

**CIUDAD SOIL AND WATER CONSERVATION DISTRICT  
BOARD OF SUPERVISORS MEETING**

Zoom  
Virtual Meeting

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**March 17, 2025  
Meeting Minutes**

**1. Call to Order**

**4:36 pm**

- A. Supervisors present: Steve Glass, Zoe Economou, Dan Conklin, Maria Young, Sarah Hurteau, Gabby Coughlin
- B. Supervisors Absent: Tom Allen
- C. Others Present: Erin Blaz, Ricky Reedy, CJ Ames, Sabrina Apodaca, Annie Montes, Katie Mechenbier, Roxann Moore, Jennifer Hopper

2. **Agenda** Review and Approval (**Action Item**): Ms. Hurteau moved to approve the amended agenda moving #7 (Action Items) up to item #5, which was seconded by Ms. Economou and approved unanimously by roll call vote.

Roll Call Vote:        Steve Glass – Yes  
                              Thomas Allen – Not present  
                              Zoe Economou – Yes  
                              Daniel Conklin – Yes  
                              Maria Young – Yes  
                              Gabriella Coughlin – Yes  
                              Sarah Hurteau – Yes

3. **Minutes** Review and Approval (**Action Item**)

- A. [Regular Board Meeting Minutes 2.24.2025.](#) Ms. Economou made a motion to approve the 2.24.2025 meeting minutes which was seconded by Mr. Conklin and the motion was approved unanimously by roll call vote.

Roll Call Vote:        Steve Glass – Yes  
                              Thomas Allen – Not present  
                              Zoe Economou –Yes  
                              Daniel Conklin – Yes  
                              Maria Young – Yes  
                              Gabriella Coughlin – Yes  
                              Sarah Hurteau – Yes

4. **Guest Presentation:** Jennifer Hopper: Working with NMACD, Debbie Hughes tasked Ms. Hopper to support training for District supervisors or employees. Background in Ag Sciences, Ag in the Classroom. Two pronged approach to training: 1) inventory of partner training that are available or accessible to SWCD staff; ex: Extension Office Director at State level. These trainings will be in NMACD newsletter ongoing. 2) Inquiring to Districts

on what training is needed. EX: HR, DFA, Quickbooks. 3) Training to other entities on what SWCDs are. Please contact Jennifer to make suggestions or requests for training. Ms. Economou requests information on what SWCDs are doing with Mill Levy's across the nation. Mr. Glass requested training on the state statutes, beyond the SWCD act, the local election act, the state purchasing regulations, subdivision review statute, how to get legal assistance from the DA office (do we have any authority to ask?) getting our supervisor elections correctly listed on ballots. Contact: Jennifer Hopper, NMACD Training Specialist 719-492-8547, Jenniferhopper@nmacd.org

## 5. Action Items

A. DOJ [declaration](#). DOJ drafted and Mr. Glass edited the draft and is meant to sign on behalf of the District. A motion to authorize Mr. Glass to sign on behalf of the board was made by Ms. Hurteau. The motion was seconded by Mr. Conklin. The motion was unanimously approved by a roll call vote.

Roll Call Vote:        Steve Glass – Yes  
                              Thomas Allen – Not present  
                              Zoe Economou – Yes  
                              Daniel Conklin – Yes  
                              Maria Young – Yes  
                              Gabriella Coughlin – Yes  
                              Sarah Hurteau – Yes

B. [IGA](#) renewal with Bernco Natural Resources. Language is identical to last 5 years agreement, this is an umbrella agreement or framework with BernCo IGA and amendments can be added under this umbrella. Dan McGregor is a big supporter of our partnership and wants to continue. It will need to get cleared by BernCo legal, but would like it approved by the District Board first. A motion to authorize Mr. Glass to sign on behalf of the board was made by Ms. Hurteau. The motion was seconded by Ms. Economou. The motion was unanimously approved by a roll call vote.

Roll Call Vote:        Steve Glass – Yes  
                              Thomas Allen – Not present  
                              Zoe Economou – Yes  
                              Daniel Conklin – Yes  
                              Maria Young – Yes  
                              Gabriella Coughlin – Yes  
                              Sarah Hurteau – Yes

C. Air We Share [letter of](#) amendment to Bernco Natural Resources IGA. This is one amendment Dan McGregor would like to attach to the above IGA. Mr. Glass inquired if Friends of Valle De Oro would be taking on this program. Air We Share program manager prefers U.S. Fish and Wildlife Service to be the fiscal agent, but this is a backstop in case U.S. Fish and Wildlife Service is unable to perform this duty. Ms. Hurteau made a few grammatical edits. A motion to authorize Mr. Glass to sign on behalf of the board was made by Ms. Hurteau. The motion was

seconded by Mr. Conklin. The motion was unanimously approved by a roll call vote.

