

# SOIL & WATER CONSERVATION DISTRICT

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## Supervisor Handbook

### **T A B L E   O F   C O N T E N T S**

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## **Nuts and Bolts of Soil and Water Conservation Districts**

### **Purpose of Soil and Water Conservation Districts:**

The purpose of a conservation district is set out in the state statute; the Soil and Water Conservation District Act (73-20-25 through 73-20-48 NMSA 1978). The purpose of the act is to:

- Control and prevent soil erosion
- Prevent floodwater and sediment damage
- Further the conservation, development, beneficial application, and proper disposal of water
- Promote the use of impounded water
- Conserve and develop the natural resources of the state

Through the conservation district, **a local government entity**, the residents and landowners of a local area can use their knowledge to accomplish conservation work appropriate for the locale, by their own work or by coordinating with and advising federal and state agencies, as well as other local government entities such as counties and municipalities.

### **Function of a Soil and Water Conservation District (SWCD):**

To take available technical, financial, and educational resources, whatever their source, and focus or coordinate them so they meet the needs of the local land user.

### **Qualifications:**

Elected supervisor positions 1-4 require residency and landownership within the district boundaries. Elected supervisor position 5 only requires residency within district boundaries. Elected supervisors serve 4 year terms in office. There is no limit to the number of consecutive terms a supervisor can hold.

The Soil and Water Conservation Commission appoints people to fill positions 6 and 7. Appointed supervisors need not be residents or landowners in the district, and serve one-year terms. There is no limit to the number of consecutive terms an appointed supervisor may hold. Positions 6 and 7 allow non-resident landowners, and residents who do not own land, to be represented on the board.

In addition to the requirements relating to residency and land ownership, a few desirable qualifications include: interest/background in conservation of renewable natural resources, business/management experience and communications skills.

Position numbers are unrelated to the selection of officers; chair, vice chair, and secretary/treasurer for the board. Any supervisor may serve as an officer of the board.

### **Role of a SWCD supervisor (board member):**

Your duty as district supervisor is to positively represent and serve the people of your district as a member of the official governing body that has the responsibilities of resource planning and promoting the development of a coordinated program to conserve, wisely use, and protect the natural resources within the district.

As a member of the SWCD board, you will identify conservation needs in the district and create a plan of action to fill those needs. Based on the plan of action, you will carry out the business of the district through your own effort, and/or through supervision and direction of district employees and volunteers, as well as through cooperation with your fellow board members and various partners.

### **Duties of a supervisor:**

A SWCD supervisor is expected to attend monthly board meetings consistently, participate on committees, and periodically represent the district with other agencies and organizations at local, regional, or state events. Time commitment to fulfill this role is estimated at 30 days per year.

- Identify local conservation needs, and develop, implement, and evaluate programs to meet them.
- Educate and inform landowners and operators, general public, and local, state, and federal legislators on conservation issues and programs.
- Supervise other volunteers and paid staff working with the district; coordinate with cooperating agency personnel.
- Administer the district by delegating tasks through a structure of board officers and members, committees, and others.
- Raise and budget district funds; oversee spending to ensure accountability to taxpayers, and compliance with the district plan and priorities, state laws and regulations.
- Report on district activities to the public.
- Coordinate assistance and funding from federal, state, and local government, district associations, and private groups.
- Participate with partner agencies and auxiliary organizations to represent your district's interests.

### **Soil and Water Conservation District Law:**

**Soil and Water Conservation District Act:** Sections 73-20-25 through 73-20-48 NMSA 1978. The District Act defines an SWCD as “a governmental subdivision of the state, a public body politic and corporate.” A copy of the District act may be found on the New Mexico Department of Agriculture (NMDA) website at: <http://nmda.nmsu.edu/> under Agriculture Programs and Resources, click Soil and Water Conservation Programs.

### **Watershed District Act:**

Watershed districts may be formed as subdistricts of soil and water conservation districts in a watershed area, with a separate board of directors, as provided in the Watershed District Act [73-

20-1 NMSA 1978], for the purpose of developing and executing plans and programs relating to any phase of conservation of water, or of water usage, including water-based recreation, flood prevention, flood control, erosion prevention and control of erosion, and floodwater and sediment damages. A copy of the Watershed District Act may be obtained from the NMDA website.

