

# NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS



## BOARD OF DIRECTORS SUMMER ANNUAL MEETING

January 11, 2023

Hybrid Meeting– 10 AM

Grants Public Library Conference Room | Grants, NM  
1101 North 1<sup>st</sup> Street

### AGENDA

TIME	TOPIC	PRESENTER
10:00 am	<b>I. PRELIMINARY BUSINESS</b> A. Call to Order/Introductions: <b>ESTABLISH QUORUM</b> B. Agenda & Minutes: <b>REVIEW &amp; APPROVAL</b>	Martha Garcia Chair
10:15am	<b>II. SPECIAL PRESENTATIONS</b> A. Office of Broadband Access and Expansion B. Rural and Frontier Equity Ombudsman	Kelly Schelgel Director Shanna Sasser Ombudsman
11:00am	<b>III. EXECUTIVE/STAFF REPORT</b> A. Staff Summary Report, 2 <sup>nd</sup> Quarter (October – December 2022) B. Proposed Fiscal Agent Policy Change <b>REVIEW &amp; APPROVAL</b> C. Revolving Loan Fund Actions <ol style="list-style-type: none"> <li>1. Legacy Revolving Loan Fund Update</li> <li>2. RLF Plan Annual Update <b>APPROVAL</b> <ol style="list-style-type: none"> <li>a) RLF Chair</li> <li>b) Interest Rate</li> </ol> </li> <li>3. Resolution to Enroll in NM Collateral Assistance Review <b>APPROVAL</b></li> </ol> D. Open Meetings Act Resolution <b>REVIEW &amp; APPROVAL</b>	Evan Williams Executive Director
11:30 am	<b>IV. FINANCIAL REPORT</b> A. FY 2023, 2 <sup>nd</sup> Quarter Financial Report: <b>REVIEW &amp; APPROVAL</b> B. FY 2023 Budget, Amendment #2	Evan Williams Armando Sanchez CPA, Loftis Group
11:45 am	<b>V. ANNOUNCEMENTS; OTHER BUSINESS</b> A. FY2023 Board Meeting Calendar B. Announcements & General Comments	Evan Williams
11:55 am	<b>VI. ADJOURNMENT</b>	Chair



# NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

## MINUTES

### BOARD OF DIRECTORS REGULAR BUSINESS MEETING

October 19, 2022

at the Aztec Public Library  
Meeting Room

319 S. Ash Avenue \*\*\* Aztec, NM

## I. PRELIMINARY BUSINESS

### A. CALL TO ORDER/INTRODUCTIONS/QUORUM.

Chairman *Billy Moore* [McKinley County] convened the meeting of the Board of Directors at 10:08 am. Roll call proceeded in the form of introductions around the table. In attendance were 13 Board Representatives, representing a quorum 8 of the 9 voting entities of the Board (88.9%), along with 1 COG staff. City of Aztec Mayor Michael Padilla provided a welcome to the Board.

#### BOARD MEMBERS IN ATTENDANCE:

BOARD EMERITUS: Jeff Kiely  
CIBOLA COUNTY: Martha Garcia; Christine Lowery  
MCKINLEY COUNTY: Billy Moore; Brian Money  
SAN JUAN COUNTY: GloJean Todacheene;  
CITY OF AZTEC: Michael Padilla; Jeff Blackburn; Steve Saavedra  
CITY OF BLOOMFIELD: *Excused*  
CITY OF FARMINGTON: Julie Baird; Warren Unsicker (alternate)  
CITY OF GALLUP: Fran Palochak; Michael Schaaf  
CITY OF GRANTS: Erik Garcia; Donald Jaramillo  
VILLAGE OF MILAN: Roseanne Lopez

#### GUESTS IN ATTENDANCE:

Armando Sanchez

#### STAFF IN ATTENDANCE:

EXECUTIVE DIRECTOR: Evan Williams

### B. AGENDA & MINUTES ADOPTION.

Executive Director *Williams* provided an overview of the day's agenda topics and the minutes from August 3, 2022.

**ACTION:** *Fran Palochak* (Gallup) moved and *GloJean Todacheene* (San Juan County) seconded adoption of the agenda and minutes from August 3, 2022. Motion carried.

## II. MEMBER ROUNDTABLE

Executive Director *Williams* wanted to check-in with each local government to find out what's going on and what's big in each including three questions:

