

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

June 7, 2017

**Herzstein Memorial Museum
22 S. 2nd Street, Clayton, NM 88415**

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.

Clayton Mayor, Chamber President, Commissioners, Farmers & Stockmens Bank, FNB New Mexico, the Chamber of Commerce, and others welcomed the EPCOG Board to Clayton for the Annual Meeting.

MEMBERS PRESENT:

Fidel Madrid, Clovis; Sandra Taylor-Sawyer, Clovis Alternate; Wesley Shafer, Grady; Justin Ingram, Ft. Sumner; Ernest Tapia, Guadalupe County; Donna Sue Milson, Roy; Richard Primrose, Quay County; Mike Cherry, Quay County Alternate; Cynthia Lee, San Jon; Ruth Ann Litchfield, Tucumcari; Jared Langenegger, Tucumcari Alternate; Jill Caviness, Causey; Oscar Robinson, Portales; Justin Bennett, Union County; Angie Gonzales, Union County Alternate; Jack Chosvig, Clayton; Leroy Montoya, Clayton Alternate; Mignon Sadoris, Grenville; Lynn Wiseman, Grenville Alternate; Franklin McCasland, Arch Hurley Conservancy District.

MEMBERS ABSENT:

Robert Thornton, Curry County; H.P. Cargile, Melrose; Lewis Cooper, Texico; Amanda Lucero, De Baca County; Apolonio "Moe" Ramirez, Logan; Becky Frazee, Dora; Robert Aragon, Harding County; Terry McNabb, Folsom; Roman Garcia, Vaughn; Kim Summers, Elida; Beverly Creighton, Elida Alternate; Toni Whitecotton, Floyd; Wade Holdeman, FSID.

STAFF PRESENT:

Sandy Chancey, Raymond Mondragon, Vincent Soule, Erick Robinson, Mary Gray.

GUEST PRESENT:

Ali Furmall, NMED Brownfields Program
P.R. Arguello, UCCDC
J.J. Siebrasse, UCCDC
Billie Jo Barnes, Mayor of San Jon
Walt Hall, Union County Commissioner
Mary Lou Harkin, Union County Clerk
Tim Hagaman, Regional Rep for ED

Coby Beckner, Town of Clayton Trustee
Freddie Rael, Chamber of Commerce
Gloria Rael, Chamber of Commerce
Ferron Lucero, Town of Clayton Manager
Thomas Garcia, Quay County Sun

Executive Session:

Executive Session to discuss disposal of acquisition of real property pursuant to (NM 1978 Section 10-15-1 to 10-15-04)

THAT the Board of Directors enter into Executive Session.

MOTION: Cynthia Lee
SECOND: Donna Milson

MOTION CARRIED

THAT the Board of Directors return from Executive Session.

MOTION: Justin Ingram
SECOND: Cynthia Lee

MOTION CARRIED

APPROVAL OF AGENDA:

THAT the June 7, 2017 Board of Directors agenda be approved.

MOTION: Wesley Shafer
SECOND: Ruth Ann Litchfield

MOTION CARRIED

PRESENTATION BY Ali Furmall, NMED Brownfields Program:

Ali began by giving a little background history on the Brownfields Program. Ali then gave a powerpoint Presentation.

What is a Brownfield?

- ❖ A brownfields is “real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant”
- ❖ It could be an old gas station, vacant motel, former industrial site, and abandoned dump, etc.
- ❖ A brownfields
 - Doesn’t have to be vacant

- Doesn't have to be a toxic waste dump or industrial waste land
- May not have hazardous substances present

Addressing Brownfields

- ❖ Identify – create an inventory
- ❖ Investigate – Phase I and Phase II Assessments
- ❖ Clean-up – Address contaminants
- ❖ Redevelop

Brownfields redevelopment does not operate in a vacuum. Community involvement at all stages is critical to a successful project.

