

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

10:00 a.m. Wednesday, June 5, 2024

Union County Administrative Building, 200 Court Street, Clayton, NM 88415

<https://zoom.us/j/99295785060?pwd=ZDlwckpMZHhaR0kvcHpncXVwcXFmQT09>

DIAL IN: +1 (346) 248-7799

MEETING ID: 992 9578 5060

PASSCODE: 166958

AGENDA

THE AGENDA IS POSTED ON THE EPCOG WEBSITE WWW.EPCOG.ORG

**PER NM SUNSHINE LAWS AND THE [STATE ATTORNEY GENERAL'S GUIDANCE](#),
STATE YOUR NAME WHEN SPEAKING OR MAKING A MOTION.**

CALL TO ORDER

Pledge of Allegiance and Salute to the New Mexico Flag

INTRODUCTIONS

APPROVAL OF AGENDA

June 5, 2024

APPROVAL OF MINUTES

April 10, 2024

GUEST SPEAKERS:

Ms. Launa Waller, CEO, Plateau

APPROVAL OF FINANCIAL REPORTS

Financials

Approval of FY25 Budget

NEW BUSINESS

Approval of FY 2025 Annual Work Plan

Approval of FY25 Cost Allocation Plan

Approval of 2024-2025 Open Meetings Resolution

Approval of Resolution R-6-07-2023 - ICIP FY 2026-2030

Election of 2024-25 Officers (Open for Nominees)

DIRECTOR'S & STAFF REPORT

PowerPoint presentation

CRY FROM THE WILDERNESS AWARD PRESENTATION

COMMUNITY UPDATES

COMMENTS – Public Comment for which no action will be taken. (State name and organization affiliation.)

ADJOURNMENT

LUNCHEON IMMEDIATELY FOLLOWING MEETING

Lunch Provided by:

Plateau

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Minutes

**PER NM SUNSHINE LAWS AND THE STATE ATTORNEY GENERAL'S GUIDANCE,
STATE YOUR NAME WHEN SPEAKING OR MAKING A MOTION.**

CALL TO ORDER

The meeting was called to order by Chairman Roman Garcia at 10:00 am.

Pledge of Allegiance and Salute to the New Mexico Flag

INTRODUCTIONS

BOARD MEMBERS PRESENT:

Fidel Madrid, Curry County; Roman Garcia, Town of Vaughn; Dallas Baker, Village of Melrose; Brian Fortner, Quay County; Cynthia Lee, Village of San Jon; Clay Kiesling, Union County; Brandy Thompson, Union County; Russel Lee, Town of Clayton; Ernest Sanchez, Town of Clayton; Jonathan Valdez, Village of Des Moines; Wade Holdeman, Fort Sumner Irrigation District.

BOARD MEMBERS ZOOM:

Robert Thornton, Curry County; Helen Casaus, City of Clovis; Debbie Zamora, City of Clovis; Meadow Forget, Village of Melrose; Kenny Flores, City of Santa Rosa; Heather Dostie, City of Santa Rosa;

STAFF PRESENT:

Sandy Chancey, Director; Vincent Soule, Deputy Director; Ray Mondragon, Government Specialist; Branden Goebel, Grant Specialist; Julie Surina, Regional Planner; Celia Kirkland, Program Director; Alanna Hurt, Office Manager.

APPROVAL OF AGENDA

-June 5, 2024

MOTION: That the 6-5-24 Agenda be approved as is.

FIRST: Cynthia Lee

SECOND: Clay Kiesling

APPROVAL OF MINUTES

-April 10, 2024

MOTION: That the 4-10-24 Minutes be approved as is.

FIRST: Clay Kiesling

SECOND: Jonathan Valdez

GUEST SPEAKERS:

-Ms. Launa Waller, CEO, Plateau

APPROVAL OF FINANCIAL REPORTS

-Financials

EPCOG presented a budget that had line items both over and under budget; Sandy clarified that EPCOG would finalize a budget adjustment to carry the surplus over to the overdrawn items. Jose Guzman, EPCOG's Staff Accountant with FWB, stated he does not anticipate any issues with the upcoming FY2023-24 Audit. EPCOG will be able to use Fox-Garcia for 2 more audits.

MOTION: That the 6-5-24 Financials be approved as is.

FIRST: Cynthia Lee

SECOND: Clay Kiesling

-Approval of FY25 Budget

Sandy presented a copy of our budget and discussed the addition of Grow Funds to our budget. It will need to be split over 2 years. Alanna Hurt will begin training with Jose Guzman to assist with bookkeeping. EPCOG will contract with an attorney and procurement specialists to assist with Grow Funds as well as to help better serve EPCOG's municipalities. Adjustments have been made to better reflect the needs of the 2023-24 budget.

MOTION: That the FY25 Budget be approved as is.

FIRST: Ernest Sanchez

SECOND: Jonathan Valdez

NEW BUSINESS

-Approval of FY 2025 Annual Work Plan

The FY 2025 Annual Work Plan attached.

MOTION: That the FY25 Annual Work Plan be approved as is.

FIRST: Jonathan Valdez

SECOND: Clay Kiesling

-Approval of FY25 Cost Allocation Plan

The FY25 Cost Allocation Plan attached.

MOTION: That the FY25 Cost Allocation Plan be approved as is.

FIRST: Cynthia Lee

SECOND: Johnathan Valdez

-Approval of 2024-2025 Open Meetings Resolution

The Open Meetings Resolution is attached.

MOTION: That the 2024-2025 Open Meetings Resolution be approved as is.

FIRST: Cynthia Lee

SECOND: Clay Kiesling

-Approval of Resolution R-6-07-2023 - ICIP FY 2026-2030

MOTION: That the R-6-07-2023 - ICIP FY 2026-2030 be approved as is.

FIRST: Clay Kiesling

SECOND: Cynthia Lee

-Election of 2024-25 Officers (Open for Nominees)

Currently serving EPCOG's Board of Directors are: Roman Garcia, Chairman; Cynthia Lee, Vice Chairman; Leona Powell, Treasurer; Sandy Chancey, Secretary.

MOTION: That the board retain the FY2023-2024 officers to serve for FY2024-25.

FIRST: Brian Fortner

SECOND: Ernest Sanchez

DIRECTOR'S & STAFF REPORT

-PowerPoint presentation is attached.

CRY FROM THE WILDERNESS AWARD PRESENTATION

This years Cry From The Wilderness award was present to Wade Holdman from Fort Sumner Irrigation District.

COMMUNITY UPDATES

COMMENTS – Public Comment for which no action will be taken. (State name and organization affiliation.)

ADJOURNMENT

LUNCHEON IMMEDIATELY FOLLOWING MEETING

Lunch Provided by:

Plateau



**Eastern Plains Council of Governments
State of NM Planning District 4**

FY 2025 Annual Work Program

Function 1. Organizational Management

Provide for general administration and development of the Planning District organization, including management of the State Grant-in-Aid in conjunction with other grants and programs, building organizational capacity, sustainability, and networking with other Planning Districts and with a multi-sector variety of public and private institutions in service to the regional development mission.

Task 1.1 Professional Development

Provide ongoing professional development training or continuing education classes for staff, i.e. training, webinars, professional conferences.

Task 1.2 Board Training and Support

Provide workshops and training as needed to COG boards and committees.

Task 1.3 Networking

Facilitate and strengthen working relationships with local, tribal, state, federal, nonprofit and private sector agencies and partners, i.e. New Mexico Association of Regional Councils (NewMARC), national associations, NM Municipal League and NM Association of Counties, etc.

Task 1.4 SGIA Administration

Submit Annual Work Program/Certification, audit, reports, and invoices to tLocal Government Division as requested by the Dept. of Finance and Administration Local Government Division.

Function 2. Local Government Support

Provide a range of technical assistance services and guidance to local governments and to other public entities in the region, focused on identifying, cultivating, financing and implementing investable community development projects.

Task 2.1 General Technical Assistance

2.1.1 Policy Assistance. Identify and develop policy needs and issues that are viable legislative initiatives, and assist in promoting and tracking these initiatives throughout the legislative process.

2.1.2 Funding. Provide guidance to local governments in identifying and applying for funding and assistance to help meet basic eligibility requirements for receiving government funding for community and economic development activities.

2.1.3 Fiscal Agency. Provide fiscal agent services as mutually agreed upon with member governments in connection with Executive Order 2013-006. including capital outlay appropriations, Community Development Block Grant, and Water Trust Board funding.

Eastern Plains Council of Governments

COST ALLOCATION PLAN

Methodology of Budgeting Expenditures
Fiscal Year 2024-2025

Approved June 5, 2024 by the Board of Directors

GENERAL OVERVIEW/FEDERAL REGULATIONS

The Eastern Plains Council of Governments (EPCOG) is a voluntary association of county and municipal governments within the seven counties of New Mexico Planning and Development District IV. The EPCOG is an organization of, by, and for local governments and was established in 1972 to assist in planning for common needs, cooperating for mutual benefits, and coordinating for sound regional development.

EPCOG has often been referred to as “quasi-governmental,” and, as such, viewed in varying manners, particularly financially. In accordance with federal regulations and with funds directly contracted or granted from federal agencies, the EPCOG is defined as a “local government.” According to OMB’s “Common Rule” and the previously applicable OMB Circular A-102, “Local Government means a Council of Governments (whether or not incorporated as a nonprofit corporation under state law).” Further, the IRS has determined that EPCOG is an instrumentality of a political subdivision created pursuant to the provisions of local and state legislation. The IRS has also stated that “You are further authorized to exercise the powers and perform the duties set out in the Acts...and...Inasmuch as you are an integral part of a political subdivision of the State of New Mexico, you come within the purview of Section 115(a) and, therefore, have no taxable income.”

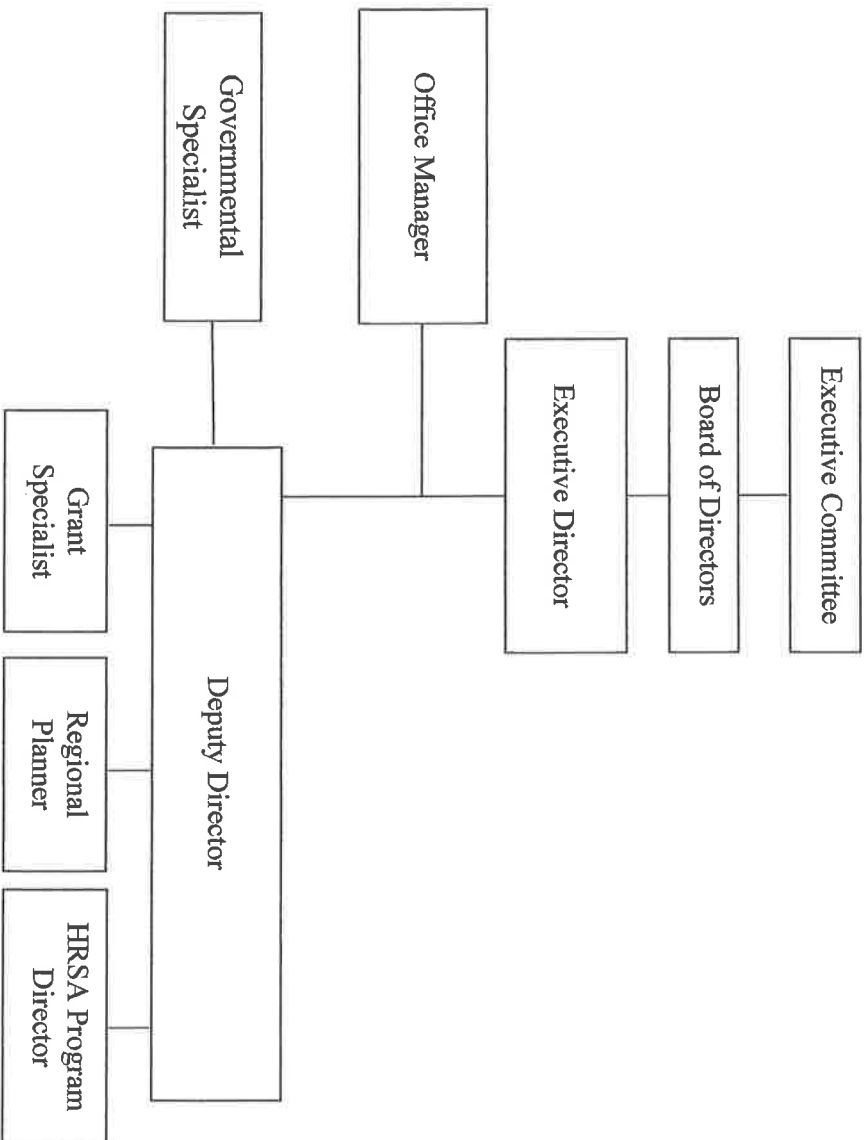
Viewed at the State level, the EPCOG was organized under the Regional Planning Act and the Planning District Act. EPCOG is not considered a state agency but is viewed as an extension of local governments, a recognized District of the State of New Mexico (under the Planning District Act and the Regional Planning Act), and is further recognized as a nonprofit corporation.

Therefore, because of the varying terminology applied to the EPCOG by its various funding sources, an “approved” indirect cost rate by the federal government is not appropriate. At the State level, usually costs that are directly identifiable by varying established line items must be accounted for, and therefore “pooling” joint costs would lose their identity. As a result, a cost allocation plan/system reflects a more equitable and identifiable method for those costs that are shared by the varying programs implemented by the Eastern Plains Council of Governments.

By OMB Circular A-87, “Cost Principles for State and Local Governments,” EPCOG’s allocation plan will be retained at the local level for audit by a designated Federal agency except in those cases where that agency requests that a cost allocation plan be submitted to it for negotiation or approval. Under a HRSA contract, which began September 1, 2022, EPCOG’s cognizant federal agency, under the US Department of Health, requires that a cost allocation plan be submitted pursuant to *2 CFR Part 200*. Though *2 CFR Part 200* requires recipients and sub-recipients of federal monies to submit and retain a cost allocation plan, those recipients with budgets not exceeding \$35 million are not required to submit plans for formal negotiation and formal approval per *2 CFR 200 App. VII §D.1.b*. According to the same section referenced in the prior sentence, recipients of federal funds are required to include a certificate of cost allocation plan. For more information on cost plan requirements, see *2 CFR 200 App. VII §D.1.b* and *2 CFR 200 §200.333*.

EPCOG 2024-2025 Allocation Plan/Methodology for Budgeting Expenditures

ORGANIZATIONAL CHART



EPCOG 2024-2025 Allocation Plan/Methodology for Budgeting Expenditures

TIMESHEET SAMPLE

Employee Name: _____

Date Submitted: _____

Pay Period

Reporting Date Range

Start: _____ End: _____

Month: _____ Year: _____

Day	Date	Code	Hours	Code	Name	Personnel Policy	Program Codes
100							100 Base Budget
203							203 EDA Planning
301							301 HRS4
210							210 NMDDOT
180							180 The Water

Worked Hours

Day	Date	Code	Hours	Code	Name	Personnel Policy	Project Codes
185							185 CDBG Ft Sumner
186							186 CDBG Vaughn
187							187 CDBG Carry Co.

Invoicing Hours

Leave Hours

Start Date	End Date	Code	Hours	Code	Name	Personnel Policy	Comments Section if Needed
		A			Annual Leave	Sec. V, (B)	
		S			Sick Leave	Sec. V, (C)	
		B			Bereavement	Sec. V, (D)(1)	
		F/M/L/A			Family Medical Leave	Sec. VII, Sec. V, (D)(2)	
		M			Military	Sec. V, (D)(3)	
		W/O			Without Pay	Sec. V, (D)(6)	
		CL			Civil Leave	Sec. V, (D)(4), (7)	
		AL			Administrative Leave	Sec. V, (D)(5)	
		H			Holiday	Sec. V, (A)	

By checking this box, I affirm that the hours reported in this form are true and accurate to the best of my knowledge.

Before printing the box, review your entries for accuracy.

Employee: _____
Date: _____

Approved By: _____

Date: _____

Hours are directly charged for timesheet recording based on the activities of the employee and the applicability of those activities to each program.

METHODOLOGY OF THE COST ALLOCATIONS APPLIED

The Eastern Plains Council of Governments (EPCOG) utilizes the allocation Method whereby all costs are treated as direct costs. Costs are separated into three basic categories: (1) general administration and general expenses; (2) fundraising, which is not applied to any federal program; and (3) other direct functions (including projects performed under Federal awards). Joint costs, usually the first category listed above, including general administration and general expenses, are prorated individually as a direct cost to each category/line item and to each award or other activity using a base most appropriate to the particular cost being prorated.

The Direct Allocation Method allows each joint cost to be prorated using a base that accurately measures the benefits provided to each award or other activity. The bases are established in accordance with reasonable criteria and are supported by current and/or historical data. Generally, four bases are utilized in allocating joint costs as follows:

1. **USAGE ALLOCATION BASE:** This method of allocation is based on usage by each specific program. Use of supporting data to include number of copies used, and vehicle mileage logs for gas and oil costs, etc.
2. **PROGRAM ALLOCATION BASE:** This method of allocation is based on the number of active programs for a designated period, usually for a month. The basis of supporting data is through the Annual Work Program, analysis of staff time through the Executive Director's supervision and delegation of duties to those programs and timesheets, and/or other supporting documentation in ascertaining the activities of the office. The percentage charged by allocation to each program will be based on the average time spent on each program for the preceding quarter compared to the overall total hours worked for that same quarter.
3. **FTE ALLOCATION BASE:** This method of allocation is based on the size of the program(s) and staff. The basis of supporting data is a projection of FTEs (full-time equivalent) and an employee-specific analysis performed during the preparation of the budgets. This is updated monthly, or less often, on a quarterly or semi-monthly basis, if work activities remain constant.
4. **SHARE ALLOCATION BASE:** This method of allocation is based on distributing the cost to more than one program but does not benefit all programs on an equitable basis utilizing one of the allocation bases above. The basis of determining the allocation is by analyzing the benefits to the programs impacted and distributing the costs based on the justified benefit and program-specific budget. An example of this is the cost of newspaper subscriptions where the information and other local issues provided can be of use to all programs.

Resolution 2024-01

Eastern Plains Council of Governments
OPEN MEETINGS RESOLUTION

WHEREAS, this resolution is to establish reasonable notice of all public meetings of the Eastern Plains Council of Governments, Planning District IV, State of New Mexico in accordance with Chapter 91, Article 15, Section 10-15-1 to 10-15-4, NMSA 1978 of the Open Meetings Act; and

WHEREAS, said Act declares “All meetings of a quorum of members of any board, commission or other policy-making body of any state agency, or any agency or authority of any county, municipality, district or any political subdivision held for the purpose of taking any action within the authority of or the delegated authority of such board, commission or other policy-making body, are declared to be public meetings open to the public at all times....”; and

WHEREAS, said Act further provides that “. . . Any such meetings at which the discussion or adoption of any proposed resolution, rule, regulation, or formal action occurs, and at which a majority or quorum of the body is in attendance, shall be held only after reasonable notice to the public. . .”; and

WHEREAS, said Act also provides that “. . .the affected body shall determine at least annually in a public meeting what notice shall be reasonable when applied to such body. . .”;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Eastern Plains Council of Governments, meeting in a duly constituted public meeting on June 5, 2024 that the following is hereby determined to be reasonable notice for any public meeting of the Eastern Plains Council of Governments or any policy-making agency, committee or authority of the Eastern Plains Council of Governments for the Fiscal Year 2024-2025:

REGULAR MEETINGS - The Executive Committee shall meet as needed. The Board of Directors shall meet on the second Wednesday in the even numbered months at 10:00 a.m., during the 2024-2025 Fiscal year. All meetings will be held at Eastern Plains Council of Governments located at 418 Main Street in Clovis, New Mexico, except the annual meeting; time and place will be determined by the Full Council and Executive Committee.

Where it is possible, members should attend meetings in person. Participation of videoconference or teleconference is allowed, provided that each member participating can be identified when speaking, and all participants are able to hear each other.

MEETING NOTICE & AGENDA - Notice for a regular meeting shall be distributed at least ten (10) days in advance, emergency meeting three (3) days in advance and posted at the EPCOG office at 418 Main Street in Clovis. The notice shall include information on how members of the public may obtain a copy of the agenda. The agenda for any regular or special meeting will be posted and available at least seventy-two (72) hours in advance or an emergency meeting agenda twenty-four (24) of the meeting.

The Eastern Plains Council of Governments may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-1 (H) of the Open Meetings Act. Any action taken as a result of discussions in a closed meeting shall be made by a vote of the EPCOG Board in an open public meeting. Matters discussed in a closed meeting will be limited only to those specified in the motion or notice for closure which must state the purpose of the closed session with reasonable specificity.

As Adopted this 5th day of June 2024

ATTESTATION:

Roman Garcia, Chairman

Sandy Chancey, Secretary

**SPECIAL DISTRICT OF
EASTERN PLAINS COUNCIL OF GOVERNMENTS**

RESOLUTION NO. 2024-02

**A RESOLUTION
ADOPTING THE FY 2024-2028 INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP)**

WHEREAS: the Board of Directors of Eastern Plains Council of Governments recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and

WHEREAS: in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and

WHEREAS: systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and

WHEREAS: the process contributes to local and regional efforts in project identification and selection in short- and long-range capital planning efforts.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS that:

1. The Eastern Plains Council of Governments has adopted the attached FY 2026-2030 Infrastructure Capital Improvement Plan; and
2. It is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico's infrastructure.
3. This Resolution supersedes Resolution No. R-6-07-2023.

PASSED, APPROVED and ADOPTED by the governing body at its meeting of June 5, 2024.

By Authorized Officer:

Chairman
EPCOG Board of Directors

ATTEST:

Sandy Chancey, Secretary
EPCOG Executive Director

EASTERN PLAINS COUNCIL OF GOVERNMENTS
ROLL CALL
5-Jun-24

County/Municipality Municipality	Representative Alternate	Attending	Agenda	Minutes	Financials	Adjournment
CURRY COUNTY	Fidel Madrid Robert Thornton	X X	X X	X X	X X	X X
CITY OF CLOVIS (Curry)	Helen Casaus Debbie Zamora	X X	X X	X X	X X	X X
VILLAGE OF GRADY (Curry)	Leona Powell Kathy Edwards					
VILLAGE OF MELROSE (Curry)	Meadow Forget Alan Daugherty	X	X	X	X	X
TOWN OF TEXICO (Curry)	Connie Harrison Patricia Rojas-Natividad					
De BACA COUNTY	Derrick Terrel Tim Archuleta					
VILLAGE OF FT SUMNER (De Baca)	Becky Harris Sean Nelson					
GUADALUPE COUNTY	Robert Serano, III Angela Gomez					
CITY OF SANTA ROSA (Guadalupe)	Kenny Flores Heather Dostie	X X	X X	X X	X X	X X
TOWN OF VAUGHN (Guadalupe)	Roman Garcia Kathie Lucero	X	X	X	X	X
HARDING COUNTY	Michael Lewis Victoria Villarreal					
VILLAGE OF MOSQUERO (Harding)	Dallas Baker Barbara June Melton	X	X	X	X	X
VILLAGE OF ROY (Harding)	Sinforosa Lovato Navor Gutierrez					
QUAY COUNTY	Brian Forther Daniel Zamora	x	x	x	x	x
VILLAGE OF HOUSE (Quay)	Tomi Miller Steve Foust					
VILLAGE OF LOGAN (Quay)	Rodney Paris David Babb					
VILLAGE OF SAN JON (Quay)	Cynthia Lee Toni Stoner	X	X	X	X	X
CITY OF TUCUMCARI (Quay)	Chris Arias Mike Cherry					
ROOSEVELT COUNTY	Tina Dixon Dennis Lopez					
VILLAGE OF CAUSEY (Roosevelt)	Teresa Nance Jill Caviness					
VILLAGE OF DORA (Roosevelt)	Becky Frazee					
TOWN OF ELIDA (Roosevelt)	Kimberly Summers Beverly Creighton					
VILLAGE OF FLOYD (Roosevelt)	Toni Whitecotton					
CITY OF PORTALES (Roosevelt)	Oscar Robinson Quaylene Parkey					
UNION COUNTY	Clay Kiesling Brandy Thompson	X X	X X	X X	X X	X X
TOWN OF CLAYTON (Union)	Russell Lees Ernest Sanchez	X X	X X	X X	X X	X X
VILLAGE OF DES MOINES (Union)	Jonathan Valdez Jordan Wingo	X	X	X	X	X
VILLAGE OF FOLSOM (Union)	Alice Adams Amanda Boggs					
VILLAGE OF GRENVILLE (Union)	Katie Bramblett Jason Gilbert					
SPECIAL DISTRICTS						
ARCH HURLEY CONSERVANCY DIST.	Franklin McCasland Robert Lopez					
FT. SUMNER IRRIGATION DIST.	Wade Holdeman Kendal Kohler	X	X	X	X	X