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

**March 17, 2023**

**8:00 a.m.**

**UF/IFAS-Bull Pen Conference Room**

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

Absent:

Administrative staff: Alisha Dunaway, Peggy Gilley. Others present: Garrett Williams, JSWCD BMP Tech,

Carol Dunaway, Jackson County Supervisor of Elections, and Jim Dunaway.

Supervisor Glass called the meeting to order at 8:02 a.m.

Supervisor Glass welcomed attendees and guests.

Supervisor Glass asked Miss Carol to explain our group numbers vs the seat numbers that were on the qualifying paperwork. The swearing-in we did in January was to the incorrect seats. Now we are trying to figure out how to correct it. According to the Division of Elections, Groups 2 & 5 are vacant. DOE requires that the oaths are for the seats they qualified for. Carol passed around a handout showing which groups the Supervisors were in and the seats they qualified for. Was: Seat 1-M Glass, Seat 2-G Hall, Seat 3-T Stadsklev, Seat 4- S Basford, and Seat 5- S Davis Jr. Now: Seat 1- S Basford, Seat 2- vacant Seat 3-T Stadsklev Seat 4 -J Pittman, and Seat 5- S Davis Jr. (Vacant)

Also, the appointment letter to the State for Mack Glass is in pending status because it does not appoint him to the seat they have on the qualifying paperwork.

There was discussion amongst the group about the possibility of bill 1078, now a law going back before legislation to fine-tune the wording to state ‘Supervisors have to live in their subdistrict.’ It was decided that the school board map actually has the current Supervisors in their proper subdistricts. Motion to adopt the Jackson County School Board map as presented was made by Supervisor Basford and seconded by Supervisor Pittman. Carried unanimously.

Steve Basford then made a motion to appoint Mack Glass to Seat 2, seconded by Supervisor Stadsklev. Carried unanimously.

There was discussion as to if the Supervisors have to formally resign from the incorrect seats and be appointed to the correct seat number or if the Supervisors in the correct seats can re-appoint them. Carol is going to ask at the DOE and Supervisor Mack asked Peggy to ask Charlene and Angela.

Everyone agreed we need to get the amended appointment letter for Supervisor Glass to the state before anything else is done.

Carol and Jim Dunaway left the meeting @ 8:30 a.m.

Financial/Treasurer report: Alisha and Supervisor Tom passed out handouts with financial reports and a budget proposal. The group went over the recurring monthly bills that are not invoiced to FDACS. The group agreed that a tablet on the Admin account is not necessary, Supervisor Glass asked Peggy to get information about removing that from the account and report back the information at the April meeting.

Based on the bills paid in the last 17 months the board can figure the operating budget that comes out of the 5% runs about $1200.00 monthly. Some months are more and some less, that is what it averaged out to. The budget money the county provides was discussed and put together the district is really only spending approximately $6K per year.

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Alisha reported that in the meetings at the AFCD Conference, she learned that we are supposed to have a budget meeting and vote on a budget every year, and post it on the website.

Alisha also let the board know that along with the two audits that Grimsley will have done for us in the next couple of months Angela and Jason (the new guy in their office) are doing an audit, taking the contracts and invoices to make sure everything was processed correctly and to figure out what amount our 5% should be.

Once all of this information gets back to us, we will have a better understanding of where we should be and how to budget to move forward. We should have Angela’s findings by the next board meeting. Grimsley was asked to have the 20/21 audit done by 3/31, then we will get them all the information for the 21/22 audit.

Mack asked as we move forward that the monthly reports reflect the bank balance, Accounts Receivables, what has been invoiced and not received yet, and the expenses that pertain to that month.

There was a group discussion about the four checkbooks and how the paid invoices were supposed to be divided and that somewhere around 2019 all the transactions were only being done in the general fund, which is supposed to be the 5% fund, untouched except for monthly bills that are not invoiced. Everyone agreed that as the invoice payments come in the monies must be returned to the proper checkbook accounts.

Supervisor Stadsklev told the group that Alisha had asked if it would be ok to take our insurance policies and have someone at the State Farm agency, she used to work at take a look and give us an unbiased opinion. They looked over the policies and said they look good.

Supervisor Mack asked Alisha and Peggy to make a spreadsheet where we keep track of the contracts, the commitments Garrett makes with producers, and the invoices for funding-when sent and when received. There is the possibility of over-contracting with a producer because sometimes the state gives us an advance on a contract to get the producers paid quickly. Then at the end of the contract, they will process the invoices with no payback to use the front money up. Also, they have found where invoices were not received for payment for a variety of reasons. This spreadsheet will track all of it.

The group discussed setting a budget limit with the advance contract funding amount in mind. We need an advance payment request between Garrett and Alisha, so we know there is funding for the contracts that Garrett is working on. We are waiting for approximately $229K recently invoiced, when that money comes in, we will replace the $60K that was moved from the General Fund. The $60K will be our minimum balance, just in case something slips through, we have funding to cover it.

Supervisor Pittman made a motion to utilize the existing Cost Share account and move $60,000. from the General Fund as a loan on top of the $6700. in the Cost Share account. To be used as a contract management account with the $60K repaid to the General Fund when the invoiced funding is deposited. Seconded by Supervisor Basford. Carried unanimously.

Motion to adjourn was made by Supervisor Pittman and seconded by Supervisor Stadsklev. Carried unanimously. Adjourned at 10:10 a.m.