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

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**Board of Supervisors  
June Special Meeting  
June 16th, 2017 6:00 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 Richard Bonine and Supervisor Jeff Goebel

**Others Attending:** District Manager Madeline Miller, Whitfield Manager Ted Hodoba, Administrative Assistant Jasmine Martinez, EVUGP Coordinator Lindsey Hamilton, Friends Volunteer Educator Molly Madden, and guest Myrna Castro.

**Absent:** Supervisor P. Joseph Moya

**Meeting Minutes**

**1) Call to Order:** Chair Abel Camarena verified quorum and called meeting to order at 6:06 pm. **Motion was made to approve the Agenda as amended.**

**1<sup>st</sup>: Teresa Smith de Cherif 2<sup>nd</sup>: Richard Bonine, Jr.** No further discussion.

**For: all Against: 0 Abstain: 0 Absent: P. Joseph Moya**

**Motion carried.**

**2) Special Business: Fiscal Year 2018 Final Budget Review**

- a) DFA status, interim budget approval:** Interim approval on the preliminary budget was received from the DFA. **b) Changes in reporting requirements:** There will be some changes in DFA reporting which will first include submittal of the FY18 final budget proposal online through their Local Body Management System by July 1st. **c) 3<sup>rd</sup> quarter report:** 3<sup>rd</sup> quarter report was presented for Board review which has been approved by DFA, the Treasurer viewed and accepted the report prior to submission. The Board discussed an amount for federal grant funding that is missing from the report. The Board discussed correcting the report and resubmitting to the DFA. **d) Journal entries:** The Board reviewed journal entries which are corrections to ensure totals are posted to the correct account. The Board further discussed that there are fiscal accounting procedures and processes which will need to be continuously reviewed over the upcoming fiscal year.

**Motion to accept the DFA 3<sup>rd</sup> quarter report with corrections as discussed.**

**1<sup>st</sup>: Teresa Smith de Cherif 2<sup>nd</sup>: Richard Bonine, Jr.**

**For: all            Against: 0            Abstain: 0            Absent: P. Joseph Moya**

**Motion carried.**

- **Board review of VSWCD program and project funding for FY18 start July 1<sup>st</sup> 2017:**  
The District Manager presented to the Board the program and project funding proposal for FY18. The District Manager pointed out line items which projected funding have increased since the preliminary budget had been approved. The Board discussed the following line items in detail:
  - Legal services; the Board discussed splitting funding sources between the two current legal matters.
  - Building expenses; the NMDOT entrance for WWCA was the only proposed total that has received quotes. The entrance is required by the NMDOT so will be pursued with high priority. Quotes for a septic system are being pursued. A shade structure is being proposed for maintenance vehicles and/or equipment to be parked under due to losing space in the maintenance building.
  - Supplies for EVUGP's budget; add \$1,000 under "Miscellaneous" specifically for EVUGP funding.
  - BEMP monitoring sites; funding was discussed for increased data monitoring at 4 proposed sites in Valencia County. A funding total of \$15,000 for BEMP will be reserved for further discussion at a later date.
  - WWCA Education grant for sustainability of the 4<sup>th</sup> grade education program; discussed funding a grant to the Friends of Whitfield, also fiscal and supervisory responsibility. Molly Madden discussed the challenges faced in sustaining the program, partnership with Audubon New Mexico, and the necessity for a paid employee focused on the 4<sup>th</sup> grade program. A funding total of \$10,138.50 for this purpose will be moved to "Education Expense" and reserved for further discussion at a later date.
  - Education Expenses; revise to add \$1000 for the Dan Goodman award and \$1000 for NM Envirothon sponsorship.
  - Move \$2000 from "Contractual Services Expenses" for GIS Mapping funding to "Brush Control Expense" for anticipated Cooperative Weed Management funding.

**Motion to accept the FY18 final budget proposal as amended.**

**1<sup>st</sup>: Teresa Smith de Cherif 2<sup>nd</sup>: Richard Bonine**

**For: all            Against: 0            Abstain: 0            Absent: P. Joseph Moya**

**Motion carried.**

- **NM Department of Finance and Administration Budget proposal and resolution due July 1<sup>st</sup> 2017; changes if needed with Board action to be taken June 17<sup>th</sup>, 2017:** Resolution discussion and acceptance will be tabled until tomorrow's meeting pending changes discussed at tonight's meeting.


### **3) Adjournment**

**Motion was made to adjourn the meeting at 8:54 p.m.**

1<sup>st</sup>: Teresa Smith de Cherif  
All in favor, motion carried.

2<sup>nd</sup>: Andrew Hautzinger

**Signatures:**

  
Abel Camarena, Chair

7/24/17  
Date

  
Jasmine G. Martinez, Administrative Assistant

7/24/17  
Date

