

**Boone County Conservation District**  
**Monday, July 16<sup>th</sup>, 2018, at 7:00pm**  
**Kells Room, Boone County Conservation District**

**Minutes**

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

**Guests:** Mike Wilson, *Solid Waste Services Supervisor*, Boone County Solid Waste  
Alex Weidner, *CPA, CFE*, Rudler, PSC

- I. CALL TO ORDER: The meeting was called to order at 7:05pm by Chairman Kristin Scott.
- II. MINUTES: No discussion of the June 2018 Minutes. Rebecca Ortwein motioned to accept the June 2018 Minutes. Victor Vanover seconded. All in favor.
- III. TREASURER'S REPORT:
  - a. Financial Report: Victor Vanover read from the Treasurer's Report. No discussion of the June 2018 Financial Reports. Karen Hlavacek motioned to accept the June 2018 Financial Reports. Loren Hand seconded. All in favor.
  - b. Employer Timesheets and Expense Reimbursements: (Preceding the meeting) Victor Vanover reviewed Staff Timesheets, Expense Reports, and the June 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.~~ Megan Clere explained that she is still waiting on approval of SAMs for the reimbursements.
- IV. REPORTS:
  - a. District of Conservation (DOC): Kristin Scott read from the 'Conservation District Reminders' provided by DOC. Megan Clere will be putting out the legal notice for Board Meetings soon, as it is due August 31<sup>st</sup>. Annual Financial Report assistance will be requested, as it is due September 1<sup>st</sup>. Three supervisors are up for election – paperwork is due 4pm on August 14<sup>th</sup> to the county clerk. Budgets are no longer reported to DOC, but still updated ever quarter. The District in Good Standing score for BCCDKY was 75% – this can be appealed at the September Board Meeting (Soil & Water Conservation Commission).

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- b. Ian Young: Megan Clere read Ian Young's report for July. There will be a Soil Conservationist in the BCCDKY Office hopefully by August.
- c. J.T. McMullen, NWQI Pilot Project: There have been 6 EQIP Applications submitted. In August, we should know who has been approved (there is only one available to be approved for 2017 application period). NRCS Frankfort Staff traveled up here for a Boone County Conservation Tour in June – good reviews. Kristin Scott asked if he knew about the elongation of the NWQI Project. If there is no elongation, it is possible to transition to a 50/50 NRCS County Employee (half in Boone County, half in another).

V. UNFINISHED BUSINESS:

- a. Accountant Switch – Alex Weidner, President of Rudler, PSC: Alex Weidner explained the transition process and answered any questions that the Board and Staff had on the matter. Debra Waller motioned to begin the transition on September 4<sup>th</sup>, as it is following the Annual Financial Report, the start of a new month, and the start of a new pay period. Rebecca Ortwein seconded. All in favor. The letter will be rewritten by Megan Clere, signed by Kristin Scott, and sent 30 days prior to the transition. An engagement letter will be completed by Alex Weidner after the Board Meeting.  
*Alex Weidner left the meeting.*
- b. 319 Grants – Mark Jacobs:
  - i. Gunpowder: Gateway projects are all started, not yet complete. The signage is almost complete, with revisions from KDOW. Last quarter's reports are in the works. EPA Division 4 will be here on August 9<sup>th</sup> to see projects for Gunpowder and Woolper.
  - ii. Other: Jim Gibson (SD1) is working with USGS on source tracking – possible collaboration. There are sites already picked out for this project.
- c. Earl Jones – Mark Jacobs: Alex Weidner gave advice prior to leaving: Need to speak with the State Treasurer (SPGE) Tax Attorney. This should be done under 'Board Restricted Funds', where the Board will pass motions to change restrictions as needed. There will need to be several bank accounts opened for these funds. Rebecca Ortwein motioned to pay the minimum to open 4 or 5 bank accounts. Karen Hlavacek seconded. All in favor.
- d. Amazon Stream Mitigation – Mark Jacobs: Mark Jacobs met with Tom from Fish & Wildlife. Friends of the Arboretum would like to join in on the mitigation bank. There will be around \$72k stream credits and 26 acres of wetland credits needed for Amazon.

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- e. Farm Tour Debrief – Megan Clere: No numbers from Cooperative Extension yet.
- f. 2018-2019 Budget Update – Budget Committee: The budget is complete and will need to be entered in SPGE ASAP. We need to be looking into grant opportunities heavily this year. The minimum amount for required bids has been upped to \$1,000 by DOC and the county.

VI. NEW BUSINESS:

- a. Vacation Leave Policy – HR Committee: The meal rates, dental policy, and a few others need to be added to the HR Policy.
- b. KACD Convention Debrief: Rebecca Ortwein, Debra Waller, Megan Clere, and Susan Brown gave the group their thoughts of the KACD Convention. Next year's KACD Convention will be in Lexington. This year's highly encouraged Ag Water Quality Plans to be updated every 3 years. A few suggestions will be made to Paulette Akers for next year's convention.
- c. KACDE Annual Training Workshop – Megan Clere and Susan Brown: The annual workshop in Jabez is September 11<sup>th</sup> through 13<sup>th</sup>. Debra Waller motioned to send both Megan Clere and Susan Brown. Rebecca Ortwein seconded. All in favor.
- d. Annual Financial Report – Megan Clere: Fields Reps are no longer required to do these for the Districts. Megan Clere will be requesting assistance from DOC to complete this. She will then figure out a date to get the Budget/Executive Committee together for the completion.
- e. Treasure Lake in Petersburg – Mark Jacobs: Possible collaboration. Will look into EPRI funding for this project.
- f. Boone County Fair Signup – Susan Brown: Susan Brown passed around the signup sheet for the Fair.
- g. Boone County GIS Annual Fee – Megan Clere: The fee was upped by \$200 this year to \$3,000.
- h. Annual Report – Megan Clere: We have a head start on the Annual Report this year and should be completed by the next Board Meeting. Its due date is September 1<sup>st</sup>.
- i. Breakout – Executive Committee & Supervisors (after all other updates): Rebecca Ortwein motioned to offer Susan Brown full-time. Debra Waller seconded. All in favor. Loren Hand motioned for the \$1 budgeted raise and review at one-year anniversary. Debra Waller seconded. All in favor. Susan Brown was offered the full-time Conservation Education Specialist position here at BCCDKY. This can be immediate or between now (July 16<sup>th</sup>) and October 24<sup>th</sup>, Susan

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Brown's one-year anniversary date. This is offered at \$18/hour at 40 hours per week. Megan Clere will be writing up the official letter.

VII. MISCELLANEOUS:

- a. Review Plan 2040 and current Boone County Plans.
- b. Paperwork for elections ate due August 14<sup>th</sup> → Victor Vanover, Rebecca Ortwein, and Loren Hand are up for reelection.
- c. Forestry Workshop was discussed this morning at the Staff Meeting. This is planned to be in late October or early November with diverse breakout sessions. Details will be discussed at the next Board Meeting. There is a budget of \$500 for Field Days. Victor Vanover motioned to have a budget of \$500 for the Forestry Workshop. Rebecca Ortwein seconded. All in favor.

With no further business, Victor Vanover motioned to adjourn. Rebecca Ortwein seconded. All in favor. The Board Meeting adjourned at 9:45pm.