



BCCDKY

Boone County Conservation
District, Kentucky

Board Meeting Minutes

June 16, 2020

6 p.m.

Zoom Meeting - Meeting ID: 915 9969 7659, Password: 355587

Present via Zoom Video Conferencing : Board Supervisors Rebecca Ortwein, Matt Wooten, Mike Wilson, Debra Waller, Dr. Shannon Galbraith-Kent, Jason Roberts (joined meeting at 6:27pm) Staff members Susan Brown, Pavla Link and Mark Jacobs, Intern Joseph Pedro

I. CALL TO ORDER: Rebecca Ortwein called meeting to order at 6:04pm.

II. MINUTES:

- a. Mike Wilson made motion to approve May 19, 2020 Board Meeting Minutes, Matt Wooten seconded the motion. All were in favor, motion passed. Rebecca Ortwein asked Matt Wooten to take over leading the meeting at 6:06pm.

III. TREASURER'S REPORT:

- a. Mike Wilson presented May 2020 Treasurer's Report. Rebecca Ortwein moved to accept the report, Dr. Shannon Galbraith-Kent seconded the motion. All were in favor, motion passed.
- b. Budget vs. Actual Report for review – Rebecca Ortwein voiced concern regarding Covid-19 impact on Boone County FC Budget. Mike Wilson and Mark Jacobs gave update on talks with Boone County Commissioners and both were cautiously optimistic. Matt Wooten presented number currently listed for BCCDKY in Boone County FC 2020-2021 Proposed Budget in the amount of \$276,030.00. Rebecca Ortwein asked about office agreement with NRCS – no changes are expected at this time.

IV. DISTRICT REPORTS:

- a. Division of Conservation (DOC) Reports – presented by Matt Wooten
 - i. 10-minute Training Overview – no questions.
 - ii. DOC Reminders –no questions.
- b. NRCS Report – presented by Pavla Link. No questions.
- c. District Staff Report Questions:
 - Mark Jacobs gave update on possible BCCDKY property acquisition and updates from KYDFWR.

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- Susan Brown reported a busy month of planning family programming and working with Intern Joe Pedro on bat monitoring and forest health projects including small mammal survey at Boone Cliffs.
- Joe Pedro – Joe is enjoying working with BCCDKY team. Rebecca Ortwein asked what Joe’s favorite part of his internship was so far. Per Joe it is collaboration with others i.e. Parks Department, Solid Waste Division, Boone Conservancy.
- Pavla Link – busy month of year end reports and 2018-2019 FY Audit.

V. UNFINISHED BUSINESS:

- FY 2020-2021 Budget Submission to FC Update – Mark Jacobs stated that he spoke with all three Boone County Commissioners and they are all favorable towards BCCDKY work and proposed budget. Mark will follow up with Jeff Earlywine regarding rules for second reading of the County FC Budget scheduled for June 23, 2020. Mike Wilson mentioned that the current rules are limiting the number of people allowed in the Court Room to a total of 10 including Fiscal Court Members. Mark will prepare a statement to present to FC and strongly encouraged Board Members and staff to attend the FC Meeting if rules allow in person presence.
- Education and Programming Updates –Susan Brown reported ongoing work on online programming content and craft ideas. Boone County Parks will resume their programming July 15, 2020. Due to Covid 19 strict rules will still be in place including social distancing and limits on number of people allowed to participate in in person programs. BCCDKY will proceed with L.E.A.F. Academy second week of August following similar guidelines. Board was in favor.
- FY 2019 Audit Updates / Exit Conference Results – Mike Wilson / Pavla Link – Mike Wilson gave update on 2018-2019 FY Audit following the Exit Conference from last week. BCCDKY is expecting the final report in the upcoming couple of weeks and will take action to correct any findings should there be any. Exit conference mentioned Segregation of Duties (applicable to all Conservation Districts due to limited staffing), Bank Reconciliation (in addition to current process Treasurer will print, initial and date monthly bank statements), Bonding (already corrected), Pledge of Securities (FDIC insurance may not be adequate for amounts exceeding \$250,000.00)
- Mitigation Efforts Updates – Mark Jacobs
- Dead Farm Animal Removal Fund Applications* / Policy - Pavla Link presented application from George Hoffman in the amount of \$150.00. Debra Waller made a motion to approve, Mike Wilson seconded the motion. All were in favor, motion passed.
- 2020 Election Follow-Up – Debra Waller and Jeff Thomas submitted all required paperwork to County Clerk’s Office.
- Per Diem Policy Clarification and Per Diem approval– Rebecca Ortwein stated that State and Area organized meetings and training qualify for Per Diem. Local events need to be presented to the Board of Supervisors and pre-approved for Per Diem by a vote. Board of Supervisors is to write up an office policy to clarify Per Diem requirements. Matt Wooten stated DOC, KACD and KACDE qualified events should be listed in the policy. Policy should be clear regarding local events. All of the above will help with budget planning and compliance. Pavla Link mentioned

that Dr. Shannon Galbraith-Kent chose to donate her Per Diem back to BCCDKY for use for educational programs.

VI. NEW BUSINESS:

- a. Fund Rollover Policy Suggestions* – Susan Brown proposed that all unused/rollover amounts remain available for the same line items as originally approved in FY 2019/2020 Budget. Debra Waller made a motion to approve. Jason Roberts seconded the motion. All were in favor, motion passed.
- b. Executive Committee Meeting Follow-up – Rebecca Ortwein gave update following the Executive Committee meeting. Per Executive Committee the unused/rollover funds from health insurance budget are to be partially used to cover the cost of audit and addition bonding. Per Matt Wooten 10%-15% is to be saved as reserve funds and are not to be used for daily line items. Mike Wilson seconded the request for emergency/reserve funds to be kept in bank account. Rebecca Ortwein stated she will contact DOC regarding annual audit requirements. Matt Wooten made a motion to approve the use of rollover funds to cover the cost of audit and to keep remaining balance as reserve. Debra Waller seconded the motion. All were in favor, motion passed. Rebecca Ortwein asked if first aid kit was in BCCDKY truck. Susan Brown confirmed that there was a First Aid Kit in the truck as well as in BCCDKY office. Mark Jacobs will follow up on truck maintenance schedule as well as the replacement of current truck bed and installation of truck bed slide. Rebecca Ortwein requested additional line to be added to the Treasurer's Report with budget total running amount.
- c. Dr. Filipovich Tree Planting – Pavla Link presented idea of planting a Ukrainian national tree at Heritage Conservancy in honor of Dr. Filipovich's heritage in lieu of flowers. All were in favor. Event will be coordinated with Kenton County Conservation District.
- d. Budget Line Item Amount / Simplification – Mark Jacobs / Pavla Link – Mark Jacobs mentioned that BCCDKY budget has too many line items and may be over detailed making it more difficult during an audit as well as daily operations. Budget Committee is to consider simplifying the budget format during next Committee meeting.

VII. ADDITIONAL ITEMS:

- a. Rebecca Ortwein gave report following DOC webinar – 75/25 Technical Assistance position Zoom meeting was discussed (scheduled for next week), DOC report dates (AFR, District Budgets, Grant Reports), Board responsibility, Covid 19 policy updates.
- b. Pavla Link presented KACDE Dues invoice, KACo All Line Funds Insurance Policy renewal, Workers Comp Agreement and Joe Pedro mileage (35.8 miles) for payment approval. Debra Waller made a motion to approve, Mike Wilson seconded the motion. All were in favor, motion passed.

VIII. ADJOURN. Debra Waller moved to adjourn. Mike Wilson seconded the motion. All were in favor, motion passed. Meeting adjourned at 7:40pm.