



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
February Regular Monthly Meeting
February 25th, 2017 2:00 P.M.**

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

Board of Supervisors Attending: Chair Abel Camarena, Vice Chair Teresa Smith de Cherif, Supervisor Andrew Hautzinger, Supervisor P. Joseph Moya, Supervisor Richard Bonine and Supervisor Jeff Goebel; **Teleconference:** Vice Chair Teresa Smith de Cherif (part of the meeting); **Absent:** Supervisor Jim Lane

Others Attending: NRCS Soil Conservationist Pearl Armijo, Friends of Whitfield President Mary Jo McBean, Whitfield Manager Ted Hodoba, Administrative Assistant Jasmine Martinez, Johnny Mangu, CPA; **Absent:** District Manager Madeline Miller, NMDA Specialist Katie Mechenbier

Meeting Minutes

- 1) **Call to Order:** Chairman Abel Camarena verified quorum and called meeting to order at 2:00 pm. The Chairman noted that Vice Chair Smith de Cherif was anticipated to join the meeting via teleconference and then in person shortly. Supervisor Hautzinger suggested the following agenda amendments: defer Tier 6 AUP report if Mr. Johnny Mangu does not attend the meeting, that the Financial Assistance Committee to be moved to the end of the meeting to ensure Vice Chair Smith de Cherif is present, and that a 6th financial assistance application, from Mr. Syed, may be motioned on today with the rest of the applicants on the Agenda.

Motion was made to approve the Agenda as amended.

1st: Jeff Goebel 2nd: P. Joseph Moya No further discussion.
For: all Against: 0 Abstain: 0 Absent: Jim Lane, Teresa Smith de
Cherif
Motion carried.

- 2) **Approval of January 28th, 2017 Regular Meeting minutes:** The Board reviewed the January 28th, 2017 meeting minutes.

Motion was made to approve the meeting minutes as written.

1st: P. Joseph Moya 2nd: Jeff Goebel No further discussion.
For: all Against: 0 Abstain: 0 Absent: Jim Lane, Teresa Smith de Cherif
Motion carried.

Vice Chair Teresa Smith de Cherif joined the meeting via teleconference at 2:05 pm.

3) Reports:

Supervisor Richard Bonine joined the meeting at 2:08 pm

- **NRCS Report:** Pearl Armijo provided the monthly NRCS written report. Discussed the recent meeting for the NM Innovative Farming conference including defining District & NRCS roles, sending out invitations, and revising the agenda. District sponsorship of the conference to be included on a March Regular meeting agenda.

Mr. Johnny Mangu, CPA joined the meeting at 2:14 pm

- **NMDA Report:** Katie Mechenbier was not present for the meeting but her written report was provided for Board review. Chairman Camarena brought the Board's attention to the election related items for March and April.
- **Whitfield Manager's Report:** Ted Hodoba provided the Whitfield update; still waiting to hear about NMDOT approval of the entrance into the conservation area, there are seven candidates for this year's Master Naturalist Program, and the WWCA's new Polaris EV was delivered. Mary Jo McBean indicated that the Friends of Whitfield revised mission and goals are available for the Board review and feels they are ready to set up an MOU meeting at the convenience of the Board. Whitfield Committee will work between now and March 15th to come to an agreement on a final version of the MOU before it goes before the Board for a motion. Jasmine Martinez provided the Education program update which included attendance with the educators to the Bosque School to observe their 3rd grade program, plans to focus attention on education center displays, and future funding for buses for the education program.
- **District Manager's Report:** District Manager Madeline Miller was not present for the meeting but provided her written report. Chairman Camarena called attention to naming volunteers for the Dan Goodman Scholarship Committee: Supervisor Moya, Supervisor Hautzinger and possibly Supervisor Lane, with Supervisor Bonine as an alternate if Supervisor Lane is unable to do it. The Board chose to defer any action with regards to sponsorship for Southwest Quay and the letter from MRGCD's Ann Markin for the March meeting. Chairman Camarena noted that any other intended actions for items presented in the DM report will be deferred to the March meeting due to the District Manager's absence. Lindsey Hamilton provided the written report for the East Valencia Urban Gardens Program for Board review, costs related to the program may be presented for the March meeting, including for water harvesting and drip irrigation.

