

Boone County Conservation District
Monday, August 20th, 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	
Jason Roberts	Field Rep: Pam Williams
Karen Hlavacek	NRCS: Ian Young <i>(NP)</i>

Guests: None at this time.

- I. **CALL TO ORDER:** The meeting was called to order at 7:03pm by Chairman Kristin Scott.
- II. **MINUTES:** No discussion of the July 2018 Minutes. Debra Waller motioned to accept the July 2018 Minutes. Loren Hand seconded. All in favor.
- III. **TREASURER'S REPORT:**
 - a. **Financial Report:** Victor Vanover read from the Treasurer's Report and 2017-2018 Annual Financial Report. No discussion of the July 2018 Financial Reports. Debra Waller motioned to accept the July 2018 Financial Reports. Karen Hlavacek seconded. All in favor.
 - b. **Employer Timesheets and Expense Reimbursements:** (Preceding the meeting) Victor Vanover reviewed Staff Timesheets 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:**-The reimbursement for July 2018 and advancement for August 2018 was signed prior to the meeting by Kristin Scott.
- IV. **REPORTS:**
 - a. **District of Conservation (DOC):** Pam Williams read from the DOC Reminders. The reminder for all staff and supervisors to fill out the survey about DOC was highly recommended. All District in Good Standing appeals are due to the Soil Water Conservation Commission and Johnna McHugh by September 10th, 2018. As for the new technical assistance provided by DOC, all Field Reps will have to be trained beforehand (not completed yet). Pam Williams reviewed the 10-Minute Training on the KACDE Annual Workshop – Megan Clere and Susan Brown are attending this year.
 - b. **Ian Young:** Megan Clere read Ian Young's report for August. There has been no update on the Soil Conservationist in the BCCDKY Office.

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- c. Staff Reports – Susan Brown: There have been several new programs added to the calendar for this year and 2019.
- d. J.T. McMullen, NWQI Pilot Project: There have been four approvals for EQIP and will be getting in the paperwork to NRCS ASAP.

V. UNFINISHED BUSINESS:

- a. Accountant Switch – Megan Clere presented the Engagement Letter that Alex Weidner sent. Debra Waller motioned to accept the Engagement Letter as is. Victor Vanover seconded. All in favor.
- b. 319 Grants – Mark Jacobs:
 - i. Gunpowder: Gateway projects are one-third of the way complete. The first half of the invoice from Advanced Enterprises has come through.
 - ii. Other: We are still in the works of use leftover monies for source tracking with Sanitation District No. 1.
- c. Earl Jones – Mark Jacobs: The open house for the property was August 15th, 2018. There were four parties interested. Mark Jacobs and Kristin Scott attended. The bid opening is in Frankfort this Wednesday, August 22nd, 2018, at 11:00am. The bidder will have 45 days to close the bid.
- d. Amazon Stream Mitigation – Mark Jacobs: Mark Jacobs met with Judge Moore to converse this topic. Tom Bennett will be returning to the area to converse about the East Bend Powerplant. More to come in September with Fish & Wildlife. We will soon need to meet with the Commissioners on this topic.
- e. Farm Tour Debrief – Megan Clere: Megan Clere met with Michelle Simon from Extension. The Farm Tour had 800 people attend. There will be an official debrief meeting soon with the entire Farm Tour Committee.
- f. Boone County Fair Debrief – Susan Brown: There has been no numbers reported yet for the Fair yet was very busy! There have lots of programs tentatively scheduled from the Fair.
- g. Annual Financial Report – Megan Clere: The AFR was completed with the help of Pam Williams. All numbers add up. Victor Vanover motioned to accept the AFR. Debra Waller seconded. All in favor.

VI. NEW BUSINESS:

- a. State Cost Share Application – Megan Clere and J.T. McMullen: Keith Rittinger has applied for SCS funds for his Animal Feeding Operation (required by NRCS). Rebecca Ortwein motioned to accept Keith Rittinger's SCS application. Jason Roberts seconded. All in favor.

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- b. Forest Health Management Workshop – BCCDKY Staff: The staff presented the draft agenda to the Board. The details will be finalized by the September Board Meeting.
- c. NKU Internship – Mark Jacobs: NKU has chosen us to be a part of an Internship Class. The cost is \$1,500, paid for by NKU, and \$500, paid by BCCDKY. The stipend for the student will be \$2,000. Jason Roberts motioned to spend the \$500 to gain an intern through NKU. Victor Vanover seconded. All in favor.
- d. Ohio River Conference – BCCDKY Staff: The Ohio River Conference will be on October 17th – 19th, 2018. Early registration deadline is September 1st, 2018. Mark Jacobs and Debra Waller would like to attend. Debra Waller motioned to send herself and Mark Jacobs to the Ohio River Conference for \$50/each and \$35/each for the banquet. Rebecca Ortwein seconded. All in favor.
- e. Farm Dump Removal – Megan Clere: Megan Clere mentioned the Farm Dump Removal application will need to change based on the updated version of the grant. She will have this ready by the September Board Meeting.
- f. Advanced Turf Solutions – Mark Jacobs: Mark Jacobs explained the benefits for a credit card at Advanced Turf Solutions. Rebecca Ortwein motioned to accept the credit card application. Debra Waller seconded. All in favor.
- g. Crew Shirts – Megan Clere: Megan Clere passed out the prices for the shirts, along with a size chart. Everyone will receive two shirts each. She will order these ASAP.
- h. UK Extension Focus Group – Rebecca Ortwein: There was a great diversity represented in the focus group. They highly encouraged everyone to fill out and broadcast the Extension surveys.

VII. MISCELLANEOUS:

- a. HR Committee Meeting – Rebecca Ortwein: A proposed dress code was presented, revised from OSHA's dress code. This will be proposed at the September Board Meeting. Please send comments ahead of time to Rebecca Ortwein.
- b. Master Composter Debrief – Megan Clere: The last day of the series is this upcoming Wednesday, August 22nd, 2018. Megan Clere will need 30 volunteer hours to complete her certification. She has also started a personal vermicompost to use for future programs.
- c. Meet a Tree Debrief – Susan Brown: Lowest participation yet – hopes to change with the upcoming programs.

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- d. Pond Scum Workshop – Rebecca Ortwein: Planning for August 2019, and getting several experts involved. This will focus on how to fix HABs, what it exactly is, and more.

With no further business, Debra Waller motioned to adjourn. Victor Vanover seconded. All in favor. The Board Meeting adjourned at 8:53pm.