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**EASTERN PLAINS COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS MEETING  
October 11, 2017  
418 Main St., Clovis, NM**

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Vice Chairman Oscar Robinson called the meeting to order 10:00 a.m.; with the sign-in sheet serving as roll call.

Before the meeting began Vice Chairman Oscar Robinson presented the 'Cry From the Wilderness' award to Toni Whitecotton since she was not present at the June annual meeting.

**INTRODUCTIONS:**

Everyone in attendance introduced themselves, no guest present.

**MEMBERS PRESENT:**

Robert Thornton, Curry County; Amanda Lucero, De Baca County; Carolyn Johnson, Texico; Ernest Tapia, Guadalupe County; Roman Garcia, Vaughn; Donna Sue Milson, Roy; Oscar Robinson, Portales; Cynthia Lee, San Jon; Toni Whitecotton, Floyd; Leroy Montoya, Clayton; Jack Chosvig, Clayton Alternate;

**MEMBERS ABSENT:**

Fidel Madrid, Clovis; Wesley Shafer, Grady; H.P. Cargile, Melrose; Justin Ingram, Ft. Sumner; Robert Aragon, Harding County; Vanita Menapace, Mosquero; Richard Primrose, Quay County; Russell Feerer, Logan; Jill Caviness, Causey; Becky Frazee, Dora; Kim Summers, Elida; Justin Bennett, Union County; Terry McNabb, Folsom; Mignon Saddoris, Grenville; Franklin McCasland, Arch Hurley Conservancy District; Ruth Ann Litchfield, Tucumcari; Wade Holdeman, FSID.

**STAFF PRESENT:**

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

**STAFF ABSENT:**

Raymond Mondragon.

**APPROVAL OF AGENDA:**

THAT the October 11, 2017, Board of Directors agenda, with amendment, be approved.

MOTION: Toni Whitecotton

SECOND: Cynthia Lee

MOTION CARRIED

**APPROVAL OF MINUTES – August 9, 2017:**

THAT the August 9, 2017, meeting minutes be approved as written and submitted.

MOTION: Cynthia Lee

SECOND: Roman Garcia

MOTION CARRIED

**APPROVAL OF FINANCIAL REPORTS:**

**Financials:**

Elisa Phillips commented she will cover the Balance sheet first on the financials. With this being the end of the quarter it will show we are low on cash. All funding was received last quarter and is just now beginning to come in for this quarter. The EDA payment hit the bank yesterday but isn't reflected in this report. The bank balance was \$32,000.00 as of yesterday. Being the end of the quarter we have to figure out how to really stretch the funds as far as possible.

We've budgeted the audit and line of credit into the payables so we are paying on them monthly.

Elisa stated the next is the overall Profit & Loss for the first quarter. We have \$80,000.00 in revenues, which is the federal, state, and a lot of the membership dues came in in the first quarter. Looking at the expenses we see a net income of \$5,679.75 for the quarter.

The next report (pg 3) is the same report but against the budget. We can compare how we are doing against the budget. Some of the last of the membership dues came in.

Elisa said she would get with Sandy and look at the Data Processing/Software and the Property/Liability Insurance to make sure the correct dollar amounts are figured in. There might be some budget adjustments made in these two areas.

Sandy asked if the software could have to do with the QuickBooks? She also commented that line item might need to be increased because there will be some IT improvements we will need to take care of as we have the funds.

Elisa comment the EDA budget has had \$21,000.00 come in. The per-diem looks good. Elisa asked Sandy if there are any trips planned that will be charged to EDA?

Sandy stated they do have some trips coming up; the Finance Infrastructure Conference the end of October, so there will be some expense there. Other than that there might be a few trips. Raymond has some New Mexico IDEA meetings coming up.

Transportation funding came in after this report was prepared, so that's why there isn't any income showing.

Sandy commented, for the Board's benefit, part of the reason of not getting the Transportation funds in on time is we have a new liaison with NMDOT, who is learning the process.

Elisa commented everything else in the transportation budget looks good.

