

**OFFICIAL MINUTES AND ACTIONS TAKEN  
ARCH HURLEY CONSERVANCY DISTRICT'S  
BOARD OF DIRECTORS**

**Tuesday, September 11, 2007**

**Directors Present:** Larry Perkins, President; David Foote, Vice-President; UV Henson, Secretary/Treasurer; Tom Bruhn, Director; John Gilbertson, Director

**Directors/Staff  
Absent:** None

**Staff Present:** William (Bill) Conrad, District Manager; J.J. Pacheco, Water Master; Carlos Valverde, Art Lucero, Matt Howe, Phillip Griggs, Kevin Collins, Phillip Morales and Robert Lopez, Ditch Riders; Laura Bason, Office Manager

**Guests Present:** Don Lopez; Jimmy Speed; Fred Stieg; Bob Morgan; Drake Swenson; Pete Tatschl; Chelle Delaney, Quay County Sun

**MEETING CALLED TO ORDER**

Finding a quorum present and finding this regularly scheduled meeting of the Arch Hurley Conservancy District's Board of Directors duly advertised, as required by statute, District President Perkins called this meeting to order at 9:10 a.m. in the district office.

**APPROVAL OF MINUTES – REGULARLY SCHEDULED MEETING, AUGUST 14, 2007**

Director Gilbertson asked that the minutes show that he arrived right after the Approval of Minutes Agenda Item.

Director Foote requested that his request that Jane Dunlap develop an Election Procedural Manual be added to the Minutes regarding her Professional Services Agreement Agenda Item.

Page 4, Last Paragraph – Eliminate the paragraph.

Director Foote moved to approve the draft minutes of the Arch Hurley Conservancy District's August 14, 2007 regular meeting with corrections. The motion was seconded by Director Henson. Motion carried 5 – 0.

Directors Voted:

Perkins – “YES”  
Bruhn – “YES”

Foote – “YES”  
Henson – “YES”

Gilbertson – YES

## **VISITORS**

Mr. Fred Stieg thanked the Board for moving the “Visitor” Agenda Item closer to the top of the Agenda.

## **MANAGER’S REPORT**

District Manager Conrad stated that Robert (Bob) Einhellig of BOR gave a three hour water measurement school/training program to the Ditch Riders which was videotaped for future training. Mr. Einhellig told us that our institutional knowledge is lost because of the turnover rate at AHCD – we are unable to keep knowledge and experience here. After his training program, Mr. Einhellig worked with individual Ditch Riders.

President Perkins asked that District Manager Conrad get the video on disc soon so that Board Members can review the training and have that knowledge too.

District Manager Conrad emphasized that financial records are horrendous work gathering the numbers between Peachtree Accounting System, Access and Excel and trying to balance all. I want to get our Peachtree Accounting System updated to cut down the time and effort it takes to provide the Board with financial records each month.

President Perkins told District Manager Conrad that if he wants to update the system to go ahead and do it by bringing in a consultant on Peachtree Accounting Systems.

Director Foote asked how the election manual is progressing.

District Manager Conrad stated that Ms. Dunlap told him that she will have it complete by election time.

## **MONTHLY WATER REPORT FROM DITCH RIDERS**

J.J. Pacheco, Water Master, explained that we are losing about 50 feet of water from Conchas Lake to Blue Water, but from Blue Water down, our Ditch Riders are continuing with high efficiency.

Board Members conversed with the Ditch Riders about their units.

## **BUDGET AND MAINTENANCE DISCUSSION**

District Manager Conrad wants the Board to be aware that several areas are in desperate need of maintenance that will be very expensive to complete. For instance, the Spann will take from 1 to 3 million dollars to fix a one-mile area that has a leak.

Director Gilbertson asked District Manager Conrad for a list of the needed maintenance, what is going to be fixed and when by the next Board Meeting.

President Perkins stated that everything we budgeted for, we need to get done or know the reason why not – a plan of what will be done, the cost and what will be done.

