

2015 ANNUAL END YEAR REPORT



4/12/2015

Nuestra Señora Del Rosario San Fernando y Santiago LG

Much has transpired in the past four years and the Land Grant (LG) is evolving and growing rapidly. As you read this report keep in mind that every effort has been approached with balance, acting in a responsible manner. All projects have been implemented to protect our members, lands, resources and financial security. Our members must look into developing committees that can assist and support our elected officials. The day-to-day work of operating our LG cannot effectively be managed by part-time elected Officers. Sound business practices must be implemented in order to maintain growth and safeguard our Land Grant.

How we approach in solving the challenges we face will significantly impact how progressive and successful we can move efficiently to become a business model that can compete and become self sufficient.

We the membership should be more involved in the month to month operations of our Land, Resources and Fiscal responsibility. NOTE: all projects were documented and photographed to make sure that money's spent where verifiable.

2015 Annual End Year Report

Business and Operations Overview- LG By-laws Section 27

Challenges

- Revision of by-laws
- Disagree to Agree and support our Vision and Mission
- Develop and Implement support resources for Elected Board of Trustees
- Develop committees that are part of our daily operations
- Developing and Implementing Policies and Procedures
- Develop and Implement Commercial Lease Procedures
- Hiking and Acequia Access

Computer Purchase

Software Upgrades

- Voice activated software for ease of minutes

Gate Installation

- Locks and Signage – Repairs and damages
- Six Locations

Security Surveillance – Camera and SD cards

Land Grant Logo and Letter Templates

Identification Cards to include Photo and number of memberships

Electronic Address Labels

Electronic Book Four pages

Trash Clean-up

- Tires and Large Furniture Items

Boundary Reviews

- East, West, South and some North

Lease Documents – Residential and Commercial

Property Leases¹

- Soul Sanctuary - Truchas
- Mountain View – Cordova
- Max Cordova – Expired Lease
- Tanya Rodarte – Encroachment
- Vicky Markely – Easement
- **Litigation –**
- Proposed Revenues 2016

Website for our Land Grant is in development – Stay Tune for updates

Challenges

Revision of By-laws

The Land Grant will have to address the updating of our by-laws, per council advice and the fact that our by-laws do not address numerous management processes. Simply stated they are outdated and too open ended.

Disagree to Agree and support our Vision and Mission

Land Grant must invest time and resources to address all the disagreement we continue to discuss without a Vision and Mission the keep us on task

Develop and Implement support resources for Elected Board of Trustees

The Membership must develop and implement committees, resources and guidance documents, as well as Local, County, State and Government resources

Develop committees that are part of our daily operations to include Organization Charts

Develop committees that can sustain continuity and growth, such as;

- Advisory Board of LG Elders
- Land Use Officer/Committee
- Financial Officer/Committee
- Membership Officer/Committee
- Policy & Procedures Officer/Committee
- Access to Land Grant other then members, hikers, acequia cleaning, other

Developing and Implementing Policies and Procedures

Our Land Grant is in need of procedure to include but not limited to;

- Standard Operating Procedures
- Standard Financial Procedures
- Standards on Commercial Leases
- Standards on Members Rights, Good Standing etc
- Standards to support Transfers of Membership to follow by-laws
- Livestock grazing, Hunting, Natural Resource Removal, etc
- Prestados – how to retain or lease to family members

Develop and Implement Commercial Lease and Easements Procedures

To include the definition of member verse other Commercial leases with Solid Waste, Jemez Electric Co-op, Rio Arriba County, Forestry and State of New Mexico

Hiking and Acequia Access

Investigate, develop and implement how the Land Grant can charge Hikers on the Land Grant, parking to access the Head Gate into the Wilderness. And work with Acequia members.

