

# Jackson Soil & Water Conservation District

## Board of Supervisors April 2024 meeting minutes

Location: 2741 Penn Ave, Marianna, FL, 32448

Date: April 11, 2024

Time: 8:00 am

Board members present: Mack Glass, Steve Basford, Tom Stadskev, Jeff Pittman, Dave DeFelix

Quorum: Yes

Absent: 0

Administrative Staff: Peggy Gilley, District Coordinator.

Attendees: Rex Patterson & Kevin Warren, JSWCD-MIL, Garrett Williams, JSWCD BMP Tech, Peter Scott Environmental Consultant, FDACS OAWP, Doug Mayo, UF/IFAS Extension Director, Chris Denmark, Environmental Administrator, FDACS, John Baggett FDACS/OAWP Environmental Manager, Michael Felton, NRCS Supervisory District Conservationist, and guest; Mitzy Lucas, FL Farm Bureau.

Supervisor Glass called the meeting to order at 8:00 a.m.

Supervisor Glass welcomed attendees and guests.

Supervisor Basford made a motion to accept the agenda, seconded by Supervisor Pittman. Carried unanimously.

Supervisor Pittman made a motion to accept the minutes for the Special Board Meeting and the regular Board Meeting on 3/14/24 as read, seconded by Supervisor Basford. Carried unanimously.

**BMP Report:** Garrett reported they are finishing up cost-share on the last amendment and doing IVs and BMAP work. John B went over the running cost-share sheet with the board. There was discussion about which producers are on the list to be paid, the end-of-year balances regarding the state's advance, and where the missing/late invoices are in processing. Approximately \$185K has been invoiced, waiting on those payments to deposit. That will free up enough to pay the remaining cost-share amounts. Supervisor Glass permitted Miss Peggy to pay one Request for Reimbursement balance that is approved for payment and asked her to wait for another deposit before paying the other two approved RFRs, which will probably go out tomorrow. Chris Denmark brought information regarding the technician contract payments. The invoice reimbursement for business done last June should be deposited soon. In a week & ½ or so the deposits we receive will be for July, and August 2023. They are about to catch up to the end of the calendar year, January is done. February and March are missing truck log receipt hard copies. From now on the technicians are to keep a copy of everything they turn in. Klegg's last day is today, his retirement party was yesterday, and there is a lot of knowledge going out the door. Chris confirmed with the board that the Snow Hill agreement is a 2-year period, there will be 1 payment next year.

**MIL Report:** Rex reports March numbers are in. Kevin, Peggy, and Rex got January and February invoices done, approved, and sent for reimbursement. We must answer a question on the March paperwork and get that turned in for reimbursement, we'll get that done and turn it in today. On the new Scope of Work part of the budget they received, General Liability for staff is mentioned. The room all thought that was discussed a year or two ago, we know there is a policy for the Supervisors. Peggy will check with Milton Insurance to see who that plan covers, and if we need a policy for staff, she will get quotes on that. There was much discussion about the wording in certain parts of the forms, and financial liabilities for the district. Chris let the room know how the contracts were handled & who the team is that is working on them now. Rex let the group know that the wording being changed from Waiver to Extension means the difference between being excused due to things beyond MIL Tech's control and having to make up those numbers. Supervisor Glass asked Rex to ask the group at the ICC meeting to ask for that change to be corrected. Rex let the board know that the next ICC meeting is on 5/7, at Lake Placid. Rex also let the board know that Peggy has done a great job getting the information gathered to catch the invoices up. Peggy gave the total numbers for the January, February, and March MIL invoices. Mr. Mack clarified that these invoices pay the district back for the money already spent. (Insurance, payroll, gas for trucks, etc.) Peggy was asked to verify the General Liability for staff, make sure Milton Insurance is paid to date, and confirm that those amounts have been invoiced properly. Also, in the future, there needs to be a spreadsheet showing paid and reimbursement flow.

**Financial Report:** Supervisor Stadskev and Peggy let the board know that the statements for the four accounts are in their packets. Supervisor Stadskev let the group know that we have changes to make. The flow between the accounts has not been done properly, and when the new Admin Assistant starts these two administrative positions will work closer together. Supervisor Glass went over the dollar amounts we are waiting for to catch up on reimbursements, the advance amounts, and how we have handled the past few weeks. Supervisor Basford made a motion to accept the Financial Report, seconded by Supervisor Pittman. Carried unanimously.

