

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

Zoom
Virtual Meeting

August 19, 2024
DRAFT
Meeting Minutes

1. **Call to Order** **4:34 pm**
 - A. Supervisors present: Tom Allen, Dan Conklin, Maria Young, Gabriella Coughlin, Zoe Economou (5:57 arrival)
 - B. Supervisors absent: Steve Glass, Sarah Hurteau, Others Present: Joshua O'Halloran, Erin Blaz, Ricky Reedy, CJ Ames, Astrid Mooney (Arrived 5:50pm, Departed 5:59pm)

2. **Agenda Review and Approval (Action Item):** Dan Conklin moved to approve the agenda, which was seconded by Maria Young and approved unanimously by roll call vote.

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

3. **Minutes Review and Approval (Action Item)**
 - A. [Regular Board Meeting Minutes 7/15/2024](#). Mr. Conklin made a motion to approve the 7/15/2024 meeting minutes as amended, which was seconded by Ms. Young and the motion was approved unanimously by roll call vote.

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

4. **Guest Presentation: None.**

5. **Reports of Partners**
 - A. EMNRD (Lawrence Crane): No report was provided
 - B. NRCS (Dusty Glidewell - Acting D.C.). No report
 - C. NMDA (Katie Mechenbier): A written report was provided.
 - D. NMED: No report was provided
 - E. Other

6. Action Items

- A. [GWD JFA 2024-2025](#). Mr. Reedy summarized the agreement. This agreement is similar to last year's Green Waste Collection program. Dates for the Green Waste Collection are not selected yet and will be selected in collaboration with Bernalillo County. Mr. Conklin moved to approve the GWA JFA and authorize Chairman Glass to sign it on behalf of the Board. The motion was seconded by Ms. Young. The motion was unanimously approved by a roll call vote.

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

- B. [Terrell Treat, Forest Health Assessor PSA](#). Mr. Reedy summarized the PSA. This contract is for the forest health assessor doing supplemental assessments when Ricky Reedy is unavailable. Mr. Treat has been providing excellent services and this agreement reflects a pay increase. Mr. Conklin moved to approve the PSA and authorize Chairman Glass to sign it on behalf of the Board. The motion was seconded by Ms. Young. The motion was unanimously approved by a roll call vote.

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

- C. [EPA Recycling Education and Outreach Grant Agreement](#). Erin Blaz and CJ Ames summarized the agreement. EPA REO grant supports a 3 year project focused on the development of compost education curriculum, composting implementation and food waste diversion program at Polk Middle School and the feeder schools (Elementary and High School) around Polk. The EPA grant agreement was sent in July and only requires a notice of disagreement to reject. Upon receipt in July, after the previous board meeting, Chairman Glass, Erin Blaz and Astrid Mooney reviewed the agreement with no concern. Ms. Young moved to accept the Grant Agreement. The motion was seconded by Mr. Conklin. The motion was unanimously approved by a roll call vote.

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

- D. [MOA](#) for FY25 Watershed Stewards. Ms Blaz summarized the agreement. The

MOA with Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA) is for conservation education for adults and senior-aged community members in SSCAFCA's jurisdictional boundaries and includes funding to support a residential rainwater harvesting installation workshop in Corrales. Mr. Conklin moved to approve the MOA and authorize Chairman Glass to sign it on behalf of the Board. The motion was seconded by Ms. Young. The motion was unanimously approved by a roll call vote.

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

- E. [PSA](#) with Hawks Aloft Inc. Ms Blaz summarized the agreement. This service agreement supports education presentations by Hawks Aloft for Arroyo Classroom with live educational birds. It includes a presentation rate and animal welfare and transportation fee. Mr. Conklin moved to approve the PSA with Hawks Aloft and authorize Chairman Glass to sign it on behalf of the Board. The motion was seconded by Ms. Young. The motion was unanimously approved by a roll call vote.

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

- F. [Letter of Amendment](#) with Bernalillo County for Pilot Residential Rainwater Harvesting Implementation Program. Ms. Blaz summarized the agreement. The amendment supports staff time to work with Bernalillo County to plan and deliver one Residential Rainwater Harvesting workshop and rainwater basin construction with a landowner in the International District. Mr. Allen noted that the letter specified the basin would be constructed at Gutierrez Hubbell House and needed to be edited. Mr. Conklin moved to approve the Amendment and authorize Chairman Glass to sign it on behalf of the Board with the substitution of the International District for the Gutierrez Hubbell House for the basin installation. The motion was seconded by Ms Young. The motion was unanimously approved by a roll call vote.

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

- G. [Landowner Agreement for Invasive Species Removal and Erosion Control Measures with property owners by the Tijeras Creek Watershed Restoration Project](#). Mr. Conklin moved to approve the Landowner agreement and delegation

of signatory authority to the project manager and/or district manager to enter into the agreement with the landowner. The motion was seconded by Ms. Young. The motion was unanimously approved by a roll call vote.

