Item 10. Request for Motion to Amend Executive Director's Spending Authority under the Fiscal Controls Document: Dr. Walsh requested that the Board revisit the fiscal controls that were previously reviewed in 2024. He requested that the Board amend the document to reflect the following:

- "MiniFarms" account: The MiniFarms account was closed at the end of 2024. Chair Parke requested a motion to strike any references to the MiniFarms account from the fiscal controls document. Supervisor Hoke moved to strike the MiniFarms account controls language; Supervisor Runkles seconded the motion; motion carried 5-0.
- Executive Director Contracting Authority: requesting that the Executive Director's existing authority to enter into contracts for activities already approved by the Board, be increased from $5,000 to $10,000. This change would bring the fiscal controls into sync with those County financial controls that the Conservation District participates in. Supervisor Hoke made the motion to amend the fiscal controls document to authorize Executive Director to enter into contracts for goods and services, consistent with the Board's annual budget approval process, increasing his authority from $5,000 to $10,000. Supervisor Shivers seconded the motion; motion carried 5-0.
- Acceptance of ACH/Credit Card Payments: allow district's bank accounts to receive and disburse funds by ACH and credit card, in addition to checks. Discussion: Reducing or eliminating reliance on paper checks will reduce the District's financial risks. FDACS' cost-share contracts already require reimbursements to producers to be done by ACH, and the district was found in violation of its cost-share contract in 2023 for failing to execute payments/reconciliations in a timely fashion using this method of payment. In addition, most of the District's administrative business already is conducted using either a county-issued credit card or the county's formal procurement system and every payment is processed with delegations to

different operators from initiation by a District staff member, initial approval by the Executive Director and additional approvals in County Administration. Although occasionally necessary, paper checks do not provide the same level of security and timeliness in reconciliation that ACH workflows provide. Dr. Walsh noted that he had discovered numerous signed but not issued paper checks going back nearly ten years in the office papers in 2024, and these missing checks had been referenced as contributing to "material weakness" in the District's audits for the last
several years up until the 2025 audit. Supervisor Hoke made the Motion to amend the fiscal controls document to allow the District to conduct business using ACH and credit card transactions. Supervisor Runkles seconded the motion; motion carried 5-0. This amendment will also require revisions to page 3, which currently prohibits credit and debit cards.

- Borrowing and Line of Credit / Credit Cards: The Board currently has no credit card for district business other than for the County component of the budget. Chair Parke and staff reported difficulty in reconciling personal and county-paid travel transactions from the recent Tallahassee trip, suggesting that a district credit card issued separately from the county credit card could prevent future complications. Preference expressed for a credit card over a debit card, due to fraud protections. The card would be used only for legitimate district business and managed by staff, not Board members. Usage would be reported monthly on a separate financial spreadsheet.

Supervisor Hoke made the motion to authorize the Board to obtain a district credit card, with responsibility assigned to designated staff. Supervisor Shivers seconded the motion; motion carried 5-0.