

MEETING MINUTES

Committee//Group: EAST TORRANCE SOIL & WATER CONSERVATION DISTRICT
Date: July 9, 2008
Chairman Present: Jim Berlier
Members Present /Titles Ryan Schwebach – Vice-Chair, Belinda Garland – Secretary / Treasurer, Arthur Swenka – member, Fronia Jaramillo – member, Wayne Metzger, Michael Stogner – Member, Others & Guests: Cheri Lujan – District Manger, Raquel Montoya – NRCS

Absent:

| Topic (Agenda Item) & Summary of Discussion | Follow Up Action/Discussion | Responsible Party | Status (Open/Closed) |
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| Call to Order | Meeting was called to order at 3:02 P.M | Jim Berlier | Standing Agenda Item |
| Approval of Agenda | It was moved by Ryan Schwebach to accept the agenda as presented. Motion seconded by Belinda Garland. Motion carried unanimously. | Jim Berlier | Standing Agenda Item Action taken |
| Approval of minutes 6/11/08 & 6/30/08 minutes | Minutes of the June regular and special meeting were reviewed. Motion made by Art Swenka to accept the June 11, 2008 and June 30, 2008 meeting minutes as presented, motion was second by Ryan Schwebach, motion carried unanimously. | Jim Berlier | 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 Wayne Metzger and second by Ryan Schwebach to approve the bills submitted and paid, and file financial report for audit. Motion carried unanimously. | Cheri Lujan | Standing Agenda Item Action taken |
| Annual Work Plan | Reviewed the 08-09 annual work plan. Plan will be up-dated and reviewed monthly. | Cheri Lujan | Standing Agenda Item Action taken |
| Correspondence | Correspondence to the board was reviewed: NMACD: card- Thanking the District for the 08-09 dues, Becky Lopez, DEA – e-mail – E-mail discussion bonuses and salary increases. Correspondence was given out for review, SWCC: letter – Worksheet for 08-09 point system, NM State Forestry: Application and order form for the NM Conservation Seedlings fall sale , SWCC: Written notice of approval of Mill levy rate resolution and request for appointed supervisors, Forestry Notes: newsletter articles included: Farm bill made room for forestry, a look at 2008 farm bill, Forestry a priority in Kentucky, Woody biomass utilization workshop sponsorship announcement, USDA National Agro forestry Center: Newsletter articles included: Reframing strategies for climate change, variety is | Cheri Lujan | Standing Agenda Item No Action taken |

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| | <p>the spice of agro forestry , assessing land health, Top ten threats to agro forestry health, Office of the State Auditor: Letter: State Auditor’s task force on Rural Accountability, Monday, July 14, 10:00 am to 12:30 PM Room 307 at the State Capital in Santa Fe., Debbie Hughes, Executive Director: Packet: Memorandum / Handouts given out for review – Information from state Auditor, Press Release concerning “Rivers & Streams, Frequently asked Questions concerning National Resource Water Designation, Resolutions proposed by Regions, Positions statements to be reconfirmed or dropped, and information sheet concerning NM Watershed & Dam Owners Coalition.</p> | |
| <p>Guests</p> | <p style="text-align: center;">Jim Berlier</p> <p>Aaron Smythe was unable to attend the meeting but submitted a letter thanking to board for sending him to the NM Forestry Camp in Cuba.</p> | |
| <p>Reports of Standing Committees</p> | <p style="text-align: center;">Watershed Health, Restoration Committee Arthur Swenka</p> <p>Arthur Swenka updated the board on 06 funding with projects being approved. More money was given to each District to put on the ground. Contracts have not yet been signed or a date set. Discussion followed. Arthur Swenka will follow up. Arthur Swenka reported that Claunch-Pinto and Edgewood last year applied together for a Wild land Urban Grant and was unsuccessful in receiving the grant. They have asked if East Torrance SWCD would like to apply with them this year for a better chance of receiving the grant. After Discussion the board directed Arthur Swenka to move forward in letting the other two Districts know that East Torrance would apply with them on the grant. 2007 and 2008 monies were discussed, Mr. Swenka will move forward on the Districts behalf in getting money on the ground for the District. Discussion followed with a handout given by Mr. Swenka on water transfers requiring OSE approval which comments end on October 8, 2008. Cheri Lujan will make copies for Jim Berlier and Ryan Schwebach for review.</p> <p style="text-align: center;">Educational Building Committee Marty Hibbs</p> <p>Mr. Hibbs was not present at the meeting the time of report given. Jim Berlier updated the board that meetings have taken place with contractor and sub contractors in Albuquerque, and Mr. Hibbs is in Albuquerque today hopefully getting final approval for the permits.</p> <p style="text-align: center;">Water Planning Committee Ryan Schwebach</p> <p>Ryan Schwebach updated the board that the final draft water plan has been</p> | <p>Standing Agenda Item Action taken</p> <p>Standing Agenda Item No Action taken</p> <p>Standing Agenda Item No action taken</p> |

