

BOARD OF SUPERVISORS

MEETING MINUTES

Meeting Date: 10/18/2016

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

FINAL - Approved Nov. 14, 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		N
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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	N
Jacob Miller	MIL Tech	Highlands Soil & Water	Y
<u>Other Attendees:</u>			
Laurie Hurner	Extension Director	Highlands Co. Extension	Y
Kayla Nickerson	Env. Spec. III	FDACS-OAWP	N
Carlos Torres	District Conserv	USDA-NRCS	Y
Aalia McClendon	Conservationist	USDA - NRCS	Y
Ray Royce	Executive Director	HAC	N
Rebecca Perry	Protection Manager	The Nature Conserv..	Y
Jennifer Coto-Salisbary	Dev. Director	CFRPC	Y
Buck MacLaughlin	Fmr. Commander	Avon Park Range	Y
Dan Edgar	Commander	Avon Park Range	Y

PUBLIC MEETING ANNOUNCEMENT READ BY CHAIRMAN

I. Welcome & Introductions

Jacob Miller, newly hired MIL Technician, was introduced to the Board.

II. Approval of Agenda

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

III. Approval of Minutes September 13, 2016

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

IV. Presentation - Management of Conservation Easements

A presentation about the management of conservation easements was given by The Nature Conservancy, Central Florida Regional Planning Council and Avon Park Air Force Range. This was an informational session with no decisions, commitments or action taken.

V. Financial Activity

- a. Overview of Financial Reports - Bishop presented the bank reconciliation statements and financial reports for YTD for the current fiscal year. Motion made to approve the financials as presented (Kirouac/Deen) Unanimous approval.
- b. Adoption of 2015-16 General Fund Budget Amendments - Bishop reviewed the proposed amendments, referring to the Budget to Actual Report emailed to Board prior to the meeting with some additional edits explained. The Amendments are required to be approved by the end of October. Motion made to approve the amendments as presented (Fentress/Kirouac)
- c. Adoption of 2016-17 General Fund Budget Amendments - Bishop explained all adjustments to the adopted General Fund Budget have been made with a few additional amendments being presented for approval today. Explanations were given and discussed. Motion made to amend the 2016-17 budget as presented. (Fentress/Bailey). Unanimous approval.

VI. Agency Partner Updates

- a. NRCS - Torres announced deadlines for applications for NRCS programs.
- b. FDACS - Bishop reported all FY 2016-17 contracts have now been executed so cost share projects will begin next week. The Citrus Re-Establishment program has about 10 approved applications completed and informational meetings will be taking place in different areas of the state in coming weeks.
- c. MIL - Bishop reported the new contract was executed today, so Pitts & Miller will begin doing evaluations with no concern in meeting the required number per quarter.
- d. County Extension - CED, Laurie Hurner announced Livestock Agent, James McWhorter was nominated for the Dallas Townsend Award for excellent performance. The Highlands office was recognized for the Plant Therapy program they manage at the prison in Avon Park. Hurner gave dates/times of upcoming meetings and workshops.

VII. Old Business

- a. Lake McCoy Project - Fentress reported the agreement has been executed between FDOT, SWFWMD and Highlands County. Permits have been completed and construction is to commence in early 2017. Fentress will notify the property owners of the status.

VIII. New Business

- a. 2016-17 Board Meeting Schedule - Proposed calendar was distributed. The January date will be changed to Jan. 3 in order to swear in Supervisors on correct date.

- b. Evaluation of Executive Director - Evaluation forms were completed and submitted to Chairman Causey. With a possible total score of 525, Bishop earned 519. Discussion regarding Bishop's salary took place with new suggestions being made. Motion made to increase the ED's salary by 10% (Fentress/Bailey) Unanimous approval.

IX. Executive Director's Report

Bishop distributed an updated contact information list for the Board. Discussion took place regarding a request for a donation to the Ellis Putnal Fund at AFCD. These funds cover the cost of the awards for the state level speech and poster contests. Motion made to contribute \$150.00 to the fund (Kirouac/Bailey). Unanimous approval.

Bishop informed Board request from Lake Watch for the volunteer picnic this year was \$100.00 less at \$300.00.

A report of CD interest earned in FY 2015-16 was distributed. One CD is due to mature on Oct. 19 with a new rate of .75% up from .55%. Motion made to renew CD (Fentress/Kirouac). Unanimous approval.

Bishop reminded Board to consider attending the NACD meeting in January 2017. The tracking spreadsheets for the 2015-16 FDACS contract were distributed and a report of number of projects per county. A computation of all the contracts per fiscal year was distributed and reviewed.

Bishop announced the FY 2015-16 Annual Report will be distributed in November and she will be conducting her one on one meetings with the Commissioners too.

X. Citizens Not on the Agenda

None

XI. Supervisor Comments

Bailey - None
Deen - None
Kirouac - None
S. Smith - None
Fentress - None
Causey - None

Meeting adjourned at 5:26 p.m.

John Causey, Chairman

Pamela Fentress, Secretary