	<b>Biggest Success</b>	<b>Biggest Challenge</b>	<b>(Legislative) Priority</b>
<b>Aztec</b>	<ul style="list-style-type: none"> <li>• North Main – 60 days to completion</li> <li>• Reservoir #1 – rebuild, closed over 7 years</li> </ul>	Staffing Challenge  Project Gaps and Financing <ul style="list-style-type: none"> <li>• Reservoir</li> <li>• Arterial Route</li> </ul>	<ul style="list-style-type: none"> <li>• OutRec (BLM) – motocross expansion (160 acres along NM173) and other trails – events getting 500+ riders and 100+ motor homes.</li> <li>• NM173 Re-construction – Quality Waters/Navajo Dam (“Fix the Dam Road”)</li> </ul>
<b>Bloomfield</b>			
<b>Farmington</b>	<ul style="list-style-type: none"> <li>• Pinon Hills Blvd Bridge Extension</li> <li>• Pinon Hills Golf Course face-lift – irrigation, cart path and amenities.</li> <li>• FUND: GRT 1/4% for community transformation and QOL</li> <li>• River Trails new segment</li> <li>• Complete Streets Downtown Project</li> <li>• Totah Theatre renovation</li> <li>• Sobering Center and joint intervention (additional park rangers)</li> </ul>	<ul style="list-style-type: none"> <li>• San Juan Generating Station just closed – litigation</li> <li>• Public inebriation morphing into new homeless in terms of camps</li> <li>• Hiring challenges – active recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Capital Outlay wish list (OR, Allabilities and therapy pool)</li> <li>• New Police Station (old HillCorp/ConocoPhillips)</li> <li>• Continued push to change PERA to bring back officers for school resource officers.</li> <li>• <b>Senior Center unit costs per meal – deserve better – increasing Title III process.</b></li> </ul>
<b>San Juan</b>	<ul style="list-style-type: none"> <li>• Strategic Plan priority: Support law enforcement – new helicopter</li> <li>• Support and collaboration with Cities (e.g. Trails + Grant)</li> </ul>	<ul style="list-style-type: none"> <li>• Staffing Challenges (Adult Detention center and Sheriff’s Office – HB68 policy change)</li> <li>• Strategic Plan priority: Support law enforcement – new helicopter</li> <li>• Supply Chain and Inflation</li> <li>• Re-districting</li> <li>• Farmers compensation of Gold King Mine spill.</li> </ul>	Have not set priority yet – start with ICIP and Commission.
<b>Grants</b>	<ul style="list-style-type: none"> <li>• Drainage Projects are working to prevent flooding and stormwater</li> <li>• Grants Rodeo Arena</li> <li>• GRT increasing</li> <li>• ED Collaboration with Chamber and MainStreet</li> </ul>	<ul style="list-style-type: none"> <li>• Infrastructure Costs</li> <li>• Staffing &amp; Operational Growth</li> <li>• Crime</li> </ul>	BioPark Project
<b>Milan</b>	<ul style="list-style-type: none"> <li>• Airport Road in construction</li> <li>• Soccer field in construction</li> <li>• Bank remodel into Manager’s Offices</li> <li>• GRT increasing</li> </ul>	<ul style="list-style-type: none"> <li>• Infrastructure Costs</li> <li>• Staffing &amp; Operational Growth</li> </ul> Crime	BioPark Project
<b>Cibola</b>	<ul style="list-style-type: none"> <li>• National Guard Armory – public safety building (Sheriff’s, E911, Fire &amp; Emergency Management) – completion in February</li> <li>• Returned to healthier financial status – re-investment into NPOs with transparency and accountability</li> <li>• Strong Staff &amp; Management</li> </ul>	<ul style="list-style-type: none"> <li>• Roads – County Roads need improve – washed out roads and bridges</li> <li>• Economic Development &amp; Tourism Focus</li> <li>• Water</li> <li>• Housing</li> </ul>	Capital Outlay priorities including Top 5 ICIP projects.
<b>Gallup</b>	<ul style="list-style-type: none"> <li>• Public Safety Building Complex (November 1)</li> </ul>	<ul style="list-style-type: none"> <li>• Development throughout the City not just north of City</li> <li>• Mentmore Road and County Road #1</li> </ul>	<ul style="list-style-type: none"> <li>• Water and Sewer Upgrades</li> </ul>

	<ul style="list-style-type: none"> <li>Housing with GMCS for teachers</li> <li>Water Well (2 drilled)</li> </ul>	<ul style="list-style-type: none"> <li>Water Wells (4 more needed)</li> <li>Staff Retirements (Attorney, Police Chief)</li> </ul>	
<b>McKinley</b>	<ul style="list-style-type: none"> <li>Joint Efforts/Projects with City and Schools</li> <li>Federal funding support for projects like Bridges</li> <li>Industrial Park and Carbon Coal Road</li> </ul>	<ul style="list-style-type: none"> <li>Housing Emergency</li> <li>Hospital Issues</li> </ul>	<ul style="list-style-type: none"> <li>Economic Development</li> <li>Bridges/Infrastructure</li> </ul>

### III. EXECUTIVE/STAFF REPORT

Executive Director Williams provided a summary of the past quarter’s key activities and issues. Due to time constraints, Mr. Williams asked the Board to bring any questions about the activities and tasks of his team. No questions were voiced by Committee members.

- A. **STAFF SUMMARY REPORT.** Mr. Williams did provide this report to the Board for their review and understanding.

**ACTION:** *Fran Palochak* (Gallup) moved and *Billy Moore* (McKinley County) seconded adoption of the report. Motion carried.

- B. **JOINT POWERS AGREEMENT:** Mr. Williams explained for several years that the COG’s around have sought to create a Statewide Association – New Mexico Association of Regional Councils to help secure resources for Statewide programs. A joint powers agreement has been drafted and we recommend that our COG approve and join this Statewide Association. Director Williams would represent our COG on the Board.

**ACTION:** *GloJean Todacheene* (San Juan County) moved and *Fran Palochak* (Gallup) seconded to approve the Joint Powers Act and join as the NWNMCOG. Motion carried.

### IV. FINANCIAL REPORT

- A. **FY2023 Financial Report, Quarter 1:** Mr. Armando Sanchez provided a review of the organization’s financials. One point that was brought to the Board’s attention was the need for membership dues to be paid as those funds provide the COG’s general fund and ability to match programs.

**ACTION:** *Billy Moore* (McKinley County) moved and *Michael Schaaf* (Gallup) seconded, to approve the financial report as presented. Motion carried

- B. **FY2023 Budget Amendment #1.** Mr. Williams provided a quick overview of changes being made to this budget amendment, which included several new grants and special projects.

**ACTION:** *Billy Moore* (McKinley County) moved and *Michael Padilla* (Aztec) seconded, to approve the FY2023 budget amendment #1 as presented. Motion carried

### V. ANNOUNCEMENTS; OTHER BUSINESS

- A. **Holiday Calendar.** Mr. Williams presented the COG Holiday Calendar for 2023.

**ACTION:** *Michael Padilla* (Aztec) moved and *Fran Palochak* (Gallup) seconded, to adjourn.  
Motion carried.

- B. **FY2023 Board Meeting Calendar.** Mr. Williams presented the COG Board 12-month Master Calendar as approved the August board meeting. The next meeting scheduled for January 18 is the second day of the Legislative Session. The Board asked that this meeting be moved a week prior thus occurring on January 11, 2023.

**ACTION:** *Approved by acclamation.*

- C. **Announcements & General Comments:** No comments or announcements.

## VI. ADJOURNMENT

**ACTION:** *Billy Moore* (McKinley County) moved and *Michael Schaaf* (Gallup), to adjourn. Motion carried. Chairman Garcia again thanked the City of Aztec and the Library for their hospitality for this meeting and adjourned the meeting of the Board of Directors at 12:13 PM.

Respectfully submitted,

\_\_\_\_\_  
Evan J. Williams  
Board Secretary and Executive Director

ATTEST: \_\_\_\_\_  
Martha Garcia  
Board Chair

# **Connecting the DOTs**

## **October – December, 2022**



Connecting the DOTs Quarterly Newsletter is a product of the Northwest New Mexico Council of Governments

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DIRECTOR'S NOTES  
EVAN WILLIAMS

**Serving Our Region**

The COG team continues to perform as we are extremely proud of serving our region and wanted to provide some key highlights.



