

MEETING MINUTES

Committee//Group: EAST TORRANCE SOIL & WATER CONSERVATION DISTRICT
Date: June 09, 2010
Chairwoman Present: Fronia Jaramillo
Members Present /Titles **Ryan Schwebach** – Vice-Chair, **Michael Stogner** – Secretary / Treasurer, **Jim Berlier** – member, **Rick Lopez** – member
Others & Guests: **Cheri Lujan** – District Manger, **Tommy Marshall** – NRCS, **Lisa Dennisson** – NMACD, **Mike Valdez** – Guest, **Bill Wrye** – Guest, **Johnny Lujan** – Guest

Absent:

Topic (Agenda Item) & Summary of Discussion	Follow Up Action/Discussion	Responsible Party	Status (Open/Closed)
Call to Order	Meeting was called to order at 6:00 P.M	Fronia Jaramillo	Standing Agenda Item
Approval of Agenda	It was moved by Rick Lopez to accept the agenda as presented. Motion seconded by Jim Berlier. Motion carried unanimously.	Fronia Jaramillo	Standing Agenda Item Action taken
Approval of minutes 5/12/2010 minutes	Minutes of the regular May meeting were reviewed. After review and discussion motion made by Rick Lopez to accept the meeting minutes as presented. Motion was second by Jim Berlier, motion carried unanimously.	Fronia Jaramillo	Standing Agenda Item Action taken
Treasurer's Report	Michael Stogner reviewed the financial report with board members. Following review and discussion of the financial report motion made by Jim Berlier and second by Rick Lopez to approve the bills submitted and paid and file financial report for audit. Motion carried unanimously.	Michael Stogner	Standing Agenda Item Action taken
09-10 Work Plan	Updates were made in the annual work plan to review. FY 09-10 work plan will be completed the end of the month and point system will be updated. Updated items were noted in red. 10-11 work plan will be submitted next month for review and approval due to new board members coming on in next FY. District Manager explained she wanted new board members to be able to review and see if any changes need to be made before approval of annual work plan.	Cheri Lujan	Standing Agenda Item
Guests	Fronia Jaramillo recognized all guests in attendance. Thanked everyone for their attendance.	Fronia Jaramillo	
Correspondence	E-mail correspondence was forward to all board members as it came in. Written correspondence to the board was reviewed: NMACD: Letters received from the Chavez SWCD about withdrawing from membership of NMACD, and a letter received from NMACD in response to the Chavez SWCD letter (copies of the	Cheri Lujan	Standing Agenda Item No Action taken

	<p>letters were given out for review), <u>Department of Finance and Administration:</u> Letter in reference in preparation of the FY 2010-11 Budget, new forms that the department would like the Districts to start using in submitting their budgets, <u>NRCS:</u> Letter explaining the homeland security Presidential Directive 12 (HSPD-12) which was issued on August 12, 2004. This calls for mandatory reliable forms of ID for all government employees A LincPass Identification will need to be issued by September 30, 2010. NRCS human resources will be contacting staff in order to get the identification. (copy of letter attached for review)</p>	
<p>Reports of Standing Committees</p>	<p style="text-align: center;">Watershed Health Restoration & Monitoring Steering Committee Fronia Jaramillo</p> <p>Chairwoman was un able to attend the last Watershed Health Restoration Steering Committee held on May 24, 2010 held at the Edgewood SWCD conference room. Cheri Lujan updated the board of the meeting. All plans are being uploaded. All of ETSWCD projects are planned and waiting for final approval from Lawrence Crane and contracts written by Claunch-Pinto SWCD before work can start. June contractor training was unable to get planned, next training is scheduled for July 1, 2010 at the Manzano Mountain Retreat. Copy of flyer was given out for review. Next meeting was set for June 21, 2010 at the East Torrance SWCD, USDA conference room, Estancia.</p> <p style="text-align: center;">CNMCWMA Cheri Lujan</p> <p>State wide meeting was held via tele-conference on May 18, 2010, discussion followed on reporting and uploaded points on NMSU web site/ Draft agenda given out for review for the local CNMCWMA for the next meeting for June 10, 2010 at the Edgewood SWCD office.</p> <p style="text-align: center;">Water Planning Committee Ryan Schwebach</p> <p>Ryan Schwebach was not in attendance at time of report; Cheri Lujan updated the board of meeting. May 20, 2010 draft minutes were given out for review. Next meeting has been set for June 17, 2010 to be held in Estancia.</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>
<p>District Manger Report</p>	<p style="text-align: center;">Cheri Lujan</p> <p>Cheri Lujan reviewed written report with the board. District Manager updated board about re-submission of letter to NM DOT. Science Fair winners were given saving bond awards at the end of year awards ceremonies. Region II meeting was held May 27, 2010. Discussion followed with update from meeting and reports given. Letter of support was sent on behalf of the tire recycling project that EVSWA is applying for. Project info was given out for review. Water Fair planning stages are underway with the date set for August 14, 2010 during the County Fair. District Manager will also be working with a contact from SNL about other water tests which might be taken during the fair. Information also attached to District Managers report for review: Office of the State Engineer and</p>	<p>Standing Agenda Item No Action taken</p>

