

## Meeting Minutes

**by Marsha Wright, Soil and Water Conservation Specialist**

**New Mexico Department of Agriculture**

### Purpose

Minutes of a soil and water conservation district are the chief means of documenting decisions made and actions taken by a district board. They are a permanent public record and so provide a history of a district.

Minutes should be complete but concise. You should be able to go back in the minutes to research action taken and find out what happened. Generally, minutes should record what is done by the board and why, not what is said by the members.

Minutes must contain a description of the subject of all discussions had by the board, even if no action is taken or considered. The description may be a concise, but accurate, statement of the subject matter discussed and does not have to be a verbatim account of who said what. Personal opinions and details of debate or discussion are not included, unless a statement is made “for the record.” It may be useful, although it is not required, to also record the other persons invited or present who participate in the deliberations.

All minutes are open to public inspection. Draft minutes shall be prepared within ten working days after the meeting. (A tape recording of the meeting qualifies as draft minutes.) Minutes are not official until approved by the district board.



Draft copies of minutes must be available for public inspection and should clearly indicate on the draft that they are not the official minutes and are subject to approval by the district board.

The district board must approve, amend or disapprove draft minutes at the next meeting where a quorum is present. Official minutes open to public inspection under the Open Meetings Act, NMSA 1978, Chapter 10, Article 15, and the Inspection of Public Records Act, NMSA 1978, Sections 14-2-1 to -12.

The minutes of the district board should include the following information:

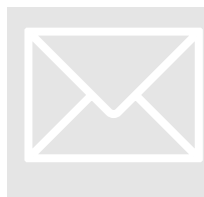
- The name, place, date and time of the meeting;
- Whether it is a regular or special meeting;
- A list of supervisors and others present;
- A list of absent board members
- Disposition of previous meetings' minutes (approved, amended or disapproved)
- The financial report, including:
  - Balances of all accounts
  - Income (money received since last meeting)
  - Money due the district
  - Disbursements made since last meeting
  - A list of bills due
  - Authorization to pay bills
- Each motion in full and the name of the person making the motion, the person seconding the motion, how each person voted, and whether the motion was adopted or rejected.
  - If the vote was unanimous, it may be so stated. [Example: Mr. Doe moved that the district purchase a new computer through the state purchasing contract. After a second by Mr. Stevens, the motion passed unanimously. ]
  - If there are dissenting votes, name those board members in the minutes. [Example: Mr. Doe moved that the district purchase a new computer through the state purchasing contract. After a second by Mr. Stevens, the motion passed with Mr. Jones voting against the motion.]
  - When a board member abstains from voting, note that in the minutes. [Example: The motion failed, with Ms. Smith abstaining.]

- A roll-call vote should be recorded on all resolutions. When a roll-call vote is in effect, each member must be listed by name and his/her vote recorded. Example:

John Doe	yea
Mary Smith	nay
Steve Jones	absent
Jim Stevens	abstain
Jane Brown	yea

- Any points of order or appeal, whether sustained or lost
- A summary of each report given
- All the actions taken by the board. (A motion which was withdrawn should not be recorded.)
- Signature on the minutes of a board member such as the chairman, secretary or other designated board member. The employee of the district who prepared the minutes may attest.

Minutes should be reported in the order in which the business was presented in the meeting, with a separate paragraph for each subject covered. The agenda item should be restated in the minutes, so that the context of the paragraph is clear. Do not depend on an attached agenda to give context to the minutes; the two documents may become separated at some point in the future. A sample format for minutes is found in *Exhibit 5.1*.



Copies of minutes should be sent after every district board meeting to the local Natural Resources Conservation Service representative, the NMDA soil and water conservation specialist, the president of the New Mexico Association of Conservation Districts (NMACD) and to the NMACD region chair.

**Examples of Poor Minutes** (names have been changed to protect the innocent):

"John Doe researched the web site from the USF&W service and a letter with comments has been submitted from the District Board."  
 [Commentary: This statement gives no indication of what topic was addressed by the web site, or the nature of the comments submitted by the district.]

"3. They got the MOU signed by everyone and have had the first MOU meeting. They will put together several public meetings. The first meeting will be set for sometime in May. The next meeting of the Commission will be in Ourtown on March 1 at the Community Center."  
[Commentary: This case seems to be the result of depending on the agenda for context, but the agenda was not attached to the minutes when they were mailed.]

**Ciudad Soil and Water Conservation District  
6200 Jefferson NE, Room 125  
Albuquerque, New Mexico 87109**

**BOARD OF SUPERVISORS MEETING  
MINUTES**

December 5, 2005

The meeting was called to order at 4:08 p.m. by Chairman Steve Glass. Steve introduced Russell Bennett, who is taking Roy Todd's place as the NMDA Soil and Water Conservation Specialist. Supervisors welcomed him to his new position. Supervisors present: Richard Becker, Steve Glass, Sara Juarez, David Lujan, Fred Rael. Supervisors absent: Lauro Silva. Others present: Brent Bason, Russ Bennett, Jen Davidson, Susan Rich, Arlen Ricke.

**AGENDA** The agenda was approved as prepared.

**MINUTES** Richard Becker made a motion, seconded by Sara Juarez, to approve the minutes of the November 7, 2005 board meeting. Motion passed.

