Tuesday.
- h. Farm Tour Debrief – Megan Clere: No numbers from Cooperative Extension yet.
- i. STEM Day Out – Megan Clere: The final agenda was passed around.

VI. NEW BUSINESS:

- a. Budget Revisions: The final budget update is due June 30th. Debra Waller motioned to accept the budget's edits (the meeting is tomorrow). Rebecca Ortwein seconded. All in favor.
- b. Harmon's Dead Animal Pick-Up Contract Revisions
- c. Farm Dump Removal Grant addition – Mark Jacobs
 - i. Drone and GoPro: The Farm Dump Removal Grant has \$14k. It has been proposed to allot \$3,770 to the Use of Technology in

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Natural Resource Planning and Education Outreach Grant.
Victor Vanover motioned to accept the letter asking for the allotment. Rebecca Ortwein seconded. All in favor.

- d. BCCDKY Intern: The decision to fund Bryce Wade was tabled at the May Board Meeting. For this year, the Board decided to not fund the BCCDKY Intern.
- e. River Sweep Debrief – Megan Clere: River Sweep had 33 volunteers total. Solid Waste crew picked up the trash on Tuesday, after the event.
- f. Vacation Leave Policy: There will need to be a meeting with the HR Committee for the review of vacation leave policy. This will be revisited in the July Board Meeting.
- g. Special Per Diem – Pam Williams: Each supervisor gets per diem (max is \$50 for incentive per diem). This must be renewed each year. To receive max per diem, the Board Supervisor must complete 2 out of the 3 objectives: 1. Attend State Convention; 2. Area 5 Meeting; 3. Eight out of ten 10-Minute Trainings.
 - i. There are four eligible for this year – Victor Vanover, Kristin Scott, Rebecca Ortwein, and Debra Waller. Rebecca Ortwein motioned to approve the \$50 max per diem for eligible supervisors. Jason Roberts seconded. All in favor.
- h. Petty Cash Account – Kristin Scott: The debit card is accessible and can be used in place for petty cash. Nixed
- i. KACo Policy – Megan Clere: The policy renewal for KACo is due, with payment on August 1st due. Debra Waller motioned to accept the KACo Policy Renewal for 2019. Loren Hand seconded. All in favor.
- j. Milkweed at NKU – Victor Vanover: NKU is researching milkweed in restored meadows. We would like to get involved in on this research.
- k. Ag District #098-14 – Megan Clere: John Helmer is up for recertification of his Agricultural District. Megan Clere presented the survey with only one change. Rebecca Ortwein motioned to accept the letter of recommendation for recertification. Victor Vanover seconded. All in favor.

VII. MISCELLANEOUS:

- a. Bios for Website: Send to Megan Clere or Susan Brown ASAP.
- b. Boone County Fair – Megan Clere: There is a budget of \$500 for the fair – needs to be spent before the year is up. Rebecca Ortwein motioned to purchase two extra tickets for Saturday. Debra Waller seconded. All in favor.
- c. Laminator Purchase – Susan Brown: Debra Waller motioned to accept the purchase of a thermal laminator for the max of \$40. Victor Vanover seconded. All in favor.

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- d. The KACD Convention needs a delegate. Rebecca Ortwein offered to be the delegate. Victor Vanover motioned to accept Rebecca Ortwein as delegate for KACD Convention. Jason Roberts seconded. All in favor.

With no further business, Debra Waller motioned to adjourn. Victor Vanover seconded. All in favor. The Board Meeting adjourned at 9:25pm.