

**Valles Caldera Trust**  
**Minutes of the Working Meeting – March 13-14, 2008**  
**Albuquerque, NM**

Board members present

Bill Keleher, chair  
Ed Tinsley, vice chair  
Steve Henry, secretary  
Jim Gosz  
Tracy Hephner  
Dan Jiron  
Ray Loretto  
Jim Range  
Brad Traver

Staff present

Jeffrey Cross, executive director  
Debbie Boggess, administrative officer  
Berta Pantoja, purchasing agent  
Bob Parmenter, preserve scientist  
Ana Steffen, acting cultural resources coordinator  
Dennis Trujillo, preserve manager

**March 13**

FY08 Budget

Debbie Boggess presented the status of the FY08 budget. The Board approved a budget of \$3,750,000 in September 2007; the Trust received an appropriation of \$3,750,000 for FY08, which was reduced to \$3,691,500 after rescissions. Carryover from FY07 and prior years was \$587,009. Total budget authority for FY08 is \$4,278,509. The Board approved \$136,739 in upward revisions to the FY08 budget in November 2007; staff was requesting additional revisions to the budget totaling \$391,770 (from unobligated funds).

The following budget revisions were discussed and approved by the Board:

- Prior year agreement with USGS (\$20,000)
- NBC transition costs (\$15,000)
- Engineering contract for erosion control (\$50,000)
- FY08 financial audit (\$25,000)
- Access and use transportation planning (\$100,000)
- Advertising (\$50,000)
- Seasonal range, cultural, and biological technician hires (\$58,000)
- Transfer of station costs for two new employees (\$15,000)
- Increased Jemez Springs office lease and utilities costs (\$16,000)
- Computer upgrades and maintenance (\$5,000)
- Hydrology equipment (\$14,000)
- Cultural resource equipment and supplies (\$21,000)

- Sand filter for Headquarters water system (\$10,000)
- Preserve equipment (\$7,500)

Bogges stated that a modification to the Moss Adams contract had been signed and the additional work was underway.

Jeff Cross stated that the contract for the strategic business plan with Entrix was signed the previous week and that the plan would be completed in September 2008.

Bob Parmenter said that the Trust submitted a proposal to the Federal Transportation Administration for transportation planning funds. The money would be used to develop a transportation plan in conjunction with the business plan, both of which would be incorporated into the public access and use management plan.

Tracy Hephner proposed using some of the unobligated budget funds to hire someone to oversee grazing operation on the Preserve. There was general agreement that a ranch foreman would be a useful addition to staff on the Preserve for six months a year.

Ed Tinsley lead a discussion about advertising that focused on the image the Trust wanted to convey. He said it is important to communicate what the Trust is doing. A marketing campaign was discussed.

Bill Keleher made a motion to approve the revisions to the FY08 budget. After more discussion and amendments, a revised motion was made by Jim Range and seconded by Jim Gosz. It was approved unanimously.

Cross reported that the Trust has never invested revenue funds in interest bearing T-bills. Bogges explained that the Forest Service has special authority to invest funds in Treasury bills and bonds. She said that the Trust could withdraw funds at any time. Range asked why the Trust is going through the Forest Service. Dan Jiron made a motion to invest revenue funds in T-bills and look into the authority to use a private investment company. Tinsley seconded the motion. Steve Henry amended the motion for staff to report back to the Board in June. The amended motion passed.

#### Insurance

There was discussion about the Trust's liability insurance, which is currently with Colorado Casualty and ends in May. Dennis Trujillo reported that the premium is based on revenues. Tinsley suggested that the chairman appoint a subcommittee to look into insuring the Trust as well as directors and officers liability insurance. Keleher appointed Range and Hephner to work with the executive director.

#### Executive Session

The Board went into executive session with the executive director to discuss personnel matters.

#### FY08 Grazing Program

Hephner reviewed the grazing RFP, which went out in December 2006. Six proposals were received. A subcommittee of the Board and staff selected a proposal to run 2,000 yearlings on

the Preserve. The discussion focused on the economic return to the Trust (\$56K), the management plan, distribution of the RFP, and whether there was time to issue a new RFP and select a proposal with a greater economic return to the Trust. Hephner moved that the Trust award the contract to the highest bidder; Brad Traver seconded. The motion passed.

#### Fishing and Hunting Programs

Trujillo discussed a new fishing program for the East Fork to be implemented in 2008. Eight fishing spots can be reserved on-line; four additional spots reserved for guides and clients. Estimated revenues could be over \$50K. Trujillo mentioned that fish populations are higher near the headwaters and west of the VC01 road due to poor habitat conditions.

Trujillo reported on the hunting shows attended by the Trust and programs for the 2009 and 2010 hunts on the Preserve. Range suggested that staff attend the Dallas Safari Club and Las Vegas Shot shows.

### **March 14**

#### Programmatic Agreement

Ana Steffen presented the draft programmatic agreement (PA) and reviewed the lengthy process that resulted in the State Historic Preservation Office (SHPO) approving the draft. Following Board approval, the PA will be sent to the Advisory Council on Historic Properties for review. Once the council completes its review, the PA will be sent to the tribes for their review. Range moved to approve the PA; Gosz seconded. The motion passed.

#### Forest Management

Gosz discussed the importance of dealing the degraded condition of the forests on the Preserve. Jiron suggested that the Santa Fe National Forest, Bandelier National Monument, and the Trust meet to discuss a strategy to develop a Jemez Mountains forest management plan. Jiron made a motion that the Board desires to consider immediate projects to reintroduce fire to the Preserve, to work with the Forest Service and NPS on forest management projects, and to explore options for developing a Jemez Mountains forest management plan. Gosz seconded. The motion passed.

#### Grazing Environmental Assessment

There was discussion of the first two chapters of the draft EA for forage management that was reviewed by the Board. Range proposed that a subcommittee of the Board revise the draft and bring it back to the entire Board for approval. The subcommittee would include Range, Hephner, and the chairman.