**Rio Costilla Cooperative Livestock Association**

 **Regular Board Meeting Minutes**

 **April 17th, 2020**

 **I. Call to Order at 4:31 *p.m.***

 **@ The RCCLA Hall**

 **II. Roll Call**

|  |  |
| --- | --- |
|  **BOARD OF DIRECTORS** |  **STAFF** |
| **President: Leonard Arguello** | **Present** | **Finance Officer: Sherrie Bice** | **Present** |
| **Vice-President: Arthur Sanchez** | **Present** | **Administrative Secretary: Sonya Aceves**  | **Present** |
| **Secretary/Treasurer: Leslie Maes** | **Absent** |  **Ranger: Steven Rivera** | **Present** |
| **Director: Marty Martinez Jr** | **Present** |  |  |
| **Director: Chris Lucero** | **Present** |  |  |
| **QUORUM ESTABLISHED: Four (4) Board Members Present** |

**III. Communications:**

 **Non-Members-N/A**

 **Members-**

1. Ronald Martinez stated that the Board of Directors should come up with a long term wish list for the present and future board members for at least 10 years to show the new Board of Directors the plans that the previous board have had.
2. Ronald Martinez suggests charging the water users more for their water to receive more income.
3. Ronald Martinez stated that the Board of Directors should consider paying someone at least $500.00 to ensure the finances and other things for the office are done in a orderly and presentable manner including going over finances, notices, etc.
4. Ronald Martinez stated since Sherrie Bice was a new employee, she allowed Anthony Galvez’s Membership resignation to be presented to the board. If Geraldine Tafoya the previous General Manger was still in office this would not have even been presented with a mistake on the resignation form. Ronald Martinez suggested to Sherrie Bice to ask the board these questions before bringing any matters to the Board Meetings to ensure mistakes like this would be addressed before presented. Ronald Martinez also aided Sherrie Bice with memos, letters and everything presented to the membership to ensure our business looks presentable and knowledgeable.

**IV. Approval of Agenda**

**Chris Lucero made a motion, second by Marty Martinez Jr. to approve the agenda as amended. MOTION CARRIED.**

**V. Ranger Report**- By Steven Rivera

3/30/2020 - 4/17/2020

MON 3/30 – Fueled Unit 10, Fixed fence in Ventero, worked on disc plow

TUE 3/31 – Disassemble Disc Plow and reassemble

WED 4/1 – Work on Disc Plow Shaft

THR 4/2 – Worked on Disc plow, gas pumps, cleaned shop.

FRI 4/3 – Work maintenance on shop, worked on security system on Diesel fuel tank

MON 4/6 - Checked fences, checked RCCLA Park warning people of possible shut

down, worked at office and shop.

TUE 4/7 – Fueled unit 10, put up closure signs and broke down.

WED 4/8 – Picked up unit 10 brought it back to shop, worked on disc plow

THR 4/9 – Closed road to the park and worked on disc plow

FRI 4/10 – Marked tools, worked on disc plow, patrolled park

MON 4/13 – Worked on disc plow and gate for Demecio Duran, Went to hardware store in Questa for parts

