



**FINAL  
MINUTES OF THE REGULAR MEETING**

**May 10, 2010**

**Supervisors Present:** Felipe Lovato, Jr. – Chairman  
William Caster –Vice-Chairman  
Richard Shovelin, Sec. - Treasurer  
Jerry Melaragno  
LeRoy Candelaria  
Dan Williams  
J. Brian Greene

**Absentees:**

**Others Present:** Dierdre Tarr, District Manager  
Louis King, NRCS

**CALL TO ORDER:**

The Claunch-Pinto Soil and Water Conservation District regular meeting of the Board of Supervisors was called to order by Felipe Lovato, Jr., Chairman, at the Mountainair United Methodist Church, Fellowship Hall, located at the corner of Sunset and Third Street in Mountainair, NM at 8:10 a.m. Felipe welcomed the guests and thanked each of them for taking the time to attend the meeting.

**ABSENTEES:**

**APPROVAL/AGENDA:**

The Board reviewed the agenda as presented. **ACTION TAKEN:** Richard Shovelin moved to approve the agenda as presented. William Caster seconded the motion. Motion carried.

**APPROVAL/DISAPPROVAL OF MINUTES:**

The following correction was made to the minutes: Page 3- Correspondence – First sentence – changed “Dan Owner” to “Dam Owners”. **ACTION TAKEN:** William Caster

moved to approve the minutes as amended. Jerry Melaragno seconded the motion. Motion carried.

## **TREASURER'S REPORT AND APPROVAL/DISAPPROVAL OF VOUCHERS:**

Dee presented the Treasurer's Report for the month of April, 2010 with the accounts payable for May, 2010. Discussion followed. **ACTION TAKEN:** Richard Shovelin moved to accept the report and pay the accounts payable. William Caster seconded the motion. Motion carried. A copy is attached.

## **OTHER FINANCIAL MATTERS:**

### **FY2011 Proposed Budget**

The Board reviewed the FY2011 Proposed Budget as prepared by the Budget Committee. Dee explained to the Board there seems to be some problems with our mil levy collections through Torrance County. William Caster will be handling all discussion with Torrance County concerning the District's mil levy. Discussion followed. **ACTION TAKEN:** Richard Shovelin moved to approve the budget as presented. Brian Greene seconded the motion. Motion carried.

### **2010 – 2013 Audits**

Dee reviewed the information she received from the audit firms for the FY2010-2013 audits. She had requested information from three audit firms. She did not receive any information from two of the firms and a copy of the information from Dan Austin is in the Board packets. Mr. Austin's proposed fee for the audits is \$16,246.88 per year. Discussion followed. **ACTION TAKEN:** Richard Shovelin moved to approve the proposal from Dan Austin, CPA. William Caster seconded the motion. Motion carried.

### **Mil Levy Problems with Torrance County**

The Board discussed the mil levy problems with Torrance County during the review of the FY2011 proposed budget.

## **NMDA REPORT:**

Dee reviewed the NMDA Field Specialist's monthly report with the Board. Discussion followed. A copy of the written report is attached.

## **FIELD OFFICE REPORT:**

Louis King presented his report to the Board. Louis announced Ken Lujan will be filling the vacant NRCS position in the Mountainair Field Office. He should be in the office beginning the last part of June, 2010. Discussion followed. A copy of the written report is attached.

## **DISTRICT MANAGER'S REPORT:**

Dierdre Tarr, District Manager, reviewed the District Manager's report with the Board.

Dee thanked Dan Williams for being one of the judges for the Corona Elementary School Science Fair. The District gave \$50.00 savings bonds to each of the winners. The District participated in the dedication ceremonies at Mountainair Elementary School. The District planted a tree in memory of Christopher Chavez. The District sponsored classes from the Mountainair and Corona Schools to Kids, Kows and More in Moriarty. Each person received a T-shirt from the District. Discussion followed. A copy of the written report is attached.

## **CORRESPONDENCE:**

The Correspondence was reviewed with the Board.

## **PERSONNEL MATTERS:**

### **District Personnel Policy Handbook**

The Board reviewed the "draft" District Personnel Policy Handbook. Several changes were made in the draft. The Board asked Dee to make all of the changes and bring the policy back to the Board. The Board would also like their legal counsel to review the handbook prior to their approval.

### **Job Descriptions**

The Board reviewed the job descriptions for District Manager, Field Technician, Bookkeeper, and Administrative Assistant. Changes were made as suggested. The job descriptions will be ready for approval at the June Board meeting.

## **UPDATE ON GRANTS:**

The Board reviewed a written report on the following grant projects. A copy of the report is attached to the minutes. Discussion followed.

### **Watershed Health Grant – Water Trust Board**

The proposal to the New Mexico Water Trust Board has one of the top scores used for funding projects. The Board has not selected the proposals for funding as of this date.

### **State Forestry Grants**

NFL Proposal

WUI Proposal

### **Greater Rio Grande Watershed Alliance aka Upper Rio Grande Salt Cedar Project**

The proposal to the New Mexico Water Trust Board has one of the top scores used for funding projects. The Board has not selected the proposals for funding as of this date.

