

**EASTERN PLAINS COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
April 12, 2017
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; Robert Thornton, Curry County; Wesley Shafer, Grady; H.P. Cargile, Melrose; Lewis Cooper, Texico; Roman Garcia, Vaughn; Oscar Robinson, Portales; Donna Sue Milson, Roy; Kim Summers, Elida; Beverly Creighton, Elida Alternate; Toni Whitecotton, Floyd; Justin Bennett, Union County; Jack Chosvig, Clayton; Leroy Montoya, Clayton Alternate; Wade Holdeman, FSID.

MEMBERS ABSENT:

Amanda Lucero, De Baca County; Ernest Tapia, Guadalupe County; Ruth Ann Litchfield, Tucumcari; Apolonio “Moe” Ramirez, Logan; Cynthia Lee, San Jon; Jill Caviness, Causey; Becky Frazee, Dora; Justin Ingram, Ft. Sumner; Robert Aragon, Harding County; Richard Primrose, Quay County; Terry McNabb, Folsom; Mignon Saddoris, Grenville; Franklin McCasland, Arch Hurley Conservancy District;

STAFF PRESENT:

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

STAFF ABSENT:

Vincent Soule, attending Leadership Clovis.

GUEST PRESENT:

Kevin Wilson, Eastern New Mexico Media Inc. (aka CNJ)
Clyde Hudson, USDA
Jose Griego, Clovis citizen

APPROVAL OF AGENDA:

Chairman Fidel Madrid asked that an amendment be made to the April 12, 2017 agenda. He asked that a Supporting Water Conservation Resolution be added under New Business.

THAT the April 12, 2017 Board of Directors agenda, with amendment, be approved.

MOTION: Wesley Shafer

SECOND: H.P. Cargile

MOTION CARRIED

APPROVAL OF MINUTES – February 8, 2017:

THAT the February 8, 2017 meeting minutes be approved as written and submitted.

MOTION: Donna Milson

SECOND: Toni Whitecotton

MOTION CARRIED

PRESENTATION BY CLYDE HUDSON, EDA:

Clyde introduced herself to the group and gave some background history on USDA and reorganization of employees. He explained some of the following points covered in the handout “Quick Program Reference Guide for USDA Rural Development Funding Programs”.

Vision Statement: “A rural America that is a healthy, safe and prosperous place in which to live and work.”

Mission Statement: “To increase economic opportunity and improve the quality of life for all rural Americans.”

Quick Reference Guide:

- Takes all programs (about 40) and breaks them down into three specific areas.
- Housing Programs
- Community Programs
- Business Programs
- All programs are for Rural Areas

Housing Programs:

- Single Family Home Loans
- Single Family Home Ownership Loans
- Single Family Repair Loans and Grants
- Mutual Self-Help Housing Grants
- Rural Rental housing Loans
- Rural Rental Housing Loans

Business and Cooperative Programs

- Business & Industry Loan Guarantees
- Rural Business Development Grants
- Intermediary Relending Program Loans

- Rural Micro-entrepreneur Assistance Program
- Rural Economic Development Loans and Grants
- Rural Cooperative Development Grants
- Rural Energy for America Program (REAP) Loan Guarantees and Grants

Utilities Programs

- Water and Waste Disposal Loans and Grants
- Solid Waste Management Grants
- Rural Broadband Loan and Loan Guarantee
- Electric and Telecommunications Loans
- Distance Learning and Telemedicine

Page five of handout has a Summary of Rural Development Program Purposes

Page six contains contact information for the State Office, all programs, and Field Offices.

Clyde commented USDA has a Single Family Home Ownership Guaranteed Loans Program. He will be doing a presentation today, April 12th at 1:00 p.m. in room C13 at the Small Business College in Portales.

A copy of the USDA Quick Program Reference Guide is filed in the Board of Directors meeting folder.

