

BOARD OF SUPERVISORS

MEETING MINUTES

Meeting Date: 6/26/2017

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

FINAL - Approved 8/15/2017

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			
Scott Kirouac	Chairman	Highlands Soil & Water	Y
Dr. John Causey	Vice-Chairman	Conservation District	Y
Doug Deen	Secretary/Treasurer		Y
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
Drew Pitts	MIL Manager	Highlands Soil & Water	Y
Carlos Torres	District Conserva.	USDA-NRCS	Y
<u>Other Attendees:</u>			
Ed Young	Supervisor	Seminole Soil & Water Conservation District	Y
John Davis	Auditor	Wicks, Brown, Williams, CPA	Y

PUBLIC MEETING ANNOUNCEMENT READ BY CHAIRMAN

I. Welcome & Introductions

II. Approval of Agenda

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

Presentation of FY 2015-2016 Audit

Auditor John Davis presented the completed audit referring to various financial statements and entries. One minor finding was cited - the recording of liability payments to producers in regards the dates of the request for payments from the FDACS staff. Davis stated HSWCD Staff and CPA Jeff Carlson fully understand the finding and how to correct it in the coming fiscal year. The finding will not be reported to the state.

Supervisor Causey asked if the audit results were as good as they could be and Davis responded the audit was the best of the best. Motion made to accept the audit as presented (Fentress/Smith). Unanimous Approval.

III. Approval of Meeting Minutes

- a. Board of Supervisors Meeting Minutes - May 16, 2017 - Motion made to approve the minutes as presented (Fentress/Deen). Unanimous Approval.
- b. Board of Supervisors Special Meeting Minutes - May 25, 2017 - Motion made to approve the minutes as presented (Fentress/Deen). Unanimous Approval.

IV . Financial Activity

- a. Overview of Financial Reports - Bishop presented the bank reconciliations and financial reports. Motion made to approve financials as presented (Causey/Smith) Unanimous Approval.

VI . Agency Partner Updates

- a. NRCS - Torres distributed information regarding the Emergency Watershed Program available through his division of USDA and explained the highlights of the program. He announced the department is still accepting applications for several of its programs. Also, Torres will meet with Bishop soon to begin plans for the upcoming working group meeting.
- b. FDACS - No staff present so Bishop shared K. Nickerson will return to work on July 17. She shared they can expect a reduction in the BMP Contracts in the new fiscal year, but she has not been told what to expect in dollars. The MIL and BMP Technician contracts for FY 2017-18 have been executed and all staff will be rewarded a COLA & Merit increase. The new contracts were written for three years and flexibility in the budget. She shared the Citrus Re-Est. Contract has been extended into the 1st quarter of the FDACS FY due to the burn ban causing a delay in farmers being able to complete their projects.
- c. MIL - D. Pitts reported all the required MIL Evaluations for the quarter are completed with an additional 24 being completed for the Citrus Re-Est. Program. The current MIL Contract will be extended to cover the work related to the Citrus Re-Est. Program. The new MIL Contract has been executed and is written for three years with notations to enable changes to the contract budget.
- d. Extension - L. Hurner was absent so Bishop explained the hiring freeze in IFAS so the Livestock & 4-H Agent positions will not be filled at this time.

VII. Old Business

- a. Lake McCoy Project - Fentress reported the pre- construction meeting is scheduled for June 28 with a construction start date of June 31. It is still unknown if Lake McCoy or Lake June will be first to be completed.

VIII. New Business

- a. AFCD Annual Meeting Auction - Bishop and Fentress explained the purpose of auction the employee's association organizes. It helps to fund the youth contests and other minor items. Motion made for up to \$200.00 be spent by Bishop to purchase an item for the live or silent auction or both (Causey/Deen). Unanimous approval.
- b. Fertilizer Ban - Kirouac and Bishop explained a request from Orange County citizens

for the Fertilizer Ban in Orange County. Discussion took place regarding the pros and cons of this proposal. Citizen Ed Young gave explanation too.

A motion was made to take no action (Causey/Deen) Unanimous approval.

- c. Status of 4-H Barn - Bishop explained the situation of the 4-H Barn adjacent to the Community Garden. Due to the lack of two agents in the Extension the barn was going to be closed to student livestock exhibitors to use for housing of their animal projects. Bishop has volunteered to serve on the committee to manage the barn so it can be used by students and asked for approval of the Board to assist Extension with the management of the barn. Supervisors discussed and a consensus was agreed upon to approve Bishop to assist Extension with the barn

IX. Executive Director's Report

- Bishop informed the Board approval from the Board of County Commissioners for the HSWCD staff to join the County Group Insurance Plans. She will work with the county to set up a meeting for the staff with the County insurance staff person so they understand all of their options before open enrollment; which is on August 2 & 3.
- Bishop announced BMP Technician Dakota McCullers has decided to stay in his position and not accept the ranch position he was offered.

IX. Citizens Not on the Agenda

Ed Young with Seminole SWCD explained he is a newly elected Supervisor and is traveling the state attending other SWCD Board Meetings to learn about what other SWCDs are doing. He gifted a book, Florida's Tragedy, to the HSWCD and announced they are available through the SSWCD as a fund-raiser for them.

X. Supervisor Comments

Causey - Shared with the board to keep ED Bishop in mind as her family faces the imminent death of her young niece. All Supervisors shared their concern for Bishop, telling her to take as much time off as needed to be with her family.

Fentress - None

Deen - None

Smith - None

Kirouac - Reminded the Board there will be no meeting in July. The next scheduled Board Meeting will be on Tuesday, August 15, 2017 at 3:00 p.m.

Motion to adjourn meeting at 4:40 p.m. (Fentress/Deen).

Scott Kirouac, Chairman

Doug Deen, Secretary

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Complete the Audit and submit all required filings of the audit	S. Bishop	June 30, 2017
Attend County Insurance Committee Meeting	S. Bishop	July 6, 2017
Arrange for County Staff to conduct a meeting with HSWCD Staff to explain their insurance options	S. Bishop	Aug. 2, 2017
Update the Director of Heartland Christian Academy on status of request for funding a Weather STEM system at the school	S. Bishop	July 15, 2017
Purchase an auction item for the AFCD Annual Meeting Auction	S. Bishop	July 30, 2017
Attend the AFCD Annual Meeting in Ocala	S. Bishop	July 20-22, 2017
Attend Extension Livestock Barn Committee Meeting & Mandatory Exhibitor Meeting	S. Bishop	June 27 & 28, 2017
Plan an Ag Safety Day with Extension	S. Bishop	Aug. 1, 2017
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 structure	S. Bishop	Ongoing
	S. Bishop &	

Oureach for MIL	D. Pitts	Ongoing
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