

## CABALLO SOIL AND WATER CONSERVATION DISTRICT

### MINUTES

July 24, 2024

The Caballo Soil and Water Conservation District meeting of the Board of Supervisors was called to order at 9:14 a.m. by Harvey Morrow, Chairman, in the Caballo SWCD Office, located near Salem, New Mexico.

#### Supervisors Present

Dee Wear, Member  
Frank Garay, Vice Chair  
Samantha Gillis, Sec-Treas  
Harvey Morrow, Chairman

#### Not Present

Casey McGuire, Member  
Keith Franzoy, Member

#### Others Present:

Ronnie Garay, Prospective Member  
Susan Downs, Caballo SWCD Programs Manager  
Chantal Orosco, Caballo SWCD Office Manager

**Minutes-** Harvey Morrow asked for a motion to approve previous meeting minutes. *Frank Garay motioned that the minutes from the May 29, 2024, meeting be approved as read. Samantha Gillis seconded; the motion carried unanimously.*

**Treasurer's Report-** Susan Downs presented the Treasurer's Report. Reports were from both June and July 2024 since we did not have a quorum last month. There was a large check for Nutrina for chemicals and we are expecting a \$11,840 payment reimbursement after we paid EBID for the weed grant. The bank balance reconciliation is off from QuickBooks balance because of a Quick Books error. We are waiting to hear from our Auditor, Dan Austin, who said he could help fix it, but we have not heard from him since the Ruidoso flooding. Chantal got the interim budget entered into LGBMS and was told by DFA to submit Q4 by email, and that they would allow us to start fresh and new with the final budget for FY25 going forward. The quarterly report was off by \$6,000 but Merry Jo looked into it and said that was ok, because the balance numbers still matched at the end and that was all that really mattered. Samantha Gillis said going forward to make sure all QuickBooks reports, and documentation is kept with everything that was submitted to DFA as backup documentation so that we know where something goes wrong in the future. Harvey Morrow asked for a motion to accept the Treasurers Report. *Frank Garay moved the treasurer's report be accepted as presented. Dee Wear seconded; the motion was carried unanimously.*

**Approval of Agenda** – *Frank Garay motioned to approve the agenda as presented. Dee Wear seconded; the motion was carried unanimously.*

**NRCS Progress Report** – See Attached.

**NMDA Specialist Report** – See Attached. Also, point systems were due July 15.

**NMACD Report** – Susan Downs reported Region 3 is tasked with planning for the annual meeting to be held October 28-30, 2024, in Albuquerque. Susan advised that we need a supervisor present as employees cannot vote at these meetings. She also asked if the board would like to sponsor the NMACD Conference with a coffee break, the cost of which is \$150.00. *Frank Garay moved to sponsor a coffee break, Samantha Gillis seconded.* Motion carried unanimously.

**Jornada Report-** Susan reported that Jornada is working toward hiring a coordinator with the \$250,000 grant that they received. See attached report from Merry Jo.

## **Business At Hand**

**Watersheds-** Susan Downs stated that we have not heard from Zack Libbin with Libbin Engineering on the McClead watershed at this point. Casey McGuire is not here today due to Wardy Hedgecock running over. EBID was going to try to build it up again, but sediment from the arroyo is filling it up in one of the channels before hitting the settlement pool. There was a reported two inches of rain that had fallen Monday night, and Ronnie Garay advised his farm saw four and a half inches that same night. Trujillo Creek breeched and flooded the Baquera Grocery store in Arrey.

**NMACD & NACD Dues-** All dues to be paid in full- *Frank Garay motioned to pay all dues in full, Dee Wear seconded, motion carried.*

**Auditor-** Dan Austin is under contract, we are waiting to hear back from the State, with the contract, but everything is in motion. Ronnie Garay mentioned that he was the Auditor for Garfield Water as well, and that the state may be allowing more years of service due to lack of auditors in our state. This would allow us to continue contracting with Dan for another year or more if this is the case.

**Point System-** Susan Downs reports that there was a maximum of 100 points and minimum of 20 for the NMDA points system funding. Susan Downs came up with 130 points total for the district for the NMDA funding and the only thing we did not put in for was the Land of Enchantment legacy proposals which didn't matter because it would not have increased our funding since we had already went above and beyond with our points. She believes that we will get full funding of \$70,000 this year.

**FY 24 4<sup>th</sup> Quarter Resolution** - Upon review of the budget, and there being no questions, *Frank Garay moved to approve the 4<sup>th</sup> Quarter Budget.* Harvey Morrow called for a roll vote.

*Dee Wear- Aye*

*Samantha Gillis- Aye*

*Frank Garay- Aye*

FY 24 Budget Resolution passed unanimously.

