

Boone County Conservation District
Monday, September 17th, 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 <i>(NP)</i>
Karen Hlavacek	NRCS: Ian Young <i>(NP)</i>

Guests: Linda Grizzell and Don Girton, Campbell County Conservation District

- I. **CALL TO ORDER:** The meeting was called to order at 7:00pm by Chairman Kristin Scott.
- II. **MINUTES:** No discussion of the August 2018 Minutes. Rebecca Ortwein motioned to accept the August 2018 Minutes. Karen Hlavacek seconded. All in favor.
- III. **TREASURER'S REPORT:**
 - a. **Financial Report:** The August 2018 Financial Reports and Treasurer's Report were not prepared in time by new accountant. These documents should be ready by Wednesday, September 19th, 2018, and will be sent to the Board as soon as possible to review. These reports will be up for approval at the Special Board Meeting on Monday, September 24th, 2018.
 - 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 advancement for October 2018 was signed prior to the meeting by Kristin Scott.
- IV. **REPORTS:**
 - a. **District of Conservation (DOC):** Kristin Scott reviewed the report from DOC. There was no discussion.
 - i. **10-Minute Training:** Kristin Scott reviewed the 10-Minute Training on large equipment rentals from DOC.
 - b. **Ian Young:** Megan Clere read Ian Young's report for September. The Soil Conservationist in the BCCDKY Office should be starting on October 15th, 2018.
 - c. **Staff Reports:** No discussion.
 - d. **J.T. McMullen, NWQI Pilot Project:** Three contracts have been signed; waiting for the last one to be signed.

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- V. UNFINISHED BUSINESS:
- a. 319 Grants – Mark Jacobs:
 - i. Gunpowder: Gateway projects are complete. The signs have been received and will be put up by Advanced Enterprises. The final report should be complete by the end of September.
 - ii. Other: Remaining Gunpowder funds will be used for SD1 Source Tracking Project.
 - b. Earl Jones Property:
 - i. Special Meeting Results – September 12th: The bid acceptance letter was approved and sent to Jason Martin by Megan Clere. The funds are expected to be here by November 1st, 2018. Regarding the IPS draft, edits were completed. Victor Vanover motioned to change Section H 1 to ‘BCCDKY Board’. Jason Roberts seconded. All in favor. Debra Waller motioned to change H 1 to ‘reviewed and approved by BCCDKY Board’ and eliminate the current H 2. Rebecca Ortwein seconded. All in favor. Debra Waller motioned to adopt the BCCDKY Investment Policy Statement. Karen Hlavacek seconded. All in favor. Megan Clere will send the IPS out with bid application requests.
 - c. Amazon Stream Mitigation – Mark Jacobs: Kentucky Fish & Wildlife Resources should be up here this week for projects. Mark Jacobs attended a Stream Advisory Meeting the week prior. Amazon is expected to break ground in early 2019.
 - d. Forest Health Management Workshop – BCCDKY Staff: All bios/photos are on the website and planned to post on social media to advertise for the event. The event was boosted today and will run through the end of the month. This will be reboosted on October 1st, planned to run through October 24th. Registration forms are up and ready. Lunch has been confirmed with Linda Padgett. Megan Clere will be sending out invitations for registration and displays this week to BCCDKY partners.
 - e. NKU Internship and Grant – Megan Clere: There were no applicants at this time. The deadline will be extended to October 15th, the next Board Meeting. The NKU Grant deadline is this Friday, September 21st. Susan Brown and Megan Clere will complete.
 - f. Farm Dump Removal Application Rework – Megan Clere: The application has been renamed to ‘Heavy Material Removal Application’. Megan Clere presented the new application to the Board. This program will be rebooted and promoted heavily on social media. Megan Clere will ask Mike Wilson about renting out supplies for stream cleanups.

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VI. NEW BUSINESS:

- a. Campbell County Conservation District – Linda Grizzell and Don Girton: *(after 'Introductions')* Linda Grizzell presented her letter to the Attorney General on the clarification of KRS 262.850 and KRS 74.177. The language is unclear if 'assessment' is the same as 'subdistrict surcharge'.
 - i. BCCDKY support for NKy Water District water fees: Megan Clere will research what the Boone County Water District (Campbell and Kenton County run through Northern Kentucky Water District) defines as 'assessment' and 'surcharge'. *(After 'Unfinished Business')* Victor Vanover motioned that BCCDKY will write a letter of support for the Campbell County Conservation District once this research is complete. Rebecca Ortwein seconded. All in favor.
- b. Agriculture District Council – Megan Clere: The Agriculture Development Council is in need of another BCCDKY representative. Kristin Scott stated the council meets twice per year.
 - i. Open position: Rebecca Ortwein offered to join the council. Jason Roberts motioned for Rebecca Ortwein to join the council. Victor Vanover seconded. All in favor. Megan Clere will notify Michelle Simon of Boone County Cooperative Extension.
- c. Arbor Day Foundation – Mark Jacobs: There are two tree planting projects coming up – one at Giles Conrad Park and the other alongside Aero Parkway.
- d. Popup tent – Education Committee: Rebecca Ortwein presented the need for a smaller popup tent for events. Jason Roberts motioned to purchase a popup tent for under \$200. Victor Vanover seconded. All in favor.
- e. Eagle RC&D – Mark Jacobs and Kristin Scott: Debra Waller will inquire about this representation.

VII. MISCELLANEOUS:

- a. Crew Shirts – Megan Clere: The shirts will be here this week!
- b. HR Committee Meeting – Rebecca Ortwein: Will review the HR Policies – clothing, accountant contract overlap for the future, vacation/sick time, etc.
- c. Email Renewal is planned to go through on Wednesday, September 19th.
- d. Direct Deposit forms are still needed – see Megan Clere as soon as possible on this.

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- e. Environmental Grants: The 'Use of Technology' environmental grant was approved at the Soil & Water Conservation Committee Meeting today for \$3,770.
 - a. Dead Animal was not approved at this time. Jason Roberts motioned to write a letter to the Soil & Water Conservation Committee on redirecting Farm Dump funds for the overspending of 2017-2018 Dead Animal funds. Loren Hand seconded. All in favor.

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