



*Official Document of
Valencia Soil & Water
Conservation District*

Providing resource conservation for a quality environment demonstrated through active leadership, cooperation and partnership

**Board of Supervisors
June Regular Monthly Meeting
June 27th, 2016 7:00 P.M.**

**Held at the Whitfield Wildlife Conservation Education & Visitor Center
2424 Hwy 47, Belen, NM**

Board of Supervisors Attending: Vice-Chair Teresa Smith de Cherif, Treasurer Andrew Hautzinger, Supervisor P. Joseph Moya, Supervisor Jim Lane, Supervisor Jeff Goebel, and Supervisor Richard Bonine. **Absent:** Chair Abel Camarena

Others Attending: NRCS District Conservationist Pearl Armijo, NRCS Agronomist & resident Danny Goodson, NMDA Specialist Katie Mechenbier; Dan Goodman recipient Conner Chavez and family, District Manager Madeline Miller, and Whitfield Project Manager Ted Hodoba.

Meeting Minutes

- 1) **Call to Order:** Vice Chair Teresa Smith de Cherif verified quorum and called the meeting to order at 7:02 pm. **Motion was made to approve the Agenda.**
1st: Joseph Moya, 2nd: Jim Lane, no further discussion, all in favor, motion carried.
- 2) **Approval of May 23rd 2016 Meeting minutes:** **Motion was made to approve the meeting minutes for the May 23rd Regular Meeting of the Board as written.**
1st: Joseph Moya, 2nd: Richard Bonine Jr., **No further discussion.**
For: Joseph Moya, Andrew Hautzinger, Jim Lane, Richard Bonine, Jeff Goebel,
Against: 0, Abstain: Teresa Smith de Cherif (absent at 5/23 meeting; ill), Absent: 1,
Motion carried.
- 3) **Special Business:**
 - **2016 Dan Goodman Award presentation (2nd):** The Dan Goodman Award was presented to the 3rd place recipient Connor Chavez.
- 4) **New Business:**
 - The Board reviewed 'Resolution #10 - Acceptance of Boundary Map and GIS Shape Files'. There was discussion regarding accuracy of the map and description. Katie Mechenbier responded that the description would be revised with review of bordering districts such as Ciudad to address any discrepancies in the descriptions. After much discussion, the Vice

...

...

...

...

...

...

...

...

...

Chair asked the Board members if they preferred to table the Resolution, but **motion was made to approve 'Resolution #10 – Acceptance of Boundary Map and GIS Shape Files' to allow the NM Department of Agriculture to start the process of discovery of inaccuracies in the legal description and provide a revised description.**

- **Action item: review Ciudad SWCD boundaries; Katie Mechenbier would provide shape files to Richard Bonine.**

1st: Jim Lane 2nd: Joseph Moya No further discussion.

All in favor: Jim Lane, Joseph Moya, Andrew Hautzinger, Jeff Goebel

Against: Richard Bonine, Teresa Smith de Cherif. Motion carried.

- The Oath of Offices for appointed Supervisors Jim Lane and Richard Bonine, approved by the Soil & Water Conservation Commission at the June 3rd 2016 meeting were recited, and oaths signed by witnesses. Jim gave his oath first, then Richard.
- Policy on District Property was discussed. Vice Chair Teresa Smith de Cherif requested a policy be developed regarding District property reflecting the understanding that all District property be used only for District purposes and be kept on District property for storage and use.

5) Reports:

NRCS Report: Pearl Armijo provided the monthly NRCS update for the Board and a written report was provided.

NMDA Report: Katie Mechenbier reviewed the monthly written report with the Board. Also, she requested the Board approve sponsoring an NMDA basic employee training for Soil and Water Conservation Districts statewide at the Whitfield Education Center on September 30th.

Motion was made to approve hosting the NMDA basic training day at the Whitfield Education Center, and provide lunch for attendees on September 30th 2016.

