

# NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS



## BOARD OF DIRECTORS SPRING QUARTERLY MEETING

August 2, 2023

Hybrid Meeting– 10 AM

San Juan College – School of Energy  
5301 College Boulevard, Farmington NM 87402

[Virtual Meeting Link](#)

### AGENDA

| TIME     | TOPIC  | PRESENTER  |
|----------|--|--|
| 10:00 am | <b>I. PRELIMINARY BUSINESS</b><br>A. Call to Order/Introductions: <b>ESTABLISH QUORUM</b><br>B. Agenda & Minutes: <b>REVIEW &amp; APPROVAL</b><br>C. Election of Officers: <b>ACTION</b>   | <b>Martha Garcia</b><br>Chair  |
| 10:15am  | <b>II. SPECIAL PRESENTATIONS</b><br>A. US Economic Development Administration: Part II   | <b>Rachael Gleason</b><br>Civil Engineer<br>EDA Austin Regional<br>Office                  |
| 11:00am  | <b>III. EXECUTIVE/STAFF REPORTS</b><br>A. Staff Summary Report, 4 <sup>th</sup> Quarter (April – June 2023)<br>B. Annual Report<br>C. Annual Meeting Preview<br>D. ICIP Resolution Ratification: <b>REVIEW &amp; APPROVAL</b>  | <b>Evan Williams</b><br>Executive Director<br><br><b>Brandon Howe</b><br>Planning Director |
| 11:30 am | <b>IV. FINANCIAL REPORTS</b><br>A. FY2023, Quarter #4 and Year End Financial Report: <b>REVIEW &amp; APPROVAL</b><br>B. FY2024 Budget, Final: <b>REVIEW &amp; APPROVAL</b><br>C. Wage & Salary Classification Plan: <b>REVIEW &amp; APPROVAL</b><br>D. Billing Rate Schedule: <b>REVIEW &amp; APPROVAL</b> | <b>Martina Whitmore,</b><br>Office Manager<br><br><b>Armando Sanchez</b><br>CPA, SJT Group |
| 11:45 am | <b>V. ANNOUNCEMENTS; OTHER BUSINESS</b><br>A. FY2024 Board Meeting Calendar<br>B. Announcements & General Comments   | <b>Martina Whitmore,</b><br>Office Manager   |
| 11:55 am | <b>VI. ADJOURNMENT</b>   | <b>Martha Garcia</b><br>Chair  |

*Annual Luncheon to Follow*



## NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

### MINUTES

#### BOARD OF DIRECTORS SPRING REGULAR BUSINESS MEETING

April 19, 2023

at the McKinley County Training Center  
Second Floor  
207 W. Hill Avenue \*\*\* Gallup, NM

#### I. PRELIMINARY BUSINESS

##### A. 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:

BOARD EMERITUS:  
CIBOLA COUNTY: Martha Garcia, Judy Horacek, Christine Lowery (alternate)  
MCKINLEY COUNTY: Danielle Notah  
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)*

##### 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

##### B. 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.

## II. 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 Korbass, 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. Korbass**

*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 Homeownership” 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

## III. EXECUTIVE/STAFF REPORT

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

- A. **STAFF SUMMARY REPORT.** Mr. Williams did provide this report to the Board for their review and understanding including the quarterly “Connecting the Dots” newsletter.
- B. **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.*
- C. **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.
- D. **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.

- E. **REVOLVING LOAN FUND LEGACY RESOLUTION.** Based on US Economic Development Administration (EDA)'s letter and offer to terminate for convenience, COG has returned originally sequestered 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.

- F. **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.

#### IV. FINANCIAL REPORT

- A. **FY2022 Audit Report:** Office Manager Martina Whitmore provided a quick report on the FY2022 audit report, including that this is the third year in row that NWNMCOG received a unmodified or clean opinion with no findings.

- B. **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

- C. **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

- D. **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

## V. ANNOUNCEMENTS; OTHER BUSINESS

- A. **FY2023/24 Board Meeting Calendar.** Mr. Williams presented the COG Board 12-month Master Calendar including Annual Luncheon.
- B. **Announcements & General Comments:** No comments or announcements.  
A moment of silence was taken out of honor and respect for Helen Kiely.

## VI. EXECUTIVE SESSION

- A. **Executive Director Contract.** Board recommended to approve Mr. Williams contract with several directives.
- B. **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.

## VII. 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,



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Evan J. Williams  
Board Secretary and Executive Director



## **NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS**

### **ANNUAL LUNCHEON**

August 2, 2023

School of Energy – San Juan College  
San Juan County, New Mexico

### **★★★★ PROGRAM ★★★★★**

#### ***WELCOMING ADDRESS***

**Michael Padilla, Sr.**, Mayor of Aztec / Board Vice-Chair

#### ***OPENING REMARKS***

**Martha Garcia**, Board Chair

#### ***STATE OF THE COG***

**Evan Williams**, Executive Director

#### ***INVOCATION***

#### ***LUNCH SERVED***

#### ***KEYNOTE SPEAKER***

**Dennis Alvord**, Deputy Assistant Secretary  
US Department of Commerce

#### ***REGIONAL CHAMPION AWARDS***

#### ***DOOR PRIZES & CLOSING REMARKS***

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*Many Thanks to our Staff, Members, Partners, & Supporters  
for making the COG and this event a success.*

**“OUR REGION, YOUR COG”**



**NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS  
STATE PLANNING DISTRICT #1**

**STAFF SUMMARY REPORT  
FY 2023/ 4<sup>TH</sup> QUARTER**

**FOR THE PERIOD: April 1, 2023 – June 30, 2023**

*The State Grant-in-Aid (SGIA) work program is utilized by the State Planning Districts to develop a dynamic framework of integrated general services to support planning, development, and technical assistance activities as a regional service to local and state government. This report reflects functions and tasks in the approved FY2023 Work Program and Budget. The following are functions and tasks completed by the Northwest New Mexico Council of Governments during the fourth quarter of FY2023:*

|   |   |               |  |
|---|---|---------------|--|
| <b>Function 1:</b>  | <b>Organizational Management.</b> 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. |               |  |
| <b>QUARTERLY ACTIVITY HIGHLIGHTS &amp; RECAP</b>  |   |               |  |
| (1) <b>ICIP Training Series:</b> COG staff attended many of the free training webinars regarding funding programs and legislative processes, and administration requirements. COG staff also presented during one of the sessions on how we go about project development in NWNM. |   |               |  |
| (2) <b>Professional Development Plans:</b> COG staff continued to finalize professional development plans in anticipation of the upcoming fiscal year. Focus areas include small system water operations, brownfields planning, project management, and data collection.          |   |               |  |
| (3) <b>Audit:</b> COG staff received news of another clean audit. Audit was posted to NM State Auditor’s office.  |   |               |  |
| <b>TASK TRACKING</b>  |   |               |  |
| <b>TASK</b>   | <b>DUE DATE</b>   | <b>STATUS</b> |  |
| <b>1.1 Professional Development</b><br><br>Provide ongoing professional development training or continuing education classes for staff, i.e., training, webinars, professional conferences.   |   | Q1            | <ul style="list-style-type: none"><li>✓ Angelina Grey participated in the following: Environmental Finance Center Network’s Basic Water Math for Small Water Systems, RCAC Board Member Training, NMWWA WC Workshop, EPA National Brownfields Conference, DFA capital outlay workshop.</li><li>✓ Brandon Howe participated in the following: DFA Regional Recreation and Quality of Life grant, EPA National Brownfields Conference, DFA capital outlay training.</li><li>✓ Carrie House participated in the following: DFA Regional Recreation and Quality of Life grant, DFA Capital Outlay training.</li><li>✓ Evan Williams participated in the Statewide Housing and Economic Development Conferences.</li><li>✓ Michael Sage, Alex Quam and George Kanesta participate in Statewide Economic Development Conference and VISTA member training and on-boarding.</li><li>✓ Michael Sage attended the Annual International Economic Development Council (IEDC) Conference in Oklahoma City, OK.</li></ul> |

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|  |  | Q2 | <ul style="list-style-type: none"> <li>✓ Angelina Grey participated in the following: Environmental Finance Center Network's Regionalization and the Power of Partnership, NM American Planning Association's State-wide planning conference, Financial Management and Benchmarking for Small Wastewater Systems, EPA's Wastewater Emergency Response Planning, and EPA's Building Resilience &amp; Adapting to Climate Change Impacts.</li> <li>✓ Brandon Howe participated in the following: NM Infrastructure Finance Conference.</li> <li>✓ Carrie House participated in the following: National Trails Workshop, NM Data Users Conference.</li> </ul>  |
|  |  | Q3 | <ul style="list-style-type: none"> <li>✓ Angelina Grey participated in the following: Legislative onboarding with Director Williams, WaterSMART webinar, Southwest Tribal Fire and Climate Resilience workshop, NM Water &amp; Wastewater Association pump and motors training, Environmental Finance Center changes to CWSRF, Climate Resilience workshop, PERA Training, Environmental Justice and Economic Screening, EPA Brownfields professional learning community, Congressional Directed Spending application process, American Planning Association AICP certification steps, EFCN Operator Certification – area and volume math, EFCN – Septic Systems.</li> <li>✓ Brandon Howe participated in the following: NM L/TAP Supervisory Training, Capital Outlay Notice of Obligation and Pay Request recording, IRS Tax Estimator provided by SJT Group, PERA Training.</li> <li>✓ Carrie House participated in the following: Navajo Trails &amp; Recreation Conference, Data for Economic Development Districts, NOLS Wilderness First Responder Training, PERA Training, ESRI Spatial Analysis and Cartography workshops, Census Tribal census webinar.</li> <li>✓ Evan Williams participated in the following: Legislative onboarding with Angelina Grey.</li> </ul> |
|  |  | Q4 | <ul style="list-style-type: none"> <li>✓ Angelina Grey participated in the following: Operator Certification: Area and Volume Math, Aspen Institute Rural Development Hubs, BOR-Water Smart, NM-APA AICP Workshop, Southwest Tribal Environmental Professionals Workshop, ICIIP Training Series: ICIIP 101, Operator Certification: OSHA Regulations, ICIIP Training Series: Tiered Systems Financial Reporting, ICIIP Training Series: Cost Estimating, ICIIP Training Series: Arts in Public Places, APA Webcast: Community Engagement, ICIIP Training Series: Capital Outlay Process, Strategic Communications for Water Sector Leaders, EFCN: Lagoon Wastewater Treatment Systems, Water Leadership Institute.</li> <li>✓ Brandon Howe participated in the following: ICIIP Training Series: Capital Outlay Process, ICIIP Training Series: NMEDD rural team.</li> <li>✓ Carrie House participated in the following: ICIIP Training Series: ICIIP 101.</li> <li>✓ Evan Williams participated in the following: ICIIP Training Series: ICIIP 101</li> </ul>  |
| <b>1.2 Board Training &amp; Support</b><br><br>Provide workshops and training as needed to COG boards and committees, i.e., annual workshop, handbook for board members. |  | Q1 | <ul style="list-style-type: none"> <li>✓ Board Meeting and Annual Luncheon (August 3<sup>rd</sup>) was held in Gallup at the McKinley County Training Center.</li> <li>✓ No COG Executive Committee meetings were held in the first quarter.</li> </ul>   |
|  |  | Q2 | <ul style="list-style-type: none"> <li>✓ Board Meeting (October 19<sup>th</sup>) was held in Aztec at the Aztec Public Library.</li> <li>✓ No COG executive Committee meetings were held</li> </ul>   |
|  |  | Q3 | <ul style="list-style-type: none"> <li>✓ Board Meeting (January 19<sup>th</sup>) was held in Grants at the Grants Public Library.</li> <li>✓ No COG executive Committee meetings were held</li> </ul>   |



