

BOARD OF SUPERVISORS

MEETING MINUTES

Meeting Date: 10/17/2017

Meeting Location: Bert Harris Ag. Center

Conf. Rm. # 1

Sebring, FL

FINAL - Approved 11/21/2017

Recorded by: Susie Bishop

Name	Title	Organization	Present
ATTENDANCE			
Scott Kirouac	Chairman	Highlands Soil & Water	Y
Dr. John Causey	Vice-Chairman	Conservation District	y
Doug Deen	Secretary/Treasurer		N
Pamela Fentress	Supervisor		Y
Steve Smith	Supervisor		y
Commissioner Jim Brooks	Liaison	Highlands Co. Board of County Commissioners	Y
Susie Bishop	Executive Director	Highlands Soil & Water	Y
Carlos Torres	District Conserva.	USDA-NRCS	Y
Kayla Nickerson	FDACS-OAWP	Env. Spec. III	Y
<u>Other Attendees:</u>			

**MEETING SCHEDULED START: 3:00P.M. CALL TO ORDER: @ 3:03 P.M.
PUBLIC MEETING ANNOUNCEMENT READ BY CHAIRMAN**

I. Welcome & Introductions

II. Approval of Agenda

Motion to approve agenda as presented (Fentress/Smith) Unanimous Approval.

III. Approval of Meeting Minutes

- a. Board of Supervisors Meeting Minutes -September 26, 2017 - Fentress asked location named in the minutes be removed. Correction to location of meeting on the cover page needs to be made. Motion to approve the minutes as presented with the requested edits (Fentress/Causey). Unanimous Approval.

IV . Financial Activity

- a. Overview of Financial Reports - Bishop presented the bank reconciliations and financial reports for September. The District is in the process of changing banking institution from Harbor Community to Heartland National Bank and explained the training she is receiving. The total transition will probably take a few months to complete. September financial reports were presented. Motion to approve financials as presented (Fentress/Causey). Unanimous approval.
- b. General Fund Budget Amendments for FY 2016-17 - Bishop presented the budget to actual report and the budget amendments for the FY 2016-17. Little explanation was needed since the draft amendments were discussed at last month's meeting. The fund balance for FY 2016-17 was \$481,312.93. Motion to approve FY 2016-17 General Fund Budget Amendments as presented (Fentress/Smith).

V . Agency Partner Updates

- a. NRCS - Torres announced the upcoming Disaster Recovery Workshop for agriculture producers. It will be held at the Lorida Community Center on Oct. 27, 2017 at 10:00 a.m. FSA, NRCS, FDACS staff will be presenting the assistance available to farmers who suffered losses/damages from Hurricane Irma. The EWP -Emergency Watershed Program has not received any applications to date; this recovery assistance program requires a local match of 25% and application has to be made within 60 days of natural disaster. Applications are being accepted now for the established NRCS programs with a deadline of November 17, 2017. Every landowner/ag producer needs to update their AGI forms with FSA for the current year. If any clients of NRCS who installed a practice with NRCS funding and the new practice failed in the storm they need to notify NRCS as soon as possible.
- b. FDACS - K. Nickerson shared the department is still working to determine the losses suffered from Hurricane Irma so nothing new to report on anticipated cost share contracts. The Highlands County Cattlemen requested the opportunity to review the proposed new Cow/Calf BMP Manual. They will be allowed to do so soon, but it will be under a short window of time.
- c. MIL - Bishop reported the MIL has been at a standstill since producers are focused on storm recovery. Pitts does have a few evaluations to complete at the end of the week. Prior to the storm the MIL was ahead of schedule so the lack of evaluations currently won't affect the contract requirements.
- d. Extension - No Report

VI. Old Business

- a. Lake McCoy Project - Fentress reported crews are working on Lake June and progress can be seen. Lake McCoy will be started when Lake June is finished.
- b. Ag Safety Day - Bishop explained the Extension Building is the Federally declared Disaster Recovery Center so the Ag Safety Day planned for Oct. 26 is being re-scheduled for a December date. Once the date is established Bishop will distribute the information.
- c. Executive Director Annual Evaluation - Kirouac reported a score of 523 of a possible 525 on Bishop's annual evaluation. A summary of Bishop's terms of employment since date of hire, a summary of all the HSWCD staff terms, and a report of all the FDACS contracts managed by HSWCD since 2010 was distributed. Kirouac opened the floor for discussion regarding salary increase for Bishop. HSWCD staff was awarded a 3% COLA and 4% Merit increase, a correction from last month's

