



Jackson Soil and Water Conservation District  
2741 Penn Ave, Ste 3  
Marianna, FL 32448  
850-372-4793

**Jackson Soil & Water Conservation District Special Meeting Minutes**  
**March 14, 2024**  
**7:00 a.m.**  
**UF/IFAS-Clover Room**

Board members present: Mack Glass, Steve Basford, Jeff Pittman, Tom Stadskev, David DeFelix = Quorum  
Absent: -0-

Administrative staff: Alisha Dunaway, Peggy Gilley. Others present Chris Denmark, Environmental Administrator, FDACS.

Supervisor Glass called the meeting to order at 7:03 a.m.  
Supervisor Glass welcomed attendees.

Supervisor Glass asked the board to see the two letters in their packets and asked if the board agreed. Supervisor Glass stated that we have an email from FL Blue that the process of reinstatement has been received. The January and February financial statements have inconsistencies. Mid-February he found out that the invoices for staff payroll had not been processed due to incorrect invoices submitted late. The financial reports since June have been off, knowingly. That is the reason we are here. Supervisor Glass opened the floor up to the board for discussion.

Supervisor Basford made a motion to adopt the letters as the position of the board.

Supervisor Glass let the board know that is the letter under JSWCD letterhead in their packet and asked if anyone had any questions.

Supervisor DeFelix asked to hear from Alisha as there are accusations against her.

Miss Alisha asked for specifics. Invoices are not being turned in correctly. Alisha replied that they were received by the state, and had emails with correspondence between. James Fort worked with her to turn them around immediately, reconciling for the year. Asked about the missed payroll and asked for a timeline of reimbursements. She has in the computer that it was handled in July-the delay on payment previously, then that invoice was sent. Supervisor DeFelix added that when it comes to terminating an employee, make sure it is a clear case. Supervisor Glass stated the financials showed that money was there while the state owed us \$85K equals erroneous statement balances. See the balances at the bottom of the financial statements and how different they are. Miss Alisha stated the information was pulled directly from QuickBooks and the bank. There have been issues with the bank and QuickBooks, she is not a fan of QuickBooks but always balances with the paperwork. Supervisor Basford stated we can not allow other people's health with non-payment. Alisha insists the policy was paid on 2/20. Supervisor Glass has the email that states the payment was received on 3/11/2024. The February payment did not show in their system, but Alisha says she has receipts that it was paid on 2/20, when due on the 1<sup>st</sup> of every month. In January Alisha told Mack about receiving the letter of cancellation, but that she didn't have an invoice. She thought that would roll into January, made the payment mid-month, and contacted them to ask why it was not online. They suggested she pay it. Alisha stated that on 2/1 she could not make a payment till the invoice appeared. She paid it on the 20<sup>th</sup>, the same day the letter of cancellation was mailed. Then an email to pay, or if paid disregard received. She went to pay the March bill, but couldn't get in. The man on the phone didn't mention status at all. Couldn't make a payment online, so on Monday morning at 7:30 she called, they said no payment she said we paid and told them of the receipt, she said they said her payment didn't go through. Supervisor DeFelix stated he has similar issues with Farm Credit, everyone's digital systems are messed up. So





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won't fault someone for digital problems. Supervisor Glass agreed with that, but that our financial person has been wrong for so many months. That she didn't bring it to the board's attention that we are not being reimbursed \$15K a month, but we have to do our job, Alisha interrupted, Supervisor Basford asked her not to interrupt the Chairman. Supervisor Glass went on to tell the board that Chris Denmark has hand-delivered the invoices with issues to get those reimbursed, the facts are in your packets.

Supervisor Stadskev to Chris Denmark, asking where we are in relation to other S&W Districts? Chris replied, in regards to the number of invoices submitted to date. Dead last. Jackson and Holmes Creek, to not have invoices submitted since June is pretty egregious of our contract. Supervisor Stadskev, our standards to the requirements are falling short. The invoices that were delivered, Chris believes are through their process and should sail through pretty quickly. The MIL contract runs separately, Camilo runs that, he submits those invoices to the OAWP, they are in much better shape over there on that side. Jackson has 5 contracts overall and makes payments from them. Holmes Creek district has a Cost-Share and a Tech Contract over there that is operated through Alisha's position. Mr. Camilo called in November and got caught up, but work has slowed down again. Alexander Mack has called about the producer that was paid last year and not invoiced.