**Infrastructure Capital Improvement Plans – 100+**

- Municipalities – 7
- Pueblos – 3
- Navajo Chapters – 51
- Special Districts – 38
- Senior Centers – 42

**Capital Outlay Requests & Reauthorizations – 75+**

**Legislative Forums – 3**

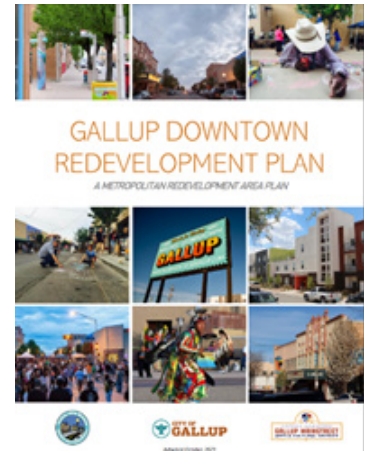
- Cibola Area Legislative Forum
- Gallup-McKinley Area Legislative Forum
- Navajo Nation Chapter Legislative Forum

**Exceling on Special Projects**

- Gallup Downtown Redevelopment Plan – NADO Award
- Central 66 MRA Blight Assessment Report
- Zuni Mountains Trail Design & Quality Assurance Work
- Revolving Loan Fund
- Prewitt-Milan Transportation Master Plan

**Grant Awards**

- Congressional Directed Spending – \$7.75M
- Regional Recreational Grants – \$8.7M
- Food Security Grant - \$1.8M
- Capacity Building Grants - \$250 K





## Capacity Building Grants

During the 2021 Legislative Session, \$1.5 million was appropriated for grant writing and grant management services in conjunction with the lack of capacity around the State of New Mexico especially related and in response to the Federal Infrastructure Bills.

In September, the Department of Finance & Administration published requirements and opened the grant application portal.

The COG quickly developed an approach that would provide the most efficient and effective use of funds as they need to be spent and closed by June 2023. The COG invited its members to participate in the following scope-of-services:

### Scope of Services

Investment in the COG to grow its capacity and fulfill grantwriting service needs in Northwest New Mexico.

The COG provide the following services:

1. Assist local governments in defining and prioritizing projects
2. Assist local governments to match funding opportunities with projects to create comprehensive funding strategies
3. Hire two or more contract grantwriters who will focus on writing grant applications that can be used when the grant opens up and recycled for other projects in the future.
4. These grantwriters will identify technical documents needed that need technical experts to provide.
5. COG will contract with engineering or technical firms to provide these documents.
6. COG will learn from both grantwriting and technical firms for future efforts moving forward.

Each member that signed up to participate submitted a grant application and awardees include:

- Village of Milan: \$50,000
- City of Grants: \$50,000
- City of Gallup: \$50,000
- Cibola County: \$50,000
- McKinley County: \$50,000

Based on these awards, the COG posted a request for qualifications and has received over 10 proposals from highly qualified grantwriters and firms. The COG will likely contract with a Compliance Officer and Quality Control and Quality Assurance Manager to assist in implementing a successful program. Once selected, COG will consult with participating members on top grant priorities and task application development to selected grantwriters, firms, and teams.



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US Economic Development District #1  
NM State Planning District #1  
[www.nwnmco.org](http://www.nwnmco.org)  
Executive Director | Evan Williams

**REQUEST FOR QUALIFICATIONS 2022-005**

**TECHNICAL & GRANT WRITING SERVICES**  
For technical and grant writing services to win applications for strategic infrastructure, facilities, programs and projects in communities within Northwest New Mexico.

December 5, 2022

The Northwest New Mexico Council of Governments (COG) is seeking one or more technical and grant writers to develop, write, and submit grant applications, primarily for federal grants under the Bipartisan Infrastructure Law, otherwise known as the Infrastructure Investment and Jobs Act of 2021. Proposals may be regional or local in scope, and applicants may include COG, local governments, tribal governments, and special districts such as water and wastewater associations. The scope of services will vary by assignment but may include the following:

- Identify grant opportunities that align with COG priorities;
- Advise COG regarding the competitiveness of the applicant and proposal in relation to the funding source and opportunity;
- Write grant applications and/or provide technical documents in support of a grant applications (e.g. technical reports, data-driven analysis, design alternatives, cost-benefit analysis, equity plans, etc.);
- Develop project budgets as directed by the grant opportunity;
- Work with the applicant and partners to define project and implementation details;
- Develop timelines, project plans, organizational charts, process flow charts, infographics, etc. as needed for grant applications;
- Develop metrics and performance measures to assess performance and success of various initiatives;
- Ensure timely submission of grants; and
- Be familiar with grant submittal on [grants.gov](https://grants.gov).

**Responses to this Solicitation**  
COG is seeking individual(s), a team(s) or firm to fulfill this scope of work. To respond to this solicitation, please email a letter of interest and the following information to [mwhitmore@nwnmco.org](mailto:mwhitmore@nwnmco.org)

1. Number of years and description of grant writing experience;
2. List of relevant grants applied for, including applicants, amounts requested, and amounts obtained;
3. A list of all personnel who will provide services and a statement of qualifications for each;
4. Contacts for at least three (3) local and/or tribal agencies who have received grant-writing services; and
5. Hourly rates for all personnel providing services, indicating rates for specific services, if appropriate.

Consultants may provide qualifications and may be selected for a portion or all items of work. This is all contingent on funding and executed contracts and final contracts and their negotiations will be the sole discretion of the COG to determine if there is adequate appropriations.

## Carbon Coal Road Ribbon Cutting Ceremony

Carbon Coal Road providing access to the Industrial Park opportunities in the former Gamarco Mine area held a ribbon cutting ceremony on November 30 at 10:00 am – on the Gamarco side of the road project. This paved four-lane road extends from the intersection with US491 in Gamarco for 5 & ½ miles to the former Gamarco Mine area, where coal is still off-loading for transport to regional power plants.

The project in this area is to invite industry, including energy production along with potential for an inland port to involve warehousing for the exchange of cargo between rail and freight delivery to the broader Four-Corners multi- state region. This could eventually create opportunities for hundreds of jobs for our region. This 5&1/2 mile paved four lane road is a major step in the viability of this former mining area to invite industry to our region creating multiple job opportunities, especially since it will be served by both regional trucking, and the BNSF Rail Line.

The cost of \$33 million to complete this four lane corridor could be easily retrieved in a short period of time, if industry begins to grow in this former mining area; creating significant industry, economic development, and job opportunities for the City of Gallup, McKinley County, and the Navajo Nation.



