**LAKE SOIL AND WATER CONSERVATION DISTRICT**

**BOARD OF SUPERVISORS REGULAR MEETING**

**February 20, 2019**

**DRAFT**

The Board of Supervisors, Lake Soil and Water Conservation District (SWCD), met on February 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: Adam Boykin of the Mobile Irrigation Lab

Megan Mann, Interim UF/IFAS Lake County Extension Director

Suzy Daubert, NRCS

Katie Pritchett, NRCS Intern

At 3:02 PM, Timothy O’Connell called the meeting to order and led the Pledge of Allegiance followed by a moment of silence. 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 January 16th, 2019 were approved.

**Financial Report** – On a motion by Banks Helfrich, seconded by Rose Fitzpatrick, and carried unanimously, the financial report was approved.

**Correspondence/Action Items** – Megan Mann informed the Board that their new Tax Exempt certificate had been received. The Board also received a letter from the Ford dealership alerting them to a recall issue on their Ford Explorer. Adam Boykin will follow up with the dealership.

**USDA – Natural Resources Conservation Service (NRCS) –** Suzie Daubert shared updates on the Lake/Sumter Land Judging Event, the Nature Coast Envirothon, and the Marion County Envirothon. She has been working with Robert Myatt to coordinate additional outreach efforts. Suzie provided an overview of NRCS related program planning and implementation. Additional 2019 programs are pending the new Farm Bill.

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

**Mobile Irrigation Lab (MIL) –** Adam Boykin reported that 29/68 evaluations for the current quarter have been completed. He had no equipment needs or issues to report.

**OLD BUSINESS**

**Agreement between Lake County and LSWCD** – Timothy O’Connell provided an overview of his discussion with Lake County Manager Jeff Cole that occurred 2/11/19:

* The Mobile Irrigation Lab employees are considered employees of Lake County even though their salaries are reimbursed by an FDACS grant run through LSWCD. Any concerns about MIL should be addressed to their County Supervisor (currently Megan Mann)
* The currently vacant Lake County office associate position will be filled by someone who will serve as an administrator for the MIL grant 20hrs per week and perform other administrative tasks for the County the other 20hrs per week. 50% of their salary will be reimbursed by the MIL grant.
* Moving forward LSWCD is encouraged to hire their own employee to handle finances and perform administrative tasks related to the work of the LSWCD Board.
* Megan Mann will continue to provide support for educational programs scheduled for the Spring of 2019 and will provide the board with operating instructions for each event so that they may assume leadership moving forward.
* Timothy O’Connell will work on updating the LSWCD website so that the required content is current.

Banks Helfrich made a motion that the LSWCD authorize the hiring of one or two individuals (depending on qualifications) to serve as a conduit between the board members, attend monthly meetings, update the website, receive communications on behalf of the Board and balance the finances monthly. Option A would be to hire one person at a rate of $100/wk who can do both the administrative and financial tasks of the Board. This person would be a CPA. Option B would be to hire an administrative assistant who is not a CPA at a rate of $75/wk and in addition hire a CPA to handle the finances at a rate of $100/mo. Rose Fitzpatrick seconded the motion and the motion was carried unanimously.

Timothy O’Connel will write a job description and post it to social media.

Cassandra Brown made a motion that the LSWCD purchase monthly access to QuickBooks online at a maximum cost of $40.00/mo. The motion was seconded by Rose Fitzpatrick and was carried unanimously.

Rose Fitzpatrick will make all LSWCD Board Supervisors administrators on the LSWCD Facebook Page

**Tree Giveaway –** Cassandra Brown and Banks Helfrich provided a recap of the January 19th, 2019 Tree Giveaway held in conjunction with the City of Tavares’ Arbor Day Celebration. The Redbud saplings were the most popular. Banks Helfrich indicated an interest in heading up the event next year.

**NEW BUSINESS**

**2019 Land Judging** – The date has been moved from March 15th to March 14th to avoid a conflict with a Lake County School System Teacher Work Day. Rose Fitzpatrick and Timothy O’Connell will attend the event.

Banks Helfrich made a motion that LCSWCD purchase tumbler cups with the LSWCD logo with a maximum budget of $500 to use as giveaways for LCSWCD educational events. Rose Fitzpatrick seconded the motion and was unanimously carried. Timothy O’Connell will take the lead on ordering the tumblers.

Rose Fitzpatrick made a motion that the LSWCD purchase the same awards for land judging that were purchased in previous years with at an estimated cost of approximately $100.00. Cassandra Brown seconded the motion and it was carried unanimously.

Banks Helfrich moved that LCSWCD provide pizza for soil judging participants at a maximum cost of $300.00. Cassandra Brown seconded the motion and it was carried unanimously. Timothy O’Connell will take care of ordering pizza for the event and will provide bottled water.

**2019 Lake County Fair** – Banks Helfrich will reach out the Lake County Fair about obtaining table space for a LSWCD display. Megan Mann offered to restock the display as needed as she will be at the fair daily for work.

**2019 Poster Contest** – Megan Mann updated the group on the 2019 Poster Judging Contest. There was a discussion about the best way to incentivize participation. Robert Myatt moved that the LCSWCD provide Target Gift Cards to Poster Contest winners with each age division receiving a $30 gift card for first place, a $20 gift card for second place, and a $15 gift card for third place. Banks Helfrich seconded the motion and it was carried unanimously. Timothy O’Connell will purchase the gift cards.

**2019 Envirothon** – Marion County will be hosting an Envirothon on April 4th, 2019 and are allowing Lake County youth to participate. Robert Myatt and Rose Fitzpatrick will attend the event. Timothy O’Connell indicated that questions about transportation can be directed to him.

**Board Member Comments**

Robert Myatt will continue to work on LSWCD having more involvement in Lake County Schools

Rose Fitzpatrick asked that the moment of silence be removed from future agendas if there was no strong objection to doing so. No objections were voiced and the moment of silence will henceforth be removed.

Cassandra Brown suggestion that the LSWCD investigate using Cash App (or a similar application) to receive donations electronically. Timothy O’Connell will investigate options.

The meeting was adjourned at 5:25pm and the next meeting will take place on March 20th, 2019 at 3pm.

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