Ciudad Soil and Water Conservation District
100 Sun Ave NE Room 160
Albuquerque, NM 87109
505-510-3478

CIUDAD SOIL AND WATER CONSERVATION DISTRICT
BOARD OF SUPERVISORS MEETING
Zoom
Virtual Meeting

April 21, 2025
DRAFT
Meeting Minutes

1. **Call to Order** **4:30 pm**
   A. Supervisors present: Steve Glass, Sarah Hurteau, Dan Conklin, Tom Allen, Maria Young, Gabriella Coughlin
   B. Supervisors Absent: Zoe Economou
   C. Others Present: Joshua O'Halloran, Erin Blaz, Ricky Reedy, CJ Ames, Megan McCready, Annie Montes, April Luna, Karen Menetrey, Katie Mechenbier, Charlene Pyskoty

2. **Agenda** Review and Approval (**Action Item**): Mr. Allen moved to approve the agenda. Seconded by Mr. Conklin and approved unanimously by roll call vote.

   Roll Call Vote:
   Steve Glass – Yes
   Thomas Allen – Yes
   Daniel Conklin – Yes
   Maria Young – Yes
   Sarah Hurteau – Yes

3. **Minutes** Review and Approval (**Action Item**)
   A. Regular board meeting minutes 3.17.2025 Mr. Conklin made a motion to approve the 3.17.2025 meeting minutes which was seconded by Ms. Hurteau and the motion was approved by roll call vote.

   Roll Call Vote:
   Steve Glass – Yes
   Thomas Allen – Abstain
   Daniel Conklin – Yes
   Maria Young – Yes
   Gabriella Coughlin – Yes
   Sarah Hurteau – Yes

4. **Guest Presentation:** None

5. **Reports of Partners**
    A. NMDA (Katie Mechenbier): A written report was submitted. State allotment funds will go out through the point system worksheet. River Stewardship is due on May 30th. Steve mentioned that the NMACD trainings are pretty interesting and would love Ciudad to get engaged with noxious weeds. WOTUS May 1st listening session to hear what the EPA and Army Corps is doing regarding the waterways that will no longer be protected. Redefining regional water plans. MRCOG will be the coordinating entity for the regional water plan and Ciudad should have a voice in this.
    B. NRCS (April Luna): A written report was submitted. Los Lunas office lease expired. They are operating without a building and are out of Albuquerque or the Valencia SWCD office.
    C. EMNRD (Lawrence Crane): No report submitted
    D. NMED (Jocelyn Harimon): No report submitted

6. **Finance Committee Report (Action Item)**
    A. Finance Committee Report. Ms. McCready gave a review of the financial report. Dan noted that several projects still have significant funds outstanding, but that these will be expended on time. We are waiting on invoicing from some contractors. Steve would like to do the LWS budget differently so that it doesn't look like we are losing money every year on this. The finance committee recommends approving the finance report. Mr. Allen made a motion to approve the 3.31.2025 Financial Report which was seconded by Ms. Hurteau and the motion was approved unanimously by roll call vote.

Roll Call Vote:	Steve Glass – Yes
	Thomas Allen – Yes
	Daniel Conklin – Yes
	Maria Young – Yes
	Gabriella Coughlin – Yes
	Sarah Hurteau – Yes

7. **DFA 3rd Quarter Report**
    A. Ms McCready gave a review of the 3rd Quarter DFA report. She noted that there is a slight issue with the LGBMS portal regarding required input of our FY25 budget and quarterly reports. Mr. Allen moved to approve the DFA 3rd Quarter Report. Seconded by Ms.Hurteau and the motion was approved unanimously by roll call vote.

Roll Call Vote:	Steve Glass – Yes
	Thomas Allen – Yes
	Daniel Conklin – Yes
	Maria Young – Yes
	Gabriella Coughlin – Yes
	Sarah Hurteau – Yes

8. **Action Items**
    A. Mill Levy Resolution. Mr. Conklin made a motion to execute this resolution through Steve's signature. Seconded by Mr. Allen and the motion was approved

unanimously by roll call vote.

Roll Call Vote: Steve Glass – Yes
Thomas Allen – Yes
Daniel Conklin – Yes
Maria Young – Yes
Gabriella Coughlin – Yes
Sarah Hurteau – Yes

B. Authorizing Joshua O'Halloran as an authorized signer for the checking account. Ms. Hurteau moved to approve adding Joshua O'Halloran, District Manager, as an approved signer for the District checking account; existing authorized signers (J. Steven Glass, Chair, Thomas Allen, Vice Chair, and Zoe Economou, Treasurer) will remain unchanged. The motion was seconded by Mr. Allen and the motion was approved unanimously by roll call vote.