<http://www.nmda.nmsu.edu/home/divisions/apr/references-and-resources-for-swcd-supervisors-staff/>

### **Funding:**

SWCDs receive a minimal amount of funding from the state for general operations. The funding is divided among the districts by the use of a point system Excel spreadsheet, where projects and activities completed in the previous fiscal year earn points for a district towards the following fiscal year's funding. The SWCC approves the point system spreadsheet for funding distribution.

Capital outlay funds from the state legislature may be designated for use by a SWCD, normally for tangible items such as buildings, vehicles, and equipment.

Counties that contain federal lands may receive Farm and Range Improvement Funds (FRIF). These funds are derived from the state's share of Taylor Grazing Act fees paid to the Bureau of Land Management. The funds may only be used for six purposes that benefit agriculture, including conservation of soil and water and extermination of poisonous and noxious weeds [Farm and Range Improvement (6-11-6 NMSA 1978)]. SWCDs may request or negotiate to obtain FRIF funds from counties within their district boundaries for conservation projects.

Products (seedlings, irrigation supplies) and services (subdivision reviews, conservation technical assistance, and equipment rental) may also be used to generate income for a district. District boards should consider whether it is advisable or desirable to compete with local businesses in these areas.

Other funding may be obtained from governmental or private sources in the form of grants, loans, contracts, cooperative agreements, and so forth. A transfer of funds between two governmental entities is exempt from the state procurement code, so competitive bids or proposals are optional if funding is coming from a city, county, or state agency.

### **Mill Levies (District Act, 73-20-46):**

SWCDs may establish a levy, also known as a tax, of up to five dollars per thousand dollars of taxable value (one mill) on lands within the district, if the Mill Levy is authorized by the voters. Most districts have a 10 year limit on their mill levies. If a district is in debt to the state or federal government, they may continue the mill levy beyond the 10 year limit without a new referendum. Property within incorporated areas (city, town or village limits) may be excluded from a mill levy.

Districts with mill levies may pass annual resolutions establishing the rate of the levy for the upcoming year if it is determined the operating funds will be insufficient to meet the needs of the district. The resolutions are submitted to the SWCC for approval and then to DFA for certification. Districts may adjust the tax rate up or down annually according to budget needs, not to exceed the maximum rate established by referendum or the statutory maximum of one mill.

SWCD mill levy monies are assessed and collected by the county assessor and county treasurer via the regular tax bill to property owners. The county treasurer is entitled to a collection fee of actual cost for collection. This collection fee is not to exceed four percent of the amount collected.

A district that wishes to get a new mill levy authorized should carefully consider their current stature and visibility within the community, and assess the need for additional public relation efforts leading up to a referendum.

### **Financial Management:**

Each SWCD is responsible for managing the income and expenses of the district to ensure that all legal responsibilities are met. Some of these responsibilities are imposed by state law (annual audit/independent financial review, published legal notices), some are a necessary part of doing business (liability insurance), and some expenses are a function of the district's situation and level of activity (payroll, utilities, loan payments, conservation projects, cost share programs).

A district board should budget at least one year in advance, and establish proper control over finances, so that no single person bears responsibility for any given transaction. Expense vouchers and checks require two supervisor signatures. Supervisors should receive and review a detailed financial report at or before each monthly board meeting. The financial report should include: a copy of the bank statement and reconciliation, expenditures and receipts since the last meeting, and bills that need to be paid (accompanied by invoices and receipts that fully document the expenditures to be proper and identify the purpose or project for which the expense was incurred).

Oversight of SWCD budgets is conducted by the Department of Finance and Administration, Local Government Division (DFA/LGD) in Santa Fe. The following reports on SWCD finances are required by DFA for SWCDs with revenue over \$10,000 per year:

- Annual budget and budget resolution for each fiscal year is due by June 1. (The state fiscal year is July 1-June 30.)
- Quarterly budget reports are due October 20, January 20, April 20, and July 20.

A copy of the budget and resolution must also be sent to the SWCC by July 30. More information on DFA and its function is found at: <http://www.nmdfa.state.nm.us/>.

### **Insurance:**

Districts must have a surety bond (73-20-41 B) that protects the district from loss of funds due to the actions or inactions of board members or staff. This bond is generally reasonably priced (a few hundred dollars per year) and renewed annually.

Insurance for liability and civil rights can be obtained through the Risk Management Division of the New Mexico General Services Department or from a private insurer, for which a premium must be paid.

Districts should also carry property insurance for buildings, vehicles and equipment owned

by the district. Insurance for these items can be taken out through any insurance company.

