

HIGHLANDS SOIL & WATER CONSERVATION DISTRICT - BOARD OF SUPERVISORS

MEETING MINUTES

MEETING DATE: 08/20/2024

Meeting Location: Conf. Room 3 – Bert Harris Center

DRAFT

Recorded by: Susie Bishop

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

PUBLIC MEETING ANNOUNCEMENT READ BY CHAIRMAN

Name	Title	Organization	Present
ATTENDANCE			
Dr. John Causey	Chairman	Highlands Soil & Water	Y
Steve Smith	Vice-Chairman	Conservation District	Y
Doug Deen	Secretary/Treasurer		Y
Sara Sebring	Supervisor		N
T.J. Wohl	Supervisor		Y
Scott Kirouac	Liaison	Highlands Co. Board of County Commissioners	N
Susie Bishop	Executive Director	Highlands Soil & Water	Y
Kayla Nickerson	BMP Tech.	Highlands Soil & Water	Y
Lauren Ahrens	BMP Tech.	Highlands Soil & Water	Y
Chad Harmon	MIL Manager	Highlands Soil & Water	Y
Wade Smith	MIL Tech.	Highlands Soil & Water	Y
Tyler Baker	Env. Spec. I	USDA-NRCS	Y
Carlos Torres	District Cons.	FDACS-OAWP	Y
Don Buchanan	Rangeland Spec.	USDA-NRCS	Y
Josilin Day	Natural Resource Spec.	USDA-NRCS	Y

I. Welcome & Introductions

II. Approval of Agenda – Motion to Approve the Agenda as presented. (Smith/Deen).
Unanimous Approval.

III. Approval of Meeting Minutes

a. Board of Supervisors Meeting Minutes - July 16, 2024 - Motion made to approve the minutes as presented (Wohl/Smith). Unanimous Approval.

IV. Financial Activity

- a. **Overview & Approval of Financial Reports- July 2024:** Review of bank statements & financial reports. Motion to approve the financial reports as presented (Deen/Smith). Unanimous Approval.
- b. **Responses to Audit Condition** – Bishop presented the letter received from the Auditor General’s Office regarding the one Audit Condition in the FY 2022-2023 Audit. The District provided a written response defining the corrective action that has been completed along with the back-up documents. This issue should be totally resolved at this point. No Action.
- c. **2024-2025 Budget & 2023-2024 Budget Amendments** - Bishop provided a draft of the FY 23-24 proposed Budget Amendments with explanation. These will be presented for adoption along with the FY 24-25 Budget at the September Meeting. No Action.

V. Agency Partner Updates

- a. **FDACS** – Updates provided regarding cost share program. Bishop informed the Board BMP Tech L. Ahrens has resigned and has accepted a position with FDACS-OAWP as an Environmental Specialist III. She will be housed in the HSWCD office and will assume her new position in approximately one month. There has been no decision regarding filling the position she will vacate. No Action.
- b. **MIL** – Harmon and Bishop presented the new SOP Book to the Board, a special project nearing completion. The overall goal is to have a consistent SOP for the MILs statewide. Highlands led the effort. Currently the MIL is required to have completed 24 evaluations and the total to date is 39. No Action.
- c. **NRCS** – Torres introduced new staff and provided updates on applications, funding for various programs and deadlines. No Action.
- d. **HCBC** – No Report from County. Bishop reported the County Budget for 24-25 does have the funding via the partnership for the District with no discussion of any revisions.

VI. Old Business

- a. **OPPAGA** – Bishop shared the Official Final Report for the District and the Executive Summary for the entire state. Discussion regarding the outcomes and speculations of what it means for the future of the Districts took place. No Action.
- b. **Ethics Training** – Bishop reminded the Supervisors to complete their Ethics Training. No Action.
- c. **Update – Administrative Specialist/NRCS Agreement** – Nickerson presented the Budget for the agreement and gave an update on her status for clearance and completion of required trainings. She predicts she will complete her onboarding by October 1, 2024. No Action.
- d. **Trainings** – Nickerson informed the board she has been accepted to the Certified District Managers course being offered by FASD in October. She is completing multiple required trainings for NRCS and will be registering for the UF Leadership Modules. Causey suggested she participate in the Leadership Highlands program next year. No Action.

