

**TAOS SOIL AND WATER CONSERVATION DISTRICT  
REGULAR ONLINE/VIRTUAL BOARD MEETING  
MARCH 17, 2021  
9:00 A.M.**

(Meeting Agenda posted on [www.tswcd.org](http://www.tswcd.org) website at approx. 3:00 pm on 3/12/2021)

Zoom Link: <https://us02web.zoom.us/j/82169973857?pwd=MFp2UUttUEdiWTRMSzNBZGVvZmFPZz09>

Meeting ID: **821 6997 3857**

Passcode: **335282**

*Telephone participants can join by dialing: 1 (346) 248-7799 and entering the meeting ID and password*

**DRAFT MINUTES**

**I. CALL TO ORDER/ROLL CALL**

Chairman Maureen Johnson called the meeting to order at 9:10 a.m.

Board of Supervisors Attendance:

Maureen Johnson (Chairman)	Present
Stephen Trujillo (Vice-Chairman)	Absent
Dennis Cruz (Secretary/Treasurer)	Present
Andy Martinez (Member)	Present – <i>arrived at 9:24 a.m.</i>
Mary Lane Leslie (Member)	Present
George Long (Member)	Absent
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)  
David Griego (NRCS – District Conservationist)  
Richard Strait (NRCS – State Soil Scientist)  
Thad Porch (Porch & Associates)  
Don Ellsworth (NMACD)  
Fritz Hahn (Town of Taos Councilor)

**II. READING AND APPROVAL OF AGENDA**

A. March 17, 2021 – Lloyd Archuleta made a motion to approve the March 17, 2021 Agenda as presented. Dennis Cruz seconded and the motion carried with roll-call voting as follows:

Maureen Johnson	yea
Stephen Trujillo	absent
Dennis Cruz	yea

Andy Martinez	absent
Lloyd Archuleta	yea
Mary Lane Leslie	yea
George Long	absent

### III. GUEST

- A. Richard Strait (NRCS State Soil Scientist) – Mr. Strait reported on new NRCS snowpack reporting on the Taos Pueblo. He noted that current findings show below average snowpack levels for Taos Pueblo and across New Mexico. The interactive map Mr. Strait presented can be found at this link: [Interactive Map](#)
- B. Thad Porch (Porch & Associates) – Mr. Porch presented the final FYE20 Audit noting that Taos SWCD had no findings. He also noted that the District should consider increasing it’s “war chest” for use when times get tough. After discussion, Lloyd Archuleta made a motion to acknowledge that the Final FYE20 Audit has been received and reviewed. Dennis Cruz seconded and the motion carried with roll-call voting as follows:

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

- C. Don Ellsworth (NMACD) – Mrs. Duncan presented observations from attorney Sean Calvert who was instrumental in revising the work orders to reflect actual responsibilities and to minimize District liability. Mrs. Duncan also explained that the concern about the employees driving would be alleviated by BLM agreeing to let these particular employees use their vehicles and their equipment.

### IV. APPROVAL OF MINUTES

- A. February 17, 2021 Regular Board Meeting – After review, Mary Lane Leslie made a motion to approve the February 17, 2021 Regular Board Meeting minutes as presented. Andy Martinez seconded and the motion carried with roll-call voting as follows:

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

### V. FINANCIAL REPORT

- A. February 2021 Financial Report – Tanya Duncan reviewed the February 2021 Financial Report with the Board and Maureen Johnson reviewed the Chairman Johnson FEB21/MAR21 Transaction Report. After discussion, Lloyd Archuleta made a motion to file the February 2021 Financial 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	Absent
Dennis Cruz	yea
Andy Martinez	yea
Lloyd Archuleta	yea
Mary Lane Leslie	yea
George Long	Absent

## VI. SPECIAL REPORTS

- A. NRCS Report – David Griego presented verbal and written NRCS Reports. After review and discussion, Mary Lane Leslie made a motion to accept the verbal and written NRCS Reports for March 2021 and include them as part of the minutes. Andy Martinez seconded and the motion carried with roll-call voting as follows:

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

- B. Soil & Water Conservation Specialist Report – Jim Wanstall provided a written Soil & Water Conservation Specialist Report for March 2021. After review and discussion, Andy Martinez made a motion to accept the written Soil & Water Conservation Specialist Report for March 2021 and include it as part of the minutes. Lloyd Archuleta seconded and the motion carried with roll-call voting as follows:

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

## VII. TAOS SWCD REPORTS

- A. District Manager's Report – Peter Vigil reported that one of the District's current diversion dam projects in Trampas has been flagged by the Army Core of Engineers who have notified the District that some of the design aspects of this particular project may require permitting. After further discussion, Andy Martinez made a motion to approve the District Manager's

verbal report and include it as part of the minutes. Dennis Cruz seconded and the motion carried with roll-call voting as follows:

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

1. Office Hours – Peter Vigil reported that while the County remains in the “yellow” category and in-person schooling is limited, the office will continue to rotate staff bi-weekly. If/when the schools reopen and the County enters “green” status, the office will reopen at full capacity. No action was taken.

**\*\*\* The board took a break at 10:57 a.m. and reconvened at 11:09 a.m.\*\*\***

#### **VIII. UNFINISHED BUSINESS**

- A. NMACD Grant Agreement RE BLM Employees – This item was discussed earlier in the meeting under item III. C. After further discussion, Andy Martinez made a motion to enter into the revised work orders pending written confirmation that BLM vehicles and equipment will be available for use. Dennis Cruz seconded and the motion carried with roll-call voting as follows:

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

#### **IX. NEW BUSINESS**

- A. Resolution 005-20-21 – Mill Levy Rate Resolution – Charlotte Martinez presented draft Resolution 005-20-21 – Mill Levy Rate Resolution for consideration. After further discussion, Dennis Cruz made a motion to adopt Resolution 005-20-21 – Mill Levy Resolution pending insertion of corrected debt information. Mary Lane Leslie seconded and the motion carried with roll-call voting as follows:

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

- B. Cost-Share Bidding Policy Revision Committee Recommendations – Tanya Duncan presented the Cost-Share Policy Revision Committee’s revision recommendations with attorney Sean Calvert’s comments added. After discussion, Andy Martinez made a motion to incorporate the new cost-share bidding policy changes as recommended/adjusted by Sean Calvert and the Board of Supervisors. Mary Lane Leslie seconded and the motion carried with roll-call voting as follows:

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

- C. Formation of Cost-Share Policy Revision Committee – Tanya Duncan reported that the entire Cost-Share Policy is in need of an overhaul. After further discussion, Dennis Cruz made a motion to form a Cost-Share Policy Revision Committee with Maureen Johnson and Stephen Trujillo serving as members and Tanya Duncan serving as staff lead. Andy Martinez seconded and the motion carried with roll-call voting as follows:

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

- D. Former Field Technician Benefits Payout – Peter Vigil reported that the Taos SWCD Field Technician vacated his position and is requesting compensation for unused annual leave and sick leave via provisions in the Taos SWCD Personnel Policy. After discussion, Mary Lane Leslie made a motion to direct the District Manager to compensate the former employee using guidelines set forth in the Taos SWCD Personnel Policy. Lloyd Archuleta seconded and the motion carried with roll-call voting as follows:

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

- E. Juan I. Gonzales Agricultural Center Facility Board Membership – Peter Vigil explained that this is a five-member board with Taos SWCD occupying one of the positions. Now that the District is no longer housed at the Agricultural Center, he questioned whether the board

still wants to participate in this board. This item was presented for information only – no action was taken.

**X. COMMITTEE REPORTS**

**XI. CORRESPONDENCE AND INFORMATIONAL ITEMS**

**XII. ANNOUNCEMENTS**

A. Next regular board meeting – April 21, 2021

**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

- Field Service Manager Performance Review – The employee’s annual performance review was completed by the District Manager and reviewed with the employee. The Chairman noted that the District Manager has reported that there weren’t any issues that warranted entering into Executive Session.

**XIV. ADJOURN**

With no further business to discuss, the meeting was adjourned at 12:08 p.m.

Chairman \_\_\_\_\_Maureen Johnson

Finance Manager \_\_\_\_\_Tanya Duncan

Prepared: 3/17/2021

Approved \_\_\_\_/\_\_\_\_/2021

- As Presented
- With Corrections