Health insurance for supervisors is available through the General Services Department Risk Management Division. Supervisors must pay for their health insurance; it cannot be provided by the district.

The website for the state risk management division is:

<http://www.generalservices.state.nm.us/riskmanagement/>

### **Subdivision Reviews:**

Property Law (NMSA 47-6-11) states that county commissioners shall obtain opinions from SWCDs to determine whether the developer of a real estate subdivision can furnish terrain management sufficient to protect against flooding, inadequate drainage and erosion and can fulfill the proposals contained in the disclosure statement concerning terrain management. Some districts charge the developer a fee for conducting the reviews.

### **Long Range and Annual Planning:**

Each year in June, supervisors should plan the district's activities and projects for the upcoming year. SWCD boards should review the plan monthly to see if they are accomplishing what they set out to do. These annual plans should be based upon a long-range plan that is reviewed and updated every five years. Samples of an action plan can be found in Chapter 1 of the District Operations Handbook.

<http://www.nmda.nmsu.edu/home/divisions/apr/references-and-resources-for-swcd-supervisors-staff/>

### **Other Pertinent Statutes and Rules:**

The following are state statutes and codes that govern soil and water conservation districts as well as brief outline of what they cover:

**Statute:** Statutes can only be changed by action of the state legislature. Often named as an "Act". For New Mexico, citations of current statutes will usually include "New Mexico Statutes Annotated 1978" or "NMSA 1978".

**Administrative Code:** Often called "rules" and "regulations", administrative code can be changed by the agency or commission. This process requires the proper authority through a process that provides notice to the public, but does not require action by the state legislature. Citations usually include "New Mexico Administrative Code" or "NMAC".

### **Open Meetings Act:** (Chapter 10, Article 15, NMSA 1978)

Each SWCD must pass a resolution annually that tells the public how meetings will be announced, and with how much notice. When there is a question on how much notice is required for any given meeting, the SWCD should refer back to its own resolution.

- Meeting notices: Shall include an agenda listing specific items of business to be discussed or transacted at the meeting **or** information on how the public may obtain a copy of an agenda, which shall be available to the public at least seventy-two hours prior to the meeting. Items not on the agenda seventy-two hours prior to the meeting can be added to

the agenda for discussion, but can't be acted upon.

- Recommended Notice times: Regular meetings ten (10) days; special meetings three (3) days; emergency meetings twenty-four (24) hours.
- Closed sessions: Require a roll call vote by a quorum to close the session. The motion must state the exception to the Open Meetings Act that allows for the closed session. Only the subjects announced in the motion may be discussed while in closed session. **No vote can be taken during closed session; any action must be made during an open meeting.** Minutes are not taken in closed session.
- Closed sessions are allowed for limited personnel matters, competitive sealed proposals, pending litigation and the purchase, acquisition or disposal of real property or water rights, and other matters as detailed in the Act.
- A quorum is a majority of members, which for SWCDs is 3 out of 5 members, or 4 out of 7 members.
- No quorum: means no action can be taken. SWCDs often operate as a "committee of the whole", and at the next meeting of a quorum endorses the actions of the committee. The Soil and Water Conservation Commission policy 2-09-05 states that, "a committee of the whole shall consist of one less than the number of supervisors which constitutes a quorum, but in any case not less than two supervisors."

Chapter 9 of the District Operations Handbook provides more information. Also the Attorney General's office provides a Compliance Guide for this Act,

<http://www.nmag.gov/consumer/publications/openmeetingsactcomplianceguide>.

#### **Inspection of Public Records Act:** (Chapter 14, Article 2, NMSA 1978)

Every person has a right to inspect public records of the state. Not every record is public, and public records may contain certain information that should not be released. Each SWCD should appoint a person to serve as custodian of public records, who is responsible for the maintenance, care, keeping and distribution of public records. SWCDs need to adopt A Right to Inspect Public Records Policy, and post it in the office. Any person wishing to inspect public record may submit an oral, written, email, or fax request to the custodian. A custodian receiving the request shall permit the inspection immediately or as soon as is practicable, but not later than fifteen days after receiving the request. If an inspection is not permitted within three business days, a letter in writing or email shall be sent explaining when the records will be available for inspection.

