

MEETING MINUTES

Committee//Group: EAST TORRANCE SOIL & WATER CONSERVATION DISTRICT
Date: May 13, 2009
Chairman Present: Jim Berlier
Members Present /Titles Ryan Schwebach – Vice-Chair, Fronia Jaramillo – member, Michael Stogner – Member Others & Guests: Cheri Lujan – District Manger, Kenneth Lujan – NRCS, Lisa Dennison – NMACD, Ronnie Harral – Landowner, Carolyn Fulfer – Visitor - volunteer, Ashley Bergen – East Mountain Telegraph
Absent: Vacant – Secretary / Treasurer, Vacant – member, Vacant – member

Topic (Agenda Item) & Summary of Discussion	Follow Up Action/Discussion	Responsible Party	Status (Open/Closed)
Call to Order	Meeting was called to order at 3:00 P.M	Jim Berlier	Standing Agenda Item
Approval of Agenda	It was moved by Fronia Jaramillo to accept the agenda as presented. Motion seconded by Ryan Schwebach. Motion carried unanimously.	Jim Berlier	Standing Agenda Item Action taken
Approval of minutes 04/08/09 minutes	Minutes of the regular April meeting were reviewed. After review and discussion Motion made by Ryan Schwebach to accept the meeting minutes as presented with the changing of the word personal to personnel in the notes under Reconvene from Executive Session. Motion was second by Michael Stogner, motion carried unanimously as corrected.	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. Ms. Lujan pointed out a printing error under capital funds totals under the \$60,000 funding balance should be 4,715.34 rather than 36,333.05 as presented. A new sheet was passed out for review. Discussion also followed with BLM funding is less on the ASAP web page from January printout to April printout. Ms. Lujan has sent an e-mail off for follow up with BLM to figure out what happened to the funding. After discussion it was moved by Fronia Jaramillo 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
09-10 Interim Budget/ Resolution	Cheri Lujan submitted the interim budget and resolution for review and approval. Following review and discussion Ms. Lujan pointed that this was just the interim budget and the final budget will be reviewed and approved in July once the District has beginning balance for the FY in. After discussion it was moved by Ryan Schwebach and second by Fronia Jaramillo to approve the Interim Budget and Resolution for 2009-2010-1. Motion carried unanimously by a roll call vote as follows: Jim Berlier – yea, Ryan Schwebach – yea, Fronia Jaramillo – yea,	Cheri Lujan	Action taken

	Michael Stogner –yea.	
Annual Work Plan	<p style="text-align: center;">Cheri Lujan</p> <p>Updates were made in the annual work plan to review. Updated items were noted in red. 2009-2010 annual work plan and Long Range plan will be ready for approval in June 2009.</p>	<p>Standing Agenda Item No Action taken</p>
Correspondence	<p style="text-align: center;">Cheri Lujan</p> <p>Correspondence to the board was reviewed: <u>Arlene Perea</u>: e-mail regarding public meeting hosted by the Torrance County all hazards committee to discuss topics such as general fire season outlook, fire and flood preparedness, lessons learned, well head protection, flood potential. Meeting starts at 6:00 pm in Torreon on May 13, 2009. <u>Taos SWCD</u>: newsletter <u>NMACD Secretary</u>: Letter given out for review reference annual dues and completed work and efforts by NMACD, <u>Pat Padilla and Family</u>. Invitation to attend a memorial service at the Veteran’s National Cemetery for airman First Class Leo S Padilla on Friday May 22, 2009 in Santa Fe, <u>NMDA</u> – e-mail – agenda for the next NM SWCC meeting on May 19, 2009, <u>Forestry Notes</u>: Newsletter, Region II – Draft agenda and last minutes were passed out for review. A sheet was given out to board members to submit names in for award nominations for region II submittal.</p>	<p>Standing Agenda Item</p> <p>No Action taken</p>
Reports of Standing Committees	<p style="text-align: center;">Watershed Health, Restoration Committee Cheri Lujan</p> <p>Cheri Lujan updated the board on the committee meeting held at the East Torrance SWCD office on the 27th of April. 2008 funding contracts need to be signed by June 1st, and 2009 funding should be announced on May 21, 2009. Training for staff was held on May 7th but due staff being ill Lawrence Crane from State Forestry will be training ETSWCD staff on May 18, 2009. Discussion followed on 08 contracts and planning dates. Monitor data is completed and updated and can be found on the web site. Some of the SWCD web sites may need to update the links due to web site changes made. Discussion followed on replacing Arthur Swenka as ETSWCD representative on the committee. Supervisor’s discussed to wait a month or two before voting on the replacement. Next steering committee will meet in Mountainair June 1, 2009</p> <p style="text-align: center;">Educational Building Committee Cheri Lujan</p> <p>Cheri Lujan updated the board that close out of the building should be within a week or two. Last notice was that they were waiting on a vent to be shipped and installed. Discussion followed on spraying of the concrete floor and the anti-graffiti coating. Cheri Lujan discussed even tho the approval was made to move forward on the anti-graffiti that she was still in negotiations on trying to get the cost down on the application of the coating.</p>	<p>Standing Agenda Item No Action taken</p> <p>Standing Agenda Item No Action taken</p>

