

**Edgewood Soil & Water Conservation District**  
**Board Meeting Minutes**  
**VIA TELECONFERENCE**  
**DUE TO COVID-19 RESTRICTIONS**  
**July 9, 2020**

**Call to Order**

Meeting called to order by teleconference by Chairman; David King at 10:09 AM.

**Board Members in Attendance Via Teleconference**

David King; Chair, Bill King; Secretary/Treasurer, Mark Anaya; Member, Art Swenka; Member and Bill Williams; Juan Sanchez; Member, and Christina Allday-Bondy; Associate Member

**Board Members Absent & Excused**

Lewis Fisher; Vice-Chair

**Others Present Via Teleconference**

Brenda Smythe; District Manager and Kelly Smith; Technician, and Kenneth Lujan; NRCS District Conservationist

**Approval of Agenda**

Addition of Fire for update Bill Williams motioned for approval of the Agenda. Motion second by Art Swenka, motion carried. A roll call vote was taken.

**Roll Call Vote:**

David King – yea

Lewis Fisher – absent

Bill King – yea

Art Swenka – yea

Bill Williams – yea

Mark Anaya – yea

Juan Sanchez - yea

**Approval of Minutes**

Minutes of the June 2020 meeting were reviewed. Bill King motioned for approval of the June 2020 minutes. Motion second by Bill Williams, motion carried. A roll call vote was taken.

**Roll Call Vote:**

David King – yea

Lewis Fisher – absent

Bill King – yea

Art Swenka – yea

Bill Williams – yea

Mark Anaya – yea

Juan Sanchez - yea

## Budget Committee Report

The Budget Committee met on June 25, 2020 at 10:00 AM. David King, Lewis Fisher, and Brenda Smythe were in attendance.

The Budget Committee met to consider Budget Adjustments. The full board approved the Budget Committee to adjust the budget as they see fit and submit to DFA for approval during the June 2020 meeting. The following adjustments were agreed to:

<u>Income</u>			
4000 · Grants	\$100,000.00	\$30,000.00	DECREASE
4100 · Interest on CD's & bank account	\$50.00	\$300.00	INCREASE
4200 · Mill Levy	\$410,000.00	\$403,000.00	DECREASE
4300 · Conservation Sale Items	\$10,000.00	\$8,000.00	DECREASE
<u>Expense</u>			
Building expense	\$28,000.00	\$31,000.00	INCREASE
Miscellaneous	\$500.00	\$350.00	DECREASE
NMFA Repayment (See CD Stmt)	\$27,782.00	\$27,791.69	INCREASE
Office Expenses	\$28,000.00	\$32,000.00	INCREASE
Travel and Fuel	\$15,000.00	\$14,000.00	DECREASE
WF Line of Credit Payment	\$25,000.00	\$24,100.00	DECREASE
WF Loan Payment	\$30,000.00	\$37,400.00	INCREASE
6040 · Conservation	\$100,000.00	\$75,000.00	DECREASE
6050 Contract Service	\$10,000.00	\$-	DECREASE
6070 · Dues and Subscriptions	\$2,000.00	\$1,800.00	DECREASE
6100 · Insurance	\$40,000.00	\$42,000.00	INCREASE
6105 · Interest	\$-	\$2,500.00	INCREASE
6120 · Meetings	\$5,000.00	\$2,000.00	DECREASE

**These changes will have the ESWCD Net Income at 6.20.20 at \$107,267.53**

No staff raises will be given.

The vehicle to be purchased with the approved 2020 Capital Outlay Funding was also discussed. The Committee directed staff to cut the Purchase Order for the vehicle to Tillery Chevrolet.

Motion by Juan Sanchez to the budget adjustments. Motion second by Mark Anaya motion carried. A roll call vote was taken. **Roll Call Vote:**

David King – yea

Lewis Fisher – absent

Bill King – yea

Art Swenka – yea

Bill Williams – yea

Mark Anaya – yea

Juan Sanchez - yea

The Budget Committee also reviewed the Final 2020-2021 Budget and recommends approval. Motion by Juan Sanchez to approve the Final Budget as presented and submit to DFA.

<b>July 2020 - June 2021</b>	<b>FINAL BUDGET</b>	
<b>Income</b>		
Estimated Beginning Balance	\$	115,000.00
Appropriations	\$	14,000.00
Capital Outlay Funding	\$	15,000.00
4000 · Grants	\$	206,000.00
4100 · Interest on CD's & bank account	\$	50.00
4200 · Mill Levy	\$	365,000.00
4300 · Conservation Sale Items	\$	5,000.00
4600 · State Land Office Rent	\$	8,520.00
<b>Total Income</b>	<b>\$</b>	<b>728,570.00</b>
<b>Expenses</b>		
Building expense	\$	20,000.00
Miscellaneous	\$	500.00
NMFA Repayment (See CD Stmt)	\$	27,782.00
Office Expenses	\$	22,000.00
Payroll and Benefits	\$	180,000.00
Professional Fees	\$	15,000.00
Travel and Fuel	\$	20,000.00
6040 · Conservation	\$	206,000.00
6050 · Contract Service	\$	10,000.00
6070 · Dues and Subscriptions	\$	3,000.00
6100 · Insurance	\$	40,000.00
6120 · Meetings	\$	6,000.00
Capital Outlay	\$	15,000.00
<b>Total Expense</b>	<b>\$</b>	<b>565,282.00</b>
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<b>Net Ordinary Income</b>	<b>\$</b>	<b>163,288.00</b>

