



## MINUTES OF THE REGULAR MEETING

November 2, 2012

**Supervisors Present:** LeRoy Candelaria  
William Caster  
Brian Greene  
Felipe Lovato, Jr., Chairman  
Jerry Melaragno  
Richard Shovelin  
Dan Williams

**Absentees:**

**Others Present:** Dierdre Tarr, District Manager  
Kenneth Lujan, District Conservationist, Natural Resources Conservation Service, (NRCS)  
April Luna, Soil Conservationist, NRCS  
Frank Luna  
Katheryn Taylor, District volunteer

**CALL TO ORDER:**

The Claunch-Pinto Soil and Water Conservation District (CPSWCD) regular meeting of the Board of Supervisors was called to order by Felipe Lovato, Jr., Chairman at Alpine Alley, located at 210 N Summit in Mountainair, NM at 8:10 a.m.

**Welcome Guests:**

**APPROVAL/DISAPPROVAL OF AGENDA:**

The Board reviewed the agenda. **ACTION TAKEN:** Richard Shovelin moved to approve the agenda. Dan Williams seconded the motion. Motion carried. Vote was unanimous.

**APPROVAL/DISAPPROVAL OF MINUTES:**

Minutes from September 7, 2012: **ACTION TAKEN:** Jerry Melaragno moved to approve the minutes. Richard Shovelin seconded the motion. Motion carried. Vote was unanimous.

Minutes from October 5, 2012: **ACTION TAKEN:** Richard Shovelin moved to approve the minutes. William Caster seconded the motion. Motion carried. Vote was unanimous.

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

The District Manager presented the Treasurer's report for the month of October with the accounts payable for October, 2012. Discussion took place on repairs to the chippers, maintenance costs, their

heavy use, and the difficult environment that they are used in. **ACTION TAKEN:** William Caster moved to accept the report and pay the accounts payable. Jerry Melaragno seconded the motion. Motion carried. Vote was unanimous.

#### **OTHER FINANCIAL MATTERS:**

##### **Department of Finance and Administration (DFA) Workshop:**

The District Manager reported she and Kaisa Jones will attend a DFA workshop in Bernalillo. She explained that only ten rooms had been reserved at the state rate, so most attendees will have to pay the hotel's regular rate. Therefore, she requested advance approval for the higher room expenses.

**ACTION TAKEN:** Richard Shovelin moved to grant approval in advance to pay the hotel expenses incurred at the DFA workshop. LeRoy Candelaria seconded the motion. Motion carried. Vote was unanimous.

#### **REPORT ON BUILDING CONSTRUCTION – Mike Valdez**

Dan Williams reported for Mr. Valdez on progress being made on the District's construction project. Mr. Williams, Felipe Lovato, the District's architect, and the District Manager conducted a walkthrough of the building on Wednesday, October 24. The contractor leveled the concrete floor, but it will still need to be covered by tile or carpet because of the poor quality finish work. The building shell is now complete and ready for electrical and internal plumbing. Contractor Padilla corrected the pressure caps on the sewer lines, and he will be responsible for getting the final inspection from the plumbing inspector. Discussion took place on the additional \$1500 charged to extend the building by seven feet because the architect gave the wrong plans to the contractor. The issue will be negotiated with the architect if he charges the District for that amount. The Chairman thanked Mr. Williams for his tenacity in making sure that the building was built to specs and problems were taken care of.

#### **REPORTS:**

##### **New Mexico Department of Agriculture (NMDA):**

The District Manager pointed out the timeline included in the NMDA report for supervisor elections. The process begins in January. Mr. Greene's and Mr. Melaragno's positions will be on the ballot.

##### **NRCS Field Office Report:**

Kenneth Lujan referred Board members to his written report and mentioned two additions. December 21 is the deadline for EQIP applications. Also, producers can get paid in either 2012 or 2013 depending on their tax situations for their CSP contracts. He praised April Luna for her outstanding work.