**Final Budget FY 25 Adoption Resolution**- This is a roll call vote, to accept the final FY 24 Budget. *Frank Garay moved to approve resolution 25-002.*

Harvey Morrow called for a roll vote:

*Dee Wear- Aye*

*Samantha Gillis- Aye*

*Frank Garay- Aye*

FY 25 Final Budget Resolution passed unanimously.

**Plan of Work**- Susan Downs Reported that Chantal Orosco had gotten the budgets entered into the DFA's LGBMS system and has been working with Jeanell Sanchez on it. Chantal reports that Jeanell told her to just submit the rest of the FY24 paperwork by email and start fresh for FY25 rather than going back and entering everything in from last year like DFA had originally told her to do. The rest of the FY24 and final FY25 budget will all be submitted either today or tomorrow to ensure that we are in compliance with DFA's regulations.

**Draft 24-25 Annual Plan of Work**- Susan Downs reported that she and Chantal Orosco had been working on the draft and kept most things the same, other than maybe moving some dates around, there was a copy that was passed out to board members of the proposed draft. The only things that were added onto the POW was to try to get Hatch Schools involved with the Envirothon this year, Susan will be speaking to Mrs. Osborne about this, as well as the rain catchment CSP. Susan and Chantal would also like to try to get a Hatch Valley Ag Day this year, possibly next spring. We also may try to do a booth at the Southern NM State Fair this year for the district. Chantal has updated the residential CSP applications by translating one into Spanish, we will be putting these around the village in the community bulletin areas.

**Healthy Soils Program**- Susan Downs reports that the district is the entity for the program, there are 5 participants in the cover crop program. Annie Mae Ortiz, Dickie Ogaz, Carl Duran, Ronnie Garay, and Brawley farms. This grant was \$79,000 and out of that the district is getting \$11,000 in administrative fees reimbursed back, which will go towards salaries for the time spent on this grant.

**District Mileage Reimbursement**- In the budget the fuel costs were raised to \$300/ month, and Susan and Chantal would like to split it between the two of them, making it \$150/month to help cover the cost of running errands and working with producers throughout the district. *Dee Wear moved to increase the mileage reimbursement allowance to \$300/month and to split it between Susan Downs and Chantal Orosco. Frank Garay seconded; motion carried unanimously.*

**Phone System**- Susan Downs reported that for almost a week we have had no phone service to the office due to someone running over a pedestal down the valley, and there is a lot of static when we do have service. Chantal Orosco had been looking into Voice Over IP solutions since we now have reliable internet. Nextiva is offering For 3 phone rentals in the office, moving the phone number over to the VOIP system, the monthly charge for this was going to be \$56.65/ month according to the quote, with a startup fee of \$112.14. This would end up being less expensive than the \$80/month we pay with Century Link now. Eventually this system could be upgraded into texting with an app from our phones

as well. *Samantha Gillis moved to switch phone system to Nextiva. Frank Garay seconded the motion. Motion carried unanimously.*

**Records Custodian**- Susan Downs advised that now that we have a Business Manager, Chantal Orosco should be added as the records custodian for our office. *Frank Garay moved that Chantal Orosco become records custodian for the district. Dee Wear seconded the motion. Motion carried unanimously.*

**Financial Records Release**- Susan Downs advised that now that Chantal Orosco is the one in charge of finances, we need a letter from the board allowing her to get information from the bank if she needed to ask any questions about fees or transactions. *Frank moved to create a letter to make Chantal Orosco authorized for financial records release. Samantha Gillis seconded the motion. Motion carried unanimously.*

**Correspondence**- Sierra Soil and Water Conservation District is hosting a summit on August 7 at their office. This will be to discuss the salt cedar removal programs, and there will be contractors and state forestry there to discuss the mitigation efforts. The board is welcome to attend, and Chantal Orosco and Susan Downs will be attending as well.

Chantal Orosco has ordered new office letterhead and logos for the district. The old ones still had the Sierra Soil and Water mailing address on them.

**Grant Writing Class**- Susan Downs reports that there will be a grant writing class in Roswell August 13 from noon to 6 p.m.. She asked that the district give permission for Chantal Orosco and herself to attend this, because there will be different agencies represented there to talk about the various funding options for small producers throughout the state, and that the class would be beneficial to herself and Chantal, ultimately making our grant writing skills stronger for the district. *Frank Garay moved that Susan and Chantal attend this class, and the district will pay for a hotel room overnight for them. Dee Wear seconded the motion. Motion carried unanimously.*

#### Adjournment

Seeing no other business, Harvey Morrow asked for a motion to adjourn the meeting. Frank Garay made a motion to adjourn at 10:17 am, Dee Wear seconded; motion carried unanimously.

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Presiding Official

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Presiding Official