**Gadsden Soil and Water Conservation District**

**Minutes**

**August 15, 2022**

# ***Supervisors Present****:* Michael Brown, Vincent Moore, Bryan Baxley

***Others Present****:* Pam Tribue; Edith Turner; Martha Mitchell; Staff; Stephen Monroe; Staff; Larry Clayton; Doug Croley; Jeff Moore, Karen Alday-Henderson, Shelby Sanford, Morgan Baxley, Donna Arnold, Danielle Sprague, Robbie Jones, Michael J. Felton, Jr.

The Gadsden Soil and Water Conservation District Board of Supervisors meeting was convened at 6:10pm. The meeting was held at the Gadsden County Extension Office, 2140 W Jefferson Street, Quincy FL.

Prayer by Supervisor Bryan Baxley

**Review and approval of July 18, 2022, Minutes with corrections**

*Motion to approve without exception of two typos to July 18, 2022, by Vincent Moore, seconded by Bryan Baxley.*

*Motion carries 3-0*

***Treasurers’ Reports:***

**GSWCD**

* As of August 15, 2022, the ending balance in the GSWCD regular account is $106,911.37.
* CD with Capital City Bank matured on August 10, 2022. The $45 charge each month is the fee that Bank charges for ACH. Mrs. Tribue will call the Bank and see if the $45 fee can be charged to the FDACS account and GSWCD can be reimbursed the fee.

**FDACS**

* As of August 15, 2022, the ending balance in the Cost Share Contract #27701 is $57,153.59.
* As of August 15, 2022, the ending balance in the Technician Account Contract #26229 is $2,644.61.

*Motion to file the Treasure’s reports by Bryan Baxley, seconded by Vincent Moore.*

*Motion carries 3-0*

**Reports:**

**NRCS –** Mr. Michael Felton introduced himself as the new District Conservationist. Informed the Board that for anyone that is applying for EQIP, the deadline is September 2, 2022. Provided his email address to the Board for contact. Informed the Board that before year’s end a new Soil Conservationist and Grazing Specialist and Quail Forever Specialist will be hired.

**FDACS** – June 30th was the end of the first two-year cycle of Senate Bill 712 which called for Mr. Monroe to meet with each producer and get their nutrient records and do a site visit. Statewide, the program did well with getting everyone contacted. About 82% of Wakulla County done, all but two whom Mr. Monroe will be meeting with on Monday, August 22. Received new cost share funding; budget stayed the same so there are ample funds with the intent to spend money in Gadsden, Leon, and Wakulla, and part of Jefferson now. Mr. Monroe informed the Board that he has been assigned all of Jefferson County and the western edge of Madison County which covers the Wacissa water shed area. Cost share will be split with either Madison or Suwannee County’s budget and anything in the Northwest Florida Management District will be out of this budget. It won’t change much but it will split Mr. Monroe’s time up even more. Mr. Monroe still requesting a grease gun for the new drill. Mr. Jones explained to the Board that it is a requirement under cost share with FDACS for the new 7’ drill that we must maintain it while it’s in that BMP contract. Mr. Monroe is looking at some options of getting a battery-operated grease gun rather than manual that would be easier to grease. The Board has asked Mr. Monroe to investigate the cost of a battery-operated grease gun by the next Board meeting. Mr. Monroe says a good manual grease gun for about $60+ would be sufficient. Mr. Croley commented that in the past, a private individual was hired to grease the grain drills, then County Public Works had the responsibility of maintaining the grain drills but now that is no longer the case. The manuals for the new drill are with Public Works per Mr. Jones. Mr. Brown has assigned Mr. Jones and Mrs. Tribue to review the original MOU with the County on maintenance of the grain drills for the next Board meeting.

**ADMINISTRATIVE –** Ms. Lucretia Washington has been hired as the new administrative assistant to FCS agent. This position was formally held by Ms. Sonji West. Part of her responsibilities will be drill rental and invoicing. Mrs. Tribue will be training her on that item. Mrs. Turner is moving next door but her responsibilities to the Board will remain the same.

2021 Audit update – Audit was due on the 30th but has not been completed, the auditors are still asking for information. Mrs. Tribue in the process of getting them the additional information they need to complete the audit by the end of the month. Mrs. Mitchell and Tribue are looking at utilizing Quick Books for all the financing, and the budget reports. One problem that has delayed the audit is generating reports. Currently it is done on an Excel spread sheet but with Quick Books, the program will generate the report which will speed up the process of getting needed information to the auditors. Looking at a multiple user program. Beginning October 1, 2022, they will begin putting information in Quick Books.

Speech and Poster Contest theme is **“*One Water”.***Contest is typically held in March. The administrative staff is asking for suggestions on how to get more participation from the schools. Supervisor Vincent Moore has asked for information that he can pass on to his contact person at James A. Shanks and have them reach out to us. Mr. Jones has spoken with the Superintendent of Schools who wants to be made aware of the dates and other pertinent information to get support from the schools.

GSW Website needs updating. Mrs. Tribue has notified Charlene Meeks that Mrs. Turner is having difficulties with using Word Press which is the program that’s used in updating the website. Mrs. Tribue has requested some on hand training for Mrs. Turner and herself as backup and support.

Mr. Larry Clayton has withdrawal his vie for District 2 for the upcoming election.

