

MEETING MINUTES

Committee//Group:

EAST TORRANCE SOIL & WATER CONSERVATION DISTRICT

Date:

January 14, 2009

Chairman Present:

Jim Berlier

Members Present /Titles

Ryan Schwebach – Vice Chair; **Belinda Garland** – Secretary / Treasurer; **Wayne Metzger** member; **Fronia Jaramillo** – member; **Art Swenka** – member ; **Michael Stogner** –Conference call; Others & Guests: **Kenneth Lujan** – NRCS; **Brad Podoll**- NRCS/DC; **Hollis Fuchs** –NRCS Area Office; **Gene Winn** – County Extension Agent; **Johnny Perea**, FSA Office; **Alan Mackrain** – FSA Office; **Catherine Long** – District Clerk; **Lindsay Dachta** – guest

Topic (Agenda Item) & Summary of Discussion	Follow Up Action/Discussion	Responsible Party	Status (Open/Closed)
Call to Order	Meeting was called to order at 3:05 PM Brad introduced Lisa Dennisson as the new Farm Bill Specialist. Ryan Schwebach arrived at 3:08	Jim Berlier	Standing Agenda Item
Approval of Agenda	It was moved by Fronia Jaramillo to accept the agenda and second by Wayne Metzger, motion carried unanimously.	Jim Berlier	Standing Agenda Item
Approval of minutes 12/9/08	Motion by Fronia Jaramillo to accept the December minutes and second by Belinda Garland, motion carried unanimously.	Jim Berlier	Standing Agenda Item
Treasurer's Report	. Discussion of the LGIP that has a 5.7 million shortfall in investments– take a deduction of .3465 of 1% of total investment. 3.465 bases points over next ten months. Will lose some money but comment that there was nothing to do about investments. Loss will depend on total amount of investment. They had 381 million invested in reserve money market which was 23% of total assets. Not listed as an action item. So there will be no action taken. It was moved by Fronia Jaramillo to accept the financial report as presented and seconded by Belinda Garland, motion carried unanimously.	Cheri Lujan	Standing Agenda Item
Annual Work Plan	There are two workshops promoted a year. One planned is the Bee Workshop On January 30, 2009. This will be from 10:30-12:00. Ken Hayes will be presenting the workshop.	Cheri Lujan	Standing Agenda Item

Correspondence	<p style="text-align: center;">Catherine Long</p> <p>Letter from the Honorable James B. Lewis, New Mexico State Treasurer with a copy of the 'Annual Financial Report' Fiscal Year ended June 30, 2007; Forestry notes; Forest RPG chair Charles Holmes offers insight on the year that awaits'; NACD Renews its Nation MOU with BLM; Leaders take part in Urban Forestry Discussions; Forestry Briefs; Share Your Success Stories; Learning by Example; Paul Ries is the 'New Director of Cooperative Forestry'; Seattle Puts Its Waste to Work; Efforts in Heating Systems in the Western United States and Territories; Conservation Calendar; Christmas Card from Jose J. Varela Lopez</p>	Standing Agenda Item
Reports of Standing Committees	<p style="text-align: center;">Watershed Health, Restoration & Monitoring Steering Committee Art Swenka</p> <p>The Estancia Basin Watershed Restoration Monitoring Study was passed around. Ken Smith the project coordinator quit and moved so they are left without a coordinator. The Annual Report should be on the web site by now from SWCA.</p> <p>On Friday, January 15, 2009 at 9:30 A.M. there will be a conference call from the Central New Mexico Cooperative Weed Management Area Steering Committee Meeting. And Art Swenka will take the conference call at the Estancia office.</p> <p style="text-align: center;">CNMCWMA-Chairman's Report Jim Berlier</p> <p>There is a need for a representative for the Central NM Cooperative Weed Management Meeting. Jim said it could be discussed at the next meeting. He had already told them he would attend. He has not been able to attend because of scheduling conflict.</p> <p>Another item the adding Santa Fe-Pojoaque District to the Weed Management Area and need to direct Art on how to vote for that. They might want to be in a more active area. Some discussion about spraying Edgewood area. Jim said he had no problem with letting Santa Fe-Pojoaque be part of CNMCWMA. The committee also felt it was all right to have Tom Perkins remain in his position.</p> <p>Art mentioned that there is eight thousand dollars from East Torrance SWCD and eleven thousand from the Claunch-Pinto SWCD to use toward noxious weeds. Discussion followed with combining the monies.</p> <p style="text-align: center;">Educational Building Committee</p> <p>Belinda asked for Cheri to give an update about the Educational Building. A written report was submitted.</p>	Standing Agenda Item