Environmental Site Assessments

- ❖ **Phase I ESA (listed in presentation)**
- ❖ **Phase II ESA (listed in presentation)**

Targeted Brownfields Assessments

- ❖ **Brownfields assessments services provided by environmental firms under contract with NMED**
- ❖ **Local government, tribal entities, and non-profits may request TBA assistance**
- ❖ **Property must be a brownfield site to be eligible for TBA assistance**
- ❖ **Services available include Phase I & Phase II ESA; cleanup planning documents; asbestos and lead based paint surveys**

Cleaning Up Brownfields

- ❖ **NMED Cleanup Revolving Loan Fund**
- ❖ **EPA Cleanup Grant**
- ❖ **Other Federal grants**

The different types of loans and grants available, for Brownfields cleanup, were explained.

Other Services and Activities

- ❖ **Technical assistance and document review**
- ❖ **Meeting participation**
- ❖ **Outreach workshops and webinars**
- ❖ **Conference participation –state, regional, and national**

A complete copy of the Brownfields Presentation is filed in the Board of Directors meeting folder.

APPROVAL OF MINUTES – April, 2017:

THAT the April 12, 2017 meeting minutes be approved as written and submitted.

MOTION: Donna Milson

SECOND: Oscar Robinson

MOTION CARRIED

APPROVAL OF FINANCIAL REPORTS:

Financials:

Erick commented there are four financial reports; EDA, Transportation, Ute Water and the General Budget.

Erick stated they could look over the Profit & Loss as it contains the same information as the other three reports.

For the year through April, the report shows we had approximately a \$23,000.00 gain. That's not actually accurate in the sense of there are some revenues sitting in the general fund that we transfer at the end of the year to the match funds to the transportation grant, etc., so that will be less as the budget adjustments are made. When we do the financial statements we present at the entity level, while we tell you about the funds individually we present collectively.

On the EDA side we show a little increase in revenue. The annual budget had \$60,000.00, but we received \$65,000.00, which was a \$20,000.00 increase over the final two years of the three year grant agreement. The net increase will be reflected on the next budget cycle.

Transportation continues to do well. One of the problems we've had with transportation is the reimbursement process within DOT. The process can be cumbersome with the clerk they now have and the documentation requested. We are working with Vincent trying to refine everything we need to turn in so we can stream line that process and get those reimbursements coming in a little more on time.

Just to give insight into this process, we submit grant requests for reimbursements on a quarterly basis. We just this week received the draw that we should have received in early May. It's just random questions etc. that are slowing down the process. From a cash flow stand point the slow processing of requests plays havoc on our ability to pay bills timely.

The Ute Water fund is just the Inter State Stream Commission funding we receive from different partners that we then pass on to the ISC. It is a zero budget, but we did have a few hours charged to it from a payroll stand point. That's where we have some extra costs that aren't budgeted. Those will be in the budget adjustment report.

These are the financial statements through April 2017. We haven't had a chance to close May, but we've looked at May and we will finish the year with a very, very tight on budget.

THAT the June 2017 financials be approved as submitted.

MOTION: Cynthia Lee
SECOND: Justin Ingram

MOTION CARRIED

Budget Adjustments:

Erick commented this is a budget adjustment form he has developed over time. The first column is the approved budget, the second column is the purposed budget, the third column is the actual budget adjustments being requested at this point.

This covers all four of the funds we covered in the financials and it recoups a little of the Ute Water overrun that we have from the payroll stand point, etc. We did increase EDA a little and transportation we pulled back quite a bit because we're not charging as much to that grant at this point in time. The transportation grant is a little different as it covers not our fiscal year but covers the federal fiscal year, so we do have a little overlap. What we'll see is that will come into play in next year's budget. We'll try to spend more of those funds in the last quarter of the transportation grant cycle.

The overall net budget adjustments we're asking for is just under a \$10,000.00 net increase. Where we're getting the revenues to balance that out is the Job Fair income came in a little higher than normal or what we had projected. Primarily it's the line of credit draws; we did have to draw \$16,000.00 on the line of credit to cover our cash flow shortage. We're hoping now that we've received the DOT draw and once we close out the fiscal year we usually end up fairly cash flush at the tail end of the fiscal year, because we have grant draws come through. The line of credit is budgeted into the next fiscal year to pay that line of credit back and take it back down to \$0, because we don't want to carry a balance since it is an emergency line of credit. We don't want to rely on it for operation that is not a good business practice. Erick built monthly payments into the budget for repaying the line of credit.

