

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

Tuesday, December 14, 2021

Directors Present: President Robert Lopez (by phone conference), Vice President Larry Perkins, Secretary/Treasurer UV Henson, Director Debra Mitchell, and Director John Griffiths.

**Directors/Staff
Absent:**

Staff Present: District Manager Franklin McCasland and Office Manager Theresa Lafferty

Guests Present: None

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, Vice President Perkins called the meeting to order at 9:00 a.m. in the District Office.

PLEDGE OF ALLEGIANCE AND INVOCATION

The Pledge of Allegiance was led by Vice President Perkins and the Invocation was given by Vice President Perkins.

**APPROVAL OF MINUTES – REGULAR SCHEDULED MEETING
November 9, 2021**

Director Mitchell made the motion to approve the draft minutes of the Arch Hurley Conservancy District's November 9, 2021, regular meeting. The motion was seconded by Director Griffiths. Motion carried 5-0.

Directors Voted:

Perkins – “YES”
Mitchell – “YES”

Griffiths – “YES”

Lopez – “YES”
Henson – “YES”

MANAGER'S REPORT

Today the Conchas Lake elevation is at 4,161.7 feet. Last year at this time the elevation of Conchas Lake was 4,160.5 feet. Conchas Lake received 138 acre feet of inflow for the month of November. The evaporation and other losses were 1,318 acre feet.

On September 11, AHCD mailed 9 letters to Class A property owners that was 3 years or more behind in their assessments. The letter gave them 60 days to settle their account. This month AHCD filed 7 liens, one paid in full and the other property owner in making payments.

On November 15, Builders Trust came and inspected our shop for safety hazards. They recommended more employee safety signs and adding more fire extinguishers around the property.

DFA has approved AHCD proposed budget for 2022. They will give final approval after we submit the 4th quarter financial report and Board of Directors resolution approving the 2022 budget at our January meeting.

AHCD received a letter from BOR regarding the balance on our repayment contract. As of 9/30/2021 AHCD owes the BOR \$1,226,763.72.

Dan Austin has requested that AHCD update our QuickBooks software to the newest version to start the 2022 budget year. We are working on getting this done by the end of the month.

Theresa has submitted the 2021 Audit Contract for Dan Austin CPA for his review and forwarded a copy to N.M. State Auditors office. Once we have a signed copy from the state, AHCD and Dan Austin will approve the contract.

The uniform prices have increased and are going up on January 1st and many are opting out of the service and purchasing their workwear individually.

REVIEW CONCHAS LAKE ELEVATION

Manager McCasland reported Conchas Lake's elevation is currently at 4,161.7 feet.

APPROVAL of 2022 CUSTOM WORK EQUIPMENT RATES

Director Griffiths made the motion to add a \$5.00 increase to all equipment rates. Also, to remove Buckeye Model Super Trencher and 800-gallon Broadcast Ditch Bank Sprayer from the equipment list and insert the rate of \$1.00 per foot for the Trencher rate with a rock reached clause hourly rate of \$500. The motion was seconded by Director Mitchell. Motion carried 5-0.

Directors Voted:

Perkins – “YES”
Mitchell – “YES”

Griffiths – “YES”

Lopez – “YES”
Henson – “YES”

AHCD CAPITAL OUTLAY FOR THE 2022 LEGISLATIVE SESSION

Manager McCasland thanked the board for attending the Legislative Luncheon. He also informed the board he changed the 2022 Capital Outlay Request to the amount of \$50,000 for the purchase of canal maintenance equipment.

APPROVAL of AHCD 2022 HOLIDAY SCHEDULE

Director Henson made the motion to approve AHCD 2022 Holiday Schedule. The motion was seconded by Director Mitchell. Motion carried 5-0.

Directors Voted:

Perkins – “YES”
Mitchell – “YES”

Griffiths – “YES”

Lopez – “YES”
Henson – “YES”

APPROVAL to CLOSE AHCD ISC ACCOUNT AND TRANSFER FUNDS INTO THE K ACCOUNT

Director Mitchell made the motion to close AHCD ISC account and transfer funds into the K account. The motion was seconded by Director Henson. Motion carried 5-0.

Directors Voted:

Perkins – “YES”
Mitchell – “YES”

Griffiths – “YES”

Lopez – “YES”
Henson – “YES”

APPROVAL OF AHCD EMPLOYEE’S ANNUAL SAFETY BONUS

Director Griffiths made the motion to approve the annual safety bonus to AHCD employees of \$600.00. The motion was seconded by Director Mitchell. Motion carried 5-0.

Directors Voted:

Perkins – “YES”
Mitchell – “YES”

Griffiths – “YES”

Lopez – “YES”
Henson – “YES”

VISITOR COMMENTS

None

DIRECTOR COMMENTS

None

EXECUTIVE SESSION

Director Mitchell made the motion to go into executive session to discuss limited personnel matters. The motion was seconded by Director Griffiths. Motion carried 5-0. A roll call was taken and each of the directors voted yes. Directors went into executive session at 9:35 a.m.

Directors Voted:

Perkins – “YES”
Mitchell – “YES”

Griffiths – “YES”

Lopez – “YES”
Henson – “YES”

EXECUTIVE SESSION

Director Griffiths made the motion to come out of executive session. The motion was seconded by Director Henson. Motion carried 5-0. A roll call was taken and each of the directors voted yes. Directors came out of executive session at 9:49 a.m.

Directors Voted:

Perkins – “YES”
Mitchell – “YES”

Griffiths – “YES”

Lopez – “YES”
Henson “YES”

EXECUTIVE SESSION

Action taken out of executive session. Director Griffiths made the motion to give AHCD employees a \$1.25 hourly raise and AHCD's District Manger a 5% salary increase.

CONSIDERATION OF BILLS

Director Henson made the motion to pay the submitted bills. The motion was seconded by Director Griffiths. Motion carried 5-0.

Directors Voted:

Perkins – “YES”
Mitchell – “YES”

Griffiths – “YES”

Lopez – “YES”
Henson – “YES”

ADJOURNMENT OF REGULAR MEETING

With no further business to discuss, the meeting was adjourned at 9:51 a.m. with a unanimous vote.

ARCH HURLEY CONSERVANCY DISTRICT

President Robert Lopez

ATTEST:

Secretary UV Henson