

**EASTERN PLAINS COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
August 10, 2016
418 Main St., Clovis, NM**

Chairman Fidel Madrid conducted the meeting with the sign-in sheet serving as roll call.

INTRODUCTIONS:

Everyone in attendance introduced themselves, guest are listed below under guest present.

MEMBERS PRESENT:

Fidel Madrid, Clovis; Wesley Shafer, Grady; Lewis Cooper, Texico; George Gonzales, De Baca County; Justin Ingram, Ft. Sumner; Ernest Tapia, Guadalupe County; Roman Garcia, Vaughn; Donna Sue Milson, Roy; Cynthia Lee, San Jon; Robert Lumpkin, Tucumcari; Mike Cherry, Quay County Alternate; Kim Summers, Elida; Beverly Creighton, Elida Alternate; Jack Chosvig, Clayton; Leroy Montoya, Clayton Alternate; Wade Holdeman, FSID.

MEMBERS ABSENT:

Tim Ashley, Curry County; H.P. Cargile, Melrose; Robert Aragon, Harding County; Richard Primrose, Quay County; Apolonio "Moe" Ramirez, Logan; Jill Caviness, Causey; Becky Frazee, Dora; Toni Whitecotton, Floyd; Oscar Robinson, Portales; Justin Bennett, Union County; Terry McNabb, Folsom; Mignon Saddoris, Grenville; Franklin McCasland, Arch Hurley Conservancy District.

STAFF PRESENT:

Sandy Chancey, Vincent Soule, Raymond Mondragon, Mary Gray, Erick Robinson-via phone conference.

GUEST PRESENT:

Eric Ghahate, NCNMEDD
Dolores Gonzales, NCNMEDD
Carmela Manzari, NMFA Programs
Mike Gray, Executive Director of Habitat for Humanity RCC

PRESENTATIONS:

NMFA DRINKING WATER PROGRAM:

Carmela Manzari, with New Mexico Finance Administration (NMFA), made a presentation on funding programs available through NMFA, focusing on New Mexico Drinking Water State Revolving Loan Fund.

What is eligible for funding? 1) New and Replacement Sources of Water, 2) Water Treatment, 3) Transmission, 4) Distribution, 5) Finished Water Storage, 6) Infrastructure to Regionalize, 7) Meters and SCADA, 8) Green Projects.

Carmela stressed that the drinking water program is a great resource for getting funding to complete projects such as water tank storage, etc. She also stressed the importance of making sure entity is on the list for funding cycle, because if it isn't projects will have to wait until the next funding cycle to apply. Carmela handed out a calendar 'Key Dates to Remember' for the funding cycle deadlines. When applying, provide a brief description of project and cost. She stated applications are accepted year around.

Carmela asked for help in letting the following know they are not on the 2017 PPRF Legislative Authorization List.

1. Clovis Schools
2. Clovis City
3. Clovis Community College
4. Texico Schools
5. Fort Sumner
6. Santa Rosa
7. House
8. Mesa Land Community College
9. Clayton Schools
10. Des Moines Schools

She stated the computer system is being updated and the new online application form process should be much easier than it has been in the past.

Carmela reminded all that MFA also does commercial loans for industrial park projects with tax credits for the private side of it. She reviewed some of the projects they are working with and providing loans. She stressed the need for having an Asset Management Plan as it will be a requirement and MFA will help with creating a plan.

Carmela provided a list of application information training dates, 2017 Water Trust Board and Water Project Fund Application timeline, and a list of Water Trust Board Members. (Handouts are filed in the Board Minutes file.)

RISTRA PROJECTS:

Eric Ghahate, North Central New Mexico Economic Development District (NCNMEDD), gave a powerpoint presentation on the Ristra Project. What is the Ristra Project? It is a system that has been developed to collect, coordinate, and communicate data for research, rationalization, and reporting on government plans, programs, and projects.

What is NewMARC? NewMARC is made up of the seven regional COGs across the state. There are a lot of things the COGs have in common but at the same time each one takes on its own persona. One of the things that unified the COGs is the statewide objective called New Mexico

CEDS. The CEDS is the Comprehensive Economic Development Strategy. About two to three years ago each of the COGs became a part of a collaborative where they applied for an EDA grant to do the statewide CEDS. Historically each COG has done their regional CEDS for the past forty plus years. There has been a real strong national push to rethink the purpose and usefulness of the CEDS. In rethinking the CEDS we have taken a wide perspective view on community and economic development.

New Mexico Comprehensive Economic Development Strategy (NMCEDS) compiled by the seven COGs have set a unified statewide objective.

1. People:
 - a. Participation in Prosperity
 - b. Education and Talent Supply
2. Community:
 - a. Leadership
 - b. Quality of Life and Place
 - c. Economic Infrastructure
3. Jobs and Enterprises:
 - a. Business Promotion and Support
 - b. Direct Job Creation

What is the thinking behind the Ristra project? The Ristra concepts are 1) Toolbox, 2) Tip of the iceberg, 3) Siloed integration.

What are the goals of the Ristra project? The Ristra goals are 1) People Friendly Technology, 2) Successful Project Development, 3) Visualized Data, 4) Progress.

What does the Ristra project look like? The project contains GIS, database, and web portal to collect organize and share data such as 1) Programs, 2) Plans, 3) Projects, 4) Search, 5) Profiles, 6) Maps.

The Ristra project is a place to find all types of information, on projects throughout the state, in one place. Some of the projects and plans that can be found in the Ristra project are Aging and Long Term Services, Capital Outlay, Colonias Infrastructure Fund, MainStreet, Tribal Infrastructure Fund, Water Trust Board, CDBG Planning Grant, etc.

Eric suggested visiting www.ristraproject.com. He stayed after lunch and trained EPCOG on the use of the project and entering data. (PowerPoint presentation is filed in the Board Minutes file.)

APPROVAL OF AGENDA:

THAT the August 10, 2016 Board of Directors agenda be approved.

MOTION: Wesley Shafer

SECOND: Justin Ingram

MOTION CARRIED

APPROVAL OF MINUTES – June 1, 2016:

THAT the June 1, 2016 meeting minutes be approved as written and submitted.

MOTION: Cynthia Lee

SECOND: Robert Lumpkin

MOTION CARRIED

APPROVAL OF MINUTES – Executive Committee Strategic Planning June 28, 2016

THAT the June 28, 2016 meeting minutes be approved as written and submitted.

MOTION: Cynthia Lee

SECOND: Wesley Shafer

MOTION CARRIED

APPROVAL OF FINANCIAL & BUDGET ADJUSTMENTS REPORTS:

Financials & Budget Adjustments:

Erick brought everyone’s attention to the 2015-2016 financials, which ended in June 2016. Stating we are a little over budget of about \$2,200.00 due to audits. We shorted the base budget about \$4,500.00. Once the budget adjustments are made it should take care of that short fall and we should break even and be on track. As in the past few years we are a little short and we’ll need to keep a tight watch on the spending as we enter into the new 2016-2017 fiscal year. EDA and Transportation budget is in line with what is expected near the end of the year.

Erick stated we are transitioning from MIP to QuickBooks, so going forward the financial statements/reports will change quite a bit. He is going to try to give more of a business type setting report with a balance sheet, profit loss, and budget comparison. A more normalized financial statement. Erick believes this will work better for EPCOG’s financial reporting and be better understood.

Erick said he isn’t increasing revenues anywhere. Back at the beginning of the year when we did the budget we budgeted about \$4,500.00 profit; we didn’t budget all of our revenues. The adjustments is putting the \$4,500.00 back into the budget and filling in some of the gaps. We can under budget, but we can’t over budget. Putting this back into the budget will make everything fall in line and even out the overages in some funds.

Erick asked for any comments or questions.

THAT the August 10, 2016 financials and budget adjustments be approved as submitted.

MOTION: Robert Lumpkin
SECOND: Cynthia Lee

MOTION CARRIED

EXECUTIVE DIRECTOR'S REPORT:

NewMARC:

Sandy commented that NewMARC has a new chairperson, Pricilla Lucero, Executive Director of the Southwest New Mexico Council of Governments. Hubert Quintana, former chairman, retired from the Southeast New Mexico Economic Development District effective June 30th. He has started a consulting firm, and NewMARC is looking at a possible contract with Hubert to keep him on as an advisor on certain issues.

With Hubert's resignation, Sandy will now serve as one of NewMARC's representative to the SWRDA Board. Any travel incurred through this position will be reimbursed and should be minimal.

Sandy commented that Eric Ghahate will be training EPCOG staff on how to input data into the Ristra project. Sandy said she'll be sending out email to all, in order to gather information on projects, for putting data into the Ristra site.