Supervisor Basford asked if we were looking for an employee, Supervisor Glass let the group know that the state had approved the advertisement, and it has been posted with the Times and Career Source. Supervisor Pittman questioned how we are going to move forward. Supervisor Glass let the board know that Sunshine Law prevents them from having a public discussion without legal counsel about personnel. Supervisor Pittman made a motion to proceed in a fashion to get to the bottom of everything discussed and to pursue Fuqua and Milton for this to take place ASAP. Supervisor Basford noted that he has feelers out and that we need a plan to do something. Supervisor Pittman amended his motion, to move forward to hire Fuqua & Milton, P.A. as counsel with an agreement to represent.

**District Coordinator Report:** Peggy reported that we have checks that need board signatures. A Thank you from Ethan Carter for our sponsorship of the Panhandle Row Crop Short Course is the first form. The Cottondale FFA has requested our sponsorship. After Peggy let the board know that they sent \$500.00 to the Cottondale FFA the past two years, Supervisor Pittman made a motion to send \$500.00 to sponsor Cottondale FFA for 2024, seconded by Supervisor Basford. Carried unanimously.

AFCD NACD SE Region Annual Meeting. Please see the Sponsorship Form and the event info/agenda pages. The FCDEA has been asked to help with the event. Two-fold request-does the board want to be a sponsor? Which Supervisors plan to go, and permit to register & get the rooms? Peggy sent an email asking if we are sponsoring and she is working at the event does the board need to pay her registration, the answer was not received before this morning. (Later that day, a reply was received, we do not need to pay for the registration, but yes for the room and any tours.) Supervisor Pittman made a motion to send \$250.00 towards sponsorship and to approve Peggy's travel and registration if needed plus expenses, seconded by Supervisor Basford. Carried unanimously. Lastly, after our meeting, we are invited to go over to Peanut Hall to help Macy Jordan celebrate the 2024 AgVocator Scholarship Award. Miss Lesia Andrews wanted to be sure y'all were invited.

Supervisor Glass asked Mitzy Lucas to introduce herself. Mitzy is our new District 2 Field Rep. She is new to the area and is here to help the Farm Bureau and its members. Welcome Mitzy!

**UF/IFAS Report:** Doug reported they are winding down educational events, and crop season is up and running. Michael Young is the new 4-H Agent, stop by and say hello. They have conducted interviews for the 2 admin positions. Doug wanted the board to know that for the job hiring process to interview as many as possible. They would have 4 books and only 2 show up.

Supervisor Glass-nothing to add

Supervisor DeFelix- nothing to add

Supervisor Pittman- nothing to add

**Old Business:** OPPAGA Report. Peggy let the group know that the audit team had mentioned having a couple of questions. She emailed them to let them know of our staff change. They replied they are busy with other districts and will get back to us in April to give us some time. Peggy went on the website yesterday to see if anything had changed. Peggy printed the icons across the top to report to the board, ours are outstanding, fulfilled, -0- returned, all accepted, and zero overdue requests with a due date of 8/19/2024.

**New business:** Supervisor email addresses. In your packets, you will find your email address & password with JSWCD to use for district business. Bear in mind that because your emails are under the JSWCD1987@outlook address, the district coordinator gets a copy of every in and out-email.

**NRCS Report:** Michael Felton the new Supervisory District Conservationist introduced himself and gave a report on their programs to date. Equip has 126 applications, 4 have been funded to a total of \$906,042., so far. CSP had 2 applications, both have been funded for \$149, 528.72. They have three positions to fill: A Turkey Federation employee, an FWC Employee, and a Soil Con. Michael passed out the Local Working Group forms to everyone in the room, went over the resource concerns, and explained how to fill out the form. Each attendee made their marks and returned the forms to Michael to process Jackson County's 2025 funding for our resource concerns. Supervisor Glass adjourned the meeting at 9:34 a.m.

**5/09/2024: Motion to approve 3/14/2024 board meeting minutes made by DD, second by SB. Motion carried.**