


TSAILE/WHEATFIELDS JOINT FARM BOARD AND WATER USER MEETING
WEDNESDAY AUGUST 09, 2017 @4:00 PM
WHEATFIELDS CHAPTER HOUSE, WHEATFIELDS, AZ

RECEIVED

AUG 24 2017

AGENDA

Tsaile/Wheatfields
Chapter BY: 

1. ORDER OF BUSINESS

- a. Meeting called to order
- b. Invocation
- c. Roll Call
- d. Recognition of guest(s) and visiting officials
- e. Review and adoption of agenda
- f. Review and adoption of last meeting minutes, July 16 and 31 , 2017

II. OLD BUSINESS

NNFB 2017 goals - Below are the Program Performance Criteria (PPC and Goal Statements for all Farm Boards) The Farm Board elected officials will be assigned 1 or 2 PPC, see below.

- A. Each FB will submit 12 crop inventory reports from their respective Agriculture Land Use Permittees (ALUP).

Goal Statement: Each FB will submit at least 3 respective crop inventory reports quarterly in table format (3CIR x 13 FBs).

- B. Facilitate farm improvement/outreach activities for farmers in collaboration with tribal, state and private sectors.

Goal Statement: Conduct 2 agricultural educational outreach/workshops for farmers per quarter per 13 FBs.

1. Wheatfields Agriculture Projects

- A. Technology Infrastructure
- B. Hiring of staff Timeline

- C. Provide training and assist farmers in updating or developing a conservation plan as required by BIA and the Navajo Nation.

Goal Statement: With farmer participation, implement conservation training and develop 2 or more plans per quarter per FB review.

1. Department of Agriculture – Mr. Notah – Sihasin Funding

- D. Assist with farm area improvements such as land leveling, erosion control: with funding sources such as USDA.

Goal Statement: With farmer participation, each FB will implement 1 improvement per quarter according to conservation plan.

- E. Each FB member shell inventory at least 3 ALUP/Farm Permit within respective FB area.

Goal Statement: With BIA and Farmer participation, reconcile and inventory as to the status of each ALUP or Farm Permit. (3ALUP x each 13 FB member)

1. Land Use Permit – Mae Chee
2. Land Use Permit – Jessie Tsosie

TSAILE/WHEATFIELDS JOINT FARM BOARD AND WATER USER MEETING
WEDNESDAY AUGUST 09, 2017 @4:00 PM
WHEATFIELDS CHAPTER HOUSE, WHEATFIELDS, AZ

3. Land Use Permit – Freddie Sarracino

III. NEW BUSINESS

- A. Forms for Personnel Policy
- B. WUA Financial Report

IV. RECEIVING REPORTS

- A. Reports
- B. Announcements

V. CONCLUSION

- A. Next Agenda Items
- C. Next Meeting
- D. Adjournment

TSAILE/WHEATFIELDS JOINT FARM BOARD AND WATER USER MEETING
WEDNESDAY AUGUST 09, 2017 @4:00 PM
WHEATFIELDS CHAPTER HOUSE, WHEATFIELDS, AZ

MEETING MINUTES

I. ORDER OF BUSINESS

- a. Meeting called to order at 4:24pm by Lorena Eldridge
- b. Invocation by Anelda Kedelty
- c. Roll Call
Farm Board: Lorena Eldridge and Dorthea Litson present. Lucinda Davis absent.
Water User: Aaron Begay, Anelda Kedelty, Amelda Benally, and Dorthea Litson present.
- d. Recognition of guest(s) and visiting officials
Ferdinand Notah, Navajo Nation Department of Agriculture introduced himself.
- e. Review and adoption of agenda
Lorena reviewed the agenda. No comments, questions, or amendments.
Dorthea Litson assigned to take meeting minutes until secretary arrives.

Action: The agenda accepted as read. No amendments.

Motioned by Anelda Kedelty

Seconded by James Becenti

Voting: 9 yes; 0 no; 2 abstained

Motion Carried

- f. Review and adoption of last meeting minutes, July 16 and 31, 2017

Action: Two read meeting minutes were accepted as read. No amendments.

Motioned by Ambrose Chee

Seconded by Anelda Kedelty

Voting: 10 yes; 0 no; 2 abstained

Motion Carried

II. OLD BUSINESS

NNFB 2017 goals - Below are the Program Performance Criteria (PPC and Goal Statements for all Farm Boards) The Farm Board elected officials will be assigned 1 or 2 PPC, see below.

- A. Each FB will submit 12 crop inventory reports from their respective Agriculture Land Use Permittees (ALUP).

Goal Statement: Each FB will submit at least 3 respective crop inventory reports quarterly in table format (3CIR x 13 FBs).