Motion second by Mark Anaya motion carried. A roll call vote was taken. **Roll Call Vote:**

David King – yea  
Lewis Fisher – absent  
Bill King – yea  
Art Swenka – yea  
Bill Williams – yea  
Mark Anaya – yea  
Juan Sanchez - yea

**Treasurer Report**

Brenda Smythe presented the Treasurer's Report. Brenda reported new USBank Business Checking account is open.

The Wells Fargo Payroll Protection Loan was approved and has been deposited into the Wells Fargo account. With this loan this account will remain open and used as the Payroll Account only.

We did receive our Purchase Cards via US Bank.

Motion by Juan Sanchez to accept the Treasurer's Report as presented. Motion second by Mark Anaya motion carried. A roll call vote was taken.

**Roll Call Vote:**

David King – yea

Lewis Fisher – absent

Bill King – yea

Art Swenka – yea

Bill Williams – yea

Mark Anaya – yea

Juan Sanchez - yea

**REPORTS**

**NRCS Report**

EQIP application deadline was July 2, 2020. Extended eligibility deadline extended to time of application. Estancia FO in Phase I, appointment only.

**OLD BUSINESS**

**Checking Account Transfer**

The Wells Fargo Payroll Protection Loan was approved and has been deposited into the Wells Fargo account. With this loan this account will remain open and used as the Payroll Account only. All other items will be done via US Bank Business Account or US Bank Travel Account.

**2020 Capital Outlay**

The 2020 Capital Outlay funding for a vehicle was approved an in the DFA system, however it did not make the June Bond sale, and should go through in December.

**Covid-19 SBA Application**

Brenda submitted a Payroll Protection Loan via Wells Fargo Bank to cover our payroll, taxes, PERA and insurance payments for 2.5 months due to Covid-19. It was required to submit via the bank that was currently being utilized for payroll. If approved this loan will not have to be paid back since 100% was used for employees. Brenda will update the board on the loan decision when it comes in.

The Wells Fargo Payroll Protection Loan was approved and has been deposited into the Wells Fargo account. With this loan this account will remain open and used as the Payroll Account only.

**NEW BUSINESS**

**Appointed Supervisors Oath of Office**

Oath of Office was given to Art Swenka and Juan Sanchez. They will be sent in the Secretary of State.

### **CNME Billing**

Our CNME bill was reviewed. Our building has been rated as Commercial Use instead of General Use, which has our electric bill twice the amount of buildings (including the 2 additional SWCD offices in Torrance County). Following discussion, Bill King will investigate this billing issue and report back to the board. With this higher billing, we estimate this board has paid more than \$54,000 more than buildings the same size in the last 15 years.

### **Ojo De La Case Fire Update**

Juan Sanchez reported that he met with Ernie Taylor from the Mountainair Ranger District. The fire has burned approximately 200 acres, and no word on how it started. USFS has set up the Command Center at the Tajique Community Center. Daily briefings will be held at 10:00 AM. There are 2 hotshot crews and several tankers, with the concentration of slurry on Chilili Land Grant side. It has fallen into the burn scar, so USFS is optimistic of control. It is zero contained at this point.

Motion by bill Williams to appoint Art Swenka, Juan Sanchez, Kelly Smith, and Brenda Smythe as the designated monitoring team for this fire. Motion second by Bill King, motion carried. A roll call vote was taken. **Roll Call Vote:**

David King – yea  
Lewis Fisher – absent  
Bill King – yea  
Art Swenka – yea  
Bill Williams – yea  
Mark Anaya – yea  
Juan Sanchez - yea

### **Public Comment**

No public comment.

### **Next Board Meeting**

The next board meeting will be held on Thursday, August 6, 2020 at 10:00 AM and should be a regular in-person meeting if the Governor opens the state fully.

### **Adjournment**

Motion for meeting adjournment at 10:36 AM by Art Swenka motion seconded by Bill Williams, motion carried. A roll call vote was taken. **Roll Call Vote:**

David King – yea  
Lewis Fisher – yea  
Bill King – yea  
Art Swenka – yea  
Bill Williams – yea  
Mark Anaya – absent  
Juan Sanchez – absent

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Bill King, Secretary/Treasurer