

BOARD OF SUPERVISORS

MEETING MINUTES

Meeting Date: 8/16/2016

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

FINAL - Approved 9/13/2016

Recorded by: Susie Bishop

MEETING LOCATION: BERT HARRIS CENTER, SEBRING, FL
MEETING SCHEDULED START: 3:00 P.M. CALL TO ORDER: @ 3:02 P.M.

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
Steve Smith	Supervisor Elect		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>			
Laurie Hurner	Extension Director	Highlands Co. Extension	N
Kayla Nickerson	Env. Spec. III	FDACS-OAWP	Y
Carlos Torres	District Conserv	USDA-NRCS	Y
Aalia McClendon	Conservationist	USDA - NRCS	Y
Ray Royce	Executive Director	HAC	Y

PUBLIC MEETING ANNOUNCEMENT READ BY CHAIRMAN

I. Welcome & Introductions

II. Approval of Agenda

- a. Motion to approve agenda as presented (Fentress/Bailey) Unanimous Approval.

III. Approval of Minutes July 19,2016

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

V. Financial Activity

- a. Financial Reports - Bishop presented the bank reconciliation statements and financial reports for YTD for the current fiscal year. Bishop will be meeting with the CPA to clean up the contract classes in the financials.
Motion made to approve the financials as presented (Kirouac/Deen)
Unanimous approval.

VI . Agency Partner Updates

- a. NRCS - Torres reviewed the Client Gateway system stating Florida has only 11 users to date. There will be an outreach effort to get producers to enroll in the system and currently Highlands County has only one participant. There will be a strike force workshop to target high impact areas in the state with Highlands County partnering with Hardee and DeSoto Counties in the workshop here. Staff will work to get the Local Working Group meeting organized.
- b. FDACS - Nickerson announced FDACS staffing changes. The anticipated date for the new contracts to be released is September 1, 2016. Discussion took place regarding a new Citrus Re-establishment Cost Share program expected to be released in the coming month; a contract Nickerson and HSWCD will manage statewide.
- c. MIL - Pitts reported he has half of the required evaluations completed for this quarter. There has been an increase in requests this week. The County Planner contacted Pitts to include the accomplishments of the MIL in the conservation element of the Comp. Plan for the County. Causey asked Pitts to regularly report to the Board at future meetings the potential water savings created by the completed irrigation evaluations.
- d. County Extension - CED, Laurie Hurner wasn't present to give a report.

VII. Old Business

- a. Lake McCoy Project - Fentress reported after some serious discussion about what the FDOT engineers wanted changed in the plans took place but the project is back on track with an anticipated construction start date of April 2017. With the involvement of Commissioner Brooks and Senator Grimsley the project got back on track and the issues were resolved.
- b. AFCD - Annual Meeting - Bishop & Fentress reported on the recently held statewide meeting.

VIII. New Business

- a. Staffing - Bishop described two new positions - a full-time BMP Technician will be hired under the BMP Tech Contract and a full-time MIL Technician will be hired under the MIL Contract. Salaries and benefits for all contract employees were discussed in detail.
- b. Budgets - Bishop explained she has spent a vast amount of time working with FDACS on budgets for the new contracts. The County approved the budget item in their General Budget for the partnership with HSWCD with no questions. At the September Board meeting the Budget Amendments for the 2015-16 General Fund Budget and the 2016-17 General Fund Budget will be presented for adoption. Kirouac inquired about the actual amount of funds the District has that isn't contract dollars for cost share programs.
Discussion took place with a consensus to make considerations to contribute to some additional educational programs for producers as well as youth in our County.

IX. Executive Director's Report

Bishop presented a packet explaining the process she has developed to implement direct deposit payments to producers with the back-up documents that will be used in the RFP/Invoice packets. The internal policy of HSWCD will require two signatures on ALL checks written, but the banking institution will only require one to enable online banking to be used by the staff. Motion was made to move forward with the direct deposit offering as described in the packet presented to the Board and the check signature policy as presented (Kirouac/Fentress). Unanimous approval.

Bishop shared a letter with the Board written by a producer to the Governor and Commissioner of Agriculture commending the HSWCD and FDACS for a job well done by all who assisted his family with a large project in Lake Placid.

X. Citizens Not on the Agenda

Royce congratulated Fentress on receiving the Gene Trotter Leadership Award at the Annual Meeting of the Wedgworth Leadership Institute.

X. Supervisor Comments

Bailey - The Regional Environthon is getting organized and there is interest from Dale McQuillan to form a Highlands County team.

Kirouac - Since several producers have installed soil moisture probes there is a need to train producers how to interpret and make use of the information the probes provide. Staff will work with Extension to organize a workshop to address this need.

Causey - None

Fentress - The FSA County Committee will meet next week. Del Murphy has applied to replace John Barben's seat. Tyler Pugh and Danielle Daum will run for the position Fentress is vacating.

The September Board meeting will be held one week early, September 13, 2016.

Meeting adjourned at 4:54 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	Sept. 1, 2016
Partner with Highlands County Extension & Highlands County Citrus Growers to organize, advertise and facilitate a follow up Soil Testing Workshop & a Soil Moisture Probe Workshop	S. Bishop	August 30, 2016
Continue implementation for payments to producers via EFT	S. Bishop	Sept. 1, 2016
Continue working with FDACS-OAWP on Contract & Budgets for fiscal year 2016-2017	S. Bishop	Oct. 1, 2016
Complete General Fund 2015-16 Budget Amendments & Create the 2016-17 Budget for Adoption	S. Bishop	September 13, 2016
Compile total of amount of dollars distributed in the county and surrounding areas via HSWCD	S. Bishop	September 13, 2016
Advertise and interview to fill new positions	S. Bishop & Staff	Oct. 1, 2016
Attain new quotes for HSWCD Highway Roadside sign	S. Bishop	Sept. 30, 2016
Continue to monitor/facilitate the FECLOG & NRCS work on PL566 structure	S. Bishop	Ongoing
Outreach for MIL	S. Bishop & D. Pitts	Ongoing
