

Edgewood Soil & Water Conservation District

Board Meeting Minutes

December 4, 2014

Call to Order

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

Board Members in Attendance

David King; Chair, Lewis Fisher; Vice-Chair, Bill King; Secretary/Treasurer, Mark Anaya; Member, Art Swenka; Member, Juan Sanchez; Member, and Bill Williams; Member

Board Members Absent

Bill King; Secretary/Treasurer

Others Present

Brenda Smythe; District Manager, Kelly Smith; District Technician, Katie Mechenbier; NMDA, Tommy Marshall; NRCS, and George Duda

Approval of Agenda

Art asked that the addition of EMWTWA be added to the reports. Motion made by Art to approve the agenda as amended, motion second by Bill Williams, motion carried.

Approval of Minutes

Motion to approve the November meeting minutes by Art, motion seconded by Juan, motion carried.

Treasurer Report

Brenda reviewed the Treasurer's Report. Lewis motioned for approval of the Treasurer's Report, motion second by Art, motion carried.

REPORTS

EBWPC REPORT

No Report.

EBWH&R REPORT

No Report.

NMDA REPORT

Katie reviewed the report with the board. **(See Full Report)**

NRCS Report

No report submitted.

Administrative / Technical Report

Staff reviewed the District Report **(See Full Report)**

Executive Session

Lewis motioned to enter into Executive Session to discuss tentative audit findings, and personnel issues. Motion second by Juan, motion carried. Roll call vote to enter into Executive Session as follows:

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

Bill Williams motioned to exit the Executive Session Motion second by Lewis, motion carried. No action was taken during Executive Session.

OLD BUSINESS

Audit

The 2014 audit is complete. The Exit Conference was held on November 24, 2014. Lewis Fisher, Bill King, Farley Vener (via teleconference) and Brenda Smythe were in attendance. The Audit was submitted to the NM State Auditor on November 30th. Once released by the state, the board will review.

Budget Committee Recommendations

The Budget Committee (David/Bill K./Lewis/Brenda) met on November 24th. The Committee recommends the following line item changes:

Decrease building expenses to	\$ 44,000
Decrease contract service to	\$ 17,200
Increase Insurance to	\$ 21,500
Increase Payroll & Benefits to	\$134,800

These changes will not affect the final budget amount.

Following discussion, Art motioned to accept the Budget as amended, motion second by Bill Williams, motion carried.

Personnel Committee Recommendations

The Personnel Committee (David/Juan/Mark/Brenda) met on November 24th.

The committee reviewed staffing and contract labor. The Committee agreed that the staff and contract employees are doing a good job.

The Committee recommends the following:

5% increase for Brenda Smythe and Kelly Smith
Jerika will remain under contract until the end of January

The ESWCD is out of compliance for contract workers. Therefore the committee recommends making Karlyn Bates a full time employee with full benefits (40 hours per week/PERA/Insurance). No pay-raise will be given at this time. No vehicle will be provided.

Mark requested that a Pay Scale be implemented to insure staff is paid at the correct rate for years in, etc. David and Brenda will work with NMDA and the State of NM on this.

Following discussion Art motion for approval of the Personnel Committee's recommendations, motion second by Lewis, motion carried.

NEW BUSINESS

Open Meetings Resolution

The board reviewed the 2015 Open Meetings Act. Juan motioned to pass the Open Meetings Act, second by Bill Williams, motion carried. Roll call vote for passage of Open Meetings Resolution as follows:

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

Supervisor Election

Supervisor Elections will be held May 5, 2015. Declarations of candidacy must be delivered by the candidate to the designated location on March 17, 2015. Declarations of write-in candidates must be delivered by the candidate to the designated location on March 25, 2015

Positions 3, 4, and 5 will be on the ballot. Notification of Election will be submitted to the County Clerks by January 5, 2015.

Location for the Election and Election Superintendent were discussed. Art motioned to hold the Election in the ESWCD Conference Room, with the entrance through the North door only, motion second by Mark, motion carried. Brenda recommended the board hire Dixie Swenka as the Superintendent.

Public Comment

Art reported that the EBRA Annual Meeting will be held on January 10, 2015 at 2:00 PM.

George Duda reported that the Think Trees Conference will be held in Albuquerque on February 4, 2015.

Next Board Meeting

Due to the New Year Holiday, the next board meeting will be held on Thursday, January 8 2015 at 10:00 AM.

Adjournment

Motion for meeting adjournment at 11:30 AM by Art.

Bill King, Secretary/Treasurer