Sandy stated that at the last NewMARC meeting, in Albuquerque, they met with Mariana Padilla, District Director for Congresswoman Michelle Lujan-Grisham. Mariana wanted to discuss reasons why the USDA-RD funds allocated to New Mexico are going unused. This is a concern for Congresswoman Lujan-Grisham. During the meeting, it was brought up that many USDA-RD funding programs are just not flexible enough to fit our communities' needs. Another issues is that most USA-RD programs are loans or grant-loan combinations, and the New Mexico Finance Authority has better terms.

The morning of the 26th NewMARC met with EDA Regional Representative Trisha Korbas to discuss potential project applications. Trisha also advised that the EDA Austin Regional Office is currently reorganizing, and some of the folds we have worked with regularly, in the past, will be reassigned to different positions.

She attended a FUND It meeting and a New Mexico Jobs Council meeting.

Community Development:

Sandy has been assisting Harding County with funding plans for their new Assisted Living facility and other capital improvement projects. She believes the construction is now complete and working on getting inspections done and ready to issue a RFP for a director.

She has also assisted six EPCOG communities with CDBG presentations to the New Mexico Community Development Council. All six EPCOG communities received their

full amount of requested funding from the CDBG program for infrastructure improvements.

Sandy is currently administering Texico's 2015 CDBG grant and EPCOG will enter into a contract with Vaughn once they receive a grant agreement. EPCOG will also be providing technical assistance to several other communities. Sandy said Elida, Texico, and several other communities have ongoing projects.

Sandy commented that we have a new special district member, the Fort Sumner Irrigation District (FSID). She stated she hoped all had met Wade Holdeman with FSID. Sandy will be assisting them with their first ICIP application for 2017.

The Village of Grenville would like to renovate and extend their village hall, which also serve as their community building. Clayton is going to have a new municipal court; we just need to figure out how to remodel it.

Administration:

Audit time is upon us and Mary and Sandy have been working on gathering information to begin the 2016 audit. Hinkle and Landers will do our audit again this year. We can use them for this year and next year then we will have to find a new auditor for 2018.

Sandy, Mary, and Vincent attended the CDBG Implementation workshop in Albuquerque. Ray and Sandy will be attending the SW Regional Executive Directors' Association (SWREDA) Conference in Baton Rouge, LA August 23rd-26th. Sandy received a \$1000.00 scholarship from SWREDA to offset costs. Ray, Vincent and Sandy will also attend the New Mexico Infrastructure Finance Conference in Ruidoso October 26th-28th.

When the Executive Committee met to review the strategic planning goals they discussed housing rehab. Due to limited funding and stringent program requirements we will not be pursuing rehab or housing activities. The EPCOG owned housing was also discussed and there is a possibility that we can refinance or sell Rio Pecos Estates after November 1, 2016. Sandy will be working on that with our management company, JL Gray. Refinance is a necessity, due to the high interest rate on the mortgage and we will work with the New Mexico Mortgage Finance Authority on that. Sandy will have more information on the refinance and possible sale of Rio Pecos Estates by the October meeting.

Sandy stated she would let Ray cover Economic Development and Vincent Transportation updates.

PROGRAM REPORTS:

EDA and Government Affairs-Raymond Mondragon:

This report covers from June 2016 through July, 2016

Ray commented that he did get a call from DFA on Vaughn. He and Sandy were very surprised that they did not have contact information, for Vaughn, such as address, phone number, etc. He stated he did provide contact information to them.

Ray stated he, Vincent, and Sandy have been attending as many council meetings as possible and they will also be making several day trips to help conserve on funds.

He attended the Coalition of Renewable Energy Land Owners Association (CRELA) meeting held in Clayton.

Ray commented he visited in the Village of Fort Sumner and spoke on the issue of ICIP at their council meeting. The ICIP is due September 1st for the 2019-2022 projects.

Ray stated that as he attends meetings he will be taking pictures to post on social media; EPCOG's facebook page, Instagram, twitter, etc.

A P-4 Partnership meeting, with Cannon Airforce Base, was held at the EPCOG conference room. EPCOG was instrumental in helping Cannon Airforce Base with getting a substation of Department of Motor Vehicles (MVD). This will be located on the base to assist new military coming to Cannon. There is also a 2 billion dollar project taking place on base.

Ray commented that he had the privilege of going to the Melrose bombing range and how impressed he was with the experience. He stated that the Melrose bombing range is set up like an ISIS village with special operations, etc. in training. Ray stated he would like to share his pictures of the bombing range at one of the future board meetings.

