

**EASTERN PLAINS COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS ANNUAL MEETING
December 13, 2021
418 Main Street, Clovis, NM 88101**

Chairman Fidel Madrid called the meeting to order at 10:00 a.m. and thanked all for attending.

Pledge of Allegiance

Salut to the New Mexico Flag

INTRODUCTIONS:

Everyone in attendance introduced themselves and Chairman stated this would serve as roll call.

MEMBERS PRESENT:

Fidel Madrid, Clovis; Leona Powell, Grady; Roman Garcia, Vaughn; Cynthia Lee, San Jon; Scott Parnell, Logan; Amanda Lucero, De Baca County; Wade Holderman, Ft. Sumner Irrigation District; Robert Thornton, Curry County.

STAFF PRESENT:

Sandy Chancey, Vincent Soule, Raul Rodriquez, Gabriel Chavez, Raymond Mondragon, and Mary Gray.

GUEST PRESENT:

Beth Elias, EAWDB
Victoria Villarreal,
Diane Fox, Fox, Garcia and Company
Shelleyn Garcia, Fox, Garcia and Company
Christopher Bell, Fox, Garcia and Company

APPROVAL OF AGENDA:

THAT the December 13, 2021, Board of Directors agenda be approved as submitted.

MOTION: Cynthia Lee
SECOND: Roman Garcia

MOTION CARRIED

APPROVAL OF October 13, 2021, MINUTES:

THAT the October 13, 2021, minutes be approved as submitted.

MOTION: Roman Garcia

SECOND: Cynthia Lee

MOTION CARRIED

APPROVAL OF FINANCIAL REPORTS:

Financials:

Gabriel stating it is a draft of the financial statement for November. We had the sale of the properties in November, and we have not received the closing documents on the sale, so the closing cost and other fees are not included in the report. This is a draft of what went through the bank account and an adjustment will be made once the closing cost are received.

The first page is the balance sheet with assets and liabilities as of November 30, 2021. In the P&L we received \$155,000.00 for the sale of the properties. Everything else is pretty much within budget.

THAT the December 13, 2021, financials be approved as submitted.

MOTION: Roman Garcia

SECOND: Cynthia Lee

MOTION CARRIED

Budget adjustment:

Gabriel stated he did make an adjustment for the sale of the properties. He also adjusted the medical insurance since it is increasing 5.6%. On the retirement line item, Jai and Raul are contributing into their retirement. EPCOG will match 6% so that has been adjusted. EPCOG is thinking of doing some building maintenance so that line item has been increased to \$15,000.00. Also want to purchase two vehicles so that line item is \$50,000.00.

Sandy commented on the building maintenance stating the Fire Marshall wants the two back doors to be replace making them easier to open. The estimate on getting that done is just a little over \$8,000.00. She will get a couple more estimates on getting those doors replaced. She also wants to have the interior and exterior of the building painted, if possible, have something done with the windows in the two small conference rooms as they let in a lot of cold air and heat in the summer. There are a few other minor building repairs needing to be taken care of.

Sandy said on the asset purchases the 2008 Impala now has 220,000 miles on it and the 2007 Durango has 179,00 miles. She has checked on replacing those two vehicles. On the statewide price agreement, she has a found a Nissan Altima to replace the Impala for about \$20,00.00 and a new Dodge Durango or a Chevrolet Traverse for a little more than that.

Once new vehicles have been purchased the Impala and Durango will go up for auction.

THAT the December 13, 2021, budget adjustments be approved as submitted.

MOTION: Roman Garcia

SECOND: Cynthia Lee

MOTION CARRIED

PRESENTATION OF THE FY21 AUDIT

Shelleyn presented the draft audit report and said the following items will be changed before submitting the final report.

We will update the following:

1. Exit Conference Attendees.
2. Board of Directors' Roster.
3. Footnote M Professional Services Contracts & Subrecipients will be revised.
4. Major Fund Final Budget numbers on the budget to actual comparison will be revised.

There are no outstanding adjustments, and there will not be any changes to the financial numbers outside of the budget comparison. It will simply be the budget page and the disclosure explained above.

APPROVAL OF DRAFT FY21 AUDIT:

THAT the draft audit be approved with the changes the auditors will be making noted in the presentation.

MOTION: Roman Garcia

SECOND: Cynthia Lee

Robert Thornton voting no making the vote 7-1.

MOTION CARRIED

NEW BUSINESS:

Approval of edits to the Financial and Personnel Policies:

Sandy commented we have dollar amounts for lodging and food in the financial policy and the travel portion of the personnel policy. Since EPCOG has gone to using purchase cards for actual expenses we edited these policies by removing any dollar amounts and adding "per the current State of New Mexico Per Diem Rate".

THAT the edits to financial and the travel portion of the personnel policies be approved as submitted.

MOTION: Cynthia Lee
SECOND: Roman Garcia

MOTION CARRIED

EXECUTIVE DIRECTOR & STAFF REPORT:

Program reports are combined into a PowerPoint presentation and a copy is filed in the board minutes folder.

Economic Development, Planning & Technical Support, Community Development:

- ✓ EPCOG Staff continues to have weekly virtual meetings with EDA and State COGs.
- ✓ Participating with NMIDEA and other economic developers.
- ✓ COVID-19 Recovery Plan development will continue into 2022.
- ✓ We will retain a coordinator for the Recovery Plan.
- ✓ Assisting with ICIPs (especially legal language).
- ✓ Continuing development of EDA grant for Mesalands Community College project.
- ✓ EPCOG is preparing for the Legislative Session.
- ✓ EPCOG will be seeking a VISTA Volunteer in 2022.
- ✓ Updates to the Long-Range Plans for both RTPOs are still ongoing.
- ✓ NMDOT 4th Quarterly reimbursement completed, accepted, and funds disbursed.
- ✓ APER submitted and accepted by NMDOT Planning Division.
- ✓ Amendment for Regional Work Program with NMDOT submitted and accepted.
- ✓ Considering offering services for planning documents (comp plan, etc.).
- ✓ A fee structure will need to be developed.
- ✓ Working on EDA Tourism grant with the City of Clovis.
- ✓ Updated computer equipment in the office.
- ✓ Assisting with and submitting Capital Outlay requests (including EPCOG).
- ✓ Released info concerning the federal Infrastructure bill benefits to NM.
- ✓ Working with the Village of Grady on a park project.
- ✓ Completed EDA grant submissions and awaiting approval.
- ✓ Staff attending CDBG module virtual training courses.
- ✓ Completed closing on the sale of Ruth Visage Apartments in Portales.
- ✓ Rio Pecos and San Jon closings are pending.
- ✓ Administering a CDBG grant for Ft. Sumner.
- ✓ Committed to administering CDBG grants for Curry County and Vaughn, if funded.
- ✓ Will be contracting out for the upcoming CEDS update.
- ✓ Assisted with Invitations to/for Bids.

Comments which no action will be taken:

Raymond Mondragon shared some documents with the board and will email to anyone wanting them.

1. Legislative Council Service Announcement
2. The Bipartisan Infrastructure Law

ADJOURNMENT:

Since there is no further business to come before the board the meeting adjourned at 11:09 a.m.



Sandy Chancey, Secretary
EPCOG Board of Directors

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