**Rio Costilla Cooperative Livestock Association**

 **Regular Board Meeting Minutes**

 **January 17th, 2020**

 **I. Call to Order at 4:30*pm***

 **@ The RCCLA Hall**

 **II. Roll Call**

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|  **BOARD OF DIRECTORS** |  **STAFF** |
| **President: Leonard Arguello** | **Present** | **General Manager/Finance Officer:**  **Shelli Rivera** | **Present** |
| **Vice-President: Arthur Sanchez** | **Present** | **Administrative Secretary: Sherrie Bice**  | **Present** |
| **Secretary/Treasurer: Leslie Maes** | **Present** | **Mountain Ranger: Pablo Pacheco** | **Absent** |
| **Director: Marty Martinez Jr** | **Present** |  |  |
| **Director: Chris Lucero** | **Present** |  |  |
| **QUORUM ESTABLISHED: Five (5) Board Members Present** |

**III. Communications:**

 **Non-Members-**

Mark Schuetz from Watershed Dynamics LLC. Is interested in the contractor position for the Thinning Project. Mark Schuetz stated that he has done several thinning projects in the Northern New Mexico areas. Mark Schuetz explained a little about himself and his business presenting pictures of the previous locations that he has worked on. Mark Schuetz explained his process entails thinning and burning at the same time to clear everything right away so that they do not have to back track and the process would move a lot faster. Shelli Rivera stated that the thinning project must be finished before the burning project starts. Shelli Rivera will contact Vernon Mirabal from NRCS to confirm the scheduled projects that Vernon Mirabal has presented. Chris Lucero stated that the RCCLA would be using the wood for purchase and would be transporting the wood processer and Skid steer to the wood thinning locations to block and load the wood. Mark Schuetz would like to see the areas that need to be thinned at the soonest possible time. Chris Lucero volunteered to take Mark Schuetz to the thinning areas on February 1st, 2020 at 9:00 a.m. to get a general idea on what needs to be done. Also, Shelli Rivera will get a hold of Fernando Romo to see if he is able to join them.

 **Members-**

Billy Vigil Jr. came as a representative of the PTO to ask the board of directors if they would allow the children in the community to garden in the RCCLA land in Costilla N.M. Billy Vigil Jr. stated that he would be able to put up a fence on 1 acre so that the children would have a fun project to experience during the summer 2020. The project would require using some of the water from the Acequia Madre ditch to water their crops for the summer. The children would be covered under their own insurance incase an incident would occur. The board of directors requested a release of liability and a copy of their insurance.

***Consensus of the board to allow the PTO to use 1 acre of the RCCLA property located in Costilla N.M. to plant a garden for the children with the understanding that they will provide a copy of insurance and be willing to sign a release of liability for the project. Also, consensus of the board to use some of the water from the Acequia Madre ditch.***

Billy Vigil Jr. asked for permission to allow a camping trip for the children in our community at the Rio Costilla Park this summer 2020. The PTO is requesting the New Mexico Dept. of Game and Fish to do a presentation for the children. Chris Lucero stated that we may be able to stock the Kid Pond before this event takes place. Billy Vigil Jr. stated that it will be mostly children and some chaperones to ensure the children’s safety.

***Consensus of the board to allow the PTO to take the children in our community on a camping trip in the Rio Costilla Park in the summer 2020.***

**IV. Approval of Agenda**

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

**V. Approval of Minutes**

 **Leslie Maes made a motion, second by Arthur Sanchez to approve Regular Board**

 **Meeting Minutes of December 20th, 2019 as corrected. MOTION CARRIED.**

**VI. Correspondence-**By Sherrie Bice

The Rocky Mountain Elk Foundation has invited the RCCLA to a fundraiser on March 14th, 2020 in Albuquerque N.M. If anyone is interested, please let me know for more details. The RCCLA has agreed to donate 2-3 consecutive day passes to this fundraiser at the December 20th, 2019 Regular Board Meeting.