Motion to schedule a special meeting for March 6th at 6:30 pm at the Whitfield Wildlife Conservation Area Visitor & Education Center.

1st: Andrew Hautzinger 2nd: Richard Bonine No further discussion.
For: all Against: 0 Abstain: 0 Absent: Jim Lane
Motion carried.

Motion to approve Madeline Miller as the election superintendent for the 2017 election.

1st: Andrew Hautzinger 2nd: Jeff Goebel

No further discussion.

For: all Against: 0 Abstain: 0 Absent: Jim Lane

Motion carried.

- **Rural Climate Policy Platform:** Supervisor Goebel reported he would like to draft a policy for soil health in New Mexico as one does not currently exist. Supervisor Goebel also reported the Rural Climate Policy Platform did not make it into the semi-finalists for the \$100M MacArthur Foundation grant. **Action item:** Supervisor Goebel will draft a soils health policy for the March meeting.

Vice Chair Teresa Smith de Cherif disconnected from the meeting at 3:18 pm.

4) New Business:

- **Tier 6 Agreed Upon Procedure 2016 Report:** Mr. Johnny Mangu provided the written Tier 6 AUP 2016 report as approved by the State Auditor's Office and reviewed it with the Board, including findings for FY2016.

5) Regular Business:

- **Budget & Accounting: 1) January 2016 Expenditures Report:** Deferred until special meeting on March 6th. **2) Mid-year budget review:** Deferred until special meeting on March 6th. **3) Proposed DFA budget revision:** Deferred until special meeting on March 6th. **4) Accounting policy; WF debit card use:** Accounting policy deferred until special meeting on March 6th. Discussion of WF debit card under "Personnel Committee"
- **Open Meetings Act Resolution #4-2017:** Reaffirm third Saturday of the month from 9:00 am – 12:00 pm for regular meeting time.
- **Election 2017:** Madeline Miller was approved as election superintendent in motion under "District Manager report". Automated Election Services quote was presented for Board review as facilitator of the VSWCD election. The Board also discussed former Sierra SWCD District Manager Merry Jo Fahl as a possible candidate for filling in in the capacity of District Manager during the election and times there may be gaps in workload. **Action item:** Find out a salary figure for an intermittent District Manager to be discussed at the March special meeting.

Board further discussed possible polling places within the District, logistics of the election process, and possible alternatives to contracting with AES for facilitating the election.

Vice Chair Teresa Smith de Cherif joined the meeting at 3:45 pm.

- **Land Use Plan:** Supervisor Goebel reported no updates since his report last month. He did identify the need to build the Arc GIS base and suggested that the District find someone to build the database.
- **Personnel Committee: 1) Telecommuting policy:** Chairman Camarena discussed need for telecommuting policy to address capacity for some employees to work from home, he referred to the language in the employee handbook that authorizes the Chairman to allow up to 20 hours of telecommuting work per week. He suggested the Board work with this language within the employee handbook.

Motion to affirm the District's telecommuting policy as outlined in the Employee Handbook.

1st: Teresa Smith de Cherif 2nd: Richard Bonine No further discussion.
For: all Against: 0 Abstain: 0 Absent: Jim Lane
Motion carried.

2) Laptops: Abba Technology quote and recommendation for expenditure of up to \$3000 for two laptops for the purpose of telecommuting.

Motion to approve the purchase of two laptops with GIS capability and secure remote access not to exceed \$5000.

1st: Richard Bonine 2nd: P. Joseph Moya No further discussion.
For: all Against: 0 Abstain: 0 Absent: Jim Lane
Motion carried.

3) WF debit card: The Board believes process issues still need to be worked out but the recommendation that an expenditure limit for the District Manager and the Administrative Assistant to use the debit card with appropriate Board approvals was well received.

Motion to approve a policy to allow a Wells Fargo operating account debit card to be used by the District Manager and Administrative Assistant for approved expenditures not to exceed \$2000.

1st: Teresa Smith de Cherif 2nd: Richard Bonine No further discussion.
For: all Against: 0 Abstain: 0 Absent: Jim Lane
Motion carried.