	<p style="text-align: center;">Water Planning Committee Ryan Schwebach</p> <p>Ryan Schwebach updated the board that the Torrance County Agriculture position is still vacant on the committee. And public comments are open on the evaluation of Future Land Use Alternatives for the Estancia Basin Water Planning Region until May 20, 2009.</p> <p style="text-align: center;">CNMCWMA Michael Stogner</p> <p>Michael Stogner updated the board of the committee meeting held in Mountainair on April 9, 2009. Spray dates were scheduled but due to wind some spray dates were cancelled. Cooperative Weed Management Trainings will be held in Moriarty at the Edgewood SWCD on June 3rd, 4th. A draft agenda and registration were given out for review. Next meeting will be held on May 28, 2009 in Mountainair.</p> <p style="text-align: center;">Chairman Report Jim Berlier</p> <p>Chairman updated board on meetings attended and presentations made within the past month. Chairman met with a Business Development Manager from Shell Wind Energy and they are willing to help sponsor some future workshops. Notified the board that he has also been placed on a task force in reference to House Joint Memorial 75.</p>	<p>Standing Agenda Item No action taken</p> <p>Standing Agenda Item No Action taken</p>
District Manger Report	<p style="text-align: center;">Cheri Lujan</p> <p>Cheri Lujan reviewed written report with the board. Cost Share and Watershed Health and Monitoring funding were discussed on site visits made and contracts ending. Letters on cost-share projects were sent out with a June 1st, 2009 deadline for completion, and asked landowners to submit a letter if needing an extension. Meeting with Jim Brooks to work on the landscaping around the Educational Building went well. Water Harvesting unit needs to be installed as soon as possible. Stewardship materials were delivered to the schools and an article was published in the Independent. 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 No Action taken</p>
Soil & Water Specialist Report	<p style="text-align: center;">Roy Todd</p> <p>Roy Todd NMDA specialist was unable to attend. Written report was given out for review. See attached report for more information.</p>	<p>Standing Agenda Item</p>
NRCS Field Office Report	<p style="text-align: center;">Kenneth Lujan</p> <p>Kenneth Lujan updated the board on Program sign ups. 37 applications have been received, 11 of them were either ineligible or withdrawn, which has left 26 applications that the staff has been working on. In order to fund all applications the FO would need 1 million dollars but was allocated 245 thousand. 130</p>	<p>Standing Agenda Item</p>

Jaramillo to approve to give an extension to Ms. Julia Montoya / Lydia Griego till 12/31/09 to complete the cost share agreement. Motion carried unanimously. Cheri Lujan presented a new cost share application received from a cooperator to install a solar pump to provide adequate water during the summer months. After discussion and review motion made by Ryan Schwebach and seconded by Fronia Jaramillo to approve the cost share application for the Two Arrow LLC – Roe Green. Motion carried unanimously. Ms. Lujan will get the information to NRCS for assistance.

NMACD Summer Meeting – Employee Auction

Draft agenda for the NMACD summer meeting were given out for review. Employee auction and door prizes were discussed. After review and discussion motion made by Fronia Jaramillo and seconded by Michael Stogner to allow Cheri Lujan purchase a door prize and auction item for the NMACD annual meeting not to exceed \$100.00. Motion carried unanimously. Discussion followed that Jim Berlier and Fronia Jaramillo are planning on attending the summer meeting.