### **NMED – River Ecosystem Restoration Initiative**

Central New Mexico Cooperative Weed Management Area

Collaborative Forest Restoration Program

Ojo Peak Restoration

Red Canyon Project. – Dee reported she had been asked to attend a Manzano Land Grant meeting on May 19, 2010. Dee explained the Land Grant Commissioners are getting regular updates on the progress of the grant by certified mail. The Board discussed the need for Dee's attendance at this meeting. **ACTION TAKEN:** Richard

Shovelin moved to write a letter to Orlando Lopez, President of the Manzano Land Grant explaining why Dee would not be attending the May 19, 2010 meeting. William Caster seconded the motion. Motion carried.

**New Proposals:**

Government Service Fund – DFA

NM State Forestry – Wildland Urban Interface

2010 Proposals to NM Water Trust Board

FY2011 Appropriations Request to Congressman Martin Heinrich & Congressman Udall

Dee reviewed a letter from Congressman Heinrich explaining he did not chose our building project to be included in his request for federal funding this year.

Keep America Beautiful Grant

**UNFINISHED BUSINESS:**

**Future Direction Committee** – Dee gave a short report on the meeting with the GSA Lease Specialist the District had met with in April, 2010. Also present at the meeting was a representative from the New Mexico Finance Authority, Lee Gamelsky, the District's architect and Richard Shovelin, representing the District board. The District gave the GSA representative a tour of the property and the ongoing work. Dee has prepared a resolution to borrow money from NM Finance Authority for the Board's approval, so the District will be ready to borrow the funding to build a building as soon as the District reviews the solicitation for bid.

**SWCD Mil Levy** – Dee reviewed the letter from the legal counsel for NM Taxation and Revenue concerning the agreement between Torrance County and the High Lonesome Wind Farm. Dee has arranged for JulieAnne Leonard, the District's legal counsel; State Representative Rhonda King; José Varela López, NM Soil and Water Conservation Commission to attend our next meeting. Brian Greene explained he thought the High Lonesome Wind Farm has the responsibility to contact the District to negotiate with District for payments in lieu of the mil levy. Brian feels the District should just send an invoice to High Lonesome Wind Farm for the mil levy tax.

**Vehicle Insurance** – Dee reported the insurance through Farmers Insurance is \$1,400.00 and through Cress Insurance the cost is \$1,100.00. Dee suggested purchasing insurance through Cress Insurance. Felipe asked Dee to look at keeping the insurance local. The insurance through Cress Insurance also includes coverage for Dee when she is driving her personal vehicle. William Caster suggested the District purchase their vehicle insurance through Cress Insurance. Discussion followed. **ACTION TAKEN:** LeRoy Candelaria moved to have Dee purchase the vehicle insurance for the best price available. Richard Shovelin seconded the motion. Motion carried.

**NEW BUSINESS**

Dee reviewed the final agreements with New Mexico Finance Authority, Water Trust Loan/Grant No. 143. The agreements are ready for Felipe Lovato, Jr. and Richard Shovelin's

signatures. The closing of the agreement will be on Friday, May 21, 2010.

Dee reviewed Resolution No. 14 – 2010, FY2011 Budget. Discussion followed. **ACTION TAKEN:** Richard Shovelin moved to approve the resolution. William Caster seconded the motion. Motion carried by a voice vote as follows: William Caster – yea; Jerry Melaragno – yea; Dan Williams – yea; Brian Greene – yea; LeRoy Candelaria – yea; Richard Shovelin – yea.

Dee reviewed Resolution No. 15 – 2010, Borrow Money from NM Finance Authority to build a building. Discussion followed. **ACTION TAKEN:** William Caster moved to approve the resolution. Brian Greene seconded the motion. Motion carried by a voice vote as follows: William Caster – yea; Jerry Melaragno – yea; Dan Williams – yea; Brian Greene – yea; LeRoy Candelaria – yea; Richard Shovelin – yea.

Dee announced the Region II meeting will be in Edgewood on Thursday, May 27, 2010. The Region II Chairman appointed a nominating committee for the Region II Chairman and Vice-Chairman position. Kenny Salazar will be proposed for Region II Chairman. Further discussion followed. **ACTION TAKEN:** LeRoy Candelaria moved to nominate Richard Shovelin for Vice-Chairman of Region II. Dan Williams seconded the motion. Motion carried.

Dee announced the NMACD Annual Conference is July 7 and 8, 2010 in Ruidoso, New Mexico. Dee announced Felipe Lovato will get a length of service award for serving 10 years on the District Board at the banquet on July 7<sup>th</sup>.

#### **REPORTS:**

- Hub RC&D – William Caster attended the Hub RC&D meeting this month. There were only two people present at the meeting. William reported the Coronado SWCD referendum for a mil levy for the District was defeated.
- South Central Mtn. RC&D – The monthly report is included in the Board packet.
- EBWPC – The April meeting was cancelled.

#### **ASSOCIATE SUPERVISOR INPUT:**

#### **OTHER:**

#### **MEETINGS ATTENDED:**

#### **NEXT MEETING SCHEDULED:**

The next Regular Meeting will be held Friday, May 7 at 8:00 a.m. at the Mountainair United Methodist Church Fellowship Hall, Mountainair, New Mexico.

**PLAN FOR NEXT MEETING:** Action Plan

**ADJOURN:**

There being no further business to come before the Board. **ACTION TAKEN:** William Caster moved to adjourn the meeting at 11:50 a.m. Brian Greene seconded the motion. Motion Carried.

\_\_\_\_\_  
FELIPE LOVATO, JR., CHAIRMAN

\_\_\_\_\_  
RICHARD SHOVELIN, SEC.-TREA