TUE 4/14 – placed new links on fence and worked on disc plow

WED 4/15 – Worked on disc plow

THR 4/16 – Worked on Disc plow, loaded dodge on trailer

FRI 4/17 – Dropped off Dodge and worked on disc plow

**VI. Approval of Minutes for SBM March 6th, 2020**

 **Marty Martinez made a motion, second by Arthur Sanchez to approve Special**

 **Board Meeting minutes as corrected. MOTION CARRIED.**

**VII. Correspondence-**By Sonya Aceves

* The Rocky Mountain Elk Foundation has cancelled the banquet due to the COVID-19 virus. A decision needs to be made if you would like a refund or would you like to wait to see what happens with the situation.
* Steven Rivera was wondering if he can carry a firearm in the company vehicle for emergency purposes. For example, if the truck brakes down and he must walk he would be able to defend himself from predators.
* Game and Fish Carcass Tags are due as of May 1st, 2020. When I started at the main office on August 2nd, 2020, we were finishing off the 2nd book of carcass tags. I already submitted the tags to game and fish just to make sure they were received before the due date. Melody Gonzales informed me that we are missing 6 tags from the first book. The tags cost $127.00 each if they are not returned. Shelli Rivera nor I were working in the office when the tags were used. I spoke with Game and Fish and they assured me that they would discuss the issue with their manager to see if there is anything, we can do to waive the cost at least a couple of tags. I will let you know once I hear something about the matter.
* Joaquin Valdez is interested in plowing and seeding the Costilla Pastures. I need to get with him and get estimates on prices and other information.
* Sonya presented SBA, a website used to apply for loans for small businesses during a crisis specifically the current COVID 19 pandemic. Must apply online for these loans, that are said to be forgiven if found eligible.

**Sonya Aceves will be applying for loans online.**

* The Forest Service has sent their current closures of all developed campsites and fire restrictions due to the COVID 19. Purpose for these closures and restrictions reflect federal and state guidance to limit the spread of COVID 19, for the protection of public health and safety.

**VIII. Activity Report-**By Sherrie Bice

1. Balance Sheet for month ending March 31st, 2020 is available for

 the Board’s review.

1. Profit and Loss Report for month ending March 31st, 2020 is

 available for the Board’s review.

Also, provided in the Profit and Loss Report as of April 17, 2020 most current.

1. Profit and Loss Budget vs Actual is available for the Board’s review. (January-December 2020)
2. Accounts Receivable Aging Summary ending March 31st, 2020 is

 available for the Board’s review.

