**Polk SWCD Board Meeting**

**6:00 – 8:05 PM December 9, 2020**

**Via Zoom (recording available on request)**

**CHAIR WOODS CALLED BOARD MEETING TO ORDER @ 6:00 PM.**

Present:

* Directors: Ford, Beebe, Wilson, Woods, Dalton, Simmons, Crawford
* Staff: Stutzman (DM)
* Guests: Garnett, Director Elect Zone 1, Wilson (Contractor Rhythm Admin)

PUBLIC COMMENTS: None

STAFF AND PARTNER REPORTS (attachment A)

* New shared staff quarantined for 2 weeks.
* Native Bulb Sale income of around $3,500
* *Cultivating* out 15 Dec
* Discussion regarding BLM projects and Rickreall Watershed Council

**ACTION:**

1. November Treasurer’s Reports (attachment B)

Discussion regarding general accounting practices and discrepancies between books and budget.

* Woods wanted to have $365,000 left in the unexpected contingencies fund at the end of the year and would like a report that reflects that.
* Dalton stated the District is using a program that doesn’t do fund accounting.
* Woods wanted to close the fiscal year and start over and Beebe replied it is not about QB or accounting, just general accounting principles. QB doesn’t do reports as the Board wants, one may manually generate reports that Woods wants.
* Woods wanted to know how much money the board has access to; how much comes in versus how much goes out. District has spent all appropriated money, with money being replenished from taxes. He said $150, 000 needs to go back into general fund or district faces shut down.
* Simmons asked about what the accountant is doing for District. Dalton said doing entry into QB and running reports.
* Simmons asked about the Credit Card purchases and how they show up on reports. Stutzman answered the accountant takes statements and put them into the chart of accounts and line items. Woods reviews all credit statements.
* Simmons asked about tracking line items against the budget. Stutzman replied she monitors percentages.

**ACTION: Beebe moved to accept November’s Treasurer’s Report as presented, 2nd Crawford. Passed 7-0**

2. November Board Meeting Minutes (attachment C)

Simmons corrected “16 hours a week” to read “16 hours a month” in Stutzman workload.

**ACTION: Simmons moved, 2nd Crawford to accept the November minutes with the correction by Simmons. Passed 7-0**

**DISCUSSION ITEMS:**

Board Policy Chapter Revision changes for Chapters 3, 4, & 5

* See attachment D; Discussion only / audio available on request

**COMMITTEE REPORTS:**

Ad Hoc - sign placement project:

* Wilson (Rhythm Admin) identified two additional spots for signs, the ferry at Buena Vista, and the River Road Bridge, both bordering Marion County.
* There has been no progress on the sign placement on Wallace Road.

 **NEW BUSINESS:**

Good Neighbor Agreement needs completion (attachment E)

* Easement committee will finish the document and bring back to board. He would like to have another visit soon, preferably with board members.
* Discussion regarding the use of committees.

**CHAIR WOODS ADJOURNED MEETING @ 8:05 PM.**