**Jackson Soil & Water Conservation District Board Meeting Minutes**

**April 06, 2023**

**8:00 a.m.**

**UF/IFAS-Clover Room**

Board members present: Mack Glass, Steve Basford, Jeff Pittman, Tom Stadsklev = Quorum

Absent:

Administrative staff: Alisha Dunaway, Peggy Gilley. Others present: Rex Patterson, JSWCD-MIL, Kevin Warren, JSWCD-MIL, Garrett Williams, JSWCD BMP Tech, Brendaly Rodriguez-Munoz -NRCS District Conservationist, Doug Mayo, UF/IFAS Ag Director of JC, Chris Denmark -FDACS/ OAWP - Environmental Administrator, North Florida Field Staff, and Carly Montuani, 4-H Ag Agent.

Supervisor Glass called the meeting to order at 8:01 a.m.

Supervisor Glass welcomed attendees and guests.

NRCS Report: Brendaly Rodriguez-Munoz reported they have the ranking questions and are working through those to process Equip applications, hope to have them by end of May. Equip IRA, There is a lot of money coming our way with a short list of practices covered. The focus will be on Forestry because they are the easiest to get processed. There are four applications in right now, looking for more applications. They are hoping to transfer the applications from Equip Classic to the IRA funds. Personnel: Amelia has gone home to Missouri, and she has taken a position with the MS Dept of Ag, a permanent position for her. Yesterday was her last day. Equipment, they have new phones for Brendaly, Cindy, and Randall. This will help keep business from personal lines and help them with GPS in the field. Brendaly will get the phone numbers to Peggy to pass on to the board as soon as she has them. CSP, they have some applications in the file, they are focusing on Equip 1st. It will probably be July when they work on CSP funding applications. Supervisor Stadsklev asked about how NRCS pays, still a 75%-25% deal? Brendaly advised that NRCS does not work by the percentages anymore, it is strictly by certified amounts. ie; If they contract to fund $600.00 per acre to plant pine trees, the producer gets $600.00 per acre. The producer could pay $300.00 an acre or $1000.00 an acre for the trees, NRCS will pay them $600.00 per acre. Brendaly added at the end of the meeting that she will not be here for the May meeting. Either someone will be here to report in her place or Brendaly will provide a written report.

UF/IFAS Report: Doug reported that they are still searching for a horticulture agent. The position closed this week, looking through applications and hope to interview in May. Matt Orwat is here working from WA County during the interim. Events: The 12th is a Forage Legume Conference at the NFREC Unit and the 13th a Beef Forage Field Day and the NFREC Unit. These are the last events before the growing season starts.

Carly Montuani-4-H Ag Agent: Carly gave the board an update on the partnerships that 4-H has made with community partners. JC 4-H has 13 active clubs and 12 ready to start up. They have hired 2 part-time people that are working out very well to run the admin and program parts of the department. The partnership with Main St. Marianna will include 4-H kids having their own market at the Farmers Market, they have monthly event dates set up through the end of the year to build a family of culture to bring ag and families to the downtown corridor. Marianna Woman’s Club has partnered to do 6 weeks of summer camps. They will fundraise for the Woman’s Club while 4-H gets the spotlight and things for kids to do. An annual event Ag

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Adventures will be the 1st week of November at the NFREC. The budget is $8-9K. They have received a grant for $1500.00, Carly is asking the board to consider building them into our budget to help with Ag Adventures.

BMP Report: Garrett reports that he is working on Cost Share and Office of Energy contracts. IVs have been suspended across the state, and won’t resume till the end of May. Everything else is moving right along. Garrett is working with Alisha to finish up the SARP contract report and to finalize a quarterly report for the Office of Energy. Chris Denmark reports that Stephen Fulford has taken a consulting position working 20 hours weekly as an OPS employee. Stephen still has computer access and is here for us if we need him. Chris really appreciates the board; it is easy to come and work here. IVs: they are moving that procedure around-will do enrollments again, Garrett has that pretty much done here already. On 5/15 & 5/17 field staff will be in Tallahassee to roll out changes in their system. Locally, the MOU between JSWCD & Holmes Creek needs to be revisited. It has been a year, when we set it up we said we would revisit it yearly. It is time to review and tweak a few things.

MIL Report: Rex Patterson reported that everything is going well. They have finished the 1st quarter, and all their records have been given to Alisha to invoice. The weather has not been cooperating, but they are on it.

Financial Analyst Report: Alisha Dunaway reports that the report is 2 parts this month. There is the financial report and a two-page explanation to go with the report.