statement when the percentages were reversed. Fentress recommended a 9.67% increase to her salary equaling a \$90,000.00 annual salary . Fentress reminded Board members that if FDACS funding was to go away she would like to see enough in reserves to keep Bishop employed for two years while new funding is sought or until FDACS funding is restored. Causey discussed the growth in the FDACS contracts during the past five years, asking Commissioner Brooks the percent of economic impact the County uses. Commissioner Brooks stated a multiplier figure of 4 is usually used by the County. Causey calculated the dollars HSWCD generates for this county via FDACS Contracts equals about \$100million in recent years. Smith added he has learned how much the District does for the county and the agricultural industry. Motion made to increase Bishop's salary by 9.67% for a total annual salary of \$90,000.00 (Causey/Fentress). Unanimous approval. Bishop expressed her deep appreciation of the Boards support of her as well as their continued dedication to the District.

VII. New Business

- a. Ag Venture - Bishop reported the contributions are lower this year than in the past at this time. Additional dollars are expected to be received, so her recommendation to the Board was to not make an additional contribution to the organization until next month.
- b. Sebring High School FFA Donation Request - A request from SHS-FFA Chapter for a contribution to support two students attending the National FFA Convention. Discussion regarding any knowledge of other schools in county sending students. No other schools have requested a contribution for this need. Motion made to contribute \$500.00 to SHS-FFA per the request received (Smith/Fentress). Causey asked that the minutes reflect that if HSWCD votes to contribute \$1000.00 to each FFA Chapter in the County this year to remember that SHS received this \$500.00 donation in this fiscal year. All agreed with his statement. Kirouac asked Bishop to tell the FFA teacher HSWCD would like for the students who attend the convention to attend a Board meeting to share their experience. Unanimous approval.

VIII. Executive Director's Report

Bishop shared a newspaper article regarding the Community Garden, which has generated some new gardeners. There are 11 of the 45 plots vacant, but new gardeners are planting their Fall gardens now.

The NACD Annual Meeting in January 2018 will be in Nashville, TN. Bishop plans to study the agenda and potentially attend this year since it is closer to our region. The points on the HSWCD Capital One card will probably cover the airplane ticket. The November Board meeting is scheduled for Nov. 21, which is the week of Thanksgiving. Bishop inquired if any of the Supervisors will be out of town. There being none, meeting date was not changed.

IX. Citizens Not on the Agenda

None

X. Supervisor Comments

Fentress - The HSWCD sign at LPE has not been found since Hurricane Irma but recommendation was to not replace it. All agreed. Fentress expressed her desire for a Weather Stem station to be installed at the community garden. Supervisors agreed with the idea. Fentress will pursue the potential station with the company, the Extension office and the Master Gardeners. She will report back to the Board.

A brief discussion of the District potentially hosting a Farm to Table event. Bishop will seek more information about this type of event and report back.

Causey - Since the CDs earned above the earmarked \$5000.00 for scholarships Causey encouraged Bishop to attend the NACD meeting in TN.

Deen - None

Smith - Supported the Weather Stem system being installed at the garden with soil moisture probes. He feels it would benefit many and could be used for demonstrations too.

Kirouac - The internet connection for a weather station at the garden will need to be confirmed as well.

Motion to adjourn meeting at 4:15 p.m. (Causey/Smith).

Scott Kirouac, Chairman

Doug Deen, Secretary

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Complete Changing of Banking Institution	S, Bishop	November 30, 2017
Distribute electronic flyer announcing the Ag Safety Day to the Board and Ag Organizations. Complete preparations for Ag Safety Day.	S. Bishop & L. Hurner	December, 2017
Get an update on the financial needs of Ag-Venture for this year's event.	S. Bishop	November 21, 2017
Review agenda for the NACD Annual Meeting being held in January and determine attendance	S. Bishop	Dec. 1, 2017
Begin preparations for a BOS Workshop for updated Workplan	S. Bishop	January 2018
Continuance of managing of FDACS Contracts/Staff	S. Bishop	Ongoing
Arrange for field trips for the Board to tour completed cost share projects	S. Bishop	Nov. 1, 2017

Continue to monitor/facilitate the FECLOG & NRCS work on PL566 s structure	S. Bishop	Ongoing