

**ROOSEVELT SOIL & WATER CONSERVATION DISTRICT
MONTHLY MEETING**

July 13, 2023; 7:00 a.m.

AGENDA

Call the meeting to order

Opening Prayer

U.S. Pledge of Allegiance

New Mexico Pledge of Allegiance (I salute the flag of the State of **New Mexico** and the Zia symbol of perfect friendship among united cultures.)

Approve the Agenda

Approval of the Minutes – June 8, 2023

Financial Reports

General account

Noxious Weed account

Approve all bills due

NRCS Report

NMDA Report

Review the mail

Project Reports

Weather Program

Shade Ball Conservation Project – SWCC WQ&C Grant MOA signature & Project Planning/New Order?

Playa Lakes Restoration Project

High Plains CWMA – SWCC WQ&C Grant MOA signature/\$2,250 donation from Chaves County/Border

Well Monitoring

ZiaMet

Cost-Share Program

Old Business

New Business

BLM Comments Submission

2023 Points System Document

Sign 941 Tax Document

Appointed Supervisors Oaths of Office

FY 2024 Final Budget & Resolution #3-2024

4th Quarter Budget Report & Resolution #2-2024

4th Quarter Capital Outlay Report (Shade Ball Storage Bldg.)

FY 2023 Annual Report of Accomplishments

Capital Outlay Resolution #1-2024 & other documents

D&O Insurance

Liability & Building Insurance

NMACD Dues

2023 Fair Booth

Office Clean-Out Day

Building Issues

Supervisor Reports

Administrative Assistant Report

FSA Report

Public Comment – Comments are limited to 2 minutes per person. Total of 30 minutes.

**The Board may enter into Executive Session to discuss the items listed on the agenda pursuant to NMSA 1978,
Section 10-15-1(H).**



**Roosevelt Soil and Water Conservation District
Monthly Meeting
July 13, 2023**

Board Members Present

**Mitzi Miller Sharon Davis
Quentin Carnes Rick Ledbetter
Kendell Buzard**

Absent

Mike Cone

Others Present:

**Dean Bruce Constance Williams
Christopher Rustay Dawn Privett**

Quentin Carnes called the meeting to order at 7:00 a.m.

Opening prayer, U.S. Pledge of Allegiance, & New Mexico Pledge.

Agenda: Kendell Buzard moved to approve the agenda as presented. Mitzi Miller seconded. Motion carried.

Minutes: Rick Ledbetter moved to approve the June 8, 2023 meeting minutes as presented. Mitzi Miller seconded. Motion carried.

Financial Reports & Bills: Kendell Buzard moved to approve the financial reports for filing and bills for payment. Mitzi Miller seconded. Motion carried. (See attached.)

NRCS Report: Dawn Privett read the NRCS report. (See attached.)

NMDA Report: Dean Bruce presented the NMDA Report.

Review Mail: The mail was reviewed.

Weather Program: Constance Williams discussed the process of submitting the grants research form and requesting Federal funding for our project.

Rick Ledbetter spoke with Charlie Marquez. Charlie is in the process of scheduling a meeting with local legislators to discuss our project.

Shade Ball Water Conservation Project: Rick Ledbetter moved to approve the Memorandum of Agreement between Roosevelt Soil & Water Conservation District and the New Mexico Department of Agriculture for our WQ&C Grant for our "Potential impacts to wildlife of shade ball use in stock tanks." Mitzi Miller seconded. Motion carried.

Mitzi Miller moved to refund Clayton William Ranch \$1,240 for the two bags of shade balls that were lost during transportation to their ranch. Kendell Buzard seconded. Motion carried.

Mitzi Miller moved to pay Z-7 Farms for their employee assistance with loading shade balls on July 5, 2023. Kendell Buzard seconded. Motion carried.

The Board discussed the cost of a new shipment of shade balls.

Playa Lakes Restoration Project: Christopher Rustay gave an update on the Project.

High Plains CWMA: The High Plains CWMA will meet today at 2:00 p.m. in our office.

Rick Ledbetter moved to approve the Memorandum of Agreement between Roosevelt Soil & Water Conservation District and the New Mexico Department of Agriculture for our WQ&C Grant for our "High Plains Cooperative Weed Management Area" project. Mitzi Miller seconded. Motion carried.

Well Monitoring: There appears to be damage to the well monitor. We will notify Christopher, the gentleman who comes to update the unit.

ZiaMet Program: [ZiaMet Weather Station Network \(nmsu.edu\)](https://nmsu.edu)

Cost-Share Program: No new information.

BLM Comments Submission: The Board submitted comments on the Proposed Rule #43 CFR Parts 1600 & 6100.

2023 Points System Document: Mitzi Miller moved to approve the 2023 Points Document as presented. Rick Ledbetter seconded. Motion carried.

