**LAKE SOIL AND WATER CONSERVATION DISTRICT**

**BOARD OF SUPERVISORS REGULAR MEETING**

**DRAFT OF MINUTES**

**JUNE 19, 2019**

The Board of Supervisors, Lake Soil and Water Conservation District (LSWCD), met on June 19, 2019, at the UF/IAS Lake County Extension Center at 1951 Woodlea Road, Tavares, Fl 32778. Those present were:

Supervisors: Banks Helfrich, Rose Fitzpatrick, Cassandra Brown, and Robert Myatt

Absent: Name of supervisor(s) absent should be listed

Guests: Lauren Dorval, FDACS (OAWP); Stephanie Klein, MIL; Nick Zurasky, KIL; Sean Tracy, MIL: Katie Pritchett, NRCS; Megan Mann, Interim UF/IAS Lake County Extension Director; Walter Albarran, Area Conservationist (ASTC-FO); Adam Boykin, MIL.

Staff: Sharon Redding, Administrative Assistant, LSWCD

At 3:10 pm, Banks Helfrich, 2Nd Chair, called the meeting to order and led the Pledge of Allegiance. The meeting had been noticed and proof of publication was presented.

**Public Comment—**the floor was open for public comments; no public comments were brought forth.

**Welcome—**The Chair welcomed Walter Albarran, from USDA (NRCS). Prior to this meeting, we had a LWG meeting with Walter that was constructive; we were able to input what needs we would like as to spending in Lake County. Walter also informed us that Chuck O’Rourke will be taking Suzy’s place. Chuck’s case load is overwhelming, if we contact him, it might be awhile before he will have time to get back with us. There are many job vacancies in Lake County and everyone is doubling in duties. We need to be patient!

**Meeting Minutes—** The minutes of the meeting from May 15, 2019 were approved with no corrections. A motion was made by Rose Fitzpatrick to approve. Seconded by Banks Helfrich. Motion carried unanimously.

**Financial Report—**Rose Fitzpatrick, Treasurer, provided copies of her report to the Board and the Administrative Assistant to review. Discussion. Robert Myatt moved that we accept the Treasurer’s report. Seconded by Cassandra Brown Motion carried. It has been very difficult to add Banks Helfrich name to the signature card at Seacoast Bank. It takes the agreement of the two existing signees; with a Supervisor being MIA, this has been next to impossible. Rose stated she won’t be traveling and will be available to sign. After a small discussion, it was decided to table for now.

**Correspondence/Action Items—**LSWCD received the large check from the state. Sharon contacted Rose, they met; and Rose made the deposit. Rose now has this on Direct Deposit, so it will be simple moving forward. The tag renewals for the two trucks were in the mail. Adam took the license tag renewals to pay. Discussion that all bills will go to the Treasurer and no one else.

**USDA—**Katie Pritchitt and Walter were both unclear how much Chuck O’Rouke will be able to participate. As stated, his workload is overloaded. We have many questions. After short discussion, Cassandra Brown instructed Sharon to contact Mr. O’Rourke.

**FDACS—Office of Agricultural Water Policy (OAWP)** Lauren Dorval was unable to attend the meeting but emailed an outstanding report as follows: As of 06-19-2019,there are 320 enrolled agriculture producers in the BMP program. Broken down they include: 101 nursery producers; 3 sod producers; 42 cattle producers; 24 specialty fruit and nut producers; 144 citrus producers; and 6 equine producers. In the fiscal year of 2018-2019, Lauren completed 3 cost share projects in Lake County: (1) a soil/potting barn, which puts soil into a covered and concreted area so there is no nutrient leaching in the ground; (2) an ionized sprayer (nutrient sprayer) which ionized the nutrient particles as it leaves the sprayer so that it sticks to the plant better; and (3) boom sprayer (nutrient sprayer).

The FDAC fiscal year begins in July and they will be taking applications for the next year’s cost share program.

Lauren hasn’t been to the meetings on a regular basis lately, as FDACS has changed her responsibilities. She indicated that she would like to attend at least one meeting a quarter. That is her personal goal.

**Mobile Irrigation Lab (MIL)—**Adam Boykin reported that 64 of the 68 evaluations have been completed. Sun Pass’ were purchased for both vehicles and will be auto refilled on pcards. Fleet was charging an extra 15% on top of the normal prices. Good job, Adam!

**Old Business—**

**Book Keeping? -** Rose Fitzpatrick volunteered to take on the learning of Quickbooks. The bank has a monthly charge from Intuit (Quickbooks) that is $17.00.

**Post Office Box** - The post office box issued was once again discussed. After discussion, Robert Myatt made the motion to get a post office box in Leesburg. Seconded by Banks Helfrich,. Motion carried. Rose will purchase the box and keep a key, give a key to Sharon.

**NRCS Contract** - Sharon brought up the fact that we have not had a signed, current, contract between LSWCD and NRCS in several years. Prior to Suzy leaving she sent a copy to Sharon. The agreement was forwarded to the Board, via email. After discussion, it was decided that Sharon would contact Chuck O’Rourke to see what we should do.

**Website—**Rose Fitzpatrick suggested we table any further discussion on the website until she and Robert attend the AFDC meeting in Ocala, coming this July. There will be a special session on the subject since it was regulated. Likewise the discussion concerning long range plans was tabled until after the same AFDC meeting. They will be able to obtain information on this subject as well.

**District Flyer?** - Robert Myatt is still working on the flyer. He is requesting each Supervisor give him information on the special project they oversee. Robert has a lot of good contacts with some of the teachers and wants to have the flyer ready to hand out in September. It was requested to provide Robert with this information prior to the August meeting. Sharon was asked to send an email to remind each Supervisor before the August meeting.

**New Business—**

**Important Dates -**Discussion concerning several upcoming dates: June 30th, the District’s Annual Financial Report or audit due to the State; July 1st—Supervisors must file their Limited Financial Disclosure Form (some you have already filed); July 11-13th—AFDC Annual Meeting in Ocala—Rose Fitzpatrick and Robert Myatt are attending (Cassandra Brown might attend); and Aug 11-13th, NACD SE Region Meeting ion Gatlinburg, TN.

**District Records** – Past records have been hard to locate. We are all working toward better record keeping. Going forward, Sharon will be keeping accurate records that are documented and maintained. Rose is doing the same with the Treasurer’s files.,

**Adminitrative Assistant Compensation -** Sharon Redding, the Administrative Assistant, requested the Board consider a larger compensation for her workload. She is putting more hours than what she was told the job would entail. There was much discussion on the subject. Ms. Redding feels she is over the learning curve, and is not expecting an answer at this meeting. However, she does want the Board to make this a consideration. Cassandra Brown made a motion to table the topic until the August meeting when the new budget will be discussed. Motion seconded by Robert Myatt. Motion passed unanimously???

**Disscussion Items--** Cassandra Brown requested we follow Robert’s Rules of Order. There was too much over talking, and speaking out of turn during the meeting.

Banks Helfrich, acting Chairperson, wants us to go digital. No more printing and providing hard copies at our meetings. If each person wants a hard copy, be responsible and bring your own. Some discussion and some Board members want hard copies. The Administrative Assistant was instructed not to print the Agenda and Minutes for everyone for the next meeting. No vote was taken.

**Adjourn -** No further business, the meeting was adjourned at 4:38 pm. The next meeting will take place on July 17, 2019, at 3:00 pm.

Respectfully submitted:

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Sharon Redding, Administrative Assistant Name, Secretary/Treasurer