



Florida Department of Environmental Protection

CITIZEN SUPPORT ORGANIZATION  
2014 REPORT

IMPLEMENTATION OF COMMITTEE SUBSTITUTE SENATE BILL 1194

Citizen Support Organization (CSO) Name: Blackwater Heritage Trail, Inc.  
Mailing Address: 5533 Alabama Street, Milton, FL 32572  
Telephone Number: 850-982-4544 Website Address (if applicable): N/A

**Statutory Authority:**

**Section 20.2551, F.S., Citizen support organizations; use of property; audit; public records; partnerships.** In summary, the statute specifies the organizational requirements, operational parameters, duties of a CSO to support the Department of Environmental Protection (Department), or individual units of the Department, use of Department property, audit requirements, public records requirements, and authorizes public-private partnerships to enhance lands managed by the Department.

**Section 258.015, F.S., Citizen support organizations; use of property; audit.** In summary, the statute defines a CSO, requires authorization by the Division of Recreation and Parks, and specifies the use of property. This statute authorizes the Partnerships in Parks (PIP) program for state parks, the program's operational parameters, CSO's operational parameters, and donor recognition.

**Brief Description of the CSO's Mission:**

The mission of the Blackwater Heritage Trail, Inc. is to act as a nonprofit citizens support group to foster improvements and maintenance of the Blackwater Heritage State Trail, to develop additional linkages and a network of trails that connect with or are proximate to the trail, to promote environmental, cultural, and historical awareness of the trail, and to encourage the use of the trail as a healthful and safe facility for cycling, hiking, horseback riding, running, and related recreational activities.

**Brief Description of the CSO's Results Obtained:**

1. Purchased blinds for all windows at the Blackwater Heritage State Trail Visitor Center in Milton. The old blinds no longer worked appropriately and did not leave a good image for the building. Blinds have been installed giving the Visitor Center a very nice look for all who use the trail and the center.
2. Volunteers worked throughout the year on invasive and other aggressive plants overtaking native trees established along the trail as replacements in the fight against invasive trees and shrubs. Included cutting of plants/trees and cutting and removal of vines.
3. Continued outreach and education through efforts of the Board of Directors. This included regularly scheduled Board of Directors meetings and providing information on the Blackwater Heritage State Trail at other major events in the area such as the Forestry Conclave and Lumberjack Festival at Pensacola State College-Milton Campus. Also attended meetings and advocated on issues impacting the trail related to Highway 90 improvements and a study associated with a new route planned for Highway 87 N that will cross the trail. A multiple use trail is proposed for a portion of the new Highway 87 N that will connect SR 90 north to the Blackwater Heritage State Trail.
4. Supported the Fenner McConnell/Matt Wantz Memorial Blackwater Heritage Century Ride, a major bicycle race using both the Blackwater Heritage State Trail and Blackwater River State Forest. Volunteers supported the event through course layout, rest station food and drink purchase, and staffing of each of the rest stations. This event helps to spotlight both the trail and the additional opportunities available through connecting to the state forest. Total attendance for the 2013 event was 215.
5. Continued to work with Santa Rosa County on the rehabilitation of the State Road 1/Old Spanish Trail as the work was completed. This historic corridor serves as a major pedestrian/bicycle connection from the Blackwater Heritage State Trail in Milton to the east and Blackwater River State Forest and Blackwater River State Park.
6. Continue to work with Blackwater River State Forest, Blackwater River State Park, and the Florida Fish & Wildlife Conversation Commission on the routing and development of the Longleaf Trail, connecting the Old Spanish Trail

through Blackwater River State Forest to the Blackwater River in Blackwater River State Park. Most of the trail is now completed with some of the work supported by a Santa Rosa County Tourist Development Council grant.