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| | <p>submitted. Committee will go over items in plan before public meetings sometime this fall. An issue that is not in the plan but needs to be addressed by the committee is public distribution. Minutes from last meeting were given out for review.</p> <p style="text-align: center;">Chairman Report Jim Berlier</p> <p>Chairman updated board on meetings attended. Attended mostly meetings this month dealing with the Trigo and Big Spring Fire. Summer NMACD meeting went well; NMACD will be a fiscal agent for the NM Dam Owners Association. TSP program has been capped at hiring only 30 employees at this time.</p> | <p>Standing Agenda Item No Action taken</p> |
| <p>Soil & Water Specialist Report</p> | <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> |
| <p>NRCS Field Office Report</p> | <p style="text-align: center;">Raquel Montoya</p> <p>Ms Montoya is the acting D.C. for the rest of this week and next. She comes from the Carlsbad and Artesia area. She has been busy doing check outs and expressed the hard work that Kenneth Lujan has done in the office. She thanked the board for this learning opportunity as the acting D.C.</p> | <p>Standing Agenda Item</p> |
| <p>District Manger Report</p> | <p style="text-align: center;">Cheri Lujan</p> <p>Cheri Lujan reviewed written report with the board. Many cost share applications have been given out to Big Spring Fire landowners within the week. Site visits have been made on WTB funding planning and check outs. Local Planning Committee will be holding a meeting July 10, 2008 at 4:00 PM at the Torrance County Commission room. Newsletter should be ready to send out by the end of the month. CWMA meeting will be held at the Edgewood SWCD on July 24, 2008 at 10:00 am. Deadlines, Meetings, trainings, and planned meetings, trainings were reviewed. See attached report for more detailed information on district manager's monthly report.</p> | <p>Standing Agenda Item Action taken</p> |
| <p>Unfinished Business</p> | <p>08-09 Final Budget Resolution</p> <p>Review of the final budget was discussed. After review and discussion Ryan Schwebach moved and seconded by Belinda Garland to submit budget as reviewed as presented with changes. Motion carried by roll call, Jim Berlier –yea, Ryan Schwebach – yea, Belinda Garland –yea, Fronia Jaramillo –yea, Arthur Swenka –yea, Wayne Metzger – yea, Michael Stogner –yea.</p> <p>EWP Program Update</p> <p>Areas have been identified to start obtaining signatures on from landowners. All initial paperwork has been submitted to the State Office. A copy of a project agreement was given out to be reviewed by the board to get acquainted with some of the provisions of the contract between NRCS and the District.</p> | <p>No Action taken</p> |

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| New Business | <p>08-09 Appointed Supervisors oath of office Jim Berlier read the oath of office to Belinda Garland and Michael Stogner followed with signatures.</p> <p>New Employee Belinda Garland expressed concerns of the District out growing the staff. Following discussion it was decided to table item until next month once the new NRCS District Conservationist has come on board to see if he has any impute and see if any changes have been made due to the TSP program.</p> <p>Student Worker 08-09 One application has come in to fill the student worker position in August. After discussion the board discussed to table till next month following the new employee discussion. Cheri Lujan will contact the school coordinator to see if this would work with her program or if there is a deadline that the board needs to meet in hiring of the student worker.</p> <p>NM Minimum Wage Act Discussion item was placed on agenda if new student worker was approved to be hired due to no action taken item was not discussed.</p> <p>Local Work Group NRCS would like to have all Local Work Groups completed by the end of August 2008. After discussion Cheri Lujan will submit July 31st, and August 5th to the Edgewood SWCD for possible dates to hold the meeting. Evening meetings would work best for the board members. Cheri Lujan will let Board members know of which date will work best.</p> <p>Water Quality Conservation Grant After review and discussion Fronia Jaramillo moved and seconded by Ryan Schwebach to approve for submission of the grant. Motion carried unanimously.</p> <p>McCune Foundation Grant After review and discussion Fronia Jaramillo moved and seconded by Ryan Schwebach to approve for submission of the grant. Motion carried unanimously.</p> <p>NM State Forestry Re-Leaf Grant After review and discussion Fronia Jaramillo moved and seconded by Ryan Schwebach to approve for submission of the grant. Motion carried unanimously.</p> <p>Cost Share Committee Cost Share Committee may need to meeting before the August meeting. Committee members will be Fronia Jaramillo, Arthur Swenka and Michael Stogner. Cheri Lujan will contact members of time and place if needed to meet.</p> | <p>No Action taken</p> <p>No Action taken</p> <p>No Action taken</p> <p>Action taken</p> <p>Action taken</p> <p>Action taken</p> <p>No Action taken</p> |

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| | <p>Bee Workshop & Water Fair Cheri Lujan presented approved to move forward in planning a Bee workshop and water fair to be held in October 2008. After discussion Wayne Metzger moved to approve Cheri Lujan to move forward in planning and advertize the workshops. Motion seconded by Belinda Garland. Motion carried unanimously.</p> <p>2008-2009 Election of Officers Fronia Jaramillo moved to keep the same officers appointed by acclamation. Motion seconded by Michael Stogner. Motion carried unanimously.</p> | Action taken |
| 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 Fronia Jaramillo and seconded by Belinda Garland. Motion carried by roll call vote: Jim Berlier-yea, Ryan Schwebach-yea, Fronia Jaramillo-yea, Arthur Swenka-yea, Michael Stogner-yea, Belinda Garland- yea and Wayne Metzger- yea. | |
| Reconvene from Executive Session | Motion was made by Wayne Metzger and seconded by Belinda Garland to reconvene from executive session. Motion carried by roll call vote: Jim Berlier-yea, Ryan Schwebach-yea, 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. | |
| Next Board Meeting/ Adjournment | <p style="text-align: right;">Jim Berlier</p> The next regular meeting will be held on <u>Wednesday, August 13, 2008</u> With no further business to discuss it was moved by Fronia Jaramillo and seconded by Wayne Metzger to adjourn the meeting at 5:38 PM. | |

Respectfully submitted,
Cheri Lujan, District Manager

Reviewed and approved by: _____