

**EASTERN PLAINS COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING
October 12, 2022
418 Main Street, Clovis, NM**

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

INTRODUCTIONS:

Everyone in attendance introduced themselves, those meeting in person, then those on zoom.

Pledge of Allegiance and Salute to the New Mexico Flag

MEMBERS PRESENT:

Roman Garcia, Vaughn; Robert Thornton, Curry County; Helen Casaus, Clovis; Leona Powell, Grady; Meadow Forget, Melrose; Connie Harrison, Texico; Victoria Villarreal, Alternate Harding County; Tina Dixon, Roosevelt County; Clay Kiesling, Union County; Wade Holdeman, Fort Sumner Irrigation District.

STAFF PRESENT:

Sandy Chancey, Vincent Soule, Raymond Mondragon, Raul Rodriquez, Jai Courtney, Kyleigh Knight, Julius Smith, Mary Gray.

GUEST PRESENT:

Savannah Richards, Volunteer Remediation & Brownfields Program

APPROVAL OF AGENDA:

THAT the October 12, 2022, Board of Directors' agenda be approved as submitted.

MOTION: Helen Casaus

SECOND: Tina Dixon

ROLL CALL

MOTION CARRIED

APPROVAL OF August 10, 2022 MINUTES:

THAT the August 10, 2022, minutes be approved as submitted.

MOTION: Tina Dixon

SECOND: Clay Kiesling

ROLL CALL

MOTION CARRIED

GUEST SPEAKER:

Savannah Richards, Volunteer Remediation & Brownfields Program with the New Mexico environmental department.

Savannah stated she is here to tell the board about a new project they are starting and teaming up with the Eastern Plains Council of Governments communities and counties. This will be an ongoing project over the next year or so. Working closely with Sandy, they are compiling a list of properties in the EPCOG region for the Remediation & Brownfields Program. They will be traveling around the region to identify sites/properties that need an environmental assessment. Savannah encouraged all to look around in their community for sites/properties that would fit the Brownfields program. Please contact Savannah or Sandy to have it added to the inventory the list.

Savannah stressed the program has funds for grants and the program is devoted to encouraging redevelopment of abandoned or underused properties.

What are Brownfields?

- 1) Under-utilized properties.
- 2) Blighted properties.
- 3) Vacant properties.
- 4) Condemned properties.
- 5) Old gas stations and historic buildings that may have asbestos and/or lead based paint.

Remediation Program:

- 1) Oversight of voluntary assessment/clean-up of contaminated sites that are not involved in other regulatory or enforcement actions.
- 2) Certificate of Completion documenting that site conditions meet applicable standards.
- 3) Liability protection for lenders.
- 4) Covenant Not to Sue for prospective purchasers and future owners.
- 5) Private, nonprofit, and public entities eligible.

Assessment Services offered by NMED:

- 1) Phase I and II Environmental Site Assessments.
- 2) Environmental Investigations, including sampling and analysis.
- 3) Asbestos and lead-based paint surveys.
- 4) Clean-up alternatives analysis.
- 5) Remediation planning documents.
- 6) Local governments, tribes, and nonprofits are eligible for services.

Revolving Loan Fund:

- 1) Low-interest loans – flexible repayment terms.
- 2) Funds for addressing contamination from hazardous materials, petroleum, controlled substances, asbestos, or lead-based paint.

- 3) Funds for containment, removal, treatment, and mitigation.
- 4) Repaid loans are returned to be re-lent to other New Mexico borrowers, creating an ongoing source of capital.
- 5) Public and private entities eligible.

EXECUTIVE SESSION:

Executive Session to discuss limited personnel matters pursuant to (NM 1978 Section 10-15-1 to 10-15-04).

THAT the board enter executive session.

MOTION: Helen Casaus
SECOND: Wade Holdeman

ROLL CALL

MOTION CARRIED

THAT the board exit Executive Session with nothing being discussed other than the limited personnel matters pursuant to (NM 1978 Section 10-15-1 to 10-15-04).

MOTION: Tina Dixon
SECOND: Helen Casaus

ROLL CALL

MOTION CARRIED

APPROVAL OF FY23 BUDGET ADJUSTMENTS:

Sandy commented that the budget adjustments are primarily due to adding the new Health Resources and Services Administration grant (HRSA) for the substance abuse program. There will be an increase in personnel, there are increases to health/dental insurance. Increased the per diem line item since the grant administrator for the HRSA program will be doing quite a bit of traveling. Also increased the supplies/equipment line items for expenses for the HRSA program.

Professional services increased quite a bit because of the component of the HRSA grant we will be contracting with United Way and they will be subcontracting with providers and other professional services.

We've decreased subscriptions because when we transfer to the new accounting system with FWB we will cancel the QuickBooks software.

Salary line item is increase for the HRSA grant. Sandy commented she can approve staff salary increases, but the board approves her salary increases.

The Chair will entertain a motion that the budget adjustments be approved as presented with budget adjustments of an increase of \$5,000.00 to the Executive Director's salary.

MOTION: Tina Dixon

SECOND: Helen Casaus

ROLL CALL

MOTION CARRIED

APPROVAL OF FINANCIAL REPORTS:

Kyleigh commented she will take the budget adjustments and make those changes to her financial report. For the third quarter of the year all the expenses are normal. Some of the HRSA grant expenses have started to come in. For example, iPad, computer, laptop, monitor, printer, etc. This is not reflected in the financials.

Kyleigh stated she wasn't sure if she touched on other income in her last report but that is the sale of the old vehicles, the Impala and Durango.

The membership dues have been received and everything else is the ordinary monthly finances.

Kyleigh said the transitioning to the new accounting system should be completed this week.

THAT the October 2022 financials be approved as submitted.

MOTION: Clay Kiesling

SECOND: Meadow Forget

ROLL CALL

MOTION CARRIED

NEW BUSINESS:

Approval of Cost Allocation Plan Amendments.

Sandy commented because of the new HRSA (Health Resources and Services Administration) grant funding we will be getting our cognoscente agent will be changing. This will require some changes in our cost allocation plan. Sandy turned explaining the changes over to Vincent.

Vincent commented:

1. Date edited on the cover.
2. Edited some grammatical errors.

3. Agency will switch from EDA to Department of Health.
4. Edited the organizational chart to reflect the HRSA employee.
5. Edited/example timesheet with the grant added.
6. Pg. 13 under Professional Services added/clarified Subgrantee Contract.
7. Pg. 14 edited subgrantees contracts and moved to pg. 13 under Professional Services.

THAT the Cost Allocation Plan Amendments be approved as submitted.

MOTION: Meadow Forget

SECOND: Tina Dixon

ROLL CALL

MOTION CARRIED

Approval of the NewMARC Joint Powers Agreement:

Sandy stated that NewMARC stands for New Mexico Association of Regional Councils, which is made up of the seven regional councils in New Mexico. Some are called COGs and some are called economic development districts.

NewMARC has been working for several years to formalize the organization so larger grants could be applied for and spread out among all seven regions. We have created a joint powers agreement and agreed all need to present the document to their board for approval to formalize the organization.

EPCOG does pay yearly dues of \$1,000.00 to NewMARC.

THAT the NewMARC Joint Powers Agreement be approved as submitted.

MOTION: Meadow Forget

SECOND: Connie Harrison

ROLL CALL

MOTION CARRIED

EXECUTIVE DIRECTOR & STAFF REPORT:

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

Community and Economic Development:

- ✓ EPCOG continues to have weekly virtual meetings with EDA and State COGs.
- ✓ We continue participating with NMIDEA and other economic developers throughout the

State.

- ✓ The Cares Act /Recovery Report is being finalized for submission to EDA.
- ✓ The 2022 CEDS and the briefs have been submitted to EDA for their review and approval.
- ✓ EPCOG continues to look into more programs to utilize for services.
- ✓ EPCOG awarded Human Resources & Services Administration (HRSA) grant.
- ✓ EPCOG Staff completed training with DFA on the Capital Outlay Project Requests for 2023.
- ✓ Staff attended the IEDC Conference in Richardson, Texas.
- ✓ Had meetings with a company (Oberon Fuels) looking to locating in Curry County. They were waiting for an approval on a grant with USDA for \$18 million. They were notified they were not approved. They will continue looking into the possibility of locating in Eastern NM.
- ✓ Attended the groundbreaking event at the Clovis airport. Cabinet Secretary Alicia Keyes of the NMEDD was in attendance. NMEDD provided LEDA funds to assist with funding a water line. That waterline is expected to tie to the Ute waterline to Texico, NM once that project is completed.
- ✓ Attended the groundbreaking of the Hillcrest Park Senior Services Center.
- ✓ Attended the NMML Conference in Albuquerque.
- ✓ EPCOG assisted and wrote the Village of Logan's Outdoor Recreation grant application. There were over 100 applications and \$200 million in grant funding requests with \$27 million available.
- ✓ We have applied for \$75,000 from the Capacity Building grant for contract grant writers.
- ✓ Working with NM Environment Dept. Voluntary Remediation program to develop a Brownfields inventory for our region. NMED applied for and received a grant to do this specifically for our region.
- ✓ EPCOG staff attended the Ports to Plains Conference in Big Spring, TX. EPCOG presented a PowerPoint "Opportunities in New Mexico" on the Ports to Plains project.
- ✓ The Vista EDA intern has started his service with EPCOG.

Planning and Technical Services:

- ✓ Continue to facilitate NERTPO and SERTPO meetings along with providing training to membership.
- ✓ Participated in US-60 Alignment Study.
- ✓ Planned RTPO training meetings with partners from NMDOT, USDOT, and Ports-to-Plains upcoming.
- ✓ Both RTPO Regional Transportation Plans have been updated and approved by RTPO boards.
- ✓ State Transportation Commission (STC) has approved and sent letters of approval for FY23 Transportation Project Fund (TPF) projects.
- ✓ NMDOT has approved NEVI (National Electric Vehicle Infrastructure) ARPA passthrough funding for 6 EPCOG communities. 3 in SERTPO and 3 in NERTPO.
- ✓ We continue to train on ArcGIS and AutoCAD software.
- ✓ We continue to offer support on community plans.
- ✓ Upcoming NERTPO meeting in Raton on October 17.
- ✓ Upcoming RTPO Roundtable on October 25.
- ✓ NMIFC Annual Conference October 26-28.

Vincent commented he is working on setting up some grant writing workshops.

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

Raymond let the board know that long time board member Leroy Montoya passed away last week.

ADJOURNMENT:

Since there is no further business to come before the board the meeting adjourned at 11:38 a.m.

THAT the board meeting be adjourned at 11:38 a.m.

MOTION: Tina Dixon

SECOND: Meadow Forget

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.**