	<p>Interstate Stream Commission report from the Water and Natural Resources Committee held on June 4, 2010. Meetings attended and workshops were discussed along with 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.</p>	
NRCS Field Office Report	<p style="text-align: center;">Tommy Marshall</p> <p>Tommy Marshall updated the board on the field office report. Lisa Dennisson noted that nothing new since last month's report in reference to contracts. Mr. Marshall discussed that CSP program for applying has been extended for another two weeks with a new deadline of June 25, 2010. Mr. Marshall encouraged board members to encourage landowners to get in their application for CSP to Mr. Podoll. Discussion on EQIP funds were discussed followed with Mr. Marshall explaining and giving out the ranking form tools used. Discussion followed that the information can be found on NRCS web page.</p>	Standing Agenda Item
State Land Office Report	<p style="text-align: center;">Tom Perkins</p> <p>No report. Mr. Perkins was unable to attend monthly meeting.</p>	Standing Agenda Item
Soil & Water Specialist Report	<p style="text-align: center;">Roy Todd</p> <p>Roy Todd NMDA specialist was unable to attend the meeting. Report was given out for review.</p>	Standing Agenda Item
Unfinished Business	<p>None Noted</p>	No Action taken
New Business	<p>County Fair District Manager explained that action item was asked to be put on the agenda for approval for Family Fun Kid Days activities by Fair Board. Information on the County Fair was not received in order to submit a draft proposed events for approval. District Manager asked that item be tabled till next month so discussion on activities and ensure that volunteers will be present in helping in carrying out events.</p> <p>08-09 Point System / Annual Report District Manager asked for approval in moving forward and working with board members via e-mail and in person on finalizing up the 08-09 Point System and annual report for submission at the summer meeting. Following discussion motion made by Jim Berlier and seconded by Michael Stogner to approve District Manager to move forward on reports for finalization of the point system and annual report. Motion carried unanimously.</p> <p><u>Ryan Schwebach arrived at 6:43 pm</u></p> <p>Cost Share Contract Extensions</p>	<p>No Action taken</p> <p>Action taken</p>

	<p>Two cost share contracts were submitted for review and discussion for extensions that were signed in FY 09-10. Cost Share spreadsheet was given out for review. Following review and discussion motion made by Rick Lopez and seconded by Jim Berlier to approve the 09-10 un-finished two cost share contracts a six month extension. Motion carried unanimously.</p> <p>Extension / Professional Service Contract Professional Service Contract with Ken Leiting was reviewed with draft new contract with only changes of the FY dates, followed with discussion. Following review and discussion motion made by Jim Berlier and seconded by Michael Stogner to accept the contract as submitted with date changes. Motion carried unanimously.</p> <p>Card Purchase District Manager handed out for review and discussion information on the State of New Mexico Purchase Card Program Linking authorization. Following review and discussion District Manager will have more information for review and approval at the next regular board meeting.</p>	<p>Action taken</p> <p>Action taken</p> <p>No Action taken</p>
<p>Announcements / Discussion Items</p>	<p>Rick Lopez thanked the board for letting him come onto the board and serve for a year. He is proud of the projects accomplished and thankful of the board for being responsive to recommendations made and listening. Mr. Lopez welcomed new members to the board and thanked the District Manger and complimented her on her work. He commented the board on being ranked at the top of the state due to the unselfishness of the board. Fronia Jaramillo echoed Mr. Lopez comments and thanked Rick for all of his help. Mr. Jim Berlier thanked Mr. Lopez and Mrs. Jaramillo for their services to the board.</p> <p>Ryan Schwebach apologized for missing the NRCS report but wanted to follow up discussion on reviewing the ranking information. Tommy Marshall gave Mr. Schwebach the information given out and explained to him how to read the documents and info that can be found on line. Discussion followed with what information can be given out. Following review Mr. Schwebach will get with Mr. Marshall to discuss further and work on some of the sheets on how the ranking works.</p>	
<p>Executive Session</p>	<p>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 Jim Berlier and seconded by Ryan Schwebach to go into executive session. Motion carried by roll call vote: Fronia Jaramillo-yea, Ryan Schwebach-yea, Michael Stogner-yea, Jim Berlier-yea, Rick Lopez-yea. Motion carried unanimously.</p>	
<p>Reconvene from Executive Session</p>	<p>Meeting was called back into regular session by Chairwoman with a motion made by Ryan Schwebach and seconded by Michael Stogner. 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. Fronia Jaramillo-yea, Ryan</p>	<p>No Action taken</p>

	Schwebach-yea, Michael Stogner-yea, Jim Berlier-yea, Rick Lopez-yea. Motion carried unanimously. No action needed at this time.	
Next Board Meeting/ Adjournment	Fronia Jaramillo With no further business to discuss chairwoman adjourned the meeting at 8:47 PM. Next meeting will be July 14, 2010 at 6:00 pm.	

Respectfully submitted,
Cheri Lujan, District Manager

Reviewed and approved by: _____