APPROVAL OF FINANCIAL REPORTS:

Financials:

Erick commented there are financial reports for Company Wide, General Fund, Profit & Loss, EDA, Transportation, and the General Budget.

Erick stated he would skip the Profit & Loss as it contains the same information as the other reports.

Company Wide Report shows the biggest issue EPCOG has right now is more budgeting. We are about 85% and for this time of year we should be about 75%. There are a couple of things skewing that figure as we have already paid for the Audit and the Interstate Stream Assessments in full. These two items are skewing the budget to the negative side making it look like we've over spent. In general we are a little ahead of where we need to be at this time of the year and we are looking at ways to cut spending even more. It is extremely tight and will continue to be to the end of the budget year, but hopefully we finish on the positive side.

From a fund stand point, the General Fund is where we are having some concerns right now. We have about 95% of the budget spent and that comes from a couple of different things. Again, the audit is skewing that as well as some unbudgeted items, such as the Rio Pecos assistance. These things weren't figured into the initial budget. Erick didn't get the BAR prepared for this meeting, but those will be ready for the June meeting.

EDA is at about 87% and Transportation is about 64%. We're trying to shift a little more

to Transportation because there's budget cap available. Once the BAR is complete all funds should level out somewhat. There are some revenue items that weren't figured into budget; such as Vaughn CDBG, Portales CDBG, or the \$10,000.00 increase to the EDA grant.

Erick commented that it has been a year to year struggle because of EPCOG's very tight budget. EPCOG does very well working with the tight funds.

Erick asked if anyone had any questions.

Justin Bennett asked with such a tight budget would EPCOG be able to attend the Special Session, if it is called, in Santa Fe.

Sandy replied that EPCOG would find a way to cover the Special Session. She commented due to the tight budget they weren't able to attend much of the sixty (60) day Session, but she and Raymond will attend as funds allow and will try their best to be at the Special Session. Sandy also commented that others from COGs attend sessions and they keep EPCOG updated.

Ray asked Sandy to let the board know how much funding has been cut.

Sandy commented in her last report she covered the \$5,400.00 cut EPCOG received in January, which brought us down to about \$86,000.00. That was down from \$91,000.00 the year before. In the last ten (10) years funding has dropped from \$124,000.00 down to \$86,000.00. If we can hold firm and don't get another cut in the Special Session we will be at about \$84,000.00 for next year. There will be about a \$1,400.00 cut; it is going to hurt, but we continue to search for any additional revenue streams that we can.

Ray commented that New Mexico Gas Company has started a State wide Community Grant and EPCOG has sent a \$20,000.00 request.

Sandy said EPCOG holding on and doing the best we can with the funds we have.

THAT the April 12, 2017 financials and budget adjustments be approved as submitted.

MOTION: Donna Milson

SECOND: Wesley Shafer

MOTION CARRIED

EXECUTIVE DIRECTOR'S REPORT:

Rio Pecos audit is complete and has been sent to the Office of the State Auditor. It should be ready for approval at the June meeting.

Raymond and Sandy attended an EDA training in Albuquerque on February 27th. Sandy also attended a training session with USDA-RD on the Rural Business Development

Grant program. There are a lot of things that can be done with this program however it just isn't quite flexible enough for what EPCOG does. She is doing some brain storming trying to figure out if there is any way she can fit us into their requirements. It is restrictive as you have to be able to support small businesses. Sandy will continue to check into this program.

Sandy attended the SWREDA Board meeting held in Dallas on April 7th and also attended a couple of conference calls. She one of two NM representatives on the SWREDA Board and they are currently planning the next SWREDA conference to be held in Baton Rouge, LA in July. As a board member, Sandy's travel expenses to SWREDA meetings and conferences will be reimbursed.

Raymond and Sandy are planning to attend the SWREDA conference in Baton Rouge July 26th and 27th. Sandy will be on a speaker's panel for a session on Navigating Crisis. EPCOG still has a credit with United Airlines for the tickets for last year's cancelled conference, so that part of their travel has already been paid.