## CDBG / Capital Outlay: Important Dates and Keys to the Game

### Community Development Block Grant

The **Community Development Block Grant** (CDBG) is an annual grant program that funds capital infrastructure and community development projects that are critical to the health and safety of low- to moderate-income communities. The COG is assisting the County in organizing and facilitating public hearings to gain public input on proposed projects from communities across the county. The first CDBG public hearing was held virtually on December 22nd, with an additional two hearings to follow.

The CDBG grant application timeline typically starts around April/May with an August deadline for application submissions. Pre-application activities (December through February) begin with public hearings and project selection, which is currently in process. Once all public hearings have been finalized, COG will present a list of proposed projects to the County Commission for review and selection.

If the Commission decides to select a project for support, COG will move forward with application activities, including Threshold Compliance and Low- to Moderate-Income (LMI) surveying of the community of the selected project. In this case, the County automatically meets threshold compliance as it does not have a current or active project to complete.

For the Cibola County area, COG is in the process of conducting similar public hearings for the Village of Milan and Cibola County. Thus far, Milan has conducted two public hearings and public hearings for Cibola County are forthcoming.

### Capital Outlay

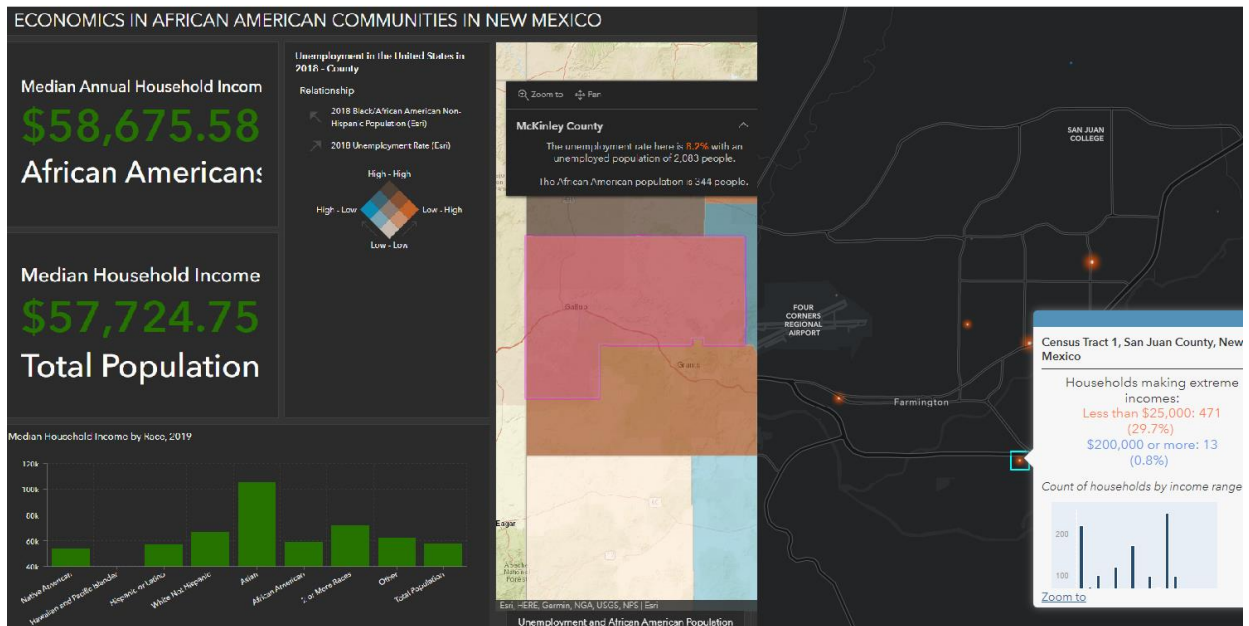
Capital outlay season is in full swing. The COG organized and facilitated Legislative Forums for both McKinley and Cibola Counties, where local governments and nonprofit organizations had the opportunity to present capital outlay priorities to area legislators.

Additionally, COG is assisting special districts and Navajo Chapters is submitting capital outlay requests for the upcoming 2023 Legislative Session (60-day). The following is a general timeline of what to expect.

Capital Outlay Deadline	January 12, 2023, by 3:00 pm
Legislative Session Opens	January 17, 2023 (Noon)
Reauthorization Deadline	February 13, 2023, by Noon
Legislative Session Ends	March 18, 2023 (Noon)

## Data Dashboard

The COG is working rigorously to provide existing US Census data in an interactive mapping dashboard. Utilizing ESRI's ArcGIS Dashboard enables users to view geographic information, data to monitor events of Census, American Community Survey, pertinent data, see trends, and make decisions. Geoprocessing and other methods are necessary to provide a user-friendly environment of our northwest region of New Mexico, our COG. The dashboard is like web maps with charts, gauges, lists, tables, and indicators. The image illustrates a sample of ESRI's capabilities.



## Zuni Mountain Trails Project

Frozen earth, limited access due to road conditions, and other factors has stopped Singletrack Trails, LLC trail construction for the winter season on the McKenzie Ridge Trail – Twin Springs Trail System. Clearing trees ended on McKenzie Ridge proper, approximate elevation of 8670 feet, essentially southwest of Foster Canyon. In the interim the US Forest Service has pending reroutes on McKenzie Ridge Connector that is part of the Twin Springs Trail System that borders both McKinley County and Cibola County. Trail designed for trail sustainability, proposed reroutes, await approval from the Forest Service. The Zuni Mountain Trails Project and Partners are continuously hopeful for these trail systems to be completed in Quartz Hill, Bluewater Creek, Ojo Redondo, and more. Spring season is near and hope everyone enjoys these trails systems as that they are built for hikers, bikers, and horseback riders.



## Industrial Workforce Program 3-Year Impact

The Greater Gallup Industrial Workforce Program (IWP) was developed for the purpose of training a career-ready workforce in the Greater Gallup region. The IWP initiative seeks to fill a shortfall in the community's capacity and readiness for economic development and to bridge the gap between the skills needed by local industrial employers and the actual skills represented in the community's workforce.

