

**Board Meeting Minutes
July 26, 2022**

Attendance:

Andy Baber, Chairman
David Clark, Vice Chairman
Melody Irwin, Secretary – Absent because of illness
Josh Luke, Treasurer
Linda Johnson, Board Member
Brad Johnson, Guest, Earth Team Member, Recorder
Darryl Williams, USDA-NRCS District Conservationist Okaloosa County
Susan Holley, YRSWCD District Administrator
Tara Llewellyn, Guest

Andy Baber opened the meeting at 6:55 PM.

Darryl Williams handed out Board Meeting Minutes from July 19, 2022, agenda and Job Description for YRSWCD District Administrator.

Old Business

Previous Meeting Minutes

Previous meeting minutes for 19 July 2022 were discussed. David Clark made a motion to approve the minutes and Linda Johnson seconded the motion. The minutes were accepted by the Board.

Follow up District Audit & Financial Report (Status Update)

Andy Baber said Jim Davis, a professional CPA, accepted to do the 2019 financial audit. However, he and his wife had just caught Covid and would be delayed in starting the audit. Susan Holley had emailed him material to audit. Her time sheet and AT&T bill are the only missing documents. The audit material is in a Quickbook format. Andy Baber told Mr. Jack Gaskins Jr., MPA, Government Analyst, Special District Accountability Program, State DEO that the audit was in the works.

New YRSWCD District Administrator

Tara Llewellyn was introduced to the Board by Andy Baber as the candidate for the part time YRSWCD District Administrator position.

Part time Job Description for YRSWCD District Administrator

The full time Job Description for YRSWCD District Administrator was reviewed by the Board to determine tasks appropriate for a part time YRSWCD District Administrator.

Section A. Duties and responsibilities to the YRSWCD Board of Supervisors.

Items 5, 11, 14,16, 17, 19 were not appropriate. Darryl Williams said he would check to see if Item 21 was required.

Section B. Duties and responsibilities to NRCS District Conservationist.

All items apply only to full time employment.

Section C. Duties and responsibilities

Only items 7, 16 and 17 were appropriate for a part time position.

Darryl Williams and Susan Holley said they would help Tara Llewellyn with her transition to part time YRSWCD interim District Administrator.

The Board then had extensive discussions about the continued use of QuickBook to maintain the Profit and Loss financial status of the YRSWCD District. After much discussion it was decided Andy Baber would ask Jim Davis for his recommendation about which application to use for maintaining the District Profit and Loss financial status. Tara Llewellyn said she had used QuickBook in the past.

Tara Llewellyn accepted the offer to be the part time YRSWCD interim District Administrator.

Start date for YRSWCD District Administrator

This Saturday (July 30, 2022) was the date settled on for Tara Llewellyn to start. Susan Holley will meet with her to go over basic tasks. However, Tara Llewellyn will not be available from August 18th to the end of month, because of prior commitments.

Start salary and hours/week for YRSWCD District Administrator

Josh Luke made a motion to start the salary at \$25/ hour and 10 hours/week for part time the YRSWCD District Administrator. Linda Johnson seconded the motion, which was then accepted by the Board.

Financial Report - Treasurer

Josh Luke, David Clark, and Andy Baber are to meet at the Crestview Wells Fargo Bank office at 1 PM to update the bank card for the YRSWCD District check book.

Conservationist's Corner: Darryl Williams, District Conservationist

Darryl reviewed the upcoming Local Work Group meeting proposal and date. More information will be forthcoming. The meeting will need to be conducted between October – November 2022.

Darryl presented an email from Chief Cosby of NRCS about the new release of a USDA Climate Change Adaptation Plan for the board to review. Since it is a lengthy document, he suggested for us to read it at our leisure. The full document is on NRCS website for everyone to read.

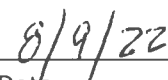
Adjourn

With discussions at an end, Josh Luke made a motion to adjourn the meeting. The motion was seconded by Andy Baber. The meeting was adjourned at 8:39PM.

Next Board Meeting: August 9, 2022 at 7PM.



Andy Baber, Chairman



Date