1. Bills Payable is presented to the Board of Directors for their approval.
2. On February 25th, 2020 I sent Dennis Romero the 2 deeds that were presented at the Board Meeting by Arthur Sanchez. Still waiting for a response as of March 26, 2020.
3. February 27th, 2020 called and got approved for a burn permit for the sawmill in Ventero, N.M. to get rid of the brush and weeds for the day. Also, got a hold of Jonathan Pite to update our Facebook and website with the new 2020 prices.
4. On Tuesday March 3rd, 2020 Pablo Pacheco resigned as ranger without notice. Pablo Pacheco turned in all of his keys, radio, and truck. Also, Shelli Rivera came in to review the 941, balance sheets, profit and loss, Philadelphia Insurance, reconciliation, bank statements, etc. to make sure they were done right.
5. On Wednesday March 4th, 2020 I received a report that someone broke into the sawmill in Ventero N.M. The trespassers attempted to take a small trailer and took copper and other things from the sawmill. I pulled trailer back to sawmill and put a lock on side door for the day. Later that evening I got permission to take the company truck, hook up trailer and take it home for the night so that it would not go missing. On Thursday March 5th, 2020 I drove the company truck and trailer down to main office.
6. On March 9th, 2020 Steven Rivera was hired at $14.00 salary as the ranger.
7. On Wednesday March 11th, 2020 received the dumpster from Taos County Solid Waste for the new property across the street to continue tearing down structure. I went to Alamosa Colorado to meet with O & V printing for the Park Permits and Brochures. Also, went to Big R for a strong lock for the sawmill, Walmart to get cleaners, make keys for the lock just purchased 3 keys for the diesel tank at the office.
8. I met with Telesfor Gonzales to discuss the Association Ditch Meeting. We scheduled the meeting for March 31st, 2020. However, when Wednesday came around, we decided to cancel the meeting due to the COVID-19 Virus. Under government law no more than 10 persons in a group. Telesfor Gonzales asked me to make a flier stating that Ditch meeting was cancelled, and the water and ditch dues would remain the same.
9. On Tuesday March 16th, 2020, the Main Office will be closed due to the COVID-19 Virus. Sonya Aceves took a laptop from the main office and continued to do the 2020 Annual Newsletter and other tasks that I gave her to stay busy. The Office staff got an okay from 4 out of 5 of the board members to do so to protect the RCCLA staff and the citizens in our community.
10. March 18th, 2020 Julian Padilla never showed up to work, did not call or make any attempt to contact Steven Rivera or myself. I asked the Board of Directors what action to take and they decided to lay him off. Later that evening Steven Rivera went to Julian’s house and Julian stated that he got stuck in the mountains and did not have his phone with him. Steven Rivera felt bad about the matter and offered Julian work on Friday at least to get a week pay. Julian Padilla agreed. Friday March 20th, 2020 Steven Rivera had a task to burn all the remaining items that could not be thrown at the new property. I got the burn permit from Leonard Arguello and made sure we were able to burn. Ronnie Martinez, Darryl Arellano and both Amalia and Costilla Fire Dept. came to assist Steven Rivera as volunteer’s and fire dept. training. The burn was successful. Julian Padilla did not show up for the burning either.
11. Since March 17th, 2020 I have been going to the main office everyday around 2:00 p.m. to submit deposits, print out any necessary paperwork for anyone that is in need.
12. On Wednesday March 18th, 2020 Arthur Sanchez and Leslie Maes came to office and signed payroll and reviewed the payables for the Regular Board Meeting that was postponed due to the COVID-19 Virus. On Friday March 20th, 2020 Leonard Arguello and Chris Lucero finished signing the rest of the payables that were not yet received in the mail when Leslie and Arthur signed. As of today, all bills are caught up except for the Credit Card payment that will be ready when payroll is ready to ensure any late fees are applied.
13. On Tuesday March 24, 2020 Chris Lucero contacted me to review the cameras because Steven Rivera noticed that the 5 new tires in the shop/shed at the main office were missing. I checked the camera’s and there was no evidence that anyone had been at the property. Steven Rivera rushed to Questa N.M. to get a new lock because there seemed to be no way someone had gotten in there without a key. As Chris Lucero arrived, he searched the premises and noticed the paneling off the side of the shop/shed was pried open. There were footprints, fence was cut. I called the State Police and filed a complaint case number NMSPR2003883 and spoke to Stephanie Clock. Stephanie asked me to send in pictures and she would get back with me as soon as possible.
14. On March 25th, 2020 Eustacio Garcia came to show Steven Rivera a few things that he needs to do as the ranger. Eustacio Garcia will get paid as casual laborer for his help. Steven Rivera informed me that the gasoline tank needs to be filled at the main office. I ordered it and Monte Vista Coop will call when it is on its way to ensure the gates are open.
15. Mailed out Death Beneficiary Check for Roberto P. Gallegos and Jose Padilla.
16. On March 25th, 2020 Steven Rivera realized that 4 tires were taken from the Shed at the Main Office. As he looked around, he saw that someone had taken the bolts off the side panel and pried it open. There was no camera footage because the trespassers were on the side of the building that the camera has no access to. Chris Lucero went and looked around while Steven Rivera went to Questa to purchase a new lock for the shed. The State police were called, and a report was filed.
17. On March 31st, 2020 at 10:05 p.m. I saw someone in the Blink camera by the shop. I immediately called Steven Rivera to go and check the property. My husband Joseph Bice also went down the Main Office to make sure that Steven Rivera would have back up just in case there was a problem. As they got there brought Jeremy Trujillo to also assist Steven Rivera. As soon as I got off the phone with Steven Rivera, I called the Police to ensure we can prosecute the trespassers. I saw someone hiding by the enclosed white trailer, so I immediately called my husband to check since Steven Rivera was on the far side of the property. Jeremy Trujillo and Joseph Bice found the Trespasser laying on the floor with gloves and a mask. Steven Rivera finally convinced him to take off the mask and it revealed Julian Padilla (a former employee). Since Steven Rivera was not able to hold Julian Padilla, he walked off the property. As the Sheriff’s Department arrived, they checked the property and made a report. The Sheriff’s Department was not able to arrest Julian Padilla right away because they did not witness him on the property. Steven Rivera and I are currently in contact with the State Police Dept. to continue pressing charges for destruction of property and trespassing. Some of the damaged items were the diesel valves were pried open and some diesel was lost, the panel was again pried open and bolts were taken off, and the fence was cut in 2 different areas of the property. There was a wheelbarrow just outside of the fence where the fence had been cut. Steven Rivera also found the screwdriver that was used to take off the bolts off the shed exactly where they found Julian Padilla. 2 gas cans and one diesel can were also found by the tanks. Law enforcement is trying everything they can to proceed as fast as possible.

