

**ANNUAL WORK PLAN *Fiscal Year 2023-2024***  
**NEW MEXICO ASSOCIATION OF CONSERVATION DISTRICTS**

The NMACD Board of Directors outlines a planned program to accomplish the on-going and proposed activities within the state as well as placing emphasis on specific areas of conservation needing attention.

We request the assistance and cooperation of all districts, agencies, and organizations in meeting the objectives and goals of this annual work plan.

**NMACD MISSION**

***To facilitate the conservation of the natural resources in New Mexico  
by providing  
opportunities and quality support to local  
conservation districts through representation and leadership.***

The NMACD Board of Directors members:

**Executive Officers:**

Willard Hall	President
Josh Smith	Vice President
Kandy Hutchins	Secretary-Treasurer

**Region Chairs**

I	Julian Sanchez
II	Joseph Salazar
III	Dusty Hunt
IV	Rita Gallegos
V	Lisa Runyan
VI	vacant

**Vice Chairs**

Lynn Montgomery
Horace Leyba
Jim Wood
Eldie Cruz
Kendall Buzard
vacant

The state association board meets in various locations across the state and conducts monthly conference calls as needed. The following items outline the objectives and actions for NMACD during the fiscal year July 1, 2023, through June 30, 2024:

**OBJECTIVE I. *Legislative Relations & Policy Development – Debbie Hughes & Rebecca Dow, Lead***

**CONTINUE TO CONCENTRATE RESOURCES AND ENERGY ON  
LEGISLATIVE ADVOCACY AND DEVELOP A STRONGER RELATIONSHIP  
WITH ELECTED OFFICIALS AND STAFF**

- Action 1: Participate in Legislative Finance and Water Natural Resource interim committees and/or any other special committees as the need arises.
- Action 2: Work on Legislation related to NMACD policies.
- Action 3: Work with NMDA to increase base budget from legislature for districts to fund audits and other program needs.
- Action 4: Use business plans, annual work plans and reports of accomplishments to assess the needs of the local districts.

OBJECTIVE I. **Continued**

- Action 5: Conduct legislative forums within local districts. Involve elected officials in tours and field trips.
- Action 6: Increase “legislative leadership” within NMACD; continue legislative training for supervisors.
- Action 7: Increase funding for District projects & programs through partnerships.
- Action 8: Participate in the Ag Fest and Ag Feast during legislative session.
- Action 9: Schedule the Soil & Water Conservation District Day at the Legislature.
- Action 10: Increase National Legislative efforts and solidify relationships with NM congressional delegation and staffers.
- Action 11: Work with NACD to strengthen our national legislative efforts.
- Action 12: Build cooperation with other NM Ag Groups & others.
- Action 13: Continue to support legislative apprentice program for Young District Officials’ participants.
- Action 14: Identify new leaders for NMACD.

OBJECTIVE II. **Communication Exchange with Districts – Linda Hood, Lead**

**SUPPORT FOR SOIL AND WATER CONSERVATION DISTRICTS’  
PROJECTS AND PROGRAMS THROUGH PUBLIC INFORMATION AND  
INFORMATION SHARING**

- Action 1: Write articles for other newsletters and encourage partners to submit information for NMACD newsletter; highlight training in NMACD Newsletters.
- Action 2: Maintain Supervisor Certification Training on web page. Continue to host NMACD web page and newsletter. Share District Supervisor Certification Training spreadsheet with Districts.
- Action 3: Represent SWCDs on Water Trust Board and facilitate grant applications. Region Chairs should encourage training from NM Finance Authority for interested districts on a Region basis.
- Action 4: Conduct quarterly phone conference calls within each region, if requested.
- Action 5: Email information to districts concerning issues and upcoming events as needed.

**OBJECTIVE III. Public Outreach & Recognition Program – Rebecca Dow, Linda Hood**

**WORK WITH DISTRICTS TO EDUCATE TEACHERS AND YOUTH ABOUT CONSERVATION ACROSS NEW MEXICO**

- Action 1: Executive Assistant will work with districts and other partners on Envirothon and other educational programs and projects.
- Action 2: Encourage use and training of Rolling Rivers Water Trailers.
- Action 3: Continue to maintain current water trailer scheduling contacts on NMACD web page.
- Action 4: Develop youth interest in SWCDs through Youth affiliate memberships.
- Action 5: Establish task force or work groups for educational programs and projects.
- Action 6: Encourage NM SWCDs to utilize NACD educational programs, i.e., poster contest, photo contest and awards programs.

