

BOARD OF SUPERVISORS

MEETING MINUTES

Meeting Date: 9/13/2016

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

FINAL - Approved 10-18-2016

Recorded by: Susie Bishop

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

Name	Title	Organization	Present
ATTENDANCE			
Dr. John Causey	Chairman	Highlands Soil & Water	Y
Jackie Bailey	Vice Chair	Conservation District	Y
Pamela Fentress	Secretary/Treasurer		Y
Scott Kirouac	Supervisor		N
Doug Deen	Supervisor		Y
Steve Smith	Supervisor Elect		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	N
<u>Other Attendees:</u>			
Laurie Hurner	Extension Director	Highlands Co. Extension	N
Kayla Nickerson	Env. Spec. III	FDACS-OAWP	Y
Carlos Torres	District Conserv	USDA-NRCS	Y
Aalia McClendon	Conservationist	USDA - NRCS	Y
Ray Royce	Executive Director	HAC	N

PUBLIC MEETING ANNOUNCEMENT READ BY CHAIRMAN

I. Welcome & Introductions

II. Approval of Agenda

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

III. Approval of Minutes August 16,2016

- a. Meeting Minutes - Motion made to approve minutes with one edit to Item VII.a. (Deen/Bailey). Unanimous approval

V. Financial Activity

- a. Financial Reports - Bishop presented the bank reconciliation statements and financial reports for YTD for the current fiscal year. Motion made to approve the financials as presented (Fentress/Deen) Unanimous approval.
- b. Overview of 2015-16 General Fund Budget Amendments - Bishop reviewed the proposed amendments and will present final amendments for adoption at the October 18 Board Meeting.
- c. Adoption of 2016-17 General Fund Budget - Bishop reviewed the proposed General Fund Budget with explanations given. Discussion took place regarding the amount to budget for non-operating expenses - contributions to organizations and special projects. Motion was made by Fentress to add \$ 17,800.00 to suggested \$8500.00 for a total of \$ 31,300.00, 2nd by Bailey. Vote was tied at 2-2. Continued discussion regarding this budget item took place with direction given to Bishop to notify organizations the Board will re-visit contributions at the October meeting. Following more discussion Chairman Causey passed the gavel to Bailey in order to make a motion. Motion by Causey to budget a total of \$ 20,000.00 to non-operating expenses, 2nd by Deen. No vote taken, motion withdrawn. Causey made motion to remove \$1000.00 from 5375000, leave the other proposed line item amounts for non-operating projects and add \$22,835.00 to 5375003 for a total of \$ 30,335.00 for non-operating expenses. 2nd by Fentress. Unanimous approval. Bailey returned gavel to Causey. Motion made to approve the 0216-17 General Fund Budget as edited (Bailey/Deen). Unanimous approval.

VI . Agency Partner Updates

- a. NRCS - Torres reported Oct. 21 as the application deadline for funding requests for the 2017 cycle. The goal of the department is to complete rankings earlier next year. The local working group meeting took place, Bishop and Torres will create a report for Bishop to present to the State Technical Meeting in Gainesville.
- b. FDACS - Nickerson reported the remaining dollars in the extended contracts is being distributed and hopes are to have new contracts in place by Oct. 1. The Citrus Re-Establishment program is receiving numerous inquires with four completed applications being submitted to date. Questions were answered regarding the new program.
- c. MIL - Bishop reported Pitts will easily meet his required amount of evaluations for this quarter. As requested by Board a report was distributed potential water savings from the completed evaluations and the number was impressive.
- d. County Extension - CED, Laurie Hurner wasn't present to give a report.

VII. Old Business

- a. Lake McCoy Project - Fentress reported no new developments in the project and the permit fee has been paid.
- b. Staffing: New Staff & Benefits Packages - Bishop reported two new employees will start October 3 - Dakota McCullers will be the BMP Tech and Jacob Miller will be the new MIL Tech. Bishop reviewed the benefits packages offered to employees and explained how sick leave is calculated requesting an increase to the sick leave offered from a half a day per month to a full day per month. Motion made to increase sick leave to 10 per year (Fentress/Deen). Unanimous approval. Bishop confirmed policy for board - Unused sick leave and vacation leave can carry forward with a written request from the employee and approval from direct report. Upon termination retirement or resignation unused sick leave is not paid out, but unused vacation leave

is paid to employee on final paycheck. Bishop explained pay increases to employees for the coming year and that direct deposit will be offered to all staff now for payroll.

c. Community Garden - Bishop reported only 5 plots are vacant so the interest is still high. This week the APCI Trustees will be tilling the plots and cleaning the entire gardening area.

VIII. New Business

- a. FFA Program Needs - Lists of needs from all the schools' programs were distributed and discussed. Motion made to give each school a \$1000.00 contribution for a total of \$7000.00 (Fentress/Deen). Unanimous approval. Bishop reported other requests from Heartland Christian Academy and Fair Board with both being denied at this time. Future requests will come to the Board prior to a presentation from the organization being scheduled.
- b. The Nature Conservancy - Conservation Easements - Bishop explained her inquiry with TNC a few years ago regarding HSWCD being the management entity of some of their easements. The TNC finally contacted HSWCD and asked to come present the idea to the full Board and the details of how the contract would work. The presentation will be at the October meeting.
- c. Private-Public Conservation Partnerships - Information was distributed regarding an upcoming conference in Sebring about conservation partnerships. Board agreed by consensus Bishop should attend. Board members were encouraged to attend too.

IX. Executive Director's Report

Bishop announced the ACH process with the bank to offer Direct payments to producers is near completion and will begin being offered immediately. On Sept. 28 from 8-12 the Weather STEM vendor will be here to give a workshop on the system. Supervisors were encouraged to attend.

X. Citizens Not on the Agenda

None

X. Supervisor Comments

Bailey - The Regional Envirothon will be held in Alva on Dec. 2. Causey asked Bailey to bring the Board back Envirothon T-shirts.

Deen - None

S. Smith - None

Fentress - An update on FSA staffing was shared. A new requirement of the TAP program involves FWC gaining the right to inspect for endangered species prior to a grove being pushed for replanting.

Causey - Forms for annual evaluation of Executive Director were distributed and Supervisors were asked to complete them and bring them to the October meeting.

Meeting adjourned at 5:13 p.m.

John Causey, Chairman

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	Oct. 1, 2016
Partner with Highlands County Extension & Highlands County Citrus Growers to organize, advertise and facilitate a follow up Soil Testing Workshop & a Soil Moisture Probe Workshop	S. Bishop	August 30, 2016
Continue implementation for payments to producers via EFT	S. Bishop	Sept. 1, 2016
Continue working with FDACS-OAWP on Contract & Budgets for fiscal year 2016-2017	S. Bishop	Oct. 1, 2016
Complete General Fund 2015-16 Budget Amendments & Create the 2016-17 Budget for Adoption	S. Bishop	September 13, 2016
Compile total of amount of dollars distributed in the county and surrounding areas via HSWCD	S. Bishop	September 13, 2016
Advertise and interview to fill new positions	S. Bishop & Staff	Oct. 1, 2016
Attain new quotes for HSWCD Highway Roadside sign	S. Bishop	Sept. 30, 2016
Continue to monitor/facilitate the FECLOG & NRCS work on PL566 structure	S. Bishop	Ongoing
Outreach for MIL	S. Bishop & D. Pitts	Ongoing