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

Elisa said the final report is the overall budget. She said we're doing okay it's just a matter of figuring out cash flow and stretching it as far as we can.

Elisa asked for any questions on the financial report. There were none.

THAT the October 11, 2017, financials and budget adjustments be approved as submitted.

MOTION: Donna Sue Milson

SECOND: Toni Whitecotton

MOTION CARRIED

**EXECUTIVE DIRECTOR'S REPORT:**

Sandy stated NewMARC had a meeting in August. They have developed a new brochure that describes what the COGs are and the benefits of a COG to our communities as well as our legislators. Thanks to the Mid-Region COG for putting the brochure together; it looks really great. NewMARC is paying for the first 1,000 brochures to be printed. Once we receive those we will make sure the board gets a copy.

There was a FUNDIT meeting on August 24th in Albuquerque. The next FUNDIT meeting will be October 24th in Santa Fe.

Sandy commented she is one of New Mexico's representatives to the Southwest Regional Executive Directors Association (SWREDA), which is made up of the five southern states in the EDA region. There was a board meeting in Dallas, TX on October 6<sup>th</sup>. Sandy put the charge for this trip on her personal credit card and SWREDA will reimburse her for the trip.

Sandy stated they reviewed the past conference which was held in Baton Rouge, LA and began planning for the 2018 Conference, which will be held in Tulsa, OK. The conference is set for July, but we are trying to change that since it is so hot during July. In 2019 the Conference will be held in New Mexico and everyone is pushing to have it in Santa Fe.

Sandy commented we are gearing up for the legislative session. We are keeping in touch with our legislators on issues that are important to our communities.

We held the 2017 funding round for CDBG. The application hearings were held on August 30<sup>th</sup> with the allocation meeting held on September 13<sup>th</sup>. We only had three applicants from our district this year because the others who would qualify for a CDBG grant were already doing a CDBG grant or just finishing one. The only applicants were Santa Rosa, Tucumcari, and Guadalupe County. Santa Rosa and Tucumcari received funding.

Implementation workshop has been rescheduled for October 24<sup>th</sup> in Albuquerque. Sandy encouraged anyone with an ongoing CDBG project to please attend because there is always something to learn. Especially if there is new staff; this is a must to be able to implement the project. Sandy will get the information to anyone who needs it.

During the allocation meeting on September 13th, DFA Local Government Division Deputy Director, Jolene Slowen, informed the Community Development Council that they have created and will implement a grading system for communities based on their past grant administration performance. This grading system will be used to determine future grant awards, making successful administration of CDBG and Capital Outlay grants even more important. NewMARC has asked for training on this new grading system so that we can help our communities understand what they are being graded on.

As soon as Sandy knows more on this training and grading system she will get the information out to our communities.

Sandy reported the audit is in progress and we have uploaded everything to their share file until they request more information. Sandy has signed the letter of engagement.

JL Gray is still working with MFA to negotiate the interest rate and on the refinancing of the Rio Pecos estates. We will conference them in when we have the executive session.

Sandy stated said she did find out the in order to sell the properties it has to be approved by DFA and they will need appraisals, copies of the resolutions that were passed in June and the offer.

Per the terms of USDA and MFA, these properties must stay in the low-income housing program unless whoever buys them can pay off the mortgage. Then they would have to negotiate if USDA and/or MFA would release the land use restrictions on the titles.

We have put a sign on the door and have a doorbell for use when an employee is in the office alone.

We are working to get the graffiti on the front of the building painted over. We've applied with Main Street for the façade improvement. They asked for a \$100 donation, but since we can't donate they will count the use of the large conference room for their monthly meeting, as our donation.

Sandy reported that EPCOG has submitted applications to BNSF for \$25,000.00 and to New Mexico Gas for \$20,000.00. Both of these would be used for general support. We didn't target these to any particular program or project.

We have been shopping around for some time for a new telephone system. Our telephone system is so old there are not any parts available. We checked with Plateau on a web-hosted system and they seem to have the best pricing for what we need. In order to get this up and going, we will need to spend about \$3,000.00 to get our IT system updated and dropping some lines. If we get the funding we will use some of that to update the phone system.