Progress is finally being made with HUD through the Mortgage Finance Authority to renegotiate the terms of the mortgage for the Rio Pecos Estates. In addition to reducing the interest rate on the mortgage, MFA is considering revising the income limits so that we can hopefully find more families to qualify for the 3 bedroom units. Sandy has been working on that with our management company, JL Gray. Prior to refinancing the property or renegotiating the mortgage terms, we must settle the issue of the limited partners (tax credit partners). Michel and Associates, the management company for the limited partners, wants to end the agreement as the tax credits have expired and the partnership is no longer of any use to them. JL Gray has agreed to take over as the limited partner on the condition that the interest rate on the mortgage will be reduced. It is more important than ever that we refinance this property so that we are not constantly subsidizing it. Ruth Visage and San Jon apartments continue to cash flow, and we are using the owner's draw we get from these two properties to put funds into Rio Pecos.

Sandy said we anticipate an additional cut to our State Grant in Aid for FY18 of \$1,428.56 from \$86,142.85 to \$84,714.29, providing we survive the special session without any further cuts. We are continually looking for other grant funding and have had discussions with the NM Gas Company to receive one of their grants in July. We continue to be very conservative with spending in order to stretch our budget.

Sandy's Certified Procurement Officer certificate expires in May and she will need to attend a recertification class in the spring or summer.

Sandy has not attended any more legislative meetings this session due to our budget issues, but has been in regular communication with Hubert Quintana (former director of the Southeast NM Economic Development District) and Evan Williams, Deputy Director of the Northwest COG, who have been in Santa Fe for the entire legislative session. They send her email updates on various bills and issues of concern.

NewMARC meetings were held February 9th in Santa Fe and February 27th and 28th in Albuquerque. There is a NewMARC retreat April 26th and 27th at the Hurd Ranch in San Patricio. One of the topics on the agenda is making revisions to our annual work plans due to reduction in state funding.

The next FUND It meeting will be held the afternoon of April 25th in Albuquerque. NMEDD has sent out the notice and request for projects for review. For those who do not know about Fund It, it is a panel of various state and federal funded agencies, the COGs, and small business administration. Basically folks pitch their project and the panel discusses it and gives them recommendations as to how they can fund their project. The name is a little misleading as FUND It has no money.

In conjunction with the Southeast Economic Development District, we submitted an application to USDA for their Stronger Economies Together (SET) program. This is a regional economic development planning process led by NM State University under contract to USDA. The counties included in this application are Curry, Roosevelt, Lea, Chaves, and Eddy. Curry and Roosevelt are the only counties in our district that have not gone through this planning process. There is no funding associated with this grant, but will be an excellent planning process that will tie to our Comprehensive Economic Development Strategy that we must update for EDA.

We are going to have a kick off meeting where we will invite community members, elected officials, etc., to participate and learn what SET is about. The planning phase will last about seven (7) months. We will hold at least one meeting per month in various locations within the five (5) counties to develop the plan, which will be written by SNMEDD Executive Director Dora Batista and Sandy. The end result will be an Economic Development Plan on how the five (5) counties can assist one another to promote growth and economic development in their respective communities. We are waiting for Washington to approve the application.

Some comments and discussion took place concerning the SET program.

EPCOG is currently administering Texico's 2015 CDBG grant. RFP for design services was published and two proposals received. One firm has been interviewed and one is pending. We hope to award the contract at Texico's April 25th council meeting.

We are administering Vaughn's 2016 CDBG grant. Environmental Review is in process and design on this project is complete.

We are also administering Portales' 2016 CDBG grant. Environmental review is complete and is at DFA pending approval. The design on this project is complete.

EPCOG has agreed to provide fiscal agent services to San Jon for their Water Trust Board grant once they receive their grant agreement.

We are assisting the Village of Grenville with funding options for renovation and expansion of the village hall/community building. We are also assisting Town of Clayton with funding options for their new Municipal Court building, as well as other potential projects.

