

**TAOS SOIL AND WATER CONSERVATION DISTRICT  
REGULAR ONLINE AND IN-PERSON BOARD MEETING  
DECEMBER 13, 2023  
9:00 A.M.**

The meeting was available at this link: <https://us02web.zoom.us/j/85163370943?pwd=ak9VUC9kYXZiQVZhNkNaR3U2dkFSUT09>  
Meeting ID: 851 6337 0943 - Passcode: soil  
*Telephone participants were able to join by dialing: 1 (346) 248-7799 and entering the meeting ID and passcode (821515)*

*(Meeting Agenda posted on [www.tswcd.org](http://www.tswcd.org) website at approx. 3:00 pm on 12/7/2023)*

**DRAFT MINUTES**

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

Chairman Johnson called the meeting to order at 9:07 a.m.

Board of Supervisors Attendance:

Maureen Johnson (Chairman)	Present
Stephen Trujillo (Vice-Chairman)	Present – <i>arrived at 10:03 a.m.</i>
George Long (Secretary/Treasurer)	Present – <i>arrived at 9:09 a.m.</i>
Dennis Cruz (Member)	Present
Andy Martinez (Member)	Present
Lloyd Archuleta (Member)	Present
Mary Lane Leslie (Member)	Absent

Other Attendance:

Peter Vigil (TSWCD District Manager)  
Charlotte Martinez (TSWCD Administrative Services Manager)  
Tanya Duncan (TSWCD Finance Manager)  
Will Jaremko-Wright (Taos County Extension Agent)  
Fritz Hahn – (Former Town Councilman)

**II. READING AND APPROVAL OF AGENDA**

- A. December 13, 2023 – Lloyd Archuleta made a motion to approve the December 13, 2023 Agenda as presented. Andy Martinez seconded, and the motion carried with roll call voting as follows:

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

**III. GUEST**

**IV. APPROVAL OF MINUTES**

- A. November 15, 2023 Regular Board Meeting – After review, Andy Martinez made a motion to approve the November 15, 2023 Regular Board Meeting minutes as presented. Dennis Cruz seconded, and the motion carried with roll call voting as follows:

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

## V. FINANCIAL REPORT

- A. November 2023 Financial Report – Tanya Duncan reviewed the written November 2023 Financial Report noting that the NMFA November 2023 statement had not been received and so was not reflected in the report. Chairman Johnson also reviewed the Chairman Johnson Transaction Report. After discussion, Dennis Cruz made a motion to file the November 2023 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	absent
George Long	yea
Dennis Cruz	yea
Andy Martinez	yea
Lloyd Archuleta	yea
Mary Lane Leslie	absent

- B. 2022-23 Audit – Maureen Johnson reported that the audit has been completed and that the auditor is submitting the draft audit report to the NM State Auditor. No action was taken.

## VI. SPECIAL REPORTS

- A. NRCS Report – The board reviewed the written NRCS Report for December 2023. Peter Vigil noted that working with NRCS to obtain a conservation plan for an aerial brush management project. After review and discussion, Andy Martinez made a motion to accept the written NRCS Report for December 2023 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
George Long	yea
Dennis Cruz	yea
Andy Martinez	yea
Lloyd Archuleta	yea
Mary Lane Leslie	absent

- B. Taos County Extension Report – Will Jeremko-Wright reviewed the written Taos County Extension Report for December 2023. After review and discussion, Andy Martinez made a motion to accept the written and verbal Taos County Extension Reports for December 2023 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	absent
George Long	yea
Dennis Cruz	yea
Andy Martinez	yea
Lloyd Archuleta	yea
Mary Lane Leslie	absent

- C. Soil & Water Conservation Specialist Report – Peter Vigil reviewed the written Soil & Water Conservation Specialist Report for December 2023. After review and discussion, Dennis Cruz made a motion to accept the written Soil & Water Conservation Specialist Report for December 2023 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	abstained
George Long	yea
Dennis Cruz	yea
Andy Martinez	yea
Lloyd Archuleta	yea
Mary Lane Leslie	absent

## **VII. TAOS SWCD REPORTS**

- A. District Manager's Report – Peter Vigil reported on District activities occurring since the previous board meeting. After discussion, Dennis Cruz made a motion to approve the District Manager's verbal 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
George Long	yea
Dennis Cruz	yea
Andy Martinez	yea
Lloyd Archuleta	yea
Mary Lane Leslie	absent

1. OTH 02-17-18 Deceased Cancellation – Peter Vigil reported that this cooperator is deceased.
2. OTH 02-16-17 Deceased Cancellation – Peter Vigil reported that this cooperator is deceased.
3. FH 12-21-22 Project Cancellation – Tanya Duncan reported that after multiple attempts, landowner has not responded to requests for completed paperwork to continue the project.

After discussion and based on staff recommendations, Lloyd Archuleta made a motion to cancel the three projects noted above. Andy Martinez seconded, and the motion carried with roll call voting as follows:

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

## **VIII. UNFINISHED BUSINESS**

- A. New Mexico Retiree Health Care Act (NMRHCA) – Tanya Duncan reported that the NMRHCA board has approved Taos SWCD's request for inclusion in the program. Taos SWCD will begin making payments in January 2024 and employees will be eligible to participate starting July 2024. No action was taken.

## **IX. NEW BUSINESS**

- A. HR Policy – Tanya Duncan and Peter Vigil reported that Taos SWCD management is working with an HR consultant to review and update the District’s HR Policy. No action was taken.
- B. Assistant District Manager Position/Job Description – Peter Vigil reported that in response to the Board’s request for a succession plan, he is creating a new management position. Mr. Vigil presented the draft Assistant District Manager job description. After review and discussion, George Long made a motion to formalize the proposed Assistant District Manager position with the draft Job Description provided. Stephen Trujillo seconded, and the motion carried with roll call voting as follows:

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

- C. Acequia Program Determinations – Peter Vigil presented the Acequia Program Committees recommendations for 2022-23 Batching Period 2 Acequia Program applications. After discussion, Lloyd Archuleta made a motion to approve the recommendations of the Committee. Andy Martinez seconded, and the motion carried with roll call voting as follows:

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

## **X. COMMITTEE REPORTS**

## **XI. CORRESPONDENCE AND INFORMATIONAL ITEMS**

## **XII. ANNOUNCEMENTS**

- A. Taos SWCD Healthy Soils Workshop, December 16, 2023 (9:00AM-11:00AM)
- B. Taos SWCD office will be closed December 25, 2023 in observance of Christmas Day
- C. Taos SWCD office will be closed January 1, 2024 in observance of New Years Day
- D. Next Regular Board Meeting, January 17, 2024
- E. SWCD Day at NM Legislature, Santa Fe, NM, January 31, 2024
- F. NACD Annual Meeting, San Diego, CA – February 10-14 2024

## **IX. OTHER**

Board and staff bid farewell and thanked Supervisor Cruz for all his time, dedication and valuable contributions while serving on the Board.

## **X. ADJOURN**

With no further business to discuss, the meeting was adjourned at 12:05 p.m.

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

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

Prepared: 12/13/2023

Approved \_\_\_\_/\_\_\_\_/2024

- ☐ As Presented
- ☐ With Corrections