
**EASTERN PLAINS COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS ANNUAL MEETING
April 13, 2022
418 Main Street, Clovis, NM 88101**

Secretary Sandy Chancey conducted the meeting in the absence of the Vice-Chairman Roman Garcia. 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.

AWARD PRESENTATION:

Before starting the meeting Sandy Chancey thank and presented Fidel Madrid with an appreciation award for his eight years of service as the EPCOG Board Chairman.

MEMBERS PRESENT:

Leona Powell, Grady; Cynthia Lee, San Jon; Scott Parnell, Logan; Amanda Lucero, De Baca County; Wade Holderman, Ft. Sumner Irrigation District; Robert Thornton, Curry County, Meadow Forget, Melrose; Susan Scioli, Texico; Daniel Zamora, Quay County; Jonathan Valdez, Des Moines.

STAFF PRESENT:

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

GUEST PRESENT:

Fidel Madrid
Martha Madrid
Joann 'Jo' Madrid
Joe Madrid
Nikki Madrid
Pedro Laumbach, Harding County
Victoria Villarreal, Harding County
Chris Bryant, Mayor Pro-tem Clovis
Diane Fox, Fox, Garcia and Company
Shanna Sasser, Rural and Frontier Equity Ombudsman, DFA

APPROVAL OF AGENDA:

THAT the April 13, 2022, Board of Directors agenda be approved as submitted.

MOTION: Cynthia Lee
SECOND: Leona Powell

MOTION CARRIED

APPROVAL OF December 13, 2021, MINUTES:

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

MOTION: Cynthia Lee
SECOND: Amanda Lucero

MOTION CARRIED

APPROVAL OF FINANCIAL REPORTS:

Financials:

Kyleigh Knight, with FWB accounting, is serving as EPCOG accountant.

Kyleigh commented that everything seems to be pretty much on budget. The membership is a little less than budgeted. We are trending at 96% of budgeted income. The expenses are down a little, but overall, we're trending at 120% of budgeted income. This is a work in progress, and she plans to get the reports smoothed out some.

The first page of the financials is the trending budget which is at 75% of the budget through the third quarter.

Kyleigh commented beginning July 1, 2022, she would like to switch EPCOG from QuickBooks to Accounting CS which is a professional software and the software FWB Company uses. FWB believes it will be more compatible with fund accounting and reporting. QuickBooks isn't really set up for fund accounting. Going forward it will be a better program for EPCOG and FWB will be able to present better reports to the Board.

Sandy commented that switching software will also save EPCOG some money. She also stated that this report is just through the third quarter we still have a quarter to go until the end of the year. We will be doing a year end budget adjustments to clean everything up.

We did spend a little more on some building maintenance. We had painted and trim in the front of the building and replaced the back exit doors to get them up to fire code.

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

MOTION: Scott Parnell
SECOND: Cynthia Lee

MOTION CARRIED

OLD BUSINESS:

Approval of 2021 Final Audit (Fox, Garcia & Co.)

Diane Garcia commented there are a few changes that were requested by the office of the State Auditors. Requested a breakdown of the Net Position (pg. 5). They have listed the different restricted accounts. State Auditors keep wanting to make the budgets of the USDA properties a finding (pg. 20); Diane said they clarified that these budgets do not follow the same as EPCOG budget. State Auditors seemed fine with that and didn't have any more questions.

The State Auditors wanted the language of business type activities (pg. 30) removed since EPCOG doesn't have business type activities. They would like to see the current portion of annual leave budgeted (pg. 29). Diane stated she would talk with Sandy about this for the next audit.

Other than the above changes the final audit is the same as the draft audit present for approval in December 2021.

THAT the 2021 Final Audit be approved as submitted.

MOTION: Cynthia Lee

SECOND: Wade Holdeman

MOTION CARRIED

NEW BUSINESS:

Draft FY 23 Budget

Sandy commented she and Vincent have begun work on the next fiscal year budget and we will not have the CARES grant. That funding ends July 15, 2022, our plan is to have that grant fully expended by the end of June. Without the CARES grant it brings our fully operational budget to \$366,881.00 for next year. The total income is \$502,021.00.

We do have to include the Ute Water monies in the budget but that isn't operational income. We've also included the \$25,000.00 from the legislature to be used for security improvements. This \$25,000.00 is in the budget but it isn't operational funds. Vincent and Sandy are looking at security systems.

We've reduced expenses elsewhere so staff salaries can remain the same. This is just an informational item at this point and will be presented for approval at the annual meeting.

Approval of Resolution R-01-2022 Sale of Impala and Durango

Sandy reviewed Resolution R-01-2022 for the sale of the high mileage Impala and the Durango. The resolution is present for approval to sale the vehicles.

Some discussion took place as to the sale being a sealed bid or auction. Most board members thought sale by auction would be the best for advertising and sale.

THAT the Resolution R-01-2022 be approved as submitted.

MOTION: Leona Powell

SECOND: Jonathan Valdez

MOTION CARRIED

Approval of edits to the Personnel Policy:

Sandy commented we have update to our personnel policy and this change has to do with the pay dates. We get paid on the 15th and the last day of the month having to estimate about three days to get the timesheets turned in for processing payroll. There are often changes to the timesheets causing double work for our accountant having to go into the software and make edits.

The timesheets will still cover the 1st-15th and the 16th – end of month but we will get paid on the 5th and the 20th of every month. If the pay date falls on a non-working day, payroll will be on the next business day.

THAT the edits to the personnel policies be approved as submitted.

MOTION: Scott Parnell

SECOND: Cynthia Lee

MOTION CARRIED

Location for June Annual Meeting:

Sandy said we need to determine a location for our June annual meeting. It is the only meeting we do not have at the EPCOG offices. Sandy read the locations of the annual meeting for the past few years.

If anyone would like to offer to host the annual meeting, we do need 1) space enough for the board, 2) IT capabilities so we can have zoom meeting, 3) catering options since we do serve lunch.

Scott Parnell extended the offer for the Village of Logan to host the June annual meeting.

2022 Annual Meeting in Logan on Wednesday June 8, 2022.

June elections of officers:

Sandy commented at the annual meeting the officers for the next fiscal year are elected. She asked all to be giving some thought as to nominations for officers.

Current officers:

Fidel Madrid – Chairman (gone off the board as he is no longer a city commissioner)
Roman Garcia – Vice-Chair
Cynthia Lee – Treasurer
Sandy Chancey – Secretary (per the by-laws)

Approval of Executive Director’s Out of State Travel:

Per the by-laws either the chairman or the board must approve the Executive Director’s out of state travel.

Sandy will be attending a SWREDA Conference in Houston, Texas and an IEDC Conference in Dallas, Texas.

THAT the Executive Director’s out of state travel be approved as submitted.

MOTION: Jonathan Valdez

SECOND: Scott Parnell

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:

- ✓ Requesting Congressional Directed Spending to support region
- ✓ USDA grant (Rural Community Development Initiative) application possible
- ✓ CARES Act grant will close July 15th
- ✓ This is the last quarter for the grant
- ✓ Final Budget in the works
- ✓ Line-item consolidation for simplicity
- ✓ Cost Allocation Plan will be edited to match
- ✓ Attending SWREDA Conference (Houston)
- ✓ Awarded \$25,000 in capital outlay (Thank you, Rep. Chatfield!)
- ✓ Acquiring quotes for security updates
- ✓ Drafting fee for service schedule
- ✓ Will visit communities for EPCOG presentation
- ✓ EPCOG ICIP due July 15th
- ✓ Will request building improvements (need improvement for electricity)
- ✓ Auction of vehicles will be posted online

- ✓ New vehicles have been received
- ✓ EPCOG continues to meet with state, COGs, and EDA partners.
- ✓ COVID-19 recovery plan and Comprehensive Economic Development Strategies (CEDS) update in progress.
- ✓ VISTA program renewed – ads to be released soon- Remote option now available.
- ✓ Assisted with Congressional Spending requests.
- ✓ Staff attended NADO conference in Washington, DC.
 - Met with Rep. Ledger Fernandez and senior staff of Sen. Lujan.
- ✓ Active with the Clovis Economic Development Plan Steering Committee.
- ✓ Continue to administer and assist with CDBG.
- ✓ Assisted with Good Jobs Challenge application with Mesa Lands Community College.
 - Final application could not be completed prior to deadline.
- ✓ Rating & Ranking pf TPF applications in May
 - SERTPO: May 19th
 - NERTPO: May 25th
- ✓ NERTPO Submissions total 17 for EPCOG region.
 - Total NERTPO EPCOG region request: \$20,342,837.39.
- ✓ Will be attending National Planning Conference (San Diego)

ADJOURNMENT:

Since there is no further business to come before the board the meeting adjourned at 11:50 a.m.



Chairman, EPCOG Board of Directors

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