Roll Call Vote: Steve Glass – Yes
Thomas Allen – Yes
Daniel Conklin – Yes
Maria Young – Yes
Gabriella Coughlin – Yes
Sarah Hurteau – Yes

C. Friends of VdO:Ciudad MOU. Annie Montes explained the purpose of the MOU to help support the Backyard Refuge Program and other potential collaborations. This formalizes our relationship with the Friends. A motion was made by Mr. Allen and seconded by Mr. Conklin to approve Steve's signature on this MOU. The motion was approved unanimously by roll call vote.

Roll Call Vote: Steve Glass – Yes
Thomas Allen – Yes
Daniel Conklin – Yes
Maria Young – Yes
Gabriella Coughlin – Yes
Sarah Hurteau – Yes

D. Service Agreement – Sig-nal. Steve has a couple of questions regarding the agreements. Steve would like to include the phrase "to include NMGRT" to make sure that the total amount does not exceed what we have available. Steve noted the copyright agreement which states that the State of NM will hold the copyright or work done, but it will be delivered to Ciudad. This was decided that it would not be an issue since there are not any copyrights in the deliverables. Ms. Hurteau stated her connection as an employee of Sig-nal and noted that she would be abstaining from voting due to this conflict of interest; Ms. Mechenbeir confirmed that the arrangement does not present a conflict of interest. Mr. Allen moved to approve the agreement. Seconded by Mr. Conklin and the motion was approved by roll call vote.

Roll Call Vote: Steve Glass – Yes

Thomas Allen – Yes
Daniel Conklin – Yes
Maria Young – Yes
Gabriella Coughlin – Yes
Sarah Hurteau – Abstain

E. Service Agreement – Nature Ninos. Annie Montes gave an overview of the project that will be undertaken by Nature Ninos, to include canopy work to plant trees in the South Valley through work with high school students and YCC. Mr. Allen moved to approve Steve's signature on behalf of the board. Seconded by Mr. Conklin and approved unanimously by roll call vote.

Roll Call Vote: Steve Glass – Yes
Thomas Allen – Yes
Daniel Conklin – Yes
Maria Young – Yes
Gabriella Coughlin – Yes
Sarah Hurteau – Yes

F. Service Agreement – Bernalillo County South Valley Street Tree Green Stormwater Infrastructure Pilot Project. Annie noted that the portion of the project that we are funding is for community engagement and not the whole project. Mr. Allen moved to approve Steve's signature on behalf of the board. Seconded by Mr. Conklin and approved unanimously by roll call vote.

Roll Call Vote: Steve Glass – Yes
Thomas Allen – Yes
Daniel Conklin – Yes
Maria Young – Yes
Gabriella Coughlin – Yes
Sarah Hurteau – Yes

G. First Amendment to BernCo IGA. Steve noted that this is the third reallocation of funds provided by SWCC for restoration work along Tijeras Creek. Grateful that SWCC has been flexible with these funds, which will now support root wad installation at the Tijeras Creek Watershed Restoration Project. Mr. Allen moved to approve Steve's signature on this amendment. Seconded by Mr. Conklin and approved unanimously by roll call vote.

Roll Call Vote: Steve Glass – Yes
Thomas Allen – Yes
Daniel Conklin – Yes
Maria Young – Yes
Gabriella Coughlin – Yes
Sarah Hurteau – Yes

9. **Reports** and possible **Action Items**
   A. Policy Committee – Land Use Plan review period until 5/5/25. Steve and Sarah noted that this is a policy document that will help Ciudad assert our expertise with

land owning agencies within our district.

Karen Menetrey with consultant Rio Grande Return joined and gave a presentation on the Land Use Plan.

B. Personnel Committee – State semi-monthly pay period requirement has been recently identified
C. Finance Committee – Transition to online QuickBooks. Third party payroll service. Ms. McCready recommends moving to online QB and contracting with a third party payroll service (especially considering increased payday frequency above). It was noted by Joshua that this will take some time and require transferring our grant tracking to online QB.

10. **District Staff Report**
    A. Staff Report**:** The report was reviewed by staff.

11. **Other Business**
    A.

Adjourned **6:49 PM**

Submitted by: Joshua O'Halloran, District Manager

Validated by: J. Steven Glass, Board Chair

Date approved: 5/19/2025