Events & meetings attended:

- Pioneer Women's Breakfast sponsored by Plateau at the Clovis Civic Center.
- Meeting with the RCDC at the EPCOG Conference Room.
- Attended a meeting of the EIB at the Chamber's Business Enterprise Center.
- Attended the Portales City Council meeting.
- Vincent and Ray attended the New Mexico Association of Counties Conference in Hobbs, NM.
- Held a conference call with Chase Gentry and Trisha Korbas, from EDA, in regards to a potential grant application for Southwest Cheese Plant on waste-water issues.
- Attended the Curry County Commission meeting and presented on the Job Fair and stayed for the water presentation by NM Tech.

- Attended NERTPO in Clayton and discussed economic development issues with Scott Beckman, from North Central COG.

Transportation-Vincent Soule:

Vincent commented that he tried to attend the NADO's Rural Transportation conference in Chattanooga, TN but didn't make it because he was stuck in airports. His flights were cancelled one after another. He said it got to the point he couldn't check in, because they had him booked on multiple flights at the same time; so he just returned home.

Vincent reviewed and reminded all of some of the email correspondence and attachments he has sent out.

He continues to co-manage meetings for NERTPO and SERTPO. NERTPO meets monthly and SERTPO meets quarterly. A date hasn't been set for SERTPO's next meeting but NERTPO's next meeting will be in Springer on August 24th.

Vincent commented that he still needs communities to update their representative and alternate for the Transportation Reps.

Tucumcari has a sidewalk project and a recreational trails project, which is right by the schools and is a \$200,000 project.

Clayton probably has the most interesting project which is light repairs on US 87. There is a snag with this project, because the lights were placed in the middle of the sidewalks and some are inconsistently placed. This runs into the American Disability Act. They need to see if just the lights can be replaced or if because the light lights touch the sidewalk they might have to replace the sidewalk. In replacing the sidewalk it would fall under ADA compliance making the project amount rise from a \$200,000.00 project to a 2 million plus project.

Discussion took place concerning the above project.

Events, Meetings, and Assistances

April 2016

- Regional work plan was discussed and developed for the month of June and subsequent month with fellow planners and staff from NMDOT.
- Attended and co-managed NERTPO meeting on April 27th in Raton, NM.
- Call for projects released concerning Transportation Alternatives and Recreational Trails Programs (TAP/RTP).
- Deadlines established for TAP/RTP.
- Released forms for TAP/RTP applications.

June 2016

- Attended city of Portales' committee meeting with Raymond Mondragon.
- Attended SERTPO roadway subcommittee meeting in Lovington, NM.

- Attended New Mexico Association of Counties' Conference in Hobbs, NM with Raymond Mondragon and assisted Mary Ann Burr with transportation booth.
- Attended and co-managed NERTPO meeting on June 29th in Angel Fire, NM.
- Attended and co-managed SERTPO meeting on June 30th in Roswell, NM.
 - a) Concerns for NM Road 60/84 was brought to the organization's attention.

July 2016

- Attended city of Portales' committee meeting with Sandy Chancey.
- Attended Federal Highway Administration (FHWA) Webinar concerning transportation planning Final Rule.
- Site visit with Heather Sandoval and other NMDOT staff was attended in Tucumcari and Clayton concerning TAP/RTP applications that were submitted.

Upcoming Events:

- First Veterans Transportation Summit at Veterans' Memorial in Albuquerque on August 2nd.
- NERTPO meeting in Springer, NM on August 24th.
- Leadership Clovis meetings will be attended.
- RTPO Roundtable to be held in Ruidoso, NM on September 15th.
- NERTPO meeting to be held in Santa Rosa, NM September 28th.

NEW BUSINESS Reschedule October 12th Meeting:

Sandy commented that she will be out of town on October 12, 2016 for a cruise. She asked that the meeting be rescheduled to the first Wednesday or the third Wednesday. Discussion took place with members checking their calendars.

BY consensus the October 12, 2016 meeting will be on October 5, 2016 with Vice Chairman, Oscar Robinson conducting meeting.

COMMENTS:

No comments.

ADJOURNMENT:

Since there is no further business to come before the board the meeting was adjournment at 12:15 p.m.

Oscar Robinson, Vice-Chairman

*All reports and handouts are filed in the Board Minutes File.