

BOARD OF SUPERVISORS

MEETING MINUTES

Meeting Date: 9/15/2015

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

FINAL-Approved October 20, 2015

Recorded by: Susie Bishop

MEETING LOCATION: BERT HARRIS CENTER, SEBRING, FL
MEETING SCHEDULED START: 2:30 P.M. CALL TO ORDER: @ 2:30 P.M.

| Name | Title | Organization | Present |
|-------------------------|---------------------|---|---------|
| ATTENDANCE | | | |
| Dr. John Causey | Chairman | Highlands Soil & Water | Y |
| Jackie Bailey | Vice Chair | Conservation District | N |
| Pamela Fentress | Secretary/Treasurer | | Y |
| Scott Kirouac | Supervisor | | Y |
| Doug Deen | Supervisor | | Y |
| ----- | | ----- | |
| Commissioner Jim Brooks | Liaison | Highlands Co. Board of County Commissioners | Y |
| Susie Bishop | Executive Director | Highlands Soil & Water | Y |
| <u>Other Attendees:</u> | | | |
| Aalia McClendon | Soil Con. | USDA-NRCS | Y |
| Kayla Milburn | Env. Tech. | FDACS-OAWP | Y |

PUBLIC MEETING ANNOUNCEMENT READ BY CHAIRMAN

I. Welcome & Introductions

II. Approval of Agenda

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

III. Approval of Minutes 8/18/2015

- a. Motion made to accept minutes as presented (Fentress/Deen). Unanimous approval.

IV. Financial Activity

- a. Financial Reports - Bishop presented the bank reconciliation statements, and financial reports for YTD for the current fiscal year.
Motion to approve financials (Fentress/Kirouac). Unanimous approval.

Before moving into the Budget Amendments, Bishop asked Chairman Causey permission to have agency partner updates first so they could be excused to return to their offices. Motion made to move Agenda Item V. a - c before the Budget Amendments (Fentress/Kirouac). Unanimous approval.

V . Agency Partner Updates

- a. NRCS - A. McClendon reported they are working to close their fiscal year on September 30. All CSP contracts have been finalized and the new deadline for EQIP is December 18, 2015. USDA is conducting a food drive for local food banks. Donations can be made to the local office and they will deliver it to the Heartland Food Bank. Donations will be weighed, submitted to the state office because there is competition between the states for the most food collected..
- b. FDACS - Milburn reported the NEEPA contract should be ready soon and currently projects in NEEPA are being paid for out of OSWCD contract and projects outside NEEPA, Ag Non-Point Source, are being paid for out of HSWCD contract. The FCO contract is actively being used too. There is a long list of projects to be funded.
- c. MIL Report - Pitts was in the field, Bishop reported the MIL has been challenged with the amount of rain during recent weeks. The MIL has completed and reported 16 of the 23 required evaluations for the quarter. Some well calibrations are being submitted this quarter counting for 2 additional evaluations.

IV. Financial Activity

- b. Budget Amendments - Bishop presented the Budget to Actual report and the proposed Budget Amendments for FY ending September 30, 2015. With detailed explanations given, motion to approve the recommended budget amendments as presented (Fentress/Kirouac). Unanimous Approval of Resolution # 3 amending the budget. Additional amendments will be presented at the October and November meetings for the remaining business of the District for the current fiscal year - which ends on Sept. 30, 2015.

VI. Old Business

- a. Supervisor HSWCD dedicated e-mail: Bishop distributed the new HSWCD e-mail addresses to the Supervisors. Supervisors are to individually set-up their account on their devices by contacting Alan at Avista Computers. As of Oct. 1 the new addresses will be used and no more emails will be sent to the Supervisors' personal and/or business addresses.

VII. New Business

- a. Review & Updates to Long Range Plan - Bishop reviewed each goal of the District for years 2013-2015 and 2015-2018 sharing the updates she had added for today's review. Bishop read a request from Bailey regarding adding Scholarship program to the plan. Supervisors discussed and decided to table this request until the return of Bailey.
- b. Adoption of FY 2015-16 General Fund Budget - the proposed 2015-16 budget was presented with explanation given by Bishop. Suggested changes were: Acct. 5374002-Mileage be increased to a total of \$2000.00 to assist Fentress in the costs of travel to the quarterly meetings of the AFCD. Acct. 5375405-Travel/Meetings be increased to a total of \$ 4,000.00 for desire of some Supervisors to attend the SE Region and the Annual Meeting of the NADA organization. Acct. 5374912 Regional Envirothon be increased to \$1000.00 to support a local team competing in competition. Fentress explained a new program she would like the District to support - Weather Stem in our schools. It is a \$5000.00 expense for schools to

have a weather station/operation as a tool for learning about weather and climate. Suggestion made to create a new account titled Special Projects to be used for this type of special project the District could support.

