

# **BOARD OF SUPERVISORS**

## **MEETING MINUTES**

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Meeting Date: 5/17/2016

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

**FINAL - Approved June 21, 2016**

Recorded by: Susie Bishop

**MEETING LOCATION: BERT HARRIS CENTER, SEBRING, FL**  
**MEETING SCHEDULED START: 3:00 P.M. CALL TO ORDER: @ 3:03 P.M.**

Name	Title	Organization	Present
<b>ATTENDANCE</b>			
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
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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	Y
<u>Other Attendees:</u>			
Kayla Nickerson	Env. Spec. III	FDACS-OAWP	Y
Carlos Torres	District Conserv.	USDA-NRCS	Y
Aalia McClendon	Conserv.	USDA-NRCS	Y
Ray Royce	Executive Director	HCCGA & HAC	Y
Laurie Hurner	CED	Highlands County Extension	Y
John Davis	Auditor	Wicks, Brown, Williams, CPA	Y
Bill Youngman	Citizen	We The People	Y

### **PUBLIC MEETING ANNOUNCEMENT READ BY CHAIRMAN**

**I. Welcome & Introductions**

**II. Approval of Agenda**

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

**III. Presentations**

- a. Audit Presentation - John Davis with Wicks, Brown, Williams, CPA presented the draft annual audit and financial statements for HSWCD. There were no findings

of negligence or non-compliance. The biggest change noted was the new law regarding the how to report the liability of the employer for the FRS contributions.

#### **IV. Approval of Minutes 4/19/2016**

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

#### **V. Financial Activity**

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

#### **VI. Agency Partner Updates**

- a. NRCS - Torres presented the Civil Rights Policy for partners with NRCS. The state office is working on pre-approvals of EQIP applications. There were 14 applications statewide with 2 being selected in Highlands County. With less funds available this year, few EQIP applications approved. The two selected were one citrus and one socially disadvantaged farmer with cattle. Producers will be encouraged to partner with FDACS to cover expenses not covered in EQIP. Applications for programs in the 2017 cycle are being accepted. Fentress asked when the Local Working Group meeting would take place. Torres responded before July, if not by July then in August.
- b. FDACS - Nickerson reported there are a lot of projects remaining to be completed and paid for by June 30. An additional \$239,000.00 is being added to the BMP-Ag-NPS contract, needing to be allocated and paid by fiscal year end for FDACS. There will be more contracts and dollars in the next fiscal year. FDACS will be filling several positions to cover all the BMP and IA work. Nickerson explained there will be 6-7 very large water farming projects funded by FDACS, WMD & DEP. The department does not select the Rural & Family Lands Easements, but they will be conducting the property evaluations. Fentress had inquired about soil moisture probes having the ability to measure fertilizer levels. Nickerson had contracted Locher Environmental and was informed they will. Fentress explained farmers need some formal training to be able to use this tool. Extension will seek information for this needed training.
- c. MIL Report - Bishop reported Pitts is on schedule. Discussion took place regarding the addition of a second MIL staff person. Board agreed to the suggestion with Drew being the new staff person's supervisor. Bishop & Pitts will begin advertising the position. Bishop will attend a meeting with Pitts at the SWFWMD office to discuss MIL territories and needs.
- d. County Extension - Hurner reported there are vacancies in some of the 4-H camps in summer and a weeklong camp at Camp Cloverleaf will be offered for first time in many years. Hurner will be one of three extension agents approved to attend the International Citrus Conference. The Extension program review was completed, the last one was over 12 years ago. Appreciation expressed to Bishop, Fentress & Kirouac for participating. The team commented the Highlands office is the most well-balanced, traditional small-town Extension office in Florida. Many thanks were expressed from Hurner to HSWCD for the continued support and partnership.

#### **VII. Old Business**

- a. Lake McCoy Project - Fentress reported 90 % of the project should be completed prior to the next conference call on May 26. Fentress has a conflict with May 26 call

date and asked Board permission to have Bishop participate in the call, they agreed. June 23 will be the pre-app meeting. FDOT remains not real responsive, but when Fentress contacts Senator Grimsley's office information is attained. The expected completion date is April 2017. Brooks and Bishop will inquire with County as to status of new agreement between the County and HSWCD.

- b. Bishop reported the highway sign ordered had been cancelled due to increase of cost. She will get additional quotes for a sign.

### **VIII. New Business**

- a. Additional HSWCD Staff Positions - Bishop reported with Board approval she will be adding a second MIL Technician to work with Drew. Under her technician contract she will be adding two additional BMP Techs. Board agreed by consent for staff to proceed with hiring as presented.

### **IX. Executive Director's Report**

Bishop reported she is beginning work on budgets and contract language for the next fiscal year. Bishop informed the Supervisors they should expect to see a revised Supervisors Handbook at the AFCD Annual Meeting, a project she has assisted FDACS with completing. The community garden isn't as active as we enter the summer months, but Bishop is confident it will be full for the fall planting. She reminded those board members with seats up for election to file the proper paperwork at the Supervisor of Elections office. Bishop will confirm dates for qualifying for election and for submittal of financial disclosure reports. A reminder of the Youth Speech Contest being held today at 5:30 p.m. in the Auditorium.

### **X. Citizens Not on the Agenda**

**None**

### **X. Supervisor Comments**

Bailey - Asked for an update on the location of the fish attractor the HSWCD placed in Lake Jackson. Bishop will do so and report to the board her findings.  
Fentress - Reported she is working with Weather Stem to share the systems with FDACS & FAWN. Bishop announced there will be a workshop/demonstration of Weather Stem with FDACS and others on June 27. Fentress reported she is working with USDA-FSA to develop a new program to assist producers with the quantity of fruit produced on Florida trees. This will not involve HSWCD, solely a topic of information.

Causey - Following a meeting with HSWCD and Highlands County Extension, a second soils workshop will be organized with a new format and certified crop advisors involved too.

Deen - None

Kirouac - Inquiry regarding the Non-GMO labeling on Florida orange juice. Discussion took place describing marketing tactics.

Meeting adjourned at 4:34 p.m.

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**John Causey, Chairman**

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**Pamela Fentress, Secretary**

## POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Complete payment to Johnson Engineering for the Lake McCoy project as invoiced. Provide any information requested by the County as it pertains to the project	S. Bishop	June 23, 2016
Partner with Highlands County Extension & Highlands County Citrus Growers to organize, advertise and facilitate a follow up Soil Testing Workshop	S. Bishop	June 30, 2016
Follow Up work with Auditors and CPA	S. Bishop	May 31, 2016
Continue working with FDACS-OAWP on Contract & Budgets for fiscal year 2016-2017	S. Bishop	June 1, 2016
Complete establishment/payment to SFSC for scholarships	S. Bishop	June 15, 2016
Advertise and interview to fill new positions	S. Bishop & Staff	June 30, 2016
Attain new quotes for HSWCD Highway Roadside sign	S. Bishop	May 31, 2016
Complete purchase of an all-in-one printer, copier, scanner with FDACS	S. Bishop	May 31, 2016
Follow up on Youth Speech Contest	S. Bishop	May 26, 2016
Continue to monitor/facilitate the FECLOG & NRCS work on PL566 structure	S. Bishop	Ongoing
Outreach for MIL	S. Bishop & D. Pitts	Ongoing
Management of FDACS Contracts and Cost Share dollars	S. Bishop	Ongoing