The IWP program emerged as an essential component of the economic development strategy for the Greater Gallup region, as reflected in Greater Gallup Economic Development Corporation's (GGEDC) interviews and ongoing communications with the area's key industrial employers under its Business Retention and Expansion (BR&E) program. Area employers consistently identified "workforce" as their top challenge and further bemoaned (a) the lack of local applicants with the employability and industrial trades skills needed for their industries and (b) the lack of accessible training programs and resources with the flexibility and responsiveness needed for their hiring cycles

Funded by the US Economic Development Administration, the IWP pilot project partnered with local employers to identify core skills and specific abilities, followed by building a responsive program, thus striving to provide a sustainable pipeline of work-ready applicants to fill current and future industrial jobs needed by the employers. This critical relationship with industrial employers was further embodied in the program's "Leadership Team" composed of representatives from local employers who worked with the GGEDC staff team to review, advise on and approve program policies and budgets, curricula, certification paths and training plans and approaches aligned with the needs of industry.

The GGEDC proceeded to activate the IWP Leadership Team, identify and access appropriate funding resources, hire staff, design program, tailor NCCER curriculum and certification requirements to local labor needs, build inter-agency partnerships, put in place a trainee recruitment program, and initiate scheduling and implementation of training courses.

The Results:

<b>Class #</b>	<b>Dates</b>	<b># Enrolled</b>	<b># Completed</b>	<b># Job-Placed</b>
1	Oct – Dec 2019	12	12	12
2	Jan – Mar 2020	15	12	12
3	Oct – Dec 2020	5	4	4
4	Jan – Mar 2021	5	3	3
5	Oct 2021 – Jan 2022	6	5	4
6	Jan – Mar 2022	9	7	6
7	Mar – Jun 2022	13	12	9
8	Jul – Sep 2022	9	7	2
Totals:		74	62	52

## **Revolving Loan Fund**

In the final quarter of 2022, marketing and outreach efforts continued in support of promoting the Revolving Loan Fund. In addition to business outreach, efforts focused on developing and leveraging collaborative partnerships. In November 2022, in partnership with WESST, the Revolving Loan Fund conducted its first training for potential applicants entitled, How to Develop a Personal Financial Statement.

To provide maximum flexibility for business owners morning and afternoon training sessions were held, and applicants were provided the option to participate via remote video conference. The training session was recorded and will be available as a resource.

A Personal Financial Statement is a required document for the Revolving Loan Fund. It is the intent of the NWNMCOG to conduct training sessions on each document required for the Revolving Loan Fund application process, thereby providing a complete catalog of videos which can be posted online and accessed anytime by potential business applicants. By increasing resource content available to potential business applicants, the Revolving Loan Fund is looking to develop a pipeline of potential applicants at various stages of readiness.

Quarter by the Numbers:

### **Number of Businesses Contacted – 11**

- Cibola County - 0
- McKinley County - 5
- San Juan County - 6

### **Number of RLF Presentation – 8**

- WESST (Albuquerque, NM)
- NM Tribal Entrepreneurship Enhancement Program (Shiprock, NM)
- SBDC – Farmington (Farmington, NM)
- Minority Business Development Agency (Albuquerque, NM)
- Dineh Chamber of Commerce (Window Rock, AZ)
- Bank of America (Albuquerque, NM)

For the next quarter, the RLF Program is focused on marketing and outreach including creating a digital newsletter. Efforts will continue to grow and expand partnerships to leverage opportunities for additional business training and business resources. Additional efforts are underway to establish a pathway for tribal lending.

## Department of Finance & Administration Regional Recreation and Quality of Life Grant Awards

During the 2022 New Mexico Legislative Session, legislators introduced into House Bill 2 (budget bill) a one-time special appropriation of \$45 million to support regional recreation and quality of life projects throughout the state. During the introduction of this special appropriation, COG staff began to work closely with members to gather potential projects, develop 2-page project profiles, and draft letters to legislators to advocate for large scale recreation and quality of life projects in Northwest New Mexico.

In July of 2022, the Department of Finance & Administration officially released the call for projects for this pot funds and immediately, COG staff began to reach out to members to schedule work sessions to breakdown the application, assign roles and responsibilities and secure financial commitment from governments. COG staff also attended two application training webinars hosted by DFA to gain insight into the application process, scoring criteria and timeline. COG then proceeded to develop and submit four applications which included: Red Rock Park Improvements - McKinley County, Artificial Turf Replacement – City of Gallup, Multipurpose Arena Construction – City of Grants, and Swimming Pool Improvements – Village of Milan.

On December 21, 2023, the Department of Finance & Administration notified awarded applicants of their successful applications. In Northwest New Mexico, McKinley County was awarded approximately \$3.5 million, and the City of Grants was awarded approximately \$5.3 million. McKinley County intends to utilize the funds to renovate and improve buildings and amenities at the park to include but is not limited to roof repairs, HVAC replacements, lighting and electrical upgrades, restroom and kitchen renovations, and



City of Grants will utilize the funding to erect the recently purchased metal canopy which will cover the rodeo arena, will construct improvements to the parking lot including sidewalks, replace sound systems and upgrade lighting. These awards account for roughly 19.5% of the total amount available.

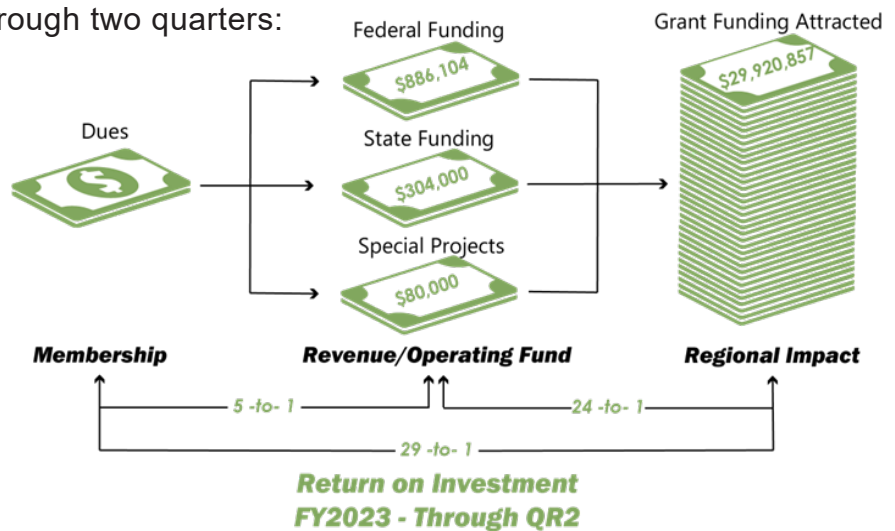


COG appreciates the New Mexico Legislature for providing this special one-time appropriation and we look forward to future opportunities to improve regional recreation and quality of life in Northwest New Mexico.

