

MEETING MINUTES

Meeting Date: 6/21/2016

Meeting Location: Bert Harris Center, Conference Room III
Sebring, Florida

FINAL - Approved July 19, 2016

Recorded by: Susie Bishop

**MEETING LOCATION: BERT HARRIS CENTER, SEBRING, FL
MEETING SCHEDULED START: 3:00 P.M. CALL TO ORDER: @ 3:01P.M.
PUBLIC MEETING ANNOUNCEMENT READ BY CHAIRMAN**

Name	Title	Organization	Present
ATTENDANCE			
Dr. John Causey	Chairman	Highlands Soil & Water	Y
Jackie Bailey	Vice Chair	Conservation District	Y
Pamela Fentress	Secretary/Treasurer		Y
Scott Kirouac	Supervisor		Y
Doug Deen	Supervisor		Y
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Commissioner Jim Brooks	Liaison	Highlands Co. Board of County Commissioners	Y
Susie Bishop	Executive Director	Highlands Soil & Water	Y
Drew Pitts	MIL Manager	Highlands Soil & Water	Y
<u>Other Attendees:</u>			
Kayla Nickerson	Env. Spec. III	FDACS-OAWP	Y
Aalia McClendon	Conserv.	USDA-NRCS	Y
Bill Youngman	Citizen	We The People	Y

I. Welcome & Introductions

II. Approval of Agenda

- a. Motion to approve agenda as presented (Kirouac/Deen) Unanimous Approval.

III. Presentations

- a. LPHS Chrome Books - D. Irwin. Fentress shared D. Irwin would not be presenting today due to a potential job change in August.

IV. Approval of Minutes 5/17/2016

- a. Meeting Minutes - Motion made to approve minutes as presented (Fentress/Bailey). Unanimous approval

V. Financial Activity

- a. Financial Reports - Bishop presented the bank reconciliation statements, and financial reports for YTD for the current fiscal year. Discussion took place regarding the procedures for processing of payments to producers and invoices to FDACS for reimbursement. Bishop will research ability to make payments to producers via direct deposit. Fentress asked about the dollars in the General Fund for the Lake McCoy project being posted to the private donations account. Bishop replied the CPA advised her to post the \$25,000.00 to this account but will follow up with him regarding this. (Fentress/Deen)
Unanimous approval.
- b. Draft Budget - General Fund Budget FY 2016-17 - Per state law, the Board was presented a DRAFT General Fund Budget.

VI . Agency Partner Updates

- a. NRCS - McClendon presented the EWP program to the Board. Also, EQIP application for FY 2017 are still being accepted. In Highlands County there are currently four contracts being funded; three for grazing and one for crop/citrus. Two of the four contracts will be funded in coordination with FDACS-OAWP
- b. FDACS - Nickerson reported there are a lot of projects remaining to be completed and paid for by June 30. Amendments to the contracts were executed today to give some flexibility for the first quarter of the FDACS fiscal year 2016-17. Additionally, there is a new staff person in the department assigned solely to contracts so the issuance of new contracts are delayed. OAWP is currently doing the technical reviews for the Rural & family Lands applications. Fentress shared with the Board the many improvements to FAWN, with more needed, but it has definitely improved. My Florida Farm Weather Version 2 is a phone app she recommended the Board download to their phones.
- c. MIL Report - Pitts reported he is five evaluations ahead of schedule for the quarter. Like the BMP Contracts, the MIL Contract was amended for an additional 23 evaluls. in the FDACS 1st quarter, extending it for the 2016-17 year until the new contract is prepared and executed. Pitts has started searching for a second person for the Lab with no real interest found yet. Hiring will be delayed due to delay of contract.
- d. County Extension - In the absence of CED, Laurie Hurner, Bishop reported the summer youth camps were going well and the Extension office will soon begin work on plans for programming in the coming fiscal year.