**Extension:** With the Board’s permission a report from Extension will be added under Reports so the Board will be made aware of all the goings on at the Extension. Also based on conversation tonight we will have the current Cost Share and Technician Contract emailed to the Board so the Board will know what has been agreed to in the Contracts with FDACS.

*Motion to approve the NRCS and FDACS Reports by Bryan Baxley, seconded by Vincent Moore.*

*Motion carries 3-0*

**Old Business**

* **Painting the aerator**. The aerator has been fixed with the new bolts. The Research Center will field test it to make sure it is running properly. Once testing is completed, Mr. Jones will be getting with Mrs. Tribue to get a check to purchase the paint. Painting will be done at the Research Center. Board agreed at last meeting that it would be painted original yellow. Should be ready for spring rental.
* **Old 10’ drill**. Drill is at Sun South. Authorization was given in July to start repair. Anticipating getting the old drill back by the end of September before the startup of fall planting. Mr. Jones will check with Sun South to see where they are in completion of repairs.
* **Appointment of Supervisor for Seat 3**: Mr. Baxley introduced Mr. Shelby Sanford as a candidate for Seat 3 District 5. Mr. Sanford introduced himself and is interested in an appointment on the Board. Mr. Baxley suggested that we appoint Mr. Sanford to the Board tonight.

*Motion to appoint Mr. Shelby Sanford to Seat 3 by Bryan Baxley, seconded by Vincent Moore.*

**New Business:**

* Shelter for the new 7’ drill. Better Built Barns was contacted for a quote on adding an addition to our existing shelter. They were to have someone come by and measure and give us a quote. As of tonight’s meeting, no one has come. Mrs. Turner will reach out to Better Built Barns again before the next meeting.

* **Board Chair Responsibilities -** Position for Board Chairman has not been filled. FDACS wants to know if the Board is having another election now or if they want to assign the Vice Chairman, Mr. Brown, to take on the responsibility of Chairman which he has been doing since Mr. Jeff Moore’s resignation as Chairman of the GSWCD. A letter must be sent that the Vice Chair will take on the responsibility until they hold an election. Mr. Brown will continue to serve as Vice Chairman, but his responsibilities will be those of the Chairman.

*Motion that Vice Chairman Brown continuing performing the duties of Chairman by Vincent Moore, seconded by Bryan Baxley.*

*Motion carries 3-0*

* Local Working Group meeting October 17, 2022, at 5:00pm. Date will be given to NRCS. Communication will be made to the community as to the date and time of the Local Working Group meeting.
* MOU for County – Mr. Jones provided a draft copy of an Interlocal Agreement between the County and Soil and Water. County Commissioner Moore requested a copy of the Agreement for an upcoming Budget Meeting with the County. Mr. Jones is requesting the Board’s approval of the draft MOU before the County Commission meeting September 20. Final draft will be emailed to the Soil and Water Board.
* Big Bend Pest Criteria: (Danielle Sprague). Four-day training pesticide will be offered at the Extension for a Pesticide Applicator License of CEU. Donna Arnold Small Farms and Residential Agent and Master Gardner Coordinator. A mini grant has been awarded for a Symposium. Still in planning phase. Tentative date for the meeting is May 2-3 or 3-4, 2023. Targeting small farms, in the county, but also for neighboring counties as well. More information will be available after the September 2nd meeting.
* Aquatic Weed Reimbursement for Mr. Richard Parramore. Total invoice was $878.20 of which $400 was for labor. The Board only reimbursed for herbicide cost which was $451.00 at 75% which equals $338.25.

*Motion to approve reimbursement of $338.25 for Mr. Richard Parramore by Bryan Baxley, seconded by Vincent Moore.*

*Motion carries 3-0*

**Correspondence:**  Correspondence to Ms. Beverly Gregory for Aquatic Weed options that all landowners would have to agree to the treatment. It should be noted that they were approved in March but because one of the landowners held out on signing the agreement, payment was never made. Issue with the holdout landowner has now been resolved.

**Comments from the Audience:** Mr. Doug Croley expressed his thoughts that the Soil and Water Board should look more closely at partnering on some of the grant opportunities maybe through consultants that solicit grants or Tall Timbers. Bottom line, if we don’t have a grant writer, we will not get any of the funds that are available that our County qualifies for. Suggestion that Board gets with 1000 Friends of Florida or Tall Timbers for more information. Mr. Jones was asked to get someone in to talk with the Board about grant writing. Mr. Felton said at the next meeting he will gather some information to present to the Board as well.

Mrs. Tribue is still working on a flyer to showcase the equipment we have for rent. She has reached out to Mr. Toussaint, FFA instructor at local high school, but he has not gotten back with her. She will continue to reach out. Mr. Luckey is now the Shanks Middle school ag teacher this year, per Mr. Jones.

**Supervisors Comments:** Mr. Brown would like for Mr. Luckey to come in and meet with the Board to explain what direction he will be taking with the ag program. Perhaps the Board can help him out with the program.

**Adjournment:** *Motion to adjourn at 8:10 pm.by Vincent Moore seconded by Bryan Baxley*

*Motion carries 3-0*

**Next meeting September 19, 2022**

**Gadsden Extension Office 2140 W. Jefferson Street**

**Quincy FL 32351**