Sandy said there was a CDBG Application workshop on March 15th and the application deadline is June 23rd.

PROGRAM REPORTS:

EDA and Government Affairs-Raymond Mondragon:

This report covers from February, March and part of April 2017. Ray reported he attended several meetings and made several trips to Santa Fe.

- Attended a Chamber Ambassadors Meeting in Clovis
- Attended a CCC Foundation reception at the CCC Town Hall Lobby
- Attended the EPCOG BOD's meeting at EPCOG in Clovis
- Attended the CCC Board of Trustees Meeting
- Attended the Water Policy Meeting at City Hall
- Meeting with David Robinson at Plateau to look into a possibility of a partnership with EPCOG.
- Attended the ENMRUWA meeting at the Carver Library
- Attended a NM First Lessons Learned Workshop at NM Highlands University in Las Vegas, NM
- Previewed the review of the State's Regional water plans.

Ray commented that Richard Primrose, the vice-chairman of Region I and Quay County Manager, and he made a presentation to the Interstate Stream Commission and the board. Ray said he was really proud of Region I because they averaged between thirty five and forty (35-40) attendance at the meetings. Ray thanked the committee

- Attended the Broadview Fire Dept. ground-breaking ceremony in Broadview, NM.
- Attended EDA Training with the NM EDO Trish Korbas in Albuquerque, NM
- Attended the RC&D Prairie Peddlers Meeting in Melrose, NM

- Attended the City/County Luncheon at the Clovis Civic Center (Sandy, Ray & Vincent)
- Attended a meeting of the EIB (Economic Incentive Board) at Clovis City Hall
- Attended a meeting of ESGR (Employer Support for the Guard and Reserve) in Las Cruces, NM. Ray commented that he had the opportunity to attend the Baton Death March event with over seven thousand (7,000) people registering. Ray said their booth was next to the Wooded Warrior booth.
- Worked on upcoming Job Fair; Claire Burroughes, City of Clovis and I cut radio spot ads for the ENM & P-4 Job Fair. The Job Fair was our fifth (5th) annual Spring Job Fair with our P4 Partners. We have about forty five (45) vendors registered. Curry County funds \$1,400.00 and the City of Clovis funds \$3,500.00 each year. The Job Fair is Thursday April 13th at the Civic Center from 3:00 p.m. to 7:00 p.m.
- Attended a CCC Board of Trustees meeting
- Attended a New Mexico Municipal League conference committee meeting at Clovis City Hall.

Transportation-Vincent Soule:

Vincent was absent taking part in the Leadership Clovis, so Sandy reported on a couple of points in Vincent’s report.

Sandy commented that this item on Vincent’s report is very important. DOT is now requiring ADA transition plans from all entities with fifty (50) or more employees and everyone has to have a Title VI plan. These have to be turned in by the end of April or DOT will not issue grant agreement.

Sandy said she knows Vincent has sent out numerous emails on getting this done. Sandy stated it has been a requirement since about 1995, but DOT is just now starting to enforce it. They have been working toward this for the past couple of years, but DOT is getting real aggressive about getting the plans done. Noncompliance will restrict an entity from any future funding.

Sandy also reminded all about the Title VI Workshop in Albuquerque from April 18th to 19th.

Sandy reminded all of the Job Fair Thursday and let them know all of the EPCOG would be helping with the Job Fair. All will have their cell phones with them if anyone needs to contact one of the staff.

