

# Hillsborough Soil and Water Conservation District

## Meeting Minutes

May 24, 2023

### Supervisors in Attendance

Mark Proctor, Chair, Supervisor  
Ryan Gill- Vice Chair, Supervisor  
Chris McCullough – Supervisor  
Myke Morris- Treasurer, Supervisor  
Adam Young - Supervisor

### Others in Attendance

Linda Chion-interim Executive Director  
Kathy Eckdahl-HSWCD Adm Asst III to Ex Director  
Melissa Jackson-HSWCD/PT Community Outreach  
Greg Hearing- interim Counsel for HSWCD Board  
Leslie Diaz-Alvarez-NRCS District Conservationist  
Walter Albarran - NRCS Asst State Conservationist  
Angela Weeks-Samanie - FDACS Senior  
Management Analyst Supervisor (zoom)  
Betty Jo Tompkins - attendee

### Call to Order

PROCTOR, chair, called meeting to order at 3:18 pm.

### OTHER BUSINESS

PROCTOR Thanked CHION for her service as interim executive director. PROCTOR resigned as Chair. PROCTOR moved to have GILL serve as chair. YOUNG seconded. Motion passed. PROCTOR moved to have YOUNG serve as vice chair. McCULLOUGH seconded. Motion passed.

### Update from FDACS

WEEKS-SAMMANIE reviewed financial transactions with HSWCD. HSWCD is current on all invoices as of May 24, 2023. MORRIS, GILL, CHION, WEEKS-SAMANIE commented. WEEKS-SAMANIE will send copy of audit statutes to all supervisors. The next audit is due in June. CHION resigned as interim Executive Director.

### UPDATE FINANCIAL

MORRIS reported that signature cards were completed by MORRIS and PROCTOR. Reports were reviewed and all accounts are balanced. MORRIS moved that the bank signature authority letter needs to be ratified by the board. McCULLOUGH seconded. Motion passed.

### DISTRICT DUTIES

CHION reviewed duties completed with documents and organizing. CHION, ALBARRAN, MORRIS, and PROCTOR commented. Global Team Meeting to address budget, computers, phones, HR, Administrative support, PCard, offices. Discussion about concerns about office space and needs. McCULLOUGH, CHION, YOUNG, MORRIS, DIAZ-ALVAREZ, ALBARRAN commented. MORRIS moved for the Chair and staff to meet with the Global Team. YOUNG seconded. Motion passed.

**Update Legal Report from Interim General Counsel Hearing**

HEARING reported that the Rules of Order and Financial controls were sent to the Board. Comments are welcome from the supervisors. Report updates at next board meeting. Attorney General Opinion in progress and will be sent to supervisors. Comments to be sent and this will be ratified at the next board meeting. Federal Conservation job description was sent to County HR. Deadline is June. Public Records request was sent to HEARING to review. HEARING recommended the board designate a supervisor to take the lead on hiring a new executive director and/or interim executive director. YOUNG, MORRIS, CHION, HEARING, GILL, McCULLOUGH commented. MORRIS moved for YOUNG to have the express authority to hire an interim executive director at current salary until a permanent Executive Director is hired and the interim candidate will be ratified at the next board meeting. PROCTOR seconded. Motion passed. HEARING reported on County HR. HR completed a desk audit. Results are inconclusive and need additional 90 days to complete.

**Reports from Chair and Vice Chair - none at this time**

**Prior Meeting** - all items completed

**Recap** - review completed

**Public Comment** - TOMPKINS

**UPDATE on OFFICE**

MORRIS, HEARING, TOMPKINS, GILL, PROCTOR, commented. Key fob returned. MORRIS moved for TOMKINS to have a total of 3 weeks starting May 29, 20263 to June 19, 2023 to remove all personal items from the Plant City office, the Plant City Self Storage Unit and return/submit HSWCD materials, in addition the board will pay for these personal items to be delivered to an address of her choice in Hillsborough County. PROCTOR seconded. Motion passed.

**MEETING ADJOURNED**

These minutes reviewed and edited by:  
Kathy Eckdahl Adm Asst III,, HSWCD - Florida.

Signed: \_\_\_\_\_ Date \_\_\_\_\_