More information can be found in Chapter 10 of the District Operations Handbook:

<http://www.nmda.nmsu.edu/home/divisions/apr/references-and-resources-for-swcd-supervisors-staff/>

and the NM Attorney General's website at: <http://www.nmag.gov/public-records-inspection-request.aspx>.

#### **Mileage and Per Diem Act:** (Chapter 10 Article 8, NMSA 1978)

#### **Travel and Per Diem Rule:** (Title 2, Chapter 42, NMAC)

Mileage and Per Diem are separate from each other, and are paid from the district budget. Maximum rates are set by the state, but a SWCD may set lower rates commensurate with the district budget. Supervisors may be paid up to \$ 95.00 per meeting day for board meetings or properly designated subcommittees of the board. Overnight travel for supervisors or employees

can be reimbursed at a rate of up to \$85.00 per 24 hour period. If approved in advance, a supervisor or employee may receive reimbursement for actual expenses; must submit all receipts, and the maximum reimbursement for meals is \$30.00 per day. Partial day per diem rates are established for travel that does not require an overnight stay.

The maximum mileage rate was set by New Mexico legislation and is the Internal Revenue Service mileage rate set in January of the previous year. This allows for adjustment of the mileage rate as fuel prices fluctuate, but also allows a SWCD to properly and adequately budget for mileage.

More information can be found in Chapter 7 of the District Operation Handbook:  
<http://www.nmda.nmsu.edu/home/divisions/apr/references-and-resources-for-swcd-supervisors-staff/>

**Procurement Code:** (Chapter 13 NMSA 1978, and Title 1, Chapter 4)

NMAC) Purchasing tangible items:

- |                       |                         |
|-----------------------|-------------------------|
| • Less than \$20,000  | Obtain the best price   |
| • \$20,001 - \$60,000 | Three written quotes    |
| • More than \$60,000  | Formal sealed proposals |

Request for proposals:

- |                                   |                         |
|-----------------------------------|-------------------------|
| • Professional services           |                         |
| ▪ Less than \$60,000              | Three written quotes    |
| ▪ \$60,001 or more                | Formal sealed proposals |
| • Regular services                |                         |
| ▪ Less than \$20,000              | Best price              |
| ▪ \$20,001 or more                | Sealed proposals        |
| • Landscape or surveying services |                         |
| ▪ Less than \$10,000              | Three written quotes    |
| ▪ \$10,000 or more                | Formal sealed proposals |

To prevent fraud, there are rules on how property owned by a SWCD may be sold or otherwise disposed of. There are ways to recoup some costs for property that still has significant value, and ways to donate property to certain other public charitable entities if the value of the property is minimal.

Chapter 3 of the District Operations Handbook has more information on purchasing procedure and disposition of property.  
<http://www.nmda.nmsu.edu/home/divisions/apr/references-and-resources-for-swcd-supervisors-staff/>

**Organizations Created by State Law:**

**New Mexico Department of Agriculture (NMDA):**

Soil and Water Conservation Specialists in the Agricultural Programs & Resources Division (APR) of NMDA assist local boards with planning and developing programs and projects as well as fulfilling administrative matters; providing information, promoting cooperation between districts; securing cooperation and assistance of state and federal

agencies; and rendering aid and assistance to districts within budget limitations. These duties are enumerated in the District Act (73-20-31). The department also has other roles in regulating and assisting the agricultural industry and consumers in the state. More information is available on the NMDA web site, <http://www.nmda.nmsu.edu/>.

**Soil & Water Conservation Commission (SWCC):**

The SWCC shall be composed of seven appointed members and five ex-officio members. The seven members of the SWCC are appointed by and serve at the pleasure of the governor. Six of the members are district supervisors, one representing each of the six regions designated by NMDA. The seventh member is selected to serve at large. The five ex-officio members comprised of : the governor or his designee, the associate director of cooperative extension service of NMSU or his designee, the associate director of the agriculture experiment station of NMSU or his designee, the state conservationist of NRCS of the USDA or his designee, and the president of NMACD or his designee, shall serve without vote.

The SWCC may promulgate rules to carry out the Soil and Water Conservation District Act, and advises NMDA on any matter that affects soil and water conservation and the SWCDs. The SWCC approves the point system spreadsheet for funding distribution, and award annual grants for water quality and conservation projects through the request for proposal (RFP) process.