Lorena encouraged all farmers to continue to submit their crop reporting for the 4th quarter.

No Action Taken.

- B. Facilitate farm improvement/outreach activities for farmers in collaboration with tribal, state and private sectors.

Goal Statement: Conduct 2 agricultural educational outreach/workshops for farmers per quarter per 13 FBs.

TSAILE/WHEATFIELDS JOINT FARM BOARD AND WATER USER MEETING

WEDNESDAY AUGUST 09, 2017 @4:00 PM

WHEATFIELDS CHAPTER HOUSE, WHEATFIELDS, AZ

I. Wheatfields Agriculture Projects

A. Technology Infrastructure

Dorthea reported she has not worked on the Technology infrastructure due to preparing for advertising the positions. However, she will continue to work on it.

B. Hiring of staff Timeline

Dorthea reported she has been writing the job descriptions for each of the 5 positions that will be advertised. She shared what the advertisement will say: "Closing date is scheduled for August 25, 2017, and states all 5 positions." In addition, she called Navajo Times, Gallup Independent, and KTNN regard the cost of advertisements they run. So far, here is what I found:

- **KTNN** - \$27.00 plus tax per 30 seconds, and this is a combo rate. If we run a 30 second ad on KTNN for a week it will cost; for example, 5 days x 3 ads per day for 30sec. x \$ 27.00 = \$ 405.00; for 7 days = \$ 567.00; for 11 days = \$ 891.00 (please note; these are estimate figures without 5% sales tax)
- **Navajo Times** - at 2 by 3 advertisement is about \$ 300.00
- **Gallup Independent** - \$12 per sq. feet - advertising is about \$ 300.00

She did not check into Dine College Radio stations. The FM station is heard about 35 miles radius.

Finally, "where do we take out the money for advertisement; this was not written into the budget with the PT Fund. How do you want the advertisement to be conducted, now that you know the cost?"

Questions, Comments, and Suggestions:

James Becenti - "What is the Navajo Nation Policy for advertising their employment on Website?"

Lorena stated, "The Navajo Nation Policy is for two week advertising on both, written on post on Website, but please be mindful that the Water User is nonprofit organization, and does not follow the Navajo Nation law."

Wesley Begay, "Will we still be hiring for the labor positions?"

Lorena asked Dorthea to explain.

Dorthea explained, "Yes, we will still be hiring for the labor positions. The application will be same from, but job description will be developed. The hiring will take place after hiring for the five positions."

Actions:

- ☐ *Advertise on radio using the combo rate for two days, Friday, Aug 18 & 19, 2017 during mid-morning and mid-afternoon*
- ☐ *Advertise on Navajo Times on Thursday, August 17, 2017, only once*
- ☐ *Advertise on Gallup Independent on Saturday, August 19, 2017, only once*

TSAILE/WHEATFIELDS JOINT FARM BOARD AND WATER USER MEETING

WEDNESDAY AUGUST 09, 2017 @4:00 PM

WHEATFIELDS CHAPTER HOUSE, WHEATFIELDS, AZ

- ☐ *Advertise by posting here in there within the community, such as Chapter House, Lakeside Store, Junction Store, Dine College, Totsoh Trading Post*
- ☐ *Advertise by working with Paula, chapter coordinator. Post the job advertising on website, post application and each job description on website too.*
- ☐ *The budget for the advertising will come out of the simple savings and to spend \$ 720.00 or less.*

Motioned by Bennie Litson

Seconded by Sadie Neztosie

Voting: 16 yes; 0 no; 2 abstained

Motion Carried

- C. Provide training and assist farmers in updating or developing a conservation plan as required by BIA and the Navajo Nation.

Goal Statement: With farmer participation, implement conservation training and develop 2 or more plans per quarter per FB review.

1. Department of Agriculture – Mr. Notah – Sihasin Funding

Mr. Ferdinand Notah explained the Navajo Nation Pasture, Range, and Forage Insurance Program has been developed by a group of Navajo Nation Council and Committee, the Shihasin Subcommittee, Office of President/Vice President, Division of Natural Resources, and the Department of Agriculture.

These groups worked with other entities such as USDA Risk Management Agency, National Oceanic Atmospheric Administration, Great American Insurance Group, DKP Insurance, LLC to purchase an insurance for Pasture, Range, and Forage which covers 6.9 million acres.

The insurance was purchased on October 29, 2016 to cover 6.9 million acres, beginning January 1, 2017 to December 31, 2017. The insurance cover 16 grids and contiguous area, so if it *doesn't* rain in those areas then the insurance brings in money; but if it rains then the insurance DOESNOT bring money. As a results, the group did not purchase insurance for August, September, and October due to monsoon season.

