

# **HIGHLANDS SOIL & WATER CONSERVATION DISTRICT - BOARD OF SUPERVISORS**

## **MEETING MINUTES**

**MEETING DATE: 2/20/2024**

Meeting Location: Conf. Room 3 – Bert Harris Center

**FINAL – Approved 3/19/2024**

Recorded by: Susie Bishop

**MEETING SCHEDULED START: 3:00 P.M. CALL TO ORDER: @ 3:01 P.M.**

**PUBLIC MEETING ANNOUNCEMENT READ BY CHAIRMAN**

Name	Title	Organization	Present
<b>ATTENDANCE</b>			
Dr. John Causey	Chairman	Highlands Soil & Water	Y
Steve Smith	Vice-Chairman	Conservation District	Y
Doug Deen	Secretary/Treasurer		Y
Sara Sebring	Supervisor		Y
T.J. Wohl	Supervisor		N
Scott Kirouac	Liaison	Highlands Co. Board of County Commissioners	Y
Susie Bishop	Executive Director	Highlands Soil & Water	Y
Kayla Nickerson	BMP Tech.	Highlands Soil & Water	Y
Lauren Ahrens	BMP Tech.	Highlands Soil & Water	Y
Andrew Adams	ES I	FDACS-OAWP	N
Chad Harmon	MIL Manager	Highlands Soil & Water	Y
Wade Smith	MIL Tech.	Highlands Soil & Water	Y
Carlos Torres	District Cons.	USDA-NRCS	N
Josue Aceituno	Soil Scientist	USDA-NRCS	N
Don Buchanan	Rangeland Specialist	USDSA-NRCS	N
Charlene Meeks	Executive Director	AFCD	Y
Chris Polischunk	Auditor	Mauldin & Jenkins	Y
Austin Hickox	Auditor	Mauldin & Jenkins	Y
Candace Batulis	Auditor	Mauldin & Jenkins	Y
David Jahosky	Auditor	Mauldin & Jenkins	Y
Graham Sweeney	Auditor	Mauldin & Jenkins	Y
Haley Kasnic	Auditor	Mauldin & Jenkins	Y

**I. Welcome & Introductions**

- II. **Approval of Agenda** – Motion to approve agenda as presented (Sebring/Deen). Unanimous Approval.

**PRESENTATION:** OPPAGA Review – Maulden & Jenkins, CPA

- III. **Approval of Meeting Minutes- January 16, 2024** - Motion made to approve the minutes as presented (Smith/Sebring). Unanimous Approval.

IV. **Financial Activity**

- a. **Overview & Approval of Financial Reports- January 2024:** Review of bank statements & financial reports. Motion to approve the financial reports as presented (Sebring/Smith). Unanimous Approval.
- b. **CD Investments** – Causey shared recent purchases of new CDs. \$100,000.00 at 5.7 % due September 24, \$211,000.00 at 5.3% due December 16 and \$211,000.00 at 5.2% due July 29.

V. **Agency Partner Updates No Updates due to time constraints**

- a. **FDACS** –
- b. **MIL** –
- c. **NRCS** –
- d. **HCBCC** –

VI. **Old Business**

- a. **Update on Filed Legislation** – Bishop reported the proposed legislation has died due to lack of support in the Senate among other politically motivated reasons. The OPPAGA reports will come out in the Fall and the expectation is for new legislation to be filed in 2025 Session to address how SWCDs operate.

VII. **New Business**

- a. None

VIII. **Executive Director’s Report - Items presented:**

- Website – Updates are completed. We will share it at the next meeting.
- Bishop explained the Florida Association of Special Districts and the benefits of membership. D. Ramba will reduce our fee to him if we join. Should legislation come back next year this organization will assist us with this. Motion made to join at our level of required joining fee ( Smith/Deen). The fee is calculated on the total revenue reported to the state.
- Bishop informed the Board of the Ethics Training they are required to complete by Dec. 31. She will provide the link for the computer course.
- Options for our IT services were discussed.
- Our MIL and Bishop is working with leadership of OAWP on the MIL Contract Language and the SOP.

- Mike Carter, retired CPA, has agreed to review our OPPAGA at \$115.00 per hour. Bishop will proceed with compiling the information requested and determine if we need this review.

**IX. Citizens Not on the Agenda – None**

**X. Supervisor Comments -**

Smith – Commended staff for their performance and teamwork.  
 Sebring – None  
 Deen – None  
 Causey – None

Meeting Adjourned at 5:22 p.m.

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**John Causey, Chairman**

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**Doug Deen, Secretary**

**POST MEETING ACTION ITEMS**

<i>Action</i>	<i>Assigned To</i>	<i>Deadline</i>
<i>Monitor Legislation regarding Florida SWCD Reorganization</i>	<i>S. Bishop</i>	<i>Spring 2024</i>
<i>Monitor and Manage SOW and SOP for the MIL Contract &amp; Project Manager Concerns</i>	<i>S. Bishop &amp; C. Harmon</i>	<i>Jan. 2024</i>
<i>Rebuild of Website</i>	<i>K. Nickerson &amp; S. Bishop</i>	<i>Feb. 2024</i>
<i>Present FY 2022-2023 Annual Report to Co. Commissioners</i>	<i>S. Bishop</i>	<i>March 2024</i>
<i>Prepare &amp; Submit OPPAGA Information Request</i>	<i>S. Bishop &amp; K. Nickerson</i>	<i>March 15, 2024</i>
<i>Manage DEP Stolen Saddle Ranch Contract</i>	<i>S. Bishop</i>	<i>Ongoing</i>
