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**Board of Supervisors Regular Meeting**  
**Monday, March 2nd, 2015, 6:30 p.m.**  
**Whitfield Wildlife Conservation Education & Visitor Center**  
**2424 Hwy 47, Belen, NM**  
**Meeting Minutes**

**Board Supervisors attendance: Board of Supervisors Attendance:** Joseph Moya, Jim Lane, Charlie Sanchez, Abel Camarena, Teresa Smith de Cherif, and Andrew Hautzinger.

**All other attendees\*:** Interim Executive Director for NMCCD Carole Glade, NRCS Field Office Resource Conservationist Mike Jones, NRCS Agronomist Danny Goodson, NMDA Specialist Katie Mechenbier (with guest), Abel Romero, rental property leasee Tim Ott, District Manager Madeline Miller, and Whitfield Project Manager Ted Hodoba.

\*NMCCD = New Mexico Coalition of Conservation Districts, NRCS=Natural Resources Conservation Service, NMDA=New Mexico Department of Agriculture

**1) Call to Order:** Meeting was called to order at 6:34 p.m.

**Motion to approve the Agenda as written.**

**1<sup>st</sup>: Andrew Hautzinger 2<sup>nd</sup>: Abel Camarena**

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

**2) Special Business**

- **Special Guest:** Carole Glade, NMCCD Executive Director visited with the Board about membership benefits and support in development of the District land use plan.
- **Land Use Plan Committee:** The Board discussed assistance needed with updating the outdated long range plan into a land use plan with assistance from NRCS and possibly the NMSWCCD.

**Motion was made to approve one year membership with the NMSWCCD for \$100 for assist with Land Use Plan as soon as possible.**



**1<sup>st</sup>: Jim Lane 2<sup>nd</sup>: Abel Camarena**  
**For: Jim Lane, Abel Camarena, Andrew Hautzinger, Joseph Moya**      **Against: Teresa**  
**Smith de Cherif, Charlie Sanchez Abstain: 0 Absent: 0**      **Motion carried.**

### **3) Reports**

- **NRCS Report:** Mike Jones with the NRCS Los Lunas Field Office reported to the Board.
- **NMDA Report:** Katie Mechenbier gave the NMDA report for March.

### **4) Regular District Business**

- **February 2<sup>nd</sup>, 2015 meeting minutes reviewed.**  
**Motion to approve the February 2<sup>nd</sup> 2015 Regular Meeting Minutes.**  
**1<sup>st</sup>: Teresa Smith de Cherif 2<sup>nd</sup>: Abel Camarena**  
**For: All Against: 0 Abstain: 0 Absent: 0 Motion carried.**
- **Correspondence, announcements were provided by Madeline to the Board.**
- **Treasurer's Report:**
  - i) The February expenditures & revenues;  
**Motion was made to approve the February 2015 expenditures as presented in the Treasurer's Report.**  
**1<sup>st</sup>: Andrew Hautzinger 2<sup>nd</sup>: Charlie Sanchez**  
**For: All Against: 0 approved. Motion carried.**
  - ii) Abel briefed the Board on a webinar he participated in with the District Manager for adopting a purchasing card system with Bank of America, under State contract. The Board concurred with moving forward with the 4-6 week set up process for implementation by start of fiscal year 2016.

**Motion was made to adopt the State purchasing card program with set up of the electronic financial management system ready for use by start of fiscal year 2016.**

**1<sup>st</sup>: Andrew Hautzinger 2<sup>nd</sup>: Teresa Smith de Cherif**  
**For: 0 Against: 0 Abstain: 0 Absent: 0 Motion carried.**

### **5) Old Business**

- **Whitfield Update:** Ted gave his monthly update. The Friends Annual Meeting to be held on April 11<sup>th</sup> would include a talk on burrowing owls. The Board discussed the 245 cottonwoods dug out of moist soil unit three by the field staff. It was noted the Comprehensive Management Plan was due for review and update after five years.

- **Personnel Comm. Update:** Abel stated the Employee Handbook was still a work in progress. There was discussion regarding staff needs. Abel recommended hiring a full-time administrative assistant. This person would need to be in place to adopt duties of the volunteer Friends Educational Coordinator for the educational outreach at Whitfield by August 1<sup>st</sup>.