VII. Old Business

- a. Lake McCoy Project - Bishop reported on the last conference call the engineer for FDOT requested some minor changes. Johnson will complete those and re-submit. The design should be completed by June 30. The pre-app meeting with SWFWMD will be held on June 23 in Bartow. The next conference call is scheduled for July 7. Bishop asked Fentress to be on the call.
- b. SFSC Scholarship - Bishop asked for comments on the presented draft of the scholarship guidelines. Bailey asked under Criteria # 5 the word "or" be added after "and" to read Citrus/Agriculture and/or Natural Resources programs. Agreed by consensus to approve the document with one requested edit.

VIII. New Business

- a. Vehicle Reimbursements - Bishop reported the reimbursement for the expenses of truck from FDACS could be changed to what is legislatively allowed - which is only mileage. No more reimbursement for R & M, fuel, or insurance is possible.

IX. Executive Director's Report

Ag-Venture thank you was shared with the Board.

Bishop gave an update on the amounts in the FDACS Contracts: Ag NPS a total of \$ 1,187,875.00; NEEPA a total of \$700,000.00; FCO # 1 a total of \$ 5,000,000.00 and FCO # 2 a total of \$3,400,000.00.

Bishop will represent the District and Board on the advisory group for the update to the management plan for the Lake June-in-Winter Scrub State Park.

Bishop, Fentress & Causey are registered to attend the AFCD Annual Meeting.

Bishop has spent a considerable amount of time editing and updating the statewide Supervisor's Handbook and it is expected to be presented at the AFCD meeting.

The Okeechobee contestant won the Area 4 speech contest. Bishop asked for support from the Board for a request of the AFCDEA to change the speech contest to two divisions: Sr. Division-grades 9-12 and Jr. Division -grades 6-8. Fentress will support but also asked about the area contests being held at the area meetings. Supervisors were reminded to complete their financial reporting with the Supervisor of Elections office.

Qualifying is this week and three have qualified for the HSWCD: John Causey, Doug Deen and Steven Smith. Bailey will be retiring.

Bishop asked to delay the review of the Strategic Work Plan until late in 2016 or early in 2017 due to the delay in execution of the new FDACS contracts. Board unanimously agreed to this request.

X. Citizens Not on the Agenda

None

X. Supervisor Comments

Bailey - None

Causey - None

Deen - None

Kirouac - None

Fentress - FSA will meet June 23. John Barben resigned and elections are soon. Fentress' seat and Barben's are up for re-election. Danielle Daum has filed for Fentress' seat. The District Director has resigned and there is only one full time person in the Okeechobee office now. Fentress is still working on phase two of the TAP program. Fentress also shared her term on the AFCD board ends in July and she will not seek re-election.

Meeting adjourned at 4:08 p.m.

John Causey, Chairman

Pamela Fentress, Secretary

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Complete payment to Johnson Engineering for the Lake McCoy project as invoiced. Provide any information requested by the County as it pertains to the project	S. Bishop	July 7, 2016
Partner with Highlands County Extension & Highlands County Citrus Growers to organize, advertise and facilitate a follow up Soil Testing Workshop	S. Bishop	June 30, 2016
Research payments to producers via EFT	S. Bishop	July 1, 2016
Continue working with FDACS-OAWP on Contract & Budgets for fiscal year 2016-2017	S. Bishop	Oct. 1, 2016
Complete establishment/payment to SFSC for scholarships	S. Bishop	June 30, 2016
Advertise and interview to fill new positions	S. Bishop & Staff	Oct. 1, 2016
Attain new quotes for HSWCD Highway Roadside sign	S. Bishop	July 30, 2016
Participate on Advisory Group for update to the management plan for Lake June in Winter Scrub State Park	S. Bishop	June 29, 2016
Continue to monitor/facilitate the FECLOG & NRCS work on PL566 structure	S. Bishop	Ongoing
Outreach for MIL	S. Bishop & D. Pitts	Ongoing
Management of FDACS Contracts and Cost Share dollars	S. Bishop	Ongoing