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|  |  | Q4 | <ul style="list-style-type: none"><li>✓ Board Meeting (April 19<sup>th</sup>) was held in Gallup at the McKinley County Training Center</li><li>✓ No COG executive Committee meetings were held</li></ul> |
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| <p><b>1.3 Networking</b></p> <p>Facilitate &amp; strengthen working relationships with local, tribal, state, federal, nonprofit, and private sector agencies, and partners.</p> |  | Q1 | <ul style="list-style-type: none"> <li>✓ Water Commons: COG hosted one (1) Water Commons meeting on September 21<sup>st</sup>.</li> <li>✓ Water Summit: COG staff co-hosted the inaugural water summit in McKinley County. The summit provided a day full of presentations on various topics regarding water planning and was well attended. The water summit was held on August 31<sup>st</sup>.</li> <li>✓ NewMARC: COG attended the first quarter meeting virtually on August 23<sup>rd</sup>. NewMARC is the forum for all COGs to discuss federal, state, and local activity.</li> <li>✓ Gallup Executive Directors Alliance: COG attended the quarterly GEDA meeting on August 19<sup>th</sup>.</li> <li>✓ NMDOT Commission: COG attended and presented at the Transportation Commission meeting on September 15<sup>th</sup>.</li> </ul>  |
|   |  | Q2 | <ul style="list-style-type: none"> <li>✓ Water Commons: COG hosted two (2) Water Commons meeting during the second quarter.</li> <li>✓ <u>NewMARC</u>: COG attended the first quarter meeting virtually on November 17<sup>th</sup>. NewMARC is the forum for all COGs to discuss federal, state, and local activity.</li> <li>✓ <u>Gallup Executive Directors Alliance</u>: COG attended the quarterly GEDA meeting on October 14<sup>th</sup> at Rehoboth McKinley Christian Hospital.</li> <li>✓ <u>Regional Economic Development Organizations Meetings</u>: COG staff participated in multiple regional EDO meetings to discuss regional economic development initiatives and projects.</li> <li>✓ <u>Northwest New Mexico Regional Utility Authority</u>: COG staff continued to attend meetings of the new regional utility authority which intends to provide operations and maintenance support to small water systems in McKinley County. This has been a decade long initiate to stand this authority up.</li> </ul>                                  |
|   |  | Q3 | <ul style="list-style-type: none"> <li>✓ <u>Water Commons</u>: COG hosted two (1) Water Commons meeting during the third quarter.</li> <li>✓ <u>Gallup Executive Directors Alliance</u>: COG attended GEDA meetings on January 20<sup>th</sup>, February 17<sup>th</sup>, and March 17<sup>th</sup>.</li> <li>✓ <u>Regional Economic Development Organizations Meetings</u>: COG staff participated in multiple regional EDO meetings to discuss regional economic development initiatives and projects.</li> <li>✓ <u>Northwest New Mexico Regional Utility Authority</u>: COG staff attended the first meeting of the new regional utility authority which intends to provide operations and maintenance support to small water systems in McKinley County. This has been a decade long initiate to stand this authority up.</li> <li>✓ <u>Downtown Coordinating Committee</u>: COG staff attended the Gallup Downtown Coordinating Committee to reengage downtown redevelopment activities as part of the implementation of the downtown MRA Plan.</li> </ul> |

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|  |  | Q4 | <ul style="list-style-type: none"><li>✓ <u>Water Commons</u>: COG hosted two (2) Water Commons meetings during the fourth quarter on May 17<sup>th</sup> and June 21<sup>st</sup>.</li><li>✓ <u>Gallup Executive Directors Alliance</u>: COG attended GEDA meetings on April 21<sup>st</sup>, May 19<sup>th</sup>, and June 16<sup>th</sup>.</li><li>✓ <u>Regional Economic Development Organizations Meetings</u>: COG staff participated in multiple regional EDO meetings to discuss regional economic development initiatives and projects.</li><li>✓ <u>Northwest New Mexico Regional Utility Authority</u>: COG staff attended June 7<sup>th</sup> meeting of the new regional utility authority which intends to provide operations and maintenance support to small water systems in McKinley County. This has been a decade long initiate to stand this authority up.</li><li>✓ <u>Downtown Coordinating Committee</u>: COG staff attended the Gallup Downtown Coordinating Committee on May 29<sup>th</sup> and June 26<sup>th</sup> to reengage downtown redevelopment activities as part of the implementation of the downtown MRA Plan.</li></ul> |
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| <b>1.4 SGIA Administration</b><br>Submit Annual Work Program/Certification, audit, reports, and invoices to the Local Government Division.                                  |           |  |
| <b>1.4.1 AWP &amp; Certification</b><br>Submit annual work program packet including certification by the end of each State fiscal year in compliance with DFA requirements. | Annual    | Annual work program and certification was submitted and approved                                       |
| <b>1.4.2 Audit</b><br>Submit audit report to Local Government Division upon release by State Auditor.   | Q1-Q2     | COG staff completed audit activities and submitted financial statements to the State Auditor's Office. |
| <b>1.4.3 Reporting &amp; Invoicing</b>  | Quarterly | ✓ FY2022 Q4: Completed   |
|   |           | ✓ FY2023 Q1: Completed   |
|   |           | ✓ FY2023 Q2: Completed   |
|   |           | ✓ FY2023 Q3: Completed   |

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| <b>Function 2:</b>  | <b>Local Government Support.</b> 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. |
| <b>QUARTERLY ACTIVITY HIGHLIGHTS &amp; RECAP</b>  |   |
| <p>(1) <b>CDBG:</b> COG staff has been working with McKinley County and San Juan County with CDBG applications. Current work entailed finalizing public participation processes and initiating LMI requirements.</p> <p>(2) <b>ICIP:</b> COG staff assisted 5 local governments, 15 special districts and 3 Navajo Chapters with ICIP updates. COG staff also assisted local staff with presentations to governing bodies.</p> <p>(3) <b>Capacity Building:</b> COG has wrapped up its inaugural grant writing program and has assisted 5 local governments with grant writing and application breakdowns. Multiple applications have been submitted while the rest will be submitted soon.</p> |   |

| TASK TRACKING   |          |        |   |
|---|----------|--------|---|
| TASK  | DUE DATE | STATUS |   |
| 2.1 General Technical Assistance  |          |        |   |
| <b>2.1.1 Policy Assistance</b><br>Identify and develop policy needs and issues that are viable legislative initiatives and assist in promoting and tracking these initiatives throughout the legislative process. | Ongoing  | Q1     | COG staff monitored and provided guidance to local governments regarding Bipartisan Infrastructure Law (BIL) funding and other programs at the Federal and State Level. COG weighed in a legislative proposal from the City of Albuquerque on Transformational MR Areas with enhanced tax increment collection as well as formation of a Creative Industries Division (similar to Film and OR), Hydrogen, and P3 legislation.                           |
|   |          | Q2     | COG staff continued to monitor and provide guidance to local governments regarding Bipartisan Infrastructure Law (BIL) funding programs. COG staff assisted local governments with funding strategies that include modifying state legislation to change funding program rules to increase access to funds. Proposed strategies were presented to area legislators during legislative forum in December.  |
|   |          | Q3     | COG staff assisted local governments with funding strategies that include modifying state legislation to change funding program rules to increase access to funds. Proposed strategies were presented to area legislators during legislative forum in December. COG staff broke down legislative funding bills to identify funding strategies for future projects. COG staff also monitored other legislative bills that would impact entities of NWNM. |
|   |          | Q4     | <b>COG staff monitored and reviewed guidance for special programs funded through the legislative session and informed local governments of opportunities and limitations of funding.</b>  |
| <b>2.1.2 Funding</b><br>Provide guidance to local governments to help meet basic eligibility requirements for receiving government funding for community and economic development activities.                     | Ongoing  | Q1     | COG continued to email #GrantOps, and provide a filter, funnel, and follow-up approach to funding opportunities and other annual state programs such as CDBG, NMFA Water Trust Board, Local Government Planning Fund, Youth Conservation Corps, etc.  |
|   |          | Q2     | COG continued to email #GrantOps, and provide a filter, funnel, and follow-up approach to funding opportunities. COG provided special focus on CDBG   |

