

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

100 Sun Ave. and Zoom
Hybrid Meeting

November 20th, 2023

Meeting Minutes

1. **Call to Order** **4:32 pm**
 - A. Supervisors present: Steve Glass (Zoom, Departed at 5:16), Zoe Economou (Zoom), Dan Conklin (Zoom), Maria Young, Sarah Hurteau (Zoom)
 - B. Supervisors absent: Thomas Allen
 - C. Others Present: Astrid Mooney, Erin Blaz, Ricky Reedy, Orlando Romero, April Luna (Acting District Conservationist), Katie Mechanbier

2. **Agenda Review and Approval (Action Item):** Mr. Glass requested to move Action Items to the fourth item on the agenda. Mr. Conklin moved to approve the agenda with the modifications, which was seconded by Ms. Economou and the motion was approved unanimously by roll call vote.
Roll Call Vote: Steve Glass – Yes
Thomas Allen – Absent
Zoe Economou –Yes
Daniel Conklin – Yes
Maria Young – Yes
Sarah Hurteau - Yes

3. **Review and Approval of Minutes (Action Item)**
 - A. Regular Board Meeting Minutes 10/16/2023 – Mr. Conklin made a motion to approve the 10/16/2023 meeting minutes, which was seconded by Ms. Hurteau and the motion was approved unanimously by roll call vote.
Roll Call Vote: Steve Glass – Yes
Thomas Allen – Absent
Zoe Economou –Yes
Daniel Conklin – Yes
Maria Young – Yes
Sarah Hurteau - Yes

4. **Action Items**
 - A. Employee Policy – Mr. Glass and Mr. Conklin noted that the policy was well put together by the Policy Committee. Mr. Glass noted that Ms. Hurteau put in a lot of effort to ensure the policy was thorough. Mr. Conklin made a motion to adopt the Employee Policy, which was seconded by Ms. Economou and the motion was approved unanimously by roll call vote.
Roll Call Vote: Steve Glass – Yes
Thomas Allen - Absent
Zoe Economou –Yes
Daniel Conklin – Yes
Maria Young – Yes
Sarah Hurteau - Yes

 - B. Financial Policy – Mr. Glass noted that the Fiscal Policy has been updated. Ms. Mooney stated that items had been updated to align with changes in the Employee Policy. Ms. Hurteau made a motion to adopt the Financial Policy, which was seconded by Ms. Economou and the motion was approved unanimously by roll call vote.
Roll Call Vote: Steve Glass – Yes
Thomas Allen - Absent

Zoe Economou –Yes
Daniel Conklin – Yes
Maria Young – Yes
Sarah Hurteau - Yes

- C. Authorize Personnel Committee to enter into an Employee Agreement with Financial Coordinator - Mr. Glass inquired if there was a candidate for the position. Ms. Mooney noted there were two candidates with interviews scheduled. Ms. Money noted that should a candidate be qualified and accepting of the position, it would be best to hire the individual promptly. Mr. Conklin made a motion to authorize the Personnel Committee to hire the Financial Coordinator and authorize the Board Chair, which was seconded by Ms. Young and the motion was approved unanimously by roll call vote.

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

- D. Agreement with the City of Albuquerque for San Antonito Match – Ms. Mooney provided an update and noted that the City had not sent the agreement yet. Ms. Economou made a motion to table the Agreement with the City for San Antonito match, which was seconded by Ms. Young and the motion was approved unanimously by roll call vote.

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

5. **Guest Presentation: None.**

6. **Reports of Partners**

- A. EMNRD (Marissa Goodwin): No report was provided.
B. NRCS (April Luna): A written report was provided and reviewed.
C. NMDA (Katie Mechenbier): A written report was provided and reviewed.
D. NMED (TBD): No report was provided.
E. Other: No additional reports were provided.

7. **Finance Committee Report (Action Item)**

- A. 10/31/2023 Finance Report. Ms. Mooney reviewed the October financial reports. Ms. Economou recommended acceptance of the finance report on behalf of the finance committee, Ms. Economou moved to accept the 10/31/2023 financial reports, which was seconded by Ms. Hurteau and the motion was unanimously approved by roll call vote.

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

8. **District Staff Report** – (Astrid Mooney, Erin Blaz, Ricky Reedy, Orlando Romero, Jaren Peplinski, Theresa Aragon) – Report was provided and reviewed.

9. Reports and possible Action Items

- A. Board of Supervisors Roles and Responsibilities – Ms. Hurteau noted that she was hoping there could be a conversation about the delegation of the committees and duties for board titles, however noted that many supervisors were missing at the meeting. Mr. Conklin noted that it was a great start. Ms. Young commented and inquired about the volunteering hours. Ms. Hurteau noted it was an estimate and provided justification. Not action was taken.
- B. Certificate of Conservation Advocacy to Laura Paskus – Ms. Mooney noted that Chairman Glass requested that a proclamation be made to go along with the certificate. Board consensus was in favor, no action was taken or required.
- C. Joshua O'Halloran resignation – Mr. Conklin noted that a resignation letter had been submitted by Joshua O'Halloran for his appointed position on the board.
- D. Appointment of Supervisor for Position 6 – The board discussed possible candidates. It was noted that no contractor of the district should be considered. The board recommended that a list be made internally and discussed later.
- E. EPA Recycling Education & Outreach Grant – Prior in the meeting, Chairman Glass made an announcement of the EPA Recycling Education & Outreach grant award. No further discussion took place.

10. Other Business

- A. District website updates and correction – Ms. Mooney requested if the Board would like to see any updates to the website.
- B. Rolling River – Ms. Economou inquired what items would be needed to repair the Rolling River. Ms. Blaz provided a brief report and plan to acquire needed materials.
- C. OMA Guidance – Ms. Mooney requested guidance in drafting the OMA resolution. Consensus was that meetings should take place virtually as Ciudad SWCD does not have the equipment or physical location that allows for hybrid accommodations.

Adjourned

6:11 PM

Submitted by: Astrid Mooney

Date approved:12/18/2023