

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

Zoom  
Virtual Meeting

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**January 27th, 2025**  
**DRAFT**  
**Meeting Minutes**

**1. Call to Order**

**4:31pm**

- A. Supervisors present: Steve Glass, Tom Allen, Zoe Economou, Dan Conklin, Maria Young, Sarah Hurteau, Gabby Coughlin
- B. Supervisors Absent: None
- C. Others Present: Joshua O'Halloran, Erin Blaz, Ricky Reedy, CJ Ames, Sabrina Apodaca, Annie Montes, Brooks Swift, Nicholas Goodman (left at 6:01)

**2. Introductions of board members and new staff (Brooks Swift)** Board members introduced themselves and shared their years on the board. Brooks also introduced himself

**3. Agenda Review and Approval (Action Item):** Mr. Allen moved to approve the agenda, which was seconded by Ms. Economou and approved unanimously by roll call vote.

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

**4. Minutes Review and Approval (Action Item)**

- A. [\*Regular Board Meeting Minutes 12.16.2024\*](#). Mr. Glass made some grammatical edits and noted that as board chair he does not usually make motions as noted. Ms. Economou made a motion to approve the 12/16/2024 meeting minutes with edits which were seconded by Mr. Allen and the motion was approved unanimously by roll call vote.

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

**4. Guest Presentation:**

- a. None

## 5. Reports of Partners

- A. [NMDA](#) (Katie Mechenbier): A written report was provided. Mr. Glass reviewed some of the points in the report. NMDA report notes that we need to provide a budget report for the second quarter and ensure we have a proper bonding policy. Joshua confirmed we have a proper bonding policy and are paid for through this year through LRI for a total of \$40,000. District Opportunities grants are available, which we are planning to apply for where we are eligible: Tijeras Biozone project, Education and Outreach grant, and one or two others. Mr. Glass reminded staff to reach out to the board for support with these applications and shared he would like us to apply for a noxious weed grant. Joshua shared that Ricky plans to apply for one for elms in the mountains. Brief discussion about other noxious weeds and potential collaboration with the city OSD for a project.
- B. [NRCS](#) (Nickolas Goodman): Many changes recently at the federal level. Staff update: Dayl Velasco's phone number is in the report. One of the two others recently hired was able to come on (before hiring freeze) as Natural Resource Specialist: Sofia from Colorado. Batching and applications are up in the air. IRA funds are frozen as of last week so no projects are currently being approved. NM Farmer Innovation Program grant is open through Farm to Table. Closes February 3. Annie's Project is another program to pay attention to. Mr. Glass suggested Annie may be able to support with outreach for Annie's Project. State funding for EQIP and CRP are still available. Brief discussion about posting NRCS deadlines on our website.
- C. EMNRD (Lawrence Crane): no report.
- D. NMED (Jocelyn Harimon): no report.
- E. Other: none

## 6. Finance Committee Report (Action Item)

- A. [12.31.2024 Financial Report](#). Sabrina reported no major changes in the balance sheet. Largest deposit in December was for HSP grants. Budget v. Actual is largely as expected. For program budgets, now have COCO on the sheet. Discussed with Mari Simbana to shift Bernalillo County grants to fiscal year reporting. North 14 Forum is in its own category; let Sabrina know if we'd like to see this elsewhere. Second quarter report is similar to the YTD Budget v. Actual, no major changes. Question about July date describing cash balance is confirmed by Sabrina as the accurate starting point. Mr. Glass would like to change the North 14 Forum line item from Ciudad coordination to TCWC and leave a smaller percentage for Ciudad coordination. Mr. Glass also noted COCO budget currently reflects a full year of funding, but we only have an agreement for three months at this point, as this is an IRA funded grant. He edited the header to include a note on the guaranteed funding timeline in addition to the termination date. Ms. Economou moved to accept and approve the financial report. The motion was seconded by Mr. Allen. The motion was unanimously approved by a roll call vote.

