

HIGHLANDS SOIL & WATER CONSERVATION DISTRICT - BOARD OF SUPERVISORS

MEETING MINUTES

MEETING DATE: 10/29/2024

Meeting Location: HSWCD Conf. Room – Bert Harris Center

FINAL – Approved 11-19-2024

Recorded by: Kayla Nickerson

MEETING SCHEDULED START: 3:00 P.M. CALL TO ORDER: @ 3:06 P.M.

PUBLIC MEETING ANNOUNCEMENT READ BY CHAIRMAN

I. Welcome & Introductions

Name	Title	Organization	Present
Dr. John Causey	Chairman	Highlands Soil & Water	Y
Steve Smith	Vice-Chairman	Highlands Soil & Water	Y
Doug Deen	Secretary/Treasurer	Highlands Soil & Water	Y
Sara Sebring	Supervisor	Highlands Soil & Water	Y
T.J. Wohl	Supervisor	Highlands Soil & Water	Y
Scott Kirouac	Liaison	Highlands County BOCC	N
Susie Bishop	Executive Director	Highlands Soil & Water	Y
Kayla Nickerson	Administrative Specialist	Highlands Soil & Water	Y
Chad Harmon	MIL Manager	Highlands Soil & Water	Y
Wade Smith	MIL Tech.	Highlands Soil & Water	Y
Lauren Ahrens	Environmental Specialist III	FDACS-OAWP	Y
Carlos Torres	District Cons.	USDA-NRCS	N
Will Cochlin	Visitor	Self Employed	Y

II. **Approval of Agenda** – Motion to Approve the Agenda as presented (Smith/Wohl). Dr. Causey requested to add Agenda Item VIII.c.- Executive Director Evaluation. As requested, motion amended to add Item VIII.c. (Smith/Wohl). Unanimous Approval.

III. Approval of Meeting Minutes

a. **Board of Supervisors Meeting Minutes – September 19,2024** - Motion made to approve the minutes as presented (Wohl/Smith). Unanimous Approval.

IV. Financial Activity

a. **Overview & Approval of Financial Reports- September 2024:** Review of bank statements & financial reports. Motion to approve the financial reports as presented (Sebring/Deen). Unanimous Approval.

b. **2023-2024 General Fund Budget Amendments** – Review of proposed amendments to the budget. Motion to approve budget amendments as presented (Smith/Sebring). Unanimous Approval.

- c. **2024-2025 General Fund Budget Amendments** – Review of proposed amendments to the budget. Motion to approve budget as presented (Wohl/Deen). Unanimous Approval.
- V. **Agency Partner Updates**
- a. **FDACS** – Ahrens provided updates to cost share application procedures. No Action.
 - b. **MIL** – Harmon reported that 86 evaluations have been completed this quarter, which is more than the 52 evaluations required. No Action.
 - c. **NRCS** – Nickerson reported the cooperative agreement for administrative support has been executed and she has begun providing services to NRCS. FY 2025 Program deadline is Friday, November 1st. No Action.
 - d. **HCBC** – No report.
- VI. **Old Business**
- a. **Legislative Workshop Rescheduled – November 13, 2024** – Bishop reported the workshop was rescheduled due to Hurricane Milton. Bishop reviewed purpose and planned format of the meeting. Dr. Causey plans to attend with Wohl as the alternate. No Action.
 - b. **Annual Review of Workplan** – Bishop reviewed suggested changes to the plan and status updates. Motion to approve amended work plan and status updates as presented (Smith/Deen). Unanimous Approval.
 - c. **Certified District Manager Certification** – Nickerson reported she was awarded a scholarship from FASD to cover tuition of the course and provided a recap of the Certified District Manager Program. She will receive her certificate at the FASD Annual Conference in June. No Action.
 - d. **2025 Meeting Schedule** – Bishop presented the proposed schedule. Motion to approve schedule as presented (Deen/Wohl). Unanimous Approval.
- VII. **New Business**
- a. **AFCD/FASD** – Bishop reported that the AFCD Executive Director has resigned and the FDACS-OAWP contract with AFCD has been terminated. More SWCDs have joined the Florida Association of Special Districts (FASD) and she anticipates support of SWCDs from the organization through the coming legislative session. No Action.
 - b. **Staffing Updates** – Bishop reported that Will Cochlin has accepted the BMP Technician position and will begin on Friday, November 1st. Bishop introduced Will to the Board of Supervisors. USDA-NRCS and FDACS-OAWP have also each hired a new employee to be based in our office space before end of the year. Office will then be at full capacity. No Action.
 - c. **Evaluation of Executive Director** – Dr. Causey reported the Executive Director Annual Evaluation score as 523 out of 525. No Action.
- VIII. **Executive Director’s Report** – Bishop reported that the Annual Ethics training is required of all supervisors by December. AgVenture preparations are going well and there is a need for additional volunteers on Nov. 9th-10th. The proposed City of Sebring – Lake Jackson project has been postponed until further notice. Next board meeting has been moved to Conference Room 1 with a 12 Noon start time.
- IX. **Citizens Not on the Agenda** – None
- X. **Supervisor Comments** –
- Smith – None
 - Deen – None
 - Sebring – None
 - Wohl – None
 - Causey – None

Meeting Adjourned at 4:28 p.m.

John Causey, Chairman

Doug Deen, Secretary

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
<i>Monitor, review and discuss FDACS-OAWP revised procedures and policies</i>	<i>S. Bishop & K. Nickerson</i>	<i>Ongoing</i>
<i>Manage DEP Stolen Saddle Ranch Contract</i>	<i>S. Bishop</i>	<i>Ongoing</i>
<i>Develop and present Website Training for FCDEA Members</i>	<i>K. Nickerson</i>	<i>Nov. 12, 2024</i>
<i>Facilitate Brainstorm Workshop regarding Unified Legislation Planning</i>	<i>S. Bishop & K. Nickerson</i>	<i>Nov. 13, 2024</i>
<i>Develop HSWCD/FCDEA Public Records Policy</i>	<i>K. Nickerson & S. Bishop</i>	<i>Dec. 31, 2024</i>
<i>Develop and implement HSWCD Records Inventory</i>	<i>K. Nickerson & S. Bishop</i>	<i>Dec. 31, 2024</i>
<i>2023-2024 Annual Report</i>	<i>S. Bishop & K. Nickerson</i>	<i>Dec. 31, 2024</i>