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|   |         |   | and WTB during the quarter. COG assisted member governments, special districts and tribal entities with capital outlay submissions.  |
|   |         | Q3  | COG staff continued to focus efforts on CDBG public participation processes, WTB applications, and capital outlay submissions during this quarter. COG staff also continued to inform members of grant opportunities.  |
|   |         | Q4  | <b>COG staff engaged in CDBG application activities for multiple local governments and guidance on DFA grant programs such as Capacity Building, Federal Grants Matching, Energy Transition Impacted Communities, and others. COG continued to email #GrantOps, and provide a filter, funnel, and follow-up approach to funding opportunities and other annual state programs.</b> |
| <b>2.1.3 Fiscal Agency</b><br><br>Provide fiscal agent services as mutually agreed upon with member governments in connection with Executive Order 2013-006. i.e., including capital outlay appropriations, Community Development Block Grant, and Water Trust Board funding. | Ongoing | <b>Q4: COG serves as fiscal agent for a few projects on behalf of member governments, working with local and State staff to produce agreements and smooth over bureaucratic issues. During quarter 4, COG provided fiscal agent services to Bloomfield and Milan.</b>   |  |
| <b>2.1.4 Asset Management</b><br><br>Provide guidance to local governments upon request to improve capacity to manage infrastructure, such as development of asset management plans.  | Ongoing | <b>Q4: COG staff, through newly formed water planning office, has coordinated with RCAC to plan a series of training opportunities for small water systems in NWNM. Asset Management will be one of the training opportunities provided.</b>  |  |
| <b>2.1.5 Planning &amp; Technical Support</b><br><br>Provide related technical assistance, such as census data, land use planning, comprehensive plans, and mapping, upon request and availability of resources.  | Q4      | <p><b><u>Data Dashboard:</u></b> COG staff continued to collect data and worked towards developing a data dashboard using ArcGIS. Data will be used to assist with planning initiatives and federal and state grant applications.</p> <p><b><u>Gallup MRA:</u></b> COG staff continued to coordinate and draft a Metropolitan Redevelopment Area Designation Report for the proposed Central 66 district. Assessments have been completed and will be incorporated into the report.</p> <p><b><u>ZMTP:</u></b> COG continued to update the Zuni Mountains Trails &amp; Conservation Master Plan.</p> <p><b><u>Gallup Growth Management Master Plan:</u></b> COG staff participated in steering committee meetings related to the update of the Gallup Growth Management Master Plan.</p> <p><b><u>Gallup Transportation Master Plan:</u></b> COG staff participated in committee meeting related to the development of the Gallup Master Transportation Plan.</p> <p><b><u>McKinley Transportation Master Plan:</u></b> COG staff has coordinated with McKinley County and has procured engineering/planning firm to begin the plan.</p> <p><b><u>Grants-Milan Transportation Master Plan:</u></b> COG staff has coordinated with McKinley County and has procured engineering/planning firm to begin the plan.</p> |  |

| <b>2.2 ICIP Management</b>   |         |    |   |
|--|---------|----|---|
| <b>2.2.1 Trainings</b><br>Collaborate with the Local Government Division to organize and host Infrastructure Capital Improvement Plans (ICIPs) training in the COG region. | Ongoing | Q1 | COG promoted the ICIP training series and encouraged all local governments, tribal entities, and special districts to attend the virtual training series.   |
|  |         | Q2 | COG staff promoted the ICIP training series and encouraged local governments, special districts and tribal entities to watch legislative training videos including the capital outlay process training and the capital outlay project request form training.  |
|  |         | Q3 | No trainings were hosted but COG staff continued to promote the ICIP training series catalog of recorded trainings to help entities prep for capital outlay submissions and spending, and to understand CDBG.   |
|  |         | Q4 | <b>COG staff presented "Planning, Vetting, Funding, &amp; Application" as part of the LGD ICIP Training Series.</b>   |
| <b>2.2.2 Plan Development</b><br>Provide technical assistance to local governments in updating, utilization and monitoring of local ICIPs upon request.                    | Ongoing | Q1 | COG staff assisted member governments and special districts with the update of Infrastructure Capital Improvement Plans prior to the July 15 <sup>th</sup> and August 19 <sup>th</sup> deadlines.   |
|  |         | Q2 | COG staff assisted local governments, special districts and tribal entities with amendments to ICIPs to align with capital outlay priorities.   |
|  |         | Q3 | COG did not provide ICIP assistance this quarter but referred to many ICIPs as part of the Capital outlay submission process.   |
|  |         | Q4 | <b>COG Staff assisted 5 local governments, 15+ special districts, and 3 Navajo Chapters with ICIP updates including presentations to governing bodies.</b>  |
| <b>2.2.3 Funding Analysis</b><br>Work with local governments and the legislature to prioritize, evaluate, and recommend projects for compatible funding sources.           | Ongoing | Q1 | COG staff continues to hold projecteering sessions with member governments to identify funding sources and development financing strategies to ensure implementation of priority projects.  |
|  |         | Q2 | COG staff coordinated two legislative forums to provide local governments, special districts, and tribal entities the opportunity to present legislative priorities to area legislators. COG staff assisted with the submission of over 75 capital outlay requests for member governments, special district, and tribal entities. |
|  |         | Q3 | COG staff under contract with members assembled a team of technical assistance providers to help identify funding options for prioritized projects. The COG and team have identified a list of priority funding applications for key catalytic projects.  |
|  |         | Q4 | <b>COG staff through a newly established grant writing program has continued to help local governments identify funding options for prioritized projects. COG will focus efforts on projects included in the newly updated ICIPs.</b>   |

|  |                |   |
|--|----------------|---|
| <b>2.3 CDBG Support</b>  |                |   |
| <b>2.3.1 Inform &amp; Notify</b><br>Provide information to staff and officials regarding the Community Development Block Grant (CDBG) programs and training events.  | Ongoing        | Q4: COG staff has continued to inform McKinley County and San Juan County of CDBG timelines, program information and training requirements.   |
| <b>2.3.2 Application Selection &amp; Development</b><br>Provide technical assistance as requested to local municipalities and counties to identify, select, and develop eligible applications for projects for CDBG funding. | Ongoing        | Q4: COG staff assisted McKinley County and San Juan County to complete their public participation processes and have provided a preliminary evaluation of proposed projects to help identify the most impactful and competitive projects. Additionally, COG staff have assisted the entities with LMI methodology requests and documentation.   |
| <b>2.3.3 Presentations</b><br>Assist local CDBG applicants in preparation of presentations to the Community Development Council.   | Only During Q1 | No presentations to the Community Development Council were made this quarter.   |
| <b>2.3.4 Implementation</b><br>Provide technical assistance as requested to implement awarded CDBG projects.   | Ongoing        | Q4: COG staff continued to aid the City of Grants and City of Gallup on their construction grants.  |
| <b>2.3.5 Project Administration</b><br>Provide project administration as mutually agreed upon to member governments to implement CDBG projects, i.e., monitoring, procurement, pay requests and closeout.                    | Ongoing        | Q4: COG has entered into an agreement with McKinley County to administer a CDBG planning grant for the Allison community Preliminary Engineer Report for water delivery system construction. COG has closed the RFP and has secured a consultant to complete the PER. COG and consultant are reworking the scope of work and have coordinated with DFA – LGD. Numerous exhibits have been submitted to LGD. |



|   |  |  |
|---|--|--|
| Function 3:   | <u>Integrated Planning &amp; Development.</u> Incorporate common and core regional work programs, such as the Regional Transportation Planning Organization (RTPO), the Economic Development Administration (EDA) and the State Grant-In-Aid (SGIA), into a unified statewide model. |  |
| QUARTERLY ACTIVITY HIGHLIGHTS & RECAP   |  |  |
| <p>(1) <u>Grant and Project Technical Assistance:</u> COG has secured <b>\$19.4M in grant funding</b> for numerous entities in Northwest New Mexico in the fourth quarter.</p> <p>(2) <u>DFA Capacity Building:</u> COG Staff submitted 8 applications to the DFA Capacity Building program with hopes to continue its grant writing program.</p> <p>(3) <u>Transportation:</u> COG staff fielded over 60 project feasibility forms as part of the RTPOs call for projects process and conducted over 50 consultations with NMDOT.</p> <p>(4) <u>Economic Development: Ft. Wingate Feasibility Study</u> - COG staff continued to manage Indian Affiliates who has contracted to study a parcel of land near the interchange for development in partnership with Navajo Nation Division of Economic Development as part of an EDA Assistance to Coal Communities Grant.</p> <p><b>Interstate-40 Planning</b> – COG has worked to procure professional services with the issuance of a Request for Proposals based on notification of award in the amount of \$18.6M to complete projects between 3 local governments.</p> |  |  |
| TASK TRACKING   |  |  |
| Task  | Due Date   | Status   |
| <b>3.1 COG Partnership</b><br>Partner with other regional Planning Districts to focus resources, streamline reporting, administrative compliance, and identify best practices as well as needs.   | Ongoing  | Q4: COG continues to participate in weekly EDA calls with other Regional Planning Districts to develop plans, programs, and projects to aid in economic recovery during and post pandemic. COG has also participated in NewMARC to discuss regional issues with other Council of Governments.  |
| <b>3.2 Outreach &amp; Marketing</b><br>Provide outreach and marketing for local government inclusion into the integrated planning process, such as FUNDIT, Comprehensive Economic Development Strategy (CEDS), etc.   | Ongoing  | Q4: COG continued to promote and distribute the NWNM CEDS and has used the plan to inform regional and local economic development activities. COG staff also informed economic development partners of FUNDIT and has assisted multiple entities with applications to participating in the program. Lastly, COG has engaged in Regional Economic Development Organization meetings with 4 Corners, Greater Gallup, and Cibola Communities EDOs.  |
| <b>3.3 Related Planning &amp; Development Initiatives</b><br>Include related planning initiatives into the integrated planning model as Planning District staff and financial resources permit, such as regional water planning, Legislative Jobs Council, energy initiatives, workforce, etc.  | Ongoing  | <p><u>Regional Plans:</u> COG continues to work on the update of the Zuni Mountains Trails &amp; Conservation Plan.</p> <p><u>State Planning &amp; Research:</u> COG, under contract with NMDOT has procured engineering/planning services and is readying the start of the McKinley County Transportation Master Planning process and the Grants/Milan Comprehensive Safety Action Planning Process.</p> <p><u>Gallup MRA:</u> COG staff continues to develop a Metropolitan Redevelopment Area Designation Report for the proposed Central 66 district.</p> <p><u>Milan 40-Year Water Plan:</u> COG staff is working with the Village of Milan to prep scope of work for an RFP to procure services to complete the water plan.</p> <p><u>Cibola County Affordable Housing Plan:</u> COG continues to aid and guide Cibola County staff who have taken lead of the Affordable Housing Planning process.</p> <p><u>Trails of the Ancients Scenic Byway – Corridor Management Plan:</u> COG staff has conducted research on best practices and plans to ready a scope of work for an RFP in the coming months.</p> |

|  |  |  |
|--|--|--|
|  |  | <b>Interstate 40 – Planning:</b> COG staff was able to help secure 9 planning grants to plan and design improvements to I-40 in NWNM. Grants totaled \$18.6M |
|--|--|--|