**Organizations Created by Districts:**

**NMACD:**

The New Mexico Association of Conservation Districts (NMACD) is a non-profit, non-governmental organization. NMACD operates under by-laws that were adopted by, and can be amended by, the members of the organization. NMACD is governed by a board of directors, made up of three executive officers elected by vote of the membership, plus a region chair and region vice chair from each of the six regions, which correspond to the regions designated by NMDA. A district can have a voice in the policies and priorities of NMACD by passing resolutions at the local level, and disseminating them for consideration by other districts. After due consideration and possible amendments, the resolution will be voted upon by the membership.

**NACD:**

The National Association of Conservation Districts (NACD) is a non-profit, nongovernmental organization representing conservation districts and their state associations in the fifty states, Puerto Rico, and the Virgin Islands. NACD's mission is to serve conservation districts by, providing national leadership and a unified voice for natural resource conservation. Among the goals of the organization are to:

- Represent districts as their national voice on conservation issues;
- Provide useful information to conservation districts and their state associations;
- Build partnerships with federal and state agencies and other organizations in order to carry out district priorities and programs;
- Analyze programs and policy issues that have an impact on local districts; and
- Offer needed and cost-effective services to districts.

**NMCDE:**

The New Mexico Conservation District Employees (NMCDE) is an organization for district employees. They promote professional improvement and provide a networking system to identify and use resources to strengthen conservation districts. They also strive to improve conditions for districts and employees. Membership is optional; supervisors may join as associate members to support the organization and receive benefits.

**NMCCD:**

The New Mexico Coalition of Conservation Districts (NMCCD) was established in 2011 to assist SWCDs with their goals to manage and protect land and water resources on all private and public lands, by providing comprehensive support and ethical representation. Membership to the New Mexico Coalition of Conservation Districts is open to every SWCD and conservation affiliate within the State.

**Western Coalition of Conservation Districts:**

An organization of western state and territory associations, the Western Coalition was formed to increase the effectiveness of western conservation districts in getting their unique concerns addressed at the national level. The coalition accomplished its goals for the most part, and is now inactive.

**Other Partners and Organizations:****Natural Resources Conservation Service (NRCS):**

Originally called the Soil Conservation Service, NRCS is the federal link in a partnership effort to help America's private land owners and managers conserve their soil, water, and other natural resources. Through the "Farm Bill", the agency provides financial assistance for many conservation activities. Participation in their programs is voluntary.

- The Conservation Technical Assistance (CTA) program provides voluntary conservation technical assistance to land-users, communities, units of state and local government, and other Federal agencies in planning and implementing conservation systems.
- NRCS manages natural resource conservation programs that provide environmental, societal, financial, and technical benefits.
- Science and technology activities provide technical expertise in such areas as animal husbandry and clean water, ecological sciences, engineering, resource economics, and social sciences.
- They provide expertise in soil science and leadership for soil surveys and for the National Resources Inventory, which assesses natural resource conditions and trends in the United States.

**Resource Conservation & Development Program (RC&D):**

The RC&D program, first authorized by the Food and Agriculture Act of 1962, P. L. 87-703, received permanent authorization as part of the 2002 Farm Bill. RC&D is a unique program

that is led by local volunteer councils that help people care for and protect their natural resources in a way that improves the local economy, environment and living standards. Projects relate to the following four areas: land conservation, community development, land management, and water management.