**Motion to approve personnel committee developing new full time position, with salary for hiring for Board approval at April Board meeting for hire by August 1<sup>st</sup>.  
1<sup>st</sup> : Teresa Smith de Cherif 2<sup>nd</sup>: Abel Camarena  
For: All Against: 0 Abstain: 0 Absent: 0 Motion carried.**

- **Rio Abajo Cons. Area and Rental Property Update**
  - a. Rental property: Leasee Tim Ott was invited to speak. He stated he wanted to continue in tenancy and sale of the property and offered to meet with Board this Friday or next week to discuss issues. There was discussion about commercial activity at the property; Tim Ott stated there was boarding at the facility but not for fees.  
Second part of Rio Abajo rental property update was held in closed session at the end of the regular meeting regarding sale of the rental property in accordance with the OMA subsection H exception 8 for land acquisitions.
  - b. Conservation Area: NM Department of Game & Fish Meeting is scheduled for March 20<sup>th</sup> at 9:30 am.
- **Mill Levy Committee Update:** draft Mill Levy Funding Priority Plan: Abel stated he expected Cody Stropki's updates to be completed for the April meeting approval of Mill Levy Funding Priority Plan.

## 6) New Business

- **Appointment of Jeff Goebel to Seat 5:** Jeff Goebel was not able to attend in person but had written an acceptance letter for his nomination to the Board of Supervisors. Teresa discussed with the Board, Jeff Goebel's credentials for serving, noting she had visited with him by phone briefly.

**Motion to appoint Jeff Goebel to Seat 5 of the Board of Supervisors up to the election for the seat on May 5<sup>th</sup>, 2015.**

**1<sup>st</sup>: Teresa Smith de Cherif 2<sup>nd</sup>: A Hautzinger**

**For: All Against: 0 Abstain: 0 Absent: 0**

**Motion carried.**

- **2015 Election Cycle for the Board of Supervisors seats 1, 2, & 5 requirements; canvassing board selection**

**Motion was made to plan on March 27<sup>th</sup> 2015 for a special meeting starting at 6 pm if the election is cancelled.**

**1<sup>st</sup>: Teresa Smith de Cherif      2<sup>nd</sup>: Abel Camarena**  
**For: All      Against: 0   Abstain: 0   Absent: 0      Motion carried.**

**Motion was made to appoint the Canvassing Board for Election 2015 to include Teresa Smith de Cherif (Supervisor not running), Danny Goodson (landowner within District), Peggy Gutjahr (Rio Communities City Councilor) and Deputy Director for Bureau of Elections as alternate (if available).**

**1<sup>st</sup>: Jim Lane   2<sup>nd</sup>: Charlie Sanchez**  
**For: All      Against: 0      Abstain: 0      Absent: 0      Motion carried.**

Madeline Miller recited her Oath of Office for the Election Superintendent.

**7) Old Business – Rio Abajo closed session**

**Motion to enter into executive session for the Rio Abajo rental property discussion at 8:53 p.m.**

**1<sup>st</sup>: Andrew Hautzinger   2<sup>nd</sup>: Teresa Smith de Cherif**  
**Roll call: Joseph Moya yea, Andrew Hautzinger yea, Teresa Smith de Cherif yea, Jim Lane yea, Charlie Sanchez yea, Abel Camarena yea.**  
**All in favor.      Motion carried.**

**Motion to close executive session and reopen public meeting at 9:27 p.m.**

**1<sup>st</sup>: Andrew Hautzinger   2<sup>nd</sup>: Charlie Sanchez**  
**Roll call: Joseph Moya yea, Andrew Hautzinger yea, Teresa Smith de Cherif yea, Jim Lane yea, Charlie Sanchez yea, Abel Camarena yea.**  
**All in favor.      Motion carried.**

It was noted that the closed session was held in accordance with OMA subsection H exception 8 for land acquisitions to discuss the horse training facility rental property and the division of the conservation area and that no actions were taken during closed session.

**Motion to allow the Rio Abajo subcommittee to procure up to \$2500 for legal services and authorizing the Rio Abajo subcommittee to implement the advice of legal counsel as associated with the rental property and the conservation area.**

**1<sup>st</sup> Charlie Sanchez   2<sup>nd</sup>: Jim Lane**  
**For: All Against: 0      Abstain: 0      Absent: 0      Motion carried**

**8) Adjournment**

**Motion to adjourn the Regular meeting at 9:35 pm**

**1<sup>st</sup>: Teresa Smith de Cherif      2<sup>nd</sup>: Charlie Sanchez**  
**For: All      Against: 0      Abstain: 0      Absent: 0      Motion carried.**

**\*\*\*\*\*END\*\*\*\*\***

**Signatures**

*P. Joseph Moya* 06-30-2015  
P. Joseph Moya, Chair Date

*Madeline Miller* 04-07-15  
Madeline Miller, District Manager Date