



**BCCDKY**

Boone County Conservation  
District, Kentucky

## Board Meeting Minutes

**May 18, 2021  
6:00 p.m.**

**Meeting ID: 986 0593 0043**

**Passcode: 563051**

**Present via Zoom Video Conferencing :** Board Supervisors Matt Wooten, Mike Wilson, Debra Waller, Jeff Thomas, Kathleen King, Rebecca Ortwein, Shannon Galbraith-Kent Ph.D. Staff members Susan Brown, Pavla Link and Mark Jacobs. Guest Ian Young (NRCS).

**I. CALL TO ORDER:** Matt Wooten called meeting to order at 6:13pm.

**II. MINUTES:**

**a.** Debra Waller made motion to approve April 20, 2021 Board Meeting Minutes, Jeff Thomas seconded the motion. All were in favor, motion passed.

**III. TREASURER'S REPORT**

**a.** Mike Wilson presented April 2021 Treasurer's Report – Kathleen King moved to accept the report, Debra Waller seconded the motion. All were in favor, motion passed.

**b.** Per Diem – Mike Wilson presented Per Diem summary. Jeff Thomas made motion to approve May Per Diem. Kathleen King seconded the motion. All were in favor, motion passed.

**c.** Bonding – Mike Wilson informed the Board that funds available to BCCDKY exceed the current maximum Bond amount of \$850,000.00. Mike Wilson recommended increase of Bonding for Mike Wilson and Mark Jacobs to \$1 million each. The increase in annual premium for both combined would total \$763.50. Bonding would remain with Roeding Insurance Company. Jeff Thomas made motion to increase Bonding as outlined above. Rebecca Ortwein seconded the motion. All were in favor, motion passed.

*Prepared 5/20/2021 pl*

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#### **IV. DISTRICT REPORTS:**

- a.** Division of Conservation (DOC) Reports Presented by Matt Wooten
  - i. 10-minute Training Overview
  - ii. DOC Reminders
- b.** NRCS Report – presented by Ian Young. Ian gave update on Focused Conservation Project and in person meeting rules.
- c.** District Staff Report Questions – Susan Brown informed Board that both top intern candidates accepted summer position with BCCDKY and are ready to hit the ground running.

#### **V. UNFINISHED BUSINESS:**

- a.** FY 2021-2022 Proposed Budget update – Matt Wooten – Matt stated he made email contact with Judge Moore. Following the Boone County Budget workshop, proposed budget amount for BCCDKY showed \$276,030.00, which is exactly the same as FY 2020-2021 budget. No increase was included. First public reading of Boone County FC 2021-2022 Budget is scheduled for May 25, 2021 at 5:30pm. BCCDKY will request to be added to the agenda and will present update on BCCDKY projects and budget request. Matt Wooten and Mark Jacobs are to represent BCCDKY and answer any questions. Other Board Members and Staff are strongly encouraged to attend this meeting.
- b.** Government Affairs Committee – Kathleen King – Kathleen presented Board with suggestion of forming a Government Affairs Committee. The main purpose of this Committee would be to monitor and take action in regards to any legislative changes and or proposals pertinent to conservation efforts and practices in Boone County and the Commonwealth, should the need arise. This Committee would form and maintain partnerships with local organizations with similar interests in conservation practices. Kathleen King made motion to form the Government Affairs Committee, Matt Wooten seconded the motion. All were in favor, motion passed. Kathleen King is to Chair the Committee. Additional Board approved members will be Shannon Galbraith- Kent Ph.D., Rebecca Ortwein and Mark Jacobs.
- c.** HR Committee Update / Staff Evaluations – Matt Wooten updated the Board on most recent staff evaluations. Pavla Link had her 1 year evaluation, Mark Jacobs had his annual evaluation. The Board of Supervisor’s approved 3% pay increase for Mark Jacobs to be retroactive to July 1, 2020. Additional 3% pay increase is to be effective July 1, 2021 for all staff, pending budget approval. Moving forward, annual evaluations are to be performed in January for all staff members and pay increase (if applicable) to be automatically effective at the beginning of each Fiscal Year (pending

budget approval). Kathleen King made motion to approve, Debra Waller seconded the motion. All were in favor, motion passed.

**VI. NEW BUSINESS:**

- a. Dead Farm Animal Removal Applications – Pavla Link presented new applications and informed the Board that after approval of the pending applications, all funds for the program will be spent. Jeff Thomas moved to approve payment of \$150.00 to the YMCA camp and \$77.00 to Mr. England. Rebecca Ortwein seconded the motion. All were in favor, motion passed. Advertisement of the program will be removed from website at this time.

Land Use Committee Update – Jeff Thomas gave update on meeting. External funding opportunities were discussed for future projects. LIM property updates – Mark Jacobs requested permission to present letter and proposal to KDFWR. Following conversation with former 5th District Commissioner of KDFWR, Kevin Bond, BCCDKY is to collect letters of support and present the proposal to the Commission. Mark Jacobs and Pavla Link will meet with current 5th District Commissioner of KDFWR, Josh Lillard to discuss best approach. BCCDKY requested Board's permission to proceed. Kathleen King made motion to approve the outlined plan of action, Jeff Thomas seconded the motion. All were in favor, motion passed.

- VII. ADJOURN.** Mike Wilson made motion to adjourn, Shannon Galbraith-Kent Ph.D. seconded the motion. All were in favor, motion passed. Meeting Adjourned at 7:26pm.