Sandra Taylor-Sawyer asked how soon the line of credit would be paid off.

Erick replied during the course of the year only \$2000.00 was paid back on the line of credit. For the FY 2017-18 budget it will be paid back entirely. Our intent is to get it back to \$0; we don't want to carry a balance. The line of credit helps us immensely when we do have a lag with the grant draws coming through.

We've had some issues with DFA, when a request is off a penny (.01) and they kick the grant reimbursement back. We used to be able to use scanned signatures, but now want physical signatures and it becomes a logistics nightmare to get to DFA in a timely manner. Erick has to sign documents, send them to Sandy to sign, Sandy send them to DFA. This is where the line of credit comes into play.

THAT the June 2017 budget adjustments be approved as submitted.

MOTION: Justin Ingram

SECOND: Cynthia Lee

MOTION CARRIED

NEW BUSINESS:

Approval of 2017-2018 Budget:

Erick commented the budget was a lot simpler to put together this year. The way this report works is we have the total funded programs in the first column then the individual Base Budget, Ute Water, EDA, and Transportation funds coming after.

The top portion is our budgeted revenues. These numbers are as fine turned as they can get. We updated the DFA state-grant-in-aid, which dropped with the state budget cuts across the state. EDA with \$70,000.00, last year we had \$60,000.00 budgeted, so that is a little bit of an increase. Plus an additional \$20,000.00 we anticipate receiving, which will appear in another budget cycle as we move forward.

We're expecting the New Mexico DOT grant funds to remain the same. The actual grant amount won't be announced for a little while, but we budget estimating the same as last year.

In the revenue side we do have CDBG funds coming in from Portales, Texico, and Vaughn. These are grant management that we are assisting with. These additional funds lumped in with everything else has us with a little increase from last year.

Erick stated on the expense side we did not budget any kind of increases in terms of salaries. This was my advice to Sandy because these are one off grants we're getting surplus from and can't advise giving increase in salaries based on a one off grant, because next year when the funds aren't there we'll have a problem.

The rest of the expenses are normal. Erick commented that there one thing he wanted to point out to the board that he was happy with. Our SUTA rate dropped from 6.4% to less than 1%. What this means is we were paying upwards to \$9,000.00 in state unemployment taxes and that dropped to \$320.00 for this next year. This rate dropped has helped us tremendously and relieves a lot of strain on the budget.

Medical continues to do what medical does and we handle those increases as we can. The rest of the budget is pretty much in line with where we usually are at the end of the year. Net overall we're budgeting about \$7,800.00 gain, which includes the \$7,200.00 we get from Rio Pecos for assistance, but end up paying it back to them to help with bills. We are looking to have a little surplus for the year, which is a little better than we normally are.

Justin Ingram asked if the budget had to be turned into DFA for approval.

Sandy commented that EPCOG/local governments aren't subject to that rule.

THAT the 2017-2018 budget be approved as submitted.

MOTION: Justin Ingram

SECOND: Wesley Shafer

MOTION CARRIED

Approval of 2017-2018 Cost Allocation Plan:

Erick stated the Cost Allocation Plan basically tells how we allocate costs to the various grants we have coming through the system. EPCOG has to have a methodology of how those costs are allocated out. This document describes those allocation plans whether it's based off of usage such as copies used, postage used for specific grant or full time employment allocation, etc. What we do is group our expenditures together into different categories and state how they will be allocated.

This document is very much the same as in past years. We have to approve it on an annual basis. The only change made this year was to the SUTA rate.

THAT the 2017-2018 Cost Allocation Plan be approved as submitted.

MOTION: Donna Milson

SECOND: Justin Ingram

MOTION CARRIED

Approval of 2017-2018 Annual Work Plan:

Sandy stated this is the Annual Work Plan that is submitted to Department of Finance and Administration (DFA) every year for the State Grant and Aid. Sandy did a little clean up but for the most part the Annual Work Plan remains the same.