### 3.3.1 Grantsmanship & Project Technical Assistance (TA):

| CLIENT          | GRANT/SOURCE  | AMOUNT      | STATUS  |
|-----------------|---|-------------|---------|
| NWNMCOG         | <b>Federal Appropriation Request:</b> COG assisted the Southwest Indian Foundation, Greater Gallup Economic Development Corporation and the City of Gallup with the development of an application to the congressional delegation for funding to continue the Greater Gallup Industrial Workforce Program.  | \$750,000   | Awarded |
| McKinley County | <b>Governors American Rescue Plan Act Funding:</b> COG staff assisted McKinley County to develop a request for ARPA funds from the Governor to assist with water supply infrastructure for the Williams Acres Community.  | \$340,000   | Denied  |
| McKinley County | <b>NMDOT Transportation Project Fund:</b> COG assisted with the development of an application to NMDOT for TAP funds to complete Superman Canyon Bridge replacement.  | \$2,580,517 | Awarded |
| McKinley County | <b>NMDOT Transportation Project Fund:</b> COG assisted with the development of an application to NMDOT for TAP funds to complete Deer Springs Road Bridge replacement.  | \$935,269   | Denied  |
| McKinley County | <b>DFA Regional Recreation &amp; Quality of Life Grant:</b> COG assisted with the development of an application to DFA for funding to renovate and repair facilities at Red Rock Park including the construction of half of the RV park.  | \$3,500,000 | Awarded |
| McKinley County | <b>DFA Capacity Building Grant:</b> COG assisted with the development of an application to DFA for funding to secure grant writing consultants to aid with federal grant applications.  | \$50,000    | Awarded |
| McKinley County | <b>Federal Appropriation Request:</b> COG assisted with the development of an application to the congressional delegation for funding for infrastructure improvements to the McKinley County Industrial Park  | \$2,000,000 | Awarded |
| McKinley County | <b>NMFA Water Trust Board:</b> COG assisted with the development of an application to NMFA for funding for the construction the Whitecliffs MDWUA water system improvements.  | \$1,685,419 | Awarded |
| McKinley County | <b>NMFA Water Trust Board:</b> COG assisted with the development of an application to NMFA for funding for design of the Catalpa WA water delivery system.  | \$350,000   | Awarded |
| McKinley County | <b>NMFA Water Trust Board:</b> COG assisted with the development of an application to NMFA for funding for design of improvements to the Ramah WSD water system.  | \$440,000   | Denied  |
| McKinley County | <b>DFA Statewide Hunger Grant Initiative:</b> COG assisted with the development of an application to DFA for Statewide Hunger Grant funds to plan for Ramah Food System Hub.  | \$50,000    | Denied  |
| McKinley County | <b>NMDOT State Research and Planning:</b> COG assisted with the development of an application to NMDOT for SRP funds to develop a Transportation Master Plan for McKinley County.   | \$200,000   | Awarded |
| McKinley County | <b>NMDOT I-40 Planning Grant:</b> COG assisted McKinley County with the development of applications to NMDOT for I-40 planning funds to plan and study the following: Williams Acres Sound Barrier, Thoreau Interchange, Prewitt Interchange, Autonomous Vehicle & Truck Testing Complex, I-40 Supply Chain Accelerator, and Hydrogen Technology Hub. | \$8,650,000 | Awarded |
| City of Gallup  | <b>NMDOT Transportation Project Fund:</b> COG assisted with the development of an application to NMDOT for TAP funds to complete Nizhoni Boulevard Reconstruction.  | \$4,364,300 | Awarded |
| City of Gallup  | <b>EDA Coal Communities Commitment Program:</b> COG assisted with the development of an application to EDA for funds for water line extension from the Gallup Energy Logistics Park and the McKinley Industrial Park.   | \$3,515,108 | Awarded |
| City of Gallup  | <b>Federal Appropriation Request:</b> COG assisted with the development of an application to the congressional delegation for funding for water wells in Gallup   | \$1,300,000 | Awarded |

|                                 |   |              |         |
|---------------------------------|---|--------------|---------|
| City of Gallup                  | <b>DFA Regional Recreation &amp; Quality of Life Grant:</b> COG assisted with the development of an application to DFA for funding to replace four (4) artificial turf fields at the Ford Canyon Park.            | \$2,046,245  | Denied  |
| City of Gallup                  | <b>Youth Conservation Corps (YCC):</b> COG assisted the City of Gallup with the development of a new YCC grant to continue the local YCC program. The proposal is focused on trail development within the County. | \$174,991    | Awarded |
| City of Gallup                  | <b>DFA Capacity Building Grant:</b> COG assisted with the development of an application to DFA for funding to secure grant writing consultants to aid with federal grant applications.                            | \$50,000     | Awarded |
| City of Gallup                  | <b>Senior Center Capital Outlay:</b> COG staff was able to help secure Senior Center Capital Outlay for the new Gallup regional center.   | \$7,500,000  | Awarded |
| City of Gallup                  | <b>NMDOT I-40 Planning Grant:</b> COG assisted Gallup with the development of applications to NMDOT for I-40 planning funds to plan and study the following: East & West Gallup Interchanges, and Tradeport.      | \$5,000,000  | Awarded |
| City of Gallup                  | <b>NMFA Water Trust Board:</b> COG assisted with the development of an application to NMFA for funding for construction of water wells.   | \$10,800,000 | Awarded |
| Cibola County                   | <b>NMDOT Transportation Project Fund:</b> COG assisted with the development of an application to NMDOT for TAP funds to complete CR5 – Moquino Road & Bridge reconstruction.                                      | \$1,900,000  | Awarded |
| Cibola County                   | <b>DFA Capacity Building Grant:</b> COG assisted with the development of an application to DFA for funding to secure grant writing consultants to aid with federal grant applications.                            | \$50,000     | Awarded |
| City of Grants                  | <b>NMDOT Transportation Project Fund:</b> COG assisted with the development of an application to NMDOT for TAP funds to complete Nimitz Drive reconstruction.   | \$1,140,000  | Awarded |
| City of Grants                  | <b>DFA Capacity Building Grant:</b> COG assisted with the development of an application to DFA for funding to secure grant writing consultants to aid with federal grant applications.                            | \$50,000     | Awarded |
| City of Grants                  | <b>DFA Regional Recreation &amp; Quality of Life Grant:</b> COG assisted with the development of an application to DFA for funding to construct phase I improvements to the Regional Multi-Purpose Arena.         | \$5,274,244  | Awarded |
| City of Grants/Village of Milan | <b>NMDOT State Research and Planning:</b> COG assisted with the development of an application to NMDOT for SRP funds to develop a Transportation Safety Action Plan for the City of Grants and Village of Milan.  | \$120,000    | Awarded |
| Village of Milan                | <b>NMDOT Transportation Project Fund:</b> COG assisted with the development of an application to NMDOT for TAP funds to construct phase III of the Airport Road project.  | \$1,195,000  | Awarded |
| Village of Milan                | <b>NMDOT Transportation Project Fund:</b> COG assisted with the development of an application to NMDOT for TAP funds to reconstruct Willow Dr.  | \$2,700,000  | Denied  |
| Village of Milan                | <b>Governors American Rescue Plan Act Funding:</b> COG staff assisted the Village of Milan to develop a request for ARPA funds from the Governor to assist with utility replacement along Airport Road.           | \$500,000    | Denied  |
| Village of Milan                | <b>DFA Regional Recreation &amp; Quality of Life Grant:</b> COG assisted with the development of an application to DFA for funding to renovate and repair the Milan Swimming Pool.                                | \$3,461,553  | Denied  |
| Village of Milan                | <b>DFA Capacity Building Grant:</b> COG assisted with the development of an application to DFA for funding to secure grant writing consultants to aid with federal grant applications.                            | \$50,000     | Awarded |
| Village of Milan                | <b>NMDOT I-40 Planning Grant:</b> COG assisted Milan with the development of applications to NMDOT for I-40 planning funds to plan and study the following: Horizon Boulevard and Sawmill Road Interchanges.      | \$5,000,000  | Awarded |
| City of Farmington              | <b>EDA Assistance to Coal Communities:</b> COG assisted with the development of an application to EDA for funding to support the Harvest Food Hub in Farmington.  | \$686,925    | Awarded |

**3.3.2 Healthy Communities:** COG staff has remained in contact with the UNM Prevention and Research Center on the VIVA Connects program in eastern Navajo Nation. COG monitors the program via the quarterly newsletters and is ready to assist as needed.

**3.3.3 Workforce:** The NWNMCOG has partnered with NM Workforce Solutions and Greater Gallup Economic Development Corporation (GGEDC) to develop an industry-driven workforce development program for various cohorts and job skills that currently are in high demand for local, high-paying jobs. COG has continued partnership with the industrial workforce program which is now managed by the Southwest Indian Foundation. COG staff was notified of a **\$750,000** award from the New Mexico federal delegation for continuation of the industrial workforce development program.

**3.3.4 Economic & Tourism Development:** The COG team continued to administer the multi-year contract with the US Economic Development Administration. Project highlights for this quarter include:

**Long Range Planning:**

- **Ft. Wingate Market Feasibility Study:** The COG continued to manage Indian Affiliates who has contracted to study a parcel of land near the interchange for development in partnership with Navajo Nation Division of Economic Development as part of an EDA Assistance to Coal Communities grant. A draft report was produced during the reporting period. A final report is expected by September 2023.
- **I40 Planning Grants:** Procurement of professional services is underway with the issuance of a Request for Proposals based on notification of award in the amount of \$8.0M to complete 8 projects between City of Gallup and McKinley County. Projects funded include I-40 redesign, AV Test Track, Hydrogen Fueling Station, Supply Chain, and TradePort.

**Technical Support & Data Management:**

- **Factbook/Data Dashboard:** COG is working on an outline for a new Factbook based on StatsAmerica and other sources including Argonne National Labs. COG has engaged in data dashboard and has collected relevant economic data to use on the dashboard.

**Project Development & Monitoring:**

- **Hydrogen Hub WISSH Grant Application:** COG continues regular meetings with the Four Corners Rapid Response Team in support of a multi-state initiative put forth by New Mexico and neighboring States, COG and its partners supported a second-round application to DOE for a hydrogen hub award, which includes several key demonstration projects in Northwest New Mexico.
- **EDA Applications:** COG submitted two major EDA applications this quarter along with matching fund proposals:
  - Technical Assistance Grant (\$600,000): focused on capacity for planning and local and tribal economic development organizations.
  - Milan Industrial Park (MIP) Mill Road Phase I (\$2.4M): an application for the design and construction of Mill Road as the access point for this major industrial park that is rail served.
  - DFA Applications:
    - Federal Matching Grant Program (\$600,000): for the needed EDA match of MIP.
    - Economic Recovery Program (\$1M): for additional funding for MIP.
    - Economic Recovery Program (\$1M): for Rehoboth McKinley Hospital improvements.

**Other Activities and Projects:**

- **Legislative Support:** Provide technical assistance to expand regional capacity to undertake implementation of legislative funded initiatives intended for northwest New Mexico.

**General EDD Support & Administration**

- **Regional Development Corporation:** COG continues to work on developing the Regional Development Corporation. **Audit:** was released by State Auditor in April 2023 with no findings and distributed to all funding agencies.

