

MEETING MINUTES

Committee//Group: EAST TORRANCE SOIL & WATER CONSERVATION DISTRICT
Date: December 09, 2009
Chairwoman Present: Fronia Jaramillo
Members Present /Titles Ryan Schwebach – Vice-Chair, Jim Berlier – member, Rick Lopez – member, Others & Guests: Cheri Lujan – District Manger, Kenneth Lujan – NRCS
Absent: Michael Stogner – Secretary / Treasurer

Topic (Agenda Item) & Summary of Discussion	Follow Up Action/Discussion	Responsible Party	Status (Open/Closed)
Call to Order	Meeting was called to order at 6:05 P.M	Fronia Jaramillo	Standing Agenda Item
Approval of Agenda	It was moved by Ryan Schwebach to accept the agenda as presented. Motion seconded by Rick Lopez. Motion carried unanimously.	Fronia Jaramillo	Standing Agenda Item Action taken
Approval of minutes 11/04/2009 minutes	Minutes of the annual and regular November meeting were reviewed. After review and discussion motion made by Jim Berlier to accept the meeting minutes as presented. Motion was second by Rick Lopez, motion carried unanimously.	Fronia Jaramillo	Standing Agenda Item Action taken
Treasurer's Report	Michael Stogner was unable to attend the meeting so Cheri Lujan submitted the financial report for review. Financial spreadsheets were given out for October and November. Following review and discussion of the financial reports motion made by Ryan Schwebach and second by Jim Berlier to approve the bills submitted and paid and file financial report for audit. Motion carried unanimously.	Cheri Lujan	Standing Agenda Item Action taken
Correspondence	E-mail correspondence was noted that it was forward to all board members as it came in. Written correspondence to the board was reviewed: Forestry Notes: Newsletter, New Mexico Water Dialogue: Newsletter, Taos SWCD: Invitation to annual meeting December 11,2009, Gannett Fleming West, Inc.: Thank you card for assistance and use of the Building for Public Meeting, Edward Vigil: Holiday card, Thank you for continued support of NMACD, NMACD: letter in response to letters received reference to dues and deferred revenues, NACD: Thank you letter for event registration for Michael Stogner. NMSU, New Mexico Department of Agriculture: Draft Agenda for SWCC meeting for December 8, 2009, Dan Embree: Letter stating opinion on public prayer, NRCS: Notification to State Conservations and State Administrative officers of the requirement for an Acknowledgment of Section 1619 Compliance to implement the confidentiality requirements of section 1619 of the Food, conservation , and Energy Act of 2008	Cheri Lujan	Standing Agenda Item

	(2008 Farm Bill), NM State Forestry: Application and Order Form Seedling list for Spring 2010, Debbie Hughes: Memo and handouts given out along with information on past workshops and meetings held. Following review of correspondence discussion followed no action is needed at this time on correspondence.	
Guests	Fronia Jaramillo Noted family members in the facility for pot luck after the meeting.	
District Manger Report	Cheri Lujan Cheri Lujan reviewed written report with the board. Cost Share and Watershed Health and Monitoring funding were discussed along with the incentive program spreadsheets given to supervisors for review. Cost Share letters will go out for projects with the deadline of June 2010. 2008 WTB funding should be all contracted within the week pending weather. Still waiting for funding for WTB 2009, State Forestry, and Wildland funds to be released for more contracts to be written. Technical Contractor has been busy planning and re-planning old plans for preparation and anticipation of the funds when released. Newsletter is being prepared for end of December printing. Audit has been completed and submitted to the State Auditor. Special appropriations monies have been billed. Meetings held with Staff in Santa Fe and Local Legislators on District issues. Simtable presentation made to Torrance County Safety Officers. Discussion on CNMCWMA meeting held December 3 ,2009 proposed by laws changes and cost share practices were discussed. Ryan Schwebach reviewed minutes attached to report for the EBWPC meeting held on November 19, 2009. Educational Complex Usage dates were reviewed. Deadlines, Meetings, training, and draft planned meetings, trainings, and time off were submitted on written report for review. See attached report for more detailed information on district manager's monthly report.	Standing Agenda Item No Action taken
Soil & Water Specialist Report	Roy Todd Roy Todd NMDA specialist was unable to attend. Cheri Lujan reviewed written report submitted.	Standing Agenda Item
NRCS Field Office Report	Kenneth Lujan Kenneth Lujan updated the board on the recent held Local Work Group on the recommended changes. The FY 2010 Environmental Quality Incentive Program Proposal for the Estancia Field Office was given out for review and discussion. Following discussion Mr. Lujan updated the board on CSP funding and applications along with the changed timelines for the EQIP program. Deadline for applications for the EQIP program now is January 15, 2010.	Standing Agenda Item
Chairwoman Report	Fronia Jaramillo Fronia Jaramillo updated the board that she attended the Watershed Health and Monitoring Steering Committee held in Estancia on November 23, 2009. Next meeting will be held January 23, 2010 in Mountainair. District Manger will be	Standing Agenda Item