The format is the same as it has been for several years. Through the New Mexico Association of Regional Councils (NewMARC) we are working on a uniform template for all of the COGs to use for the Annual Work Plan. Once DFA approves the new template we will put the Annual Work Plan in the new format and bring it back to the board for approval.

The funding amount we anticipate to be \$84,714.28 we do not have official confirmation, but this is the last amount that was approved.

Sandy briefly went over the Annual Work Plan. One task removed from Section 7 was support for New Mexico Jobs Council. Because of cuts at the state level there will not be a Jobs Council.

Justin Ingram asked about Function 6-Transportation and how it was going.

Sandy commented it is going very well. Vincent Soule is EPCOG's transportation planner and we continue to co-manage the SE and NE RTPOs. Funding remains the biggest obstacle with transportation.

THAT the 2017-2018 Annual Work Plan be approved as submitted.

MOTION: Donna Milson

SECOND: Cynthia Lee

MOTION CARRIED

Approval of 2017-2018 Open Meetings Resolution:

Sandy reviewed the open meetings resolution stating it is required each year. The meetings are still the same and the only changes made are to the dates.

THAT the 2017-2018 Open Meetings Resolution be approved as submitted.

MOTION: Wesley Shafer

SECOND: Donna Milson

Approval of Resolution 2017-01-Supporting Water Conservation:

Fidel read the resolution supporting water conservation.

THAT the Resolution 2017-01-Supporting Water Conservation be approved as submitted with the change of editing the date to June 7, 2017.

MOTION: Ruth Ann Litchfield

SECOND: Justin Ingram

MOTION CARRIED

Approval of Rio Pecos FY16 Audit:

Sandy commented the Rio Pecos audit was pretty much standard with only one finding and that was for submitting the contract late.

THAT the Rio Pecos TY16 Audit be approved as submitted.

MOTION: Wesley Shafer

SECOND: Donna Milson

MOTION CARRIED

Approval of Sandy's Out of State Travel (SWREDA Conference, Baton Rouge, LA):

Sandy stated she and Ray will be attending the annual Southwest Regional Economic Development Association (SWREDA) conference. The conference was cancelled last year and the cost of the airline tickets was on file and put towards this year's making the difference for the tickets about \$12.00. The conference is July 26th through the 29th.

THAT Sandy's out of state travel to Baton Rouge, LA be approved as submitted.

MOTION: Justin Ingram

SECOND: Cynthia Lee

MOTION CARRIED

Approval of Resolution for sale of San Jon Estates:

The sale of the San Jon Estates was discussed in the Executive Session.

THAT the Resolution for sale of San Jon Estate be approved as submitted.

MOTION: Justin Ingram

SECOND: Donna Milson

MOTION CARRIED

Approval of Resolution for sale of Ruth Visage Apartments:

The sale of the Ruth Visage Apartments was discussed in the Executive Session.

THAT the Resolution for sale of Ruth Visage Apartments be approved as submitted.

MOTION: Justin Ingram

SECOND: Wesley Shafer

MOTION CARRIED

Approval of Resolution for sale of Rio Pecos Estates:

The sale of the Rio Pecos Estates was discussed in the Executive Session.

THAT the Resolution for sale of Rio Pecos Estates be approved as submitted.

MOTION: Justin Ingram

SECOND: Donna Milson

MOTION CARRIED

Election of 2017-2018 Officers:

Chairman asked for any nominations from the floor.

Justin Ingram moved that nominations cease and the current officers be retained.

THAT the current slate of officers be re-elected by acclamation.

MOTION: Justin Ingram

SECOND: Oscar Robinson

MOTION CARRIED

EPCOG Board officers for the 2017-2018 year:

Fidel Madrid, Chairman

Oscar Robinson, Vice Chairman

Wesley Shafer, Secretary

EXECUTIVE DIRECTOR'S REPORT:

Sandy commented she has a powerpoint report she has been giving at City and County Council meetings and will be glad to make a presentation for any of our communities and counties, just contact her and set up a date.