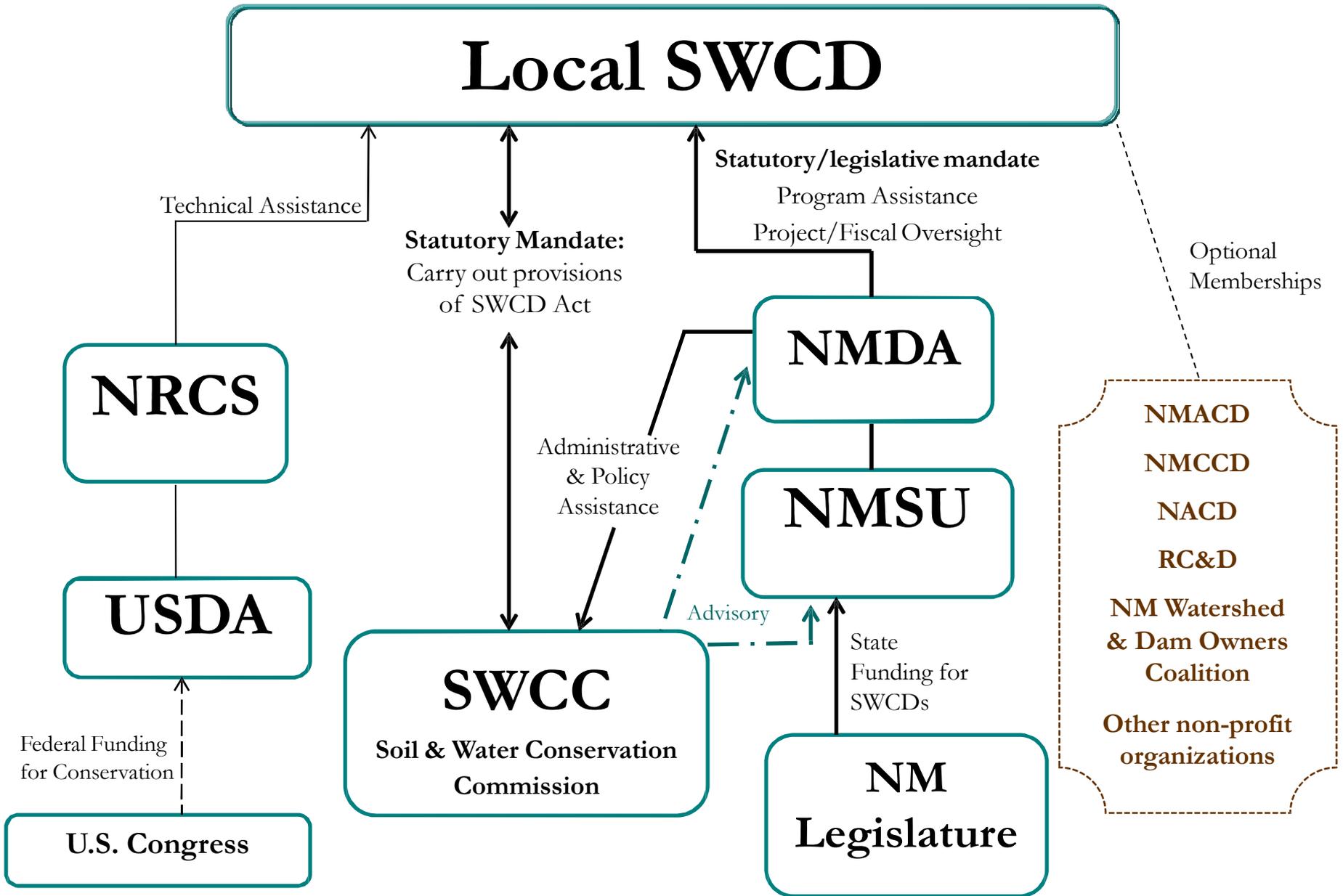
The purpose of the RC&D program is to encourage and improve the capability of volunteer, locally elected, and civic leaders in designated RC&D areas to plan and carry out projects for resource conservation and community development. USDA has designated 375 RC&D Areas, serving 85% of U.S. counties. Nearly half of council members are locally elected officials such as mayors, judges, or commissioners. All council members serve as volunteers.

All RC&D Councils have Area Plans defining their goals and objectives. Councils serve as a conduit for USDA Programs that assist in Area Plan implementation.

**Potential Partners:**

SWCDs are not limited in what entities they may partner with to accomplish conservation work. Possible partners to consider are:

- Counties
- City, town, & Village Governments
- Other local governments or special districts (e.g., water, wastewater, or sanitation districts, volunteer fire depts.)
- Irrigation districts, etc.
- Other SWCDs
- State agencies (NMDA, Energy, Minerals, & Natural Resources Dept., Environment Dept., and others)
- Federal Agencies (NRCS, Bureau of Reclamation, Bureau of Land Management, Forest Service, and others)
- Non-profit organizations