**OBJECTIVE IV-A. Training (District Supervisors) – Troy Hood & Linda Hood, Lead**

**PROVIDE TRAINING OPPORTUNITIES FOR DISTRICT SUPERVISORS AND PARTNERS**

- Action 1: Coordinate with NMDA and SWCDs for training opportunities. Continue working with partners to maintain “Supervisor Certification Training” that meets or exceeds NACD requirements.
- Action 2: Update Supervisor Certification Training as needed; encourage Districts to sponsor training, and present Training as requested by Districts.
- Action 3: Maintain Record and Summary of Training Status for Supervisor Certification Training; share with Districts.
- Action 4: Provide “Supervisor Certification Training” to new Supervisors where and when time is allocated.
- Action 5: Continue to incorporate and update as needed NACD Advocacy Training with NMACD Supervisor Certification Training.
- Action 6: Encourage those Young Leaders identified under Objective I, Action 14, to complete the District Supervisor Certification Training.

**OBJECTIVE IV-B. WORK ON TRAINING PROGRAMS FOR DISTRICT EMPLOYEES – Rebecca Dow, Lead**

- Action 1: Participate in State FFA Teacher Conference.
- Action 2: Participate in State 4-H Conference.

OBJECTIVE V. **Partnership Relations and Coordination – Debbie Hughes & Ken Leiting with Contractors**

**COORDINATE WITH ALL AGENCIES AND ORGANIZATIONS INTERESTED IN CONSERVING NATURAL RESOURCES**

- Action 1: Initiate Coordinated Resource Management Plan (CRMP) at state and local levels for organizations & agencies.
- Action 2: Participate in NM Energy Minerals and Natural Resources Department (EMND) Forestry Work Group.
- Action 3: Continue to represent districts on USDA-NRCS State Technical committee.
- Action 4: NMACD will follow up with appropriate action on resolutions passed by districts.
- Action 5: Participate in quarterly meetings with NRCS to ensure close coordination and open communication to carry out mutual program activities effectively and efficiently.

OBJECTIVE VI. **Operations & District Ownership & Funding – Debbie H. & Ken L., Lead**

**CONTINUE TO OPERATE THE STATE ASSOCIATION TO REPRESENT Member DISTRICTS' NEEDS AND INTERESTS**

- Action 1: Hold meetings as needed to conduct business and plan activities.
- Action 2: Plan & coordinate region meeting with region chairs and the annual conference with designated region and region chairs.
- Action 3: Administer projects and programs to benefit districts.
- Action 4: Inform districts of activities through web page, newsletters, annual reports and quarterly region chair conference calls.
- Action 5: Establish task forces to work on issues or programs with our conservation districts. The first group tasked to enhance the NMACD Outstanding Awards program appeal to districts and encourage participation. NMACD Executive Assistant coordinates with the NMACD Website Manager, a representative from the New Mexico Conservation District Employees (NMCDE) and a supervisor in the NACD Next Generation Leadership Institute (NGLI) program.
- Action 6: Continue to work with Thornburg Foundation on Grants to support NMACD and SWCDs.

**OBJECTIVE VII. Program Development and Technical Assistance, Troy Hood, Lead**

- Action 1: Manage TSP Employment Program in coordination with NRCS and NMDA to provide technical assistance providers needed by NRCS and other partners utilizing employees or professional service contractors.
- Action 2: Serve as employer of record for TSP employees. Coordinate employee staffing Needs and funding with NRCS, SWCDs, NMDA, and other partners.
- Action 3: Encourage and assist NRCS and local districts to hire and manage “district capacity building” employees. Prepare and enter into cost-sharing agreements with local SWCDs.
- Action 4: Periodically review and update TSP Employee Handbook and policies.
- Action 5: Ensure that training is provided to TSP employees in coordination with NRCS and partners.
- Action 6: Utilize private payroll company to process employee payroll and pay payroll taxes.
- Action 7: Provide quarterly reports as requested to NRCS, NMDA, NMACD, SWCC, and NACD.
- Action 8: Utilize state, federal, and grants funding for TSP program funding. Help ensure that fund costs do not exceed TSP agreements for TSP assistance.
- Action 9: Coordinate, with partners and NMACD managers, requests for technical assistance including archaeological services, biological and other special assessments, and funded RCPP projects. Maintain a cadre of available specialists to meet increasing demands for such assistance.

