

**EASTERN PLAINS COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS MEETING**

**August 9, 2017  
418 Main St., Clovis, NM**

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Chairman Fidel Madrid called the meeting to order 10:00 a.m.; 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; Sandra Taylor-Sawyer, Clovis Alternate; Robert Thornton, Curry County; Wesley Shafer, Grady; Amanda Lucero, De Baca County; Roman Garcia, Vaughn; Dorothy Hazen, Roy Alternate; Oscar Robinson, Portales; Richard Primrose, Quay County; Cynthia Lee, San Jon; Ruth Ann Litchfield, Tucumcari; Jared Langenegger, Tucumcari Alternate; Jill Caviness, Causey; Becky Frazee, Dora; Jack Chosvig, Clayton Alternate; Leroy Montoya, Clayton; Wade Holdeman, FSID.

**MEMBERS ABSENT:**

H.P. Cargile, Melrose; Ernest Tapia, Guadalupe County; Robert Aragon, Harding County; Donna Sue Milson, Roy; Kim Summers, Elida; Russell Feerer, Logan; Justin Ingram, Ft. Sumner; Toni Whitecotton, Floyd; Justin Bennett, Union County; Terry McNabb, Folsom; Mignon Sadoris, Grenville; Franklin McCasland, Arch Hurley Conservancy District;

**STAFF PRESENT:**

Sandy Chancey, Raymond Mondragon, Vincent Soule, Mary Gray, and Elisa Phillips-via phone conference.

**GUEST PRESENT:**

Carmela Manzari, New Mexico Finance Authority  
Ron Cruz, New Mexico Finance Authority  
Phillippe Chino, Guadalupe Community Development Corp., Santa Rosa

**PRESENTATION BY CARMELA MANZARI:**

Carmela commented she would be very brief as her main reason for attending the meeting is to introduce Ron Cruz, the newest member of New Mexico Finance Authority. Ron is retired from state government, coming from energy and minerals. He sat on the New Mexico Finance Authority Board so he knows the program, missions, and goals.

Carmela handed out a brochure and brought everyone's attention to the last page with the

public lending department contact information. She stated that Ron would be covering Curry, Roosevelt, and De Baca Counties in her place.

Carmela commented on Benefits of NMFA Financing for community infrastructure needs with the following programs:

- Public Project Revolving Fund
- Drinking Water State Revolving Fund
- Water Trust Board
- Colonias Infrastructure Fund
- Local Government Planning Fund
- Commercial Lending Programs
- New Markets Tax Credits

The state bonds have been downgraded, school, etc. Carmela reminded all of the AAA rating and that NMFA is able to pass those rates on to the communities. She gave some examples of the rates for fiscal year 2017-2018. FY 2017-2018 is around .88 and doesn't increase to 3.00 until about year fifteen (15) of loan.

Carmela commented that the Water Trust Board meetings and trainings are coming up. She encouraged all to continue to check the website in order to stay updated.

Question was asked and discussion took place concerning loan payments on the community Fire Departments. NMFA will be able to use money/dollars they have in house to set up a fund to help communities, then NMFA will be then be reimbursed by the state.

(\*Hand out is filed in EPCOG Board Meeting folder.)

**APPROVAL OF AGENDA:**

THAT the August 9, 2017 Board of Directors agenda, with amendment, be approved.

MOTION: Wesley Shafer

SECOND: Becky Frazee

MOTION CARRIED

**APPROVAL OF MINUTES – June 7, 2017:**

THAT the June 7, 2017 meeting minutes be approved as written and submitted.

MOTION: Ruth Ann Litchfield

SECOND: Oscar Robinson

MOTION CARRIED

**APPROVAL OF FINANCIAL REPORTS:**

**Financials:**

Elisa commented she put the financials into one .pdf so she'll just go through them from page 1 to page 10. She also stated there will be some adjustments to be made as she and Erick work with the auditors on the 2017 audit.

Elisa stated this financial report is just a final wrap up on the year-end as there isn't enough data to work with since the new fiscal year is just beginning.

Ute Water Fund is just Water Assessments coming in and going right back out to Interstate Stream.

EDA fund does have a budget adjustment for the increase to that funding grant. There was a little increase in subscriptions and insurance coverage.

Transportation looks like there's over expenditures in this fund.

Sandy commented that it's important to note that the transportation grant runs on the federal fiscal year, so that skews the numbers a bit. The EDA grant runs on the calendar year and the general fund runs on the July-June fiscal year. With that, it gets a little confusing and looks over expended when it isn't because of the way the fiscal year falls for the funding grant.