##### **District Manager's Report:**

The District Manager referred the Board to her written report. She said that she has been asked to submit an application and résumé for service on a forest service technical advisory panel. The position entails reviewing about 30 grant proposals and meeting for a week with the panel to listen to oral proposals. The Chairman said that this invitation reflected well on the District and on the District Manager.

#### **CORRESPONDENCE:**

The District Manager pointed out the registration form and meeting agenda from the New Mexico Coalition of Conservation Districts for their annual meeting to be held on November 13 in Moriarty in the Edgewood conference room beginning at 10:00.

#### **PERSONNEL MATTERS:**

#### **UPDATE ON GRANTS:**

The District Manager reported on grants listed below, meetings attended, progress on projects, status of proposals to funding agencies, and RFPs issued by funding agencies. She announced that two

proposals are complete, and resolutions regarding them are on the agenda for approval under new business -- one for the Estancia Basin Watershed Health and Restoration Project and one for the Greater Rio Grande Watershed Alliance.

- **Estancia Basin Watershed Health and Restoration Monitoring (EBWHRM) Project – Water Trust Board and State Forestry Grants (NFL):**

The District Manager reported that the McKinley project is almost complete. Six acres were added to the project, and the contractor should be finished by Monday. The Field Technician has scheduled an inspection for the following Thursday.

The District Manager is working with Lawrence Crane on a new work plan for the NFL grant. She will finish her review of it Monday or Tuesday and send it to Mr. Crane. It will be ready for the Chairman to sign shortly.

Funding for the Estancia Basin project will be divided among 4 soil and water conservation districts in that area.

The District Manager learned at the Collaborative Forest Restoration Program workshop that more work is being done in this area than anywhere else in the state. Mr. Crane called to say that he may be able to bring in more funding to the area if projects are finished on time and if there are shovel ready projects that can be started immediately. Discussion took place on other possible projects that need to be planned, clearances that have to be obtained and cooperation that needs to be established with the Department of Transportation.

- **Greater Rio Grande Watershed Alliance aka Upper Rio Grande Salt Cedar Project:**

The District Manager did site visits on October 16 and 17 for contractors who want to submit proposals for the Greater Rio Grande projects that have been approved. These projects are for Santa Fe-Pojoaque SWCD, Albuquerque open space and the Sandia Pueblo. Projects for East Rio Arriba SWCD had to be pulled from the RFP because they weren't ready. The District Manager will advertise a new RFP for the East Rio Arriba SWCD project when the planning is complete. She expects proposals by November 15 on the current RFP. A contract or contracts will be awarded after December 1. She said that the Albuquerque open space project and Sandia projects will be nice projects.

- **Central New Mexico Cooperative Weed Management Area:**

Gabe Ramirez is finishing up the mapping project. Computer problems continue to hinder progress. Gabe will go to Highlands University to work with Joe Zebrowski on finishing the maps in time for the annual meeting.

- **Collaborative Forest Restoration Program:**

- **Ojo Peak Restoration:**

- The District Manager met with Rick Evans of Boss Reclamation. She also met with Karen Lessard, District Ranger, who didn't like the prescription for the 100 acres that will be masticated. Cody Stropki from SWCA will meet with Karen Lessard and Terry Hudson to rewrite the prescriptions. Boss Reclamation will bring in heavy equipment to do the mastication so that hand crews can carry out riparian restoration portion of the grant.

- **Red Canyon Project:**

- Twenty-eight acres out of 84 have been completed, so wood needs to be removed. Jimmy Roybal is doing some limbing in units one and two. The forest service has advertised the NEPA, and it should be signed if no protests are received. The forest service, the Isleta Pueblo and

Chilili are working on a project for a large defensible space project in the "Dog Head" area of the forest service. Fire danger in the area is extreme. A discussion took place on the amount of wood in the area and how much is being removed. The District Manager received an extension on the Red Canyon project, and she expects to receive an extension on the Ojo Peak project soon.

## **UNFINISHED BUSINESS:**

### **Future Directions Committee – Property, Loan, Grant, Capital Outlay Monies:**

#### **Progress on Protest to General Services Administration (GSA):**

The District Manager has no new information.