Sign 941 Tax Document: Rick Ledbetter signed the tax document.

Appointed Supervisor Oaths of Office: Sharon Davis and Kendell Buzard signed their Oaths of Office for FY2024.

FY2024 Final Budget & Resolution #3-2024: Mitzi Miller moved to approve the FY2024 Final Budget & Resolution #3-2024. Kendell Buzard seconded. Motion carried. Roll call vote was unanimous in the affirmative.

FY2023 4th Quarterly Budget Report & Resolution #2-2024: Rick Ledbetter moved to approve the FY2023 4th Quarterly Budget Report & Resolution #2-2024. Mitzi Miller seconded. Motion carried. Roll call vote was unanimous in the affirmative.

FY2023 4th Quarter Capital Outlay Report: Rick Ledbetter moved to approve the FY2023 4th Quarter Capital Outlay Report for our shade ball storage building. Mitzi Miller seconded. Motion carried.

The board discussed moving forward with the start of construction of our shade ball storage building.

FY2023 Annual Report of Accomplishments: Tabled until next month.

ICIP Resolution #1-2024 & other documents: Rick Ledbetter moved to approve Resolution #1-2024 for our FY2025-2029 ICIP Plan, the Completion Certification Form, and the Permission for Access Form. Mitzi Miller seconded. Motion carried. Roll call vote was unanimous in the affirmative.

D&O Insurance: Mitzi Miller moved to renew our D&O Insurance Policy with Philadelphia Indemnity Insurance Company in the amount of \$979. Rick Ledbetter seconded. Motion carried.

Liability & Building Insurance: The questionnaire that was received will be completed and submitted.

FY2024 NMACD Dues: Rick Ledbetter moved to pay \$1,000 for the FY2024 NMACD dues. Mitzi Miller seconded. Motion carried.

Rick Ledbetter moved to sponsor the breaks at our NMACD Region Meeting in Portales on July 19, 2023. Mitzi Miller seconded. Motion carried.

2023 Fair Booth: The fair booth will be shared with Border SWCD.

Office Clean-Out Day: An office cleaning day was scheduled for Monday, July 17, 2023 at 9:00 a.m.

Building Issues: The painting of the interior of the building has been completed except for some small touch-ups. The trim is currently being installed.

We are researching parts to repair the gate. In the meantime, it will be manually closed and secured with a padlock.

Quentin will research new ballasts for our lighting fixtures.

Collin Carnes will perform the janitorial duties while Robin is on vacation.

The NRCS & FSA offices are in the process of moving/replacing furniture in the offices.

Supervisor Reports: No additional information.

Administrative Assistant Report: Dawn Privett gave her report.

FSA: No report.

Public Comment: None.

Next month's meeting will be Thursday, August 10, 2023, at 7:00 a.m. at the Portales USDA Office.

Mitzi Miller moved to adjourn the meeting at approximately 9:32 a.m. Rick Ledbetter seconded. Motion carried.


