

# BOARD MEETING MINUTES

**Present:** Kristin Scott, Chairman (NP)  
Rebecca Ortwein, Vice Chairman  
Victor Vanover, Secretary/Treasurer  
Debra Waller  
Mike Wilson  
Jason Roberts (NP)  
Karen Hlavacek

**Staff:** Mark Jacobs  
Susan Brown  
J.T. McMullen (NP)  
Megan Clere

**Field Rep:** Jim Roe (NP)  
**NRCS:** Ian Young (NP)  
John Stork (NP)

**Guests:** Kevin Black and Judge Moore

**I. CALL TO ORDER:** The meeting was called to order at 7:05pm by Vice Chairman Rebecca Ortwein.

## II. SWEAR IN & ELECTIONS:

- a. Swear In Ceremony – Judge Executive Gary W. Moore: Judge Moore arrived at 7:30pm for the Swear In Ceremony for Rebecca Ortwein, Victor Vanover, and Mike Wilson.
- b. Executive Elections: Victor Vanover motioned for Rebecca Ortwein to be the 2019 Chairman. Debra Waller seconded. Mike Wilson motioned for Debra Waller to be the 2019 Vice Chairman. Rebecca Ortwein seconded. Debra Waller motioned for Karen Hlavacek to be the 2019 Treasurer/Secretary. Victor Vanover seconded. All in favor.
- c. Committee Updates:

Executive Committee: Rebecca Ortwein (Chair), Debra Waller (Vice Chair), and Karen Hlavacek (Treasurer/Secretary)

Education Committee: Kristin Scott (Chair), Victor Vanover, Rebecca Ortwein  
*Staff:* Susan Brown and Megan Clere

Budget Committee: Karen Hlavacek (Chair), Mike Wilson, and Kristin Scott  
*Staff:* Megan Clere

HR Policy Committee: Debra Waller (Chair) and Kristin Scott  
*Staff:* Megan Clere

Land Use Committee\*: Mike Wilson (Chair), Rebecca Ortwein, and Jason Roberts

Boone County Farm Tour Committee: Kristin Scott, Megan Clere, and Susan Brown

KACD Area 5 Alternate Director: Debra Waller

County Agriculture Development Committee: Kristin Scott and Rebecca Ortwein

Boone County Urban Forestry Representative: Mark Jacobs

NKY Urban and Community Forestry Council: Susan Brown

NKY Stream Restoration Advisory Committee: Mark Jacobs

SD1 Storm Water Action Committee: Mark Jacobs

Boone County Solid Waste Technical Advisory Committee: Megan Clere

ORBCRE Representative: Rebecca Ortwein

Eagle RC&D Representative: Debra Waller

\* Karen Hlavacek motioned to combine the Forestry Committee and the Special Projects Committee to the Land Use Committee. Mike Wilson seconded. All in favor.

**III. INTRODUCTIONS:** Everyone went around the room and introduced themselves.

**IV. MINUTES:** Megan Clere had one edit to the December 2018 Minutes – a motion was missing from discussion of Megan Clere’s review. Debra Waller motioned to offer a 10% raise starting December 26<sup>th</sup>, 2018. Rebecca Ortwein seconded. Mike Wilson motioned for the approval of the December 2018 Minutes with the edit. Victor Vanover seconded. All in favor.

**V. TREASURER’S REPORT:** The December 2018 Treasurer’s Report and Financial Reports were presented. Debra Waller motioned to accept the December 2018 Treasurer’s Report. Mike Wilson seconded. All in favor.

