



BCCDKY

Boone County Conservation
District, Kentucky

Board Meeting Minutes

February 18th, 2020

6 p.m.

Kells Room

Present: Board Supervisors Matt Wooten, Mike Wilson and Debra Waller; Staff members Susan Brown, Pavla Link and Mark Jacobs; Boone County residents Dr. Shannon Galbraith – Kent, Judy Robin of Robin Hill Farm; John and Joe Shipley of Shipley and Son Farm.

Due to the absence of Board Supervisors Rebecca Ortwein and Jason Roberts the board meeting did not meet the quorum requirements. Board meeting was used to discuss items on the original agenda and to prepare items requiring vote for next Special Board Meeting – date / time to be determined.

- I. **CALL TO ORDER:** Matt Wooten called the meeting to order at 6:00 p.m.
- II. **MINUTES:**
 - a. Minutes were reviewed and discussed. Mike Wilson and Debra Waller had questions regarding per diem allowance and procedures – requirements and procedures to be clarified at next Board Meeting.
 - b. Matt Wooten moved to approve minutes, seconded by Mike Wilson.
 - c. Minutes could not be approved at this time due to quorum requirements.
- III. **TREASURER’S REPORT:**
 - a. Mike Wilson read January 2020 Treasurer’s Report. Debra Waller moved to accept the report. Mike Wilson seconded the motion.
 - b. Treasurer’s Report could not be approved at this time due to quorum requirements.
 - c. New format was approved.
- IV. **DISTRICT REPORTS:**
 - a. Division of Conservation Reports
 - i. Matt Wooten highlighted bullet points of the 10-minute supervisor training regarding Nutrient Management Planning.
 - ii. Board read the DOC reminders independently. No questions/comments.
 - b. Matt Wooten read the NRCS report from John Stork.
 - c. Board read staff reports independently. Discussed the following:
 - d. Mark’s report:
 - i. Salamander research / DNA testing purpose and procedures.
 - ii. Proposed forest specialist position.
 - iii. Bat and other wildlife detection equipment benefits.
 - iv. Close cooperation with Boone County Parks Department.

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- e. Susan's report:
 - i. Program volunteer sign up.
 - ii. Registration procedures and availability.
 - iii. Internships opportunities – close March 20th, 2020 – to be advertised as soon as possible.
 - iv. Farm Tour updates – Extension office participation survey.

V. UNFINISHED BUSINESS:

- a. Matt Wooten read both versions of Mark's job description and title.
 - i. All were in favor of approving Mark's title as Director of Conservation Programs and his new job description.
 - ii. Pavla Link suggested that Mark Jacob's should be BCCDKY representative to present budget proposal to Boone County Fiscal Court – all present were in favor.
 - iii. All in favor of Mark being the BCCDKY PR and media representative.
 - iv. Proposed changes to job description and title do not include salary adjustments at this time.
 - v. Unable to vote on at this time due to quorum requirements.

VI. NEW BUSINESS:

- a. Boone county resident Judy Robin of Robin Hill Farm presented request for reinstatement of the Dead Farm Animal Removal program supported by a petition from other Boone County residents. Mrs. Robin was accompanied by Joe and John Shipley of Shipley and Son Farm. Shipley and Son Farm are currently the only known provider of dead farm animal services in our area. They are in negotiation with surrounding counties offering their services. Shipley and Son Farm currently charge \$300 per large animal (horse/cow) with no additional mileage fee. Percentage covered by county programs/grants varies by county. Shipley and Son Farm offers 24/7/365 service with response time of couple of hours.
 - i. Mark Jacobs explained previous Cost Share Program and availability of funds with limits of per district grant applications. BCCDKY will request partial transfer of funds authorization from DOC from Heavy Material Removal Fund to Dead Farm Animal Removal Fund to continue this service for Boone County residents. Authorization request will be submitted prior to next Board Meeting.
- b. Susan Brown updated the board on the progress of Forest Health Monitoring Program Grant. This grant includes wildlife monitoring system previously authorized for purchase by the board. Debra Waller motioned for authorization to purchase equipment immediately, Matt Wooten seconded the motion. Funds for the purchase have already been deposited into BCCDKY bank account (\$7,485.00) and have been included in this years budget.
- c. Ag District 008-16 – Unable to vote on at this time due to quorum requirements.
- d. APOW and Annual Budget Updates: BCCDKY staff presented Board with drafts of annual budget and APOW for review and discussion for next Board meeting.

- i. Pavla Link proposed including additional payroll allowance for special and seasonal projects, i.e. Conservation Kids Camp to avoid shortage.
 - ii. Matt Wooten brought to attention the importance of highlighting BCCDKY mitigation efforts in NKY, not just Boone County, and the positive impact the efforts have on the county's relationship with KYDFWR and their willingness to invest in Boone County conservation projects.
 - e. Scholarship applications: Unable to vote on at this time due to quorum requirements.
 - f. Quarterly Committee Meeting Dates:
 - i. Budget Committee agreed to meet on March 4th, 2020.
 - ii. Education Committee agreed to meet on May 11th, 2020.
 - iii. Land Use Committee agreed to meet in April 2020 – exact date TBD.
 - iv. HR Committee will propose meeting dates by March 2020 Board Meeting.
 - g. Shannon Galbraith – Kent, Ph.D. submitted signed Nomination Petition for Unexpired Term for the Office Supervisor BCCDKY. Board is to review her application and make a recommendation to DOC next month for inclusion in their April 2020 meeting.
 - h. Susan Brown presented upcoming continuing education opportunities to the Board:
 - i. Area 5 Meeting – March5, 2020.
 - ii. Ohio River Valley Workshop – March 28th, 2020.
- VII. ADJOURN.** Debra Waller moved to adjourn the meeting at 7:51 p.m. Matt Wooten seconded the motion. All were in favor. *Motion passed.*