Roll Call Vote:        Steve Glass – Yes  
                              Thomas Allen – Yes

Zoe Economou – Yes  
Daniel Conklin – Yes  
Maria Young – Yes  
Gabriella Coughlin – Yes  
Sarah Hurteau – Yes

## 7. Action Items

- A. Reorganize district board: Elect chair, vice chair, and treasurer.  
Ms. Economou nominated Mr. Glass as chair, seconded by Mr. Allen. Mr. Glass accepted the nomination and no other nominations were made. Mr. Conklin nominated Mr. Allen as vice chair, seconded by Ms. Economou. Mr. Allen accepted the nomination and no other nominations were made. Mr. Glass nominated Ms. Economou as treasurer. The motion was seconded by Mr. Conklin and no other nominations were made. Ms. Economou accepted the nomination. Ms. Young motioned for a vote to approve these roles and Ms. Hurteau seconded. The motion was unanimously approved by a roll call vote.

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

- B. [Agreement for chipper event cost share with SVENA](#) Question from Mr. Glass about a need for liability insurance requirements or a hold harmless clause in this agreement. Ricky confirmed that he has thorough safety warnings in his presentations about the chipper event. Mr. Allen pointed out the hold harmless clause directed toward SVENA representatives, but this doesn't seem to cover other participants. Mr. Conklin noted the liability waiver in the Residential Rainwater Harvesting project and could be used to address concerns about potential injuries. Ricky described how the project unfolds, which does not include individuals getting close to the chipper. Ms. Hurteau clarifies that the liability is adequately addressed in the chipping contract. A motion to authorize Mr. Glass to sign on behalf of the board was made by Mr. Allen. The motion was seconded by Ms. Hurteau. The motion was unanimously approved by a roll call vote.

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

- C. [PSA Hawks Aloft Inc Amendment](#) Mr. Glass asked about who determines what insurance coverage is necessary, as stated in the PSA. Erin is uncertain which types of insurance are needed for this work. Ms. Hurteau suggests this might be a

job for the policy committee, to determine minimum insurance requirements for any contractors. General liability will likely start at \$1 million. The policy committee will discuss this in a future meeting. A motion to authorize Mr. Glass to sign on behalf of the board was made by Mr. Allen. The motion was seconded by Ms. Economou. The motion was unanimously approved by a roll call vote.

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

- D. [RRHIP Landowner agreement](#) We need to remove Bernalillo County as a party to the agreement, which they have agreed to. Erin reports that there is no established percentage of materials cost that we are agreeing to cover. For one of the projects, Bernalillo County has funding to pay for all materials. For the Corrales project, we have a small amount of funding and the land owner is doing some of the work. Erin would like to request that we approve the language in this agreement and delegate the responsibility of signing the individual agreements to staff. However, with differing cost share percentages, this could be more challenging. Erin would like to address this concern by having these contracts be as specific as possible regarding which materials will be purchased by the district and which materials will need to be purchased or provided by the landowner. Bernalillo County is providing the funding for these projects. A motion to authorize Erin Blaz to sign these property owner agreements on behalf of the board was made by Ms. Hurteau. The motion was seconded by Ms. Economou. The motion was unanimously approved by a roll call vote.

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

- E. [Amendment to contract with Donovan Glasgow](#) Contract is being extended through this calendar year and pay is being increased to \$24 per hour. A motion to authorize Mr. Glass to sign on behalf of the board was made by Ms. Hurteau. The motion was seconded by Mr. Allen. The motion was unanimously approved by a roll call vote.

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

Gabriella Coughlin – Yes

Sarah Hurteau – Yes

- F. [MOA between NMACD and Ciudad for Finance Intern](#) Some typos need to be edited. Funds expire on September 30. Will use them to hire an intern to assist Sabrina. Match requirement will come from Sabrina's time training and supervising this person. The question about whether we are considering a contractor or a part time temporary employee will be discussed this week. Josh and Sabrina are considering reaching out to Astrid about filling this role as a contractor. A motion to authorize Mr. Glass to sign on behalf of the board was made by Mr. Conklin. The motion was seconded by Mr. Allen. The motion was unanimously approved by a roll call vote.