Summary of Events and Meetings

- Feb. 8th, 2017 – Leadership Clovis
- Feb. 14th, 2017 – RTPO Roundtable
- Feb. 15th, 2017 – NERTPO Meeting
- Feb. 16th, 2017 – NMDOT phone call regarding reporting
 - a) EPCOG is good on reporting
- Feb. 21st, 2017 – CAFB greeting
- Feb. 21st, 2017 – Young Professionals of Clovis (YPC) Luncheon
- Feb. 27th, 2017 – Small Business Development Center (SBDC) meeting
 - a) Over surveyed student data in Roosevelt County

- b) Statistics forwarded to NMDOT D2
- March 9th, 2017 – Transportation Day: Santa Fe
- March 14th, 2017 – Clovis/Curry County Luncheon
- March 22nd, 2017 – NERTPO Meeting: Raton, NM
- March 23rd, 2017 – SERTPO Meeting: Roswell, NM
- March 29th, 2017 – SET Meeting: Roswell, NM
- April 3rd, 2017 – YPC Board Meeting
- April 6th, 2017 – Presentation to Clovis City Commission
- April 7th, 2017 – YPC Professional Empowerment Workshop
- April 10th, 2017 – Clayton Main Street Meeting
- Upcoming April:
 - a) April 17th, 2017 – Lunches with Leaders: Clovis Civic Center
 - b) April 18th- 19th, 2017- Title VI Workshop: Albuquerque, NM
 - c) April 24th, 2017 – Quality Assurance Review with NMDOT
 - d) April 25th, 2017 – 2nd Quarterly Report due to NMDOT
 - e) April 26th, 2017 – NERTPO: Eagle Nest, NM
 - f) April 30th, 2017 – NMDOT DEADLINE FOR TITLE VI AND ADA

Other Items:

- ALL ADA AND TITLE VI MUST BE TURNED IN BY THE END OF APRIL
 - Noncompliance will restrict an entity from any future funding from NMDOT
- Please have a staff member attend the Title VI Workshop in Albuquerque from April 18th to 19th.
- For those who have not replied with assigned members for NERTPO/SERTPO, letters have been sent out for assignment (addressed to Chief Elected Official).
 - Greg Skarda Memorial Golf Tournament April 22nd, 2017. They are in need of golfers and sponsors!
- Local Government Road Funds (LGRF) award letters have been released. Congratulations to those awarded!
- Discussions on Rating and Ranking as well as Performance Measures for RTPOs are being held. Any recommended changes will be introduced to the respective RTPO committee for discussions and approvals as necessary
- Federal Budget Recommendations by the Executive Branch
 - The America First Budget Recommendation
 - Link: https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/budget/fy2018/2018_blueprint.pdf
 - Please read page to page. Some significant eliminations are recommended such as:
 - TIGER Grant via USDOT (\$499M)
 - Essential Air Service (EAS) Program (\$175M)
 - EAS provides subsidized commercial air services to rural airports.
 - Economic Development Agency (\$221M)
 - Water and Wastewater Loan and Grant Program (\$498M)
 - Low Income Home Energy Assistance Program (LIHEAP) as well as Community Service Block Grant (CSGB) (\$4.2B)
 - Community Development Block Program (CDBG) (\$3B)

NEW BUSINESS:

Resolution Supporting Water Conservation:

Chairman Fidel Madrid asked Raymond to read the resolution. The resolution will be edited to fit EPCOG and added to the June meeting agenda for approval.

Location for June annual meeting:

Sandy commented that last year we meet in Clovis, 2015 in Tucumcari, and 2014 in Portales.

Clayton volunteered to host the Annual meeting June 28th.

COMMENTS:

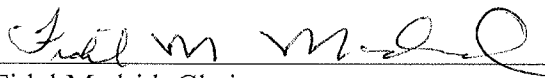
Jose Griego commented on a courthouse he owns in Puerta de Luna, which is on the historical preservation list, and his efforts to get it restored.

Roman Garcia commented on being contacted by a family, from California, who deeded some land they own in Vaughn to the Town of Vaughn.

Wesley Shafer thank all for responding to a letter they sent out for support.

ADJOURNMENT:

Since there is no further business to come before the board the meeting adjourned at 12:10 p.m.



Fidel Madrid, Chairman

*All reports are filed in the Board Minutes File.