Supervisor Glass stated his concern is which financial statement is correct, the January? The February? The bottom line, we don't know how much we have, we have promised \$350K and we don't have that amount. Alisha stated that she brought an updated financial statement. Supervisor Basford asked her how we could believe that. Alisha replied that he doesn't have to, she did it with the bank and QuickBooks balances, except for operating expenses, she didn't take something out. Alisha told the board there is no co-mingling of funds, the BMP's Tech contract employees were paid out of the general fund since before she started. Supervisor Basford replied and was reimbursed with invoices processed. In February Alisha printed out the invoices for Chris to take to Tallahassee. She isn't sure if January has been approved or if they are ready for the February invoice to process. There has been a problem with QuickBooks for a long time, she researched last March how much it would be to have Tucker & Green do the financials. Supervisor DeFelix asked Alisha when she has been an employee since, Alisha replied 10/1/2021.

Supervisor Pittman asked Chris D how we compare to other Districts. Chris handed Supervisor Pittman two reports showing where our reports are compared to last year's report. Last year's report was full of data, this year, not much. Chris explained the invoice processing process for the board. Supervisor Pittman asked what the oldest Invoice is that hasn't been paid. Chris stated that June of 2023 was not submitted until February of this year. Alisha said it was not received; she has reached out to Alexander Mack to ask about it. Chris D to be totally transparent, they had issues. Angela left at that time, and she pretty much was their contract team. So, no one knew how to track and he didn't even know he was the point person on the contract until Jan/Feb. Part of the job of the District Admin is to let them know things are not getting paid. Alisha said the person she worked with left and came back several times. Supervisor Pittman asked Alisha if she feels that she is in compliance with the contracts, and your job duties. Alisha replied that was somewhat hard to answer, had not knowingly made mistakes, QuickBooks, someone asked, who puts the QuickBooks info in. Alisha replied straight from the bank. It pulls directly from the bank. Supervisor Pittman, so you don't see a problem with where we are today? Alisha sees the problem with not telling Mr. Glass about the invoice problem. Asked since when? Reply, August/September. Payments don't go through quickly at year-end. When asked about it she knew she should have told him, that Mr. Glass was not the Chairman when she was





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hired, she had to teach herself her job from the beginning, no one to go to, trial and error, sometimes success, sometimes to the edge of her sanity. Not communicating with expectations but feels when she has expressed her computer issues and QuickBooks, lots of hours on the phone, lots of hours put in. Should be getting overtime but does not put it on the time sheet, we meet once a month, 24 times in 2.5 years. Job duties were listed, Justin was supposed to train, but he left 1 month later, never concrete set in stone. Supervisor Pittman asked, No job description? Alisha, Yes, we wrote it out. Supervisor Glass, trying to conduct business, yes we meet once a month. Late one afternoon he found out that Rex's wife went for a procedure and found out the insurance lapsed. At 1:30 one day, he went to the office and she hadn't been there yet. All the Invoices, one listed as \$15K should have been \$95K, and she knew that. Trying to catch up and keep up at this point. Supervisor Basford, there was plenty of training offered, it was done before, and Holmes Creek said their mail hasn't been checked in over a month. Supervisor Pittman knows Holmes Creek hasn't been done correctly. Supervisor Basford, other employees can't get up with her to get things done and yes, the trust is gone, just like Mack's. Alisha's statement on the financial report sent to FDACS sent the month prior. She was asked to bring one today with all of the numbers reflected. That's why it was different. Two weeks ago asked for a key because things in her office don't lock and signs to put on her door. Because of FL Blue issue, she went to the office to pick up paperwork so she would be ready. The phone doesn't work up there. The whole county didn't have internet, so she took it home, talked to FL Blue, and also loses calls on the road. Holmes Creek, certain mail is not being checked, mixed with O.H and NRCS office. Everything that comes in the mail she gets by email. Holmes Creek is very small and when she took it on she was still green in the job and had no idea of what it entailed, because that MOA gave her a little bit more salary and if she gave that up her pay would reflect that. Supervisor Stadsklev, the financial report, the general fund, the discretionary fund. Same thing? There is a difference of \$76K between the general fund balance and the bottom number by account number? Alisha replied, no just numbers, General 1, BMP 2, etc. Confusing to him, Supervisor Glass pretty easy to manipulate them. December financial report was a little early and he noticed it was not correct. There were 5 or 6 different financial statements, Peggy got those too. Someone mentioned that it was getting close to 8 a.m. There is a motion on the floor by Supervisor Basford to adopt the letter. Seconded by Supervisor Stadsklev. The vote was 4-1 at 7:52 a.m. Supervisor Glass made an offer to Alisha that she could amend the wording from Termination to Resignation if she chooses to resign. Alisha said she would take that. Alisha asked if she would be permitted to retrieve her items from the office. Supervisor Glass answered yes, and we will reserve a time. Supervisor Glass asked her to go ahead and change the word termination to resignation and sign it, which Alisha did. We are at will, employees work at the discretion of the board. The signed copy was given to Peggy and a copy to Alisha with a list of items. Supervisor Glass asked Chris D to notify Holmes Creek of this action and FDACS. Chris replied yes and gave Supervisor Glass an updated cost-share spreadsheet.

