

# MEETING MINUTES

**Committee//Group:** EAST TORRANCE SOIL & WATER CONSERVATION DISTRICT  
**Date:** August 13, 2008  
**Chairman Present:** **Jim Berlier**  
**Members Present /Titles** **Belinda Garland** – Secretary / Treasurer, **Arthur Swenka** – member, **Fronia Jaramillo** – member, **Wayne Metzger, Michael Stogner** – Member, **Others & Guests:** **Cheri Lujan** – District Manger, **Brad Podoll** – NRCS  
**Absent:** **Ryan Schwebach** – Vice-Chair

Topic (Agenda Item) & Summary of Discussion	Follow Up Action/Discussion	Responsible Party	Status (Open/Closed)
Call to Order	Meeting was called to order at 3:02 P.M	<b>Jim Berlier</b>	Standing Agenda Item
Approval of Agenda	It was moved by Fronia Jaramillo to accept the agenda as presented. Motion seconded by Arthur Swenka. Motion carried unanimously.	<b>Jim Berlier</b>	Standing Agenda Item Action taken
Approval of minutes 7/09/08 & 7/24/08 minutes	Minutes of the July regular and special meeting were reviewed. Motion made by Art Swenka to accept the July 9, 2008 and July 24, 2008 meeting minutes as presented, motion was second by Fronia Jaramillo, motion carried unanimously.	<b>Jim Berlier</b>	Standing Agenda Item Action taken
Treasurer's Report	Cheri Lujan submitted the financial report for review. Following review, and discussion of the financial report it was moved by Arthur Swenka and second by Wayne Metzger to approve the bills submitted and paid, and file financial report for audit. Motion carried unanimously. Cheri Lujan informed the board that the District has received the 2008-2009 budget approval letter from the Department of Finance and Administration Division.	<b>Cheri Lujan</b>	Standing Agenda Item Action taken
Annual Work Plan	Reviewed the 08-09 annual work plan. Plan will be up-dated and reviewed monthly.	<b>Cheri Lujan</b>	Standing Agenda Item Action taken
Correspondence	Correspondence to the board was reviewed: <b>Jim &amp; Patty Hammond:</b> card-Thanking the District for the help after the fires, <b>Claunch-Pinto SWCD</b> – letter – Invitation to Local Work Group July 18, 2008 <b>Taos SWCD:</b> letter – Tentative date set for Region II meeting (letter attached for review), <b>Torrance County Farm &amp; Livestock Bureau:</b> Letter – Requesting a donation for the Trooper award, (letter attached for review and discussion), <b>Vanessa Chavez:</b> Letter-Thank you letter (letter attached for review), <b>Forestry Notes:</b> newsletter articles included: District are finding a variety of reason to connect with their extension forester, Flambeau explores the future of wood fuel, Woody Biomass for energy,	<b>Cheri Lujan</b>	Standing Agenda Item No Action taken

	<p>the value of crop. After review and discussion over correspondence Cheri Lujan will contact the Torrance County Farm &amp; Livestock Bureau requesting the donation and explain the anti-donation clause.</p>	
Guests	<p style="text-align: center;"><b>Jim Berlier</b></p> <p>No guests were in attendance.</p>	
Reports of Standing Committees	<p style="text-align: center;"><b>Watershed Health, Restoration Committee</b> <b>Arthur Swenka</b></p> <p>Arthur Swenka updated the board on the steering committee decision on where the replaced monitoring station will be located. SWCA will be doing monitoring for two years monitoring after fire results. Next meeting will be held in Estancia on August 25, 2008 in the USDA Service Center in Estancia, N.M. Earth Guardians are asking for a map of all the thinned areas. Monitoring station located in the Edgewood SWCD District data has been retrieved along with the maintenance manual. Kelly Archuleta and Vernon Kohler staff personnel from Edgewood and Claunch-Pinto SWCD are the two to work on the monitoring stations and help collect data. Discussion followed on having someone on the monitoring station team from East Torrance SWCD.</p> <p style="text-align: center;"><b>Educational Building Committee</b> <b>Marty Hibbs</b></p> <p>Mr. Hibbs was not present at the meeting the time of report given. Cheri Lujan updated the board of permits have been issued and work should begin by the first of next week.</p> <p style="text-align: center;"><b>Water Planning Committee</b> <b>Ryan Schwebach</b></p> <p>Ryan Schwebach was not present at the meeting. Minutes from last meeting were given out for review. Draft water plan is out and ready for review and written comments can be submitted till September 17, 2008. Public meeting will follow sometime in October or November.</p> <p style="text-align: center;"><b>Chairman Report</b> <b>Jim Berlier</b></p> <p>Chairman updated board on meetings attended. Washington D.C. trip was a success. Encouraged board members if money is available to have one board member attend a national meeting at least once a year.</p>	<p>Standing Agenda Item Action taken</p> <p>Standing Agenda Item No Action taken</p> <p>Standing Agenda Item No action taken</p> <p>Standing Agenda Item No Action taken</p>
Soil & Water Specialist Report	<p>No one from NMDA was present. Copy of NMDA report was given out for review to the board. See attached report for more information.</p>	<p>Standing Agenda Item</p>



	Jim Berlier – yea, Ryan Schwebach- absent, Belinda Garland- yea, Fronia Jaramillo- yea, Arthur Swenka- yea, Michael Stogner –yea.	Action taken
Announcements	Jim Berlier announced that he has raffle tickets being sold to benefit the 509 Capital Court Campaign for the NACD Building.	
Executive Session	As per motion and roll call vote, pursuant to New Mexico Statue Section 10-15-1, the following matters will be discussed in Closed session: Personnel Matters: 10-15-1 (h) (2). Motion by Arthur Swenka and seconded by Belinda Garland. Motion carried by roll call vote: Jim Berlier-yea, Ryan Schwebach-absent, Fronia Jaramillo-yea, Arthur Swenka-yea, Michael Stogner-yea, Belinda Garland- yea and Wayne Metzger- yea.	
Reconvene from Executive Session	Motion was made by Arthur Swenka and seconded by Fronia Jaramillo to reconvene from executive session. Motion carried by roll call vote: Jim Berlier-yea, Ryan Schwebach-absent, Fronia Jaramillo-yea, Arthur Swenka-yea, Michael Stogner-yea, Belinda Garland- yea and Wayne Metzger- yea. It was noted that no other business was discussed in Executive session other than personal. Cheri Lujan will explore the budget to hire a 32 hour position. Discussion followed in having a special board meeting on August 21, 2008 at 8:00 am to discuss in hiring a temporary position. Evaluation was reviewed with staff.	
Next Board Meeting/ Adjournment	<p style="text-align: right;"><b>Jim Berlier</b></p> <p>The next special board meeting will be held on <b><u>Thursday, August 21, 2008 at 8:00 am,</u></b></p> <p>The next regular meeting will be held on <b><u>Wednesday, September 10, 2008</u></b></p> <p>With no further business to discuss it was moved by Belinda Garland and seconded by Arthur Swenka to adjourn the meeting at 6:13 PM.</p>	

Respectfully submitted,  
Cheri Lujan, District Manager

Reviewed and approved by: \_\_\_\_\_