Sandy stated the \$23,000 is about what the quarterly reimbursement is for the transportation grant. Once the DOT draw is received it'll be in good shape.

Elisa commented the company-wide on page 9-10 is perfectly balanced. Everything looks good at this point in time. Elisa asked for any questions.

Ray asked if the financial report reflected the additional \$10,000 increase for EDA.

Sandy replied we did receive the increase and it is reflected, but again there is the difference in the fiscal year cycle that makes it not so easy to see in the reporting. If you see the additional \$15,000 income listed, that is the part of the drawdown for the increase in the DFA grant.

THAT the August 9, 2017, financials and budget adjustments be approved as submitted.

MOTION: Roman Garcia

SECOND: Cynthia Lee

MOTION CARRIED

**EXECUTIVE DIRECTOR'S REPORT:**

Sandy stated NewMARC has completed a template for the Department of Finance Authority (DFA) annual work plans to create more uniformity. It has been approved by DFA and is now the scope of work for our funding from DFA. It condenses all of the activities on our previous annual work plan into a more concise format; from nine (9) pages to three (3) pages. This new annual work plan is on today's agenda for your approval.

NewMARC has also completed the Statewide Comprehensive Economic Development Strategy (CEDS) and it is being reviewed by Economic Development Administration (EDA). Once approved, Sandy will forward a copy to everyone and we will put a link on our website to the Statewide CEDS. This CEDS is a complement to the individual CEDS that all seven (7) districts have to do.

The next FUND It meeting will be held the afternoon of August 22nd in Albuquerque followed by the NewMARC meeting on August 23rd in Albuquerque.

We have also been asked to participate on the steering committee for NM First's *Energy Roadmap for New Mexico* project. Raymond Mondragon will be our representative on this committee; he will be reporting on this.

Sandy commented that the North Central Economic Development District and the Area Agency on Aging program will host their annual Hunger Summit on September 26th at the Embassy Suites in Albuquerque. She plans to attend and assist with this event if her schedule permits. She will email information.

CDBG Applications were due on June 23rd. Sandy stated if a CDBG Application was submitted she needs a copy of it. Part of the ruling is that a copy is provided to your Planning and Development District a copy. She has to introduce the projects at the Application Hearing in October.

The Implementation Workshop is scheduled for October 11th; Sandy encouraged any entity with a current CDBG grant or considering applying for a CDBG grant to attend this training.

Sandy reported we are administering Texico's 2015 CDBG grant and this project is now in design. We are also administering Vaughn's 2016 CDBG grant. Their Environmental Review is complete and waiting for final approval by DFA. The design on this project is complete, and as soon as we receive the authority to use grant funds we will begin the bidding process for construction. EPCOG is also administering Portales' 2016 CDBG grant. The environmental review and design of this project are complete and is being reviewed by DFA, once approved this project is ready to go to bid for construction.

ICIP plans are due September 1st. Several communities have started their public input process; those that have not should get started as soon as possible.

Sandy stated we will be hosting a Brownsfield Workshop in Tucumcari on August 31<sup>st</sup>. Brownsfield is a funding program of the Environmental Protection Agency. New Mexico Environment Department has grants available to provide assistance with Phase I and some Phase II assessments.

A Brownsfield is any property, building, vacant lot, etc., that may have some pollutants in it. Most of the buildings in our Main Street Districts are Brownsfield because they have asbestos and lead paint. Before any government money to renovate these properties these environmental assessments have to be done. There are rules and regulations that have to be followed.

The application we submitted in conjunction with the Southeast Economic Development District to USDA for their Stronger Economies Together program has been approved. 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 two 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 develop for EDA. We will hold at least one meeting per month in various locations within the five counties to develop the plan, which will be written by SNMEDD Executive Director Dora Batista and Sandy. The first official meeting of the core planning team was August 8th to plan the Civic Forum, which is the kickoff meeting for the planning process.

Sandy reported the EPCOG audit is in process.

Sandy received a complimentary registration and attended a Grant Management workshop in Albuquerque July 13th & 14th instructed by Grant Writing USA. They would like for us to host a workshop in our region, and she will discuss this with Grant Writing USA further. The training fee runs about \$400-\$500 for two-day workshops in grant writing or grant administration.

Sandy commented that she and Ray attended the Southwest Regional EDA Conference in Baton Rouge July 26<sup>th</sup> through 28<sup>th</sup>. She served on speakers' panel for a session on 'Navigating Crisis'.