7. Worked with Santa Rosa County on plans associated with development of the Bagdad Heritage Trail, serving as a connector from the southern end of the Blackwater Heritage Trail and connecting to the Bagdad Mill Site Park, the terminus of the railroad/tramway system that historically served the area. Portions of this connector trail have been constructed while others await funding and study. A major component of this important bike/ped connector is the CSX crossing on Henry Street in Milton. A new crossing has been designed that meets current bike/ped crossing code which will allow for safe crossing of the CSX line.
8. Worked with Santa Rosa County to support the addition of bike shoulder to Munson Highway from Stewart Street (SR 87) in Milton north to SR 4 in Munson. These paved shoulders will allow safe access from the most northern Blackwater Heritage State Trail crossing of Munson Highway to multiple access points to Blackwater River State Forest, thus opening hundreds of miles of bike routes throughout the forest to more public use. The DOT program that will ultimately fund the work on the bike shoulders is called the Rural Work Program.
9. Purchased blinds for all windows at the Blackwater Heritage State Trail Visitor Center in Milton. The old blinds no longer worked appropriately and did not leave a good image for the building. Blinds have been installed giving the Visitor Center a very nice look for all who use the trail and the center.

**Brief Description of the CSO's Plans for Next Three Fiscal Years:**

1. Promote environmental, cultural, and historical awareness of the Blackwater Heritage State Trail and other trails identified as significant state trails by the Florida Department of Environmental Protection.
2. Encourage the use of the trail as a healthful and safe facility for cycling, hiking, horseback riding, running and related recreational activities through community education and outreach.
3. Support major trail events as approved by the Florida Department of Environmental Protection.
4. Advocate for the development of additional linkages and a network of trails that connect with or are proximate to the trail and those that are part of the Florida Greenways & Trails System Plan.
5. Conduct programs and activities related to the Blackwater Heritage State Trail, other significant trails in the area, and connector trails under consideration or development.
6. Raise funds, request and receive grants and gifts, and make expenditures in support of the goals of the organization.

**Copy of the CSO's Code of Ethics attached** (*Model provided; see CSO 2014 instructions*)

**Certify the CSO has completed and provided to the Department the organization's most recent Internal Revenue Service (IRS) Form 990, 990-EZ, or 990-N/Annual Financial Statement**

# **Blackwater Heritage Trail, Inc.**

## **CODE OF ETHICS**

### **PREAMBLE**

- (1) It is essential to the proper conduct and operation of Blackwater Heritage Trail, Inc. (herein “CSO”) that its board members, officers, and employees be independent and impartial and that their position not be used for private gain. Therefore, the Florida Legislature in Section 112.3251, Florida Statute (Fla. Stat.), requires that the law protect against any conflict of interest and establish standards for the conduct of CSO board members, officers, and employees in situations where conflicts may exist.
  
- (2) It is hereby declared to be the policy of the state that no CSO board member, officer, or employee shall have any interest, financial or otherwise, direct or indirect, or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties for the CSO. To implement this policy and strengthen the faith and confidence of the people in Citizen Support Organizations, there is enacted a code of ethics setting forth standards of conduct required of Blackwater Heritage Trail, Inc. board members, officers, and employees in the performance of their official duties.

### **STANDARDS**

The following standards of conduct are enumerated in Chapter 112, Fla. Stat., and are required by Section 112.3251, Fla. Stat., to be observed by CSO board members, officers, and employees.

#### **1. Prohibition of Solicitation or Acceptance of Gifts**

No CSO board member, officer, or employee shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the CSO board member, officer, or employee would be influenced thereby.

#### **2. Prohibition of Accepting Compensation Given to Influence a Vote**

No CSO board member, officer, or employee shall accept any compensation, payment, or thing of value when the person knows, or, with reasonable care, should know that it was given to influence a vote or other action in which the CSO board member, officer, or employee was expected to participate in his or her official capacity.

#### **3. Salary and Expenses**

No CSO board member or officer shall be prohibited from voting on a matter affecting his or her salary, expenses, or other compensation as a CSO board member or officer, as provided by law.

#### **4. Prohibition of Misuse of Position**

A CSO board member, officer, or employee shall not corruptly use or attempt to use one's official position or any property or resource which may be within one's trust, or perform official duties, to secure a special privilege, benefit, or exemption.

#### **5. Prohibition of Misuse of Privileged Information**

No CSO board member, officer, or employee shall disclose or use information not available to members of the general public and gained by reason of one's official position for one's own personal gain or benefit or for the personal gain or benefit of any other person or business entity.

