

**TAOS SOIL AND WATER CONSERVATION DISTRICT
REGULAR ONLINE AND IN-PERSON BOARD MEETING
JANUARY 17, 2024
9:00 A.M.**

The meeting was available at this link: <https://us02web.zoom.us/j/85163370943?pwd=ak9VUC9kYXZiQVVhNkNaR3U2dkFSUT09>
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)

MINUTES

I. CALL TO ORDER/ROLL CALL

Chairman Johnson called the meeting to order at 9:09 a.m.

Board of Supervisors Attendance:

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

Other Attendance:

Peter Vigil (TSWCD District Manager)
Charlotte Martinez (TSWCD Administrative Services Manager)
Tanya Duncan (TSWCD Finance Manager)
Anna Murphy (LGIP Portfolio Manager)
David Griego (NRCS)
Beth Doolittle (NRCS)
Maceo Carillo Martinet (Ecologist/Educator, Partners for Fish & Wildlife)
Will Jaremko-Wright (Taos County Extension Agent)
Fritz Hahn – (Former Town Councilman)

II. APPOINTMENT & SWEARING-IN CEREMONY

A. Administration of Oath of Office to Elected/Re-Elected Board Members

- Elected Member – George Long, Position 1
- Re-Elected Member – Maureen Johnson, Position 2
- Re-Elected Member – Stephen Trujillo, Position 5

Peter Vigil administered the Oath of Office to George Long, Maureen Johnson and Stephen Trujillo.

III. BOARD RE-ORGANIZATION

- A. Chairman – Chairman Maureen Johnson called for nominations for the Chairman position. Stephen Trujillo nominated Maureen Johnson and Mary Lane Leslie Seconded. Chairman Johnson announced second and third calls for nominations with no response – Maureen Johnson was elected Chairman by acclamation.
- B. Vice Chairman – Chairman Maureen Johnson called for nominations for the Vice Chairman position. Andy Martinez nominated Stephen Trujillo and Mary Lane Leslie seconded. Chairman Johnson announced second and third calls for nominations with no response – Stephen Trujillo was elected Vice Chairman by acclamation.

- C. Secretary/Treasurer – Chairman Maureen Johnson called for nominations for the Secretary/Treasurer position. Lloyd Archuleta nominated George Long and Stephen Trujillo seconded. Chairman Johnson announced second and third calls for nominations with no response – George Long was elected Secretary/Treasurer by acclamation.

IV. READING AND APPROVAL OF AGENDA

- A. January 17, 2024 – Stephen Trujillo made a motion to approve the January 17, 2024 Agenda as presented. Andy Martinez seconded, and the motion carried 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

V. GUEST

- A. Anna Murphy (LGIP Portfolio Manager) – Ms. Murphy introduced herself and presented information about how the Local Government Investment Pool (LGIP) functions. Ms. Murphy also answered questions about costs and how the funds are invested and secured.

VI. APPROVAL OF MINUTES

- A. December 13, 2023 Regular Board Meeting – After review, Stephen Trujillo made a motion to approve the December 13, 2023 Regular Board Meeting minutes as presented. Andy Martinez seconded, and the motion carried with roll call voting as follows:

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

VII. FINANCIAL REPORT

- A. December 2023 Financial Report – Tanya Duncan reviewed the written December 2023 Financial Report and Chairman Johnson reviewed the Chairman Johnson Transaction Report. After discussion, Andy Martinez made a motion to file the December 2023 Treasurer’s Report for audit with best information provided. George Long seconded, and the motion carried 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

- B. FYE24 Qtr. 2 Budget Report to DFA – Tanya Duncan reviewed the FYE24 Quarter 2 Budget Report to NM DFA. After review, Mary Lane Leslie made a motion to acknowledge the FYE24 Qtr. 2 Budget Report to DFA as presented. Lloyd Archuleta seconded and the motion carried with roll call voting as follows:

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

C. FYE24 Mid-Year Budget Review and Transfers – Tanya Duncan reviewed the written FYE24 Budget Report and presented the following recommendations for internal budget transfers:

Income Accounts	Decrease	Increase
46060 - Income/Reimbursements	\$9,000.00	
46900 - Water Quality - Rio Hondo Corr.	\$30,520.00	
46030 - Interest Income		\$9,000.00
46900 - Healthy Soils 2023 (For previous grant)		\$30,520.00
Total Income Accounts:	\$39,520.00	\$30,520.00

Expense Accounts	Decrease	Increase
56040 - Furniture/Equipment	\$23,000.00	0
57040 - Election Costs	\$ 2,000.00	0
57999 - Other Operating Costs - Administration	\$15,000.00	0
53999 - Mileage	0	\$ 1,500.00
55999 - Contract - Other Services - Human Resources	0	\$ 1,000.00
56020 - Office Supplies	0	\$ 2,000.00
57150 - Subscriptions & Dues	0	\$10,000.00
57070 - Insurance - Auto/Property	0	\$ 200.00
57070 - Insurance - Bonding & Liability	0	\$ 1,500.00
57080 - Postage	0	\$ 575.00
57090 - Print/Publish/Advertise - Advertising	0	\$ 2,000.00
57999 - Forest Health Program - 2021-22 Committed	0	\$ 6,725.00
57999 - Forest Health Program - 2022-23 Committed	0	\$14,500.00
Total Income Accounts:	\$40,000.00	\$40,000.00