### Grantsmanship & Return on Investment

Since taking over the helm as Executive Director, Mr. Williams has worked with his staff to conduct annual return on investment reports to member governments who financially contribute to the COG. These reports include highlights of accomplishments and a monetary return on investment recap.

Below is the COG's current ROI through two quarters:



Through two quarters, COG staff has been able to assist the region in securing \$29,920,857 in grant funding. With 20+ grant applications pending, two more quarters to go, and numerous applications to be submitted, COG staff is on pace to far exceed the regional impact total from FY22 which was \$31,202,923. FY23 will go down as one of, if not the best year to date.



## Legislative Forums Recap and Session Outlook

During the 2nd quarter of FY23, COG staff ramped up efforts to assist local governments, tribal entities, and special districts with legislative activities to prepare for the upcoming 60-day legislative session. This work included one-on-one project implementation strategy sessions with county and city managers, special district directors and staff, and Navajo Chapter managers, and was followed up by three legislative forums.

**Gallup/McKinley County Legislative Forum:** The first legislative forum was held for Gallup / McKinley County organizations and provided an opportunity for local governments, hospitals, education institutions, and other organizations to present capital outlay and policy priorities to area legislators. The following entities presented to the area legislators: McKinley County, City of Gallup, UNM-Gallup, Gallup-McKinley County Schools, Rehoboth McKinley Christian Hospital, Greater Gallup Economic Development Corporation, Gallup McKinley County Chamber of Commerce, Gallup Mainstreet, and Gallup Arts.



**Cibola Area Legislative Forum:** The second legislative forum was held for Cibola County organizations and was structured in a similar fashion to the Gallup / McKinley County forum. The following entities presented to area legislators: Cibola County, City of Grants, Village of Milan, Pueblo of Acoma, Pueblo of Laguna, Ramah Navajo, NMSU-Grants, Grants Cibola County Schools, Cibola Communities Economic Development Foundation, Bluewater Acres Water and Sanitation District.



**Navajo Nation Chapters Legislative Forum:** Per request from area legislators, a third legislative forum was held in Gallup for Navajo Nation Chapters. With limited time, COG was able to secure presentations from 33 chapters from across Northwest New Mexico. The forum was well attended and included numerous area legislators. This all day event provided the much needed opportunity for chapters to present capital priorities to area legislators in preparation for the upcoming legislative session.

Video recordings of the legislative forums and copies of the presentations can be found on the Northwest New Mexico Council of Governments' website: <https://www.nwnmcog.org/2023-legislature.html>

### **2023 Legislative Session Dates**

- Capital Outlay Deadline – January 12, 2023 (3:00 pm)
- Opening Day – January 17, 2023 (12:00 pm)
- Reauthorization Deadline – February 13, 2023 (12:00 pm)
- Deadline For Introduction – February 16, 2023
- Session Ends – March 18, 2023 (12:00 pm)
- Legislation Not acted upon by governor is pocket vetoed – April 7, 2023

The upcoming 60-day legislative session will provide numerous opportunities for local governments, tribal entities, and special districts of the state to advocate for capital projects, propose and support new and modified legislation, and to gain insight into future opportunities that would support their communities. COG staff will once again provide on-sight assistance and will have staff stationed in Santa Fe to support our region's communities. Please contact the COG for legislative assistance during the 2023 legislative session.





## McKinley County Water Update

In the final months of 2022, the County's *Water Regionalization Initiative* made tremendous progress in the formation of a "Joint Powers Agreement Entity." This initiative is more than 17 years in the making and the County, with its working partners, has reached a major milestone in establishing this historic partnership.

In October, the contract attorney, Dominique Cartron, of Cartron & Associates, developed and finalized a legal joint powers agreement that allowed three local small water systems — White Cliffs Mutual Domestic Water Users Association, Gamarco Water and Sanitation District, and Yahtahey Water and Sanitation District — to unify and create the new **Northwest New Mexico Utility Authority** (NWNMUA). This new entity is currently finalizing organizational setup with state agencies, etc.



On another note, the COG continues to facilitate the Regional Water Commons (RWC) program with bi-monthly meetings. The previous RWC meeting was held in November that covered capital outlay priorities and other funding programs that are currently available through the NM Environment Department (NMED). The Clean Water State Revolving Fund (CWSRF) is for wastewater projects and the Drinking Water State Revolving Fund (DWSRF) is for water projects.

Additionally, COG and the Rural Community Assistance Corporation (RCAC) continue to provide technical assistance and outreach activities with regional small water system in both McKinley and Cibola Counties. In recollection, this partnership was established through the acquisition of the EPA WIIN grant more than a year ago. This is a 3-year work program that started in 2022 and will progress through 2024.



## RESOLUTION #2023-002

### ADOPTING AN UPDATED FISCAL AGENCY POLICY

**WHEREAS**, In May 2013, Governor Martinez issued Executive Order 2013-006, which establishes uniform funding criteria and grant management and oversight requirements for grants awarded by State agencies to other entities pursuant to specific State Capital Outlay appropriations; and

**WHEREAS**, At Local Government Division's request pursuant to Executive Order 2013-006, the Northwest NM Council of Governments (COG) has entered into Inter-governmental Services Agreements (ISA) to act as fiscal agent for several members, including the City of Gallup, McKinley County, Cibola County, and Village of Milan on 2013-2015 Capital Outlay appropriations and other funding sources, depending on entity status; and

**WHEREAS**, on August 3, 2015, the COG Executive Committee approved an internal Fiscal Agency Policy that outlined the terms and conditions of COG's involvement in entering into agreements to become and serve as an alternative fiscal agent; and

**WHEREAS**, based on seven years of practice, COG Executive Director felt that it was time to update this policy and get full Board consent on the policy as follows; and

#### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. COG only offers this service to members of the Northwest NM Council of Governments (COG) in good standing and current with their dues.
2. Payment comes at project close-out, putting the incentive on the COG to close these out;
3. Payment is identified by the entity based on what is allowable by their Grant Agreement;
4. Fees are only derived from grant appropriations, not including the loan component.
5. COG staff believes that this scaling will cover our time and costs in serving these projects.
6. **The Northwest New Mexico Council of Governments Board of Directors hereby establishes an internal policy that provides overall guidance on alternative fiscal agency and/or administration services related to Executive Order 2013-006, which provides that service rates and terms shall be as follows:**

**FISCAL AGENCY/ADMINISTRATOR RATE STRUCTURE**  
based on total grant appropriations:

Size of Grant	Fiscal Administration Fee
\$1 - \$500,000	2.0%
> \$500,000	1.0%
Equipment & Vehicle Purchases	Free

Payments made on the agreed-upon percentage above must be within thirty (30) days of final reimbursement of the grant appropriation. The Borrower/Grantee is responsible for identifying an appropriate and legal source for this payment. A hard cap for any project is not to exceed \$10,000. Based on approval, this fee structure can be applied to any open project or contract not yet paid to the COG.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the Northwest New Mexico Council of Governments at a duly called regular meeting of the Board held at Grants Public Library, Grants, New Mexico on January 11, 2023.

