**LAKE SOIL AND WATER CONSERVATION DISTRICT**

**BOARD OF SUPERVISORS REGULAR MEETING**

**March 20, 2019**

The Board of Supervisors, Lake Soil and Water Conservation District (SWCD), met on March 20, 2019 at the UF/IFAS Lake County Extension Center at 1951 Woodlea Road, Tavares. Those present were:

Supervisors: Banks Helfrich, Rose Fitzpatrick, Cassandra Brown, Timothy O’Connell II, and Robert Myatt

Guests: Nick Zurasky and Sean Tracy of the Mobile Irrigation Lab

 Megan Mann, Interim UF/IFAS Lake County Extension Director

At 3:02 PM, Timothy O’Connell 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

**Meeting Minutes** – On a motion by Rose Fitzpatrick, seconded by Banks Helfrich, and carried unanimously, the minutes of the meeting held on February 20th, 2019 were approved.

**Financial Report** – The March financial report was tabled to the April meeting. Timothy O’Connell informed the board that he is the process of setting up QuickBooks

**Correspondence/Action Items** – Megan Mann reminded the Board Treasurer of two outstanding invoices related to the recent Land Judging Event. Rose Fitzpatrick will pay these invoices by check through the mail.

**USDA – Natural Resources Conservation Service (NRCS) –** No report given.

**FDACS - Office of Agricultural Water Policy (OAWP)** – No report given.

**Mobile Irrigation Lab (MIL) –** Nick Zurasky provided a written report to the board and reported that they were on track to complete all 68 required evaluations prior to the close of the quarter. Interviews for the administrative position which will provide support to the MIL are set for Monday March 25th.

**OLD BUSINESS**

**Land Judging –** Rose Fitzpatrick provided an overview of the recent Land Judging Contest held on March 14th, 2019 in Sumter County. Nineteen youth from six teams represented Lake County in this year’s contest.

**Update on Administrative Position for LSWCD** – Over 100 people applied and the applicant pool has been narrowed to 10. Banks Helfrich will conduct interviews on Monday March 25th and has been authorized to hire the best applicant. Megan Mann provided an overview of administrative duties that the new hire would be expected to perform.

**Website** – Timothy O’Connell is working on the LSWCD website. Megan Mann will email him the recent meeting minutes to post. Once the website is updated it will be linked to the County website.

**Educational Contest –** Megan Mann provided board members with notebooks containing standard operating procedures for each of the educational contest. Assuming leadership for the contest in 2020 will be:

Land Judging – Rose Fitzpatrick

Tree Give-Away – Banks Helfrich

Poster Judging Contest – Timothy O’Connell

Scholarship – Cassandra Brown

Envirothon – Robert Myatt

**Update on Transition** – Megan Mann reported that the auditor is in the final stages of organizing financial documents for turnover to the LSWCD. During this process it was discovered the Bobby Brown was not given a 1099 for payments made in 2018. Megan Mann is working to remedy this but advised the board that a late filing fee may be incurred. The audit required by the FDACS grant is set for April 15th-17th. Megan Mann will be available to assist and a Board member should be present. Once the audits have been completed a Board member will coordinate with Megan Mann to take physical possession of all items currently in the Extension Office. Megan Mann advised that a large number of older documents may need to be shredded if the records retention requirement has expired.

**NEW BUSINESS**

**Poster Contest** – Only four posters were submitted. Three have been awarded first place and one received second place. Timothy O’Connell will coordinate the purchase of gift cards to award the winners.

**Scholarship** – The Scholarship applications are due April 1st. Megan Mann will send out completed applications, with a grading rubric, to the board prior to the April board meeting so that a recipient can be selected.

**Potential new meeting dates** – The board had a discussion about moving to every other month for meetings and decided to table the decision to later in the fall

**Board Member Comments**

Rose Fitzpatrick notified the group the group that the AFCD Area 3 meeting will be in Longwood on April 29th. All board members are encouraged to attend. A $15 registration fee will be reimbursed by the Board.

Banks Helfrich will arrange a LSWCD Display for the Lake County Fair. He will reach out to FDACS and NRCS for additional educational material to display. He would like to ask the county that an electric car charger be installed at the Ag Center but understands that he would be making this request as a private citizen and not as a representative of the Board.

The meeting was adjourned at 4:30 and the next meeting will take place on March 17th, 2019 at 3pm.

*Respectfully submitted by Megan Mann, UF/IFAS Lake County Extension Interim Director.*