Any money earn so far has all been paid, \$ 208,770, + \$ 1,343,371, + \$ 3,472,678 to the insurance premium cost to date. In October, more premium cost will need to be paid. At this time, the Navajo Nation is not sure if there is going to be a profit. The profit goal is \$54,116,422. The profit is the one that will be utilized to build agriculture infrastructure fund. This will be set aside for shovel ready project with agriculture area. Proposal will be submitted.

However, if the NOT Profit is Gain then the Sihastin Fund will pay for the difference in insurance premium cost.

Currently, New Mexico and Utah are not covered; only Arizona.

Questions, comment, and suggestions:

Dorthea asked, "So if there is a profit, then how can we apply? I can see the many ways we can request for this funding." As result, she encouraged the farmers and ranchers to begin thinking about how we can plan to improve our needs.

Secondly, she stated, "It's in not fair to say that you plan to only fund the SHOVEL READY PROJECT." I know is hard to establish a shovel ready project on the Navajo Nation. To

TSAILE/WHEATFIELDS JOINT FARM BOARD AND WATER USER MEETING
WEDNESDAY AUGUST 09, 2017 @4:00 PM
WHEATFIELDS CHAPTER HOUSE, WHEATFIELDS, AZ

make a project Shovel Ready still cost a huge amount of money.” Some of this money should be allocated to create a shovel ready project. Finally, how long will this insurance program be provided by USDA?”

Lorena explained that the Farm Bill is forever changing. She asked will this insurance always be available.

Mr. Notah replied, “If there is a profit made then a proposal protocol will be establish to define how one can apply.”

Action: To accept the report provided from Mr. Notah.

Motioned by Merle Kedelty

Seconded by Anelda Kedelty

Voting: 16 yes; 0 no; 3 abstained

Motion Carried

- D. Assist with farm area improvements such as land leveling, erosion control: with funding sources such as USDA.

Goal Statement: With farmer participation, each FB will implement 1 improvement per quarter according to conservation plan.

No item listed.

- E. Each FB member shell inventory at least 3 ALUP/Farm Permit within respective FB area.
Goal Statement: With BIA and Farmer participation, reconcile and inventory as to the status of each ALUP or Farm Permit. (3ALUP x each 13 FB member)

1. Land Use Permit – Mae Chee
No show to meeting.
2. Land Use Permit – Jessie Tsosie
No show to meeting
3. Land Use Permit – Freddie Sarracino
No show to meeting

Action: To remove all from future agenda item. They can be put themselves back on the agenda when they request in the future. They have been on the agenda for last three meeting, and each time there has been a no show.

III. NEW BUSINESS

A. Forms for Personnel Policy

Dorthea reported that she is working with Bryceson on the Travel Policy and forms. She spoke with him today, and he indicated that he is working on the travel policy and will be inserting it as part of the grant tracker. Hopefully, at the next meeting, the travel form and policy will be ready.

B. WUA Financial Report

TSAILE/WHEATFIELDS JOINT FARM BOARD AND WATER USER MEETING
WEDNESDAY AUGUST 09, 2017 @4:00 PM
WHEATFIELDS CHAPTER HOUSE, WHEATFIELDS, AZ

Dorthea reported the following financial report:

Beginning balance (July 30, 2017)	\$ 1,816,829.21
Deposit:	\$ 0.00
Interest:	\$ 0.00
Expense:	\$ 0.00
Forwarding Balance (Aug 9, 2017)	\$ 1,816,829.21

Questions, Comments, or suggestions:

No questions were asked around the financial report.

Lorena asked, "We talked about the job advertisement, but do we need to talk about Interview Panel Committee and temporary office space for staff?"

Dorthea stated, "We do need too, and she thought that was part of the Hiring timeline."

Lorena stated, "If it okay Anelda and James, who approved the agenda, to add two items to the agenda; Interview Panel Committee and Temporary Office space for staff?"

Both Anelda and James approved to add the two items; as a result, the two items were added to the agenda after the Financial Report is put to motion.

Action: To accept the financial report provide.

Motioned by Merle Kedelty

Seconded by Aaron Begay

Voting: 17 yes; 0 no; 1 abstained

Motion Carried

C. Interview Panelist

Lorena explained, "Earlier in the year, we indicated the interview panelist will be the Farm Board Member and Water User Board member, but people have made comments that others should be on the interview panel. Now, the question is, who should be on the interview panel?"

Questions, comments, or suggestions:

Sadie Neztosie commented, "There are words out there that people are saying, 'ha yihool nį' ei din4 yihadał ti'." Her hope is the long range of the project, and that is to have youth learn this way of life, so they can create economic stability for themselves."