1. On April 6th, 2020 Steven Rivera noticed that was a gash in the Chevy 2018 windshield.
2. On April 7th, 2020 Steven Rivera went to Shuree Ponds and other areas to put up closure signs for the RCCLA Park. As he was headed down the Dodge Truck broke down. Steven Rivera and Ted Trujillo walked a distance before a text message was sent out so Berlinda picked them up. Steven went to get the Dodge the next day. Steven Rivera took the truck to Chris Trujillo for an estimate. Chris Trujillo stated that the clutch was broken and possibly the flywheel. Since we just got that fixed by Darrell’s Auto Chris Lucero suggested calling Darrell to see if the clutch was still under warranty. I got a hold of Darrell on April 16th, 2020 and Darrell stated that it should be under warranty and to bring it in as soon as possible. Steven Rivera took the Dodge to Darrell’s Auto this morning April 17th, 2020 to get the issue resolved.
3. I have been in contact with Telesfor Gonzales with ditch issues and decisions and finances. Everything is getting taken care of.
4. I have sent Craig Bourdry our policy with Philadelphia Insurance with the amounts taken off to see if he is able to get us a better quote for the RCCLA insurance. He will be getting back with me with some quotes to present at out next scheduled meeting.
5. I have been in contact with Centinel Bank to add me to the account and get a Credit Card. Everything is almost complete. All we need is to have Leslie Maes sign the minutes as the Secretary/Treasurer to complete everything to complete the transaction.
6. I spoke with Patricia Michael at the Questa Credit Union to add Chris Lucero, Marty Martinez, and myself to the Death Benefit Account as signers. She will be sending me the documents to get signed and notarized today.
7. Spoke to O and V printing and they are printing out the permits for the park. The brochures are still in the process of being adjusted and will be presented as soon as I receive the proofs from the company. If you would like I can send them to your email to be reviewed so that we can get them printed as soon as possible.

**IX. Manager’s Report**-By Sherrie Bice- See Activity Report

**X. Committee Reports**

* Arthur Sanchez stated that the discs are on their way and he went to Alamosa to pick up the bearings.
* Marty Martinez Jr.-N/A
* Chris Lucero stated that the animal numbers are great on the property right now. Chris Lucero will start putting salt blocks in the areas. Also, Chris Lucero saw about 9 big horn sheep in the park near the canopy a few days before the meeting on April 17th, 2020.
* Leslie Maes- N/A

 **XI. President’s Report**-By Leonard Arguello

* Leonard Arguello stated that no further updates on the Clear/ Quiet Title. Leonard Arguello will inform the other Board of Directors when Dennis Romero responds.

**XII. Executive Session**

 **Marty Martinez Jr. made a motion, second by Chris Lucero to go into Executive**

 **Session at 7:15 p.m. MOTION CARRIED.**

 Back from Executive Session at 7: 45 p.m.

 No decisions were made.