**3.3.5 Transportation:** Report for January through March 2023 for the N.W. Regional Transportation Planning Organization; Quarterly highlights as follows:

**Long Range Planning:**

- **City of Gallup Transportation Master Plan** is scheduled to be completed in the Fall of 2023. Participated in a virtual meeting for this plan on May 17 and completed my notes thereafter.
- **State Planning & Research Funds:** A three (3) member team representing McKinley County, City of Grants, and Village of Milan reviewed and scored proposals from four (4) engineering firms for the McKinley Transportation Master Plan & Grants/Milan Comprehensive Transportation Safety Action Plan; Wilson & Co. is being contracted for the Grants / Milan safety action plan.
- **Trail of the Ancients Scenic Byway Corridor Management Plan:** Staff are gearing up for a major Corridor Management Plan update for our nationally designated TOA Byway corridor in FFY2024.

**Technical Support & Data Management:**

- **Data Dashboard:** RTPO in conjunction with COG Special Projects Office, worked to identify and gather qualitative and spatial data to help build a data dashboard.
- **Zuni Mountain Trail Counters:** Carrie House invested considerable time installing trail counters for our Zuni Mountains Recreational Trails project.
- **Zuni Mountain Trails Maps:** Carrie continues mapping and developing 200 miles of recreational trails in the Zuni Mountains, now moving from McKinley to Cibola County.

**Project Development & Monitoring:**

- **Transportation Project Fund:** RTPO and COG staff assisted numerous local governments and tribal entities with applications to NMDOT for Transportation Project Fund. Projects focused on bridges, roadways, and trails.
- **Project Feasibility Forms:** RTPO and COG staff issued a call for transportation projects utilizing the Project Feasibility process. Over 60 projects were submitted and vetted by the RTPO and COG.
- **NMDOT District 5 & 6 Consultation:** RTPO and COG staff hosted an all-day project consultation workshop in Milan and virtually to get projects presented to and reviewed by NMDOT districts.

**Other Activities and Projects:**

- **TOA Byway & Geotourism:** Staff had some follow up with Susan Thomas on our Scenic Byway and Geotourism programs.
- **Training – “Planning & Designing for Pedestrian Safety”:** Participated in this three (3) day training at MRCOG in Albuquerque – May 23-25, 2023.
- **NADO Excellence in Transportation Award:** Staff applied for this award application for our Prewitt / Milan Transportation Master Plan.
- **NMDOT Transportation Commission Meeting:** Informed our RTPO members of and attended the NMDOT Transportation Commission meeting held in Gallup on May 18.

**General RTPO Support:**

- **RTPO Meetings:** Held 3 RTPO meetings during the last quarter. Agenda topics ranged from call for projects announcements, funding opportunities presentations, administrative, and training.
- **I-40 Corridor Study:** Parametrix Engineering (Stephanie Miller) provided a presentation on the I-40 Corridor Study – AZ state line to Albuquerque around updates and alternatives for increased traffic and trucking volume for our June 14 meeting.
- **Coordinated Public Transit Human Services Transportation Plans:** Gabrielle Chavez of NMDOT Transit & Rail will provide this presentation next quarter – July 12 meeting.

**RTPO Administration:**

- **Statewide RTPO Roundtable:** Participated virtually in April 17 statewide RTPO Roundtable hosted by Eastern Plains COG / RTPO.
- **Annual Quality Assurance Review:** Completed our annual QAR review with Neala Krueger on April 19, 2023.
- **Annual COG Audit:** Approved with no findings.
- **3RD Quarter Report:** Working on my 3rd Quarter Report, and updates to the 2023-2024 Regional Work Program.

Respectfully submitted

on behalf of the COG staff,



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**Evan J. Williams**, Executive Director

***FOR MORE INFORMATION, TAP RESOURCES AND FOLLOW THE COG VIA:***

Website: [www.nwnmcog.com](http://www.nwnmcog.com)

Facebook: <https://www.facebook.com/NWNMCOG>

Twitter: <https://twitter.com/NWNMCOG>

YouTube: [NWNMCOG](https://www.youtube.com/NWNMCOG)

Infrastructure Capital Improvement Plan FY 2025-2029

Northwest Council of Governments  
Project Summary

| ID                  | Year | Rank | Project Title         | Category                               | Funded<br>to date | 2025    | 2026    | 2027    | 2028                | 2029 | Total<br>Project<br>Cost | Amount<br>Not Yet<br>Funded | Phases? |
|---------------------|------|------|-----------------------|--|-------------------|---------|---------|---------|---------------------|------|--------------------------|-----------------------------|---------|
|                     |      |      |                       |  |                   |         |         |         |                     |      |                          |                             |         |
| 35575               | 2025 | 001  | Building Improvements | Facilities - Administrative Facilities | 426,000           | 500,000 | 0       | 0       | 0                   | 0    | 926,000                  | 500,000                     | Yes     |
| 35987               | 2025 | 002  | Company Vehicle       | Equipment - Other                      | 0                 | 40,000  | 0       | 0       | 0                   | 0    | 40,000                   | 40,000                      | No      |
|                     |      |      |                       |  |                   |         |         |         |                     |      |                          |                             |         |
| Number of projects: |      |      | 2                     |  |                   |         |         |         |                     |      |                          |                             |         |
|                     |      |      | Funded to date:       | Year 1:                                | Year 2:           | Year 3: | Year 4: | Year 5: | Total Project Cost: |      | Total Not Yet Funded:    |                             |         |
| Grand Totals        |      |      | 426,000               | 540,000                                | 0                 | 0       | 0       | 0       | 966,000             |      | 540,000                  |                             |         |

Special District of

\_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Resolution No. \_\_\_\_\_

A RESOLUTION  
ADOPTING THE FY 2025-2029 INFRASTRUCTURE CAPITAL IMPROVEMENT PLAN (ICIP)

WHEREAS, the \_\_\_\_\_ of \_\_\_\_\_ 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, this process contributes to local and regional efforts in project identification and selection in short and long range capital planning efforts.

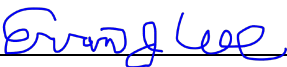
NOW, THEREFORE, BE IT RESOLVED BY THE \_\_\_\_\_ that:

1. The county/municipality/tribal government/special district has adopted the attached FY 2025-2029 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. \_\_\_\_\_.

PASSED, APPROVED and ADOPTED by the governing body at its meeting of \_\_\_\_\_, 2023

\_\_\_\_\_  
Mayor/County Commission Chair/Board Chair

ATTEST:

  
\_\_\_\_\_

Municipal/County Clerk/Other Testator



| NWNMCOG FY2024 Budget               |                                    |                     |                       |                            |             |                          |                      |                        |              |                      |                        |              |              |                   |           |          |            |                                 |                     |                     |              |          |             |            |                |                     |          |
|-------------------------------------|------------------------------------|---------------------|-----------------------|----------------------------|-------------|--------------------------|----------------------|------------------------|--------------|----------------------|------------------------|--------------|--------------|-------------------|-----------|----------|------------|---------------------------------|---------------------|---------------------|--------------|----------|-------------|------------|----------------|---------------------|----------|
| Board Review Draft Approved 4/19/23 |                                    |                     |                       |                            |             |                          |                      |                        |              |                      |                        |              |              |                   |           |          |            |                                 |                     |                     |              |          |             |            |                |                     |          |
| Fund Class:                         |                                    | TOTAL ANNUAL BUDGET | General Fund          | FEDERAL GRANTS & CONTRACTS |             | STATE GRANTS & CONTRACTS |                      |                        |              |                      |                        |              |              | PRIVATE CONTRACTS |           |          |            | LOCAL GRANTS & SPECIAL PROJECTS |                     |                     |              |          |             |            |                |                     |          |
| Fund/Program:                       |                                    |                     | 100                   | 501                        | 515         | 601                      | 602                  | 630                    | 631          | 632                  | 633                    | 634          | 635          | 636               | 718       | 719      | 720        | 721                             | 843-1               | 843-4               | 856          | 858      | 859         | 860        | 862            | 857                 |          |
| Budget Line Item:                   |                                    |                     | General & Member Svcs | EDA PPG                    | EDA: ACC #2 | New Mexico LGD-SGIA      | New Mexico DOT- RTPO | LGD: Capital Outlay #3 | NMDOT: McTMP | New Mexico LGD-HB2JR | LGD: Capital Outlay #4 | NMDOT: GMTMP | NMDOT: TOTA  | NMDOT: I40        | Tri-State | TOTA     | Gallup BID | Prewitt Industrial Park Design  | McK: McGaffey QA/QC | McK: McKenzie QA/QC | Aztec OutRec | McK: TMP | Grants: TMP | Milan: TMP | McK CDBG Admin | McKinley Tourism II |          |
| REVENUES                            |                                    |                     |                       |                            |             |                          |                      |                        |              |                      |                        |              |              |                   |           |          |            |                                 |                     |                     |              |          |             |            |                |                     |          |
| 100                                 | GENERAL FUND                       | \$ 320,064          | \$ 176,064            | \$ 22,500                  |             | \$ 99,000                | \$ 22,500            | \$ -                   | \$ -         | \$ -                 | \$ -                   | \$ 25,000    | \$ -         | \$ -              | \$ -      | \$ -     | \$ -       | \$ -                            | \$ -                | \$ -                | \$ -         | \$ -     | \$ -        | \$ -       | \$ -           |                     |          |
|                                     | MEMBERSHIP DUES                    | \$ 320,064          | \$ 320,064            |                            |             |                          |                      |                        |              |                      |                        |              |              |                   |           |          |            |                                 |                     |                     |              |          |             |            |                |                     |          |
|                                     | 110 Cibola County                  | \$ 50,000           | \$ 50,000             |                            |             |                          |                      |                        |              |                      |                        |              |              |                   |           |          |            |                                 |                     |                     |              |          |             |            |                |                     |          |
|                                     | 120 McKinley County                | \$ 80,000           | \$ 80,000             |                            |             |                          |                      |                        |              |                      |                        |              |              |                   |           |          |            |                                 |                     |                     |              |          |             |            |                |                     |          |
|                                     | 130 San Juan County                | \$ 20,000           | \$ 20,000             |                            |             |                          |                      |                        |              |                      |                        |              |              |                   |           |          |            |                                 |                     |                     |              |          |             |            |                |                     |          |
|                                     | 210 Aztec                          | \$ 6,000            | \$ 6,000              |                            |             |                          |                      |                        |              |                      |                        |              |              |                   |           |          |            |                                 |                     |                     |              |          |             |            |                |                     |          |
|                                     | 220 Bloomfield                     | \$ 12,000           | \$ 12,000             |                            |             |                          |                      |                        |              |                      |                        |              |              |                   |           |          |            |                                 |                     |                     |              |          |             |            |                |                     |          |
|                                     | 230 Farmington                     | \$ 10,000           | \$ 10,000             |                            |             |                          |                      |                        |              |                      |                        |              |              |                   |           |          |            |                                 |                     |                     |              |          |             |            |                |                     |          |
|                                     | 240 Gallup                         | \$ 70,000           | \$ 70,000             |                            |             |                          |                      |                        |              |                      |                        |              |              |                   |           |          |            |                                 |                     |                     |              |          |             |            |                |                     |          |
|                                     | 250 Grants                         | \$ 50,000           | \$ 50,000             |                            |             |                          |                      |                        |              |                      |                        |              |              |                   |           |          |            |                                 |                     |                     |              |          |             |            |                |                     |          |
|                                     | 260 Milan                          | \$ 14,184           | \$ 14,184             |                            |             |                          |                      |                        |              |                      |                        |              |              |                   |           |          |            |                                 |                     |                     |              |          |             |            |                |                     |          |
|                                     | 310 NWNM RSW Authority             | \$ 7,880            | \$ 7,880              |                            |             |                          |                      |                        |              |                      |                        |              |              |                   |           |          |            |                                 |                     |                     |              |          |             |            |                |                     |          |
|                                     | MATCHING FUND TRANSFERS            | \$ 25,000           | \$ (144,000)          | \$ 22,500                  |             | \$ 99,000                | \$ 22,500            | \$ -                   | \$ -         | \$ -                 | \$ -                   | \$ 25,000    |              |                   |           |          |            |                                 |                     |                     | \$ -         | \$ -     | \$ -        | \$ -       | \$ -           |                     |          |
| 500                                 | FEDERAL GRANTS & CONTRACTS         | \$ 1,185,000        | \$ -                  | \$ 90,000                  | \$ 80,000   | \$ -                     | \$ -                 | \$ -                   | \$ -         | \$ -                 | \$ -                   | \$ -         | \$ -         |                   |           |          |            | \$ -                            | \$ -                | \$ -                | \$ -         | \$ -     | \$ -        | \$ -       | \$ -           |                     |          |
| 600                                 | STATE GRANTS & CONTRACTS           | \$ 14,188,500       | \$ -                  |                            |             | \$ 99,000                | \$ 90,000            | \$ 148,500             | \$ 200,000   | \$ 200,000           | \$ 75,000              | \$ 120,000   | \$ 100,000   | \$ 13,150,000     |           |          |            | \$ -                            | \$ -                | \$ -                | \$ 2,000     | \$ 2,000 | \$ 2,000    | \$ -       | \$ -           |                     |          |
| 700                                 | PRIVATE GRANTS & CONTRACTS         | \$ 807,800          | \$ -                  |                            |             | \$ -                     | \$ -                 | \$ -                   | \$ -         | \$ -                 | \$ -                   | \$ -         | \$ -         | \$ 40,000         | \$ 1,000  | \$ 6,800 | \$ 760,000 | \$ -                            | \$ -                | \$ -                | \$ -         | \$ -     | \$ -        | \$ -       | \$ -           |                     |          |
| 800                                 | LOCAL GRANTS & CONTRACTS           | \$ 508,500          | \$ -                  |                            |             |                          |                      |                        |              |                      |                        |              |              |                   |           |          |            | \$ 7,500                        | \$ 20,000           | \$ 426,000          |              |          |             | \$ 5,000   | \$ 50,000      |                     |          |
|                                     | Local Grants & Contracts           | \$ 508,500          |                       |                            |             |                          |                      |                        |              |                      |                        |              |              |                   |           |          |            | \$ 7,500                        | \$ 20,000           | \$ 426,000          |              |          |             | \$ 5,000   | \$ 50,000      |                     |          |
| 900                                 | OTHER REVENUES/Asset Mgt           | \$ -                | \$ -                  | \$ (7,800)                 | \$ -        | \$ (25,500)              | \$ (8,700)           | \$ -                   | \$ -         | \$ -                 | \$ -                   | \$ -         | \$ -         | \$ (101,205)      | \$ -      | \$ -     | \$ -       | \$ -                            | \$ -                | \$ -                | \$ -         | \$ -     | \$ -        | \$ -       | \$ -           |                     |          |
|                                     | Rent Revenue                       | \$ -                |                       | \$ (4,500)                 |             | \$ (18,000)              | \$ (4,500)           |                        |              |                      |                        |              |              |                   |           |          |            |                                 |                     |                     |              |          |             |            |                |                     |          |
|                                     | Fleet Mileage Revenue              | \$ -                |                       | \$ (3,300)                 |             | \$ (7,500)               | \$ (4,200)           |                        |              |                      |                        |              |              |                   |           |          |            |                                 |                     |                     |              |          |             |            |                |                     |          |
|                                     | INTERFUND TRANSFERS                | \$ -                |                       | \$ -                       |             |                          |                      |                        |              |                      |                        |              | \$ (101,205) |                   |           |          |            | \$ -                            | \$ -                | \$ -                |              |          |             | \$ -       | \$ -           |                     |          |
|                                     | TOTAL NET REVENUES                 | \$ 17,009,864       | \$ 176,064            | \$ 104,700                 | \$ 80,000   | \$ 172,500               | \$ 103,800           | \$ 148,500             | \$ 200,000   | \$ 200,000           | \$ 75,000              | \$ 120,000   | \$ 125,000   | \$ 13,048,795     | \$ 40,000 | \$ 1,000 | \$ 6,800   | \$ 760,000                      | \$ 7,500            | \$ 20,000           | \$ 426,000   | \$ 2,000 | \$ 2,000    | \$ 2,000   | \$ 5,000       | \$ 50,000           |          |
|                                     | Percentage of Total Revenues       | 100.00%             | 1.04%                 | 0.62%                      | 0.47%       | 1.01%                    | 0.61%                | 0.87%                  | 1.18%        | 1.18%                | 0.44%                  | 0.71%        | 0.73%        | 76.71%            | 0.24%     | 0.01%    | 0.04%      | 4.47%                           | 0.04%               | 0.12%               | 2.50%        | 0.01%    | 0.01%       | 0.01%      | 0.03%          | 0.29%               |          |
| EXPENSES                            |                                    |                     |                       |                            |             |                          |                      |                        |              |                      |                        |              |              |                   |           |          |            |                                 |                     |                     |              |          |             |            |                |                     |          |
| FUND CLASS:                         |                                    | TOTAL ANNUAL BUDGET | GENERAL FUND          | FEDERAL GRANTS & CONTRACTS |             | STATE GRANTS & CONTRACTS |                      |                        |              |                      |                        |              |              | PRIVATE CONTRACTS |           |          |            | LOCAL GRANTS & SPECIAL PROJECTS |                     |                     |              |          |             |            |                |                     |          |
| FUND/PROGRAM:                       |                                    |                     | 100                   | 501                        | 515         | 601                      | 602                  | 630                    | 631          | 632                  | 633                    | 634          | 635          | 636               | 718       | 719      | 720        | 721                             | 843-1               | 843-4               | 856          | 858      | 859         | 860        | 862            | 857                 |          |
| BUDGET LINE ITEM                    |                                    |                     | General Admin         | EDA PPG                    | EDA: ACC #2 | NM LGD-SGIA              | NM DOT-RTPO          | LGD: Capital Outlay #3 | NMDOT: McTMP | New Mexico LGD-HB2JR | LGD: Capital Outlay #4 | NMDOT: GMTMP | NMDOT: TOTA  | NMDOT: I40        | Tri-State | TOTA     | Gallup BID | Prewitt Industrial Park Design  | McK: McGaffey QA/QC | McK: McKenzie QA/QC | Aztec OutRec | McK: TMP | Grants: TMP | Milan: TMP | McK CDBG Admin | McKinley Tourism II |          |
| a.                                  | PERSONNEL (Wages/Salaries)         | 50001               | \$ 497,830            | \$ 96,129                  | \$ 53,128   | \$ -                     | \$ 89,143            | \$ 56,081              | \$ -         | \$ 7,200             | \$ 86,393              | \$ -         | \$ 7,200     | \$ 13,673         | \$ 45,000 | \$ -     | \$ -       | \$ 5,425                        | \$ -                | \$ 5,000            | \$ 13,500    | \$ 8,000 | \$ 502      | \$ 502     | \$ 502         | \$ 3,400            | \$ 7,150 |
| b.                                  | FRINGE BENEFITS                    |                     | \$ 125,585            | \$ 24,758                  | \$ 13,335   | \$ -                     | \$ 22,375            | \$ 14,713              | \$ -         | \$ 1,807             | \$ 21,685              | \$ -         | \$ 1,800     | \$ 3,432          | \$ 11,295 | \$ -     | \$ -       | \$ 1,362                        | \$ -                | \$ 1,255            | \$ 3,389     | \$ 3,200 | \$ 126      | \$ 126     | \$ 126         | \$ 1,360            | \$ 2,850 |
|                                     | Employee Fringe Benefits (10.17%)  | 50002               | \$ 50,779             | \$ 9,805                   | \$ 5,419    | \$ -                     | \$ 9,093             | \$ 5,720               | \$ -         | \$ 734               | \$ 8,812               | \$ -         | \$ 734       | \$ 1,395          | \$ 4,590  | \$ -     | \$ -       | \$ 553                          | \$ -                | \$ 510              | \$ 1,377     | \$ 816   | \$ 51       | \$ 51      | \$ 51          | \$ 347              | \$ 729   |
|                                     | Payroll Taxes (8.62%)              | 50004               | \$ 43,311             | \$ 8,363                   | \$ 4,622    | \$ -                     | \$ 7,755             | \$ 4,879               | \$ -         | \$ 626               | \$ 7,516               | \$ -         | \$ 626       | \$ 1,190          | \$ 3,915  | \$ -     | \$ -       | \$ 472                          | \$ -                | \$ 435              | \$ 1,175     | \$ 1,392 | \$ 44       | \$ 44      | \$ 44          | \$ 592              | \$ 1,244 |
|                                     | Insurance (5.4%)                   | 50100               | \$ 30,865             | \$ 5,960                   | \$ 3,294    | \$ -                     | \$ 5,527             | \$ 4,114               | \$ -         | \$ 446               | \$ 5,356               | \$ -         | \$ 446       | \$ 848            | \$ 2,790  | \$ -     | \$ -       | \$ 336                          | \$ -                | \$ 310              | \$ 837       | \$ 992   | \$ 31       | \$ 31      | \$ 31          | \$ 422              | \$ 887   |
|                                     | Life and Disability Insurance      | 50101               | \$ 600                | \$ 600                     | \$ -        | \$ -                     | \$ -                 | \$ -                   | \$ -         | \$ -                 | \$ -                   | \$ -         | \$ -         | \$ -              | \$ -      | \$ -     | \$ -       | \$ -                            | \$ -                | \$ -                | \$ -         | \$ -     | \$ -        | \$ -       | \$ -           | \$ -                |          |
|                                     | Worker's Compensation              | 50102               | \$ 30                 | \$ 30                      | \$ -        | \$ -                     | \$ -                 | \$ -                   | \$ -         | \$ -                 | \$ -                   | \$ -         | \$ -         | \$ -              | \$ -      | \$ -     | \$ -       | \$ -                            | \$ -                | \$ -                | \$ -         | \$ -     | \$ -        | \$ -       | \$ -           | \$ -                |          |
| c.                                  | TRAVEL                             |                     | \$ 37,422             | \$ 9,454                   | \$ 5,773    | \$ 900                   | \$ 7,916             | \$ 5,023               | \$ -         | \$ -                 | \$ -                   | \$ -         | \$ -         | \$ -              | \$ -      | \$ -     | \$ -       | \$ -                            | \$ 1,245            | \$ 3,111            | \$ 2,500     | \$ -     | \$ -        | \$ -       | \$ -           | \$ -                |          |
|                                     | Registration (Training)            | 60108               | \$ 6,177              | \$ 515                     | \$ 1,273    | \$ 200                   | \$ 1,916             | \$ 1,023               | \$ -         | \$ -                 | \$ -                   | \$ -         | \$ -         | \$ -              | \$ -      | \$ -     | \$ -       | \$ -                            | \$ 250              | \$ 500              | \$ -         | \$ -     | \$ -        | \$ -       | \$ -           | \$ -                |          |
|                                     | Travel & Per Diem                  | 60200               | \$ 20,488             | \$ 6,932                   | \$ 3,000    | \$ 200                   | \$ 5,000             | \$ 3,000               | \$ -         | \$ -                 | \$ -                   | \$ -         | \$ -         | \$ -              | \$ -      | \$ -     | \$ -       | \$ -                            | \$ 245              | \$ 611              | \$ 1,000     | \$ -     | \$ -        | \$ -       | \$ -           | \$ -                |          |
|                                     | Mileage Costs                      | 60201               | \$ 10,757             | \$ 2,007                   | \$ 1,500    | \$ 500                   | \$ 1,000             | \$ 1,000               | \$ -         | \$ -                 | \$ -                   | \$ -         | \$ -         | \$ -              | \$ -      | \$ -     | \$ -       | \$ -                            | \$ 750              | \$ 2,000            | \$ 1,500     | \$ -     | \$ -        | \$ -       | \$ -           | \$ -                |          |
| d.                                  | EQUIPMENT                          |                     | \$ -                  | \$ -                       | \$ -        | \$ -                     | \$ -                 | \$ -                   | \$ -         | \$ -                 | \$ -                   | \$ -         | \$ -         | \$ -              | \$ -      | \$ -     | \$ -       | \$ -                            | \$ -                | \$ -                | \$ -         | \$ -     | \$ -        | \$ -       | \$ -           | \$ -                |          |
|                                     | Equipment Purchase                 | 69000               | \$ -                  | \$ -                       | \$ -        | \$ -                     | \$ -                 | \$ -                   | \$ -         | \$ -                 | \$ -                   | \$ -         | \$ -         | \$ -              | \$ -      | \$ -     | \$ -       | \$ -                            | \$ -                | \$ -                | \$ -         | \$ -     | \$ -        | \$ -       | \$ -           | \$ -                |          |
| e.                                  | SUPPLIES                           |                     | \$ 17,675             | \$ -                       | \$ 6,042    | \$ -                     | \$ 3,080             | \$ 4,591               | \$ -         | \$ -                 | \$ 1,922               | \$ -         | \$ -         | \$ -              | \$ -      | \$ -     | \$ -       | \$ -                            | \$ -                | \$ -                | \$ 2,000     | \$ -     | \$ -        | \$ -       | \$ -           | \$ -                |          |
|                                     | Office Supplies                    | 60100               | \$ 10,207             | \$ -                       | \$ 2,574    | \$ -                     | \$ 1,080             | \$ 2,591               | \$ -         | \$ -                 | \$ 1,922               | \$ -         | \$ -         | \$ -              | \$ -      | \$ -     | \$ -       | \$ -                            | \$ -                | \$ -                | \$ 2,000     | \$ -     | \$ -        | \$ -       | \$ -           | \$ -                |          |
|                                     | Office Furniture & Equipment Lease |                     |                       |                            |             |                          |                      |                        |              |                      |                        |              |              |                   |           |          |            |                                 |                     |                     |              |          |             |            |                |                     |          |

