

# **Edgewood Soil & Water Conservation District**

## **Board Meeting Minutes**

### **August 11, 2014**

#### **Call to Order**

Meeting called to order by Chairman; David King at 2:00 PM.

#### **Board Members in Attendance**

David King; Chair, Lewis Fisher; Vice-Chair, Bill King; Secretary/Treasurer, Art Swenka; Member, and Juan Sanchez; Member

#### **Board Members Absent & Excused**

Bill Williams; Member and Mark Anaya; Member

#### **Others Present**

Brenda Smythe; District Manager, Kelly Smith; District Technician and Ben Montoya; Internal Auditor

#### **Approval of Agenda**

Art motioned for approval of the agenda, second by Juan, motion carried.

#### **Approval of Minutes**

Art motioned for approval of the August 7, 2014 committee meeting minutes, second by Juan, motion carried.

#### **Treasurer Report**

Report reviewed during August 7, 2014 Committee Meeting.

#### **NEW BUSINESS**

##### **Property Rodent Control**

The board reviewed a proposal for property rodent control from Arbore LLC. (See proposal) Following discussion the board agreed that this is not needed at this time.

##### **Savings Account**

The board discussed moving some of the checking account funds into a savings account to insure that the checking account does not exceed the maximum limitation for FICA Collateral. The Edgewood SWCD was awarded a CFRP Grant, and therefore funds will need to be accessed throughout the year. Lewis motioned to transfer \$50,000 if needed, motion second by Art, motion carried.

##### **Local Work Group Meeting**

The Local Work Group Meeting was originally scheduled to be held at the Edgewood SWCD Office on September 1st. Due to a conflict in scheduling, NRCS is requesting that the date be moved to September 10<sup>th</sup>. Art motioned to move the Local Work Group Meeting to September 10<sup>th</sup>, motion second by Lewis, motion carried.

### **Annual Meeting**

The ESWCD Annual Meeting was discussed. Art motioned to hold the Annual Meeting on Friday, October 17<sup>th</sup> beginning at 6:00 PM, motion second by Juan, motion carried.

### **2012 & 2013 Audits**

The Exit Conference was held for the 2012 & 2013 Audits with Farley Vener. These Audits are ready for submission to the NM Office of the State Auditor. They will both be unqualified clean opinions.

### **There are a few items that need to be addressed:**

- 1) Checking Account Fund Level
- 2) Modified Accrual of Mill Levy Collections
- 3) Bank Statements and Reconciliations to be signed.
- 4) Administrative Contractor may be misclassified.

### **District Response as follows: The checking account fund level has been addressed above.**

- 1) The modified accrual of mill levy collections will be completed by Zlotnick & Sandoval's office.
- 2) The Bank Reconciliations are reviewed at every board meeting by our internal auditor as well as the full board, along with the bank statements, every check written and every deposit made.
- 3) The Secretary Treasurer will sign the bank statements and reconciliations during every meeting.
- 4) Budget and Personnel Committees will meet to discuss this change.

### **Next Board Meeting**

The next meeting will be held on immediately following the Annual Meeting on October 17, 2014.

### **Adjournment**

Motion for meeting adjournment at 3:15 PM.

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Bill King, Secretary/Treasurer