A discussion ensued about creating a plan for future field technology and the possibility of adding funds to the Training line item in the future. After discussion, George Long made a motion to acknowledge the FYE24 Mid-Year Budget Review and to approve the internal budget transfers as recommended by Mrs. Duncan. Andy Martinez seconded and the motion carried 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

D. 2022-23 Audit – Tanya Duncan reported that the OK to Print has not been received. No action was taken.

VIII. SPECIAL REPORTS

A. NRCS Report – David Griego reviewed the written NRCS Report for January 2024. After discussion about possible NRCS funding for improving technological capabilities, Stephen Trujillo made a motion to accept the written and verbal NRCS Reports for January 2024 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	yea
George Long	yea
Andy Martinez	yea
Lloyd Archuleta	yea
Mary Lane Leslie	yea

- B. Taos County Extension Report – Will Jeremko-Wright reported on Taos County Extension activities in the past month. Mr. Wright noted that he is working on hosting various public trainings for pesticides, soil health and fruit tree integrated pest management and that he will be participating in meetings and trainings around the State. After discussion, Andy Martinez made a motion to accept the verbal Taos County Extension Report for January 2024 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
George Long	yea
Andy Martinez	yea
Lloyd Archuleta	yea
Mary Lane Leslie	yea

- C. Soil & Water Conservation Specialist Report – Michael Purdy provided a written Soil & Water Conservation Specialist Report for January 2024. Peter Vigil noted that he is considering applying for Forest Health funds via the Land of Enchantment Legacy Fund and reported that the District will need to look into adjusting Zone boundaries. Mr. Vigil also suggested that the District could participate in the Seedling Program with NM State Forestry and that current Forest Health Program contractors may be able to obtain certification for burning. Stephen Trujillo inquired about the River Stewardship Program 2024. Mr. Vigil responded that we are currently administering several River Stewardship Program projects in Vadito via this program. After discussion about other possible stream restoration project sites, Stephen Trujillo made a motion to accept the written Soil & Water Conservation Specialist Report for January 2024 and include it as part of the minutes. George Long seconded, and the motion carried 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

IX. TAOS SWCD REPORTS

- A. District Manager’s Report – Peter Vigil reported on District activities occurring since the previous board meeting including implementation of succession planning and the status of various ongoing projects. Mr. Vigil presented a list of potential acequia projects to utilize possible legislative funding. After discussion, Andy Martinez made a motion to approve the District Manager’s verbal 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
George Long	yea
Andy Martinez	yea
Lloyd Archuleta	yea

Mary Lane Leslie yea

X. UNFINISHED BUSINESS

XI. NEW BUSINESS

- A. HR Policy Revisions – Tanya Duncan presented the Draft HR Policy Revisions. After discussion, Stephen Trujillo made a motion to approve revisions to the HR Policy except that the Comp Time, Drug Policy, and Personal Vehicle Policy revisions will be reviewed after additional information is presented. Andy Martinez seconded, and the motion carried with roll call voting as follows:

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

- B. Resolution 006-23-24 Resolution Authorizing Investment of TSWCD Monies in LGIP – Tanya Duncan presented Draft Resolution 006-23-24 for consideration. After discussion, George Long made a motion to adopt Resolution 006-23-24 and to designate Maureen Johnson, Stephen Trujillo and George Long as authorized to manage the account and any transfers in or out. Andy Martinez seconded, and the motion carried with roll call voting as follows:

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

- C. WCS 16-22-23 Additional Funding Request (and Special Project Status) – Peter Vigil reported that a former staff member’s design was larger and more expensive than originally budgeted for. After discussion, Andy Martinez made a motion to designate WCS 16-22-23 as a Special Project and to add an additional \$3,000 to their current budget. Stephen Trujillo seconded, and the motion carried with roll call voting as follows:

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

- D. FH 41-22-23 Project Cancellation (No Contact) – Tanya Duncan reported that this landowner was approved for a Forest Health Program project and successfully completed the orientation but never submitted the required paperwork. After three attempts to email the paperwork and additional attempts made via telephone, the landowner has not responded. After discussion, Stephen Trujillo made a motion to cancel FH 41-22-23 due to no contact from landowner. Andy Martinez seconded, and the motion carried with roll call voting as follows:

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

Lloyd Archuleta yea
Mary Lane Leslie absent

XII. COMMITTEE REPORTS

XIII. CORRESPONDENCE AND INFORMATIONAL ITEMS

- A. George “Fritz” Hahn reported on Taos County CWMA activities.

XIV. ANNOUNCEMENTS

- A. SWCD Day at NM Legislature, Santa Fe, NM – January 31, 2024
- B. NACD Annual Meeting, San Diego, CA – February 10-14 2024
- C. Taos SWCD office will be closed February 19, 2024 in observance of President’s Day
- D. Next Regular Board Meeting, February 21, 2024

IX. OTHER

X. ADJOURN

With no further business to discuss, the meeting was adjourned at 1:55 p.m.

Chairman _____ Maureen Johnson

Assistant District Manager _____ Tanya Duncan

Prepared: 1/17/2024

Approved ____/____/2024

- As Presented
- With Corrections