* Chris Lucero, Leslie Maes, Leonard Arguello, and Arthur Sanchez all want to reserve 2 guests each totaling 8 guests for the RCCLA. 3 rooms will be reserved for this event.

NM Interstate Stream Commission is having a meeting on January 21st, 2020. They have sent us an agenda if anyone is interested please let me know and I can get you the address and time for the meeting. The meeting will be held in Santa Fe, N.M.

* Arthur Sanchez is interested in attending this event.

**VII. Activity Report/ Managers Report-**By Shelli Rivera

1. Balance Sheet for month ending December 31, 2019 is available for

 the Board’s review.

1. Profit and Loss Report for month ending December 31, 2019 is

 available for the Board’s review.

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

1. Profit and Loss Budget vs Actual is available for the Board’s review. (January-December 2019)
2. Accounts Receivable Aging Summary ending December 31, 2019 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 Chris Lucero to approve Bills Payable. MOTION CARRIED.**

1. Sent email to Vernon Mirabal on December 23rd, 2019 and he stated that he was waiting on a couple projects from the NM State Forestry to finish the forest prescription, so as soon as he heard something back he would work on the job sheet and get it to us.
2. Received a thank you card from the Red River Charter School for the donation of the 2020-2021 cow hunt.
3. I spoke to Eustacio Garcia and he stated that the assessor’s office did come out and look at the property in Costilla (office) and the old sawmill but that is all they looked at. He stated that it was in early May. I also received a call from Maria Dimas and she stated that they will be rolling the 20,000 acres back to the $3.99 per acre. She stated that they do not have the manpower to come out and a full assessment. I did ask about the 10,000 acres and explained that only about 7.5 acres are used for camping. She was going to talk to Marty Martinez Jr., and she would let us know about the 10,000 acres also.
4. Received Warranty Deed, plat and title insurance policy from First NM Title Company for Arellano Property.
5. We received a Thank you card from the Amalia Senior Center Team and Seniors for our donations that we gave to them this year.
6. I received an email from Vernon Mirabal on 01/10/2020 about the job sheet for the thinning and piling/burning project. We cannot start it until NM State Forestry does their inventory and the NRCS meets with our Contractor. We need to hire a contractor to be able to complete this project. The first part is due to be completed by December 2021 and the Piling/Burning to be completed by December 2022. Arthur Sanchez brought in some info for a contractor from NM Water Shed and stated that he has done thinning projects before. Louie Lucero also made a comment today that he would be interested in putting in a bid for this also.

**VIII. Manager’s Report**-By Shelli Rivera-See Activity Report

**IX. Committee Reports**

* Arthur Sanchez-N/A
* Leslie Maes stated that the fire rings for the park were purchased from Mark Gallegos. Ranger Pablo Pacheco will be going to pick them up from Questa N.M. Mark Gallegos has a way to load them onto the trailer when Pablo Pacheco arrives. The date to go get them will be determined later.
* Marty Martinez Jr-N/A
* Chris Lucero stated that he is still working with James Lucero from the Rocky Mountain Elk Foundation regarding the Elk hunting and would like for them to come to our property. Chris Lucero is also in contact with Louis Bender that suggested possibly stopping the hunts for a while to repopulate the herds and increase our predator hunts to bring back the elk population. Chris Lucero will keep the board updated on any new information. Chris Lucero stated that he spoke with a fish biologist and suggests stocking the Ute Creek with native cutthroats. More information will be presented at a later time.

Chris Lucero stated that he gave the gentleman that delivered the Skid steer from Albuquerque N.M. 2 (two) 3-consecutive day passes to the Rio Costilla Park for the summer 2020 for delivering the skid steer because there was no extra charge for bring the skid steer to the RCCLA main office.