Roll Call Vote: Steve Glass – Yes  
Thomas Allen – Not present  
Zoe Economou – Yes  
Daniel Conklin – Yes  
Maria Young – Yes  
Gabriella Coughlin – Yes  
Sarah Hurteau – Yes

D. [PSA](#) with Muddy Cistern LLC (Astrid). This PSA is in place to bring Astrid Mooney on as a contractor to perform financial services until Sept 2025. Ms. Hurteau inquired about why this contract only goes through September. Ms. Apodaco confirmed that the funding is through NMACD until September. Ms. Mooney requests that the agreement is back dated to acknowledge she has been already supporting financial services on her own time. A motion to authorize Mr. Glass to sign on behalf of the board was made by Ms Hurteau. The motion was seconded by Mr Conklin The motion was unanimously approved by a roll call vote.

Roll Call Vote: Steve Glass – Yes  
Thomas Allen – Not present  
Zoe Economou – Yes  
Daniel Conklin – Yes  
Maria Young – Yes  
Gabriella Coughlin – Yes  
Sarah Hurteau – Yes

E. [Amendment](#) to Agreement with NMACD for intern funding. NMACD has additional funding they can provide to our original agreement. Mr. Conklin had a few small edits to suggest and inquired about dating it 2.25.2025, and if that impacts our agreement with Astrid. Mr. Glass confirmed it does not. Ms. Hurteau suggested another date change and asked about match requirements. Mr. Glass stated in-kind match was discussed with NMACD. A motion to authorize Mr. Glass to sign on behalf of the board was made by Ms Hurteau. The motion was seconded by Mr. Conklin. The motion was unanimously approved by a roll call vote.

Roll Call Vote: Steve Glass – Yes  
Thomas Allen – Not present  
Zoe Economou – Yes  
Daniel Conklin – Yes  
Maria Young – Yes  
Gabriella Coughlin – Yes  
Sarah Hurteau – Yes

F. [PSA](#) with Cerise Consulting for Education Consulting. This PSA is to support evaluation services for RiverXchange and Arroyo Classroom. A motion to

authorize Mr. Glass to sign on behalf of the board was made by Ms. Hurteau. The motion was seconded by Ms. Economou. The motion was unanimously approved by a roll call vote.

Roll Call Vote: Steve Glass – Yes  
Thomas Allen – Not present  
Zoe Economou – Yes  
Daniel Conklin – Yes  
Maria Young – Yes  
Gabriella Coughlin – Yes  
Sarah Hurteau – Yes

G. [Services Agreement](#) - MRG UW Small Grants. This is the services agreement drafted in the RFA and will be used for agreements with individual awardees. Mr. Glass explained that the service agreement is a framework and individual PSAs with awardees is preferred by the board, because they each have a defined scope of work. Ms. Hurteau agreed that since the scopes will change it is best practice to get approved by the board. A motion to table this item until the individuals are selected as MRG UW Small Grant awardees was made by Ms. Hurteau. The motion was seconded by Mr. Conklin The motion to table unanimously approved by a roll call vote.

Roll Call Vote: Steve Glass – Yes  
Thomas Allen – Not present  
Zoe Economou – Yes  
Daniel Conklin – Yes  
Maria Young – Yes  
Gabriella Coughlin – Yes  
Sarah Hurteau – Yes

## 6. Reports of Partners

- A. [NMDA](#) (Katie Mechenbier): A written report was submitted. Ms. Mechenbier gave a review and commented that this months report is super long. Grants open: WQ&C -April 4th, HSP due March 19. Mill Levy rate resolution needs to be done in April, we will get a packet from the Secretary of State. Annual budget and point system worksheet due. Supervisor positions #3 and #4 and appointed positions. Mr. Glass mentioned that BernCo is interested in the Noxious Weed Grant, due April 11. Also, Section 319 Watershed Implementation Projects due March 25. River Stewards
- B. [NRCS](#) (Roxann Moore): A written report was submitted. Ms. Moore gave a verbal review. Nick Goodman is acting State Biologist, IRA funds were released for contracts that were already signed with NRCS.
- C. EMNRD (Lawrence Crane): No report submitted
- D. NMED ([Jocelyn Harimon](#)): No report submitted

## 7. Finance Committee Report (Action Item)

- A. [2.28.2025 Financial Report](#). Ms. Apodaca gave a review of the financial report. The finance committee recommends approving the finance report. Ms. Economou

made a motion to approve the 2.28.2025 Financial Report which was seconded by Mr. Conklin and the motion was approved unanimously by roll call vote.

Roll Call Vote:        Steve Glass – Yes  
                              Thomas Allen – Not present  
                              Zoe Economou – Yes  
                              Daniel Conklin – Yes  
                              Maria Young – Yes  
                              Gabriella Coughlin – Yes  
                              Sarah Hurteau – Yes

**8. Reports and possible Action Items**

- A. Letter of support Climate Smart Communities Initiative Grant (RRHIP). Ms. Blaz informed the Board that she had provided said LOS on behalf of the District for a grant application submitted by Sig-Nal, but that the letter did not commit any District resources.

**9. District Staff Report**

- A. [Staff Report](#): The report was reviewed by staff.

**10. Other Business**

- A. There was no other business.

**Adjourned**

**6:30 PM**

**Submitted by: Erin Blaz**

**Date approved: 4.21.2025**