1st Andrew Hautzinger, 2nd: Joseph Moya, No further discussion.

For: all, Against: 0, Abstain: 0, Absent: 1 Motion carried.

Whitfield Report: Ted provided his monthly update including discussion of consideration of funding for a teacher workshop to be given by the Whitfield Friends Educators to teachers participating in the 'Birds of a Feather Explore Together' program at Whitfield in the upcoming school year.

Motion was made to approve the budget of \$2631.83 as presented for the Whitfield Friends Educators sponsored teacher workshop to be held in September 2016 at the Whitfield Center.

1st: Andrew Hautzinger 2nd: Richard Bonine No further discussion.

For: all Against: 0 Abstain: 0 Absent: 1 Motion carried.

Vice Chair Smith de Cherif requested the minutes reflect Jim Lane thanking Ted and the NRCS Plant Material Center for plant donations to the Meadow Lake Parks and Recreation Areas.

- **District Manager's Report:** District Manager Madeline Miller asked if there were questions regarding the written update and noted all topics would be discussed during the meeting.

Rural Climate Policy Platform: Jeff Goebel provided an update on his local initiatives. Jeff also briefed the Board about a possible proposal for the NACD RFP for Urban Agriculture Conservation Initiative. The proposal was floated by Valencia County Planner Jacobo Martinez, after many community meetings. The initiative would entail collaboration with the District.

Motion was made for VSWCD to sponsor and be the fiscal agent for the East Valencia Urban Gardens Program proposal in cooperation with the Valencia County Planning & Zoning Department, as proposed by Jacobo Martinez, and on condition that, prior to submission, the County agree to provide an office, be first point of contact, and conduct oversight of a contracted Program Coordinator for the first year of the East Valencia Urban Garden Program, if the proposal were approved by NACD.

1st: Andrew Hautzinger 2nd: Richard Bonine No further discussion.

In favor: all Against: 0 Abstain: 0 Absent: 1 Motion carried.

Cibola Forest Revision Plan: it was noted there were upcoming public meetings regarding the draft Plan.

6) Regular District Business:

• Budget & Accounting: a) May 2016 Expenditures Report, b) FY2016 Audit recommendation, c) NM Coalition of Conservation Districts membership renewal, d) Copier lease review, e) accounting policies & procedures

a) Andrew Hautzinger reviewed the expenditures report with the Board. Motion was made to approve the expenditures as presented for May 2016.

1st: Richard Bonine 2nd: Jim Lane There was no further discussion.

For: all Against: 0 Abstain: 0 Absent: 1 Motion carried.

b) Motion was made authorize the District Manager to select the best price of three auditor quotes for completion of the Tier 6 Agreed Upon Procedures (AUP) for fiscal year 2016 and meet the July 1st deadline for recommendation to the Office of the State Auditor.

1st: Richard Bonine 2nd: Jeff Goebel There was no further discussion.

For: all Against: 0 Abstain: 0 Absent: 1 Motion carried.

c) Motion was made to approve renewal of the NM Coalition of Conservation Districts Membership for fiscal year 2017.

1st: Jim Lane 2nd: Joseph Moya There was no further discussion.

For: all Against: 0 Abstain: 0 Absent: 1 Motion carried.

d) The Board reviewed new considerations for leasing of a copier. Following approval of the lease with Pacific Automation at the April regular meeting to start in fiscal year 2017, Rocky

Mountain Business Systems informed that they are able to contract through a statewide price agreement and Pacific Automation was, as well.

Motion was made to revise the Copier lease contract for a 48 month lease with Rocky Mountain Business Systems at the quoted \$165/month.

1st: Jim Lane 2nd: Joseph Moya

For: all Against: 0 Abstain: 0 Absent: 1 Motion carried.

e) Madeline noted the draft accounting policies and procedures were still being developed and not ready for presentation to the Board for review.