**VI. DISTRICT REPORTS:**

- a. District of Conservation (DOC) Report: Megan Clere briefly read through the January 2019 Reminders from DOC. Pam Williams is no longer BCCDKY’s Field Rep, and Jim Roe will be taking her place. Megan Clere read Pam Williams’ letter to the District.
  - i. 10-Minute Training: Rebecca Ortwein reviewed the 10-Minute Training for committees.
- b. Ian Young, NRCS: There was no report from NRCS.
- c. District Staff Reports
  - i. Susan Brown: There were two educational grants submitted: one from Kelly Elementary and the other from Union Point Academy (UPA). Kelly Elementary is requesting \$684.64 for their habitat-certified school – BCCDKY’s portion is only 19% of the total request. The additional 81% has already been funded via other sources. UPA is requesting \$1,000 for their “Sow Life Lab” to create an outdoor classroom. In the budget, there is only \$1,397.69 left. Discussion was opened for the group. UPA has a large portion of their budget that can be borrowed or purchased for cheaper elsewhere – Susan Brown and Mark Jacobs will get with them to reevaluate their budget and reapply. Debra motioned to offer Kelly Elementary an educational grant *up to* \$684.64 with additional advice given. Mike Wilson seconded. All in favor.
  - ii. Mark Jacobs: Mark Jacobs presented potential projects for the Amazon Mitigation.
  - iii. Megan Clere: The Forest Conservation Workshop is coming up and has around 20 registrants so far. BCCDKY Staff has also been working with NKU’s ENV Seminar class for two projects: wildlife monitoring and conservation teen camp. This process began last week and will continue over the next few months.
- d. J.T. McMullen, NWQI Pilot Project: J.T. McMullen has around 160 hours left with BCCDKY.
- e. Kevin Black – Conservation Intern: Kevin Black is working on his Independent Study project at the YMCA Camp Ernst Wetland. He is studying the avian diversity and has collected around 10-12 hours of data with around two dozen different species. Kevin Black is working with Jack Phillips from Boone County GIS to create an accurate wetland map of Boone County to pair with his study.

**VII. UNFINISHED BUSINESS:**

- a. Amazon Stream Mitigation – Mark Jacobs: Discussed in Mark’s Report.
- b. Budget Updates – Budget Committee: The updates were discussed. Victor Vanover motioned to accept the updates. Karen Hlavacek seconded. All in favor.
- c. Green Umbrella’s Membership – Susan Brown: Susan Brown discussed the benefits of joining Green Umbrella. Debra Waller motioned to pay the \$100 fee to try the membership out for a year. Victor Vanover seconded. All in favor.

- d. Conservation Kids Camp (CKC) Update – Susan Brown: The current CKC filled up completely within four days. Susan Brown is working with Boone County Parks to open an additional camp for the 13- to 15-year-olds.

## **VIII. NEW BUSINESS:**

- a. Special Board Meeting Results: Karen Hlavacek suggested going with BB&T instead of Stock Yards Bank & Trust Co. Victor Vanover motioned for BCCDKY to work with BB&T to open up three to four CDs. Debra Waller seconded. All in favor. There will be a Special Board Meeting to secure this at BB&T's office in Burlington.
- b. Brochure and Swag Items – Susan Brown: Susan Brown discussed several swag options for BCCDKY. Karen Hlavacek motioned to purchase the brochures for \$570 and reorder the pens for \$160. Mike Wilson seconded. All in favor.
- c. Area 5 Meeting – Megan Clere: Will be sending out an email update.
- d. Share Drive – Mark Jacobs: Tabled until next meeting.
- e. Technical Training – Susan Brown and Megan Clere: Will be sending out an email update.
- f. Board Meeting – BCCDKY Staff
  - i. February Board Meeting
    - Kevin Black's presentation: Victor Vanover motioned to change the Board Meeting time to 6:30pm for Kevin Black's presentation.
  - ii. Board Meeting Times: Tabled until the next meeting. Megan Clere will send out a survey.
- g. Monthly Per Diem – Rebecca Ortwein: Rebecca Ortwein explained the per diem to the Board. Megan Clere will be sending out the link to everyone for the Per Diem Google Sheet that has the dates for submittal.
- h. Equipment – Rebecca Ortwein
- i. Mark Jacobs Evaluation – Executive Committee: Debra Waller motioned to increase Mark Jacobs raise by 6.4%. Mike Wilson seconded. All in favor.

## **IX. MISCELLANEOUS:**

- a. Matt Wooten
  - i. Owes \$30 for CKC
- b. Mike Wilson to submit bio and photo to Megan Clere for the website

With no further business, Debra Waller motioned to adjourn. Mike Wilson seconded. All in favor. The Board Meeting adjourned at 9:47pm.