#### **Solicitation for Lease Space -- NRCS**

The District Manager announced that she and the Chairman went to Albuquerque on Monday to go over the NRCS lease agreement with Terry Sarazin, NRCS contracting officer. The contract was signed after some changes were made. The District has 13 months to build out the needed space for NRCS. She described the terms of the lease, for example, the length, time frames for renegotiations, cost of living increases, and the District's responsibilities for keeping up the property.

Following the meeting with Mr. Sarazin, the District Manager went to Santa Fe to the New Mexico Finance Authority where she talked at length to their representative about the terms of the lease and the effect it will have on the District's loan application. She had already submitted an application for a loan. She answered Board members' questions about terms that will be negotiated and the timing of the negotiations. The District will make monthly payments to the Finance Authority. The Finance Authority may want to use the District's mil levy as a source of repayment instead of the lease revenue. The District Manager explained what NRCS will owe the District for the security system and build-out improvements. The amount will be amortized over five years at three per cent interest, but it will have to be paid in full at the end of five years if NRCS decided to pull out of the lease. Kenneth Lujan explained his duties for reporting issues with the lease. Some discussion took place on what issues might arise that would affect the lease. The District Manager said that she would like to talk with MyBank and Wells Fargo about costs associated with a private loan. The Finance Authority representative said that the loan paperwork will be fast tracked. The District Manager said that the loan will be reviewed on December 21 and that it would be helpful for Board members to attend the meeting. Also, the Board discussed what the architect needs to do, requirements for hiring a general contractor to build out the interior of the shell and the possibility of hiring local contractors or sub-contractors.

#### **Annual Meeting:**

The District Manager talked about the program for the annual meeting that includes – a presentation by Steve Kadas, Area Conservationist on the NRCS field office of the future; a presentation by Timothy Smith from the Sandia Pueblo on rainwater harvesting for wildlife, livestock, farming and private homeowners; and a presentation on recycling. The meeting will take place on November 16 from 10:00 to 2:00 at the Dr. Saul building in Mountainair. RSVPs should be received by November 9.

## **NEW BUSINESS:**

The District Manager explained the resolutions on the agenda.

### **Resolution No. 04 – 2013 -- Open Meetings Resolution**

**ACTION TAKEN:** Brian Greene moved to adopt the resolution. Dan Williams seconded the motion. Motion carried by a voice vote as follows: Jerry Melaragno – yea; LeRoy Candelaria – yea; Richard Shovelin – yea; William Caster – yea; Dan Williams – yea; Brian Greene.

**Approve Board Meeting Dates for 2013**

**ACTION TAKEN:** Brian Greene moved to approve the Board Meeting Dates for 2013 as follows: January 4, February 1, March 1, April 5, May 3, June 7, July 12, August 2, September 6, October 4, November 1 and December 6. Richard Shovelin seconded the motion. Motion carried. Vote was unanimous.

**Resolution No. 05-2012 -- Authorizing Submission of Completed for the Estancia Basin Watershed Health, Restoration and Monitoring Project**

**ACTION TAKEN:** Richard Shovelin moved to adopt the resolution. Jerry Melaragno seconded the motion. Motion carried by a voice vote as follows: Jerry Melaragno – yea; LeRoy Candelaria – yea; Richard Shovelin – yea; William Caster – yea; Dan Williams – yea; Brian Greene -- yea.

**Resolution No. 06-2013 – Authorizing Submission of Completed Application for the Greater Rio Grande Watershed Alliance**

**ACTION TAKEN:** Richard Shovelin moved to adopt the resolution. Brian Greene seconded the motion. Motion carried by a voice vote as follows: Jerry Melaragno – yea; LeRoy Candelaria – yea; Richard Shovelin – yea; William Caster – yea; Dan Williams – yea; Brian Greene -- yea.

