



BCCDKY

Boone County Conservation
District, Kentucky

Board Meeting Minutes

April 21, 2020

6 p.m.

Zoom Meeting - Meeting ID: 727 669 844, Password: 670967

Present via Zoom Video Conferencing : Board Supervisors Rebecca Ortwein (joined meeting at 6:18pm due to technical difficulties), Matt Wooten, Mike Wilson, Jason Roberts, Debra Waller (left meeting at 6:22 due to emergency), Dr. Shannon Galbraith-Kent; Staff members Susan Brown, Pavla Link and Mark Jacobs; Field Representative Kimberly Barton.

I. CALL TO ORDER: Matt Wooten called meeting to order at 6:09pm.

II. MINUTES:

- a. Matt Wooten requested change to March 17, 2020 Board Meeting Minutes from “Lim Property” to “LIM Property”. Debra Waller moved to approve revised March 17, 2020 Board Meeting Minutes, Jason Roberts seconded the motion. All were in favor, motion passed.

III. TREASURER’S REPORT

- a. Mike Wilson read the March 2020 report. Jason Roberts moved to accept the report, Matt Wooten seconded the motion. All were in favor, motion passed.

IV. DISTRICT REPORTS:

- a. Division of Conservation (DOC) Reports
 - i. 10-minute Training Overview – Testing for Maximizing Nutrient Management – March/April – per Kim Barton, read individually, no questions were asked.
 - ii. DOC Reminders – March / April - per Kim Barton, read individually, no questions were asked.
- b. NRCS Report
- c. District Staff Report Questions - February / March – read individually, no questions were asked. Mark Jacobs gave update on Anderson property – sale is in progress. No updates on LIM Property at this time.

V. UNFINISHED BUSINESS:

- a. Per Diem Questions – Kim Barton explained current policies and procedures regarding incentive and increased Per Diem rates and qualifications. BCCDKY is to submit request for approval to DOC for next meeting. Matt Wooten made motion to approve all who qualify at this time

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(Mike Wilson, Debra Waller, Rebecca Ortwein), Mike Wilson seconded the motion. All were in favor, motion to submit request to DOC passed.

- b.** FY 2020-2021 Budget Submission Update – Mark Jacobs gave update. Mark spoke with Jeff Earlywine and Commissioners Flaig and Brewer via telephone following his email. Was not able to reach Commissioner Kenner – left voicemail. Mark’s discussions were positive and all mentioned above voiced their support for the work BCCDKY is doing and the great impact it has on Boone County. Mark is to give another update as he schedules more meetings. Pavla Link is to give update on Fiscal Court meeting date once received from Fiscal Court.
- c.** Dr. Galbraith-Kent Board Application Update – Dr. Galbraith – Kent application was approved by the DOC on April 20, 2020.
- d.** Google One Drive Fund Transfer – remaining \$200 are to be used for Family Programs at Susan Brown’s discretion. Jason Roberts moved to approve, Matt Wooten seconded the motion. All were in favor, Motion passed.
- e.** Set Quarterly Committee Meeting Dates – Land Use Committee meeting is scheduled for June 23, 2020 at 12:00pm (noon).
HR Committee meeting is scheduled for June 18, 2020 at 12:00pm (noon) pending availability of Debra Waller.

VI. NEW BUSINESS:

- a.** Susan Brown to present Summer Internship recommendations – Susan presented recommendation of applicant Joseph Pedro following interviews of 3 additional candidates by Susan Brown, Mark Jacobs, Pavla Link and Rebecca Ortwein. Applicant Amber Pragar is to be second choice should Joseph Pedro decline the offer. Mike Wilson made motion to approve the hiring of Joseph Pedro for the position of Summer Intern at BCCDKY and Amber Pragar to be a second choice, Jason Roberts seconded the motion. All were in favor, motion passed. Susan Brown will contact Joseph Pedro April 22, 2020.
- b.** KADF County Agricultural Development Council – terms expire June 30,2020 – Rebecca Ortwein and Pavla Link volunteered to represent BCCDKY during next term. Jason Roberts made motion to approve, Mike Wilson seconded. All were in favor, motion passed.
- c.** Susan Brown- programming (Squatchin’with Susan) and summer camp updates – Squatchin’ with Susan is going well and has become popular with residents of Boone County. Susan will continue the program and will move Squatch to different location following blog update. Susan has been working on updating BCCDKY website and social media with online resources and links as well as making education videos featuring Boone County’s natural resources. Conservation Kids Camp and L.E.A.F. Academy status will be updated at a later date following ongoing Covid-19 recommendations. Pavla Link added that the Boone County Farm Tour is being cancelled at this time. BCCDKY will work closely with Boone County Co=Op Extension Office on

highlight videos of Boone County Farms to still offer exposure of the county's producers and education to Boone County residents.

- d. Pavla Link to give FY 2019 Audit update – Mike Wilson met with Pavla Link to sign documents requested by auditors. Documents were uploaded to shared drive provided by Tichenor and Associates. Pavla Link will provide additional updates following communication from Tichenor and Associates. Budget Committee is to locate funds in the amount of \$2,900 to cover the cost of 2019 FY audit and consider adding line item for audit for 2020/2021 FY should the need arise.
- e. DOC April 20, 2020 meeting updates – Dr. Galbraith-Kent Board Member application was approved. Fund transfer in the amount of \$6,400 from Heavy Material / Farm Dump Removal Fund to Dead Farm Animal Removal Fund was approved. Ag District 008-04 recertification was approved.
Kim Barton gave additional updates: 4 BCCDKY Board Member Terms expire in 2020. All applications and petitions are due to DOC on or before June 3, 2020. State Cost Share deadline is November 15, 2020, all Districts are required to promote SCS Programs. Annual Meeting for 2020 has been cancelled. NRCS/KACD 75/25 Soil Technician position is to be discussed at a later date. Online training will be designed and provided for District employees and Board Members – details will be communicated at a later date.
- f. Zoom monthly subscription \$14.99 / month – Mike Wilson made motion to approve 1 year subscription to Zoom Videoconferencing, Shannon Kent seconded the motion. All were in favor, motion passed.
- g. Mason County Conservancy partnership opportunity – Mark Jacobs presented opportunity to work with Mason County Conservancy following their request for assistance with forest health programs, specifically bat research and monitoring. BCDDKY staff considers this a great opportunity to gain experience as well as additional credibility in regards to the District's own forest health programs. Board of Supervisors was in favor of exploring the partnership possibilities. BCCDKY staff is to prepare Scope of Work proposal to present to the Board, outlining the involvement of BCCDKY staff and its interns in the Mason County Conservancy projects as well as the cost, requirements and expectations for and of both parties. Jason Roberts moved to approve, Shannon Kent seconded the motion. All were in favor, motion passed.

VII. ADJOURN. Matt Wooten moved to adjourn. Shannon Kent seconded the motion. All were in favor, motion passed. Meeting adjourned at 7:24pm.