Chairman


Administrative Assistant

Roosevelt Soil & Water Conservation District

7/3/2023 12:33 PM

Register: JP Stone Community Bank

From 05/31/2023 through 06/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/31/2023			Interest Income	Interest		X	0.81	89,571.76
05/31/2023	5658	Vizcarra's Handyman...	Building Expenses:Rep...		450.00	X		89,121.76
06/01/2023	5659	Robin L. Griffith	-split-		312.17	X		88,809.59
06/01/2023	5660	Dawn M. Privett	-split-		876.97	X		87,932.62
06/05/2023			-split-	Deposit		X	22.00	87,954.62
06/05/2023	debit	US Treasury	-split-	85-0324208	536.62	X		87,418.00
06/05/2023	debit	NM Taxation and Re...	-split-	02-194990-005	24.20	X		87,393.80
06/05/2023	debit	NM Taxation and Re...	-split-		6.10	X		87,387.70
06/06/2023	5668	Roosevelt County El...	Utilities	#753427	1,001.91	X		86,385.79
06/06/2023	5669	AT&T	Utilities	#287293593357	78.11	X		86,307.68
06/06/2023	5670	Yucca Telecom	Utilities	#22480	89.95	X		86,217.73
06/06/2023	5671	Roosevelt County W...	Utilities	#00004171	195.89	X		86,021.84
06/06/2023	5672	Jori's Landscape Mai...	Building Expenses:Lan...	#2586	350.00	X		85,671.84
06/06/2023	5661	George K Hay	-split-		41.55	X		85,630.29
06/06/2023	5662	Kendell R. Buzard	-split-		41.56			85,588.73
06/06/2023	5663	Mike Cone	-split-		41.55			85,547.18
06/06/2023	5664	Mitzi Miller	-split-		41.56	X		85,505.62
06/06/2023	5665	Quentin G Carnes	-split-		41.55	X		85,464.07
06/06/2023	5666	Rick G Ledbetter	-split-		41.56			85,422.51
06/06/2023	5667	Sharon L. Davis	-split-		41.56			85,380.95
06/12/2023			Sale of Shade Balls	Deposit		X	300.00	85,680.95
06/14/2023	debit	US Treasury	-split-	85-0324208	557.28	X		85,123.67
06/15/2023	debit	NM Taxation and Re...	Taxes-CRS		389.86	X		84,733.81
06/15/2023	5675	Superior Painting	Building Expenses:Rep...	Interior buildin...	13,358.50	X		71,375.31
06/15/2023	5676	Mitzi Miller	Mileage/Travel	Mileage reimb...	196.91			71,178.40
06/15/2023	5677	Mike Cone	Mileage/Travel	Mileage reimb...	196.91			70,981.49
06/15/2023	5678	Roosevelt County Ch...	Education Program/Sp...	2023 Fair Booth	120.00	X		70,861.49
06/15/2023	5673	Dawn M. Privett	-split-		876.97	X		69,984.52
06/15/2023	5674	Robin L. Griffith	-split-		312.18			69,672.34
06/20/2023			Sale of Shade Balls	Deposit		X	2,790.00	72,462.34
06/20/2023	5679	S.O.S. Waste Dispos...	Utilities	Invoice #190794	84.00	X		72,378.34
06/20/2023	5680	Cox Refrigeration & ...	Building Expenses:Rep...	Invoice #i68121	271.24	X		72,107.10
06/22/2023			Sale of Shade Balls	Deposit		X	1,240.00	73,347.10
06/22/2023	5681	Visa	-split-	#1891	181.58	X		73,165.52
06/23/2023	debit	NM Taxation and Re...	Payroll Liabilities	02-194990-005	19.16	X		73,146.36
06/26/2023			Rental Income	Deposit		X	7,430.00	80,576.36
6/27/2023			Sale of Shade Balls	Deposit		X	3,720.00	84,296.36
6/29/2023			Sale of Shade Balls	Deposit		X	1,860.00	86,156.36
06/29/2023	debit	US Treasury	-split-	85-0324208	557.32			85,599.04
06/29/2023	debit	NM Taxation and Re...	Payroll Liabilities	02-194990-005	19.16			85,579.88

Roosevelt Soil & Water Conservation District

7/3/2023 12:33 PM

Register: JP Stone Community Bank

From 05/31/2023 through 06/30/2023

rted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/29/2023	debit	NM Taxation and Re...	Taxes-CRS		518.71			85,061.17
06/29/2023	debit	NM Dept of Workfor...	Payroll Liabilities	18-0779-1	29.40			85,031.77
06/29/2023	debit	NM Taxation and Re...	-split-		38.70			84,993.07
06/30/2023			Sale of Shade Balls	Deposit		X	961.00	85,954.07
06/30/2023			Interest Income	Interest		X	0.67	85,954.74

Roosevelt SWCD Noxious Weed Account

7/3/2023 12:42 PM

Register: Noxious Weed Account

From 07/31/2020 through 06/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/31/2020			Interest Income	Interest		X	0.04	448.38
10/26/2022	1014	n/a	Other Types of Expens...	VOID: VOID		X		448.38



ROOSEVELT SOIL AND WATER CONSERVATION DISTRICT

050 NM Highway 467

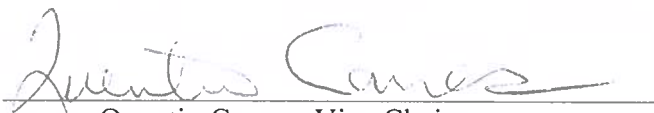
Portales, New Mexico 88130

575 356-6629

RESOLUTION #1-2024

ROOSEVELT SOIL & WATER CONSERVATION DISTRICT

On July 13, 2023, the Board of Supervisors of the Roosevelt Soil and Water Conservation District, being in session in accordance with the Open Meetings Act, a quorum being present, and following public discussion, does hereby resolve to adopt the attached FY 2025-2029 Infrastructure Capital Improvement Plan (ICIP). A copy of this resolution and attached ICIP Plan shall be submitted to the DFA/Local Government Divisions.