Computer Purchase

The Land Grant has three Laptop Computers that include the following;

- One HP Protect Smart – S/N 2CE15206VY – Model dm4-305us – Robert Romero
 - HP CoolSense temperature
 - HP SimplePass with Fingerprint reader
 - Intel Wireless Display
 - Intel Core i5 processor
 - 500 GB HD
 - One - Canon Pixma i100 – Portable color printer
 - One VuPoint Portable Smart Scanner
 - MS Window 7 – Operating System
 - MS Office to include Word, Excel and PowerPoint
 - Adobe Acrobat – PDF
 - Computer Case
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- One Toshiba Laptop – Kevin Vigil – Complete with Computer Case



- One HP Laptop with Window OS and limited storage and software – John Chavez
 - This laptop is the first computer the Land Grant purchased
 - The computer needs to be upgraded or used for store the Backup files

Software Upgrades

- Voice activated software for easy of minutes

Portable DLP Projector –

- 3D-Ready/120Hz
- Integrated Speaker and Dynamic ECO
- Premium 25ft HD15 M/M VGA/SVGA/UXGA - Audio monitor Projector cable Stereo 3.5 mm w/Audio Double shielded UL

Epson Duet 80-inch Dual Aspect Ratio Projection Screen

Gate Installation Six Locations – By-laws Section 25,27,31 & 32

Gates were installed to protect our natural resource and to prevent possible liability, such open access to visitor, hikers, and none authorized vehicles and personal. Our roads have not been maintained, causing erosion, compounded by ATV's and off the road vehicle.

Gates will minimize access and provide a more manageable access. This is the first step in many to preserve the hard work that our members have invested. Two of the six gates were custom manufactured by Sammy Cordova and Kevin Vigil. Each gate took 16 hours to weld together and 8 hours to design not including the shipping and pick up of materials and steel for the gates.

Gate Repairs to three (3) gates took over 30 hours due to gates being shot by bullets and two were pulled off the hinges. Hinges were re-designed and manufactured by Kevin and Sammy and re-installed. As members we need to be the eyes and ears to protect our Land Grant.

Road Repairs; some of our access roads were graded and filed in area where erosion has cut away at the years of water runoff and vehicle use, mostly by none-members. ATV's are also causing problem on off main road access. If we don't address this type of wear, the lands will have problems with larger areas of erosion on grazing and tree cutting locations.

Recommendations; we must keep our gates locked to insure that we preserve our land and natural resource. The investment on the work and money spent won't be for not.



Security Surveillance – Camera and SD cards

10 Security Surveillance Cameras	\$1475.09
2 Security Surveillance Cameras	\$411.29
8 cameras in Inventory	\$548.39
4 Cameras for Commissioner	\$403.62
Total Value ton Camera on Hand	\$174.61

Land Grant Logo and Letter Templates

A Land Grant logo has been designed in order to label who we are. Letterhead has been designed and used on most of our correspondence. This will help standardize our business footprint and we can be consistent as well as professional.

Identification Cards to include Photo and number of memberships

The ID Cards were designed and are ready for implementation as soon as we can identify a committee that can assist in capturing photos to place on each ID Cards. The ID Card will help secure members accessibility to vote on matters of importance.

Electronic Address Labels

Labels have been created to allow for more easy of mail by large mailings, because of the number of members that do not have email or other media for disseminating timely information.

Electronic Book Four pages and Membership Lists

The membership committee in early 2013 reported their investigation on membership lists archived in Santa Fe. The committee presented the Land Grant with an electronic copy of lists that we now have stored on our computers. Secondly, this commission needing information for other projects and we accessed the Santa Fe archives to retrieve electronic minutes which are also stored in our main computer.

Digital Media – Photos of work projects

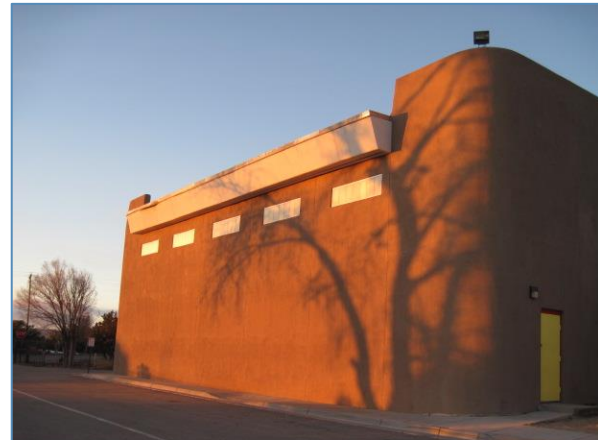
Every trip or project that was engaged for the Land Grant was documented to maintain a history of then and now.