Bank Authorization Signatures on accounts / checks

Discussion due to resignation of the secretary/ treasurer the board needs to add either new signatures to bank accounts or add at least one more signature to the accounts. After review and discussion motion made by Ryan Schwebach and seconded by Fronia Jaramillo that on the checking account and authorization to sign checks that Michael Stogner, Jim Berlier, Fronia Jaramillo, and Ryan Schwebach will be authorized to sign checks and be placed on the checking account, CD signatures on account for the Bank of Belen and Wells Fargo will be Fronia Jaramillo and Michael Stogner. Motion carried unanimously. Michael Stogner wished for the board to review signature authorizations at least quarterly to see if changes need to be made.

Recommendation of Supervisor Appointments / Five or Seven Board membership

Board of supervisors discussed the pros and cons of changing the set up of the board from a seven member to a five member board. A previous board member stated that one of the reasons why the board went to a seven board membership at one time was due to having a quorum present was an issue. After discussion it was moved by Ryan Schwebach and seconded by Fronia Jaramillo to move to a five board membership to maintain and preserve management of the District and to actively pursue applicants to come back to a seven member board in the future. Michael Stogner as an appointed position will replace one of the open elected positions and the following names will be submitted to the commission to fill the other elected vacant position at the next commission meeting on May 19, 2009; Rick Lopez, Shannon Lightfoot, Andy Otis, and Dale Spangler. Motion carried unanimously by a roll call vote as follows: Jim Berlier – yea, Fronia Jaramillo –

Action taken

Action taken

Action taken

	<p>yea, Ryan Schwebach –yea, Michael Stogner – yea.</p> <p>Re-Organization of the Board</p> <p>Mr. Jim Berlier notified the board that he was stepping down as Chairman. After discussion and the opening of the Secretary/ Treasurer the board discussion re-organization of officers. Motion made by Ryan Schwebach and seconded by Michael Stogner to elect Fronia Jaramillo as Madam Chair, Ryan Schwebach as Vice-Chair, and Michael Stogner as Secretary/ Treasurer. Discussion followed with Ms. Lujan informing the board the re-organization of the board would also take place once again in the July 2009 meeting. Following discussion motion carried unanimously by a roll call vote as follows: Jim Berlier – yea, Fronia Jaramillo – yea, Ryan Schwebach- yea, Michael Stogner – yea. Mr. Berlier was commented for his decision, and all is hard work and dedication to and for the board. Discussion followed with asking Cheri Lujan to see if she could find out if there are any commission rules on holding hearings / procedures that must be followed and any case laws.</p>	Action taken
Guests	<p style="text-align: center;">Fronia Jaramillo</p> <p>Fronia Jaramillo acting as new Chair woman welcomed all guests attending the meeting. Ms. Bergen gave a little back ground on where she moved here from and thanked the board for allowing her to come. Ms. Jaramillo recognized Mr. Ronnie Harral and thanked him for his support and still looking out for the board.</p>	No Action taken
Announcements / Discussion Items	Discussion on June and July meeting were discussed on dates. No changes to board meetings were made.	
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 Ryan Schwebach and seconded by Jim Berlier. Motion carried by roll call vote: Jim Berlier-yea, Ryan Schwebach-yea, Fronia Jaramillo-yea, Michael Stogner-yea	
Reconvene from Executive Session	Meeting was called back into regular session by Chairwoman. It was noted that no other business was discussed in Executive session other than personnel matters. Roll call vote was made to come back into regular session. Jim Berlier-yea, Ryan Schwebach-yea, Fronia Jaramillo-yea, Michael Stogner-yea. Executive Session will be needed for follow up at the next board meeting.	No Action taken
Next Board Meeting/ Adjournment	<p style="text-align: center;">Fronia Jaramillo</p> <p>The next regular meeting will be held on <u>Wednesday, June 10, 2009</u> With no further business to discuss it was moved by Jim Berlier and seconded by Ryan Schwebach to adjourn the meeting at 6:20 PM.</p>	

Respectfully submitted,

Cheri Lujan, District Manager

Reviewed and approved by: _____