	<p>The building should be finished soon for occupancy with the approval from the Fire Marshall. Jim Berlier said that all was signed and ready for graffiti coating on the building. This with the heaters he thinks will be ready within 30 days. It was mentioned that all government agencies could use the new education building during the County Fair.</p> <p>Brad Podoll mentioned about the national competition that deals with conservation issues. It is a two day event and there is participation in New Mexico Schools. This could be included with the schools curriculum.</p>	
District Manger Report	<p style="text-align: center;">Cheri Lujan</p> <p>Due to family illness, Cheri Lujan was not at the meeting.. Written report was submitted.</p>	Standing Agenda Item
Soil & Water Specialist Report	Written report submitted for review.	Standing Agenda Item
NRCS Field Office Report	<p style="text-align: center;">Brad Podoll/ Hollis Fuchs</p> <p>Brad Podoll said there would be more discussion concerning conservation at a later meeting. He stated that there had been a National Audit for November and December, 2008. He and Kenneth Lujan had to go back through all of the contracts. Some contract were terminated or cancelled. Brad mentioned that Lisa Dennisson had only been working a short time but he feels she is a good employee and an asset to the NRCS office. He then commented that there was a need to discuss the office re-organization.</p> <p>Hollis Fuchs stated the plans to re-structure or re-organization of the office was basically within the structure of the DC. Basically they want to move Brad to the office Cheri Lujan now has and then to move Ken to the front with a divider. Basically to establish a more traditional service center arrangement. He felt he had to apologize because when the office was initially occupied, he noticed the arrangement and questioned Wayne Sleep about it and he was more comfortable with the way it is now. Basically NRCS gives it DC a good deal of latitude because they need to function out here in the community. When Brad became the DC they discussed the arrangement and Brad wanted some time to work here before making any changes. However, Brad did want to arrange the office in a more traditional NRCS Service Center.</p> <p>The way they communicate, in this instance the Farm Service Agency and NRCS, they have a formal arrangement and process which works extremely well. It is formalized and required. It is in Brad's performance plan to have regular staff meetings and they request that the entire office attend these meetings. Hollis is</p>	Standing Agenda Item

	<p>leaving it to Brad to establish these regular meetings. He has begun to have them on Monday mornings and whatever needs to be addressed or talked about will be discussed.</p> <p>The second thing Hollis addressed was basically the office hours. In virtually all Federal offices, especially USDA offices, they have a 6:00 A.M. to 6:00 P.M. work hours rule within the office. Some exceptions may be noted but basically Hollis asks that all of the people who work in the office abide by the 6:00 A.M. to 6:00 P.M. work rule. Other hours put in outside the office is not a concern of the NRCS.</p> <p>The question was raised about how would the office look. Brad explained that he would exchange offices with Cheri or either Cheri could have the middle office where Dean presently is located. That Dean does not mind where his office is located. Ken would be in a semi-private office. The work files to be in a more central location. Moving the laminator at the front to the back would provide room for ken to have an office up front. The need for a large work station could be set up with two tables placed together. There was also a discussion about the excessive use of the copy machine. It was mentioned that the East Torrance Soil and Water Conservation District can purchase and use their own copy machine which would eliminate any further issues. Ryan Schwebach mentioned that the Estancia Basin Water Planning Committee pays \$400 a month for minutes taken at their meeting and copies of their agenda. He asked if that was permissible. Hollis said no but this could be eliminated by the purchase of another machine.</p> <p>Hollis mentioned that Dean has been noticed as a valuable asset in his job at Ruidoso.</p> <p>Hollis also talked about Lisa Dennisson's position is to be confined to only Farm Bill issues. Her job is to protect Federal and state dollars and to help delivery program to get those Farm Bill dollars to local clientele. Her position is very specific.</p> <p>Hollis left at 4:24 P.M.</p> <p>There followed a discussion among the Board Members present as well as with Brad Podoll, John Perea and Kenneth Lujan.</p>	
Guests	<p>John Perea said he was happy to be at the meeting and would try to come more often.</p> <p>Gene Winn mentioned the NM Crop Production Plan coming up at the Moriarty Civic Center and the Beef Workshop on February 3rd.</p>	Standing Agenda item
New Business	<p style="text-align: center;">Mid Year Budget Review</p> <p>Motion to approve Mid Year Budget was made by Ryan Schwebach and seconded by Fronia Jaramillo. Motion carried unanimously.</p>	Closed

	<p style="text-align: center;">Budget Resolution-3</p> <p>Motion to table the resolution made by Ryan Schwebach and seconded by Fronia Jaramillo. Role call vote. Motion carried unanimously.</p> <p style="text-align: center;">Bonding Policy Review</p> <p>Motion to accept Bonding Policy Review made by Art Swenka and seconded by Wayne Metzger. Motion passed unanimously.</p>	
Unfinished Business	<p style="text-align: center;">N.M. Envirothon Sponsorship</p> <p>A motion to make a \$500 contribution to the N.M. Envirothon was made by Ryan Schwebach and seconded by Art Swenka. Motion carried unanimously.</p> <p style="text-align: center;">MOA –KXNM Radio Station</p> <p>A move to support the radio station with an MOA for \$1000 a year was made by Ryan Schwebach and seconded by Wayne Metzger. Motion carried unanimously.</p> <p style="text-align: center;">Update Employee’s job Performance Plan/Job Description Belinda Garland</p> <p>She went over the copy of the East Torrance Soil and Water Conservation District Employee Policy. Updated: January, 2009. She mentioned the corrections or what will be deleted were in blue.</p> <p>A motion to make changes in the employee policy was made by Art Swenka and seconded by Wayne Metzger. Motion carried unanimously.</p>	Closed
Announcements / Open Floor		Standing Agenda Item
Next Board Meeting/ Adjournment	<p>Next board meeting will be held February 11, 2009 at 3:00 P.M. at the USDA Service Center in Estancia</p> <p>With no further business to discuss it was moved by Fronia Jaramillo and 2nd by Belinda Garland to adjourn the meeting at 5:15 PM.</p>	

Respectfully submitted,
Catherine Long, District Clerk

Reviewed and approved by: _____ Date: _____