### **AHCD OFFICE CHRISTMAS HOLIDAY SCHEDULE**

District Manager Conrad stated that he will not take mandatory Annual Leave during the holiday since he has a very limited amount of Annual Leave and may need it other times. His mother is not in good health and his children or grandchildren may need him to be there in case of problems in their families so he may need that limited time later.

President Perkins stressed that District Manager Conrad is an exempt employee so his situation is different, he doesn't have to use his Annual Leave for this. The Holiday Schedule has worked well in the past so we don't need to change it.

### **STATE OF NEW MEXICO LOCAL GOVERNMENT DIVISION \$50,000 GRANT TO PURCHASE, REPAIR, UPGRADE AND INSTALL EQUIPMENT (EXPIRATION DATE OF JUNE 30, 2009)**

District Manager Conrad stated that the Ditch Rider houses need maintenance. The roofs leak and the walls are not sturdy. Because of them being "Historical Monuments" we cannot tear them down, they must be fixed.

President Perkins recommended that the two FEMA mobile homes be set up at the house sites instead of fixing two of the houses.

### **LARGO CANYON REPORT**

President Perkins gave District Manager Conrad the directive to contact Peter Shoenfeld, Attorney at Law, to take the next step now that we found out that the wells will conflict with AHCD water.

### **APPROVE PURCHASE AND INSTALLATION OF MEASURING DEVICE**

President Perkins instructed District Manager Conrad, Director Bruhn and Director Foote to decide which device to purchase, buy one and start using it.

### **REVIEW WATER LEVEL CONCHAS LAKE**

Director Bruhn moved that AHCD would not allocate water at this time. Director Gilbertson seconded the motion. Motion carried 5 – 0.

Directors voted:

Perkins – "YES"

Bruhn – "YES"

Henson – "YES"

Foote – "YES"

Gilbertson – "YES"

### **PRESIDENT'S REPORT**

None.

### **DIRECTORS' COMMENTS**

Director Henson asked that any billings from Attorney Shoenfeld be included in the Board Packets when they are listed on the Payables form.

Director Bruhn asked when a Relief Ditch Rider will be hired.

District Manager Conrad explained that we need an experienced person as the Relief Rider and then hire a new person for their Unit. None of the current Ditch Riders are willing to give up their Units to become the Relief Rider.

Director Bruhn asked who handles the river water running through Springer, New Mexico, who is measuring the farm and ranch use?

President Perkins asked District Manager Conrad to contact the State Engineer's Office to find out who is monitoring the Canadian River around Springer and let the Board know at the next meeting.

Director Foote stated that District Manager Conrad and the Ditch Riders' cell phone numbers need to be included on AHCD's web site.

### **CONSIDERATION OF BILLS**

Director Henson moved to pay the bills. Director Bruhn seconded the motion. Motion carried 5 – 0.

Directors voted:

Perkins – "YES"

Bruhn – "YES"

Henson – "YES"

Foote – "YES"

Gilbertson – "YES"

### **EXECUTIVE SESSION – LIMITED PERSONNEL MATTERS**

Director Bruhn moved that the meeting be closed for Executive Session, pursuant to Section 10-15-1 (H)(2), to consider Limited Personnel Matters – Employment Contracts. Director Gilbertson seconded the motion. Motion carried 5 – 0.

Directors voted:

Perkins – "YES"

Bruhn – "YES"

Henson – "YES"

Foote – "YES"

Gilbertson – "YES"

The matters discussed in the closed meeting were limited only to those specified in the motion for closure.

### **ADJOURNMENT OF REGULAR MEETING**

Director Bruhn moved to adjourn the meeting at 12:45 p.m. Director Gilbertson seconded the motion. Motion carried 5 – 0.

Directors voted:

Perkins – "YES"

Bruhn – "YES"

Henson – "YES"

Foote – "YES"

Gilbertson – "YES"

ARCH HURLEY CONSERVANCY  
DISTRICT

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President, Larry Perkins

**ATTEST:**

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Secretary, UV Henson