



BCCDKY

Boone County Conservation
District, Kentucky

Board Meeting Minutes

December 21, 2021

6:00 p.m.

Meeting ID: 816 8135 6977

Passcode: 032003

Present: Board Supervisors Matt Wooten, Mike Wilson, Debra Waller, Jeff Thomas, Kathy King, Rebecca Ortwein, Shannon Galbraith-Kent, Ph.D. Staff members Pavla Link, Susan Brown and Mark Jacobs. Junior Board Members Cameron, Emma.

I. CALL TO ORDER: Matt Wooten called meeting to order at 6:06pm.

II. MINUTES:

- a. Jeff Thomas made motion to approve November 16, 2021 Board Meeting Minutes, Mike Wilson seconded the motion. All were in favor, motion passed.

III. TREASURER'S REPORT

- a. Mike Wilson presented November 2021 Treasurer's Report – Debra Waller moved to accept the report, Shannon Galbraith-Kent, Ph.D. seconded the motion. All were in favor, motion passed.
- b. Per Diem – Mike Wilson presented Per Diem summary. Debra Waller made motion to approve December Per Diem. Kathy King seconded the motion. All were in favor, motion passed.

IV. DISTRICT REPORTS:

- a. Division of Conservation (DOC) Reports – presented by Matt Wooten
 - i. 10-minute Training Overview
 - ii. DOC Reminders
- b. NRCS Report – No updates.
- c. District Staff Report Questions – Read Independently.
- d. Junior Board Report – Presented by Emma and Cameron.

V. UNFINISHED BUSINESS:

- a. ORRT Update – Mark Jacobs gave update.
- b. 75/25 Technician Update – Mark Jacobs gave update with recommendation to hire Jasper Olsen for the 75/25 Soil Conservation Technician position. Kathy King

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made motion to approve, Jeff Thomas seconded the motion. All were in favor, motion passed. Offer letter will be sent to Jasper Olsen.

- c. LIM Property Update – Mark gave an update – Letters of support from Middle Creek community landowners have been sent to KDFWR. KDFWR is to hold a meeting in the near future to discuss plans. Meeting should include Boone County Judge Executive Gary Moore and 5th District Commissioner for KDFWR, Josh Lillard. BCCDKY have not been invited to participate in any discussions as of today. Kathy King made motion to approve Matt Wooten reaching out to Josh Lillard. Jeff Thomas seconded the motion. All were in favor, motion passed.
- d. Focused Conservation Project Update – 11 applications received to date, they are being reviewed by NRCS. Site visits to be scheduled in early 2022.

VI. NEW BUSINESS:

- a. HR Committee Update – presented by Matt Wooten. Following past discussions of BCCDKY Board of Supervisors and recent HR Committee meeting, the HR Committee recommends changing the title of the District Administrative Secretary to District Operations Manager. New job description was drafted by the HR Committee and presented to the Board for review and approval. Kathy King made motion to approve the change and adopt new job title and job description as recommended by the HR Committee. Debra Waller seconded the motion. All were in favor, motion passed. HR Committee also recommended pay increase to reflect new job title, description and duties of the District Operations Manager. The recommended increase is \$2.00 per hour, effective next pay period following Boards approval. Mike Wilson clarified with the HR Committee and the Board of Supervisors that this pay increase is due to the new job title, description and duties and is not considered employee's annual raise. Kathy King moved to approve the pay increase as proposed, Jeff Thomas seconded the motion. All were in favor, motion passed. The District Operations Manager position is to remain an hourly position at this time.
- b. Long Range Plan of Work– Mark Jacobs briefed Board of Supervisors on the progress of first draft of BCCDKY Long Range Plan of Work for 2022-2026. Copy will be provided to the Board prior to January 2022 Board Meeting.
- c. RC&D Dues – Pavla Link presented invoice for Eagle RC&D dues. Board discussed continuation of support. Rebecca Ortwein will research additional information. Debra Waller is to provide Rebecca with contact information.

VII. REMINDERS:

- a. January 18, 2022 Board Meeting – Officer Election (Chair, Vice-Chair, Treasurer) and Committee member voluntary appointment
- b. Setting up of Committee Meetings
- c. 2022 Kentucky Agriculture/Natural Resources Legislative Appreciation Reception – January 18, 2022, 6pm-8pm at the Buffalo Trace Distillery Clubhouse – Rebecca Ortwein, Debra Waller and Mike Wilson expressed interest in representing BCCDKY and setting up a display. The Board discussed special Per Diem being paid to those attending the event. Jeff Thomas made motion to approve, Debra Waller seconded the motion. All

were in favor, motion passed. Special Per Diem is to be paid to Board Members attending the event on January 18, 2022. Due to the conflict of times with January 18, 2022 Board Meeting the Board decided to move January Board Meeting to Wednesday, January 19, 2022. Rebecca Ortwein made motion to approve the change, Mike Wilson seconded the motion. All were in favor, motion passed. Next BCCDKY Board Meeting will be held on Wednesday, January 19, 2022 at 6:00pm.

VIII. ADJOURN: Debra Waller made motion to adjourn, Kathy King seconded the motion. All were in favor, motion passed. Meeting Adjourned at 7:04pm.