Bishop will change acct. 5375002 to \$ 24,500.00 for the Lake McCoy expense since \$500 was expended in FY 2014-15. She will also update the fund balance transfer amount to reflect the above changes to the budget. Motion made to adopt the FY 2015-16 General Fund Budget with the suggested changes listed above. (Kirouac/Deen) Unanimous Approval.

- c. Annual Review of Executive Director - Chairman Causey distributed the evaluation forms, asking the Board to complete and return to him either prior to or at the October 20 Board meeting.

IX. Citizens Not on the Agenda

None

VIII. Executive Director's Report

Bishop shared the 2014-15 Annual Report bringing special attention to certain items of interest. Next month and in early November, Bishop will be presenting the Annual Report, the FY 2014-15 General Fund Budget to Actual Report, the updated Long Range Plan and the FY 2015-16 General Fund Budget to each county commissioner, county administration and FDACS via one on one meetings with each one.

The FDACS-OAWP has invited Bishop to attend its Fall Workshop in Gainesville Nov. 16-18. A draft of the CFI agreement from SWFWMD for the Lake McCoy project was distributed and Supervisors were asked Board to review and comment to her as soon as possible.

Bishop read a request for support of a quilt being made for the AFCDEA to auction at the annual meeting - funds being used to pay fees for District staff to attend the annual meeting on a scholarship. Decision was made to support the effort up to \$100.00.

Discussion took place regarding the balance in the General Fund Checking account. Bishop will report back quotes for 48-60 month CDs. Fentress suggested a reserve to cover the expenses of two full years be kept in the General Fund acct. and put \$200,000.00 in a CD. She also stated then we figure out what we are comfortable with and have a long range plan for this money. These topics will be on the Oct. agenda. Deen asked if HSWCD should consider increasing the donation to Ag-Venture, since it is one of the County's best programs to promote Agriculture to all ages. Bishop will inquire with Ag-Venture about this and if the HSWCD booth materials need to be updated. Fentress would like to see Weather Stem in all three communities and in the community garden - more details will be made available.

X. Supervisor Comments

Fentress - Announced FSA will meet on Sept. 24 at 9:00 a.m. She said the Okeechobee staff currently consists of one full-time and one part-time. Fentress said there is a need to have a grower's meeting to explain the TAP program again due to confusion by growers as to how the program works. The Oct. 22 FSA meeting will have staff present to explain the variety of loans offered by USDA-FSA. Regarding AFCD - since Fentress is now an officer of AFCD the Area 4 VP seat is open and needs to be filled, requiring participation in one conf. call per month. AFCD has hired a full time staff person, funded by FDACS-OAWP. This will improve the organization overall. Fentress will travel to a state meeting on Oct. 9 in Gainesville. She also shared the Fracking Resolution is still being presented

for support and there was a Leon SWCD Resolution passed at the annual meeting in Ocala. The AFCD Chairman announced the governing statute, Chap. 582 will be taken to the legislature in the upcoming session for revisions making it easier to dissolve inactive Districts, and to develop ability to merge Districts. Supervisors will continue to be elected positions, not Governor appointed

Bailey - Absent

Kirouac - None

Deen - None

Causey - None

Meeting adjourned at 4:45 p.m.

John Causey, Chairman

Pamela Fentress, Secretary

POST MEETING ACTION ITEMS

| Action | Assigned To | Deadline |
|--|--------------------------|------------------------------|
| Review and comment on draft of agreement with SWFWMD, DOT and HSWCD for the CFI Lake McCoy Project - Continue to monitor, participate in meetings, request donations from Lakes Assoc. | S. Bishop P. Fentress | September 25, 2015 & ongoing |
| Inquire with Ag-Venture as to needs of organization/HSWCD Booth, etc. | S. Bishop | September 30, 2015 |
| Update FY 2014-15 Budget with adopted amendments | S. Bishop | September 30, 2015 |
| Continue work on execution of FDACS Contracts (NEEPA) for FY 2015-16 | S. Bishop | September 30, 2015 |
| Enter voted changes to FY 2015-16 budget | S. Bishop | September 30, 2015 |
| Complete edits in the District's Long Range Plan Update | S. Bishop | September 30, 2015 |
| Shop CD rates at local banks | S. Bishop | October 15, 2015 |
| Review Chapter 582 and submit comments to FDACS-OAWP | S. Bishop & BOS | October 1, 2015 |
| Establish HSWCD email accounts on personal devices | Supervisors | October 1, 2015 |
| Complete Evaluation of Executive Director | Supervisors | October 20, 2015 |
| Continue to monitor/facilitate the FECLOG & NRCS work on PL566 structure | S. Bishop | ongoing |

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| Management of FDACS Contracts and Cost Share dollars | S. Bishop | ongoing |
| Outreach for MIL | S. Bishop & D. Pitts | ongoing |