4) Salary increase for J. Martinez: The District Manager recommended a 10% pay raise commensurate with increase in job duties. Vice Chair Smith de Cherif additionally recommended a job title change to include "education coordinator" in anticipation of the education program becoming a greater priority of the District.

Motion to approve Jasmine Martinez's pay raise of 10% commensurate with additional job responsibilities and add "education coordinator" to job title.

1st: Teresa Smith de Cherif 2nd: Richard Bonine No further discussion.
For: all Against: 0 Abstain: 0 Absent: Jim Lane

Motion carried.

5) Increased FY17 cost of living raise: District Manager provided a 3% cost of living adjustment recommendation based on her research and suggested the raise be deferred until the March meeting pending additional information forthcoming. The Board decided to motion on the 3% recommendation.

Motion to adopt the cost of living adjustment policy as submitted and accept recommendation of a raise of 3% for calendar year 2017.

1st: Richard Bonine 2nd: Teresa Smith de Cherif No further discussion.
For: all Against: 0 Abstain: 0 Absent: Jim Lane
Motion carried.

6) Personnel services: Board discussed the following personnel service changes: **a)** Increase in janitorial service hours for Ron Goens from 4 hours per week to up to 12 hours per week, **b)** adding reporting and Board updating duties to Lindsey's job description with a commensurate increase in work hours to include an additional 8 hours per week, and District match for pay for those hours instead of using grant funds, **c)** the District Manager provided a dollar figure for increase in employee salaries and for potential intermittent individual to cover for the District Manager. The Board also discussed the need for a full time maintenance crew employee per the suggestion of Whitfield Manager Ted Hodoba.

Motion to increase Ron Goens' position up to 12 hours per week for the remainder of FY17.

1st: Teresa Smith de Cherif 2nd: Jeff Goebel No further discussion.
For: all Against: 0 Abstain: 0 Absent: Jim Lane
Motion carried.

Motion to increase Lindsey Hamilton's hours to 40 hours per week, with the additional hours to be used as a match for District funds to cover her new responsibilities for additional reporting, updating the Board, and other job duties as assigned for the remainder of FY17.

1st: Teresa Smith de Cherif 2nd: Jeff Goebel No further discussion.
For: all Against: 0 Abstain: 0 Absent: Jim Lane
Motion carried.

Motion to increase Johnny Chavez's hours be up to 40 hours per week for the remainder of FY17.

1st: Teresa Smith de Cherif 2nd: Richard Bonine No further discussion.
For: all Against: 0 Abstain: 0 Absent: Jim Lane
Motion carried.

- **Property Disposal Committee:** Supervisor Hautzinger reported more committee time needed to review contractor proposal from Clay Spears of Double Arrow Bar and requested it be deferred to the March 18th Regular Meeting.
- **Financial Assistance Committee:** Meadow Lake resident Tom Mraz brought a physical map proposal for a park to the Board for their review. The Board discussed that a community group can apply for financial assistance and made a recommendation that a written proposal would be necessary to move forward.

Supervisor Hautzinger presented to the Board a summary of financial assistance recommendations and individual memos for each of the six applications the District has received.

Motion to accept the proposed recommendations of the Financial Assistance Committee not to exceed \$32,921.00.

1st: Richard Bonine 2nd: Teresa Smith de Cherif No further discussion.
For: all Against: 0 Abstain: P. Joseph Moya, Andrew Hautzinger
Absent: Jim Lane
Motion carried.

- **Rio Abajo Conservation Area Committee:** Vice Chair Smith de Cherif reported a resolution of the division with NMGF is imminent. The partition deed which Vice Chair Smith de Cherif provided for review indicated it includes language regarding conservation and "right of first refusal" specifically. She also reported that she would like to request that the deed be amended further to reflect that "the real property particularly in Exhibit C no longer meets the conservation". No information on the Ott lawsuit.

6) Adjournment

Motion was made to adjourn the meeting at 5:38 p.m.

1st: P. Joseph Moya 2nd: Jeff Goebel

All in favor, motion carried.

Signatures:


 _____ 5/20/17
Abel Camarena, Chair **Date**


 _____ 4/19/17
Jasmine G. Martinez, Administrative Assistant **Date**