

New Mexico Land Grant Council (NMLGC)  
August 23, 2021 – 1:00pm  
Virtual Meeting  
Zoom ID: 934 0714 3127

**Final**  
**Special Council Meeting**

**1. Call to Order - Roll Call**

Chairman Juan Sánchez called the meeting to order at 1:08pm MDT. Roll call of the Council members: Steve Polaco, Juan Sánchez, Rebecca Correa-Skartwed Andrea Padilla and Leonard T. Martínez.

**2. Introduction of Guests**

Juan Sánchez (NMLGC); Andrea Padilla (NMLGC); Steve Polaco (NMLGC); Rebecca Correa Skartwed (NMLGC); Leonard Martínez (NMLGC); Arturo Archuleta (NMLGC/LGSP); Jacobo Baca (NMLGC/LGSP); Venessa Chavez (NMLGC/LGSP); Eric Chavez (Office of Senator Ben Ray Luján); A.J. Pacheco (Office of Congresswoman Teresa Leger Fernández).

**3. Approval of Agenda**

Councilor Steve Polaco made a motion to approve the agenda; Councilor Rebecca Correa Skartwed seconded the motion.

Roll call vote:

Councilor Padilla - aye  
Councilor Correa Skartwed - aye  
Councilor Martínez  
Councilor Polaco - aye  
Chairman Sánchez – aye

The motion was passed.

**4. Discussion and Possible Action in Council FY 2021, FY 2022 & FY 2023 Budgets**

Council staff presented the staff budget recommendation for the Fiscal Year 2023 New Mexico Land Grant Council budget request (in packet). The request is for an increased budget. For the budget that is managed by DFA, the DFA fee remains \$3,300, the Land Grant Support Fund remains \$30,000, publishing at \$4,000, in state travel at \$10,000, out of state travel at \$5,600, and the legal services contract at \$60,000, which is the maximum amount allowable as a sole source and does not have to go to bid. The Intergovernmental Service Agreement portion of the budget that is managed at UNM is \$507,100, including \$354,359 in salaries and fringe, \$15,000 in in state travel, \$4,000 for out of state travel, \$4,424 for supplies and non capital equipment, \$4,000 for computers, software, and supplies, \$300 for postage, \$2,500 for copying and printing, which cover the copier service contract, \$25,000 for natural resource conservation, including youth conservation corps, \$500 for the Natural Resources and Environmental Law Clinic fee waiver, \$1,500 for facility rental for meetings, \$10,000 for equipment rental, \$1,000 for governmental fee expenses related to surveying and \$84,517 in the 20% facilities and administration fee.

Other items not presented in this budget include insurance and bookkeeping software. Councilor Martínez stated that a line item for insurance is very important; the San Joaquín del Río de Chama

Land Grant paid \$1,500 for tort liability for one year of coverage. If the liability insurance fund was managed by DFA, it would not be subject to the 20% F&A fee at UNM. Mr. Arturo Archuleta also mentioned the Council purchasing bookkeeping software like Quickbooks as an enterprise license and licensing land grants as users. Cost would be as low as \$2,500-3,000 per year for a few land grants and as high \$25,000 per year for 30 land grants. Councilor Correa Skartwed suggested Zoho, a cloudbased software that us more affordable (\$19 per month) and easier to navigate than Quickbooks. Councilor Martínez agreed that Quickbooks is difficult and stated that the reports it produces are complicated. Councilor Padilla added that the Town of Tomé Land Grant bought Quickbooks and agreed that assisting land grants with insurance costs is a bigger priority. The Town of Tomé Grant pays \$3,200 per year in insurance. Mr. Archuleta clarified that difference between property and general liability insurance and tort liability insurance. Tort liability coverage covers a land grant for civil lawsuits and cases where an injury has been incurred. Most units of government cannot be sued for tort. But, for instance, if a land grant vehicle is involved in an accident, immunity is waived and they can be sued under tort. State government attorneys would litigate suit on your behalf in a tort claim, and the state would pay out any damages. By statute, all units of government need to have tort liability coverage. Property insurance is good to have, but is not necessary by law. Councilor Martínez suggested creating a \$30,000 fund which all land grants can apply, which would offer tort liability insurance and allow all land grants to get them all in compliance. Councilors Padilla and Correa Skartwed agreed.

Councilor Martínez made a motion to approve staff recommended budget for FY 2023, with the inclusion of \$30,000 for liability insurance for land grants, for a total FY 2023 request of \$650,000; Councilor Correa Skartwed seconded the motion.

Roll call vote:

Councilor Correa Skartwed - aye  
Councilor Padilla - aye  
Councilor Martínez  
Councilor Polaco - aye  
Chairman Sánchez – aye

The motion was passed.

## **5. Adjournment**

Councilor Martínez made a motion to adjourn; Councilor Padilla seconded the motion.

Roll call vote:

Councilor Padilla - aye  
Councilor Correa Skartwed - aye  
Councilor Martínez  
Councilor Polaco - aye  
Chairman Sánchez – aye

The motion was passed. The meeting adjourned at 1:52pm MDT.

**Approved:**

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Chair

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Date