

BOARD MEETING MINUTES

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

Staff: Mark Jacobs
~~Susan Brown~~
Megan Clere

Field Rep: ~~Kim Barton~~
NRCS: ~~Ian Young~~
John Stork

Guests: None at this time.

- I. **CALL TO ORDER:** The meeting was called to order at 6:28pm by Chairman Rebecca Ortwein.
- II. **INTRODUCTIONS:** None at this time.
- III. **MINUTES:** Megan Clere brought up one edit for clarification. Mike Wilson motioned for the approval of the November 2019 Minutes with the clarified edit. Jason Roberts seconded. All in favor.
- IV. **TREASURER'S REPORT:** Jason Roberts motioned to accept the November Treasurer's Report. Mike Wilson seconded. All in favor.
- V. **TABLED FROM NOVEMBER:**
 - a. **Personnel/Job Description – Tabled for January Board Meeting.**
 - b. HR Policy Manual: The Board approved consulting the Northern Kentucky Area Development District to help create the new HR Policy. This consultation will be at no cost to the District.
 - c. **2019-2020 Budget Update – Tabled for January Board Meeting.**
 - d. Meeting Dates:
 - i. Megan Clere's Evaluation: December 20th at 2:30pm
 - ii. Land Use Meeting: will plan via email
 - e. **Susan Brown's Evaluation: The Board approved a raise of \$\$\$/hour, totaling to \$40,435/year.**
- VI. **DISTRICT REPORTS:**
 - a. District of Conservation (DOC) Report
 - i. 10-Minute Training: Rebecca Ortwein reviewed the 10-Minute Training.
 - ii. DOC Reminders: Rebecca Ortwein reviewed the DOC Reminders.
 - b. Ian Young, NRCS: Rebecca Ortwein reviewed the NRCS Report sent by John Stork.
 - c. District Staff Reports
- VII. **UNFINISHED BUSINESS:**
 - a. Stream Mitigation – Mark Jacobs: Mark Jacobs reviewed the WRI and DOC grants submitted in the past two weeks. The Middle Creek Project will have a meeting soon. There is no word on the LIM or Anderson Properties.
- VIII. **NEW BUSINESS:**
 - a. Board Member Replacement

- i. Three positions vacant: Mike Wilson questioned the process for a new Board Member. Rebecca Ortwein explained the process: The Board must receive all petitions and review at the Board Meeting, send in a recommendation to the SWCC (with all petitions in tow), then the SWCC will approve a new Board Member. The SWCC meet every other month – the next meeting January 17th, 2020. Mike Wilson suggested having a Special Board Meeting on January 14th, 2020, to review the petitions to make a recommendation to SWCC.
- b. **Committee Updates – Tabled for January Board Meeting.**
- c. Evaluation date for Mark Jacobs: January 14th at 3:30pm
- d. Ag District #008-04: Megan Clere stated the changes to Ag District #008-04. Jason Roberts motioned to accept these changes for recertification. Mike Wilson seconded. All in favor.
- e. **NACD Dues – Tabled for January Board Meeting.**

IX. MISCELLANEOUS:

- a. Announcement for the Board: Megan Clere has accepted another position at this time. Her last day will be January 10th, 2020. She included her updated job description in the Board Meeting Packet. The Board will consult with Mark Jacobs on getting the word around about the vacant position.
- b. Mid-DIGS feedback from Johnna: Megan Clere read the email from Johnna McHugh (DOC) on the Mid-DIGS Report. BCCDKY will not meet 100% rating for Direct Aid approval again this year due to sufficient bonding. Johnna McHugh also mentioned that we should have budget updates by now.
- c. **Rebecca Ortwein brought up providing a stipend for each employee to purchase work clothing.**
- d. **Rebecca Ortwein brought up changing 'Black Friday' to 'Day after Thanksgiving' on timesheets.**

With further business to discuss, Debra Waller, Mike Wilson, Jason Roberts, and Rebecca Ortwein stayed to review the tabled (**red**) topics. Jason Roberts motioned to adjourn. Mike Wilson seconded. All in favor. The Board Meeting adjourned at 8:08pm.