



BCCDKY

Boone County Conservation
District, Kentucky

Board Meeting Minutes

May 19, 2020

6 p.m.

Zoom Meeting - Meeting ID: 918 3433 6396, Password: 558257

Present via Zoom Video Conferencing : Board Supervisors Rebecca Ortwein, Matt Wooten, Mike Wilson, Debra Waller (joined meeting at 6:18pm due to technical difficulties), Staff members Susan Brown, Pavla Link and Mark Jacobs, Intern Joseph Pedro

I. CALL TO ORDER: Matt Wooten called meeting to order at 6:13pm.

II. MINUTES:

- a. Mike Wilson made motion to approve April 21, 2020 Board Meeting Minutes, Rebecca Ortwein seconded the motion. Vote was tabled until Debra Waller joined Board Meeting. All were in favor, motion passed.

III. TREASURER'S REPORT

- a. Mike Wilson presented April 2020 Treasurer's Report. Rebecca Ortwein moved to accept the report, Matt Wooten seconded the motion. Vote was tabled until Debra Waller joined Board Meeting. All were in favor, motion passed.

IV. DISTRICT REPORTS:

- a. Division of Conservation (DOC) Reports
 - i. 10-minute Training Overview – presented by Rebecca Ortwein – no questions.
 - ii. DOC Reminders – presented by Rebecca Ortwein – no questions.
- b. NRCS Report – presented by Rebecca Ortwein. No questions.
- c. District Staff Report Questions:
 - Mark Jacobs provided update on Boone Conservancy property from KYDFWR. Brown property, Camp Michaels concept plan and future site visit, YMCA / Sperti area concept plan, Duke Energy wetlands mitigation plans / beginning stages.

V. UNFINISHED BUSINESS:

- a. FY 2020-2021 Budget Submission Update – Mark Jacobs – email communication with Commissioner Brewer with potential for in person meeting soon. Telephone conversation with Commissioner Flaig. Reached out to Commissioner Kenner without response at this time. FC Meeting will be held 5/26/2020 – online. Rebecca Ortwein asked to join BCCDKY staff meeting 5/20/2020.
- b. Education and Programming Updates – Susan Brown – River Sweep was rescheduled to 8/15/2020. Farm Tour will be hosted as promotional videos on

Prepared 05/22/2020 pl

social media only. Reforest NKY was rescheduled to 5/30/2020 with no public attendance – Boone County Parks and BCCDKY staff only will plant trees. To keep public engaged, Trunk a Tree will be hosted at UK Extension Office to give away 400 saplings following COVID-19 precautions and guidelines. CKC – following parent survey, BCCDKY will cancel camp in 2020 but will offer first spots to children registered this year for 2021. Refunds of all registration fees will be issued. L.E.A.F. Academy – smaller group and easier accommodation of COVID-19 rules. Plan to move forward at this time considering all parent suggestions or concerns. Dates may be adjusted following parent survey. Susan Brown asked Chairperson, Rebecca Ortwein if either decision needed Board of Supervisors approval via vote, per Rebecca Ortwein they do not, continue clear and timely communication.

- c. Summer Intern Introduction and Plan of Work – Susan Brown, Joseph Pedro – Susan Brown introduced BCCDKY newest intern, Joseph Pedro. Joseph provided short overview of his plans at BCCDKY. All Board members and staff welcomed Joseph on board.
- d. FY 2019 Audit Updates – Pavla Link – FY 2018/2019 is in progress with Tichenor and Associates. Full cooperation of BCCDKY staff and Board of Supervisors has been provided. No site visit will be scheduled for this audit due to COVID-19 restrictions. All communication is handled via telephone, email and shared drive. Treasurer, Mike Wilson is copied on all email communication. Mike mentioned that segregation of duties may be listed in final report as that is a challenge at all Conservation Districts. Chairperson, Rebecca Ortwein stated that she has also been in contact with the auditor.
- e. Dead Farm Animal Removal Fund Updates – Pavla Link presented two applications (Lori Adkins and Robert McKay) for Dead Farm Animal Removal reimbursement in the amount of \$150.00 each. At the end of Board Meeting Debra Waller made motion to approve the payment of the amounts listed above, Matt Wooten seconded the motion. All were in favor, motion passed.
- f. 2020 Election Information Follow-Up / Questions – Debra Waller will submit her paperwork as required. Matt Wooten recommended Jeff Thomas as potential new Board Member. Matt will have Jeff reach out to follow through with election registration process.
- g. Mason County Conservancy Partnership – Scope of Work discussion/planning – Mark Jacobs and Susan Brown will work on proposal regarding the Mason County Conservancy project.

VI. NEW BUSINESS:

- a. Sule Foundation Request – Susan Brown – Susan submitted request for \$5,000.00 for Youth Conservation Leadership Program. This amount will be used for the purchase of educational materials and equipment. Next year Susan will pursue additional funding from the Sule Foundation and will provide site visits to further show the impact BCCDKY has in Boone County and the opportunities and need for youth conservation education.
- b. Fund Allocation Request - \$200 Special Projects funds to be used for salamander sample PCR performed by Bryce Wade. Cost is \$15/sample. – Susan Brown presented funding request to support Jefferson's Salamander research by Bryce Wade. BCCDKY would provide \$200, Mr. Wade would provide additional \$150 needed to complete his project. Susan will also pursue other Grant opportunities for future research projects and will present them to the Board as they become available. Debra Waller asked about the origin of samples and which lab will

provide PCR testing. Per Susan Brown, all sample were collected in Boone County and will be assessed at University of Tennessee. Both Matt Wooten and Rebecca Ortwein requested that Mr. Wade lists BCCDKY as partner on this project should any significant findings and/or data be published in any and all publications. Debra Waller motioned to approve \$200 to be paid to Bryce Wade for Salamander PCR, Mike Wilson seconded the motion. All were in favor, motion passed.

- c. Fund Reallocation Request – Move \$1,300 from Staff Training/Travel budget to Crew Clothing to allow a purchase of BCCDKY branded field apparel for staff and interns. BCCDKY staff requested the above mentioned fund reallocation with the change to \$1,000 for apparel and \$300 for intern mileage/cost of gas due to restrictions of Covid-19 travel in BCCDKY vehicle. Rebecca Ortwein made a request that additional intern cost (gas or mileage) be included as a line item in future BCCDKY budgets. Debra Waller motioned to approve reallocation of funds as requested, Rebecca Ortwein seconded the motion. All were in favor, motion passed.
- d. Debra Waller mentioned Marc Hult’s wife, Dr. Filipovich, passed away. No funeral arrangements have been made yet. Board of Supervisors agreed to reallocate \$100 from the budget line item of Vehicle Maintenance for the cost of flower arrangement or donation – pending the Hult family wishes. Debra Waller made a motion to approve the amount, Mike Wilson seconded the motion. All were in favor, motion passed.
- e. Rebecca Ortwein will set up Zoom meeting for the Executive Board.

VII. ADJOURN. Debra Waller moved to adjourn. Mike Wilson seconded the motion. All were in favor, motion passed. Meeting adjourned at 7:29pm.