It was suggested to have the following are the interview panel:

- All Farm Board members
- All Water User Board members
- A Chapter official or staff; with an alternative

TSAILE/WHEATFIELDS JOINT FARM BOARD AND WATER USER MEETING
WEDNESDAY AUGUST 09, 2017 @4:00 PM
WHEATFIELDS CHAPTER HOUSE, WHEATFIELDS, AZ

- A Din4 College Land Grant staff; with an alternative
- A farmer; with an alternative

Lorena went through the listed panelist:

- **Farm Board** – all to participate in the interview.
- **Water User Board** - Aaron stated he can be on the interview; Anelda and Amelda request to remove themselves; and Kathy Johns not presents.
- **Chapter Official or staff** – Zane, and have Paula be the alternative
- **Land Grant staff** – Felix Nez, and have Bryon Neztosie be the alternative
- **Farmer** – TJ Holgate, Jefferson Davis be the alternative

Next, Lorena explained the next steps:

- Collect application, cover letter, and resume.
- Conduct an assessment. The assessment on the application, resume and cover letter on Sunday Morning, August 27, 2017 at 9:00 am, Wheatfields Chapter House, Wheatfields, AZ
- Develop questions for interview, and in most cases the questions are 30 to 50 during an interview.

Questions, comments, and suggestions:

The people commented that 30 to 50 questions are way too much.

As a results, a decision was made to have the following questions for each positions:

- Farm Manager – 20 interview questions
- Accountant – 15 interview questions
- Office Specialist – 10 interview questions
- Grant Writer – 20 interview questions
- Equipment Operator – 15 interview questions.

Finally, a 60 days performance will be provided for each positions.

Action:

- *To have the following on the Panel Interview Team: Lorena Eldridge, Lucinda Davis, Dortha Litson, Aaron Begay, Chapter member – Zane James, but selected to be Paula Begay as an alternative, Land Grant Staff – Felix Nez, but selected Bryon Neztosie as an alternative; Farmer – TJ Holgate, but Jefferson Davis as an alternative.*
- *To accept the number of interview questions to be developed for each positions. Next meeting, questions are to be developed.*
- *To conduct an assessment on Sunday Morning a 9:00am, August 27, 2017 by Farm Board members.*

Motioned by Amelda Benally

Seconded by Linda Staley

Voting: 17 yes; 0 no; 1 abstained

Motion Carried

TSAILE/WHEATFIELDS JOINT FARM BOARD AND WATER USER MEETING
WEDNESDAY AUGUST 09, 2017 @4:00 PM
WHEATFIELDS CHAPTER HOUSE, WHEATFIELDS, AZ

D. Temporary Office Space for Staff

Lorena explained the interview should be able to be conducted during the week on August 28 to Sept 1, 2017, and hope to hire by the following week. Now, the questions is where are the office space be for the hired staff?

Dorthea explained, she attended the Chapter Planning Meeting on Aug 7, 2017, and at that time they was a group that were requesting for office space. This is where Paula approached her to think about requesting office space for Water User Staff, but the office space is not equip with running water and there is no restroom, "only porta johns."

Action: To have Water User Board of Directors work with Chapter Officials and Paula, Office Staff, to request for temporary office space in the Hogan for the staff that will be hired.

Motioned by Bennie Litson

Seconded by Sadie Neztosie

Voting: 17 yes, 0 no; 1 abstained

Motion Carried

IV. RECEIVING REPORTS

A. Reports

No reports from Farm Board President and Vice President. Plus no reports by Water User Board of Directors.

Action: No action taken.

B. Announcements

- ☐ Navajo Nation Division of Natural Resource Summit, November 15, 16, & 17, 2017 @ Twin Arrows in Flagstaff, AZ
- ☐ Wheatfields Chapter Meeting, August 20, 2017 @ 1pm, Wheatfields Chapter Hse., Wheatfields, AZ

V. CONCLUSION

A. Next Agenda Items

- Wheatfields Agriculture Project
- Presentation from COPE – Food Policy
- Travel Form
- Financial Report

C. Next Meeting

Scheduled next meeting to Sunday, August 27, 2017 at 1pm, Wheatfields Chapter House, Wheatfields, AZ.

D. Adjournment

Action: Meeting adjourned at 8:15pm

Motioned by Bennie Litson

TSAILE/WHEATFIELDS JOINT FARM BOARD AND WATER USER MEETING
WEDNESDAY AUGUST 09, 2017 @4:00 PM
WHEATFIELDS CHAPTER HOUSE, WHEATFIELDS, AZ

Seconded by Amelda Benally
Voting: All in favor