



**Monthly Meeting – May 9, 2016**

**Supervisors in attendance:** Chairman: David Gunter, Vice-Chairman: Robert Adair, Jr., Secretary/Treasurer:  
Dr. David Cox, Robert Lindsey, George Simons

**Staff in attendance:** Karyn Bryant, Staff Assistant II, Soil & Water Conservation District  
Jennifer Abbey, District Conservationist, USDA/NRCS  
Jake Fojtik, Environmental Specialist I, FDACS  
Audrey Kuipers, Program Manager, Okeechobee SWCD  
Jody Lee, Environmental Manager, FDACS

**OLD BUSINESS**

1. The IRSWCD meeting was called to order at 1:07 PM by Chairman David Gunter
2. There were no additions to the agenda
3. The minutes for April, 2016 were approved as written after amendment.  
**Motion: A motion to approve minutes was made by Bobby Lindsey and seconded by George Simons  
Motion carried unanimously.**
4. The Financial Report for April, 2016 was available and presented by David Cox.  
**Motion: A motion to accept financial report was made by Bobby Lindsey and seconded by Robert Adair. Motion carried unanimously.**
5. **St. Johns River Water Management District RFQ Indian River Lagoon Stormwater Capture and Treatment Project Development and Feasibility Study: Update**  
No updates at this time

**NEW BUSINESS:**

6. **Presentation by Audrey Kuipers from Okeechobee SWCD regarding processing FDACS contracts**  
Audrey presented a sample contract and went over each page and gave the opportunity for questions during the presentation, she also went over office costs, staff time, and how to process paperwork to get reimbursed in a timely manner. Our office will need Quick Books or any software we choose to keep track of the contract payments and transactions along with Microsoft Excel. Other Districts are using QuickBooks and Audrey is willing to do the initial set up if we choose to go forward with QuickBooks. The Board asked several questions during the presentation which Audrey, Jody, and Jake answered. The Audit fee will not apply for the first year but if we continue after the first year the audit fee is approximately \$3000 a year for the volume we would be doing in this county per Jody Lee and it is a line item that can be billed and reimbursed.  
**Motion: A motion to process cost share contracts through Indian River SWCD office subject to the consent of Stan Boling if the new duties fall under the job description of the Staff Assistant was made by Bobby Lindsey and seconded by George Simons. Motion carried unanimously.**



**7. Review sample contract from Jake Fojtik, FDACS and quote from County for appropriate software in the office to process bookkeeping of the contracts**

Audrey covered this information during her presentation and both Jake and Jody expounded on the information, the software purchase is an item per Jody that can be reimbursed to the district under the contract

**8. Summary of HB 7007 regarding Chapter 582 Soil and Water Conservation Districts**

Board Reviewed document briefly and Jody shared information that he knew about the updates as well

**REPORTS:**

**Jennifer Abbey, NRCS** Updated Board on monthly report and talked about the Butterfly Garden completion and upkeep

**Board and Staff**

- Chair, IRSWCD, Seat #2 . . . . . David Gunter
- Vice-Chair, IRSWCD, Seat #3. . . . . Robert Adair, Jr.
- Sec-Treas, IRSWCD, Seat #5. . . . . David Cox
- Member, IRSWCD, Seat #1 . . . . . George Simons
- Member, IRSWCD, Seat #4. . . . . Bobby Lindsey
- District Staff Assistant II, IRSWCD. . . . . Karyn Bryant

**ADJOURNMENT:** The meeting adjourned at 2:50 PM. Next meeting is June 13, 2016

06/13/2016  
David Gunter, Chairman

David E. Gunter  
Date

David Cox  
David Cox, Treasurer

06/13/2016  
Date