The question was asked if Plateau offers any grants for this. Sandy stated she checked into Plateau's grant program and they thought we might qualify, but then they told us we didn't qualify. EPCOG is not considered a member of the coop even though they provided our internet and telephone service.

### **PROGRAM REPORTS:**

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

Ray was absent so Sandy gave a quick overview of Ray's EDA report which covered the months of August and September.

#### August 2017:

- Attended and conducted the Newcomers Briefing at Cannon AFB Airman's Readiness Center. Gave them a briefing of the region.
- Attended the Chamber Ambassadors Luncheon at the Chamber offices.
- Sandy and I had a conference call to conduct a peer review with the Heart of Texas COG out of Waco, Texas.
- Attended the NM Energy Roadmap Committee meeting in Albuquerque. This committee summarizes goals and priorities that are identified by the NM Energy Roadmap steering committee. August 9, 10, 2017.
- EPCOG staff took part and volunteered to assist the City of Clovis on the New Mexico Municipal League Conference that was held in Clovis. August 15,16,17,18, 2017.
- I participated in a conference call with NMIDEA (NM Industrial Development Executives Association) I serve on the State Board of Directors. The Annual Meeting for NMIDEA is set for Clovis, NM for November 28, 29, 30, 2017 at the Clovis Civic Center.

#### September 2017:

- Attended the Ports to Plains Annual Conference in Lubbock, Texas that was held at the Overton Hotel conference center. Ports to Plains is the trade corridor between Canada and Mexico, part of that route goes through Clayton, NM. September 12, 13, 14, 2017.
- Attended the SET (Stronger Economies Together) Civic Forum in Portales, NM at the Memorial Building.
- Sandy and I had a conference call with Ferron Lucero with the Town of Clayton and Trisha Korbas with EDA on a project in Clayton, NM. We discussed the possibility of an

Events Center. Completed a BNSF grant and submitted the grant for review and we hope for approval. We submitted a \$25,000.00 grant.

- We also submitted a grant with New Mexico Gas Co. for \$20,000.00 we are waiting for their review of that grant. There were a large number of grants submitted.
- Worked on the CEDS (Comprehensive Economic Development Strategy) for the region. The report will be sent to EDA as required on updating every five (5) years.

Discussion took place concerning the Ports to Plains trade corridor runs from Mexico to Canada. Their current goal is to get Interstate 27, which runs between Lubbock and Amarillo extended.

Jack Chosvig gave a little history on the Ports to Plains. The corridor that comes up from Texas to Alberta Canada encompasses seven of the ten largest energy-producing states and eight out of ten of the highest producing agriculture states. They are trying to bring all of this into a four-lane highway. New Mexico is the first one to complete their four-lane highway. The primary route was up 287 up through Boise City up to I70 in Colorado. Colorado is dragging their feet to the point 287 isn't even a super two. Because of this, the truck traffic through Clayton has probably tripled since it is a faster way to Denver with the four-lane highway. Truckers hook up with I25 in Raton then on up to North Dakota, South Dakota, and Nebraska.

Nebraska was having an environmental issue, but they now have all of their permits. The Ports to Plains corridor is something with will benefit the state of New Mexico.

Discussion took place on the Ports to Plains.

### **Transportation-Vincent Soule:**

#### Events and Meetings

##### August 2017:

- 08/08/2017: Stronger Economies Together (SET) meeting in Roswell, NM
- 08/10/2017: Safe Transportation for Every Pedestrian (STEP) Webinar via FHWA  
This covers crosswalks, sidewalks, center islands, etc.
- 08/11/2017: Vincent and Sandy attended RTPO Roundtable meeting in Socorro, NM
- 08/14-17/2017: Staff assisted with New Mexico Municipal League Conference
- 08/23/2017: NERTPO meeting in Springer, NM