 **X. President’s Report**-By Leonard Arguello- N/A

**XI. Ranger’s Report**-By Pablo Pacheco

1. Burned piles of trach in the Gato area and sawmill. Has started cleaning up sawmill area.
2. Replaced and repaired locks on all gates.
3. Went to Reeds Tire in La Jara, CO to repair grader tires and put them back on the grader.
4. Installed tires on trucks.
5. Changed oil on grader.
6. Fixed wood processor so it is ready to go.
7. Installed new gate at the sawmill entrance.
8. Completed 2019 yearly inventory.
9. Security patrol for hunters.
10. Took new 2019 Ford Ranger to Taos to have RCCLA logo installed.
11. Cleared snow from the RCCLA office parking lot every time it snowed.

**XII. Executive Session**

 **Leslie Maes made a motion, second by Arthur Sanchez to go into Executive**

 **Session at 7:20 p.m. MOTION CARRIED.**

 Back from Executive Session at 8:05 p.m.

 No decisions were made.

 Break: 8:06 p.m.

 Back from Break at 8:20 p.m.

**XIII. Old Business**

1. RCCLA Mineral & Oil Rights
* No updates
1. Arellano Property-Waiting for the water rights paperwork. Everything else has been received.
2. Fernando Romo Thinning/State Forestry- See Activity Report page 4 number 11.
3. Draft letter to James Duran (CNF Forest Supervisor)-Tabled
4. Contingency Fund Information- No updates
5. 2020 Tax Assessment- See Activity Report page 3 number 8.
6. Demecio Duran fence replacement-Tabled

**XIV. New Business**-

1. Issue Decisions Action Items-by Sherrie Bice
2. **Resignation of Orlando Quintana/ Acceptance of Joyce Quintana as new Member/ Orlando Quintana receive Honorary Membership**
* Orlando Quintana has sent in his resignation as a member. Orlando Quintana wants to pass on his membership to his sister Joyce Quintana.

* Orlando Quintana acceptance of Honorary Membership. Orlando Quintana

 qualifies for honorary membership.

 **Arthur Sanchez made a motion, second by Leslie Maes to accept Orland**

 **Quintana’s resignation of membership and grant him Honorary Membership on**

 **January 17, 2020. MOTION CARRIED.**

* Acceptance of New Membership for Joyce Quintana. Joyce Quintana has sent in application and proof of blood line, also 100.00 application fee has been received.

 **Chris Lucero made a motion, second by Marty Martinez Jr. to accept Joyce**

 **Quintana as a new member as of January 17, 2020. MOTION CARRIED.**

1. **2020 Hunting Dates**
* Need to decide hunting dates for 2020.

**Tabled until Special Board Meeting on January 31st, 2020.**

1. **2020 Budget**
* A budget Draft has been made and in your folder for review.

**Tabled until Special Board Meeting on January 31st, 2020.**

1. **Budget for Member and Non-Member Property Owner Fence Repair/Lottery**
* It has been brought up in the previous meeting to set a budget for members/non-members that come to the meeting to get a chance to get their fence repaired if they are bordering the RCCLA grazing areas.

***Consensus of the Board to add $3,000.00 to the budget for fence repairs.***

1. **Get access to Online Banking**
* To keep track of the withdrawals and deposits, it may be a benefit for the financial manager Sherrie Bice to be able to keep track of the checking account daily as a view only.

***Consensus of the Board to approve Sherrie Bice to have access to Online Banking with Centinel Bank of Taos as a VIEW ONLY to keep track of deposits and withdrawals.***

1. **Add Sherrie Bice as a signer on the Centinel Bank Account**
* Since Shelli Rivera will be leaving February 28th, 2020, it would be a good idea to start the process to add Sherrie Bice on the account to be able to purchase necessities, deal with financials and be able to sign paychecks if necessary. The process to get added takes a few months.

**Chris Lucero made a motion, second by Marty Martinez Jr. to add Sherrie**

**Bice to the Centinel Bank Account approved January 17, 2020. MOTION CARRIED.**

**Leslie Maes made a motion, second by Arthur Sanchez to get Sherrie Bice a**

**credit card with a limit of $2,500.00 to purchase items and pay bills for the RCCLA. MOTION CARRRIED.**

1. **Discussion for the Direct Deposit for full time employees**

* Sometimes there is a problem getting signers for paychecks. For part time or seasonal employees, it wouldn’t be a large problem because the manager and 1 board member are needed for approval. The financial manager is not allowed to sign a paycheck for themselves. Direct deposit would ensure everyone will be paid on the scheduled pay day.