Administration

- Audit – Rio Pecos audit is complete, has been accepted by the Office of the State Auditor and is on today's agenda for approval.
- Training – I attended Certified Procurement Officer Recertification training May 17, am now recertified for the next two years. Raymond and I will attend the SWREDA conference in Baton Rouge July 26 through 28. I will be on a speaker's panel for a session on navigating crisis. We still have a credit with United Airlines for the tickets for last year's cancelled conference, so that part of our travel has already been paid. As a member of the SWREDA Board, a portion of my travel will be reimbursed.
- Rio Pecos estates refinance – Working with JL Gray Co. to gather information requested by NM Mortgage Finance Authority and determine a timeline for dissolving the tax credit partnership.
- We did receive an additional cut to our State Grant in Aid for FY18 of \$1,428.56 from \$86,142.85 to \$84,714.29. 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.
- Legislative activities: I have not attended any more legislative meetings due to our budget issues, but have 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 send me regular email updates on various bills and issues of concern.

NewMARC

- Sandy attended a NewMARC retreat April 26 and 27 at the Hurd Ranch in San Patricio. One of the topics on our agenda was revisions to our annual work plans due to reduction in state funding and also creating a template for the annual work plans to create more uniformity. We created a strategic plan, which includes branding the organization and marketing ourselves more aggressively, especially to legislators.
- The next FUNDIIt meeting will be held the afternoon of June 27 in Bernalillo. NMEDD has sent out the notice and request for projects for review.
- Received an email from Theresa Cardenas asking all Councils of Government in New Mexico to participate in the ISC's Statewide Water Planning Task Force. We will participate in this, and keep the Board informed.
- We have also been asked to participate on the steering committee for NM First's *Energy Roadmap for New Mexico* project. We will participate in this project and keep the Board informed.

Community Development

- 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 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 Exec. Director Dora Batista and myself. Dora and I will be meeting with Dr. Michael Patrick from NMSU to plan a kickoff meeting to get the project started.
- Currently administering Texico's 2015 CDBG grant. This project is now in design.
- We are administering Vaughn's 2016 CDBG grant. Environmental Review is near completion, design on this project is complete.
- We are also administering Portales' 2016 CDBG grant. Environmental review is complete. Design on this project is complete and is being reviewed by NM Environment Dept., once approved this project is ready to go to bid for construction.
- Assisting several communities in researching funding sources for a variety of potential projects.
- Sandy is serving on a water policy strategic planning committee for the City of Clovis. Commissioner Ladona Clayton is leading this planning process.

- Sandy is assisting Ft. Sumner Irrigation District with strategic planning and researching funding options for various plans and projects. We are nearing completion on their first ICIP.
- CDBG Application deadline is June 23. The Implementation Workshop is scheduled for October 11, Sandy encouraged any entity with a current CDBG grant or that is considering applying for a CDBG grant to attend this training.
- Working with NMED and Kansas State University- Assistance to Brownfields program to host a workshop on Brownfields funding.
- Working with media specialist Pamela Atherton to promote her “When Disaster Strikes – how to deal with the media in a business crisis” workshop.

PROGRAM REPORTS:

EDA and Government Affairs-Raymond Mondragon:

This report covers from April an May 2017:

Ray commented if anyone would like a copy of the Executive Summary of the Energy Policy Steering Committee to let him know. He and Sandy will be serving on the Steering Committee.

April 2017:

- Worked on DFA Report #2
- Participated in a conference call with DFA concerning ICIP and the changes on the ICIP Process. DFA has created an ICIP Help Desk.
- ENM & P-4 Spring Job Fair at the Clovis Civic Center.
- Attended the NMIDEA Group Spring membership Meeting in Albuquerque, NM. That was held April 18, 19 and 20th
- Held a conference call with SWEDA to discuss the upcoming conference and FUNDIIt for the current funding applications.

