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**Northwest New Mexico Council of Governments**

**M I N U T E S**

**Board of Directors**

**REGULAR BUSINESS MEETING**

**October 16, 2019**

**at the NMDOT District 6 Headquarters**

**1919 Pinon Drive \*\*\* Milan, NM**

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

Chairman *Billy Moore* [McKinley County] convened the meeting of the Board of Directors at 10:04 am. Roll call proceeded in the form of introductions around the table. In attendance were 13 Board Representatives, representing a quorum 9 of the 9 voting entities of the Board (100%), along with 5 COG staff.

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| **BOARD MEMBERS IN ATTENDANCE:** |  |
| Cibola County: | Judy Horacek |
| McKinley County: | Billy Moore; Anthony Dimas, Jr.; Doug Decker |
| San Juan County: | GloJean Todacheene; Fran Fillerup |
| City of Aztec: | Steve Mueller |
| City of Bloomfield: | Jason Thomas |
| City of Farmington: | Julie Baird |
| City of Gallup | Fran Palochak; Louie Bonaguidi |
| City of Grants: | Mayor Martin “Modey” Hicks |
| Village of Milan: | Helen Dayan; Ellen Baca |
| **GUESTS IN ATTENDANCE:** |  |
|  | Shannon Pinto, Senator, District 3;  Fred Shephard, Regional Representative, NMEDD;  Trisha Korbas, Economic Development Representative, EDA;  Jorge Ayala, EDA Regional Director, Austin Office;  Bill McCamley, Cabinet Secretary, NMDWS;  John Largo, Navajo Nation Eastern Agency RBDO  Eileen Yarborough, Executive Director, CCEDF  Armando Sanchez, CPA, Loftis Group, LLC. |
| **STAFF IN ATTENDANCE:** |  |
| Executive Director: | Evan Williams |
| Planning Team: | Angelina Grey, Brandon Howe, Michael Sage |
| Administrative Assistant: | Martina Whitmore |
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1. **Agenda ADOPTION.**

Executive Director *Williams* provided an overview of the day’s agenda topics.

**Action:** *Modey Hicks* (Grants) moved and *Doug Decker* (McKinley County) seconded adoption of the agenda. Motion carried.

1. **Minutes of MARCH 27, 2019.**

Mr. Williams introduced the minutes of July 17, 2019 for review and approval.

**Action:** *Helen Dayan* (Milan) moved and *Fran Palochak* (Gallup) seconded, to approve the Minutes of July 17, 2019 as presented. Motion carried.

1. **SPECIAL ADDRESSes**
   1. **Senator Shannon Pinto, District 3**. Executive Director Evan Williams introduced Senator Shannon Pinto and provide time for her to introduce herself to the COG Board. She discussed her priorities for District 3 in terms of transportation, safety, and growing our own human capital. Senator Pinto fielded several questions from COG Board members including gun control, transportation and bridge issues, and several others.
   2. **Energy Transition Act (ETA)**. Secretary Bill McCamley provided an overview on the legislation and next steps in terms of grassroots planning with the effected communities to build a plan and diversifying the regional economy. This plan would help identify the playing field and direct investments into workforce training, re-tooling, and pipelining the demand for new industries. The first Energy Transition Act (ETA) Committee meeting will be held Tuesday, October 29, 2019 at San Juan College. Secretary provided an agenda for that event, which includes a presentation from the COG based on our Highland Economics report on the “Economic Assessment & Strategy for Coal Impacted Communities in the Four Corners region”. The COG is also represented on the Committee by GloJean Todacheene as the tribal member and official convener along with Former Farmington City Councilor Jason Sandel and Former State Representative Tom Taylor.
   3. **Greater Gallup Industrial Workforce Pilot Program**. Michael Sage, Greater Gallup Economic Development Corporation (GGEDC), provided an overview of this workforce program that was developed by the GGEDC as an outgrowth of their Business Retention & Expansion program. It is geared toward experiential training that fits with what base job employers need in entry level positions. This program has an apprenticeship component that feeds into those positions and industry-specific training. The GGEDC has launched its first cohort
   4. **EDA Presentation**. Executive Director Evan Williams introduced Jorge Ayala, Regional Director, Austin Regional Office of the Economic Development Administration to the COG Board. Jorge Ayala, Regional Director, Austin Regional Office of the Economic Development Administration provided a presentation of the nearly $5M of investments that have been made in Northwest New Mexico to assist with diversification and workforce re-training efforts. Mr. Williams then re-capped and expanded on how the recent $988,400 award will be used in conjunction with $540,000 of State funding to develop rail-served industrial parks in Prewitt and Milan with a spec-building program and in terms of standing up and building on the Greater Gallup Industrial Workforce Pilot Program.
2. **EXECUTIVE/STAFF REPORT**

After a short break to re-configure the room into a Board meeting, Executive Director Williams provided a summary of the past quarter’s key activities and issues. Mr. Williams highlighted some of the big news, including the award of $500,000 from the US Environmental Protection Agency for the COG and State’s Brownfield Coalition. No questions were voiced by Committee members.

