

**TAOS SOIL AND WATER CONSERVATION DISTRICT
REGULAR ONLINE/VIRTUAL BOARD MEETING
JUNE 17, 2020
9:00 A.M.**

(Meeting Notice posted on www.tswcd.org website at 5:00 pm on 6/12/2020)

Public Online Link: <https://us02web.zoom.us/j/85909747535>

Public Telephone Access: 1 (346) 248-7799

Meeting ID: 859 0974 7535

DRAFT MINUTES

I. CALL TO ORDER/ROLL CALL

Chairman Maureen Johnson called the meeting to order at 9:11 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 – <i>Arrived at 9:18</i>
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)
Jim Wanstall (NMDA Soil & Water Conservation Specialist)
Fritz Hahn (Town of Taos Councilor)

II. READING AND APPROVAL OF AGENDA

A. June 17, 2020– Dennis Cruz made a motion to approve the June 17, 2020 Agenda as presented. 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	absent
George Long	yea

III. GUEST

IV. APPROVAL OF MINUTES

- A. May 20, 2020 Regular Board Meeting – After review, Stephen Trujillo made a motion to approve the May 20, 2020 Regular Board Meeting minutes as presented. George Long 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	absent
George Long	yea

V. FINANCIAL REPORT

- A. May 2020 Financial Report – Tanya Duncan reviewed the May 2020 Financial Report with the Board. Maureen Johnson reviewed a written report of her banking transactions for May 2020. After discussion, Stephen Trujillo made a motion to file the May 2020 Treasurer’s Report for audit with best information provided. 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

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 verbal and written Soil & Water Conservation Specialist Reports for June 2020 noting that financial appropriations during the upcoming legislative session are expected to take a hit due to Covid-19 Pandemic-related budget shortfalls. Additionally, Mr. Wanstall will be assisting with a geo-caching tour for the July 10, 2020 Noxious Weed educational event. After review

and discussion, Mary Lane Leslie made a motion to accept the verbal and written Soil & Water Conservation Specialist Reports for June 2020 and include them as part of the minutes. George Long 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 verbally reported on recent staff activities noting that the office has partially reopened with staff being scheduled to minimize Covid-19 risks. Additionally, Mr. Vigil reported that he has been providing Picuris Pueblo with limited technical assistance. After discussion, Andy Martinez made a motion to accept the verbal District Manager's Report and include it as part of the minutes. Stephen Trujillo 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. Conservation Education Camp – Peter Vigil reported that Taos SWCD's annual conservation camp will not be held this year due to Covid-19.

VIII. UNFINISHED BUSINESS

- A. MOU Between TSWCD and NRCS – After discussion, Mary Lane Leslie made a motion to table this item until the Taos SWCD Executive Committee meets to review and propose revisions. Chairman Johnson asked Board Members to review the draft MOA and send their proposed recommendations to the Executive Committee for inclusion in the agreement. This item will be revisited during the July 2020 regular board meeting. Stephen Trujillo 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. TSWCD Office Reopening & In-Person Meeting Status – Peter Vigil reported that Taos SWCD continues to follow New Mexico Department of Health guidelines for best practices for offices during the Covid-19 Pandemic. Additionally, the July 2020 regular board meeting will be held online via Zoom.

IX. NEW BUSINESS

- A. Budget Transfers – Peter Vigil presented the following final FYE20 internal budget transfer recommendations:

Transfers Out:

Acequia Projects – Inspection Consultant	(\$ 4,300)
Administration – Election	(\$ 2,000)
Administration – Meeting Expenses	(\$ 900)
Contract Labor – Human Resources	(\$ 500)
Contract Labor – Maintenance	(\$ 1,000)
Education & Outreach – Mileage & Reimb.	(\$ 800)
Education & Outreach – Science Fair	(\$ 600)
Invasive Species – Expenses	(\$ 1,500)
Personnel Services – Employee Insurance	(\$ 1,500)
Personnel Services – PERA	(\$ 5,000)
Supplies – New Building	(\$ 700)
Training	(\$ 700)
Travel & Per Diem – Per Diem	(\$ 3,700)
Utilities – Ag Building	(\$ 1,500)
Water Program – Materials & Analysis	(\$ 600)
<u>Aerial Imagery/Lidar</u>	<u>(\$10,000)</u>
Total Transfers Out:	(\$35,300)

