

**TAOS SOIL AND WATER CONSERVATION DISTRICT
SPECIAL ON-LINE/VIRTUAL BOARD MEETING
APRIL 8, 2020
9:00 A.M.**

(Meeting Notice posted on www.tswcd.org website at 5:00 pm on 4/3/20)
Public telephone access number: 1-720-707-2699
Meeting ID: 442 918 669
Participant ID: 492685

MINUTES

I. CALL TO ORDER/ROLL CALL

Chairman Maureen Johnson called the meeting to order at 9:21 a.m.

Board of Supervisors Attendance:

Maureen Johnson (Chairman)	Present
Stephen Trujillo (Vice-Chairman)	Present
Dennis Cruz (Secretary/Treasurer)	Present
Andy Martinez (Member)	Present
Mary Lane Leslie (Member)	Present
George Long (Member)	Present
Lloyd Archuleta (Member)	Present

Other Attendance:

Peter Vigil (TSWCD District Manager)
Tanya Duncan (TSWCD Finance Manager)
Charlotte Martinez (TSWCD Administrative Services Manager)

II. READING AND APPROVAL OF AGENDA

- A. April 8, 2020– George Long made a motion to approve the April 8, 2020 Agenda with one adjustment – note that there is no need for executive session. Dennis Cruz seconded and the motion carried with roll-call voting as follows:

Maureen Johnson	yea
Stephen Trujillo	yea
Dennis Cruz	yea
Andy Martinez	yea
Lloyd Archuleta	yea
Mary Lane Leslie	yea
George Long	yea

III. GUEST

Introduction of Public On-Line and Telephone Attendees – Maureen Johnson noted that non-board attendees include Peter Vigil, Tanya Duncan, and Charlotte Martinez

IV. APPROVAL OF MINUTES

- A. February 19, 2020 Regular Board Meeting – After review, Stephen Trujillo made a motion to approve the February 19, 2020 Regular Board Meeting minutes as presented. Mary Lane Leslie seconded and the motion carried with roll-call voting as follows:

Maureen Johnson	yea
Stephen Trujillo	yea
Dennis Cruz	yea
Andy Martinez	yea
Lloyd Archuleta	yea
Mary Lane Leslie	yea
George Long	yea

V. FINANCIAL REPORT

- A. February 2020 Financial Report – Tanya Duncan reviewed the February 2020 Financial Report with the Board. Maureen Johnson provided a verbal report of her banking transactions for February 2020, noting that she will submit a written report for the record. After discussion, Stephen Trujillo made a motion to file the February 2020 Treasurer’s Report for audit with best information provided. Lloyd Archuleta seconded and the motion carried with roll-call voting as follows:

Maureen Johnson	yea
Stephen Trujillo	yea
Dennis Cruz	yea
Andy Martinez	yea
Lloyd Archuleta	yea
Mary Lane Leslie	yea
George Long	yea

- B. March 2020 Financial Report – Tanya Duncan reviewed the March 2020 Financial Report with the Board noting that the March NMFA and Centinel Bank statements had yet to be received. Maureen Johnson provided a verbal report of her banking transactions for March 2020 noting that she will submit a written report of her transactions for the record. After discussion, Stephen Trujillo made a motion to file the March 2020 Treasurer’s Report for audit with best information provided. Mary Lane Leslie seconded and the motion carried with roll-call voting as follows:

Maureen Johnson	yea
Stephen Trujillo	yea
Dennis Cruz	yea
Andy Martinez	yea
Lloyd Archuleta	yea
Mary Lane Leslie	yea
George Long	yea

VI. SPECIAL REPORTS

- A. NRCS Report – NRCS provided a written report for the Board to review. After review and discussion, Lloyd Archuleta made a motion to accept the written NRCS Report and include it as part of the minutes. Andy Martinez seconded and the motion carried with roll-call voting as follows:

Maureen Johnson	yea
Stephen Trujillo	yea
Dennis Cruz	yea
Andy Martinez	yea
Lloyd Archuleta	yea
Mary Lane Leslie	yea
George Long	yea

- B. Soil & Water Conservation Specialist Report – Jim Wanstall provided written Soil & Water Conservation Specialist Reports for March and April, 2020. Maureen Johnson noted that the Appointed Supervisor Positions need to be added to the May 2020 Agenda so that nominations can be submitted to the Soil & Water Conservation Commission by June 1, 2020. After review and discussion, Dennis Cruz made a motion to accept the written Soil & Water Conservation Specialist Reports for March and April 2020 and include them as part of the minutes. Mary Lane Leslie seconded and the motion carried with roll-call voting as follows:

Maureen Johnson	yea
Stephen Trujillo	yea
Dennis Cruz	yea
Andy Martinez	yea
Lloyd Archuleta	yea
Mary Lane Leslie	yea
George Long	yea

VII. TAOS SWCD REPORTS

- A. District Manager’s Report – Peter Vigil reported on staff activities. After discussion, Mary Lane Leslie made a motion to accept the verbal District Manager’s Report and include it as part of the minutes. Andy Martinez seconded and the motion carried with roll-call voting as follows:

Maureen Johnson	yea
Stephen Trujillo	yea
Dennis Cruz	yea
Andy Martinez	yea
Lloyd Archuleta	yea
Mary Lane Leslie	yea
George Long	yea

1. Batching Period 1, 2018-19 Application 068 Funding Consideration – Peter Vigil reported that when the board first considered the application, it was assumed that the land had sold but it had not so the landowner is asking for reconsideration. This application would have ranked around fifth out of fifteen. Mr. Vigil recommended

approval. After discussion, Andy Martinez made a motion to approve application 068-18-19 with a cost-share allocation of up to \$4,500. Dennis Cruz seconded and the motion carried with roll-call voting as follows:

Maureen Johnson	yea
Stephen Trujillo	yea
Dennis Cruz	yea
Andy Martinez	yea
Lloyd Archuleta	yea
Mary Lane Leslie	yea
George Long	yea

2. Acequia del Monte del Rio Chiquito Request – Peter Vigil reported that the commissioners of this project (AP 3-16-17) contacted him with a request to use some of their TSWCD approved funds (for a reservoir liner) towards a security fence at the same location. The security fence is required to comply with New Mexico SWCC requirements related to the primary funding for this project. Stephen Trujillo asked what kind of fencing it would be and Mr. Vigil responded that it would be chain-link or similar. After discussion, Dennis Cruz made a motion to postpone this request until more information is provided regarding total project costs. Andy Martinez seconded and the motion carried with roll-call voting as follows:

Maureen Johnson	yea
Stephen Trujillo	yea
Dennis Cruz	yea
Andy Martinez	yea
Lloyd Archuleta	yea
Mary Lane Leslie	yea
George Long	yea

3. Grant Updates:

- a. Healthy Soils Program MOA – Peter Vigil reported that Taos SWCD was awarded the Healthy Soils Grant noting that much of the project will need to be done online. Mr. Vigil also noted that there is some possibility that while the current deadline is August 2020, it may be extended due to the COVID-19 pandemic. After discussion, Dennis Cruz made a motion to approve the MOU allowing Taos SWCD to move forward with the Healthy Soils Program Grant. Lloyd Archuleta seconded and the motion carried with roll-call voting as follows:

Maureen Johnson	yea
Stephen Trujillo	yea
Dennis Cruz	yea
Andy Martinez	yea
Lloyd Archuleta	yea
Mary Lane Leslie	yea
George Long	yea

- b. NFWF/NMACD Grant – Tanya Duncan reported that the NFWF Grant for wildlife fencing on the Taos Plateau has been approved. Since TSWCD participation was approved at a prior board meeting, no action was taken.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

- A. Employee Furlough and Compliance with Governor’s Order as Per Approved FYE 20 Budget – Peter Vigil reported that the Taos SWCD office has been shut down. He also reported that there are a few projects that are ready for inspection but because of the COVID-19 issue, the District will be reviewing photographs in lieu of in-person inspections prior to project payout. George Long recommended using a tape measure in the photographs to better clarify spatial information. Mary Lane Leslie suggested withholding 10% until an inspection can be completed by Taos SWCD staff or contractors. Mr. Vigil also noted that project deadlines are all extended so that contractors and landowners can schedule projects when they feel it is appropriate. After discussion, Mary Lane Leslie made a motion to continue pay for staff and the cleaning crew while asking them to stay home. Stephen Trujillo seconded and the motion carried with roll-call voting as follows:

Maureen Johnson	yea
Stephen Trujillo	yea
Dennis Cruz	yea
Andy Martinez	no vote
Lloyd Archuleta	yea
Mary Lane Leslie	yea
George Long	yea

- B. Resolution 06-19-20 – COVID-19 Health Emergency – Peter Vigil reported that this resolution is intended to acknowledge the health emergency and provide information on how Taos SWCD is responding. Mary Lane Leslie requested that the NM Governor’s list of essential services be attached to the Resolution. After discussion, Stephen Trujillo made a motion to adopt Resolution 06-19-20 as discussed. Mary Lane Leslie seconded and the motion carried with roll-call voting as follows:

Maureen Johnson	yea
Stephen Trujillo	yea
Dennis Cruz	yea
Andy Martinez	no vote
Lloyd Archuleta	yea
Mary Lane Leslie	yea
George Long	yea

- C. Resolution 07-19-20 – Mill Levy Rate – After discussion, Dennis Cruz made a motion to adopt Resolution 07-19-20 noting that the District is currently in debt to the New Mexico Finance Authority for \$2,160,490.00 with a maturity date of May 1, 2046. George Long seconded and the motion carried with roll-call voting as follows:

Maureen Johnson	yea
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Stephen Trujillo	yea
Dennis Cruz	yea
Andy Martinez	no vote
Lloyd Archuleta	yea
Mary Lane Leslie	yea
George Long	yea

D. Budget Line-Item Transfers – Peter Vigil requested the following transfers:

Current FY General Fund 101 Budget Items:

Acequia – Engineering Consultant:	+ \$ 22,950
Bonding & Insurance – Auto and Property:	+ \$ 2,100
Bonding & Insurance – Bonding and Liability:	+ \$ 200
Administration – Personnel:	+ \$ 1,600
<u>Administration – Postage:</u>	<u>+ \$ 400</u>
Total Transfer In:	+ \$ 27,250
Acequia – Inspection Consultant:	- \$ 7,000
Education & Outreach – Envirothon:	- \$ 10,000
Personnel – Workman’s Comp:	- \$ 250
<u>Stream Restoration – Consultant:</u>	<u>- \$ 10,000</u>
Total Transfer Out:	- \$ 27,250

Additionally, Mr. Vigil requested the following transfers for reserve funds not related to the current FY budget:

Acequia Projects – 2019-20 Expected:	+ \$ 53,250
Stream Restoration – 2019-20 Expected:	- \$ 7,500
Special Projects – 2019-20 Expected:	- \$ 2,000
Range Improvements – 2019-20 Expected:	- \$ 5,350
<u>Forest Health – 2019-20 Expected:</u>	<u>- \$ 38,400</u>
Total Transfer Out:	- \$ 53,250

After discussion, Dennis Cruz made a motion to approve the budget transfers as discussed. Lloyd Archuleta seconded and the motion carried with roll-call voting as follows:

Maureen Johnson	yea
Stephen Trujillo	yea
Dennis Cruz	yea
Andy Martinez	no vote
Lloyd Archuleta	yea
Mary Lane Leslie	yea
George Long	yea

E. COVID-19 Policy:

1. Executive Committee Report – Maureen Johnson reported that the Executive Committee (Maureen Johnson, Stephen Trujillo, Dennis Cruz, and Peter Vigil) met via on-line meeting to discuss Taos SWCD operations during the COVID-19 pandemic. Additionally, regarding sale of sandbags and tarp, there was consensus that the District would supply those for free while the office is closed. These supplies could be picked up on Thursdays by appointment. After discussion, Stephen Trujillo made a motion to provide up to 25 sandbags for individuals, 100 sandbags for groups, 25 feet of tarp for individuals, and 100 feet of tarp for groups at no charge during the office closure. Lloyd Archuleta seconded and the motion carried with roll-call voting as follows:

Maureen Johnson	yea
Stephen Trujillo	yea
Dennis Cruz	yea
Andy Martinez	no vote
Lloyd Archuleta	yea
Mary Lane Leslie	yea
George Long	yea

2. Public and Staff Safety Measures (Risk Minimization) – Peter Vigil reiterated that all visitors to the office need to adhere to all safety recommendations from the New Mexico Department of Health.
3. Limited Program Services to be Provided by Office During Emergency – Mr. Vigil reiterated that program services will be limited while the office adheres to recommended safety measures.

X. CORRESPONDENCE AND INFORMATIONAL ITEMS

XI. ANNOUNCEMENTS

- A. April 15, 2020 Board Meeting: **CANCELLED**
- B. Next Regular Scheduled Board Meeting – May 20, 2020

XII. EXECUTIVE SESSION DISCUSSION (EXECUTIVE AND PUBLIC SESSION)

This matter may be discussed in closed session under the Open Meetings Act exemption 10-15-1-(H) (2) which allows for discussion of limited personnel matters.

A. Personnel Matters

- Field Services Manager Performance Evaluation

Executive Session was deemed unnecessary. Peter Vigil reported that the employee has reviewed the performance evaluation and the board acknowledged that the District Manager will collective bargain with the employee.

XIII. ADJOURN

With no further business to discuss, the meeting was adjourned at 11:49 a.m.

Chairman _____Maureen Johnson

Finance Manager _____Tanya Duncan

Prepared: 4/8/2020

Approved ____/____/2020

- As Presented
- With Corrections