

**MEETING MINUTES  
FARMER'S IRRIGATION DISTRICT  
AZTEC, NM**

These minutes are for the meeting held on July 2, 2025, at Flora Vista Water Association's office located at 2 Road 3499 #C, Flora Vista, NM 87415 at 6:00 p.m. mountain time.

The following were attendees (V = Voting member):

- (V) John Lofgren - Board Member D1
- (V) Bonnie Yoakum - Board Member D2
- (V) David Elder - Board Member D3
- (V) Richard Boone
- (V) Stanley M. Wells
- (V) Mike Huddleston
- (V) Pamela Carlisle
- (V) Milan Greenleaf
- (V) Mark Hathcock – City of Farmington Representative
- Pam Elder
- Misty Boone
- Buster Hoke

These minutes are prepared in accordance with Farmer's Ditch Bylaws, paragraph 2.3. These minutes are a summary of the meeting and are not a transcript. They intend to record the key decisions and actions taken. **Any discrepancies shall be brought to the board for correction no less than two weeks prior to the next regular meeting, for inclusion into the final version.**

1. The meeting was called to order at 6:02 p.m. by Mr. John Lofgren.
2. Roll call:
  - a. Completed to ensure all attendees signed in. After reviewing the log, Ms. Pam Carlisle was present, but did not sign in.
3. Approvals:
  - a. A motion to accept the previous meeting minutes was made by Ms. Yoakum, seconded by Mr. Boone. Motion carried.
  - b. A treasurer's report summarizing Fiscal Year 2025 (FY25) was presented. Ms. Yoakum noted some items were missing as she only received the information at the meeting. A motion to accept the treasurer's report was made by Ms. Boone, seconded by Mr. Boone. Motion carried.
4. Old Business:
  - a. The City of Farmington contract was fully signed and completed. New rates are in use.
  - b. The leak at the Boone residence was found to be the responsibility of a water company. The Boones stated that the ditch is seeping when running at extreme levels; it was fine 75% of the time.
5. New Business:
  - a. Dennis Taylor requested time on the agenda but was not present.

- b. Ms. Yoakum explained the proposed sale of culverts to the City of Farmington and amounts associated as described below.
  - i. Sale of culverts (15 each)
  - ii. Purchased at approx. \$2,450 each (\$36,750)
  - iii. City of Farmington will purchase 10 at \$1,999.90 each (\$19,999)
  - iv. FID will keep five (5) (\$12,250)
  - v. Storage fees (Ron Baca) Dec 2024 (\$1,200) / \$100 per month until sale
  - vi. Loss \$4,501 + storage fees

A motion was made by Mr. Boone to sell the culverts. The motion was seconded by Ms. Yoakum. Motion carried.

- c. A discussion was held to discuss the approval of an annual wage for the vacant Ditch Rider position. The wage was needed to allow the board to advertise the position. The previous ditch rider's expenses averaged \$57,101.51 for FY25.

Ms. Yoakum suggested an annual wage cap of \$60,000 be used. This wage would include all taxes, fees, mileage, etc. The position would be paid via 1099 methods.

Ms. Boone stated that the bylaws still require a daily log of events accomplished.

A sample contract was presented. The membership wanted altered verbiage. But none was given during the meeting. Mr. Lofgren stated he would work on a draft.

Ms. Boone motioned to accept the proposal of \$60,000 annually, all inclusive. Ms. Yoakum seconded the motion. Motion carried. The position will be advertised.

- d. Mr. Lofgren discussed hiring a bookkeeper. Discussion on how many hours would be required, duties included, etc. were had. Mr. Lofgren wanted someone to do all the finances, complete an audit, be available in an office to answer phone calls, answer questions/emails, etc. Mr. Lofgren initially proposed \$50,000 annually.

Ms. Yoakum felt this was too significant for the work to be performed as well as the ditch rider expenses taking up 64% of the FY25 budget. Although there would be more funds from the new Farmington contract, there are significant repairs and improvements that must be completed on the ditch. Mr. Elder concurred that the increased income should be used on the ditch vs. a bookkeeper. The previous bookkeeper was paid \$5,193 per annum, 5.8% of the annual FY25 budget.