Transfers In:

Administration – Accounting	\$ 700
Administration – Advertising	\$ 3,200
Administration – Website	\$ 1,100
Animal Damage - Consultant	\$ 3,100
Contract Labor - Legal	\$ 1,500
Education & Outreach – Cons. Camp	\$ 50
Education & Outreach – Consultants	\$ 2,500
Education & Outreach – Envirothon	\$ 400
Education & Outreach – Events & Seminars	\$ 150
Personnel Services – NM Deferred Comp.	\$ 3,500
Personnel Services – Payroll Taxes	\$ 5,500
Supplies – Office	\$ 2,500
Travel & Per Diem – Meeting Fee	\$ 150
Utilities – Cell Phone	\$ 200
Utilities – New Building	\$ 450
Utilities – Telephone	\$ 300
<u>New Building</u>	<u>\$ 10,000</u>
Total Transfers In:	\$ 35,300

After discussion, Dennis Cruz made a motion to approve the transfers as noted. 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. Contract Labor Renewals – The following contracts will expire on 6/30/2020:

- | | | |
|-----|--------------------------------|--------------------|
| 1. | Abeyta Engineering | Renew for 1 year |
| 2. | Coca-Ruiz Resource Consultant | Renew for 1 year |
| 3. | Lopez Enterprises | Renew for 6 months |
| 4. | Taos ValleyAcequia Association | Renew for 1 year |
| 6. | Mark Romero – HR Solutions | Renew for 1 year |
| 7. | Carpenter Forestry | Renew for 1 year |
| 8. | Calvert Menicucci (Attorney) | Renew for 1 year |
| 9. | Riverbend Engineering | Renew for 1 year |
| 10. | William Miller Engineering | Renew for 1 year |
| 11. | Claireen Espinoza | Renew for 6 months |
| 12. | True Vine Cleaning Service | Renew for 6 months |
| 13. | USDA Wildlife Services | Renew for 1 year |
| 14. | La Tierra Landscaping | Renew for 6 months |

After discussion, Dennis Cruz made a motion to extend the above contracts as noted. 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

C. NMACD Award Nominees – After discussion, Stephen Trujillo made a motion to nominate the following Taos County landowners for 2020 NMACD award consideration:

Peter to get name – Conservationist Award
JMA Ranch – Land Stewardship Award

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

X. COMMITTEE REPORTS

XI. CORRESPONDENCE AND INFORMATIONAL ITEMS

A. DFA – Interim Budget Approval – Peter Vigil reported that the FYE21 Interim Budget has been approved by NM DFA and will be used until FYE20 budget numbers are finalized. After discussion, Mary Lane Leslie made a motion to acknowledge Taos SWCD’s approval to operate using the FYE21 Interim Budget. George Long 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

XII. ANNOUNCEMENTS

A. Next Regular Scheduled Board Meeting – July 15, 2020

XIII. 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

- District Manager Performance Review

After discussion, Stephen Trujillo made a motion to perform the District Manager’s performance review via mail-in evaluation forms (blank evaluation forms will be distributed to all board supervisors who will return the completed forms to Chairman Johnson on or before July 10, 2020 so they can be reviewed and discussed at a subsequent Executive Committee meeting). Lloyd Archuleta seconded with roll-call voting as follows:

Maureen Johnson	yea
Stephen Trujillo	yea
George Long	yea
Andy Martinez	yea

Lloyd Archuleta yea
Mary Lane Leslie yea
Dennis Cruz yea

XIV. ADJOURN

With no further business to discuss, the meeting was adjourned at 10:48 p.m.

Chairman _____Maureen Johnson

Finance Manager _____Tanya Duncan

Prepared: 5/20/2020

Approved ____/____/2020

- As Presented
- With Corrections