

BOARD MEETING MINUTES

Present: Rebecca Ortwein, Chairman
Debra Waller, Vice Chairman
Karen Hlauacek, Secretary/Treasurer
Kristin Scott
Mike Wilson
Jason Roberts
(Vacant)

Staff: Mark Jacobs
Susan Brown
Megan Clere

Field Rep: Jim Roe
NRCS: ~~Ian Young~~
~~John Stork~~

Guests: Matt Wooten

- I. **CALL TO ORDER:** The meeting was called to order at 6:02pm by Chairman Rebecca Ortwein.
- II. **INTRODUCTIONS:** Matt Wooten introduced himself and expressed interest in replacing Victor Vanover's Board Supervisor position.
- III. **MINUTES:** Megan Clere brought up one edit for clarification. Debra Waller motioned for the approval of the October 2019 Minutes. Kristin Scott seconded. Mike Wilson abstained, as he was not present at the October Board Meeting. All in favor.
- IV. **TREASURER'S REPORT:** Kristin Scott motioned to accept the August, September, and October Treasurer's Reports. Mike Wilson seconded. All in favor.
- V. **DISTRICT REPORTS:**
 - a. District of Conservation (DOC) Report
 - i. 10-Minute Training: Rebecca Ortwein reviewed the 10-Minute Training.
 - ii. DOC Reminders: Jim Roe reviewed the DOC Reminders.
 - b. Ian Young, NRCS: Rebecca Ortwein reviewed the NRCS Report sent by Ian Young.
 - c. District Staff Reports: Susan Brown and Mark Jacobs updated the Board on current staff projects at this time. We are awaiting to see if hellbender eDNA are present in Gunpowder Creek. The Lee McNeely Birding Trail has a shelter up and a trail laid out. The signs are being printed at this time. This was a partnership between BCCDKY, The Boone Conservancy, and Boone County Parks. Susan Brown updated on Education Committee Meeting insights; possible Conservation Kids Camp partnership with Campbell County and Kenton County Conservation Districts. Two grants are due in December that the BCCDKY Staff are working on at this time.
- VI. **UNFINISHED BUSINESS:**
 - a. Stream Mitigation – Mark Jacobs: The LIM and Anderson Property are approved by the IRT and appraised by the state. Potter's Ranch had Stantec review their wetland property. Middle Creek and Woolper Creek sites are also being reviewed by Kentucky Fish & Wildlife.
 - b. **Personnel/Job Description: Tabled.**
 - c. **HR Policy Manual – HR Policy Committee: Tabled.**
- VII. **NEW BUSINESS:**
 - a. HR Policy Additions
 - i. Vehicle Usage: A simplified vehicle usage form was passed around. Debra Waller motioned to accept this version for the BCCDKY Staff to report on. Mike Wilson seconded. All in favor.

- ii. **Comp Timesheet: Discussion broke out for the reasoning for a comp timesheet. Tabled.**
- iii. **Payroll: Tabled.**
 - **Vacation/Sick Hours**
 - **Period Change**
- b. **NRCS Grant Closeout Update: Megan Clere passed around the Performance and Federal Financial Report for the Board to review. BCCDKY received \$55,000 for a National Water Quality Initiative (NWQI) contractor. The total grant amount spent was \$55,000. Debra Waller signed the reports, as she was Chairman at the time of hire for NWQI contractor. Megan Clere will send this into Ian Young tomorrow.**
- c. **Grant Opportunities – BCCDKY Staff**
 - i. **Environmental Grant (DOC): The Board was given the final report for the 2018 Use of Technology Environmental grant.**
 - ii. **Watershed Stewardship Projects (WRI): Potential projects were reviewed at this time. The WRI grant is due December 6th. This grant is only available for Boone, Kenton, and Campbell counties.**
- d. **Heavy Material Removal Reimbursement**
 - i. **Jason Lovell: Kristin Scott motioned to reimburse a total of \$620.93 (75% of the total cost spent) to Jason Lovell once BCCDKY completes a site visit and confirms the cleanup and finishing results. Mike Wilson seconded. All in favor.**
 - ii. **Field Representative Update: Jim Roe will be taking a new position with DOC and a new Field Representative will take his place in December.**
 - iii. **2019-2020 Budget Update – Tabled.**
 - iv. **Board Member Replacement: Everyone received a copy of the 10-Minute Training to replace a Board Supervisor, along with the petition.**
 - v. **Meeting Dates: Tabled.**
 - **Megan Clere’s Evaluation:**
 - **Land Use Meeting:**
 - vi. **Susan Brown’s Evaluation Review: Tabled.**

VIII. MISCELLANEOUS:

- a. **Mike Wilson went over the Hazardous Household Waste Collection Event results – there were a total of 2,696 cars in five hours.**

Kristin Scott and Karen Hlavacek left at this time. With further business to discuss, Debra Waller, Mike Wilson, Jason Roberts, and Rebecca Ortwein stayed to review the tabled topics. All things were tabled until the December Board Meeting. Debra Waller motioned to adjourn. Mike Wilson seconded. All in favor. The Board Meeting adjourned at 8:45pm.