Members did clarify that a certified accountant was not required and too expensive. A simple bookkeeper would be sufficient.

Ms. Carlisle stated that she did this type of work for Flora Vista Water Users Association (FVWUA) and her salary was much lower than \$50,000. She also stated that FVWUA was required to perform an annual audit, and it averaged \$7,500 annually. Two suggested bookkeepers/companies were David Berry and Accounting Solutions.

The discussions concluded that a part-time (no more than 20 hours per week) bookkeeper could be advertised for, at the rate of \$25.00 per hour.

A standard hour computation of 20 hours/week \* 52 weeks = 1,040 hours/year. This establishes a budget of \$26,000 per annum. This position would be paid via 1099 methods.

Mr. Boone motioned to accept \$26,000 for a part-time bookkeeper. Ms. Yoakum seconded. Motion carried.

In the interim of not having a bookkeeper and for future transitions, it was proposed that a computer be purchased along with software subscriptions to help with secretarial duties.

Mr. Lofgren stated he had looked at Amazon and they had computers advertised, during Prime Week, for \$300. A quick search of the internet established that each subscription would average \$1,200 annually (before tax).

Ms. Yoakum proposed a total budget of \$5,000 for the purchase of a laptop and annual subscriptions to Microsoft 365 and QuickBooks.

Ms. Yoakum motioned to accept the \$5,000 annual expense. Ms. Boone seconded. Motion carried.

- e. Mr. Hathcock from the City of Farmington presented a proposal to repair 500 feet of ditch line behind the Vanilla Moose in Aztec, NM. This repair would include a trapezoidal design to increase the water flow. The city would complete all design requirements, apply for a grant via the water commission, oversee the contract and construction.

Mr. Hathcock was asked questions about caveats, details, etc. Mr. Hathcock stated he did not have further details as the city was just looking to get approval before moving forward.

Members noted that this is just one spot on the ditch that is narrowed causing flow restrictions. Other areas being harder to access due to the ditch banks being altered by landowners.

Conversations about the need for increased flow, users drawing significant water due to watering their fields all at once vs. rotating. Everyone discussed using common courtesy when using their water.

Mr. Boone stated that he wanted to note the City of Farmington is no more important than other water users on the ditch. No other water users should be required to shut off their water or alter their use to cater to the city. Also noting that alterations to the ditch should not be strictly to the benefit of the city or done in a way that causes extreme levels of flow to the detriment of other users. Ms. Yoakum agreed with the statement.

Mr. Milan did acknowledge that the city is of equal importance, and they supplement the ditch's income more substantially than other users.

The membership stated that they would agree to review the proposal but would need to see it completed prior to formal approval.

Mr. Boone motioned to allow the city to build the scope of work, design the project, and prepare for the grant application for further review. Mr. Lofgren seconded. Motion carried.

- f. Ms. Yoakum stated that an annual budget was required as the district is entering the new fiscal year (FY26). Known expenses were bonds, insurance, and media costs for the website.

The website has an annual cost; this cost does not include the web domain that is paid separately.

Mr. Lofgren asked if the website could be maintained without the media company, Ms. Yoakum stated she knew how. However, in the long term, this plan may not be sustainable.

- g. A brief discussion was held on whether the membership wanted to consider purchasing heavy equipment (skid steer/backhoe) vs. renting. Rental costs for the FY25 were \$17,155.73.

The membership stated that there was nowhere to store it, and the upkeep would be burdensome. The membership decided that renting was the best option at this time.

- h. Ms. Yoakum asked the same about a facility/office. Members stated that it was not financially feasible at this time.
- i. Mr. Lofgren noted that the main headgate on the ditch is difficult to open and rusting. He requested to work on the headgate and perhaps replace it with aluminum. He also wanted to incorporate a diversion back into the river if the ditch failed in the future.

Members asked when the headgate was last replaced, no one knew for certain, but it had been years. But the next headgate on the ditch was recently replaced/repared.

The membership stated that no motion or approval was required to get bids. But no further approvals would be given until more details were provided.

- 6. The meeting was adjourned by Mr. Lofgren at 7:03 p.m. mountain time.