**SIGNED:** \_\_\_\_\_

Martha Garcia, Chair  
Northwest NM Council of Governments

**ATTEST:** \_\_\_\_\_

Evan Williams, Executive Director  
Northwest New Mexico Council of Governments



## RESOLUTION #2023-001

### ADOPTING AN OPEN MEETINGS ACT RESOLUTION AND PROTOCOL FOR THE NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

**WHEREAS**, it is the desire of the Board of the Northwest New Mexico Council of Governments (COG) that the meetings of said Council be held in accordance with the terms and spirit of the New Mexico Open Meetings Act (NMSA 10-15-4 and according to procedures adopted by the Board of Directors); and

**WHEREAS**, such meetings should be publicized to the fullest extent in order to encourage the best participation of the citizens of the area;

**WHEREAS**, Section 10-15-1(B) of the *Open Meetings Act* (1978, Sections 10-15-1 to 10-15-4 NMSA 1978) states that, except as may be otherwise provided in the *Constitution* or the provisions of the *Open Meetings Act*, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business, or for the purpose of taking any action within the authority of such body, are declared to be public meetings open to the public at all times; and

**WHEREAS**, any meetings held by COG at which the discussion or adoption of any proposed resolution, rule, regulation, or formal motion occurs will be held only after reasonable notice to the public; and

**WHEREAS**, the COG will determine annually what constitutes reasonable notice of the public in accordance with its Articles of Agreement and all State requirements.

#### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. All meetings of the Board of Directors of the COG shall be held in accordance with our Articles of Agreement as duly adopted and with the *Open Meetings Act* as applicable including all Executive Orders and relevant guidance provided by the Office of the Attorney General's Open Government Division.
2. The agenda for each regular meeting shall be made available by COG staff at least seven days prior to the meeting by email and by request in a hard copy form. The agenda will also be available to the public at least twenty-four hours before a special meeting is held.
3. The COG staff shall notify the public by newspaper advertisement of the time and place of Regular meetings at least ten days in advance, Special meetings three days in advance, and Emergency meetings as far in advance as possible. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. Emergency

and Special meetings may be called by the Chairperson or a majority of the voting members. COG Members shall post public notices for special or emergency meetings within their communities at their respective municipal and county offices. Meeting information will also be made available on the COG website, including public access to participate in a virtual meeting.

4. COG voting members may close a meeting to the public only if the subject matter of such discussion or motion is exempted from the open meeting requirement under Section 10-15-1(H) of the *Open Meetings Act*.
5. COG staff shall keep written minutes of all open meetings. The minutes shall include the date, time and place of the meeting, names of the members in attendance and those absent, the substance of proposals or actions considered and a record of any decisions and votes taken. Draft minutes shall be prepared at least 7 days in advance of the next regular meeting and shall be approved, amended or disapproved at the next meeting where a quorum of COG voting members are present. Draft Minutes from special or emergency meetings shall be prepared within 10 days following such meetings for COG Member review. Minutes shall not become official until approved by the COG voting members. Recordings of open meetings may be made by COG staff but only for the purpose of preparing the official minutes. COG meeting minutes shall be made available to the public on the COG website and upon written request.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the Northwest New Mexico Council of Governments at a duly called regular meeting of the Board held at Grants Public Library, Grants, New Mexico on January 11, 2023.

**SIGNED:** \_\_\_\_\_

Martha Garcia, Chair  
Northwest NM Council of Governments

**ATTEST:** \_\_\_\_\_

Evan Williams, Executive Director  
Northwest New Mexico Council of Governments

## Balance Sheet

As of December 31, 2022

	Dec 31, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · Pinnacle Bank - Operating (Operating - Checking)	
10100.1 · Operating Reserve	215,000.00
10100 · Pinnacle Bank - Operating (Operating - Checking) - Other	238,034.74
Total 10100 · Pinnacle Bank - Operating (Operating - Checking)	453,034.74
10102 · Pinnacle Bank - R.L.F	101,458.18
10103 · Pinnacle Bank - RLF Sequestered	95,544.38
10104 · Pinnacle Bank - F.S.L.F.	62,316.42
Total Checking/Savings	712,353.72
Accounts Receivable	
10300 · Accounts Receivable (Unpaid or unapplied customer invoices and credits)	405,197.78
10350 · AR Allowance	-2,540.00
10602 · Loans Receivable - L.F.	173,438.02
10604 · Loan Allowance	-173,438.02
Total Accounts Receivable	402,657.78
Other Current Assets	
10500 · Prepaid Expenses	15,294.59
Total Other Current Assets	15,294.59
Total Current Assets	1,130,306.09
Other Assets	
10400 · Due From	147,760.82
20400 · Due To	-147,760.82
Total Other Assets	0.00
<b>TOTAL ASSETS</b>	<b>1,130,306.09</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 · Accounts Payable (Unpaid or unapplied vendor bills or credits)	17,463.07
Total Accounts Payable	17,463.07
Other Current Liabilities	
20200 · Deferred Revenue	50,000.00
20300 · Accrued Wages	13,942.75
203000 · Accrued Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, ...	
203001 · PERA Liability	
203001A · PERA Liability - Employer	38.16
203001 · PERA Liability - Other	1,111.45
Total 203001 · PERA Liability	1,149.61
203002 · EE Insurance Liability	2,520.77
203003 · NM Workers Compensation	41.50
203004 · NM Unemployment Liability	266.54
203005 · Federal Unemployment Liability	514.59
203006 · Employee Fund Liability	797.50
203000 · Accrued Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accu...	-837.81
Total 203000 · Accrued Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accu...	4,452.70