We continue to work on gathering information on refinancing the Rio Pecos Estates. EPCOG does not have the money to pay what the tax credit partners want in order to dissolve the partnership. Our property management company, JL Gray Co. continues to work on determining a timeline for dissolving the tax credit partnership and they are working with NM Mortgage Finance Authority to renegotiate the interest rate on the mortgage.

Sandy has requested guidance from the Dept. of Finance and Administration on what procedures must be followed to sell the rental properties. Per the terms of the USDA funding on Ruth Visage and San Jon, the properties must stay in their low-income housing programs and the buyer must qualify. Same for the HUD funding used to build Rio Pecos estates.

Sandy commented that the travel vehicles are high mileage and have had to have work done on them. The Durango is in better shape than the Impala. She has discussed purchasing a vehicle with our NMDOT grant funds for the transportation program and will be including this expense in our budget for that grant beginning October 1st. Our travel vehicles are both approaching 200,000 miles, and the Impala has begun to have mechanical issues. The Impala has had to have a new radiator and some work on the air conditioning system. We will be looking for a way to replace both travel vehicles in the near future, but since our Transportation Program requires extensive travel Sandy felt it necessary to do something now to ensure we have a reliable vehicle.

The question was asked about renting a vehicle. Sandy commented that it hasn't come to that, but that is certainly something that could be done if the need arises. She stated we do try to stay away from mileage reimbursement and use of personal vehicles.

Sandy stated, we have been looking at web-hosted telephone systems and have determined that the system offered by Plateau will give us the best service for the lowest monthly cost; however, we will need to spend approximately \$3,000 upfront to upgrade our wiring and equipment to handle the extra bandwidth and load on our system. We are still considering our options.

Sandy stated due to increasing suspicious activity and people in the downtown area, we will be installing a doorbell on the front door to the office. Mary is often in the office alone, and this will give her the ability to lock the front door during those times for safety. We will post a sign advising visitors to ring the doorbell for service.

Discussion took place with the Board agreeing this should be done for the safety of the staff.

### **PROGRAM REPORTS:**

#### **EDA and Government Affairs-Raymond Mondragon:**

Ray commented that the New Mexico Energy Roadmap is a project that is put together with the New Mexico First Organization. There was a meeting on June 14<sup>th</sup>; Sandy assigned Ray to be one of the representatives on this committee. The committee is made up of statewide professionals tasked with putting together an Energy Roadmap Policy Guidelines for the state of New Mexico for the Governor's Office and the Energy Mineral Resources Organization.

Ray said he would be leaving today, August 9<sup>th</sup>, for a meeting tomorrow, August 10<sup>th</sup>, in Albuquerque. He stated they basically do a SWAT analysis and strategic planning for energy

projects such as wind, solar, coal, bio-diesel, and issues with oil and gas, etc. The New Mexico Gas Association is present at the meetings.

The committee discusses and makes recommendations and will create a final report. Once the report is reviewed and approved it will be distributed to interested parties in the energy, oil and gas industries. Once the report is completed Ray will have copies on CD to share with the EPCOG Board.

Ray reported on the numerous committee meetings, luncheons, and ribbon cuttings he has attended in the last couple of months, as well as conference calls.

Ray thanked Mayor Chosvig and his staff for hosting the June Annual Meeting at the Herzstein Memorial Museum in Clayton. He also thanked Farmers' Stockmen Bank and First National Bank for sponsoring the luncheon for the meeting.

Ray reported he attended several meetings of the New Mexico Municipal League (NMML) Committee Task Force in preparation for the upcoming conference in Clovis on August 15<sup>th</sup>-18<sup>th</sup>, 2017. The EPCOG staff is dedicating time to be ambassadors and help host and welcome attendees to Clovis for the NMML Conference.

Commissioner Sandra Taylor-Sawyer commented she was glad Tucumcari was planning on attending the conference and she encouraged all to attend.

Ray stated he help coordinate and attended the "ESGR Lunch with The Bosses" at the Clovis Civic Center. There were approximately ninety-five (95) community leaders in attendance.

Ray reported EPCOG staff attended the Legislative Interim Committee meeting on Science & Technology at the Civic Center.

He attended and conducted the Newcomers Briefing at Cannon AFB Airman's Readiness Center. The briefing gives newcomers information on the region's points of interest and areas to visit.

Ray reported that Clovis started a Business to Business (B2B) after hours where they invite business to attend to get to know each other and let the public know what they have available to Clovis.

Ray and Sandy had a conference call to conduct a peer review with the Heart of Texas COG out of Waco, Texas. The peer review process is the way EDA conducts their monitoring process for grantees. Each COG has to be reviewed every three years. Ray commented that the Heart of Texas COG was very interested in our Job Fairs. He will be sending them information on how we plan and execute the Job Fairs.