Mack informed the group that when we were going through an employee change we were closing a contract, and opening a couple new ones, and there were some invoices that were not processed. The audit that Angela’s office worked on found those invoices, Alisha has them in process for payment now. Mack met with Alisha, Garrett, and Peggy Tuesday to work on the information that we need to keep track of for the contracts. Alisha let the board know that copies of the sample Contract Flow Spread Sheets for all of the contracts we are working are in their packets. This way we can track all of the steps and balances and catch possible invoices that do not get fully processed. These sheets will also have the actual contract balances available on Teams for Alisha, Garrett, and Peggy to enter data and for Mack and Tom so they can access the data anytime. These flow sheets will be added monthly to your supervisor packets.

Supervisor Pittman made a motion to implement the flowsheets to our policies and procedures, seconded by Supervisor Basford. Carried unanimously.

District Coordinator Report: Peggy Gilley reported that we have checks that need board signatures after the meeting. The tablet on the Verizon account has been taken off. Our next bill will have prorated fees, the next month we should be in the $90.00 monthly bill range per the agent Peggy spoke with. There was a discussion regarding the last email from Carol Dunaway, JC Supervisor of Elections. The board decided to return to that subject in old business. Peggy Gilley informed the board that the South East Conservation Districts Employees Association is having its Mid-Year meeting right here in PCB. Peggy is asking the board to cover the $100.00 registration fee for the 3 days of conference and training and the farm tours with lunch that Peggy arranged for the SECDEA to show off a couple of our Jackson County farms to the group. There is a $12.00 per diem for

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lunch that is not provided on 4/19. Supervisor Pittman made a motion to pay $112.00 for the registration and per diem for Peggy to attend the conference, seconded by Supervisor Basford. Carried unanimously.

The district received a letter asking for funding from the Cottondale FFA chapter, how would the board like to reply? There was discussion among the board members regarding how much has been given in the past, to which chapters, and that we need to budget a dollar amount for donations. Supervisor Pittman made a motion to fund $500.00 per year, per chapter upon written request to use to fund their chapter as needed, seconded by Supervisor Basford. Carried unanimously.

Old Business: MiltonInsurance policies. No copy of the Milton Insurance policies are available but Alisha assured the supervisors that they are insured, and the policy comes up again in August.

Supervisor Davis’ vacancy, after much discussion about the different paths the board could take to correct the seat numbers to match the DOE qualifying paperwork the following steps were taken: Supervisor Jeff Pittman resigns from Seat 4 on the JSWCD Board. Supervisor Stadsklev made a motion to appoint Jeff Pittman to Seat 5 on the JSWCD Board, seconded by Supervisor Basford. Carried unanimously. Supervisor Steve Basford resigns from Seat 1 on the JSWCD Board. Supervisor Pittman made a motion to appoint Steve Basford to Seat 4 on the JSWCD Board, seconded by Supervisor Stadsklev. Carried unanimously.

Supervisor Pittman made a motion to appoint David DeFelix to vacant Seat 1 on the JSWCD Board, seconded by Supervisor Basford. Carried unanimously.

Audit update-we just received a revised draft from the auditor for y’all to go over. The board agrees to ask Theresa with Grimsley to finalize the report and get it filed. Peggy will get with Theresa and let her know.

Supervisor Glass asked Supervisor Stadsklev to get with Peggy and have a budget resolution ready for the next meeting. Supervisor Glass also asked Alisha to get the flash drive with the information for the 2021/2022 audit to Peggy and give it to Theresa to get started on the next one.

New Business: The proclamation to honor Sonny and his family is set for Tuesday evening 4/25/23 at 6:00 p.m. at the Commissioner’s chambers. Peggy asked for help with the information to put on the proclamation. She has the numbers from Brendaly regarding the programs that Sonny has been involved with.

Supervisor reports: Supervisor Glass reports that we are making headway to get up to date and have procedures to track. In the next month we will have all the deposits in the bank and be able to roll more smoothly. Supervisor Pittman, no report. Supervisor Stadsklev reported that he and Peggy went to the NWFWMD Land Review on March 29th. We visited tracts of managed land in Calhoun and Jackson counties. There was a good mix of representation from state, county, and local agencies. We were able to see the work they have done with Hurricane Michael funds to provide more mixed-use recreational and management activities. Supervisor Basford, no report.

Motion to adjourn was made by Supervisor Pittman and seconded by Supervisor Stadsklev. Carried unanimously. Adjourned at 9:19 a.m.