



**BCCDKY**

Boone County Conservation  
District, Kentucky

## Board Meeting Minutes

July 21, 2020

6 p.m.

**Zoom Meeting - Meeting ID: 986 5996 3550, Password: 303566**

**Present via Zoom Video Conferencing :** Board Supervisors Rebecca Ortwein, Matt Wooten, Mike Wilson, Debra Waller (disconnected at 7:25pm due to technical difficulties, joined back in at 7:34pm), Dr. Shannon Galbraith-Kent (joined meeting at 6:40pm), Jason Roberts. Staff members Susan Brown, Pavla Link and Mark Jacobs. Intern Joseph Pedro. Field Representative Kim Barton.

**I. CALL TO ORDER:** Rebecca Ortwein called meeting to order at 6:07pm.

**II. MINUTES:**

- a. Matt Wooten made motion to approve June 16, 2020 Board Meeting Minutes, Mike Wilson seconded the motion. All were in favor, motion passed.

**III. TREASURER'S REPORT**

- a. Mike Wilson Presented Treasurer's Report – Jason Roberts moved to accept the report, Debra Waller seconded the motion. All were in favor, motion passed.
- b. Per Diem – Mike Wilson brought up approval process following June 2020 Board Meeting and questions asked during FY 2018-2019 Audit. Rebecca Ortwein asked questions regarding events such as interviews, Zoom meetings, family and youth education events. Kim Barton explained Per Diem rules from DOC standpoint, budget, ethics codes and fiscal responsibility. Matt Wooten brought up the voluntary position, responsibilities and participation of Board members at District events. Board discussed future process. Written policy is to be provided by the Board of Supervisors. Mike Wilson made motion to approve July Per Diem as is. Debra Waller seconded the motion. All were in favor, motion passed.
- c. Mileage to approve – Matt Wooten made a motion to approve the payment of mileage for intern Joe Pedro (106 miles). Jason Roberts seconded the motion. All were in favor, motion passed.

**IV. DISTRICT REPORTS:**

- a. Division of Conservation (DOC) Reports – presented by Kim Barton.
  - i. 10-minute Training Overview – No questions.
  - ii. DOC Reminders –No questions.
- b. NRCS Report – presented by Pavla Link. No questions.
- c. District Staff Report Questions – No questions.

*Prepared 07/23/2020 pl*

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## **V. UNFINISHED BUSINESS:**

- a.** FY 2020-2021 Budget Amendment - Mike Wilson presented updated budget reflecting BCCDKY allotment from Boone County Fiscal Court. Matt Wooten made motion to approve new Budget. Jason Roberts seconded the motion. All were in favor, motion passed.
- b.** Education and Programming Updates –Susan Brown gave update on L.E.A.F. Academy. Following discussion with Boone County Parks Department decision was made to cancel L.E.A.F. Academy as originally planned. Options are still being discussed following Health Department rules regarding Covid 19. Smaller groups, one day programs.
- c.** Dead Farm Animal Removal Fund Applications - Pavla Link presented 6 new applications \$150.00/each (Alice Beckman, Brenda Freking, Judy Grout, Michael Stutler, Tom O’Hara, William Bowing). Matt Wooten motioned to approve, Jason Roberts seconded the motion. All were in favor, motion passed.

## **VI. NEW BUSINESS:**

- a.** First Quarter Allotment Invoice to Boone County Fiscal Court - Pavla Link presented invoice for \$69,007.50. Mike Wilson made motion to approve, Jason Roberts seconded the motion. All were in favor, motion passed.
- b.** HR Committee Update – Rebecca Ortwein gave update on ADD meeting. They were provided with the most current copy of BCCDKY HR policy. Kristin Scott will be the lead on preparing the draft of new policy for Board review. Rebecca Ortwein asked Matt Wooten to take over meeting at 7:27pm. Mike Wilson made motion to proceed with ADD and Kristin Scott as lead, Shannon Galbraith-Kent, Ph.D. seconded the motion. All were in favor, motion passed. HR Committee is to give progress update during next Board Meeting.
- c.** Budget Committee Update – Mike Wilson gave update. New budget was approved earlier in the meeting. Budget Committee will continue to work with FC.
- d.** Shared DR Mower – donation to Campbell County Conservation District - Mark Jacobs explained that the mower was purchased during shared office period with Kenton and Campbell County Conservation Districts. BCCDKY has not used the mower in 3 years. BCCDKY would like to donate the mower to use of Kenton and Campbell County Conservation Districts in lieu of being released from maintenance liability. Jason Roberts made motion to approve donation, Matt Wooten seconded the motion. All were in favor, motion passed.
- e.** Conservation Kids Camp 2021 Date Approval - Susan Brown proposed camp dates as June 8 -11, 2021. Board approved dates.
- f.** 2019-2020 DIGS Report – Pavla Link presented the results of BCCDKY DIGS Report for FY 2019-2020. Board discussed bonding issues and goal is to reach 90% - 100%.
- g.** Focused Conservation Project – Middle Creek Watershed Forest Health Project - Mark Jacobs presented short outline of the project which will be lead by NRCS and BCCDKY. The proposal is to bring approx. \$300,000.00 in funds to improve forest health in the Middle Creek Watershed. Details of this project will be updated following meeting with NRCS.

- h.** Closing BB&T Bank Account ending with 8309 – transfer account balance to BB&T Bank Account ending with 9550. Following conversation with Rudler (accounting firm), Mike Wilson proposed BCCDKY close the above mentioned account as it has not been utilized and is being charged monthly fees. The remaining balance of this account is to be transferred to BCCDKY checking account ending in 9550. In addition, remove Rebecca Ortwein as authorized signer from all BCCDKY accounts due to bond limits. Authorized signers on Signature Card as well as on Business Resolution for all accounts are to be Mike Wilson and Mark Jacobs. Pavla Link is to remain on Business Resolution. Debra Waller moved to approve, Matt Wooten seconded the motion. All were in favor, motion passed.
- i.** Schedule date for Pavla Link’s 6 months evaluation – Executive Committee and Mark Jacobs are to schedule a date for evaluation prior to August Board Meeting.

**VII. ADJOURN.** Matt Wooten moved to adjourn. Mike Wilson seconded the motion. All were in favor, motion passed. Meeting adjourned at 7:54pm.