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

- H. [Landowner Agreement for Wildland Seed Harvesting](#). Ms. Coughlin inquired about the timeline and funding amount outlined in the Landowner Agreement that is cohesive to the funding provided. Mr. Allen noted that this agreement is to convey to the landowner that no costs will be incurred by the landowner. Ms. Coughlin suggested that the agreement specify a dollar amount to ensure invoicing matches agreement. Ms. Young moved to approve the Landowner agreement and delegation of signatory authority to the project manager and/or district manager to enter into the agreement with the landowner. The motion was seconded by Dan Conklin. The motion was unanimously approved by a roll call vote.

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

- I. Service Agreement with [Ana Macias](#) for Caretaker Services. Ms. Macias's agreement was corrected to the appropriate site. Mr. Conklin moved to approve Ana Macias Service Agreement and authorize Chairman Glass to sign it on behalf of the Board. The motion was seconded by Ms. Young. The motion was unanimously approved by a roll call vote.

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

- J. Service Agreement with [Ernest Rivera](#). Mr. Conklin moved to approve Ernest Rivera Service Agreement and authorize Chairman Glass to sign it on behalf of the Board. The motion was seconded by Ms. Young. The motion was unanimously approved by a roll call vote.

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

- K. Amendment to Service Agreements with [Donovan Glasgow](#) and [Monique Queen](#) to include Regenerate Conference. This amendment is to include approval for Mr. Glasgow and Ms. Queen to attend the Regenerate Conference along with their services at the respective sites. Mr. Conklin moved to approve both Amendments to the Service Agreements, with corrections to the names, and authorize Chairman Glass to sign it on behalf of the Board. The motion was seconded by Ms. Young. The motion was unanimously approved by a roll call vote.

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

- L. Retroactive Approval for Watershed Conservation Manager’s health insurance reimbursement for May, June, July. Three weeks prior to Orlando’s resignation, he submitted a request for health insurance approval for May, June, and July, but the books have been closed for fiscal year 2024. Mr. Conklin stated that applying the reimbursement to fiscal year 2024 could subject the district to audit red flags. Ms. Young questioned if Orlando’s hours met the part time employee classification during that time. The Board and District Manager reviewed the employee policy to see if part time hours had a minimum threshold. The employee policy doesn’t state a minimum number of hours required to be part time, only a maximum of 31 hours. Sarah Hurteau shared via email that she would vote to approve the reimbursement for Orlando Romero’s hours for July and August, with the suggestion to amend the employee policy that stipulates a timeline for when reimbursements can be requested. The board of supervisors discussed that since there isn’t a stipulation for a minimum number of hours or when to submit reimbursements Mr. Romero is entitled to the reimbursement for July and part of August. Ms. Young moved to approve the retroactive approval for health insurance for the months of July and August, but denied the May and June request. The motion was seconded by Mr. Conklin. The motion was unanimously approved by a roll call vote.

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

- M. [Governmental Service Agreement](#) with EMNRD for UW Funding for small grants. The Board was concerned about the timeline of the grant with a deadline of December 31, 2024 and staff capacity. Astrid Mooney shared that the intent of the grant is for small community grants, and a timeline has been created with EMNRD for applications and project completion. Some of the funding may be available after the December 31 deadline. The small grant applications will be released to the ABQ area. The UW steering committee and Ciudad SWCD will select the applicants. The new UW coordinator will be supportive of grantees but not

overseeing each project, and the funding is an opportunity for the UW partnership. The UW Steering Committee has a subcommittee to oversee these small grants. The acceptance of these funds should not be a capacity burden on Ciudad SWCD staff. Ms. Young moved to approve the Governmental Service agreement and authorize Chairman Glass to sign it on behalf of the Board. The motion was seconded by Dan Conklin. The motion was unanimously approved by a roll call vote.

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

7. Reports and possible Action Items

- A. [COCO Subgrant Award - Acceptance Letter](#). This is just to inform the board of the upcoming agreement.

8. Finance Committee Report (Action Item)

- A. [7/31/2024 Financial Report](#). Mr. Conklin reviewed the financial report and noted that there aren't a lot of expenses as we are at the beginning of the fiscal year. Ms. Economou moved to accept and approve the financial report. The motion was seconded by Mr. Conklin. The motion was unanimously approved by a roll call vote.

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

9. District Staff Report

- A. [Report](#)

10. Other Business

- A. Board and staff discussed social media posting to bring awareness to District activities, such as public conservation assistance and education. Maria Young and Gabby Coughlin met previously to discuss rules and regulations for posting about the Mill Levy. Maria, Gabby and staff will be posting on facebook, instagram, and linkedin, only factual information, not opinions on the Mill Levy.

Adjourned

6:54PM

Submitted by: Erin Blaz

Date approved: 9/16/24