# Northwest New Mexico Council of Governments

## Balance Sheet

As of June 30, 2023

**Jun 30, 23**

### ASSETS

#### Current Assets

##### Checking/Savings

10100 · Pinnacle Bank - Operating (Operating - Checking) 808,215.17

10102 · Pinnacle Bank - R.L.F. 90,131.76

10104 · Pinnacle Bank - F.S.L.F. 62,316.42

**Total Checking/Savings 960,663.35**

##### Accounts Receivable

10300 · Accounts Receivable (Unpaid or unapplied customer invoices and credits) 217,260.69

10350 · AR Allowance -2,540.00

10602 · Loans Receivable - L.F. 173,438.02

10604 · Loan Allowance -173,438.02

**Total Accounts Receivable 214,720.69**

##### Other Current Assets

10500 · Prepaid Expenses 15,294.59

**Total Other Current Assets 15,294.59**

**Total Current Assets 1,190,678.63**

#### Other Assets

10400 · Due From 147,760.82

20400 · Due To -147,760.82

**Total Other Assets 0.00**

**TOTAL ASSETS 1,190,678.63**

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Accounts Payable

20100 · Accounts Payable (Unpaid or unapplied vendor bills or credits) 18,343.56

**Total Accounts Payable 18,343.56**

##### Other Current Liabilities

20200 · Deferred Revenue 274,004.48

20300 · Accrued Wages 9,133.23

203000 · Accrued Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but not 9,163.63

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

**Total Other Current Liabilities 289,673.80**

**Total Current Liabilities 308,017.36**

**Total Liabilities 308,017.36**

#### Equity

30000 · Opening Balance Equity (Opening balances during setup post to this account. The balance of this ac 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 7,929.21**

Northwest New Mexico Council of Governments  
**Balance Sheet**  
As of June 30, 2023

|                                       |                     |
|---------------------------------------|---------------------|
|                                       | <b>Jun 30, 23</b>   |
| Total Equity                          | 882,661.27          |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>1,190,678.63</b> |

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

**Wage and Salary Classification Plan**

**Updated and Effective: July 1, 2023**

***DRAFT 1: 9-6-17  
Updated: 5-15-19,  
7-28-21, 7-28-22  
Updated: July 1, 2023***

Pursuant to the Council's Administrative Procedures Manual, the Executive Director is called upon "to refer to the COG's Wage and Salary Classification Plan and also consider the potential impact of the employee's compensation on the annual budget." This Wage and Salary Classification Plan is updated and adopted in alignment with this procedure.

The Wage and Salary Classification Plan is hereby updated by the Executive Director, subject to ratification by the Board of Directors or its Executive Committee acting on the Board's behalf.

The Plan accommodates four job classes:

- Executive Director;
- Senior Professional;
- Professional Planning & Program Services;
- Administrative Services.

Temporary Employees and Interns are not included on this scale, and compensation for such employees shall be on a case-by-case basis, depending on the nature, requirements and duration of the work, as well as other factors unique to each case.

The Wage and Salary Classification Plan identifies whether the position in question is Exempt or Non-Exempt pursuant to the provisions of the Fair Labor Standards Act, as well as whether it is considered Salaried or Hourly. In summary:

- Exempt employees are not eligible for overtime pay, whereas Non-exempt employees must be approved and documented for overtime, and must be compensated for the extra time worked, by policy.
- Salaried employees are paid pro rata according to an annualized salary rate, while Hourly employees are compensated at an hourly rate for hours worked.

The Plan provides a Base/Entry-level Rate for each position, for reference with new hires at entry level, as well as the rate of pay for current or most recent employees for the past year, as a basis for calculating compensation in the out-years of the Plan. For current employees, future wage and salary computations are included for two out-years, in anticipation of a review and modification of the Plan at least every three (3) years, based on annual cost-of-living increments of 2.5% per year. The Plan assumes the application of year-over-year increments effective July 1 of each year, subject to available resources within the COG budget and action by the Board of Directors or Executive Committee acting on its behalf. Additional consideration may be made by supervisor on any performance increments and in terms of promotions based on the "Planner Career Progression" chart and performance evaluations.