* 1. **STAFF SUMMARY REPORT.** Mr. Williams did provide this report to the Board for their review and understanding. He highlighted one new success, which was the City of Grants was awarded a prestigious technical assistance grant to assist with an action plan from EPA’s Recreation Economies in Rural Communities” program.
  2. **WORK PROGRAM PRIORITIES**. Mr. Williams provided updates on several high priority items.
* **Financial Stewardship**: continuing to make improvements with Loftis Group, including internal controls and procedures. This should be fully integrated in the next quarter.
* **Staffing**: hired Michael Sage as the Regional Economic Development Program Manager and Brandon Howe as a Planner. Now the focus will be to staff up the Farmington MPO office.
* **Contractual Commitments**: continuing to manage large contractual projects and delivering quality products to clients.
  + *Zuni Mountains Trail Project* Design & QA/QC is on track.
  + *McKinley County Comprehensive Plan* is finished but COG is still adding some bells and whistles as this will be a model for other communities to use.
  + *Farmington MPO* sat down with City of Farmington and COG will work on hiring and standing up this program by December or determine how to shift it back to the City of Farmington.
* **Economic Development Focus**:
  + **Brownfields Award**: COG as part of a coalition between NM Environment Department (NMED) and Southwest NM Council of Governments received $500,000 for brownfield environmental site assessments.
  + **Building Resilient Communities Initiative**: The COG and its partners were awarded $988,400 from EDA to perform site development work at Prewitt and Milan Industrial Park and an industrial driven workforce development and apprenticeship pilot.
  1. **BUILDING COMMITTEE REPORT.** On August 7, 2019, the Committee met in Gallup to discuss current needs, plans, and problems. After the discussion, the Committee decided to the following priorities:
* Fixing the roofs and drainage on both building;
* Preparing the back building for a funded mural project by gallupARTS and MainStreet;
* Utility upgrades, including the electrical issue in basement tagged by the Gallup Fire Department in their inspection report and other utility upgrades and tie-ins to the Alleyway Project.

The Building Committee decided to contract these and complete them, then see how much funding would remain before deciding on other priorities. The COG has been working with Darrell Jimson on estimates, scopes-of-work, contracting, and executing the work.

* 1. **ENTERPRISE LOAN FUND (ELF) REPORT**. Based on a conference call with La Donna Barbee, EDA Revolving Loan Fund Program Analyst with EDA, the COG will need to produce several annual reports from 2016-2019 and provide the COG audit for each year. This should suffice in terms of information needed for a program audit.
  2. **INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP)**. The COG is required to submit an annual ICIP to the State of New Mexico. The COG has two main priorities in terms of building improvements and a replacement vehicle. The COG did submit this to the State on time, and is asking the Board to ratify our resolution.

**Action:** *Modey Hicks* (Grants) moved and *Helen Dayan* (Milan) seconded, to ratify the ICIP resolution (#2019-001. Motion carried.

* 1. **BOARD MEMBER SURVEY**. Mr. Williams circulated an online survey to gauge the preferences of the Board on communication methods, preferences, funding strategies, and other key items. Half of the Board members or 9 members participated in the survey and at this meeting will reviewed the results. *A readable copy will be sent out to all Board members.*

1. **FinaNcial Report**
   1. **FY2020 Financial Report, Quarter 1**: Mr. Armando Sanchez, CPA, is under contract with the COG to provide financial management services, and he provided the financial reports including the balance sheet and income statement. Mr. Sanchez mentioned that his goal is work through pension liabilities and remove this from the balance sheet.

**Action:**  *Modey Hicks* (Grants) moved and *Fran Palochak* (Gallup) seconded, to approve the first quarter financial report as presented. Motion carried

* 1. **FY2019 Audit**: Mr. Williams informed the COG Board that an entrance conference was held with Martha Garcia and Louie Bonaguidi representing the Board. The audit is on pace to be completed ahead of the December 1, 2019 deadline.
  2. **FY2020 Budget Amendment #1**. Mr. Williams presented the budget amendment. The only change to the budget was the new EDA award and posting that to the contractual services line-item.

**Action**: *Fran Palochak* (Gallup) moved and *Modey Hicks* (Grants) seconded, to accept the FY2020 budget amendment #1 as presented. Motion carried.

1. **ANNOUNCEMENTS; OTHER BUSINESS**
   1. **2020 Board Meeting Calendar**. Mr. Williams presented the COG Board 12-month Master Calendar. Next meeting will be January 15, 2019 in McKinley County. Mr. Williams will work with City of Gallup on securing the El Morro Events Center. This meeting will be focused on the upcoming Legislative Session.
   2. **Holiday Calendar 2020**. Mr. Williams presented the Holiday Calendar for approval.

**Action**: *Modey Hicks* (Grants) moved and *Helen Dayan* (Milan) seconded, to accept the holiday calendar as presented. Motion carried

* 1. **Announcements & General Comments**: No announcements or comments.

1. **ADJOURNMENT**

**Action**: *Doug Decker* (McKinley County) moved and *Modey Hicks* (Grants) seconded, to adjourn. Motion carried. Chairman Moore again thanked the NMDOT District 6 and Village of Milan for their hospitality for this meeting and adjourned the meeting of the Board of Directors at 12:35PM.

Respectfully submitted,

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Evan J. Williams Billy W. Moore

Board Secretary and Executive Director Board Chair