

**BOARD OF SUPERVISORS**

**MEETING MINUTES**

Meeting Date: 1/3/2017

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

**FINAL - Approved 2/21/2017**

Recorded by: Susie Bishop

**MEETING LOCATION: BERT HARRIS CENTER, SEBRING, FL  
MEETING SCHEDULED START: 3:00 P.M. CALL TO ORDER: @ 3:06 P.M.  
PUBLIC MEETING ANNOUNCEMENT READ BY CHAIRMAN**

Name	Title	Organization	Present
<b>ATTENDANCE</b>			
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
<u>Other Attendees:</u> Kayla Nickerson	Env. Spec. III	FDACS-OAWP	N
Carlos Torres	District Conserv	USDA-NRCS	Y
Bob Germaine	Clerk of the Courts	Highlands County	Y

**I. Welcome & Introductions**

Board members signed all signature cards for the bank accounts with bank representative

**II. Approval of Agenda**

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

**III. Swearing in of Supervisors Causey, Deen & Smith - Clerk of Courts Robert Germaine**

**IV. Election of Board Officers**

A slate of officers for the 2017 year was nominated - Kirouac for Chairman

Causey for Vice-Chairman and Deen for Secretary/Treasurer. (Fentress/Smith)  
All accepted nomination. Motion made to close nominations (Kirouac/Smith)  
Unanimous Approval. Causey relinquished seat of the Chair to Kirouac.

**V. Approval of Minutes December 20, 2016**

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

**VI. Financial Activity**

- a. Overview of Financial Reports - Due to early date of January meeting, the bank statements are not reconciled nor are the financial reports prepared. Bishop will distribute them to the Board via email once completed.

**VII . Agency Partner Updates**

- a. NRCS - Torres announced deadlines for applications for NRCS programs. Aalia McClendon has been officially transferred to GA - NRCS, but will continue to work from Florida temporarily until transfer takes place.
- b. FDACS - Due to Nickerson's absence from the meeting, Bishop reported the Citrus Re-Establishment Contract application deadline is Jan. 13. To date \$1.87 mil. has been allocated and the remaining funds of the contract will be re-distributed to other contracts after Jan. 30. The AgNPS contract has approx. \$80 k remaining to be allocated, but could potentially received additional funds to the contract. Bishop reported cost share is available for transite pipeline replacement in groves that are installing automation, fertilizer and acid injection. Compost spreaders are not eligible for cost share in this area of the state. The Department will soon be starting its water quality compliance work in the Lake Istokpoga watershed, having completed Indian Prairie and Fisheating Creek. FDACS is working to update the data base of BMP enrolled producers via a mail out to all enrollees. .
- c. MIL - Bishop reported the MIL Evaluations are ahead of required amount. The 90 day probation of Technician Jacob Miller has concluded as of Jan. 3, 2017 so his evaluation will take place this week.
- d. County Extension - No Report

**VII. Old Business**

- a. Lake McCoy Project - No Updates
- b. Highway Sign - Bishop reported the new sign is installed, much larger and visible from the highway.
- c. Soils Workshop - Nothing additional to report since committee meeting was held prior to today's board meeting.
- d. AFCD-Area 4 Meeting - No updates

**VIII. New Business**

- a. RCMA Playground Donation - S. Kirouac presented the need of RCMA at its new child care center in Lake Placid. The organization is seeking \$20,000.00 to pay for new equipment required in order to open the center. Per board discussion the request was tabled until further notice or a second request. No action taken. Kirouac asked Bishop to add the task of creating criteria for donations to the Board Post-Meeting Action Items.

**IX. Executive Director's Report** - Bishop distributed the edited 2017 Board Meeting Schedule and Supervisor Contact List. She shared the final draft of the revised Statewide SWCD Supervisor's Handbook has been distributed for one final review. Bishop reminded the Supervisors to be mindful of adhering to the Sunshine Law at all times with fellow Board members.

**X. Citizens Not on the Agenda**  
None

**XI. Supervisor Comments**

Deen - None

Causey - None

Smith - None

Kirouac - None

Fentress - Reported the garden at LPES is growing beautifully and very successful. She would like to see a Weather STEM system and garden be funded by HSWCD at an Avon Park Elementary School. A teacher to support the program will be need to identified to move forward.

Commissioner Brooks - None

Motion to adjourn the meeting (Fentress/Deen)

Meeting adjourned at 3:55 p.m.

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**Scott Kirouac, Chairman**

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**Doug Deen, Secretary**

## POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Submit Oaths of Office for Supervisors sworn in on Jan. 3, 2017	S. Bishop	Jan. 4, 2017
Revise and Distribute Soils Workshop Flyers	S. Bishop	Jan. 10, 2017
Complete Dec. Bank Statement Reconciliations and Financials, distributing to BOS via email	S. Bishop	Jan. 15, 2017
Organize and complete details for Soils Workshop HSWCD is hosting	S. Bishop	Feb. 22, 2017
Deliver Youth Speech Contest Entry packets to all public Middle & High School and Private Schools	S. Bishop	Jan. 13, 2017
Develop Criteria for Donations from HSWCD	S. Bishop & BOS	March 15, 2017
Continue to monitor/facilitate the FECLOG & NRCS work on PL566 structure	S. Bishop	Ongoing
Outreach for MIL	S. Bishop & D. Pitts	Ongoing