



**BCCDKY**

Boone County Conservation  
District, Kentucky

## Board Meeting Minutes

January 21<sup>st</sup>, 2020

6 p.m.

Rouse Room

**Present:** Board Supervisors Rebecca Ortwein, Jason Roberts, Mike Wilson, Debra Waller, and Matt Wooten; Staff members Susan Brown and Mark Jacobs; Field Representative Kim Barton

Prior to the meeting, Matt Wooten signed the Oath of Office.

**I. CALL TO ORDER:** Rebecca Ortwein called the meeting to order at 6:00 p.m.

**II. MINUTES:**

- a. Jason moved to approve the December 2019 minutes. Mike seconded the motion. Debra and Rebecca were in favor. Matt was not present at the meeting and abstained from the vote. *Motion passed.*
- b. Jason Roberts moved to approve the minutes from the January 15 Special Board Meeting. Mike seconded the motion. Debra and Rebecca were in favor. Matt abstained from the vote. At this time, Matt submitted his resume for the board to review at their leisure. *Motion passed.*

**III. TREASURER'S REPORT:**

- a. Rebecca read the December 2019 Treasurer's Report. Debra moved to accept the report. Jason seconded the motion.  
*Discussion:* Mike asked if everyone liked the new report format. He explained that he and Rebecca worked with the accountant to simplify the report, and that the budget committee will meet quarterly with the accountants for more detailed budget reports. Debra requested two minor edits to the new format, including a line after the "total restricted" amount and a rewording of the "less restricted" heading.  
All were in favor of accepting the December 2019 Treasurer's Report. *Motion passed.*

**IV. DISTRICT REPORTS:**

- a. Division of Conservation Reports
  - i. Kim read the 10-minute training regarding per diem
  - ii. Kim read the DOC reminders, adding the following items:
    - 1. Orders for Soil and Water Stewardship education materials should be sent to Kayleigh Evans as soon as possible
    - 2. KACD Auxiliary Scholarships are due March 1
    - 3. Department of Agriculture annual poster contest is still open

Prepared 1/28/20 srb

4. KACD awards are due March 1
  5. Aldo Leopold Awards are due soon
  6. Envirothon trainings will be held in March; all are welcome to attend
  7. Annual Plan of Work, Budget, Code of Ethics, and Personnel Policies are all due to the DOC on April 1<sup>st</sup>.
  8. It is required that all employees are offered 4 hours of leave on election day
- b. Rebecca read the NRCS report from Ian Young
  - c. There were no questions about the staff reports

**V. UNFINISHED BUSINESS:**

- a. Debra Waller moved to accept the budget updates related to the JotForm and Adobe annual subscription fees. Jason seconded the motion. All were in favor. *Motion passed.*

**VI. NEW BUSINESS:**

- a. Mike moved to renew the NACD membership at a rate of \$250. Debra seconded the motion. All were in favor. *Motion passed.*
- b. Mark updated the board on an opportunity to support grant application to KY Division of Water for a nonpoint source implementation project in the Gunpowder Creek Watershed. After reviewing a draft letter of support for the project, Matt made the motion to support the project. Mike seconded the motion. *Discussion:* Mike asked if the project would impact local landowners. Mark and Matt confirmed that the project would only benefit landowners, and they had no reservations regarding the project. All were in favor of supporting the project. *Motion passed.*
- c. District Administrative Secretary position
  - i. Rebecca, Susan, and Mark reported on the interviews and qualifications of applications for the position. Jason moved to offer Pavla Link the position, and if she declined, the position be offered to Crystal Cottrill. Mike seconded the motion. All were in favor. *Motion passed.*
  - ii. Rebecca, Susan, and Mark recommended that we offer the new hire the wage that is currently in our budget, with the option to re-evaluate at the start at the next fiscal year, which will align with the new hire's 6-month evaluation. Mike suggested that we should plan to keep staff salaries in line with cost of living increases (3%) each year. Mike moved that we offer the new secretary \$16.50 an hour (with room to negotiate up to \$17 per hour) plus medical, dental, family, and retirement benefits. Debra seconded the motion. All were in favor. *Motion passed.*
- d. Board supervisor changes
  - i. Susan presented Karen Hlavacek's resignation letter, submitted on December 9, 2019. Her position on the board is vacant.
  - ii. On January 17, the SWCC voted to appoint Matt Wooten to the BCCDKY board. He signed the oath of office before the January 21 board meeting.
- e. Officer Elections

- i. Debra nominated Rebecca Ortwein for the Board Chairman position. Matt seconded the nomination. All were in favor.
- ii. Jason nominated Matt Wooten for the Vice Chairman position. Mike seconded the nomination. All were in favor.
- iii. Debra nominated Mike Wilson for the Treasurer position. Jason seconded the nomination. All were in favor.
- iv. The board and staff updated board committees. The updated list is as follows:

Executive Committee

Chair: Becky Ortwein  
Vice Chair: Matt Wooten  
Treasurer: Mike Wilson

Education Committee

Chair: Debra Waller  
Susan Brown  
Megan Clere (volunteer)

HR Committee

Chair: Debra Waller  
Becky Ortwein

Budget Committee

Chair: Mike Wilson  
Matt Wooten

Land Use Committee

Chair: Mike Wilson  
Jason Roberts  
Mark Jacobs  
Becky Ortwein

- f. The staff presented a working draft of the 2020/2021 budget. Matt made the motion to move forward with the draft. Mike seconded the motion. All were in favor. *Motion passed.*

**VII. ADJOURN.** Jason moved to adjourn the meeting at 7:23 p.m. Debra seconded the motion. All were in favor. *Motion passed.*