**Northwest New Mexico Council of Governments**

**Wage and Salary Classification Plan**

| JOB CLASS & POSITION                                | COMPENSATION SCALE |             |                        |                     |                                       |             |             |
|---|--------------------|-------------|------------------------|---------------------|---------------------------------------|-------------|-------------|
|   | Exempt or          | Salaried or | Base/Entry             | Most Recent Salary/ | Future Annual Wages & Salaries        |             |             |
|   | Non-Exempt         | Hourly      | Level                  | On Staff            | (+ 2.5%/yr, Subject to Budget Action) |             |             |
|   |                    |             |                        |                     | 7/1/2023                              | 7/1/2024    | 7/1/2025    |
| <b>Executive Director</b>                           | Exempt             | Salaried    | Per Board of Directors | \$87,094.19         | \$85,000.00                           | \$87,125.00 | \$89,303.13 |
| <b>Senior Professional</b>                          |                    |             |                        |                     |                                       |             |             |
| Deputy Director/MPO Officer                         | Exempt             | Salaried    | \$70,000.00            | \$70,000.00         | \$70,000.00                           | \$71,750.00 | \$73,543.75 |
| Senior Planner/Planning Director                    | Exempt             | Salaried    | \$65,000.00            | \$65,290.53         | \$65,290.53                           | \$66,922.79 | \$68,595.86 |
| <b>Professional Planning &amp; Program Services</b> |                    |             |                        |                     |                                       |             |             |
| Planner   | Exempt             | Salaried    | \$57,000.00            | \$58,210.96         | \$58,210.96                           | \$59,666.23 | \$61,157.89 |
| Associate Planner-III                               | Exempt             | Salaried    | \$51,000.00            | \$51,480.63         | \$52,767.65                           | \$54,086.84 | \$55,439.01 |
| Associate Planner-II                                | Exempt             | Salaried    | \$48,000.00            | \$48,195.18         | \$48,195.18                           | \$49,400.06 | \$50,635.06 |
| Associate Planner-I                                 | Exempt             | Salaried    | \$43,000.00            | \$43,688.44         | \$43,688.44                           | \$44,780.65 | \$45,900.17 |
| Planning Assistant                                  | Non-Exempt         | Hourly      | \$38,000.00            | \$38,637.20         | \$39,603.13                           | \$40,593.21 | \$41,608.04 |
| <b>Administrative Services</b>                      |                    |             |                        |                     |                                       |             |             |
| <u>Administrative Services Staff-IV</u>             |                    |             |                        |                     |                                       |             |             |
| Chief Finance Officer/HRO—Degreed/Certified         | Exempt             | Salaried    | \$57,000.00            | \$0.00              | \$58,835.00                           | \$60,305.88 | \$61,813.52 |
| <u>Administrative Services Staff-III</u>            |                    |             |                        |                     |                                       |             |             |
| Finance Manager/Human Resources Assistant           | Exempt             | Salaried    | \$52,000.00            | \$0.00              | \$54,710.98                           | \$56,078.75 | \$57,480.72 |
| Officer Manager                                     | Exempt             | Salaried    | \$47,500.00            | \$49,594.95         | \$49,594.95                           | \$50,834.82 | \$52,105.69 |
| <u>Administrative Services Staff-II</u>             |                    |             |                        |                     |                                       |             |             |
| Administrative Assistant-II/Bookkeeping Assistant   | Exempt             | Salaried    | \$44,000.00            | \$0.00              | \$44,597.75                           | \$45,712.69 | \$46,855.51 |
| Administrative Assistant-II/Bookkeeping Assistant   | Non-Exempt         | Hourly      | \$38,000.00            | \$38,790.00         | \$40,427.41                           | \$41,438.10 | \$42,474.05 |
| <u>Administrative Services Staff-I</u>              |                    |             |                        |                     |                                       |             |             |
| Administrative Assistant I                          | Non-Exempt         | Hourly      | \$35,000.00            | \$0.00              | \$36,647.04                           | \$37,563.22 | \$38,502.30 |
| Clerical Aide-II                                    | Non-Exempt         | Hourly      | \$32,000.00            | \$0.00              | \$33,220.17                           | \$34,050.68 | \$34,901.94 |
| Clerical Aide-I                                     | Non-Exempt         | Hourly      | \$30,000.00            | \$0.00              | \$30,113.75                           | \$30,866.59 | \$31,638.26 |

# NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

## MEMBER DUES & SERVICES POLICY

*ADOPTED BY THE  
BOARD OF DIRECTORS  
2/27/2012  
Updated: 7/1/2022 &  
7/1/2023*

This policy is designed to provide an administrative system that best supports and services the Member governments of the Northwest New Mexico Council of Governments. The policy details service levels, billing rates, and protocols to ensure high value in what the COG provides with Membership Dues funding. The policy aims to:

- Establish a rational planning tool for estimating levels of service required for direct services to Members and for other grants, contracts and agreements administered by the COG;
- Provide Members with a realistic picture of levels of direct service they can expect from the COG;
- Make certain that all COG services are properly and adequately covered by available budget;
- Provide a logistics tool to track and report the delivery of COG services to its Members; and
- Provide for equitable distribution of staff resources.

| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"><b>COG MEMBERSHIP DUES CLASSES:</b></div> <div style="width: 55%;"><b>COG SERVICES AVAILABLE:</b></div> </div>  | Class I                           | Class II                           | Class III                          | Class IV                      |
|---|-----------------------------------|------------------------------------|------------------------------------|-------------------------------|
|   | \$5,000 - \$19,999                | \$20,000 – \$39,999                | \$40,000 – \$59,999                | \$60,000 +                    |
| <b>1. Seats on the COG Board of Directors</b><br><i>[current practice includes only Cities &amp; Counties]</i>  | <b>1</b>                          | <b>2</b>                           | <b>3</b>                           | <b>4</b>                      |
| <b>2. General Member Services:</b> <ul style="list-style-type: none"> <li>• Newsletters, bulletins, alerts, general information</li> <li>• Access to regional initiatives, conferences, &amp; networking</li> <li>• General legislative information</li> <li>• Liaison with state &amp; federal agencies</li> <li>• On-call advisement &amp; referral</li> <li>• Fiscal agent services</li> </ul>   | ✓                                 | ✓                                  | ✓                                  | ✓                             |
| <b>3. Direct services by request, per COG menu of services</b> <i>[sample number of Planner-Hours shown]</i> <ul style="list-style-type: none"> <li>• Trusted Advisor</li> <li>• Technical and Grantwriting, Research &amp; General TA</li> <li>• Projecteering (project development, financing, &amp; implementation)</li> <li>• Organizational Development</li> <li>• Legislative TA &amp; Advocacy</li> <li>• Local Plan Development</li> <li>• Group Process Facilitation (strategic planning, board development, retreats, mediation, etc.)</li> <li>• Other Specific Local Needs</li> </ul> | <b>27 - 110<br/>Planner-hours</b> | <b>110 – 220<br/>Planner-hours</b> | <b>220 - 330<br/>Planner-hours</b> | <b>330+<br/>Planner-hours</b> |
| <b>4. Regional Programs, including but not limited to:</b> <ul style="list-style-type: none"> <li>• CEDS (Economic Development)</li> <li>• EPA Brownfields Program</li> <li>• RTPO (Transportation)</li> <li>• Grantwriting Program</li> <li>• Water System Support Services</li> <li>• Trail of the Ancients Byway</li> </ul>  | ✓                                 | ✓                                  | ✓                                  | ✓                             |

**NOTE:** The direct service hours are based on the member contribution divided by 2 to provide required matches and organization support and then based on a blended rate of Executive/Senior and Planning Staff cost per hour.

## Northwest New Mexico Council of Governments

### STANDARD BILLING RATES: FY 2024

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**NOTE:** *Some funders/clients will not allow invoicing based on “billing rates”; in such cases, these billing rates are a time-&-cost planning & estimating tool only, such as New Mexico “State Grant-in-Aid” & “RTPO” contracts.*

#### **Member Rate\***

**Professional Services/Core Annual Work Program** *[This classification is for Regular Annual Work Program and Request-for-Service Assignments.]*

Executive Director & Senior Planning Staff ..... \$100.00/hr.  
Planning Staff ..... \$80.00/hr.

**Fee-for-Service Contracts & Special Projects** *[This classification is for Special Projects contracted to the COG by Members, which are beyond regular Member Work Program assignments. Only approved based on staff availability.]*

Same as above.

#### **Government Rate**

**Fee-for-Service Projects** *[This classification is for Special Projects that support COG mission & region or utilize COG capacity but are contracted to COG by non-Member and governmental funders/clients. Only approved based on staff availability.]*

Executive Director & Senior Planning Staff ..... \$150.00/hr.  
Planning Staff ..... \$110.00/hr.

#### **Non-Government Rate**

**Fee-for-Service Projects** *[This classification is for Special Projects that are requested by non-Member and non-governmental funders/clients. These are typically very short-term projects, e.g. one day facilitation.]*

Set on a case-by-case basis.

**Billable Expenses** *[For use in conjunction with Fee-for-Service contracts, to include out-of-pocket costs for travel, contracting and supplies.]*

|  |  |
|--|--|
| Airfare, car rental, cab, bus, parking .....     | Actual cost                              |
| Gas, Lodging, Meals .....                        | Actual cost or negotiated per diem rates |
| Mileage.....                                     | based on State Approved Rate             |
| Subcontractors/temporary service personnel ..... | Actual cost + 5%                         |
| Production in COG shop.....                      | Actual materials cost                    |

### **“REQUEST FOR SERVICES” PROCESS**

The COG Team works directly with the Member government Managers to develop annual work plans and to discuss needed services, support, and projects. This process helps detail work plans for COG staff and creates a general understanding of tasks, assignments, schedules and deliverables that will need focus throughout the year. Overall, it is hoped that this process and these forms will help the COG track its performance and accountability to the membership.

This process has historically been flexible enough to address arising issues and projects throughout the year. The COG uses a **“Request for Services”** form to create a standard process by which new tasks get reviewed, documented, and assigned. This gives the Director a chance to review the assignment and survey availability of staff before accepting or scheduling the task. There is also an internal review form that helps provide the Director with an understanding of what resources and time are needed to complete this task properly. These forms are attached as part of this policy.



## Northwest New Mexico Council of Governments

### Board Meeting Calendar | Fiscal Year 2024

#### QUARTERLY BOARD MEETINGS

| DATE             | TIME   | LOCATION  |
|------------------|--|---|
| August 2, 2023   | Board Meeting: 10AM – 12PM<br>Luncheon: 12 – 2PM | San Juan Area (TBD)   |
| October 19, 2023 | 10AM – 1PM                                       | Cibola Area (TBD)   |
| January 12, 2024 | 10AM – 1PM                                       | McKinley Area – McKinley County<br>Downtown Training Center |
| April 17, 2024   | 10AM – 1PM                                       | San Juan Area (TBD)   |
| August 7, 2024   | Board Meeting: 10AM – 12PM<br>Luncheon: 12 – 2PM | Cibola Area (TBD)   |

#### NOTES:

- (1) The Board of Directors of the Northwest New Mexico Council of Governments generally meets on the third Wednesday one month after the quarter ends (July, October, January, and April) at 10AM.
- (2) Executive Committee meets an hour prior to the Board Meeting.
- (3) Meeting Business is typically scheduled for two hours with lunch after.
- (4) COG will continue to offer a hybrid meeting with the ability to participate in-person or virtual.

ANNUAL LUNCHEONS:  
2023 (51<sup>st</sup>): San Juan Area  
2024 (52<sup>nd</sup>): Cibola Area;  
2025 (53<sup>rd</sup>): McKinley Area

#### OTHER ANNUAL EVENTS, TRAININGS, & CONFERENCES



| DATE                | EVENT                                    | LOCATION        |
|---------------------|--|-----------------|
| May 3-5, 2023       | <a href="#">SWREDA Annual Conference</a> | New Orleans, LA |
| November 7-10, 2023 | <a href="#">NADO Annual Conference</a>   | Cleveland, OH   |

#### NOTES:

- (1) The COG does encourage and welcome Board members to travel and participate to these conferences to understand what regional development organizations (RDO's) are doing throughout the country.
- (2) Typically, travel is worked out through and reimbursed via your local governments and COG handles registration.

**NM Legislative Session 2024: January 16 – February 15**