Roll Call Vote:

- Steve Glass – Yes
- Thomas Allen – Yes
- Zoe Economou – Yes
- Daniel Conklin – Yes
- Maria Young – Yes
- Gabriella Coughlin – Yes
- Sarah Hurteau – Yes

## 8. **Reports** and possible **Action Items**

- A. Strategic Planning [proposal](#). Josh reports that we want to have a thoughtful process about how we decide to spend mill levy funds with the support of an outside person. Josh received three proposals and the one here was identified by program managers as the most thorough and well thought-out. The proposal includes some in-person planning days, public input, and a strategic planning document. We have \$5000 from the county mill levy to put toward this. Josh spoke with Stacy (contractor) about entering into a contract where we could pay that amount this fiscal year and pay the remaining balance in the next fiscal year, with state allotment or county mill levy funds. Mr. Glass has positive feedback for the proposal and appreciates that they have worked with other districts. This contractor came as a recommendation from CJ, Josh shared a scope of work, and each contractor made changes based on how they work. Josh would like us to complete this process before we decide how much we are going to levy this year. Ms. Hurteau would like Josh to speak to all three of the references before we enter into a contract. Ms. Coughlin shared the name of a board member from Rivers Edge West who we might ask for additional reference information. CJ enjoyed working with people from Strategic by Nature from 2022-2024.
- B. RiverXchange trademark renewal. Erin would like input on this renewal. Ciudad inherited RiverXchange ten years ago, when it was a small business. Because of a need for clarity about who could use the name, Ciudad registered it as a trademark. The trademark is up for renewal and Erin doesn't think we need to have proprietary use of this name. It has brand identity with teachers who have worked with the program, but it doesn't have a lot of name recognition with anyone else. The name may not be as valuable anymore. \$500 fees plus lawyer fees for processing the paperwork. The name doesn't appear on very many materials. Seems more important that people recognize Ciudad than RiverXchange specifically. The renewal would be good for ten years. Mr. Conklin

would like to support Erin's approach in managing the program. Ms. Economou would like to predicate all programs with Ciudad SWCD, and we don't need to have the trademark. Mr. Allen thinks this would help with our push to make our programs more public and seen. Ms. Hurteau doesn't think we need to have the trademark, as long as we are still able to call it what we want to call it. Mr. Glass wouldn't want us to be in a position where we couldn't use this name anymore. Erin added that the trademark used to be important because we recruited teachers outside the state and country, which is no longer our model. Further discussion regarding risk of potential challenges being small and potential opportunities in making potential changes to the program as the district changes. Consensus that we're not going to renew the trademark.

- C. [NACD Urban and Community Conservation Grant](#). Fund for SWCDs to do pretty much anything that furthers their work with respect to underrepresented communities. Mr. Glass has made some suggestions in this document about what we might apply for and would like us to consider. Ms. Coughlin recommends we ask NACD where this funding comes from given federal withdrawal of support of programs related to HU groups and DEI.
- D. [Senate Bill 7: Stormwater Utility](#) (Sarah) Link here is to the bill language and a fact sheet for potential supporters to understand why this is important. Currently, stormwater is not included in the list of acceptable utilities for municipalities to create. Sarah is working with state lawmakers about the need for stormwater funding in NM. This bill has been introduced in the Senate and enables legislation. Looking for support from agencies by including their logos. Have discussed with the state engineer. Ms. Coughlin offered that this would support the work of organizations like MRGCD and Valencia SWCD. The language of the bill is keeping stormwater management and flood control separate. As an example, in practice, this would allow the city of Albuquerque to create a fee for the management of stormwater to support its green infrastructure for stormwater, which currently doesn't have dedicated funding. Other places in NM that don't have any stormwater management would benefit by having a process for collecting that fee to create a system for their municipality. Would allow CoA to do its own job to complement work of AMAFCA. May become very important with the potential dissolution of FEMA and disaster response. Request for a staff or board person to attend legislative day to show support. Consensus for Ciudad to be a supporter.

## 9. District Staff Report

- A. [Report](#)

## 10. Other Business

- A.

**Adjourned**

**7:20PM**

**Submitted by: CJ Ames**

**Date approved:**