The New Mexico Industrial Developers Executive Association (IDEA) will be having their fall meeting in Clovis. Right now there is a nomination for state president and Ray has been nominated.

Ray stated he had a conference call with Retail Strategies (Lacy Beasley and Brandon Cummings) to discuss retail opportunities for the Clovis area. We discussed retail opportunities for the Clovis area.)

**Transportation-Vincent Soule:**

Vincent reported on meetings, conference calls, luncheons, and other community events he attended in the last couple of months.

Vincent reported he has an issue with how he has to communicate between two (2) DOT organizations and how confusing it can be with multiple duplicate emails being sent.

Phone call regarding Northeastern Regional Transportation Planning Organization (NERTPO) with Northcentral NM Economic Development District (NCNEMEDD) on June 12<sup>th</sup>

Vincent attended National Rural Transportation Conference hosted by the National Organization of Development Organizations (NADO) in Denver, CO from June 27<sup>th</sup> to June 30<sup>th</sup>. They visited Golden, Co for a mobile tour given by the Mayor of Golden. Golden has a population of about 20,000 and they have some wonderful trail projects of about twenty-five million dollars that are co-planned between the County, the City, and DOT. The community is very active in working together to create trails for all citizens including those who are handicapped. The community, as a whole, seems to actively use the trails.

Vincent commented he and Sandy attended the Crisis Management Training on July 10th. He said Sandy was put on the hot seat and did very well. It was almost like she had experienced something like this before.

Vincent stated that he is having a little issue with submitting his quarterly reports. DOT keeps pushing them back for small issues that weren't an issue in the last report. He said he is debating with them on making a standardized report so he doesn't go through this every quarter. It isn't efficient for time or work when he has to keep redoing the same report.

Sandy went with Vincent to Roswell, NM for the July 19<sup>th</sup> Transportation Alternatives and Recreational Trails Program (TAP/RTP) meeting.

Vincent and Sandy attended the NM Rail Plan meeting on July 2<sup>nd</sup> in Santa Fe, NM. He will send out information on a link for making comments on their website.

The Southeast RTPO (SERTPO) meeting was held in Roswell, NM July 27<sup>th</sup>, followed by the Federal Highway Administration training regarding Buy America regulations.

Attended Local Government Road Fund Training hosted by District II of NMDOT in Roswell, NM on August 3<sup>rd</sup>. Vincent, Sandy, and Ray attended Stronger Economies Together (SET) meeting in Roswell, NM on August 8<sup>th</sup>.

Future events:

- a) RTPO Roundtable in Socorro, NM on August 11<sup>th</sup> from 11 a.m. to 3 p.m.
- b) NERTPO will be in Springer, NM August 23<sup>rd</sup>



- c) ICIP Deadline is September 1<sup>st</sup>; if you want a project to be on TAP it must first be on your ICIP.
- d) Public Transit application deadline is September 15<sup>th</sup>
- e) NERTPO will have the September meeting in Roy, NM on September 28<sup>th</sup>
- f) APA-NM Conference will be in Silver City, NM from September 27<sup>th</sup> – 29<sup>th</sup>
- g) Next SERTPO meeting is October 5<sup>th</sup> in Roswell, NM
- h) NERTPO presented a presentation on how NCNMEDD and EPCOG would like to jointly address NERTPO in order to better utilize resources and have seamless communications. (PowerPoint filed in Board files.)
- i) All ADA Transition Plans are to be completed and submitted to Sally Reeves of NMDOT no later than December 31<sup>st</sup>, 2017
- j) Several trainings for SERTPO are currently being discussed and planned for future meetings. Members will be notified when those are available.
- k) Rating and Ranking of Public Transit will most likely be pushed to November due to the new reporting method by NMDOT. They have gone totally to electronic reporting, so they are allowing for more time to review projects.

**NEW BUSINESS:**

**Approval of Annual Work Plan FY 2018-revised:**

Sandy commented the Annual Work Plan was approved at the June Annual meeting and this is a condensed version of the one approved earlier. Sandy stated at the retreat in April the committee worked to streamline and make reporting more uniform for all seven (7) COGs.

THAT the revised Annual Work Plan be approved.


MOTION: Wesley Shafer

SECOND: Ruth Ann Litchfield

MOTION CARRIED

**ADJOURNMENT:**

Since there is no further business to come before the board the meeting adjourned at 12:05 p.m.



Oscar Robinson, Vice-Chairman

\*All reports are filed in the Board Minutes File.