## Northwest New Mexico Council of Governments

## Balance Sheet

01/10/23

As of December 31, 2022

Accrual Basis

	Dec 31, 22
20301 · Accrued Wages and Salaries	-2,639.18
20302 · Accrued Payroll Taxes	1,118.31
20304 · Accrued Employee FB	-1,657.17
20305 · Accrued Interest	80.50
20500 · Employee Fund	470.00
<b>Total Other Current Liabilities</b>	<b>65,767.91</b>
<b>Total Current Liabilities</b>	<b>83,230.98</b>
<b>Total Liabilities</b>	<b>83,230.98</b>
<b>Equity</b>	
30000 · Opening Balance Equity (Opening balances during setup post to this account. The balanc...	61,301.76
30002 · Opening Balance Equity - L.F.	259,298.00
32000 · Retained Earnings (Undistributed earnings of the corporation)	554,132.30
Net Income	172,343.05
<b>Total Equity</b>	<b>1,047,075.11</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,130,306.09</b>

## Northwest New Mexico Council of Governments

## Profit &amp; Loss

01/10/23

Accrual Basis

July through December 2022

	Jul - Sep 22	Oct - Dec 22	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>100 · General</b>			
40400 · Local Revenue			
40401 · Member Dues	30,000.00	185,276.00	215,276.00
<b>Total 40400 · Local Revenue</b>	30,000.00	185,276.00	215,276.00
40501 · Interest Income	21.50	119.76	141.26
40504 · Misc. Income	2,000.00	0.01	2,000.01
40700 · Special Events	855.00	1,000.00	1,855.00
48000 · Matching Revenue	37,843.60	15,128.87	52,972.47
<b>Total 100 · General</b>	70,720.10	201,524.64	272,244.74
<b>500 · Federal grants and contracts</b>			
40100 · Federal Grant Revenue	17,759.14	202,942.11	220,701.25
<b>Total 500 · Federal grants and contracts</b>	17,759.14	202,942.11	220,701.25
<b>600 · State grants and Contracts</b>			
40200 · State Grant Revenue	48,307.87	95,967.77	144,275.64
<b>Total 600 · State grants and Contracts</b>	48,307.87	95,967.77	144,275.64
<b>800 · Local Grants &amp; Contracts</b>			
40402 · Special Project Revenue	63,661.55	36,345.20	100,006.75
<b>Total 800 · Local Grants &amp; Contracts</b>	63,661.55	36,345.20	100,006.75
<b>900 · Asset Maintenance Fund</b>			
40502 · Rent Income	13,500.00	4,500.00	18,000.00
40503 · Vehicle Mileage Reimbursements	115.00	614.84	729.84
<b>Total 900 · Asset Maintenance Fund</b>	13,615.00	5,114.84	18,729.84
<b>Total Income</b>	214,063.66	541,894.56	755,958.22
<b>Gross Profit</b>	214,063.66	541,894.56	755,958.22
<b>Expense</b>			
<b>a. Personnel</b>			
50000 · Payroll Expenses	928.13	919.26	1,847.39
50001 · Wages & Salaries	96,406.18	82,784.49	179,190.67
<b>Total a. Personnel</b>	97,334.31	83,703.75	181,038.06
<b>b. Fringe Benefits</b>			
50002 · Employee FB	9,620.22	8,526.72	18,146.94
50004 · Payroll Taxes	8,166.12	6,985.23	15,151.35
50100 · Insurance	5,937.44	2,978.74	8,916.18
<b>Total b. Fringe Benefits</b>	23,723.78	18,490.69	42,214.47
<b>c. Travel</b>			
60108 · Registration	1,927.50	609.12	2,536.62
60200 · Travel & Per Diem	4,087.34	2,607.09	6,694.43
60201 · Mileage Costs	434.24	440.31	874.55
<b>Total c. Travel</b>	6,449.08	3,656.52	10,105.60
<b>e. Supplies</b>			
60100 · Office Supplies	1,860.26	1,729.65	3,589.91
60500 · Computer Software & Equipment	9,353.31	995.38	10,348.69
<b>Total e. Supplies</b>	11,213.57	2,725.03	13,938.60
<b>f. Contractual</b>			
60405 · Professional Services-Restrict	83,359.48	127,014.13	210,373.61
60406 · Professional Services-General	12,462.51	8,831.25	21,293.76
<b>Total f. Contractual</b>	95,821.99	135,845.38	231,667.37
<b>h. Other</b>			
<b>Facility Expenses</b>			
60404 · Rent Expense	6,750.00	2,250.00	9,000.00
60601 · Facility Insurance	1,403.25	2,661.90	4,065.15
60700 · Facility Maintenance	1,662.42	699.51	2,361.93
60701 · Utility	2,626.53	1,988.11	4,614.64
<b>Total Facility Expenses</b>	12,442.20	7,599.52	20,041.72

## Northwest New Mexico Council of Governments

## Profit &amp; Loss

01/10/23

Accrual Basis

July through December 2022

	Jul - Sep 22	Oct - Dec 22	TOTAL
<b>Vehicle Expenses</b>			
60602 · Vehicle Insurance	2,815.00	0.00	2,815.00
60703 · Vehicle Maintenance	1,578.91	0.00	1,578.91
60704 · Fuels Expense	779.78	823.07	1,602.85
<b>Total Vehicle Expenses</b>	5,173.69	823.07	5,996.76
60102 · Postage and Delivery	116.20	50.00	166.20
60103 · Telephone & Telecom	3,651.51	3,658.06	7,309.57
60104 · Subscription & Dues	1,457.03	6,305.81	7,762.84
60105 · Meeting	1,843.85	1,549.77	3,393.62
60107 · Advertising	436.20	57.81	494.01
60111 · Special Events - COG	2,827.88	0.00	2,827.88
60112 · Service Charge(s)	10.00	0.00	10.00
60603 · Other Insurance	392.00	3,284.00	3,676.00
<b>Total h. Other</b>	28,350.56	23,328.04	51,678.60
<b>58000 · Grant Match Expense</b>	37,843.60	15,128.87	52,972.47
<b>Total Expense</b>	300,736.89	282,878.28	583,615.17
<b>Net Ordinary Income</b>	-86,673.23	259,016.28	172,343.05
<b>Net Income</b>	<b>-86,673.23</b>	<b>259,016.28</b>	<b>172,343.05</b>