#### **6. Post-Office/Employment Restrictions**

A person who has been elected to any CSO board or office or who is employed by a CSO may not personally represent another person or entity for compensation before the governing body of the CSO of which he or she was a board member, officer, or employee for a period of two years after he or she vacates that office or employment position.

#### **7. Prohibition of Employees Holding Office**

No person may be, at one time, both a CSO employee and a CSO board member at the same time.

#### **8. Requirements to Abstain From Voting**

A CSO board member or officer shall not vote in official capacity upon any measure which would affect his or her special private gain or loss, or which he or she knows would affect the special gain or any principal by whom the board member or officer is retained. When abstaining, the CSO board member or officer, prior to the vote being taken, shall make every reasonable effort to disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for the CSO board member or officer to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than 15 days after the vote.

#### **9. Failure to Observe CSO Code of Ethics**

Failure of a CSO board member, officer, or employee to observe the Code of Ethics may result in the removal of that person from their position. Further, failure of the CSO to observe the Code of Ethics may result in the Florida Department of Environmental Protection terminating its Agreement with the CSO.

Currently pending approval by the Blackwater Heritage Trail Inc. Board of Directors.

Organization's Name: Blackwater Heritage Trail, Inc.

Fiscal Year: 2013

Statement of Assets & Liabilities Resulting from Cash Transactions

	Year Ended	2013	2012
<b>Assets</b>			
Cash:			
Checking Account		7,695.27	9,551.79
Savings Account			
Money Market Account			
Investments, at cost: (Note 3)			
Stocks			
Bonds			
Mutual Funds			
CDs			
Inventories, at cost			
Fixed assets, at cost:			
Property			
Other			
Total Assets		<u>7,695.27</u>	<u>9,551.79</u>
<b>Liabilities and Net Assets</b>			
<b>Liabilities</b>			
Debt			
Total Liabilities		<u>0.00</u>	<u>0.00</u>
<b>Net Assets</b>			
Unrestricted:			
Available for operations		7,695.27	9,551.79
Designated for long term investment			
Total Unrestricted		<u>7,695.27</u>	<u>9,551.79</u>
Temporarily restricted net assets			
Permanently restricted net assets			
Total Restricted Assets		<u>0.00</u>	<u>0.00</u>
Total Net Assets		<u>7,695.27</u>	<u>9,551.79</u>
<b>Total Liabilities &amp; Net Assets</b>		<u><b>\$7,695.27</b></u>	<u><b>\$9,551.79</b></u>

**Statement of Cash Receipts, Expenditures, and Scholarships Paid**

	Unrestricted net assets				Totals		
	Operations	Designated for long term investment	Total Unrestricted net assets	Temporarily restricted net assets	Permanently restricted net assets	2013	2012
<b>Receipts and other support</b>							
Contributions	100.00		100.00			100.00	
Grant			0.00			0.00	
Membership dues	20.00		20.00			20.00	
Fees			0.00			0.00	
Special Events & Program Revenue:			0.00				
Less expenses incurred for special events			0.00			0.00	
Net Special Events & Program Revenue	0.00		0.00			0.00	
Non-concession sales			0.00			0.00	
Concession sales			0.00			0.00	
Value of Contributed Services:							
Governmental support	360.00		360.00			360.00	
Non governmental support			0.00			0.00	
Investment and dividends:							
Dividends and Interest income			0.00			0.00	
Gain on sale of investments			0.00			0.00	
Other			0.00			0.00	
Net assets released from restrictions			0.00			0.00	
<b>Total Receipts and other support</b>	<b>480.00</b>	<b>0.00</b>	<b>480.00</b>	<b>0.00</b>	<b>0.00</b>	<b>480.00</b>	<b>1,335.70</b>
<b>Disbursements</b>							
Program services	1,838.52		1,838.52			1,838.52	
Management and general	348.00		348.00			348.00	
Fundraising			0.00			0.00	
Membership-Development	150.00		150.00			150.00	
<b>Total Disbursements</b>	<b>2,336.52</b>	<b>0.00</b>	<b>2,336.52</b>	<b>0.00</b>	<b>0.00</b>	<b>2,336.52</b>	<b>0.00</b>
<b>Change in net assets</b>						<b>-1,856.52</b>	<b>1,335.70</b>
<b>Net assets at beginning of year</b>						<b>9,551.79</b>	<b>8,216.09</b>
<b>Net assets at the end of the year</b>						<b>7,695.27</b>	<b>9,551.79</b>