May 2017:

- Meeting regarding project: AgPower
- Went to Ft. Sumner De Baca County to assist with statistical information and assist with a power point presentation.
- Meeting with the Clovis New Mexico Municipal League Annual Meeting Committee. Ray is on the Economic Development segment of the meeting. I have contacted economic development experts for the panel discussion.
- Attended an EIB (Economic Incentive Board Meeting) at Clovis City Hall
- Had meetings in Tucumcari with City Manager Jared Langenegger, Mayor Litchfield and Pat Vanderpool.
- Completed the EDA update and submitted on the Grants online computer for approval.
- Ray has been working on the CEDS (Comprehensive Economic Development Strategy) for the region. We have to update our CEDS every five years. We have been instructed by EDA to reduce the report to about 38 pages. Our current CEDS is 116 pages long.
- Attended the CCC Radiological graduation ceremonies at the Clovis Civic Center.

- Attended a 2 day ESGR annual meeting in Albuquerque, NM (weekend)
- Attended the Nurses pinning ceremony and CCC Graduation ceremonies at the Clovis Civic Center
- Staff was involved in a webinar with REMI on President Trump's Infrastructure & The New Economy. This was an hour long presentation.
- Had a conference call with NMIDEA (N. M. Industrial Developers Executives Association) Group to discuss the upcoming annual summer meeting and the annual meeting in November in Clovis.
- Went to Clayton to prepare for the annual meeting and obtained two sponsors for the meeting Farmers & Stockman's Bank and First National Bank. Met with City Manager Ferron Lucero and Mayor Jack Chosvig, and had lunch with Richard Arguello UCCDC.
- Hosted and sponsored a meeting with U.S. Senator Martin Heinrich's Chief of Staff Joe Britton and Field Rep. Diane Ventura at the EPCOG Conference Room.
- Attended with Vincent Soule the ribbon cutting ceremony for Broadview Wind Energy/Pattern Energy. Broadview's wind energy project was for 140 turbines. Grady will be getting around 200 wind turbines

Transportation-Vincent Soule:

Events and Meetings

April 2017:

- ADA/RTPO Presentation run was done with Clovis City Commission
 - A revised version of presentation will be offered to other entities to consolidate time OR a training session can be prepared
- Title VI Plan and Environmental Justice training with FHWA was held in Albuquerque from the 18th to the 19th
- Quality Assurance Review was conducted by NMDOT Government to Government Liaison
 - Visit was good. Results pending.
- Quarterly Report completed and sent to NMDOT
- NERTPO was held on the 26th in Eagle Nest, NM
- ADA and Title VI Plans were due the end of the month

May 2017:

- Meeting with Roosevelt County was held for ADA compliance discussions
 - ADA compliance will be an ongoing effort
- Attended the Clovis/Curry County Chamber of Commerce board meeting on the 17th
- Attended the State Transportation Commission meeting in Las Vegas, NM on the 18th
- Attended NERTPO in Las Vegas, NM on the 18th
- RTPO Roundtable with NMDOT was held in Silver City, NM on the 25th
- Attended the Broadview Wind Dedication in Texico, NM on the 31st

Upcoming:

- NERTPO meeting June 27th in Angel Fire, NM
- NERTPO meeting July 26th in Santa Rosa, NM
- SERTPO meeting and FHWA training July 27th in Roswell, NM

- NADO Rural Transportation Conference in Denver, CO from June 28th-30th

Additional Items

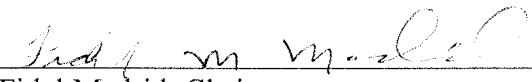
- If your planning documents are five years or older, consider updating.
- ADA transition plans are required for entities employing fifty or more individuals
 - If you are unsure if you have one, please check your Title II plan
- Title VI Plans
 - Are required and must be submitted to the NMDOT Civil Rights Bureau
- Regional Planning and joint projects are very much favored; consider more of these to utilize dollars and efforts more efficiently.

CRY FROM THE WILDERNESS AWARD:

Toni Whitecotton was the recipient of the Cry From the Wilderness Award, but wasn't present to receive it.

ADJOURNMENT:

Since there is no further business to come before the board the meeting adjourned at 12:20 p.m. for lunch



Fidel Madrid, Chairman

*All reports are filed in the Board Minutes File.