

BOARD OF SUPERVISORS

MEETING MINUTES

Meeting Date: 9/26/2017

Meeting Location: County Engineering Conf. Room
Commerce Ave., Sebring, FL

FINAL - Approved 10/17/2017

Recorded by: Susie Bishop

**MEETING SCHEDULED START: 3:00 P.M. CALL TO ORDER: @ 3:06 P.M.
PUBLIC MEETING ANNOUNCEMENT READ BY CHAIRMAN**

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
Carlos Torres	District Conserva.	USDA-NRCS	Y
Kayla Nickerson	FDACS-OAWP	Env. Spec. III	N
<u>Other Attendees:</u>			

I. Welcome & Introductions

II. Approval of Agenda

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

I. Approval of Meeting Minutes

a. Board of Supervisors Meeting Minutes - August 15, 2017 - Motion made to approve the minutes as presented with one edit. Section VI.c, line 4 remove them named location in the edit (Fentress/Deen). Unanimous Approval.

IV . Financial Activity

a. Overview of Financial Reports - Bishop presented the bank reconciliations and financial reports for August. Bishop pointed out very few checks are written to producers. The Direct Deposit payment method is working great. Discussion about

the security of the process took place. Bishop is comfortable with the security of the electronic banking. Motion to approve financials as presented (Causey/Smith) Unanimous approval.

- b. Review & Approval of General Fund Budget for FY 2017-18 -- S. Bishop provided the proposed budget for FY 2017-18. Board discussed the income and expense sides. Consensus was to not budget funds for the SW Environthon and keep all other donations as presented. There was discussion regarding the dollar amount given to Ag-Venture . Bishop will check on the financial status of this organization and report back to the Board. Causey made a motion to put \$15,000.00 into the Special Projects line item for various contributions/sponsorships as they are presented throughout the year and to approve the 2017-18 General Fund Budget , second by Deen. Unanimous approval.
- c. General Fund Budget Amendments for FY 2016-17 - Bishop presented a draft of the budget amendments that will need to be approved in either October or November. These amendments won't be able to completed until the end of the fiscal year, September 30, 2017.

VI . Agency Partner Updates

- a. NRCS - Torres was unable to attend the meeting. Bishop shared NRCS is still accepting applications for its programs until October. There are a few programs producers can apply for to assist with issues from Hurricane Irma. The new budget year begins Oct. 1, 2017.
- b. FDACS - K. Nickerson shared some of the 2017-18 budget/contracts are still being reviewed and completed. Since the damages from Hurricane Irma are widely spread with a lot directly affecting agriculture, all funding is being discussed as to the best use of the dollars. The Cow/Calf BMP Manual is in final stage of its revision. Nickerson & Bishop will work with the local cattlemen in an outreach effort to get all Cow/Calf producers re-enrolled or enrolled in the new manual. There will be a two year window to get this all completed. Bishop shared the cancellation of the Stakeholder meeting due to the hurricane; it is planned to re-schedule this annual meeting. Bishop also shared all of the staff will travel to Pensacola to attend a quarterly OAWP meeting in mid-October.
- c. MIL - D. Pitts was absent so Bishop shared his report. All evaluations for the 4th quarter of the contract are completed-23 were initial evaluations and 8 were follow-up. The MIL completed 24 FDACS Citrus Re-Establish evaluations. The remaining Citrus Re-Est. evaluations will be completed as a part of the normal contract and other MILs can assist since most of the ones left are on the East Coast.
- d. Extension - L. Hurner was absent so Bishop explained Hurner's role in Hurricane Relief efforts in the agriculture world of the county. Also, Bishop is working with Hurner on the Ag Safety Training Day to be held on Oct. 26, 2017. HSWCD will sponsor the lunch.

VII. Old Business

- a. Lake McCoy Project - Fentress reported equipment had been moved in to Lake June for the project there, was delayed due to the hurricane, but has now resumed. Lake McCoy will be started when Lake June is finished.
- b. HSWCD Truck - Storage - Bishop reported the locking cover for the truck bed has been installed and was a good investment.
- c. LPE Fence Sign - Fentress reported the principal of school said the invoice was sent in error. There is a balance left from the HSWCD contribution. Fentress is going to inquire about the condition of the sign since the Hurricane.

VIII. New Business

- a. "Slow the Flow" RCPP Project - Bishop presented the letter of commitment to assist as the financial agent for these water storage projects if grants are approved. There will be an admin. fee collected for our services.
- b. Ag Safety Day - Bishop explained that L. Hurner has the program organized and will begin advertising it through various means. Bishop will share an electronic version to the Board so they can assist with informing potential participants.
- c. AFCD Program Participant Survey - Bishop distributed the results of a survey conducted with every District in the state to show a comparison of what each District does in their individual operations.
- d. NACD Convention - January 2018 - Bishop announced early registration is taking place now and asked if any Supervisors want to attend the meeting in Nashville, Tennessee to let her know. Bishop may consider attending.
- e. Executive Director Annual Evaluation - S. Kirouac distributed the evaluation forms, asking Board members to complete and either scan or mail them to him prior to the October meeting. At the October meeting the evaluations will be discussed along with salary of Bishop. Bishop has completed her fifth year. She shared the staff received a 3% merit increase and a 4.5% COLA increase last month.

IX. Executive Director's Report

Nothing additional to report

IX. Citizens Not on the Agenda

None

X. Supervisor Comments

Fentress - None
Causey - None
Deen - None
Smith - None
Kirouac - None

Motion to adjourn meeting at 4:22 p.m. (Causey/Fentress).

Scott Kirouac, Chairman

Doug Deen, Secretary

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Complete the Budget Amendments for FY ending Sept. 30, 2017	S. Bishop	October 17, 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	October 26, 2017
Inquire with Ag-Venture about their financial needs for this year's event.	S. Bishop	September 27, 2017
Review agenda for the NACD Annual Meeting being held in January and determine attendance	S. Bishop	Nov. 1, 2017
Begin preparations for a BOS Workshop for updated Workplan	S. Bishop	December, 2017
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 structure	S. Bishop	Ongoing