Quentin Carnes, Vice Chair

Roosevelt Soil & Water Conservation District

7/13/23
Date

These resolutions passed upon a motion made by Rick Ledbetter and seconded by Mitzi Miller vote as following:

Mike Cone

Quentin Carnes

Rick Ledbetter

Mitzi Miller

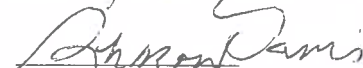
Sharon Davis

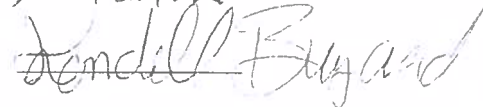
Kendell Buzard



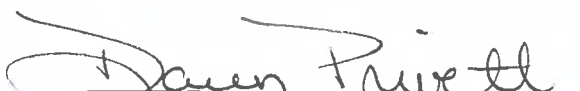








ATTEST:


SIGNATURE

7/13/23
DATE

Admin Asst.
TITLE



ROOSEVELT SOIL AND WATER CONSERVATION DISTRICT

950 NM Highway 46th Portales, New Mexico 88130

575 356-6629

RESOLUTION #2-2024

ROOSEVELT SOIL & WATER CONSERVATION DISTRICT

On July 13, 2023, the Board of Supervisors of the Roosevelt Soil and Water Conservation District, being in session in accordance with the Open Meetings Act, a quorum being present, and following public discussion, does hereby resolve to adopt the attached Special District Financial Quarterly Report Form for the 4th quarter ending June 30, 2023. A copy of this resolution and attached report shall be submitted to the DFA/Local Government Divisions and the Soil and Water Conservation Bureau.

Quentin Carnes
Quentin Carnes, Vice Chair
Roosevelt Soil & Water Conservation District

7-13-23
Date

These resolutions passed upon a motion made by Rick Ledbetter and seconded by Mitzi Miller vote as following:

Mike Cone

Quentin Carnes

Rick Ledbetter

Mitzi Miller

Sharon Davis

Kendell Buzard

Quentin Carnes
Rick Ledbetter
Mitzi Miller
Sharon Davis
Kendell Buzard

ATTEST:

Dawn Ruell
SIGNATURE

7/13/23
DATE

Admin. Asst.
TITLE



ROOSEVELT SOIL AND WATER CONSERVATION DISTRICT

050 NM Highway 467 Portales, New Mexico 88130

575 356-6629

RESOLUTION #3-2024

ROOSEVELT SOIL & WATER CONSERVATION DISTRICT

On July 13, 2023, the Board of Supervisors of the Roosevelt Soil and Water Conservation District, being in session in accordance with the Open Meetings Act, a quorum being present, and following public discussion, does hereby resolve to adopt the attached budget for the year beginning July 1, 2023 and ending June 30, 2024. A copy of this resolution and attached budgets shall be submitted to the DFA/Local Government Divisions and the Soil and Water Conservation Bureau.

Quentin Carnes
Quentin Carnes, Vice Chair
Roosevelt Soil & Water Conservation District

July 13, 2023
Date

These resolutions passed upon a motion made by Rick Ledbetter and seconded by Kendell Buzard vote as following:

Mike Cone

Quentin Carnes

Rick Ledbetter

Mitzi Miller

Sharon Davis

Kendell Buzard

Quentin Carnes
Rick Ledbetter
Mitzi Miller
Sharon Davis
Kendell Buzard

ATTEST:

Dawn Privett
SIGNATURE

July 13, 2023 Admin Asst.
DATE TITLE



July 10, 2023

Team 11 NRCS Field Office Report for July 2023

Programs

FY2023 EQIP contracts have been obligated, we have requested additional funding.

FY2024 CRP General Signup 60 conservation plans are due August 11th, Team 11 has 110 between the two offices. NRCS has not received the list of Grassland offers to complete plans for, they are due August 11th as well.

Local Work Group meetings must be held prior to September 15th. It is Central Curry's turn to host the Team 11 Local Work Group meeting. Suggested dates August 8th at 4 pm or later, August 9th any time or August 10th at 2 pm.

Field Office Updates

Staff are working on HEL Compliance reviews while in the field to do CRP field visits.

Team 11 is in the process of getting new furniture, please pardon our mess.

Staffing Updates

- Current Team 11 Vacancies:
 - Soil Conservationist – Clovis
 - Rangeland Management Specialist – Portales
 - Soil Conservation Technician - Portales

Farm Bill Specialist – Clovis/Portales – Selected Sabrina LeClear, she started on June 19th

D'Laynn will be attending the Working Lands for Wildlife in Manhattan, KS July 11th - 14th

Staff will be serving on 2 week details on the Hermits Peak/Calf Canyon fires, we will be short staffed during this time. Current schedule for details:

- Jack – July 30th – August 12th
- Caleb – August 13th – August 26th
- D'Laynn & George – August 27th – September 9th
- Laura – September 10th – September 23rd
- Grace – September 23rd – October 7th

Please visit [Farmers.gov](https://www.farmers.gov) to get current updates on USDA programs.

D'Laynn Bruce
Team 11 District Conservationist