



**BCCDKY**

Boone County Conservation  
District, Kentucky

## Board Meeting Minutes

**August 15, 2023, 6:00 p.m.**

**6028 Camp Ernst Rd., Burlington, KY 41005, Rouse Room**

**ZOOM: Meeting ID: 896 4545 6605 Passcode: 211100**

**Present:** Board Supervisors: Matt Wooten, Debra Waller, Kathy King, Mike Wilson, Kevin Bond. Staff members: Mark Jacobs, Susan Brown, Pavla Link.

**I. CALL TO ORDER:** Matt Wooten called the meeting to order at 6:03pm.

**II. MINUTES:**

- a. July 18, 2023, Board Meeting Minutes to Approve – Kathy King made motion to approve, Mike Wilson seconded the motion. All were in favor, motion passed.
- b. August 9, 2023, Special Board Meeting Minutes – Closed Session – Kevin Bond made motion to approve, Debra Waller seconded the motion. All were in favor, motion passed.

**III. TREASURER’S REPORT:**

- a. Mike Wilson presented July 2023 Treasurer’s Report – Debra Waller made motion to accept the report, Kathy King seconded the motion. All were in favor, motion passed.
- b. Per Diem – Mike Wilson presented Per Diem summary. Kevin Bond made a motion to approve August Per Diem, Kathy King seconded the motion. All were in favor, motion passed.
- c. Reimbursement Request – Mike Wilson presented a reimbursement requested for expenses related to the KACD Annual Conference from Debra Waller. Mike Wilson made a motion to approve the reimbursement, Kathy King seconded the motion. All were in favor, motion passed.
- d. Fraudulent Credit Card Charges – Mike Wilson notified the Board of fraudulent charges on BCCDKY credit card. Bank has been notified and all charges reversed. Truist Bank is conducting an investigation.

**IV. DISTRICT REPORTS:**

- a. Division of Conservation (DOC) Reports – presented by Matt Wooten.
- b. NRCS Report – presented by Pavla Link.
- c. District Staff Report Questions – Read independently.
- d. Intern Report – Susan Brown gave a report.

**V. UNFINISHED BUSINESS:**

- a. Forest Health Specialist Position – Mark Jacobs and Matt Wooten gave an update. HR Committee met and drafted a job description. The job is to be posted for 2-3 weeks. The Board will be notified of potential candidates and interview dates.
- b. Land Use Update / Land Use Committee Meeting Update – Mark Jacobs gave an update. Kathy King made a motion to proceed with an offer on the Grand Water Power property plus all closing cost and reimbursement of appraisal fees to the seller. Closing to be scheduled within 30 days of signing of the Offer/Purchase Agreement. Kevin Bond seconded the motion. All were in favor, motion passed. Kathy King made a motion to

retain the services of Catherine Stavros for this process, Matt Wooten seconded the motion. All were in favor, motion passed.

- c. Bonding Update – Pavla Link presented an estimate. Decision is to be made during the September or October Board meeting.

**VI. NEW BUSINESS:**

- a. FY 2022-2023 Annual Report – Mark Jacobs presented BCCDKY FY 2022-2023 Annual Report. Mike Wilson made a motion to accept the report as presented, Kevin Bond seconded the motion. All were in favor, motion passed.
- b. Open Records Request – Mark Jacobs informed the Board of a recent open records request. Copy of the Open Records Request Act, 2021 OAG Changes and the Standardized Open Records Request Form were made available to the Board.
- c. US Army Corps of Engineers Public Notice - Woolper Creek Watershed Project – Mark Jacobs presented an application recently submitted to the US Army Corps of Engineers regarding a project on the Woolper Creek Watershed. The public comment window is now closed. Matt Wooten and Mark Jacobs will follow the progress. Should an opportunity for future comments arise, Matt Wooten made a motion to authorize Mark Jacobs to submit a comment on behalf of BCCDKY, Mike Wilson seconded the motion. All were in favor, motion passed.
- d. HR Committee Update – Matt Wooten gave an update on the open Forest Health Specialist Position (see above). Susan Brown presented a question regarding health insurance family status for 75/25 Soil Conservation Technician position. Kathy King made a motion for the HR Committee to review the original contract and research benefit options and funding, Mike Wilson seconded the motion. All were in favor, motion passed.
- e. Fall Internship – Susan Brown presented a recommendation to hire Lillie Daniel for the fall intern position (in cooperation with Thomas More University) and offer an unpaid internship to Ava Reed. Kathy King made a motion to accept the recommendation and hire Lillie Daniel. Kevin Bond seconded the motion. All were in favor, motion passed. Mike Wilson made a motion to approve Ava Reed for the unpaid internship for a period of 6 months (with the possibility to be extended). Debra Waller seconded the motion. All were in favor, motion passed.
- f. Boone County Fair Report – Board and staff shared their experience of the Fair week.

**VII. REMINDERS:**

- a. Annual Plant Sale – September 16, 2023, 9am-2pm, Ammons Nursery
- b. OKI Annual Conservation Tour – September 22, 2023, 8am-4pm, Dearborn County, IN
- c. Salt Fest – October 20-22, 2023, Big Bone Lick State Park

**VIII. COMMITTEE MEETING DATES:**

- a. Land Use Committee
- b. Education Committee
- c. HR Committee
- d. Budget Committee
- e. Executive Committee Meeting
- f. Government Affairs Committee Meeting

- IX. ADJOURN:** Debra Waller made a motion to adjourn, Mike Wilson seconded the motion. All were in favor, motion passed. Meeting Adjourned at 8:05pm.