## Acronyms and Abbreviations

319	Section of federal Clean Water Act dealing with non-point source pollution	EBI	Environmental Benefit Index (For CRP Ranking)
ACE	Army Corps of Engineers (also USACE, COE)	ECP	Emergency Conservation Program (1996 Farm Bill)
ADC	Animal Damage Control, now called Wildlife Services	EIS	Environmental Impact Statement
AMP	Allotment Management Plan	EMNRD	New Mexico Energy, Minerals, And Natural Resources Department
APHIS	Animal Plant Health Inspection Service	EPA	US Environmental Protection Agency
APO	Annual Plan Of Operations	EQIP	Environmental Quality Incentive Program (1996 Farm Bill)
APR	Agricultural Programs And Resources Division (Part Of NMDA)	ESA	Endangered Species Act
AUM	Animal Unit Month	EWP	Emergency Watershed Protection (1996 Farm Bill)
BLM	Bureau Of Land Management (DOI Land - Western States)	FIP	Forestry Incentives Program (1996 Farm Bill)
BMP	Best Management Practices (Site Specific Land Treatments)	FPP	Farmland Protection Program (1996 Farm Bill)
CAFO	Concentrated Animal Feeding Operation	FR	Federal Register
CERCLA	Comprehensive Environmental Response, Compensation, And Liability Act	FRIF	Farm & Range Improvement Funds
CES	Cooperative Extension Service	FSA	Farm Service Agency (USDA, Handles \$, Formerly, ASCS)
CMP	Coordinated Management Plan	GAO	U.S. General Accounting Office
COE	U.S. Army Corps of Engineers	GIS	Geographic Information System
CRMP	Coordinated Resource Management Plan	GPA	Geographic Priority Area
CRP	Conservation Reserve Program	HELC	Highly Erodible Land Conservation (1996 Farm Bill)
CSP	Conservation Security Program	ISC	New Mexico Interstate Stream Commission
CTIC	Conservation Technology Information Center	JPA	Joint Powers Agreement
CWA	Clean Water Act (EPA, 319 Nonpoint Source Grant \$)	LGD	Local Government Division (Part of DFA)
DAFP	USDA's Department Administrator of Farm Programs	LWG	Local Work Group (FSA, NRCS, NRCD)
DC	District Conservationist, NRCS	MOA	Memorandum of Agreement
DEIS	Draft Environmental Impact Statement	MOU	Memorandum of Understanding
DFA	New Mexico Department of Finance And Administration	NACD	National Association of Conservation Districts
DOI	Department Of The Interior	NAD	USDA National Appeals Division
EA	Environmental Assessment		

NASCA	National Association of State Conservation Agencies	RNA	Research Natural Area
NASDA	National Association of State Departments of Agriculture	SCS	Soil Conservation Service (now called NRCS)
NCDEA	National Conservation District Employee Association	SIP	Stewardship Incentives Program
NEPA	National Environmental Policy Act	SMA	Special Management Area
NGO	Non-Government Organization	SRMA	Special Recreation Management Area
NIFA	National Institute of Food & Agriculture (formerly CSREES)	STC	State Technical Committee
NMAC	New Mexico Administrative Code	SWCC	Soil And Water Conservation Commission
NMACD	New Mexico Association of Conservation Districts	SWCD	Soil and Water Conservation District
NMCCD	New Mexico Coalition of Conservation Districts	SWCS	Soil and Water Conservation Society (National And Local Chapters)
NMCDE	New Mexico Conservation District Employees	SWQB	Surface Water Quality Bureau of NMED
NMDA	New Mexico Department of Agriculture	TMDL	Total Maximum Daily Load
NMED	New Mexico Environment Department	TR	Technical Reference
NMSA	New Mexico Statutes Annotated (1978)	TSI	Timber Stand Improvement
NMSU	New Mexico State University	TSP	Technical Service Provider
NMWRA	New Mexico Water Resources Association	UNM	University of New Mexico
NPS	Non-Point Source Pollution (i.e. runoff and erosion)	USDA	U.S. Department of Agriculture
NRCS	Natural Resource Conservation Service (USDA, Technical, Formerly SCS)	USDI	US Department of The Interior
OMB	Office of Management and Budget (Congress)	USFS	USDA Forest Service
OSE	Office of the State Engineer	USFWS	U.S. Fish And Wildlife Service
PSA	Public Service Announcement	USGS	U.S. Geological Survey
RAC	Resource Advisory council (BLM)	UWA	Unified Watershed Assessment
RC&D	Resource Conservation and Development	WBP	USDA Water Bank Program
RCRA	Resource Conservation and Recovery Act	WHIP	Wildlife Habitat Incentive Program (1996 Farm Bill)
RFP	Request for Proposals	WQCC	Water Quality Control Commission
RITF	Range Improvement Task Force	WQIP	Water Quality Incentive Program (1996 Farm Bill)
RMP	Resource Management Plan	WRP	Wetland Reserve Program (1996 Farm Bill)
		WRRI	Water Resources Research Institute
		WS	Wildlife Services (formerly ADC), subdivision of APHIS
		WSA	Wilderness Study Area

## Calendar of Due Dates

Prepare for each item one to two months before due date.