**XIII. Old Business**

1. RCCLA Mineral & Oil Rights- No Update
2. Arellano Property- Still waiting to transfer over the water rights. Steven Rivera has completely removed the structure that was on the property.
3. Fernando Romo Thinning/State Forestry- No Update
4. Draft letter to James Duran (CNF Forest Supervisor)-Tabled
5. Contingency Fund Information- No updates.
6. Gentile Property- No updates
7. 2020 Tax Assessment- No updates

**XIV. New Business**-

1. Issue Decisions Action Items-by Sherrie Bice
2. **Office Shut Down/Pay**

Due to the COVID-19 Virus the RCCLA shut down for customers on March 17th, 2020 to ensure the safety of the employees and the citizens in our community. Since then, The Governor passed a law that no more than 5 people are allowed in a building. As far as I know Steven Rivera will continue to work on fences and other projects on the RCCLA property. Sherrie Bice will still be taking payments and answering all questions by phone or email during this time of closure. The Board of directors need to discuss layoffs, payment, and closure due the state shut down.

***Consensus of the Board to keep the office shut down until the state reopens. Sherrie Bice and Sonya Aceves will be going to main office to take payments and calls. The office doors will remain locked.***

1. **Resignation of Anthony Galvez / Acceptance of Pamela Romero as new Member/ Anthony Galvez receive Honorary Membership**

Anthony Galvez has sent in his resignation as a member. Anthony Galvez has sold his

membership to an un-related person that is related to a different Honorary member Alfonso Gonzales.

Anthony Galvez acceptance of Honorary Membership. Anthony Galvez is 81 years of

age, however, became a member in 2018.

**Chris Lucero made a motion, second by Marty Martinez to accept Anthony Galvez’s**

**resignation and grant him honorary membership. MOTION CARRIED.**

Acceptance of New Membership for Pamela Romero. Pamela Romero has sent in

application and proof of blood line from an honorary member, also 100.00 application fee

has been received.

**Chris Lucero made a motion, second by Arthur Sanchez to accept Pamela Romero as a**

**new member on April 17th, 2020. MOTION CARRIED.**

1. **Advertising Dex.yp**

An invoice has been received from Dex.yp in the amount of $461.78 for out Ads this

amount was due February 9th, 2020. A late charge will be assessed. On the invoice we

will be charged for being in the white and yellow pages. To lower cost we can look in to

doing one or the other. Since nobody responded to the notice in November of 2019

unfortunately, we are liable to pay the full amount because the book has already been

published. I have cancelled the subscription for 2021 already so we will not have this

issue again however we must cover the outstanding bill due for 2020.

***Consensus of the Board to pay the balance for the 2020 Dex.yp this year with the***

***understanding that it has been cancelled for the 2021.***

1. **Field Day**

 According to the calendar I have received from Shelli Rivera the Field Day is supposed

to take place in April. Due to the COVID-19 we are not allowed to have a meeting with

more than 5 people at a time. As manager I will ensure that the meeting is set in place. All the speakers and businesses are shut down now to schedule the meeting for example the Forest Service, NRCS and many more. To move forward we need to be patient and wait for the businesses to reopen to move forward. The Board of Directors needs to make a decision to postpone and/or cancel the meeting until further notice.

***Consensus of the board to postpone the field day until further notice.***

1. **Selling Vigas and Gravel to Members**

Steven and Dolores Lucero are interested in purchasing the vigas salvaged from the structure across the street. Are we going to be using them for anything and if not, can we allow them to purchase them? They are also interested in purchasing gravel located in the property. I found a list of prices that were dated in 2016. With an updated price sheet, I will be able to give an accurate for gravel plus delivery.

**The Board of Directors informed Sherrie Bice that there is a pricing sheet for gravel sales that was updated in May 2019. Prices are subject to change for delivery if Steven Lucero wishes to have it delivered. The vigas will be used for RCCLA purposes and are not for sale. Sherrie Bice will inform Steven Lucero he will be allowed to purchase gravel.**

1. **Shelli Rivera T-Shirts for this year**

Shelli Rivera has come up with a couple new designs for the new shirts. She has presented us with prices and a sample shirt. I would like to purchase 5 youth Small, 5 youth Medium, 5 Small, 5 Med., 5 Large, 5 XL Large, and 5 2XL Large. Comes out to 35 t-shirts all together.