**OBJECTIVE VIII. Continue to Assist BLM with Coordinated Resource Management Program through Assistance Agreement, Debbie Hughes, Lead**

- Action 1: Encourage Soil and Water Conservation Districts to work with BLM through grant agreements.
- Action 2: Work with oil and gas companies to utilize additional resources to match funding from EQIP programs on federal lands.
- Action 3: Continue to coordinate with local soil and water conservation districts for the management and delivery of program dollars on federal, state, and private land.

**OBJECTIVE IX. Agreement with U.S. FOREST SERVICE to Build Partnership Capacity – Donald Griego, Lead**

- Action 1: Work with US Forest Service to document losses to infrastructure.
- Action 2: Work on Hermits Peak/Calf Canyon and Black Fires.

- Action 3: Coordinate between US Forest Service, NRCS, BLM and the local SWCDs for projects to be funded by FS and NRCS along with private landowners.
- Action 4: Facilitate agreements between SWCDs and Forest Service for landscape scale watershed projects across ownership boundaries.

**OBJECTIVE X. Work with NM Acequia Association & NM Acequia Commission – Norman Vigil, Lead**

- Action 1: Work with NM Acequia Association to provide technical assistance.
- Action 2: Coordinate with Association, NRCS and NM Interstate Streams Commission.
- Action 3: Facilitate funding coordination of funding from Severance Tax, Corps of Engineers and NRCS.

**OBJECTIVE XI. Implement RCPP Funding for NM – Steve Kadas, Ken Leiting, Ken Walker, Jesse Juen, John Tunberg, and Norman Vigil**

- Action 1: Provide technical assistance and management of Acequia RCPP funded under the “Alternative Funding Agreement.”
- Action 2: Provide technical assistance and outreach for Restoration RCPP.
- Action 3: Provide technical assistance and outreach for Eastern Plains Grassland RCPP.
- Action 4: Provide technical assistance for the Canadian River RCPP under agreement with the Ute Creek SWCD.

**OBJECTIVE XII. ADMINISTER GRANT FROM NACD FOR TECHNICAL ASSISTANCE Troy Hood, Lead**

- Action 1: Grant SWCD will hire interns to work with Sierra & San Francisco SWCD to do monitoring on forest allotments. Upper Chama will hire interns as well.
- Action 2: NMACD will coordinate with NRCS on workload for Arch Clearances – **Joe Graine**
- Action 3: Debbie will provide quarterly reports and work on billing to NACD.

**OBJECTIVE XIII. ASSIST SWCDs WITH NATIONAL FISH & WILDLIFE FOUNDATION (NFWF) GRANTS - Jesse Juen, Lead**

- Action 1: Provide training to SWCDs on grant application.
- Action 2: Assist in development of grant proposals and all quarterly reports as requested.
- Action 3: Work with partners to leverage matching funds.

Action 4: Continue work on Pecos River Watershed NFWF grant with NRCS and local SWCD.

OBJECTIVE XIV. **ADMINISTER NMACD SHARE FILES ON SHAREPOINT (ONE DRIVE) – Ken Leiting, Lead, and Linda Hood**

Action 1: Set up Accounts and Files on Microsoft Office One Drive.

Action 2: Train NMACD contractors on use and storage of files.

OBJECTIVE XV. **MANAGE USDA NRCS LEVEL 2 E-AUTHENTICATION – Ken Leiting, Lead**

Action 1: Work with appropriate contractors achieve Level 2 E-Authentication.

Action 2: As new contractors are hired, determine if they need Level 2 E-Authentication.

OBJECTIVE XVI. **CONTINUE NM STATE LAND OFFICE LANDSCAPE PROJECT WORK, Jesse Juen, Lead**

Action 1: Work with State Land Office staff to identify projects on state land and coordinate with SWCDs within landscape project areas.

Action 2: Work with State Land Office on Professional Service Agreement for technical assistance and Arch. Clearances as needed.

OBJECTIVE XVII. **WORK WITH NM STATE FORESTRY- Donald Griego, Lead**

Action 1: Communicate with NM State Forestry on possible projects and opportunities for SWCDS.

Action 2: Represent NMACD at Watershed Council Meetings and Prescribed Fire Task Force.

Action 3: Work with SWCDs to carry out Forest Thinning Projects.

OBJECTIVE XVIII. **WORK WITH NMDA & NRCS ON HEALTHY SOILS PROGRAM Steve Kadas, Lead**

Action 1: Participate in development & planning of Healthy Soils Program with NMDA, NRCS, and other partners.

- Action 2: Continue to participate with NMDA on weekly conference calls to share information and assist SWCDs with Healthy Soil proposals.
- Action 3: Work with NMDA on continued funding at the legislative session.
- Action 4: If funded, work with SWCDs for Soil Health.