##### September 2017:

- 09/13/2017: Attended Bid Conference at Portales, NM
- 09/13/2017: Went over Public Transit at Portales, NM
- 09/19/2017: Meeting with GTG Liaison (NMDOT Planning Division) in Santa Fe, NM
- 09/20/2017: Meeting with NCNMEDD Planner and Community Development Director in Albuquerque, NM
- 09/21/2017: Meeting with Congressman Ben Ray Lujan
- 09/27/2017: NERTPO meeting in Roy, NM

##### October 2017 and Upcoming:

- 10/02/2017: Monthly phone call with NMDOT GTG Liaison for planning with NERTPO and SERTPO
- 10/05/2017: SERTPO Meeting in Roswell, NM

- 10/10/2017: NCNMEDD Phone call about NERTPO planning next meeting and website
- 10/11/2017: NERTPO RTIPR DEADLINE FOR SUGGESTIONS-Vincent created a survey and sent to all members.
- 10/12/2017: eGMPS Training with NMDOT online  
Since this is a new online system, rating and raking has been put off until November or December.
- 10/18/2017: NERTPO meeting in San Miguel County
- 10/19/2017: Sandy and Vincent will attend the SET meeting in Roswell, NM
- 10/24/2017: RTPO Roundtable and NMFUNDIT in Santa Fe, NM
- 10/25/2017: 4<sup>th</sup> Quarterly due to NMDOT
- 10/25-27/2017: NMIFC in Santa Fe, NM

Oscar Robinson asked Vincent if there were any new standards for crosswalks

Vincent commented there aren't any new standards, just what is federally legal such as crosswalks need to be bright and noticeable for pedestrians and motor vehicle drivers. You don't want crosswalks to be distracting. If you look up crosswalks online you'll see zippers, and rainbows and other such painted crosswalks. These are distracting.

It also covers why wide sidewalks are better, which should have 5 to 10 feet worth of clearance. This allows the foot traffic to move in both directions with no problems.

Oscar asked who they would contact on making some of the Portales crosswalks safer.

Sandy commented the contact person would be Francisco, who is the traffic safety engineer with district 2 and he will be glad to help with what can be done. Sandy said she has his contact information and she'll email it to Oscar.

**NEW BUSINESS:**

**Approval to close the week of Christmas, December 25<sup>th</sup>-28th:**

Sandy commented the past few years the board has allowed us to close the week of Christmas since this is a very slow time for the office.

Motion to close the office the week of Christmas.

MOTION: Donna Sue Milson

SECOND: Roman Garcia.

MOTION CARRIED

**DISCUSSION ITEM:**

**Review of Bylaws:**

Sandy commented the bylaws haven't been changed since 2014 and they are pretty standard. She just wanted to cover some areas that some of the board might not be aware of.

Sandy commented that some of the COGs were asking about land grant communities being members. According to EPCOG bylaws, they can be members just as any of our communities and counties, but some of the COGs didn't have this in their bylaws.

Much discussion took place concerning land grant communities.

After much discussion concerning the review of the bylaws, it was decided to table discussion and later have the Chairman appoint a committee to review the bylaws.

**EXECUTIVE SESSION:**

Following a roll call vote with all in the affirmative the motion was made;

THAT the Board go into Executive Session to discuss the acquisition of real property pursuant to (NM 1978 Section 10-15-1 to 10-15-04).

MOTION: Toni Whitecotton

SECOND: Cynthia Lee

MOTION CARRIED.

And;

Following a roll call vote with all in the affirmative the motion was made;

THAT the meeting adjourn from Executive Session back to the regular meeting. No decisions were made and the only items discussed were those pursuant to the original motion.

MOTION: Donna Sue Milson

SECOND: Ernest Topia

MOTION CARRIED.

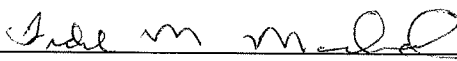
Roll call vote to go into Executive Session and to adjourn from Executive Session was taken.

**PUBLIC COMMENT:**

Both Roman and Oscar thanked Sandy for all of her support.

**ADJOURNMENT:**

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

  
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Fidel Madrid, Chairman