**Resolution No. 07-2013 – Committing to Properly Operate and Maintain the Estancia Basin Watershed Health, Restoration and Monitoring Project for the Proposed Water Trust Board Project**

**ACTION TAKEN:** William Caster moved to adopt the resolution. Jerry Melaragno seconded the motion. Motion carried by a voice vote as follows: Jerry Melaragno – yea; LeRoy Candelaria – yea; Richard Shovelin – yea; William Caster – yea; Dan Williams – yea; Brian Greene -- yea.

**Resolution No. 08- P013 – Committing to Properly Operate and Maintain the Riparian Restoration Project through the Greater Rio Grande Watershed Alliance for the Proposed Water Trust Board Project**

The District Manager explained that Resolutions are now required when proposals for funding are submitted to the Water Trust Board. She said that the Board of Supervisors must properly operate and maintain the water improvements of the proposed project and that contracts for landowners who receive funding from the grants will include a provision that requires them to maintain their infrastructure for 20 years. A discussion took place on what consequences could be exacted if landowners didn't comply.

**ACTION TAKEN:** Jerry Melaragno moved to adopt the resolution. Richard Shovelin seconded the motion. Motion carried by a voice vote as follows: Jerry Melaragno – yea; LeRoy Candelaria – yea; Richard Shovelin – yea; William Caster – yea; Dan Williams – yea; Brian Greene -- yea.

**REPORTS:**

**New Mexico Coalition of Conservation Districts (NMCCD):**

Mr. Shovelin reminded Board members of the annual meeting on Nov. 13.

**Hub Resource Conservation & Development (RC&D):**

No report.

**South Central Mountain RC&D:**

Brian Greene talked about the discussion at the South Central’s annual meeting in Las Cruces on the status of RC&Ds across the United States. The councils are classified as active, inactive and dissolved. There are only 200 active and inactive councils remaining out of 375. There are three active councils in New Mexico: South Central, Adelante, and the council in the northeast corner of the state. Colorado has dissolved its state association, and there are two active councils left. Arizona has one active council and no state association. Utah has one council and no state association.

**Estancia Basin Water Planning Committee (EBWPC):**

Brian Greene reported on provisions in the Santa Fe Sustainable Land Code. He said that they don’t strictly pertain to water issues and that water issues are scattered throughout the document and are not set apart, so interested parties have to read the entire document to find them. The EBWPC members are not happy with the code, and no attention has been paid to their recommendations. Mr. Greene said that the code will apply to everyone from small developers to ranchers and farmers and is very detailed. Although District Board members cannot comment directly on the contents, they can give comments to José Varela López, who will submit them to Santa Fe County, according to the District Manager. She said that residents of La Cienega also have concerns about the document that have been ignored.

**ASSOCIATE SUPERVISOR INPUT:**

Frank Luna said that he visited the District’s building and likes it, but that weeds need to be cleaned up. The District Manager responded that she has been working on getting the weeds removed, but the work has been going too slowly. Mr. Candelaria suggested that Don Lyles could be employed to get rid of them. He then described a system to keep water in stock tanks from freezing developed by a rancher in Duran. Mr. Luna said that he wants to go out to the McKinley property to see the work of the contractor who is thinning the remaining six acres.

**OTHER:**

The District Manager said that Kaisa Jones will work Tuesdays, Wednesdays and Fridays in order to prepare 1099s and W-2 forms and to prepare for the auditor’s visits. The District Manager said Kaisa is doing an excellent job on preparing the treasurer’s reports.

**MEETINGS ATTENDED:**

No report

**PLAN FOR NEXT MEETING:**

**NEXT MEETING SCHEDULED:**

The next regular meeting will be held Friday, December 7, 2012 at 8:00 a.m. at Alpine Alley, located at 210 N Summit in Mountainair, NM.

**ADJOURN:**

There being no further business to come before the Board – **ACTION TAKEN:** William Caster moved to adjourn the meeting at 9:42 a.m. LeRoy Candelaria seconded the motion. Motion carried. Vote was unanimous.

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FELIPE LOVATO, JR., CHAIRMAN

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RICHARD SHOVELIN, SEC. – TREAS.