**Tabled.**

1. **Opening of Park**

Rio Costilla Park is supposed to be opening on May 1st. Restrictions will be applied as far as Campfires and Camping are concerned in our State through June 30th. Gate keeper must also be hired.

***Consensus of the board to open the Rio Costilla Camping areas on May 15th, 2020with restrictions. There will be no fires allowed as well as no portable restrooms. Sherrie Bice will be posting an employment opportunity in our areas for a Gate Keeper/ Visitor Center employee.***

1. **Hunting Contract**

 Review and approval of Hunting Contract.

 **Tabled.**

1. **Hiring Eustacio Garcia**

Eustacio Garcia to be hired as Part-time Employee for Grazing purposes.

***Consensus of the Board to hire Eustacio Garcia as a part time employee for grazing purposes. Eustacio Garcia will only receive 15 hours per week at $14.00 an hour. Eustacio Garcia will start on April 27th, 2020.***

1. **Sherrie Bice probation period as Financial Manager**

Sherrie Bice’s probation period has ended. Promotion to General/Financial Manager to be discussed.

**Board of Director will schedule a Special Board Meeting to evaluate Sherrie Bice on her performance.**

1. **Steven Rivera’s probation period / new salary**

Steven Rivera’s Probation period has ended. Salary consideration to be discussed.

***Consensus of the Board to raise Steven Rivera’s salary from $14.00 to $15.00 as of April 17th, 2020.***

1. **Hiring of Laborer Don Ted Trujillo**

Consideration of new hire Don Ted Trujillo as laborer.

**Chris Lucero made a motion, second by Arthur Sanchez to hire Don (Ted) Trujillo as a full-time laborer starting at $12.00 per hour. MOTION CARRIED.**

1. **Hire Employees for Reservoir**

Jeremy Trujillo and Paul Vallejos have both applied for Reservoir positions. Consideration of hire to be discussed.

**Arthur Sanchez made a motion, second by Chris Lucero to hire Jeremy Trujillo as Dam caretaker at $13.00 salary plus mileage. MOTION CARRIED.**

**Chris Lucero made a motion, second by Marty Martinez to hire Paul Eric Vallejos as Dam/ reservoir helper at $10.00 per hour. MOTION CARRIED.**

1. **Roberto P. Gallegos’ Membership**

Roberto P. Gallegos membership will be granted to his nephew Sergio Valdez. Robert P. Gallegos passed away and left membership to Sergio Valadez.

**Chris Lucero made a motion, second by Marty Martinez to grant Sergio Valadez membership after all documentation is presented. MOTION CARRIED.**

1. **Louie Lucero Equipment Operator**

 Consideration on hiring Louie Lucero as a temporary Equipment Operator.

 **Consensus of the Board to allow Louie Lucero to work as an equipment operator as**

**needed.**

1. **Michael Galvez Cabin Rental**

Michael Galvez would like to rent the Ventero Lodge for a period of three days beginning April 27th, 2020- April 30th, 2020. Two guests. Estimate for nightly rental.

Release of liability to be considered if approved.

**DENIED. Cannot take responsibility of liability. Outfitters have their own insurance.**

**XV. Board Member Issues**

1. Postponement Annual Meeting

***Consensus of the board postpone the Annual Meeting until further notice due to the COVID-19.***

**XVI. Announcements**

Special Board Meeting – May 1st, 2020 at 2:00 p.m.

Regular Board Meeting – May 15th, 2020 at 5:00 p.m.

**XVII. Adjournment**

 **Arthur Sanchez made a motion, second by Chris Lucero to adjourn meeting.**

 **MOTION CARRIED.**

**Meeting adjourned at 8:40 p.m.**

 MINUTES APPROVED ON\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

RCCLA BOARD PRESIDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 RCCLA STAFF: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_