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**Board of Supervisors
Regular Meeting
Monday, April 6th, 2015, 7:00 p.m.
Whitfield Wildlife Conservation Education & Visitor Center
2424 Hwy 47, Belen, NM
Meeting Minutes**

Board attending: P. Joseph Moya, Andrew Hautzinger, Abel Camarena, Teresa Smith de Cherif, Jim Lane, Jeff Goebel, Charlie Sanchez.

Other attendees: SWCD Consultant Cody Stropki, NRCS Field Officer Resource Conservationist Michael Jones, Agronomist Danny Goodson, resident Bob Gostitcha.

Minutes

Call to Order: Chair Joseph Moya called the meeting to order at 7:01 p.m. Quorum was verified. Changes to the agenda included tabling review of the Dan Goodman Award applicants, and review of the preliminary budget. Teresa Smith de Cherif requested the Board enter executive session regarding the horse training facility at the end of the regular meeting. Abel Camarena led the pledge of allegiance,

Motion was made to approve the Agenda as amended.

1st: Charlie Sanchez 2nd: Teresa Smith de Cherif

For: All Against: 0 Abstain: 0 Absent: 0 Motion carried.

Special Business

- Jeff Goebel recited his oath of office. Abel Camarena, and Teresa Smith de Cherif provided witness signatures.
- **Mill Levy Funding Priority Plan: final draft submittal:** The Board reviewed the draft Mill Levy Funding Priority Plan. It was decided to make some additional minor changes to the Plan to make sure it meets the intent of the Board. In particular, the Board discussed the topic of cost sharing or financial assistance needing to be presented differently in the document. Cody Stropki with SWCA Consultants agreed to assist with additional minor changes discussed to finalize the plan.

Reports

NRCS Report: Mike Jones provided the Natural Resources Conservation Service update for the Los Lunas Field Office activities.

NMDA Report: The Board reviewed the written report briefly.

Regular District Business

Meeting Minutes: The Board reviewed the draft meeting minutes for the March 2nd Regular Meeting, and the March 27th Special Meeting.

Motion was made to approve the March 2nd 2015 regular meeting minutes as presented.

1st: Jim Lane 2nd: Abel Camarena

For: All Against: 0 Abstain: 0 Absent: 0 Motion carried.

Motion was made to approve the minutes of March 27th, 2015 as written.

1st: Teresa Smith de Cherif 2nd: Andrew Hautzinger

For: All Against: 0 Abstain: 0 Absent: 0 Motion carried.

Correspondence: Madeline reviewed current correspondence with the Board.

Treasurer's Report: Abel reviewed the reporting of March expenditures & revenues with the Board.

Motion was made to approve the Treasurer's Report as presented.

1st: Abel Camarena 2nd: Jim Lane

For: All Against: 0 Abstain: 0 Absent: 0 Motion carried.

Old Business

Whitfield Update: Ted provided his update to the Board. On Saturday April 11th the Friends of Whitfield would hold their Annual Meeting which included a burrowing owls presentation.

Personnel Committee Update: The *Employee Handbook* draft was not quite finished but would be before the next meeting. The Board discussed the pay range for an additional staff person, an Administrative Assistant position job description to include public notice in three weeks to ensure hiring by August 1st.

Motion was made to approve the New Mexico Personnel Pay Band pay range (insert here) referenced for a full time executive assistant (Pay Band 55).

1st: Teresa Smith de Cherif 2nd: Jeff Goebel

For: Abel Camarena, Teresa Smith de Cherif, Andrew Hautzinger, Jeff Goebel, Joseph Moya **Against: 0** **Abstain: Charlie Sanchez, Jim Lane** **Absent: 0**
Motion carried.

Supervisor Election 2015 Review: The Board discussed matters of the upcoming Election 2015. **Action item:** Madeline would pursue changing the opening time of polling day for the election to start at 7 am instead of 8:30 am.

Motion was made to approve up to \$3,000 to cover election expenditures.

1st: Abel Camarena **2nd: Teresa Smith de Cherif**

For: All **Against: 0** **Abstain: 0** **Absent: 0** **Motion carried.**

Land Use Plan: the Board discussed meeting at the June regular meeting with Kim Kostelnik (NM Coalition of Conservation Districts) for preparation of a land use plan. Jeff Goebel volunteered to serve on a land use plan subcommittee; assigning a subcommittee would be part of the June discussion. Jeff added that a citizen based process following initial creation of a basic template of a land use plan, with GIS information would make the plan more meaningful for the Board in addressing local resource needs.

Action item: create list of current subcommittees of the Board.

Capital Outlay Update: No capital outlay funding was approved during the legislative session this year. Abel commented that the Board previously considered pursuing a loan to move plans forward with construction of the 2nd building at Whitfield. **Action item:** Madeline would obtain information about a loan through the NM Mortgage Finance Authority.

Rio Abajo Rental Property Update: Andrew noted that termination of the lease notification was sent to Tim Ott and legal counsel, Brian Harris, did confirm his receipt by phone. The Board also discussed the records request made by Tim Ott.

At 9:17 p.m. motion was made to close the public meeting for discussion of disposition of the rental property in Belen New Mexico, in accordance with OMA subsection H exception 8 for land acquisitions, for an executive session to discuss the RACA rental property.

Roll call: P. Joseph Moya yea, Andrew Hautzinger yea, Charlie Sanchez yea, Jim Lane yea, Jeff Goebel yea, Teresa Smith de Cherif yea, and Abel Camarena yea.

At 10: 29 p.m. motion was made to close the executive session and reopen the public meeting.

Roll call: P. Joseph Moya yea, Andrew Hautzinger yea, Charlie Sanchez yea, Jim Lane yea, Jeff Goebel yea, Teresa Smith de Cherif yea, and Abel Camarena yea.

It was noted that the only matter discussed during executive session was the disposition of the rental property in Belen NM and that no actions were taken during closed session.

Action item: Andrew Hautzinger and Joseph Moya would plan to visit the rental property to review and update the inventory of items owned by the District and expected to be retained following leasee vacating the property.

Motion was made to set the rate for document printing charges for Freedom of Information Act requests (FOIA) or the New Mexico Information and Public Records Act (IPRA) requests at \$1.00 per page.

1st: Teresa Smith de Cherif 2nd: Abel Camarena
For: All Against: 0 Abstain: 0 Against: 0 Motion carried.

Motion was made to increase the legal counsel budget for Brian Harris an additional \$2500 for rental property concerns and NM Department of Game and Fish property division requirements.

1st: Charlie Sanchez 2nd: Jeff Goebel
For: All Against: 0 Abstain: 0 Absent: 0 Motion carried.

Motion to seek and obtain insurance coverage for property damage & liability for six month term on or before May 1st, 2015.

1st: Jim Lane 2nd: Charlie Sanchez
For: All Against: 0 Abstain: 0 Absent: 0 Motion carried.

Motion was made to adjourn the regular meeting at 10:34 p.m.

1st: Teresa Smith de Cherif 2nd: Jeff Goebel
For: All Against: 0 Abstain: 0 Absent: 0 Motion carried.

*****END*****

Signatures:



Joseph Moya, Chair 06-05-2015
Date:



Madeline Miller, District Manager Date: