A close up of a sign

Description automatically generated

**Northwest New Mexico Council of Governments**

**M I N U T E S**

**Board of Directors**

**SPRING REGULAR BUSINESS MEETING**

**April 19, 2023**

**at the McKinley County Training Center**

**Second Floor**

**207 W. Hill Avenue \*\*\* Gallup, NM**

1. **PReliminary business**
2. **Call to Order/Introductions/Quorum**.

Chairwomen Martha Garcia [Pinehill] convened the meeting of the Board of Directors at **10:05** am. Roll call proceeded in the form of introductions around the table. In attendance were **9** Board Representatives, representing a quorum **6** of the **9** voting entities of the Board (**66.7%),** along with **5** COG staff. Evan Williams provided a welcome to the Board.

|  |  |
| --- | --- |
| **BOARD MEMBERS IN ATTENDANCE:** |  |
| Cibola County: | Martha Garcia, Judy Horacek, Christine Lowery (alternate) |
| McKinley County: | Danielle Notah, Anthony Dimas, Jr. |
| San Juan County: | *GloJean Todacheene (excused)* |
| City of Aztec: | Jeff Blackburn (alternate) |
| City of Bloomfield: | *Donna Sharpe (excused)* |
| City of Farmington: | Linda Rogers, Julie Baird (alternate); Warren Unsicker (alternate) |
| City of Gallup | Louie Bonaguidi (Treasurer) Michael Schaaf, Maryann Ustick, Jon DeYoung (alternate) |
| City of Grants: | Erik Garcia; Fred Rodarte, Donald Jaramillo (alternate) |
| Village of Milan: | *Roseanne Lopez (excused)* |
| Board Emeritus: | *Jeff Kiely (excused)* |
| **GUESTS IN ATTENDANCE:** |  |
|  | Armando Sanchez (SJT Group), Trisha Korbas (EDA), Donna Maestas-DeVries (MFA), Richard Kontz (Gallup Housing Authority), Jason Valentine (Coldwell Banker), Ryan Mast (Sustainability Partners), Jvanna Hanks (Gallup-McKinley County School District) |
| **STAFF IN ATTENDANCE:** |  |
| Executive Director: | Evan Williams |
| Office Manager: | Martina Whitmore |
| Staff: | Brandon Howe; Angelina Grey; Michael Sage |

1. **Agenda & MINUTES ADOPTION.**

Director Williams provided an overview of the day’s agenda topics and the minutes from January 11, 2023.

**Action:** *Louie Bonaguidi* (Gallup) moved and *Michael Schaaf* (Grants) seconded adoption of the agenda and minutes from January 11, 2023, including adding an item after closed session to report any actions taken. Motion carried.

1. **SPECIAL PRESENTAtionS**

The COG arranged for two presentations under this section based on suggestions and project needs from COG Board members. Copies of both presentations are posted at: <https://www.nwnmcog.org/board.html>

Trisha Korbas, Economic Development Representative, US Economic Development Administration Austin Region serves the State of New Mexico and West Texas from Albuquerque, NM and is responsible for supporting applications from those communities through and to the US EDA process.

**Trisha M. Korbas**

*EDR for New Mexico & West Texas and*

*Lead Field Coordinator for the Economic Recovery Line of Effort DR-4652-NM*

U.S. Department of Commerce

Economic Development Administration

903 San Jacinto, Suite 206, Austin, TX  78701

C: (720) 626-1499

Donna Maestas-De Vries, Chief Housing Officer, provided a presentation “From Homelessness to Homeownwership” on her role to support communities throughout New Mexico in developing resources, capacity, and supporting their housing development through State policy, programs, and project development.

**Donna Maestas-De Vries**  
Chief Housing Officer  
New Mexico Mortgage Finance Authority  
(505) 767-2225

1. **EXECUTIVE/STAFF REPORT**

Director Williams and Planning Director Brandon Howe provided a summary of the past quarter’s key activities and issues.

* 1. **STAFF SUMMARY REPORT.** Mr. Williams did provide this report to the Board for their review and understanding including the quarterly “Connecting the Dots” newsletter.
  2. **LEGISLATIVE REPORT.** Planning Director Brandon Howe provided this report to the Board for their review and understanding of the outcomes and opportunities stemming from the 2023 New Mexico Legislative Session. *ACTION: Send full report to all Board members as there are key targets for funding that will be out very soon.*
  3. **ANNUAL MEETING REVIEW**. Mr. Williams discussed arrangements and options for the upcoming annual meeting targeted for San Juan County including Regional Champion Awards. COG locked in August 2, 2023 for the event and will work with local Board members on an appropriate venue.
  4. **REVOLVING LOAN FUND PLAN ADOPTION**. Annual update and adoption of this plan that governs the Revolving Loan Fund program with main changes as recommended by Executive Director Williams and Loan Committee Chairman Jim Cox:
     1. COG Executive Director and RLF Chairman shall adjust the rate on Revolving Loan Fund no more than quarterly and not to exceed statutory authority per 13 CFR 307.15(b)(2).
     2. COG Executive Director and RLF Chairman maintain the authority to waive payment of principal for up to but not to exceed a cumulative of 24 months.
     3. COG Executive Director and RLF Chairman maintain the authority to approve exceptions to the 2-year requirement, contingent on financing participation from a third-party financial institution.

**ACTION:** *Donald Jaramillo (Grants)* moved and *Warren Unsicker (Farmington)* seconded, to approve the RLF Plan & Policy as presented. Motion carried.

* 1. **REVOLVING LOAN FUND LEGACY RESOLUTION**. Based on US Economic Development Administration (EDA)’s letter and offer to terminate for convenience, COG has returned originally sequestrated Federal funds for the program and provided a portion of legacy program funds to close-out this program. It appears that the COG will have additional funds from this that are now unencumbered and de-Federalized that can be used to administer the new CARES Revolving Loan Fund program. Staff will need to bring back for approval any bad debt loans.

**ACTION:** *Louie Bonaguidi (Gallup)* moved and *Fred Rodarte (Grants)* seconded, to ratify the RLF Legacy Resolution as presented. Motion carried.

* 1. **PERA SMART SAVE PROGRAM RESOLUTION**: Based on a Public Employees Retirement Association (PERA) and a recent visit with COG staff, this resolution would allow COG staff the option to join this program.

**Action:** *Michael Schaaf* (Gallup) moved and *Danielle Notah* (McKinley) seconded to approve the PERA Smart Save Program resolution. Motion carried.

1. **FinaNcial Report**
   1. **FY2022 Audit Report**: Office Manager Martina Whitmore provided a quick report on the FT2022 audit report, including that this is the third year in row that NWNMCOG received a unmodified or clean opinion with no findings.
   2. **FY2023 Financial Report, Quarter 3**: Mr. Armando Sanchez provided a review of the organization’s financials.

**Action:**  *Erik Garcia* (Grants) moved and *Michael Schaaf* (Gallup) seconded, to approve the financial report as presented. Motion carried

* 1. **FY2023 Budget Amendment #2**. Mr. Evan Williams provided a review of the organization’s budget and changes to the FY2023 budget that were needed.

**Action:**  *Danielle Notah* (McKinley) moved and *Maryann Ustick* (Gallup) seconded, to approve the budget amendment as presented. Motion carried

* 1. **FY2024 Budget Preliminary**. Mr. Evan Williams provided a review of the organization’s budget for FY2024 budget included revenue scenarios.

**Action:**  *Michael Schaaf* (Gallup) moved and *Danielle Notah* (McKinley) and *Donald Jaramillo* (Grants) seconded, to approve the budget amendment as presented. Motion carried

1. **ANNOUNCEMENTS; OTHER BUSINESS**
   1. **FY2023/24 Board Meeting Calendar**. Mr. Williams presented the COG Board 12-month Master Calendar including Annual Luncheon.
   2. **Announcements & General Comments**: No comments or announcements.

A moment of silence was taken out of honor and respect for Helen Kiely.

1. **EXECUTIVE SESSION**
   1. **Executive Director Contract**. Board recommended to approve Mr. Williams contract with several directives.
   2. **Other Personnel Issues**

**Action:**  *Erik Garcia* (Grants) moved and *Michael Schaaf* (Gallup) seconded, to exit executive session. Motion carried. A report of actions taken was made by Chair Garcia and the only action taken was to approve a new contract for the Executive Director.

1. **ADJOURNMENT**

**Action**: *Louie Bonaguidi* (Gallup) moved and *Michael Schaaf* (Gallup), to adjourn. Motion carried. Chairwoman Garcia again thanked the McKinley County and the Training Center for their hospitality for this meeting and adjourned the meeting of the Board of Directors at 12:45 PM.

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evan J. Williams

Board Secretary and Executive Director