**Statement of Functional Expenses**

	Program Services			Total Program Services	Supporting Services			Total Supporting Services	Totals	
	Visitor Center	Lumberjack Festival	Fenner Ride		Management & General	Fundraising	Membership Development		2013	2012
<b>Personnel expenses</b>										
Payroll taxes & employee benefits				0.00				0.00	0.00	
Total salaries & related expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Contracted services</b>										
Construction & design				0.00				0.00	0.00	
Landscape				0.00				0.00	0.00	
Other				0.00				0.00	0.00	
Total Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Direct expenses</b>										
Materials, supplies, equipment & rentals	452.92		500.00	952.92				0.00	952.92	
Printing & publications				0.00				0.00	0.00	
Conferences, conventions & meetings				0.00			100.00	100.00	100.00	
Postage, shipping & messenger				0.00				0.00	0.00	
Food, entertainment & meals			396.61	396.61			50.00	50.00	446.61	
Purchase for re-sale				0.00				0.00	0.00	
Travel				0.00				0.00	0.00	
Staff support	0.00			0.00				0.00	0.00	
Cost of park facilities	360.00			360.00				0.00	360.00	
Cost of park revenues	0.00			0.00				0.00	0.00	
Advertising		128.99		128.99				0.00	128.99	
Professional fees, trainers & demonstrators				0.00				0.00	0.00	
Office expenses				0.00	98.00			98.00	98.00	
Other				0.00	250.00			250.00	250.00	
Research Equipment & Supplies				0.00				0.00	0.00	
Total direct expenses	812.92	128.99	896.61	1,838.52	348.00	0.00	150.00	498.00	2,336.52	0.00
									0.00	
Total expenses before depreciation	812.92	128.99	896.61	1,838.52	348.00	0.00	150.00	498.00	2,336.52	0.00
Depreciation				0.00				0.00	0.00	
Total expenses after depreciation	812.92	128.99	896.61	1,838.52	348.00	0.00	150.00	498.00	2,336.52	0.00
<b>Total Expenses beginning of year</b>										
<b>Total Expenses end of year</b>	812.92	128.99	896.61	1,838.52	348.00	0.00	150.00	498.00	2,336.52	0.00

**Financial Statement Disclosure**

(1) Organization

Blackwater Heritage Trail, Inc. (CSO) is a not for profit organization incorporated under the laws of the State of Florida and is a tax exempt organization under the Internal Revenue Code. A copy of the official registration and financial information may be obtained from the Division of Consumer Services by calling toll free 1-800-435-7352 within the State. Registration does not imply endorsement, approval or recommendations by the State.

The CSO is funded primarily from contributions made by Blackwater Heritage Trail, Inc. within the state of Florida, as well as, individuals. These contributions are used to fund the Blackwater Heritage State Trail and other trails identified as significant state trails by the Florida Department of Environmental Protection.

(2) Summary of Significant Accounting Policies

(A) Basis of Accounting

The accompanying financial statements have been prepared on the modified cash basis.

(B) Basis of Presentation

Net Assets and revenues and expenses (include gains & losses) are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the CSO and changes therein are classified and reported as follows:

- Unrestricted Net Assets
- Temporarily Restricted Net Assets
- Permanently Restricted Net Assets

All donations are unrestricted during the reporting year.

(C) Present CSO financial polices, below, are some suggestions but not an exhaustive list: Contributed Services, Functional Expenses, Membership and Contributions

(3) Value of Contributed Services

A summary of contributed services from Blackwater Heritage State Trail at January 1, 2013 to December 31, 2013 is as follows:

	Cash Cost a use	
	2013	2012
Staff support	0	0
Park facilities	360	360
Park admission waived fees	0	0
	<u>\$360</u>	<u>\$360</u>

The Value of Contributed Services is provided by the Blackwater Heritage State Trail, Division of Recreation and Parks, Department of Environmental Protection, State of Florida staff. The Division of Recreation and Parks operates in a cash based method therefore the provided information is provided in a cash basis.