**FINANCIAL REPORTS AND BILLS** Susan Rich distributed the financial reports prepared by Jo Ann King for the month of November. The Board reviewed the list of accounts payable. All bills were approved and paid as regular line item expenses.

**REPORTS: PERSONNEL COMMITTEE** – Sara Juarez and Arlen Ricke replaced Cecil and Corina as members on the Personnel Committee. Steve Glass reported on personnel issues related to assuming the role of URGPP fiscal agent. The board discussed the pros, cons, and complicating factors of doing so. Fred Rael made a motion that Steve, representing Ciudad at the URGPP meeting, offer to assume the job as fiscal agent on the following conditions: Ciudad act as fiscal agent only, with each SWCD hiring its own manager/inspector and running its own RFPs for contractors; request 20% of the total URGPP funding from NMDA upfront to minimize turnaround time to pay contractors; charge a 12% management fee. Motion seconded by Sara Juarez and passed.

**POLICY COMMITTEE** – Steve asked David Lujan, as chair of the Policy Committee, to come up with guidance/recommendation on ways the SWCDs and NRCS can better outreach to disadvantaged communities. Arlen noted that NRCS has a draft outreach plan. David will arrange a committee meeting; members include Fred and Steve.

**BUDGET COMMITTEE** – Members include Lauro, Richard, and Steve, who plan to set up a mid-year budget review meeting in January.

**NRCS DC REPORT** - DC Arlen Ricke distributed and reviewed the monthly report. The Albuquerque Field Office plans to do two outreach meetings, one in each SWCD, with a presentation about the EQIP and WHIP programs. He plans to hold meetings in locations that are easy for underserved producers to reach scheduled early enough before the 1/27 cutoff date to allow producers time to get in their applications. Arlen also wants to hold a contractors meeting to educate new contractors about the programs and get feedback from current ones on their experiences. He presented maps requested by the Board showing locations of practices installed in the district. Supervisors examined the maps and accompanying data, asked Arlen to thank Carol Feeney for her work on them, and had a long discussion about which statistics on farm bill programs are allowed to be presented to the general public.

**NMDA REPORT** Russ Bennett distributed and reviewed the NMDA monthly report (copy attached), plus the new election rules and timeline. Susan reported that letters with information required for the 2006 supervisor election already was mailed to the Bernalillo and Sandoval County Clerks. Russ gave a brief background of his agricultural and work experience.

**PROJECT UPDATES AND ACTIONS** Susan Rich distributed a staff report for the month of November (attached). Sara Juarez made a motion, seconded by Richard Becker, to authorize Susan to draft and advertise an RFP for forestry contractors for the East Mountain Forest Health Program and act on extending current contracts, if permitted by state procurement rules. Motion passed. Steve Glass and David Lujan volunteered to serve on a proposal evaluation committee. Susan reviewed the status of the RFP for a contractor to produce an East Mountain Community Wildfire Protection Plan. She reported that the evaluation team recommended contracting with SWCA Environmental Consultants. That recommendation was adopted by the CWPP Core Team. The draft PSA was mailed/mailed to supervisors for review. Fred Rael made a motion, seconded by Richard Becker, to authorize Steve Glass to sign the finalized contract with SWCA. Susan briefed the board on subdivision reviews for the Eagle Point and Las Leyendas subdivisions, both located off Mountain Valley Road, and reported that a request was received to review Remington Estates in the South Valley.

**UNFINISHED BUSINESS** The Board asked Susan to research the reasons the Ciudad/Edgewood boundary was changed from the county line to its current location. Steve reported that Lauro Silva had been unable to attend the New Mexico First Town Hall on Watershed and Forest Health due to pneumonia. Steve reported on the proceedings as they had been told to him by other attendees, and on a parallel effort by the Watersheds Workgroup, of which he and Richard are members, to tackle the same issues. Susan described how Ciudad is attempting to address the many aspects of watershed health for its watersheds by pasting together a jigsaw puzzle of programs funded by multiple grants that cover different types of projects. Report on the NMACD conference was deferred until January. David Lujan reported to the Board that Mac Griego felt his resignation letter was sufficiently self-explanatory. David made a motion, seconded by Sara Juarez, to accept Mac's resignation. Motion passed. The Chair will send a response letter. Susan was asked to send a qualification form and cover letter inviting their applications to Moises Gonzales, Kathy McCoy, Michelle Yazzie Brown and others suggested for appointment to the vacated position.

**NEW BUSINESS** Fred Rael moved to adopt Open Meetings Resolution 2006-03 with the addition of an item permitting telephonic participation. Motion seconded by Richard Becker and passed.

**CORRESPONDENCE AND SCHEDULE OF UPCOMING EVENTS** Supervisors examined items listed on back of the agenda.

The meeting was adjourned at 6:30 p.m. upon a motion by Sara Juarez.

Because January 2nd is a federal holiday, the next board meeting will be held on Monday, January 9, 2006 at 4:00 p.m. in the USDA first floor conference room, 6200 Jefferson NE.

*ser/ser*

*ATT:*

*Staff report*

*NRCS Report*

*NMDA Report*

*Financial Reports*