**Tabled until further review**

1. **Death Benefit pay out for Francis Selph**
* Unfortunately, we have lost an honorary member on January 9th, 2020. Francis Selph became a member in 1983 and an honorary member in 2016 which makes him eligible to receive the full amount of $2,000.00 for his beneficiary.

**Leslie Maes made a motion, second by Marty Martinez Jr. to pay the Death**

**Beneficiary $2,000.00 for Francis Selph as of January 16, 2020. MOTION CARRIED.**

1. **Midland Productions Renewal**
* Midland Productions have in the past put the Rio Costilla Park on their 3 websites and magazines. The amount will be $375.00 not due until September 2020.

***Consensus of the Board to renew the Midland Productions for the year 2020 in the amount of $375.00. The amount will be due in September 2020.***

1. **Add Chris Lucero and Marty Martinez Jr. to the Questa Credit Union Account**

* Adding Chris Lucero and Marty Martinez Jr. to the Questa Credit Union Account would benefit the RCCLA because since they are part of the Board, they would be able to sign for Death Benefit pay outs. Also, Arthur Sanchez and Leslie Maes’s terms are both up in April 2020.

**Leslie Maes made a motion, second by Arthur Sanchez to add Chris Lucero and**

**Marty Martinez Jr. to the Questa Credit Union as of January 17, 2020. MOTION CARRIED.**

**XV. Board Member Issues**

1. Planning Calendar- TABLED until Special Board Meeting on January 31st, 2020.
2. Decision for new hire of Administrative Secretary and Pay
* After interviewing and reviewing the applicants for the Administrative Secretary position, the board of directors needs to approve the top two applicants and discuss starting pay for the position.

**Chris Lucero made a motion, second by Leslie Maes to hire Sonya Aceves as the Administrative Secretary at $12.50 per hour starting on February 3rd, 2020.**

1. Other:

1. Pa raise for Sherrie Bice starting March 1st, 2020.

**Leslie Maes made a motion, second by Arthur Sanchez to raise Sherrie Bice’s pay to $16.00 per hour affective immediately on January 17, 2020. MOTION CARRIED.**

 2. Louie Lucero has put out a bid for the Ford F-250 Diesel Truck. He is offering $1,200.00.

**The board decided to go through all of the unnecessary equipment and materials that is not being used and put everything up for bid at a later time. Staff will inform members about the bid in the April newsletter.**

 3. Hire Julian Padilla for labor work with Ranger- Pablo Pacheco.

* Pablo Pacheco (the Ranger) has requested a labor worker to help him because Louie Lucero will no longer be working as of January 27th, 2020. Pablo Pacheco suggested Julian Padilla for the position stating that Julian Padilla is a very good worker. Julian Padilla has filled out an application and is willing start as soon as possible.

**Chris Lucero made a motion, second by Leslie Maes to hire Julian Padilla as a labor worker with a starting pay of $10.00 per hour. MOTION CARRRIED.**

 4. Last Cow Hunts for Joshua Vallejos

* Joshua Vallejos has purchased the last 6 hunts from Elias Vigil for the hunts starting on January 20th, 2020. Unfortunately, the hunters are all from Texas and got trapped with the weather on Friday January 17th, 2020. Joshua Vallejos called in a requested that the hunts be changed to January 27th, 2020 so that the hunters don’t miss out on this opportunity.

***Consensus of the Board to grant permission for the hunt dates to be changed from January 20th, 2020 to January 27, 2020.***

**XVI. Announcements**

Special Board Meeting – January 31st, 2020

Regular Board Meeting – February 21st, 2020

**XVII. Adjournment**

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

**CARRIED.**

**Meeting adjourned at 9:32 p.m.**

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

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

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