

Edgewood Soil & Water Conservation District

Board Meeting Minutes

October 3, 2013

Call to Order

Meeting called to order by Chairman; David King at 10:00 AM.

Board Members in Attendance

David King; Chair, (Bill King; Secretary/Treasurer, Mark Anaya; Member, Leo Smith; Member, and Art Swenka; Member and Juan Sanchez; Member

Board Members Absent & Excused

Lewis Fisher; Vice-Chair

Others Present

Ben Montoya; CPA, Katie Mechenbier; NMDA Specialist, Kelly Smith; District Technician and Brenda Smythe; District Manager

Approval of Agenda

Leo motioned for approval of the Agenda, motion second by Mark, motion carried.

Approval of Minutes

Leo motioned for approval of the September meeting minutes, second by Art, motion carried.

Treasurer Report

Brenda reviewed the Treasurer's Report.

REPORTS

Administrative / Technical Staff

No written report given

NRCS ~ Josh Archuleta; District Conservationist

A written report was provided by NRCS. See Report

NMDA ~ Katie Mechenbier; NMDA Specialist

Report reviewed by Katie. See Report.

NMCCD

David reported that Mark Anaya has replaced Leo Smith on the NM Coalition of Conservation District's Board.

OLD BUSINESS

Code of Ethics Policy

The board reviewed a draft Code of Ethics Policy. After discussion, Leo motioned to approve and follow the Code of Ethics Policy, motion second by Art, motion carried.

Executive Session

Leo motioned to enter into Executive Session to discuss tentative audit findings. Motion second by Mark, motion carried. Roll call vote to enter into Executive Session as follows:

David King – Yes
Lewis Fisher – Absent
Mark Anaya – Yes
Leo Smith – Yes
Bill King - Yes
Art Swenka – Yes
Juan Sanchez - Yes

Art motioned to exit out of Executive Session to discuss tentative audit findings. Motion second by Juan, motion carried. Roll call vote to exit out of Executive Session as follows:

David King – Yes
Lewis Fisher – Absent
Mark Anaya – Yes
Leo Smith – Yes
Bill King - Yes
Art Swenka – Yes
Juan Sanchez - Yes

Audit

Ben Montoya and Brenda reported that they are working closely with Zlotnick, Laws and Sandoval on QuickBooks. Things are progressing as expected. We should be close to completion within 2 weeks. Once this is completed, a meeting with Hinkle and Landers will be called.

Personnel

Discussion on additional programs was tabled. Although last month the board approved hiring a part-time Administrative Assistant at \$10 per hour, once management spoke to the 4 applicants being considered, none of them could afford to take a part-time position with no benefits.

Discussion was held regarding another full-time position with benefits, and although the board understands that this may be what is needed, they feel that jumping into this right now is too quick, and if an increase in hours and hourly wage may help get this contract position filled.

The board and current staff agreed that the person that fills this position needs to be conducive to Edgewood SWCDs vision, able to work well with current staff and contractors, and not bring drama into the work place.

Brenda told the board that after speaking with several people that had approached her about working at the Edgewood SWCD, her choice was related to a board member, and though she did not see a conflict of interest, she asked if the board did. Following discussion, David stated that as long as it was public knowledge there was a relation, it is not a conflict.

Art motioned to increase the hourly rate to \$14 per hour, seconded by Mark, motion carried. Brenda will contact this person to see if this increase in salary and hours without benefits would work. Once filled, and the board and current staff sees that the position is providing the assistance needed, the board will review again.

NEW BUSINESS

Edgewood Senior Center

Kelly spoke to the board regarding the Edgewood Senior Center. The board has previously approved this project, but unfortunately, the group did not follow the technical plan which was provided by the District.

Following discussion, the board tabled approval of additional funding until more bids are collected.

Next Board Meeting

Edgewood SWCD will not hold a regular meeting in November since our Annual Meeting is scheduled on Friday, November 15, 2013 at 6:00 PM.

Adjournment

Motion for meeting adjournment at 11:25 PM by Leo.

Bill King, Secretary/Treasurer