

# San Juan Water Commission

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MEMBERS:  
City of Aztec  
City of Bloomfield  
City of Farmington  
San Juan County  
S.J. County Rural Water Users Association

**Final Minutes Approved: April 6, 2016**

## SAN JUAN WATER COMMISSION REGULAR MEETING MINUTES MARCH 2, 2016

The San Juan Water Commission met in a Regular Meeting pursuant to due Notice, Wednesday, March 2, 2016 at 9:00 A.M. in the San Juan Water Commission's conference area in the San Juan Water Commission Office Building, 7450 East Main Street, Farmington, New Mexico.

### **CALL TO ORDER**

Chairman K. Johns called the regular meeting of the San Juan Water Commission (SJWC) to order at 9:00 A.M.

#### **Members Present**

City of Aztec	Josh Ray - Commissioner
City of Bloomfield	---
City of Farmington	Jay Burnham - Alternate Commissioner
San Juan County	Keith Johns - Commissioner Margaret McDaniel - Alternate Commissioner
S.J. Rural Water Users Assoc.	Jim Dunlap - Commissioner Keith Lee - Alternate Commissioner

#### **Members Absent**

City of Bloomfield	Elwin Roark - Commissioner Teresa Brevik - Alternate Commissioner
City of Farmington	Cy Cooper - Commissioner
City of Aztec	Robert Oxford - Alternate Commissioner

#### **Legal Present**

Joe Sawyer – San Juan County/SJWC  
Jennifer Breakell – City of Farmington

#### **Staff Present**

Aaron Chavez  
Shaun Bishop  
Jacqueline Allcorn  
Gordon Miller

**Visitors:** (1)

In the absence of Commissioner E. Roark and Alternate Commissioner T. Brevik, there were no voting members for the City of Bloomfield. In the absence of Commissioner C. Cooper, Alternate Commissioner J. Burnham was the voting member for the City of Farmington.

#### **APPROVAL OF AGENDA**

Chairman K. Johns called for approval of the Final Agenda. Motion was made by J. Dunlap and seconded by J. Burnham to approve the Final Agenda as written, and upon voice vote the motion carried unanimously (J. Burnham, J. Dunlap, K. Johns, and J. Ray all voted yes).

#### **CONSIDERATION OF APPROVAL OF THE FEBRUARY 3, 2016 REGULAR MEETING MINUTES**

Motion was made by J. Dunlap, and seconded by J. Ray to approve the February 3, 2016 regular meeting minutes, and upon voice vote the motion carried unanimously (J. Burnham, J. Dunlap, K. Johns, and J. Ray all voted yes).

#### **COMMENTS FROM THE PUBLIC**

There were no comments from the public.

#### **CONSIDERATION OF RESOLUTION 2016-03 - A RESOLUTION ESTABLISHING A VACATION BUY-BACK PROGRAM FOR ACCRUED VACATION HOURS FOR FY 2015-2016 FOR SAN JUAN WATER COMMISSION EMPLOYEES**

S. Bishop said she was informed that San Juan County was extending to their employees a Vacation Buy-back Program. S. Bishop said the San Juan Water Commission has two employees that are interested in the program and that the Commission's current budget would support a Vacation Buy-Back Program. S. Bishop said if the two employees expressing interest opt to participate in the program, the cost to the Commission will be \$11,053.00. S. Bishop noted that the employee will pay federal and state taxes but contributions to PERA and Retiree Health Care would not be included in the Vacation Buy-Back Program.

J. Sawyer said the Commission could offer a vacation buy-back program because the Commission will have to pay employees for their vacation hours either now or later. J. Dunlap asked if a salaried (exempt) employee's vacation time was addressed the same as an hourly employee. S. Bishop said exempt salaried employees accrued vacation hours in the same manner as hourly employees. J. Dunlap said it is important for employees to take vacation time to relax and refresh and in turn it benefits the Commission. J. Ray agreed that it is a benefit to the Commission for employees to take vacation time and that if there is to be participation in the buy-back program; J. Ray suggested that employees retain some vacation hours for unforeseen events that may arise. J. Burnham noted that vacation hours were a debt owed to the employee.

Motion was made by J. Burnham, seconded by J. Ray to approve Resolution 2016-03 ~ A Resolution Establishing a Vacation Buy-Back Program for Accrued Vacation Hours for FY 2015-2016 For San Juan Water Commission Employees, and upon voice vote the motion carried unanimously (J. Burnham, J. Dunlap, K. Johns, and J. Ray all voted yes).

*M. McDaniel entered the meeting at 9:15 AM.*

#### **CONSIDERATION OF AMENDING THE EXECUTIVE DIRECTOR'S CONTRACT EXPIRATIONS TERM FROM NOVEMBER 2016 TO JUNE 30, 2016 IN ORDER TO SYNCHRONIZE THE CONTRACT WITH THE SJWC'S FISCAL YEAR**

J. Sawyer said that the purpose of synchronizing the contact date of the Executive Director's contract is so it aligns with the San Juan Water Commissions fiscal year that ends each year on June 30<sup>th</sup>. By synchronizing the Executive Director's contract expiration date with the fiscal year; the Executive Director's contract would be approved and extended with the approval of the fiscal year budget.

Motion was made by J. Dunlap, seconded by J. Ray to approve Amending the Executive Director's Contract Expiration Term From November 2013 To June 30, 2016 In Order to Synchronize the Contract With The SJWC's Fiscal Year, and upon voice vote the motion carried unanimously (J. Burnham, J. Dunlap, K. Johns, and J. Ray all voted yes).