Mountain View School Site – Cordova –

Carinos Charter School has been occupying the facility since January 2015, Carinos would like to enter into a 20 year lease however, the Land Grant should have a five year review to ensure that a cost analysis has been investigated This would maximize our return on investment. We have negotiated verbally to have use of the GYM, Kitchen and a Boardroom. However, this should be outlined in the long term lease.

Recommendation; If a lease is enter with Carinos the Land Grant should require that the facility maintenance be paid and managed by Carinos staff and Management. (2) The Land Grant should secure Liability Insurance to protect our membership and assets. (3) The Land Grant should also be at the table with Carnios to be a voice for the children of our surrounding communities and it’s members. (4) The Land Grant should limit the areas if we enter into a new lease however, additional areas could be added during the growth of Carinos student population. (5) We should keep in mind that any help from our membership should result in additional revenues to the Land Grant membership.

Land Grant Use; This facility can be used for many other activities in support of Land Grant Members and possible community functions. To include a annual arts and crafts fair etc.



This facility could allow the Land Grant to establish a monthly income and plan for the future of other uses

Truchas School Site (Old Soul Sanctuary Church) LG By-laws Section 57

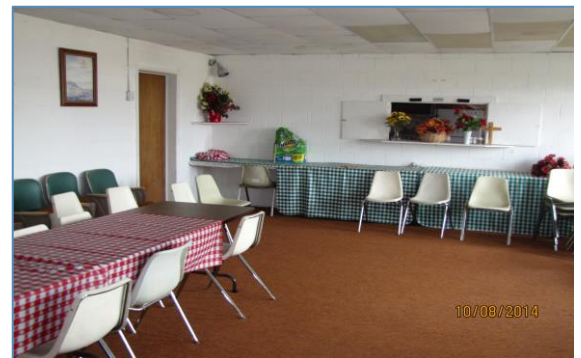
This facility was transferred to the Land Grant. The building and grounds are a great location for our Main Office, storage yard to include a walk-in vault to hold member files and records. The Land Grant in its history has never had an office that can house file, storage and other business operation and ventures.



The building has not been kept up and numerous projects need to be addressed; Bathrooms need cleaning and repairs, Kitchen need to be completely cleaned, Two rooms on the South East corner need to be emptied and ceiling, heating, floors and walls need to be remodeled. The Dining Room and Sanctuary are in reasonable shape. There is a Church Group that is interested in some arrangement to use the Sanctuary, to include paying for utilities.



NOTE: the rooms that are on the South East corner of the building could serve as office space for Land Grant or to Lease. Additionally, the building can be used to rent for small groups or to be used as a gathering for funerals, baby showers or other committee meetings. The building has a new septic system however, it needs to be tested. There is currently a Food Bank distribution, which gives away food to people in Truchas, Cordova, Ojo Sarco and surrounding communities.



Boundary Reviews

- East, West, South and some North



Lease Documents – Residential and Commercial

The residential lease have been written however, we need to investigate to standardizing lease to make sure our members are all treated equally. Many leases have not been updated due to Lessee not wanting to enter into a new lease. We need to find ways to encourage people to work with-in the by-law of their lease agreement. Investigate securing liability insurance for all properties, structures and forest boundaries.

Property Leases and Easement that need attention as soon as possible;

- Soul Sanctuary – Truchas
 - This land and building can serve as the Land Grant storage yard and office spaces. The building has a walk-in vault for files and other historical documents
- Mountain View – Cordova
- Max Cordova – Expired Lease
- Tanya Rodarte – Encroachment
- Vicky Markely – Easement is being blocked
- Jemez Mountain Electric Co-op
 - Currently there is 1,307 pole on land grant properties
- North West Solid Waste – Need to investigate possible monthly payment (if any)
- **Litigation – investigate options for members as per paragraph 95 of By-laws**
- Proposed Revenues 2016
 - The Land Grant needs to find revenue sources to sustain growth and be prepared to protect our land, resources and members

Paragraph 32 of our By-laws

The Board of Trustees will make every effort to employ members for any projects they may undertake...a list of member interested in the work should be created.

Summary Page – 2015 End Year Report