**Statement of Accomplishments and Goals**

	<b>Fiscal year</b>	<u>2013</u>
<b>Name of Citizen Support Organization</b>	<u>Blackwater Heritage Trail, Inc.</u>	
<b>Address</b>	<u>5533 Alabama Street</u>	
<b>City, State, Zip</b>	<u>Milton, FL 32572</u>	
<b>Estimated Volunteer Hours</b>	<u>30</u>	<b>Total Membership</b>
		<u>15</u>

**Current list of Citizen Support Organization Board Members.**

1. Vernon Compton, President, 5149 Santa Rosa Street, Milton, FL 32570, 850-983-4544, vernon@longleafalliance.org
2. Peggi Smith, Secretary, 6758 Madison Street, Milton, FL 32570, phone: disconnected, peggi306@yahoo.com
3. John Ducker Treasurer 6825 Oak Street, Milton, FL 32570, 850-623-3250, duckerco@bellsouth.net
4. Walt Schuman, (unknown), 6030 Rosebud Lane, Milton, FL 32570, 850-626-4037, w.schumann@att.net
5. Mack Thetford, (unknown), 5149 Santa Rosa Street, Milton, FL 32570, 850-292-2557, No e-mail address on record
6. Mike Davis, (unknown), 6758 Madison Street, Milton, FL 32570, phone: disconnected, jaydee32508@yahoo.com
7. Sammy Carol (unknown) 6746 Ravine Street, Milton, FL 32570, 850-623-6172, showmgirlsc@hotmail.com

**Summary of accomplishments.**

1. Promote environmental, cultural, and historical awareness of the Blackwater Heritage State Trail and other trails identified as significant state trails by the Florida Department of Environmental Protection.
2. Encourage the use of the trail as a healthful and safe facility for cycling, hiking, horseback riding, running and related recreational activities through community education and outreach.
3. Support major trail events as approved by the Florida Department of Environmental Protection.
4. Advocate for the development of additional linkages and a network of trails that connect with or are proximate to the trail and those that are part of the Florida Greenways & Trails System Plan.
5. Conduct programs and activities related to the Blackwater Heritage State Trail, other significant trails in the area, and connector trails under consideration or development.
6. Raise funds, request and receive grants and gifts, and make expenditures in support of the goals of the organization.

**Summary of goals for the upcoming year.**

1. Continued outreach and education through efforts of the Board of Directors. This included regularly scheduled Board of Directors meetings and providing information on the Blackwater Heritage State Trail at other major events in the area such as the Forestry Conclave and Lumberjack Festival at Pensacola State College-Milton Campus. Also attended meetings and advocated on issues impacting the trail related to Highway 90 improvements and a study associated with a new route planned for Highway 87 N that will cross the trail. A multiple use trail is proposed for a portion of the new Highway 87 N that will connect SR 90 north to the Blackwater Heritage State Trail.

2. Supported the Fenner McConnell/Matt Wantz Memorial Blackwater Heritage Century Ride, a major bicycle race using both the Blackwater Heritage State Trail and Blackwater River State Forest. Volunteers supported the event through course layout, rest station food and drink purchase, and staffing of each of the rest stations. This event helps to spotlight both the trail and the additional opportunities available through connecting to the state forest. Total attendance for the 2013 event was 215.
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4. Continue to work with Blackwater River State Forest, Blackwater River State Park, and the Florida Fish & Wildlife Conversation Commission on the routing and development of the Longleaf Trail, connecting the Old Spanish Trail through Blackwater River State Forest to the Blackwater River in Blackwater River State Park. Most of the trail is now completed with some of the work supported by a Santa Rosa County Tourist Development Council grant.
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7. Volunteers worked throughout the year on invasives and other aggressive plants overtaking native trees established along the trail as replacements in the fight against invasive trees and shrubs. Included cutting of plants/trees and cutting and removal of vines.
8. Working with multiple partners in Santa Rosa and Escambia Counties on the development of a regional multiple use trail plan that includes the Blackwater Heritage State Trail as a major component.
9. Purchased blinds for all windows at the Blackwater Heritage State Trail Visitor Center in Milton. The old blinds no longer worked appropriately and did not leave a good image for the building. Blinds have been installed giving the Visitor Center a very nice look for all who use the trail and the center.