## **CONSIDERATION OF SJWC'S FY 2016-2017 PROPOSED BUDGET**

A. Chavez presented the SJWC's proposed FY2016-2017 Budget to the Commissioners for their consideration. A. Chavez said there is a 3 % total reduction, and the proposed budget did not contain any COLA or Step Adjustments for its employees. A. Chavez said the Commission recognized San Juan County's loss in revenue and that the Commission felt it was important to not place any unnecessary financial burden on the County. A. Chavez said the reduction from the FY2015-2016 budget is in the full-time positions, employee benefits and retiree health care due to staff changes. A. Chavez said the Commission was in the process of hiring a new Water Resource Specialist and that the budget included salary and benefit allocations for the new employee. A. Chavez said while the overall health insurance premiums went down by 5%, employee out-of-pocket expenses increased by approximately 10%. A. Chavez said the increase in the Overtime line item was due to increased participation in projects and programs. In addition, A. Chavez went over what types of services were included in the allocation in the Professional Services line item. K. Johns thanked A. Chavez for his consideration of San Juan County's loss of revenue in preparing the budget.

Motion was made by J. Dunlap, seconded by J. Burnham to approve the FY 2016-2017 Final Budget, with the understanding that the FY2016-17 Final Budget may be subject to amendment during FY 2016-2017, and upon voice vote the motion carried unanimously (J. Burnham, J. Dunlap, K. Johns, and J. Ray all voted yes).

## **REGIONAL WATER PLANNING UPDATE**

S. Bishop said the Regional Water Planning meeting that the ISC held on Monday night, February 29, 2016 did not present any new information with the exception that the ISC announced that the draft update to the San Juan Basin Regional Water Plan was now posted on their (ISC) website. S. Bishop said the draft plan that is on the ISC's website includes all but Section 2 and Section 8 and those Sections will need to be completed by the Steering Committee by June 30, 2016. S. Bishop added that the ISC will prepare a Press Release calling for public comment on the draft plan. S. Bishop said the SJWC will facilitate getting it published in the paper as well as posting the Press Release on the SJWC's website. S. Bishop said other Steering Committee members had volunteered to publish the Press Release using their usual channels (like mail inserts) and on their websites so there should be good coverage. Bishop said the Steering Committee set a deadline of April 1, 2016 for the public to comment on the currently completed Sections of the ISC's update to our Plan.

S. Bishop said the SJWC will also have copies available for people that do not have access to the internet.

S. Bishop noted that SJWC volunteered to be the Point Person for the public comments and the Steering Committee comments as well. S. Bishop said comments may be sent to the SJWC via email or by US mail. S. Bishop said as the comments are received the SJWC staff will forward the comments to the other Steering Committee members via email. S. Bishop announced that the Steering Committee will meet in an informal meeting on April 6, 2016 starting at 1:00 pm in the SJWC conference room to discuss all the comments. S. Bishop said after the Steering Committee's review of the comments that the comments will be sent to the ISC in one package. S. Bishop added that as far as the comments go - the ISC does not have a process at this time to incorporate comments into the plan - other than they will make grammatical changes and other small word smithing changes. S. Bishop said she is of the understanding that the ISC will not change the methodology used for their updated plan but if there are comments pointing out glaring differences - they may be looked at - but for now most of the comments will be placed in an Appendices.

S. Bishop finalized her comments by saying the ISC has scheduled two more meetings to finish Section 2 – Public Involvement and Section 8 – Program Policies and Procedures. The meetings will be held on April 13, 2016 from 1:00-4:00 pm in the SJWC conference room and May 24, 2016 from 1:00-4:00 pm in the SJWC conference room.

J. Dunlap commented that the ISC's driven update to the regional plans was different this go-round because of limited funding and that some of the planning items presented within the multi-regional plans were unrealistic.

## **CLOSED EXECUTIVE SESSION**

There was no Closed Executive Session held.

## **COMMENTS FROM THE COMMISSIONERS, ALTERNATES, AND STAFF**

K. Johns announced the 30<sup>th</sup> anniversary of the San Juan Water Commission. A. Chavez commended the current and past Commissioners and Alternates for their contribution to the San Juan Water Commission.

A. Chavez announced that Colorado Chief District Judge Gregory Lyman had signed the decree

approving the Settlement over water rights to the Animas River.

G. Miller informed the Commission that the Rural Service Area map was signed by all participating parties, and that the map had been filed at the San Juan County Clerk's office.

J. Ray said comments on the water allocation issue had been sent to the SJWC Commissioners and Alternates for review, and requested the Commission set a date to further discuss the Allocation. Following a brief discussion, K. Johns directed staff place the Discussion of Water Allocation Issues on the April 6, 2016 Regular Meeting Agenda.

**ADJOURNMENT**

Chairman K. Johns called for a motion to adjourn. Motion was made by J. Ray, seconded by J. Burnham to adjourn and upon voice vote the motion was carried unanimously (J. Burnham, J. Dunlap, K. Johns, and J. Ray all voted yes).

There being no further business, Chairman K. Johns adjourned the meeting at 9:45 A.M.

**APPROVED THIS 6<sup>TH</sup> DAY OF APRIL, 2016  
SAN JUAN WATER COMMISSION:**

*Signature on file*  
**Keith Johns, Chairman**