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**MINUTES OF THE REGULAR MEETING**  
**July 26, 2024**

**Supervisors Present:** Felipe Lovato, Jr., Chairman  
David Cain  
Gerald Chavez  
Larry Gomez  
Jack Lockridge  
Dale Rose

**Absentees:** Aubrey Dunn

**Others Present:** Dierdre Tarr, District Manager  
Roy Gibson, Associate Supervisor  
Christian Larson, U.S. Forest Service  
Katheryn Taylor, volunteer

**CALL TO ORDER:**

A special meeting of the Board of Supervisors of the Claunch-Pinto Soil and Water Conservation District (CPSWCD) was called to order by Felipe Lovato, Jr., Chairman, both in person and via Zoom at 8:00 a.m.

**Welcome Attendees:**

The chairman welcomed those present and thanked them for joining the meeting. The meeting was opened with the Pledge of Allegiance, followed by a moment of silence.

**APPROVAL/DISAPPROVAL OF AGENDA:**

The board reviewed the agenda. **ACTION TAKEN:** Jack Lockridge moved to approve the agenda. Larry Gomez seconded the motion. The motion carried by voice vote: Felipe Lovato, aye; David Cain, aye; Jack Lockridge, aye; Larry Gomez, aye; Dale Rose, aye; Gerald Chavez, aye.

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

The board reviewed the treasurer's report for the month of June 2024.

**ACTION TAKEN:** Larry Gomez moved to approve the treasurer's report for June with accounts payable for July. Jack Lockridge seconded the motion. The motion carried by voice vote: Felipe Lovato, aye; David Cain, aye; Larry Gomez, aye; Jack Lockridge, aye; Dale Rose, aye; Gerald Chavez, aye.

**UNFINISHED BUSINESS:**

**Personnel Committee Report:**

Gerald Chavez reported on the meetings of the Personnel Committee held during the preceding two weeks.

The purpose for the meetings was to make recommendations regarding the district's policies, practices, including setting policies, reviewing procedures, evaluating performance, planning, staffing, updating the manuals.

The committee worked with the district manager to update the personnel manual.

The committee recognized that the most challenging issue facing the district is to develop a succession plan within the district's budget for the district's most valuable position, that of the district manager. This plan must also remedy the deficiency in salary for such a valuable employee as the district manager within the district's budget limitations

An administrative assistant position and job description were created for someone who could become a successor to the district manager. The committee also recommended that the salary of the district manager be enhanced. The district manager reported that she budgeted \$19.00 an hour for a 30-hour week for a permanent part-time employee, and she was also able to budget an additional \$10,000 to the district manager's salary.

Mr. Lockridge recognized the contributions of Mr. Chavez and Mr. Lovato in developing the recommendations of the committee. He stressed the importance of planning for the future of the position of district manager. He noted that hiring the right person for the part-time position is crucial for the future.

Mr. Gomez said that the salary of the district manager should be higher than the amount recommended by the Personal Committee members. Mr. Chavez said that the committee members agreed. Mr. Gomez pointed out the high level of responsibility that the district manager has such as the responsibility for a budget of approximately 5.7 million dollars. In addition, compensation should be commensurate with the level of skills and responsibility required for the job to attract a qualified person to apply for a future position. He also suggested that an additional \$10,000 be added to the salary when possible. Discussion followed on the committee's conversations on the need for an appropriate salary, the responsibilities of the job, and the sources of income such as the mil levy and the point system. The district manager explained that the more money was allocated to the SWCDs on a one-time basis, but that there will be an opportunity in the next legislative session to make the additional funds reoccurring. She said that board members need to support this effort. She described the benefits to the districts of additional money, especially smaller districts. Mr. Chavez said that efforts should continue in cooperation with the budget committee to increase the commitment to increasing the district manager's salary that will also impact the salary that could be offered to a future employee. Mr. Lockridge said that he advocates for a wide selection of people to be involved in the hiring process for a new employee.

**ACTION TAKEN:** Mr. Lockridge moved to approve the committee's report and its recommendations.

Mr. Cain seconded the motion. The motion carried by voice vote: Felipe Lovato, aye; David Cain, aye; Larry Gomez, aye; Jack Lockridge, aye; Dale Rose, aye; Gerald Chavez, aye.

#### **Fourth Quarter DFA Financial Report:**

The district manager pointed out that the district stayed within its budget, especially considering repairs needed for chippers and a truck.

#### **Quarterly Report Resolution No. 01 – 2025:**

**ACTION TAKEN:** Mr. Chavez moved to approve the Quarterly Report Resolution No. 01 – 2025. Mr. Cain seconded the motion. The motion carried by voice vote: Felipe Lovato, aye; David Cain, aye; Larry Gomez, aye; Jack Lockridge, aye; Dale Rose, aye; Gerald Chavez, aye.

#### **Budget Revision Resolution No. 02 – 2025:**

The district manager explained that this resolution authorizes inter-budgetary transfers from travel to supplies and debit service. **ACTION TAKEN:** Mr. Lockridge moved to approve Budget Resolution No. 02 – 2025. Mr. Gomez seconded the motion. The motion carried by voice vote: Felipe Lovato, aye; David Cain, aye; Larry Gomez, aye; Jack Lockridge, aye; Dale Rose, aye; Gerald Chavez, aye.

**Review FY2025 Budget:**

**Budget Resolution No. 03 – 2025:**

The district manager said that no changes to the budget have been made.

**ACTION TAKEN:** Mr. Lockridge moved to approve Budget Resolution No. 03 – 2025. Mr. Cain seconded the motion. The motion carried by voice vote: Felipe Lovato, aye; David Cain, aye; Larry Gomez, aye; Jack Lockridge, aye; Dale Rose, aye; Gerald Chavez, aye.

**EXECUTIVE SESSION:**

**BOARD: Discuss limited personnel matters, closed pursuant to NMSA section 10—15—1(H)(2):**

Discussion occurred on whether an executive session was necessary since the Personnel Committee had addressed the personnel matters that the executive session would have taken up.

**ACTION TAKEN:** Mr. Chavez moved to cancel the executive session. Mr. Cain seconded the motion. The motion carried by voice vote: Felipe Lovato, aye; David Cain, aye; Larry Gomez, aye; Jack Lockridge, aye; Dale Rose, aye; Gerald Chavez, aye.

**OTHER:** The district manager reported that the annual meeting will be held on September 18, 2024 at 10:00 at the district offices. Three workshops will be presented in the morning. Lunch will be provided by Holy Smoke Barbecue. The annual meeting will take place in the afternoon.

She also asked the board to set the price of the wood that will be sold to Ramah Navajo and described the work that the crew will do to get the wood. She said that the wood will be given to the elders. Board members agreed that the district manager should set the price of the wood.

Mr. Gomez enthusiastically praised the job that Roy Gibson did in acquiring the skid steer and other equipment for the district. Mr. Lovato expressed the appreciation of the board for Mr. Gibson's efforts. Mr. Chavez expressed his thanks to Victoria Sedillo for her help.

**NEXT MEETING SCHEDULED:**

Regular meeting: Friday, 8:00 a.m. on August 2, 2024 at the Natural Resource Conservation Center, located at 1206 South Highway 5, Mountainair, NM.

**ADJOURN:**

There being no further business to come before the board, the regular meeting of the Claunch-Pinto Board, Jack Lockridge moved to adjourn. Larry Gomez seconded the motion.

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FELIPE LOVATO, JR., CHAIRMAN

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DAVID CAIN, SECRETARY