VII. New Business

- a. **September Meeting Date/FDACS/OAWP Meeting** – Bishop asked Board to adjust the September Meeting date to Thursday, September 19, 2024 because the scheduled Tuesday, September 17 conflicts with a FDACS/OAWP meeting. Consensus of Board was to meet on Thursday, September 19, 2024 at 1:00 p.m. in the HSWCD Conference Room. Unanimous Consent.
- b. **Efforts for Preparation for Session Anticipated Legislation** – Bishop explained efforts she, K. Nickerson and A. Kuipers have been taking in anticipation of new legislation regarding the Districts. Upon discussion the Board instructed Bishop to proceed with plans/ideas to date. No Action.
- c. **Office Changes & Improvements** – Nickerson reported to the Board several changes in service vendors/ accounts and record storage. No Action.
- d. **Vehicles** – Bishop reviewed the ownership of the two District trucks. Bishop suggested trading in truck # 1 for a mid-size SUV for use by District staff. Board directed Bishop to proceed with pricing. No Action.
- e. **AFCD** – Bishop updated the Board on concerns with AFCD Staff and services provided via membership in the Association. No Action

VIII. Executive Director's Report –

- MIL Hours – Bishop presented the request of the MIL Staff to work four 10-hour days with Fridays off unless coverage is needed for the office. The Board supported the idea and decided by consensus it is an administrative decision.
- Sept. 12 will be the annual Community Garden Workday with inmates tilling the plots.
- Sept. 13 Bishop will be teaching team building for the new Leadership Highlands Class. And in January she will teach Ag Day for the class with Ray Royce.

IX. Citizens Not on the Agenda – None

X. Supervisor Comments -

Smith – None
Deen – None
Wohl – None
Causey – None

Meeting Adjourned at 4:47 p.m.

John Causey, Chairman

Doug Deen, Secretary

POST MEETING ACTION ITEMS

<i>Action</i>	<i>Assigned To</i>	<i>Deadline</i>
<i>Post new meeting date for September 19, 2024 Board Meeting</i>	<i>S. Bishop</i>	<i>Aug. 21, 2024</i>
<i>Prepare FY 23-24 Budget Amendments & FY 24-25 General Fund Budget with input from Auditor & CPA</i>	<i>Bishop</i>	<i>Sept. 12, 2024</i>
<i>Monitor, review and discuss FDACS-OAWP revised procedures and policies</i>	<i>S. Bishop & K. Nickerson</i>	<i>Ongoing</i>
<i>Complete NRCS Agreement and On-Boarding of Administrative Specialist</i>	<i>S. Bishop & K. Nickerson</i>	<i>Oct. 1, 2024</i>
<i>Complete Trainings</i>	<i>K. Nickerson</i>	<i>December 2024</i>
<i>Shop for SUV Vehicle for HSWCD to Purchase</i>	<i>S. Bishop & K. Nickerson</i>	<i>Sept. 1, 2024</i>
<i>Monitor & Complete revision of MIL Appendix, SOW & SOP</i>	<i>S. Bishop & MIL Staff</i>	<i>TBD</i>
<i>Coordinate efforts to assemble Districts and Ag Associations to prepare for potential Legislation in 2025</i>	<i>S. Bishop & K. Nickerson</i>	<i>Oct. 1, 2024</i>
<i>Attend FCDEA Annual Meeting in Gainesville</i>	<i>S. Bishop & K. Nickerson</i>	<i>Sept. 3-5, 2024</i>
<i>Manage DEP Stolen Saddle Ranch Contract</i>	<i>S. Bishop</i>	<i>Ongoing</i>
<i>Monitor AFCD Performance</i>	<i>S. Bishop & K. Nickerson</i>	<i>Ongoing</i>