Supervisor Glass Adjourned the meeting at 7:56 a.m

**4/11/2024: Motion to approve 3/14/2024 board meeting minutes made by JP, second by SB.  
Motion carried.**



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**Jackson Soil & Water Conservation District Board Meeting**  
**March 14, 2024**  
**8:00 a.m.**  
**UF/IFAS-Clover Room**

Board members present: Mack Glass, Steve Basford, Tom Stadskev, Jeff Pittman, Dave DeFelix = Quorum  
Absent: -0-

Administrative Staff: Peggy Gilley. Others present: Rex Patterson & Kevin Warren, JSWCD-MIL, Garrett Williams, JSWCD BMP Tech, Peter Scott Environmental Consultant, OAWP, Doug Mayo, UF/IFAS Extension Director, Chris Denmark, Environmental Administrator, FDACS, John Baggett FDACS/OAWP Environmental Manager, Codie Boyett, Interim NRCS District Conservationist, Captain John Alter, NW Florida Water Management District Board Member, and our OPPAGA team from Mauldin & Jenkins: Graham Sweeney, Taylor Buzzard, and Coleman Loftin.

Supervisor Glass called the meeting to order at 8:06 a.m.  
Supervisor Glass welcomed attendees.

Graham Sweeney and team gave the group an introduction to who they are, why they are here, the OPPAGA Audit. The team reported that JSWCD has turned in all required documentation. Reports will be formulated and given to the District sometime in August, with their final reports to the state being submitted in September.

Supervisor Basford made a motion to accept the agenda, seconded by Supervisor DeFelix. Carried unanimously.

Supervisor Basford made a motion to accept the minutes for the Board Meeting on 2/08/24 as read, seconded by Supervisor DeFelix. Carried unanimously.

**BMP Report:** Garrett reported cost share is about finished up with the last amendment funds. Enrollments and IV's are rocking along. There was discussion about a research project through UF/IFAS on the Snowhill Property. Chris let the board know that the project was put together above his level and because it stretches over multiple entities it becomes a headache. It totals around \$110K, the State will be reimbursing JSWCD for handling the paperwork. It was suggested that it be divided in to two yearly payments, the Supervisors agreed. There was discussion about a Cost-Share 'list' that the producers could have to know what help is available. Chris, the state is beginning to put something like that together. It will help insulate the field staff of being the bad guys. Could be a two-edged sword though. They discussed the \$50K limit and how it limits which producers can access the funds. All of us have a goal of Soil & Water Conservation and we try to operate within the rules. Regional projects are being pushed, we can't help individuals in regional projects. The board asked Chris to take word back to Tally that we don't approve, but we'll help. They discussed getting project paperwork in by 6/30. They are running against the clock, the equipment that goes on any paperwork now, has to be available on a lot somewhere, they don't have time for it to be built and shipped.

**UF/IFAS Report:** Doug reported they have had a successful meeting season; participation numbers are up. Good news, Michael Young accepted the 4-H Agent position, he is local and grew up in our 4-H programs. There are two positions open, the 4-H Program Assistant and the FCS Program Assistant, interviews are

Mack Glass-Group 2 and Chairman

Steve Basford-Group 4 and Vice Chair

Tom Stadskev-Group 3 and Treasurer

Jeff Pittman-Group 5

Dave DeFelix- Group 1





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coming up. On 4/18 there will be a public meeting on the Jackson Blue Spring Basin Management Action Plan (BMAP) at 10:00 here in Peanut Hall. He wants our group to know so we can attend.

**NRCS Report:** Codie reported they are working on CSP site visits, and staying on top of things. The new D.C. starts on 3/25/24. Michael Felton comes from Mississippi, he was in Gadsden before that, he is knowledgeable with the programs. So, this is her last meeting here. She is Thankful and has enjoyed it. At the next meeting we have scheduled & publicly noticed a Local Working Group, Michael will be officiating. We can invite people or keep it to us, either way, planning on that as soon as the business part of our meeting is finished.

