

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

Zoom
Virtual Meeting

November 18th, 2024

DRAFT

Meeting Minutes

1. Call to Order

4:40pm

- A. Supervisors present: Steve Glass, Tom Allen, Zoe Economou, Dan Conklin, Maria Young, Sarah Hurteau,
- B. Supervisors Absent: Gabby Coughlin
- C. Others Present: Joshua O'Halloran, Erin Blaz, Ricky Reedy, Sabrina Apodaca, Annie Montes, Laurel Ladwig, Yini Wang, Katie Mechenbier, Nicholas Goodman,

2. Agenda Review and Approval (Action Item): Ms. Economou moved to approve the agenda, which was seconded by Mr. Conklin and approved unanimously by roll call vote.

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

3. Minutes Review and Approval (Action Item)

- A. [Regular Board Meeting Minutes 10.21.2024](#). Mr. Glass asked Mr. Allen to look at item 8 language which Mr. Allen did and stated it was good, added word innovation. LESE Report legislation being considered, language in minutes updated. Mr. Allen made a motion to approve the 10/21/2024 meeting minutes, which was seconded by Ms. Economou and the motion was approved unanimously by roll call vote.

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

3. Guest Presentation: Discussion with Laurel/Yini/Annie - FWS Agreement with Ciudad for Backyard Refuge Program. Transfer UW funds to contract Laurel through Ciudad. Potential support for Yini on future master composter projects. Climate change actions with schools, community gardens. Fill in limitations of work with NMSU on composting related projects. Yini is looking for funding opportunities to make projects/initiatives happen. Yini joined Master Composters 3 years ago, younger generations joining. Limited ability to expand because

younger generations have full time jobs. How can we share resources, knowledge, and collaborate in future. Steve sees possible opportunity to collaborate, incoming mil levy funds might be available for composting initiatives and demo projects.

4. Reports of Partners

- A. [NMDA](#) (Katie Mechenbier) Katie submitted a report and is present to report out. Congratulations on Mil Levy! Ciudad is the first district to pass a mil levy since 2013 or so. Katie is working on an official letter from the county clerk to submit to SWCC to review for mil levy resolution approval. Sarah asked when we will start receiving funding? Katie says we should ask the county clerk. When do they collect, how often? Every county is different. Cody Stropki was hired by Central Tri County to help resolve boundary issues in Santa Fe county.
- B. [NRCS](#) (Nicholas Goodman): A written report was submitted.
- C. EMNRD (Lawrence Crane): No Report
- D. NMED: (Alan Klatt): No Report
- E. Other: None Present

5. Finance Committee Report (Action Item)

- A. [10.31.2024 Financial Report](#). Sabrina reported to the board details of the financial report. Reviewed deposit detail, balance sheet. Steve asked about fixed assets being negative, Sabrina showed quickbooks report. Sabrina will research and follow up with Steve at a later date. May be due to office supply depreciation. Moved on to the review of YTD vs. Actual, Ciudad received \$5000 donation from North 14 Forum, and has its own category in QuickBooks. EM Soil workshop lunch check refunded to the NM Healthy Soil Workgroup because the event was canceled. Office supply expenditure is high due to several new hires, expenditure rate expected to even out over year. Vehicle expenditure is high due to wiring repair. Sabrina to follow up on high expenditure rate of bonding and workers comp. Internet/Phone expenditure is high but COA is taking over this bill going forward. Terrell Treat factored as operating expense, driving up that line. Terrell Treat's work is limited for the rest of year, the issue should be resolved by less work load in months ahead. Sabrina reviewed the program budget sheet. Sarah made note of the large amount of grant funds/project with expiry at the end of the fiscal year. Ms. Economou moved to accept and approve the financial report. The motion was seconded by Mr. Allen. The motion was unanimously approved by a roll call vote.

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

6. Action Items

A. [PSA](#) with Rio Grande Return for writing a Land Use Plan. \$21,000 for Karen Menetry with RGR to develop a Land Use Plan. Ms. Hurteau moved to authorize Mr. Glass to sign on behalf of the board. The motion was seconded by Mr Allen. The motion was unanimously approved by a roll call vote.

B.

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

C. Adoption of [OMA Resolution for 2025](#). A motion to authorize Mr. Glass to sign on behalf of the board was made by Mr. Allen. 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 – Yes
Zoe Economou – Yes
Daniel Conklin – Yes
Maria Young – Yes
Gabriella Coughlin – Absent
Sarah Hurteau – Yes

D. Amendment to [GSA](#) with EMNRD for urban waters subgrants. A motion to authorize Mr. Glass to sign on behalf of the board was made by Mr. Allen. The motion was Seconded by Ms. Hurteau. The motion was unanimously approved by a roll call vote.

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

E. [PSA](#) with Laurel Ladwig to operate the Backyard Refuge Program through Ciudad with UW FWS funds. A motion to authorize Mr. Glass to sign on behalf of the board was made by Mr. Allen. The motion was seconded by Ms. Hurteau. The motion was unanimously approved by a roll call vote.

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

7. Reports and possible Action Items

- A. [Letter of Support](#) for Semilla Project River Network grant application.
- B. [Letter of authorization](#) for BMO checking account. Board members discussed new overall increased spending limits which will allow staff to utilize BMO credit cards with less holds.
- C. [NACD Annual Membership](#) Investment. A motion to spend \$101 to maintain bronze membership in NACD was made by Mr. Conklin. Seconded by Mr. Allen. The motion was unanimously approved by a roll call vote.
 - Roll Call Vote: Steve Glass – Yes
 - Thomas Allen – Yes
 - Zoe Economou – Yes
 - Daniel Conklin – Yes
 - Maria Young – Yes
 - Gabriella Coughlin – Absent
 - Sarah Hurteau – Yes
- D. [Urban Waters Quarterly Report](#) - July to Sept. 2024. Board members noted that they learned a lot from the report. Annie has jumped into UW with both feet and is doing a great job continuing and building partnerships. UW will continue to be reported on as part of the regular staff report.

8. District Staff Report

- A. [Report](#)

9. Other Business

- A. Can Annie get a purchase card? Decision is either finance committees or District Managers. Josh and Annie will check policy/with finance committee.

Adjourned

7:10PM

Submitted by: Ricky Reedy

Date approved: