**Rio Costilla Cooperative Livestock Association**

 **Regular Board Meeting Minutes**

**January 15th, 2021**

 **I. Call to Order at 4:30 *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: Catalina Lucero** | **Present** |
| **Secretary/Treasurer: Leslie Maes** | **Present** |  **Ranger: Steven Rivera** | **Absent** |
| **Director: Marty Martinez Jr** | **Present** |  |  |
| **Director: Chris Lucero** | **Present** |  |  |
| **QUORUM ESTABLISHED: Five (5) Board Members Present** |

**III. Communications:**

 **Non-Members- N/A**

 **Members-**

1. Lee Vigil- Rio Outdoor Adventures

Lee Vigil was not able to attend the meeting. However, Hunting and Lodging fees were presented to the Board of Directors for review.

**IV. Approval of Agenda**

**Leslie Maes made a motion, second by Chris Lucero to approve the agenda as presented. MOTION CARRIED.**

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

**Presented By**: Catalina Lucero

**Ranger’s Report -December 21st, 2020 – January 15th, 2021**

**December**

**12/21/2020-** Checked fence line at Arellano property. Checked equipment. Worked on shop, riveting and drilling.

**12/22/2020**- Pro panel on porch. Treat diesel tank. Turn trailer over and worked on wheels.

**12/23/2020**- Worked on trailer bearings and brake system.

**12/24-12/25**- Off.

**12/28/2020**- Inventory at sawmill. Took off radiator housing off spare generator at the sawmill. Took snowmobile to the shop and worked on it.

**12/29/2020**- Burned piles at Arellano property.

**12/30/2020**- Burn piles.

**12/31/2020**- Continued to burn Arellano property.

**January**

**01/01/**- Off.

**01/04/2021-** Burn piles at weaver town.

**01/05/2021**- Burn piles at weaver town.

**01/06/2021**- Cleaned Arellano property and Weaver town from burn.

**01/07/2021**- Picked up seals for trailer, start to cut and limb trees at park. Worked on saws.

**01/08/2021**- Spread burn piles on Arellano property and Weaver town.

**01/11/2021**- Delimbed trees and pile brush. Stacked logs by corrals, service equipment.

**01/12/2021**- Burn in park.

**01/13/2021**- Burn in park.

**01/14/2021**-Put tires on trailer. Worked in shop. Worked on signs.

**01/15/2021-** Went to Questa, picked up seals for trailer. Made floor mount for toolbox, for Ford Ranger. Removed and replaced fuel line on main service tank. Worked on bearings for trailer.

**VI. Financial Accountability Report**

Domingo Torres has sent in all documents at this time for the Board of Directors to review. Sherrie Bice will be contacting Domingo Torres for an invoice for the requested Audit.

**VII. Approval of Minutes for RBM December 18th, 2020**

**Chris Lucero made a motion, second by Leslie Maes to approve the Regular Board Meeting Minutes for December 18th, 2020 as corrected. MOTION CARRIED.**

**VIII. Correspondence-** By Catalina Lucero

• LPI- Renewal for LPI bulletin. Bulletin advertising and newsletter marketing total cost due is $488.53 for 2/21- 1/22. Would the Board of Directors like to renew the LPI bulletin?

 **Denied.**

• RMEF- Renewal for annual membership is due $35.00 dollars per person.

*Consensus of the Board to renew annual membership with RMEF.*

• New Mexico Interstate Stream Commission: Will be holding a meeting via Webinar/Telephone, January 19,2021 from 8:00 am – 11:20 am.

 If anyone is interested, please let me know for more details.

**Artur Sanchez will attend via webinar Tuesday January 19th, @ 8:00am.**

 **IX. Activity Report-** Sherrie Bice (I/me)

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

 the Board’s review.

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

 available for the Board’s review.

Also, provided in the Profit and Loss Report as of January 15th, 2021 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 December 31st, 2020 is

 available for the Board’s review.

1. Bills Payable is presented to the Board of Directors for their approval.

**Arthur Sanchez made a motion, second by Leslie Maes to approve Bills Payable. MOTION CARRIED.**

1. Completed the newsletter, planning calendar, minutes, and minutes from November 20th were corrected and signed.
2. On December 28th, 2020 I put together all documents to send to the auditor for review. Then, on December 30th, 2020 after sending everything required, I had a meeting with Roy Tarman to make sure everything made sense to him and to ensure all documents were sent properly.
3. On January 4th, 2021, I called the IRS to make sure all payments have been received because I got a letter stating that we owed money for the 2019 property taxes. I was assured that the payments have been received however there was a late charge on the invoice. Since the documents were not approved by the board before the deadline to make payment. Everything has been taken care of and we are current.
4. On Tuesday January 3rd, 2021, I got a certified letter from the Assessor’s office stating that we have a hearing on January 21st, 2021 at 1:00 p.m. Catalina
Lucero, Ron Martinez, and I have been working on the Property Tax Protest to make sure we are prepared. I have sent all documents to the Board of Directors to keep them updated.
5. On Wednesday January 5th, 2021, Shelli Rivera came into the office to show me how to do the 942,943,944, 1099, and W-2 forms. Everything is completed for 2020 taxes and Audit as well. Also, I had a meeting with Marty Martinez and Ron Martinez to discuss the Property Tax Protest.
6. On January 7th, 2021 I took in a deposit and the Mastercard payment to avoid late charges.
7. From January 8th, 2021 through January 12th, 2021, we have prepared all documents needed for the protest. All Documents were sent the State of New Mexico and the Assessor’s Office on January 12th, 2021 after approval.
8. I spoke with Domingo Torres and he has provided me all the information from the requested Audit (printed in your folder).
9. I spoke with Elias Vigil about remaining balance on 2020 Hunting Contract.

**X. Manager’s Report-** See Activity Report

 **XI. Committee Report**

Arthur Sanchez- Sawmill: N/A

Leslie Maes- Park: Glad they are working on signs and cleaning the brush. Keep that up for now, whatever they can get done.

Marty Martinez- Natural Resources: I’ve had some discussions with Sherrie following your last meeting with the Jaricito Ditch association. I’ve read through the minutes, that were looking at moving the areas for thinning. So, after speaking with Sherrie, she said that she was in contact with Vernon, Arnie, and Manuel to come up with new areas. I need to follow up with Sherrie.

Chris Lucero- Hunting and Fishing: Running lions at this time. It has been quiet, no signs of elk inside of the park.

Chris Lucero- Equipment Report:

* Order lift pump, equalizer.
* Backing plates for brake.
* Took cylinder in.

**XII. Presidents Report-** By Leonard Arguello- N/A

**XIII. Executive Session**

**A motion was made by Chris Lucero, second by Marty Martinez to go into Executive Session at 5:42pm. MOTION CARRIED.**

Back from Executive Session at 6:05pm

No decisions were made.

**XIV. Old Business**

1. RCCLA Mineral & Oil Rights- No updates at this time.
2. Arellano Property- Moving fence.
3. Fernando Romo Thinning/State Forestry- Contacted Arnie for job-sheet and for field visit. No current updated.
4. Draft letter to James Duran (CNF Forest Supervisor)- Waiting for response
5. Contingency Fund Information- No updates.
6. 2020 Tax Assessment- No Updates.
7. Hinkle & Lander- No Updates.

**XV. New Business**

1. Issue Decisions Action Items

**1. 2021 Budget Draft**

 2021 Budget draft is ready for review.

**Tabled.**

1. **Rollup door for Sawmill- references**

The door at the Sawmill is about to fall off, that could be a liability.

Would the Board of Directors like to purchase a new 16 x 16 rollup door for the Sawmill?

**Tabled.**

1. **Trailer Hitch for 2018 Chevy**

The labor workers would like to purchase a trailer hitch for the 2018 chevy priced at $151.98 tax included, from Carquest.

Would the Board of Directors like to purchase a trailer hitch from Carquest at $151.98?

*Consensus of the Board to purchase trailer hitch from Carquest at $151.98.*

1. **Alice Valdez- Death Benefit**

Alice Valdez was an Honorary Member that passed away on December 17th, 2020. Approval of Death Benefit to Tina Valdez in the amount of $2,000.00. Alice Valdez account is current and has been a member since May 1969. Does the Board of Directors approve of granting Tina Valdez the death benefit?

*Consensus of the Board of Directors to Grant Tina Valdez the Death Benefit of $2,000.00.*

1. **Permission to close the RCCLA office on Thursday January 21st, 2021**

Office staff would like permission to close the RCCLA office building Thursday January 21st at 1:00pm – until hearing. For the Tax Protest hiring. Does the board of directors approve of the RCCLA office for the Tax protest hearing?

*Consensus of the Board of Directors to close the RCCLA office Thursday January 21st at 1:00pm for Tax Protest hearing.*

1. **Prairie Dog Poisoning in Ventero Pastures**

Discuss prairie dog poisoning in Ventero pastures.

**Tabled. Have Steven Rivera contact Max Martinez to get certified for poisoning. As well as finding out the best way to go about poisoning. Get the poisoning done by spring.**

1. **Thinning project new locations**

Discuss new project locations for thinning projects.

**Tabled. The board of Directors will come up with new locations, to present at the next board meeting.**

1. **Tire Machine Quotes**

Tire Machine quotes are ready for review.

*Consensus of the Board of directors to purchase Atlas tire machine priced at $1,749.99.*

1. **Direct Deposit for Full-time employees**

Direct Deposit for Full-time employees is $2.00 per person, through quick books.

Would the Board of Directors like to approve the Direct Deposit for the Full-time employees?

**Tabled. Check with bank, find out hidden fees.**

**XVI. Board Member Issues**

**XVII. Planning Calendar**

**XVIII. Other**

* Louie Lucero would like authorization to trap Furbearers on RCCLA property. Louie Lucero will submit a letter requesting permission.

*Consensus of the Board of Directors to allow Louie Lucero to trap Furbearers on RCCLA property.*

**XVIV. Announcements**

Regular Board Member Meeting: February 19th, 2021 at 4:30 p.m.

**XX. Adjournment**

 **Leslie Maes made a motion, second by Chris Lucero to adjourn the meeting.**

 **MOTION CARRIED.**

**Meeting adjourned at 7:12 p.m.**

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

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

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