**MIL Report:** Rex reports they closed out February good. Everything is turned in and ready for invoicing. They are still working on the budget form; the final has not been received yet. Supervisor Glass informed the board that they are doing a budget for the next three years to stay on top of their needs.

**Financial Report:** Supervisor Glass let the board know that the latest information is in their packets.

**District Coordinator Report:** Peggy reported that we have checks that need board signatures. Peggy gave Supervisor Stadskev a birthday card that the group had signed. Everyone wished him a happy birthday on the 28<sup>th</sup> of March. Peggy reported on Land judging 2024 held on 3/12/2024 in Cottondale and thanked them for their support. We had 5 schools from 5 counties with 56 students, advisors and volunteers present. The Florida Conservation District Employees Association (FCDEA) is having our mid-year meeting on Wednesday 4/24 & Thursday 4/25 in Gainesville. I am asking for your permission to attend the meeting and pay the room rate for a one-night stay from the General Fund. I have included a copy of the agenda in your packets to see what we will be discussing and learning while there. Supervisor Basford made a motion to send Peggy to the FCDEA meeting 4/24 & 4/25, seconded by Supervisor DeFelix. Carried unanimously. Our Audit update from Miss Theresa at Grimsley, "Everything is going ok right now. We are looking at an April completion date."

**Old Business/Supervisor Reports:** Supervisor Stadskev thanked everyone for the birthday card. Supervisor Pittman reported on the House and Senate bills. We came through this cycle ok, the next one everyone feels there will be a more coordinated effort. We are looking at hiring a representative to work for us in the next cycle. Holmes Creek is seeking guidance about the issue too; Chris spoke to a board member this morning. Supervisor Basford heard it sounds like they would regionalize the southern districts and not us. It started because Truenow's area has inconsistency between S&W Districts. OPPAGA-Peggy is on Lead. We have provided all the documentation required so far. District Vehicle's-They are in our name but belong to the state by contract. Cost-Share Amendment-is done and almost all allocated. Supervisor DeFelix thanked everyone for helping with the Peanut Producers meeting.



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**New Business:**

SOE-All but supervisor Stadslev must be on the ballot this year.

AFCD Area 1 Meeting-JSWCD has been asked to host the lunch that day. Expecting 20-30 people. Everyone is encouraged to attend. Supervisor Pittman made a motion to provide lunch at the Area Meeting, seconded by Supervisor Basford. Carried unanimously. Peggy will handle the catering.

Supervisor Glass-We will have a Search and Screen Committee to fill the vacated position this morning. We don't appoint many committees; everybody was asked to participate with a minimum of two. Peggy will be holding up the district from her office. FDACS will provide the background checks, it takes about a week to complete the process. Career Source was suggested Peggy will check into that to use them to post the help wanted ad. When we have the ad ready, send it to Chris to go over it with the team. A contract team member will come for interviews. Mack commits the team to make it work and get the position filled ASAP.

The MOU with Holmes will dissolve without the employee, Holmes Creek is looking into hiring their own Admin. John can help with Cost-Share invoice processing, he will give reports to Peggy to get producers paid. Garrett can help with the BMP contract invoices.

Supervisor Basford will be the Chair of the Search & Screen committee.

Rex added that Peggy is fixing to be whammed. He volunteered to take a copy of the last processed invoice for her to follow. 2023 is up to date, MIL is only behind Jan, Feb, and the current month, March.

March 11<sup>th</sup> is our next meeting with a Local Work Group meeting. (NRCS did the public notice for that.)

Captain Alter arrived after the meeting began, he reported that their meeting will be later today, no hot news to report. There was a team that came to look at the debris in Spring Creek. A second round of cleanup has begun, including debris from the recent tornado.

Doug Mayo forgot to report that our very own Ronnie Stephenson was recognized @ an FWC quarterly meeting in Tally on 2/21/24 as the Landowner of the Year for FL! Doug and Peggy went to be JC Ag support in the room. There will be a property tour @ Ronnie's place in Cottondale on 5/2 with lunch provided by Farm Credit.

A motion to adjourn at 9:24 a.m. was made by Supervisor Pittman and seconded by Supervisor DeFelix. Carried unanimously.

**4/11/2024: Motion to approve 3/14/2024 board meeting minutes made by JP, second by SB.  
Motion carried.**