- **Land Use Plan Committee:** Jeff Goebel updated the Board that the Land Use Plan draft was still being developed. He added that because Board availability has been limited, the subcommittee would continue to reframe the Plan from a 'ready, aim, fire' document to an ecological and socioeconomic framework, including testing the resource concerns in finalizing the document. Richard Bonine confirmed that a more dynamic document was preferred. Jim Lane recommended updating Kim on the draft work.

- **Financial Assistance Committee:** The Financial Assistance Program application draft was reviewed. **Motion was made to approve the application as amended; omit the mil-levy non contributor clause, revise the definition for 'conservation practice' and the additional grammatical changes Teresa had made.**

1st: Richard Bonine 2nd: Jim Lane There was no further discussion.

For: all Against: 0 Abstain: 0 Absent: 1 Motion carried.

- **Property Disposal Committee:** Jim Lane explained that once the abatement sampling was completed the committee would meet to develop a proposed plan for changing the use of the property.

- **Whitfield Committee:** Whitfield electric quotes were reviewed. Ted Hodoba recommended the DRB quote of \$641+ gross receipts tax to install the electrical switch for the Center. **Motion was made to accept the DRB quote for installation of an interior switch for the outdoor lighting. 1st: Andrew Hautzinger 2nd: Joseph Moya No further discussion.**

For: all Against: 0 Abstain: 0 Absent: 1 Motion carried.

- **Rio Abajo Committee:** There was no new development regarding the split of property with the New Mexico Game and Fish Department (DGF), but legal counsel Jason Marks was corresponding with DGF. Vice Chair Smith de Cherif recommended the brief update regarding the ongoing litigation with former leasee Tim Ott be provided in executive session along with Personnel Committee matters.

- **Personnel Committee:** The draft charter and policy questions were tabled until the Committee could meet first in July. Vice Chair Smith de Cherif recommended closing the meeting for both the personnel matters regarding employees and the Rio Abajo Committee

report, pursuant to the Open Meetings Act Section H, exception 2 for limited personnel matters, and Exception 7 for litigation.

The Vice Chair asked for a roll count to close the regular meeting, and enter into executive session at 9:23 pm: Joseph Moya yea, Jim Lane yea, Andrew Hautzinger yea, Richard Bonine yea, Jeff Goebel yea, and Teresa Smith de Cherif yea.

The Vice Chair stated the Board was coming out of executive session at 9:36 p.m. *Note: Only the matters stated to be discussed during the session were considered, and no decisions were made during closed session.*

Motion was made to end the closed session and return to the open meeting at 9:36 pm. Roll call: Joseph Moya yea, Jim Lane yea, Andrew Hautzinger yea, Richard Bonine yea, Jeff Goebel yea, and Teresa Smith de Cherif yea.

Motion was made to terminate employee Nathaniel Tannoya at 10 hours per week, change the Field Crew Worker position to 20 hours per week, and hire former YDI employee Johnny Chavez for the 20 hour position.

**1st: Jim Lane 2nd: Joseph Moya There was no further discussion.
For: all Against: 0 Abstain: 0 Absent: 1 Motion carried.**

Motion was made to approve the recommended raise for custodian Ron Goens to \$12/hr.

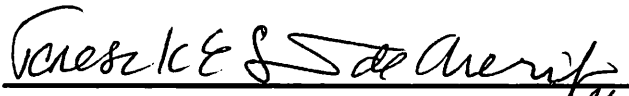

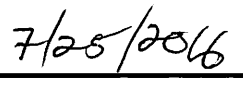

**1st: Andrew Hautzinger 2nd: Jeff Goebel There was no further discussion.
For: all Against: 0 Abstain: 0 Absent: 1 Motion carried.**

7) Adjournment

Motion was made to adjourn the meeting at 9:37 p.m.

1st: Richard Bonine 2nd: Jeff Goebel All in favor, motion carried.

Signatures:

	
Teresa Smith de Cherif, Vice Chair	Madeline Miller, District Manager
	
Date	Date