

**EASTERN PLAINS COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS ANNUAL MEETING  
June 8, 2022  
Village of Logan City Hall, 108 US Hwy 54, Logan, NM**

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Vice-chair, Roman Garcia, called the meeting to order at 10:00 a.m. and thanked all for attending.

**INTRODUCTIONS:**

Everyone in attendance introduced themselves, the board members, guests, followed by the EPCOG staff.

**MEMBERS PRESENT:**

Helen Casaus, Clovis Alternate; Leona Powell, Grady; Kathy Edwards, Grady Alternate; Meadow Forget, Melrose; Roman Garcia, Vaughn; Dallas Baker, Mosquero; Daniel Zamora, Quay County; Scott Parnell, Logan; Cynthia Lee, San Jon; Ruth Ann Litchfield, Tucumcari; Teresa Nance, Causey; Becky Frazee, Dora; Toni Whitecotton, Floyd; Clay Kiesling, Union County; Brandy Thomas, Union County Alternate; Ernest Sanchez, Clayton; Jordan Wingo, Des Moines; Wade Holdeman, Ft. Sumner Irrigation Dist.

**STAFF PRESENT:**

Sandy Chancey, Vincent Soule, Raymond Mondragon, Jai Courtney, Raul Rodriquez, Kyleigh Knight, via virtual, and Mary Gray, via virtual.

**GUEST PRESENT:**

Congresswoman Theresa Ledger Fernandez  
Dr. Shanna Sasser, New Mexico Rural and Frontier Equity Ombudsman  
Constance Williams, Senator Ben Ray Lujan's Office  
Ben Salazar, Congresswoman Teresa Ledger Fernandez  
Chris Bryant, City of Clovis  
David Bryant, City of Clovis  
Fidel Madrid, City of Clovis  
Claire Burroughs, City of Clovis  
Lance Pile, Curry County, via zoom  
Seth Martin, Curry County  
Kristian Price, Curry County  
Mary Beth Busch, Mesalands Community College  
Billie Jo Barnes, San Jon  
Ron Warnick, Quay County Sun  
Jodi Diaz, RCCDC-Portales  
Rosalie Rachor, Logan  
Richard Runyan, Dennis Engineering Company

**APPROVAL OF AGENDA:**

Sandy commented after consulting with Kyleigh they would like to remove the Budget Adjustments and present those later.

THAT the June 8, 2022, Board of Directors' agenda be approved with the removal of Budget Adjustments.

MOTION: Cynthia Lee  
SECOND: Clay Kiesling

ROLL CALL

MOTION CARRIED

**COMMENTS FROM CONGRESSWOMAN TERESA LEDGER FERNANDEZ:**

Congresswoman thanked the board for having her as a guest speaker. She commented how pleased she is that the COG works so well with their communities in attacking problems and working to address issues. We will always have obstacles in rural New Mexico to overcome in achieving our goals. The comprehensive regional approach for our rural areas is so essential in learning and working together.

She commented on the wonderful progress of the Ute Water project in working towards getting water to the small communities. She is pleased to step in and be a part of the project that began over a generation ago. We now have the funds to complete the project as budgeted.

For FY22 she has secured funding to assist the rural areas with funding available to businesses and communities. She and her office/team are available to assist in any way possible to assist with available infrastructure projects.

A handout: Delivering for Rural New Mexico report was shared with the group. The infrastructure and Jobs Act Rural Investments. (P.L. 117-58) Summary of Some Key Provisions for Rural and Tribal Communities.

\*The report is filed in the July 2021-June 2022 board folder and is available for anyone interested in receiving it.

**APPROVAL OF April 13, 2022 & May 27, 2022 MINUTES:**

THAT the April 13, 2022, minutes be approved as submitted.

MOTION: Leona Powell  
SECOND: Cynthia Lee

ROLL CALL

MOTION CARRIED

THAT the May 27, 2022, minutes be approved as submitted.

MOTION: Cynthia Lee  
SECOND: Ernest Sanchez

ROLL CALL

MOTION CARRIED

**APPROVAL OF FINANCIAL REPORTS:**

**Financials:**

Kyleigh commented most of the income is in already except for two of the federal grants (EDA and NMDOT). We are down on the membership as most of those will be coming in after July 1, 2022, for new FY. Admin fees are also down. Right now, we are down about \$60,000 in budgeted income. Once the two grants are received it will be closer to \$20,000.00. Expenses are way under budget.

There are some variances and budget adjustments that need to be made, but we want to wait until all the invoices are in. You will notice that office supplies are way over budget, and this is because of the CARES funding and being able to purchase items we weren't able to purchase in the past.

Property and liability insurance is down and this stems from the discounts given this year. The utilities have increased quite a bit, but that is something that is uncontrollable. Payroll and retirement will be down from what was budgeted. Even with the \$20,000 under budgeted income the overall net income should be over what was budgeted.

Sandy commented we would do one more draw on the CARES funding which ends July 15<sup>th</sup>. We decided to wait to see just where we are with the grant before requesting the final pay request.

THAT the June 2022 financials be approved as submitted.

MOTION: Helen Casaus  
SECOND: Clay Kiesling

ROLL CALL

MOTION CARRIED

**FY23 Budget:**

Vincent reviewed the FY 2023 Budget commenting the \$110,150.00 from Ute Water is

simply invoicing members for water reservation and purchase, operation, and maintenance fees then the funds go out to Interstate Stream Commission. This is not usable income, money in money out.

The three state and federal grants are included as well as the membership dues. The membership dues are the amount if all the communities were members. We have three who have not been members over the last few years.

We have budgeted \$65,000.00 for Contract/admin fees. This amount is what we need to sustain the budget because we are losing the \$200,000.00 from the CARES ACT funding for the next fiscal year. If we don't reach this amount, we will go into deficient and have to use reserves and/or cut back on wages and other expenses.

The Capital Outlay \$25,000.00 is the amount we were award this year for security upgrades. We will install cameras and an alarm system.

The lower section shows wages, fringe benefits, and other monthly/yearly expenses.

MOTION: Leona Powell

SECOND: Cynthia Lee

ROLL CALL

MOTION CARRIED

**GUEST SPEAKER:**

**Dr. Shanna Sasser, New Mexico Rural and Frontier Equity Ombudsman**

Dr. Sasser thanked the board for having her as the guest speaker for the annual meeting. She commented she had made an earlier trip to our area to travel with Sandy to visit our communities. She thanked those she visited with for their candor and honesty in the conversations they had.

She commented her position is a new position with the state which was created out of some funding from the legislature. The role was created because there was not a voice and an advocate for rural communities. Her job is to advocate and amplify the voice of rural communities at the state and federal levels. She attends meetings at all levels representing rural communities.

How will we move forward with infrastructure in these rural communities? Dr. Sasser covers the whole state of New Mexico and often hears small communities say they will not mess with trying to apply for infrastructure funds because all of the money goes to the big cities. She empathizes with this feeling, but there are things that can be done that are within our power to help us all move forward. She focused on a few things that will help small rural communities move forward. Shanna covered ways to complete the following items.

- 1) Make sure your budgets are in compliance. If budget isn't in compliance, you can not apply for funding.

- 2) Do you have a comprehensive plan for your community? If it's old, update it as well as your emergency plan. Do some strategic planning.
- 3) Use your CoG for assistance.
- 4) Educate yourself on where the available funding is. There's more than just capital outlay to apply for.
- 5) Create a financial portfolio.

Dr. Sasser encouraged everyone to use all the resources that are available and please use her as she and her team are available and willing to assist.

**NEW BUSINESS:**

**Annual Work Plan:**

Sandy commented the Annual Work Plan is for the State-Grant-in-Aid we receive through DFA which covers all of our programs. There haven't been any significant changes to the Plan, and we will continue with the plan in assisting our communities. We also use this in doing our quarterly/yearly reporting. The Annual Work Plan is brought before the board each year for approval.

THAT the Annual Work Plan be approved as presented.

MOTION: Cynthia Lee

SECOND: Ernest Sanchez

ROLL CALL

MOTION CARRIED

**Cost Allocation Plan:**

Vincent commented the Cost Allocation Plan is pretty much the same as it has been in years past with a few updates. Some updates were made to 1) Federal Regulations, 2) Updated organizational chart, 3) Inserted sample of timesheet, 4) Budgeting Justification of Direct and Allocation Costs, 5) Grantee contracts, 6) Added a link for disclosure of audit rather than inserting portions of audit, 7) Certificate of Cost Allocation, 8)

The is the cost allocation plan that is sent to our funding agencies instead of an indirect cost rate. We do not have a federally approved indirect cost rate; we bill all expenses as direct expenses to our grant programs. This plan details how we allocate those costs.

THAT the Cost Allocation Plan be approved as presented.

MOTION: Clay Kiesling

SECOND: Cynthia Lee

ROLL CALL

MOTION CARRIED

**Open Meetings Resolution:**

Sandy stated this is the Annual Open Meetings Resolution we approve each year at the annual meeting. The only changes are the dates.

THAT the Open Meetings Resolution be approved as presented.

MOTION: Dallas Baker

SECOND: Helen Casaus

ROLL CALL

MOTION CARRIED

**Resolution R-6-01-2022 ICIP FY 2023-2028:**

Sandy commented there is only one item on the ICIP. She increased from \$80,000.00 to \$150,000.00 for building improvements.

THAT the Resolution R-6-01-2022 ICIP FY 2023-2028 be approved as presented.

MOTION: Cynthia Lee

SECOND: Clay Kiesling

ROLL CALL

MOTION CARRIED

**Election of 2022-2023 Officers:**

**Chairman:**

Vice-Chair, Roman Garcia, commented he had been asked to serve as Chairman and he is willing to do so if it meets with the approval of the board. He then asked for nominations for Chairman.

Cynthia Lee nominated Roman Garcia as Chairman.

Ernest Sanchez moved to cease nominations and accept Roman by acclamation.

THAT Roman Garcia be elected chairman by acclamation.

MOTION: Helen Casaus

SECOND: Becky Frazee

ROLL CALL

MOTION CARRIED

**Vice-chair:**

Cynthia Lee nominated Wade Holdeman for Vice-chair.  
Wade declined.  
Wade nominated Cynthia Lee.

THAT Cynthia Lee be elected vice-chair.

MOTION: Leona Powell  
SECOND: Wade Holdeman

ROLL CALL

MOTION CARRIED

**Treasurer:**

Cynthia Lee nominated Leona Powell for Treasurer.

THAT Leona Powell be elected Treasurer.

MOTION: Toni Whitecotton  
SECOND: Teresa Nance

ROLL CALL

MOTION CARRIED

**EPCOG Board officers for the 2022-23 year:**

Roman Garcia, Chairman  
Cynthia Lee, Vice-Chairman  
Leona Powell, Treasurer

**EXECUTIVE DIRECTOR & STAFF REPORT:**

Programs are combined into a PowerPoint reviewed by the Executive Director. The PowerPoint is filed in the board minutes folder.

Planning and Technical Support:

- Rating & Ranking meetings for TPF applications took place on May 19<sup>th</sup> for the SERTPO and May 25<sup>th</sup> for the NERTPO.

- Submitted total of 29 final applications for TPF in the amount of \$30,264,095.39 for the EPCOG region before May 31<sup>st</sup> NMDOT deadline.
- Working on the RWP proposal due July 1, 2022. Proposed funding increase by NMDOT to \$112,500.00 per year.
- Regional Planner has continued to travel to member entities to extend help regarding Transportation and Regional Planning.
- Continue to provide relevant grants and funding opportunities.
- Vincent and Raul attended the National Planning Conference in San Diego, CA.
- EPCOG Staff continues to have virtual meetings with EDA and State COG every Monday at 1:30 p.m.
- We are actively participating with NMIDEA and other economic developers around the State.
- President Joe Biden has signed the Transportation Bill that included the Ports to Plains Designation of a new Interstate in N.E. New Mexico. EPCOG played a role on assisting Ports to Plains.

Community Development:

- EPCOG Coordinated events/activities for Economic Development Week May 9-13, 2022.
- EPCOG is active with the Clovis Economic Development Plan Steering Committee. COVID Recovery Coordinators continue their due diligence with developing our regional recovery plan. That plan will be completed in July 2022.
- EPCOG's CEDS has been contracted out to K.W. Consulting to update and complete.
- EPCOG Staff continues to administer CDBG grants for Ft. Sumner, Curry County and Vaughn.
- EPCOG Staff continue to provide information and offer assistance with funding applications and technical assistance on a variety of issues.
- Audit was submitted and was approved by the State auditor with an unmodified opinion with no findings.
- EPCOG assisted several communities with the 2022 Capital Outlay Requests \$35,144,950. in total funding for the region.
- EPCOG continues to work with EDA to secure a VISTA volunteer.
- CARES Act grant will close July 15<sup>th</sup>, 2022, this is the last quarter for the grant.
- EPCOG was awarded \$25,000 in capital outlay for security improvements to the office building. (Thank you, Rep. Chatfield!) Acquiring quotes for security updates.
- Assisted with Congressional Spending requests.
- Attended first SWREDA Conference in Houston, Texas as President of SWREDA April 27-29, 2022.
- Attended Western Governors Association Rural Prosperity Forum, served on a panel in Oklahoma City.

Summary:

- With COVID continuing, 2021 and 2022 provided EPCOG Staff with an opportunity to finally attend conferences and meetings.
- The fundamental mission of EPCOG is to facilitate economic growth and provide services



- vital to the region's success.
- The Eastern Plains Council of Governments (EPCOG) is a voluntary association of local governments to establish a federally recognized economic development and planning district. The region is located within eastern New Mexico and includes seven counties, twenty-one municipalities, and two special districts. As a voluntary organization and district, EPCOG is composed of certain participating and nonparticipating governments.

**CRY FROM THE WILDERNESS AWARD PRESENTATION:**

Sandy commented the previous year's recipient selects the member to receive the award for this year. Last year's recipient was Justin Bennett and he selected Kim Summers as this year's recipient. Kim was unable to attend the meeting; Sandy stated she would deliver the award to Kim next week.

**COMMENTS:** Public comment for which no action will be taken.

Claire Burroughs commented the governing entities of Curry, De Baca, Quay, Roosevelt, Clovis and Portales will meet to review findings of the Behavioral Health Feasibility Study.

**ADJOURNMENT:**

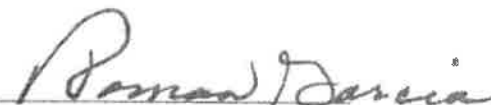
Since there is no further business to come before the board the meeting adjourned at 11:55 a.m. for lunch.

THAT the annual meeting be adjourned at 11:52 a.m.

MOTION: Clay Kiesling  
SECOND: Ernest Sanchez

ROLL CALL

MOTION CARRIED

  
Roman Garcia, Chairman

**\*A copy of financials, PowerPoint, resolutions, and any handouts are part of the meeting records filed in the Board of Directors' meeting folder.**