July 1	Fiscal year begins.
July	Appointed supervisors take oaths of office.
July 15	Deadline for providing information to county tax assessor(s) on mil levies: <ul style="list-style-type: none"><li>• Mil levy rate resolution</li></ul>
July 15	Point system worksheet due to NMDA
July 30	4 <sup>th</sup> quarter budget report due to DFA-LGD for the <b>past fiscal</b> (cc: SWCC region commissioner and NMDA)*
July 31	Final budget and budget resolution <b>for current fiscal year</b> due to DFA/(cc: SWCC region commissioner and NMDA)*
July 31	Final WQ&C grant report due to SWCC.
September 1	Annual report of activities and annual plan for the <b>past fiscal year</b> due to SWCC region commissioners, and NMDA.
October 30	1 <sup>st</sup> quarterly budget report due to DFA-(cc: SWCC region commissioner and NMDA)
October 31	WQ&C 1 <sup>st</sup> quarter report and budget due to SWCC.
November	State wide supervisor's election on 1st Tuesday of odd numbered years.
Nov to Dec	Adopt Open Meetings Act resolution to cover upcoming calendar year (cc: NMDA)
January	Elected supervisors take oaths of office.
January	Reorganize district board: Elect chairman, vice chair, and secretary-treasurer.
January	Report to NMDA name, address, and phone number of all board members and indicate chair, vice chair, and secretary-treasurer positions.
January	Conduct district board mid-year budget review
	Ensure that proper bonding policy is in place
January 30	2 <sup>nd</sup> quarterly budget report due to DFA-LGD (cc: SWCC region commissioner and NMDA)*
January 31	WQ&C grant 2 <sup>nd</sup> quarterly report and budget due to SWCC.
April	Pass annual mil levy rate resolution and submit to the SWCC for approval.
April 20	3 <sup>rd</sup> quarterly budget report due to DFA-LGA (cc: SWCC region commissioner and NMDA)*
April	WQ&C grant RFP's due to SWCC.
April 30	WQ&C grant 3 <sup>rd</sup> quarterly report and budget due to SWCC.
June 1	Budget and budget resolution for the coming fiscal year due to DFA-LGD, (cc: SWCC region commissioner and NMDA). Option: submit preliminary budget by June 1; final budget with budget resolution by July 30.
June	Finalize annual work plan for coming fiscal year.
June 15	Report recommendations for appointed supervisors (positions 6 and 7) to the SWCC through NMDA.
June 30	Fiscal year ends

**Additional Notes:**

Review district plan at least annually  
Review Annual Work Plan each  
month

***\*Reports consist of cash report, bank account reconciliation, quarterly cash report and description of investments.***

SWCC: Soil and Water Conservation Commission (email: [swcc@nmda.nmsu.edu](mailto:swcc@nmda.nmsu.edu))

) NMDA: New Mexico Department of Agriculture (Las Cruces)

DFA-LGD: Department of Finance Administration- Local Government Division (Santa

The Soil and Water Conservation District Act, Chapter 73, Article 20, Sections 25-49 of the New Mexico Statutes Annotated (NMSA) can be found at:

[https://laws.nmunesource.com/w/nmos/Chapter-73-NMSA-1978#!fragment/zoupio-\\_Toc27138817/BQCwhgziBcwMYgK4DsDWszIQewE4BUBTADwBdoAvbRABwEtsBaAfX2zgCYB2ARgGYAHAJ5cAlABpk2UoQgBFRIVwBPaAHI14iTTC4ECpao1adekAGU8pAEKqASgFEAMg4BqAQQByAYQfjSYABG0KTsoqJAA](https://laws.nmunesource.com/w/nmos/Chapter-73-NMSA-1978#!fragment/zoupio-_Toc27138817/BQCwhgziBcwMYgK4DsDWszIQewE4BUBTADwBdoAvbRABwEtsBaAfX2zgCYB2ARgGYAHAJ5cAlABpk2UoQgBFRIVwBPaAHI14iTTC4ECpao1adekAGU8pAEKqASgFEAMg4BqAQQByAYQfjSYABG0KTsoqJAA)

Statutes are periodically amended by the New Mexico Legislature, so please make sure that you refer to the current version of the statute when appropriate.