	unable to attend the meeting but chairwoman will try and attend to represent the District.	
Unfinished Business	<p>Employee Policy Chairwoman Fronia Jaramillo asked the board to review the draft proposed changes and recommend changes to the policy. Discussion followed with changes to items #3,#10,#17,#18,#19,#20,#23,#24,#25,#26,#27,#30,#32,#35,#37 and adding item # 39 to include wording about employee stipend. Following review and discussion motion made by Ryan Schwebach to approve the employee policy as amended. Jim Berlier seconded the motion. Following discussion Rick Lopez moved for a friendly amendment to the motion to have the written changes submitted at the January 2010 meeting for review and approval to give absent members a chance to review. Ryan Schwebach seconded the friendly amendment. Motion carried unanimously.</p>	Action taken
New Business	<p>Open Meeting Act Resolution 2010-1 Draft Open meeting Resolution for 1/1/2010 – 12/31/2010 was reviewed. After review and discussion it was moved by Jim Berlier and seconded by Rick Lopez to approve the Open Meetings Resolution as presented. Motion carried by roll call vote as follows: Fronia Jaramillo – yea Ryan Schwebach – yea, Michael Stogner – absent, Jim Berlier – yea, Rick Lopez – yea.</p> <p>2010 Elections Timeline/ Etc. Copy of letter submitted to County clerk along with timeline and rules of conducting an election was given to supervisors for review and discussion. Supervisors were asked to start thinking about polling places for approval at the January meeting.</p> <p>2010 Legislative Session Discussion on leave request for leave of absence for the 2010 Legislation Session was discussed for the District Manager. Following discussion motion made by Rick Lopez to approve Leave of absence taken by the District Manger during the Legislation session. Chairman will be keep up to date on leave taken. Motion seconded by Jim Berlier. Motion carried by roll call vote: Fronia Jaramillo – yea Ryan Schwebach – yea, Michael Stogner – absent, Jim Berlier – yea, Rick Lopez – yea.</p> <p>Building requests/ Policy for use Rough Draft Policy was given out for review and discussion on the use of the Educational Building to ensure the up keep of the building and building use is being followed. Following review and discussion recommendation from the board was to continue to limited use of the building to Governmental and non profit entities at this time and at the discretion of the Chair. Donations can and will be accepted by entities using the building to help pay for utilities. Motion made by Rick Lopez to table the Building Policy until a final draft is completed for future use. Motion seconded by Jim Berlier. Motion carried unanimously. District</p>	<p>Action taken</p> <p>No Action taken</p> <p>Action taken</p> <p>Action taken</p>

	Manager will continue to work on the policy and send out to supervisors for review and comments.	
Announcements / Discussion Items	None noted	
Next Board Meeting/ Adjournment	<p style="text-align: right;">Fronia Jaramillo</p> With no further business to discuss meeting was adjourned at 7:48 PM, followed by pot luck dinner with family.	No Action taken

Respectfully submitted,
Cheri Lujan, District Manager

Reviewed and approved by: _____