

#### NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

### MINUTES

# BOARD OF DIRECTORS REGULAR BUSINESS MEETING April 15, 2020

#### VIRTUAL MEETING

Conference Call #: (515) 606-5166 | Access Code: 301965

#### I. PRELIMINARY BUSINESS

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

Chairman *Billy Moore* [McKinley County] was convened the virtual meeting of the Board of Directors at 10:00 am in accordance with the COG's Article of Agreement and Open Meeting Act resolution and the New Mexico Attorney General guidance on abiding by the Open Meetings Act using a virtual meeting format. Roll call proceeded in the form of introductions via conference call, including introduction of guests and general public. In attendance were 12 Board Representatives, representing a quorum 8 of the 9 voting entities of the Board (89%), along with 2 COG staff.

#### **BOARD MEMBERS IN ATTENDANCE:**

CIBOLA COUNTY: Judy Horacek

MCKINLEY COUNTY: Anthony Dimas, Jr.; Billy Moore

SAN JUAN COUNTY: GloJean Todacheene

CITY OF AZTEC: Austin Randall

CITY OF BLOOMFIELD: [excused]
CITY OF FARMINGTON: Julie Baird

CITY OF GALLUP Allan Landavazo; Maryann Ustick; Louie Bonaguidi; Fran

**Palochak** 

CITY OF GRANTS: Erik Garcia
VILLAGE OF MILAN: Helen Dayan

#### **GUESTS IN ATTENDANCE:**

Armando Sanchez, CPA, SJT Group, LLC.

#### **STAFF IN ATTENDANCE:**

**EXECUTIVE DIRECTOR: Evan Williams** 

PLANNING TEAM: Working Hard from Home

ADMINISTRATIVE ASSISTANT: Martina Whitmore

#### B. AGENDA ADOPTION.

Chairman Billy Moore provided an overview of the day's agenda topics.

ACTION: Helen Dayan (Milan) moved and Louie Bonaguidi (Gallup) seconded adoption of

the agenda. Motion carried, see attached roll call vote tally sheet.

#### C. MINUTES OF MARCH 27, 2019.

Mr. Williams introduced the minutes of January 15, 2020 for review and approval.

ACTION: GloJean Todacheene (San Juan County) moved and Helen Dayan (Milan) seconded,

to approve the minutes of January 15, 2020 as presented. Motion carried, see

attached roll call vote tally sheet.

## II. COVID-19 MEMBER LIGHTNING ROUND

Chairman *Billy Moore* asked entity to check-in on how they are dealing with the COVID-19 issues in their jurisdiction including struggles, actions taken, and things that are working. A round of reporting by each entity occurred, and here is a capture of some points.

- Most of the entities are closed to the public but available by appointments.
- San Juan County and other entities have formed sick leave banks or provided special leave considered for those testing positive.
- The City of Gallup asked how entities are dealing with employees not able to work due to facility closures, and whether they are being placed on administrative leave or being furloughed. City of Farmington described the steps they have done in terms of this question, including reducing temporary employees hours down to zero, offering a choice to full-time employees, and reassigning these workers to fill needed roles. Employees are working from home that can and some are reassigned like custodial to parks. Those laid off use unemployment assistance.
- Village of Milan has instituted a curfew from 10pm to 6am with pedestrians being picked up and prosecuted.
- City of Gallup and McKinley County discussed their recent decisions and ordinances reducing liquor sales. The County has restricted sales of alcohol products above 15% ABV only outside the City. The City has closed alcohol sales at convenience stores, but grocery stores are open without restriction.
- All entities are hoping eventually people will return to work and are coordinating well with the State of New Mexico and Emergency Response offices.

## III. EXECUTIVE/STAFF REPORT

- A. STAFF SUMMARY REPORT. Mr. Williams sent out the third quarter report in the Board packet for review. Mr. Williams used this time to focus on the \$1.5B that was appropriated to the US Economic Development Administration for COVID-19 economic recovery efforts. He mentioned that the EDA Austin has asked the COG's in New Mexico to put together a recovery plan to focus investments that will benefit and provide the greatest return on investment. The COG will send a survey to ask members their ideas as well as economic development and business groups.
- B. <u>LEGISLATIVE AND CONNECTING THE DOTS REPORTS</u>. Mr. Williams also provided these reports to the Board for review. COG staff continues to be busy and positive. One item he focused on was the upcoming Legislative Session in June to reduce the State's budget and the importance of spending/encumbering all current and past funding as clawbacks are evident.

#### C. **SPECIAL REQUESTS:**

- 1. Membership: McKinley Soil & Water Conservation District (MSWCD) approached the COG about planning, grantsmanship, and projecteering services. The Board provided the following direction at the last meeting: for the Executive Director to work with MSWCD on a proposal, including proposed work plan, funding, and a recommendation. The Board's major concern was adding work to a limited staff. Evan Williams asked that this item be postponed and brought forward at the next meeting. He apologized for not being able to get this done.
- 2. <u>Trail of the Ancients Byway Application</u>: The Board was briefed that the Federal Highway Administration (FHWA) has opened a nomination process for byways to be considered for Federal designation. The COG tried nearly 10 years ago and our byway was denied. The

COG through its Regional Transportation Planning Organization (RTPO) is preparing an application, re-energizing the Byway Council, and will be looking for official support from our membership. A map of the byway and letter of support template was sent out to the Board. Evan Williams asked that each entity provide a letter to accompany the application, which is due by May 1, 2020.

#### IV. FINANCIAL REPORT

A. <u>FY2020 Financial Report, Quarter #3</u>: Mr. Armando Sanchez, CPA, is under contract with the COG to provide financial management services, and he provided the financial reports including the balance sheet and income statement. He discussed the use of deferred revenue as it related to several local grant contracts and allocating this as match for a three year EDA grant.

<u>ACTION:</u> Louie Bonaguidi (Gallup) moved and Anthony Dimas, Jr. (McKinley County) seconded, to approve the third quarter financial report as presented. <u>Motion carried</u>, see attached roll call vote tally sheet.

**B.** <u>FY2020 Budget Revision #3</u>. Mr. Williams presented the budget amendment. The major changes to the budget were two expense: one for a new phone system needed due to the broadband upgrade (\$5,181.26) which was unbudgeted and two computers purchased (\$5,281.36) needed for new staff hire and one laptop that was paid for from a special private grant that was not previously budgeted.

<u>ACTION</u>: GloJean Todacheene (San Juan County) moved and Helen Dayan (Milan) seconded, to accept the FY2020 budget revision #3 as presented. <u>Motion carried</u>, see attached roll call vote tally sheet.

C. <u>FY2021 Draft Budget</u>: Mr. Williams presented the COG's preliminary budget, which is based on last year's approved budget as there is a lot of uncertainties in terms of revenues. Expenses are based on previous year actuals and account for any issues to contracts. Based on the three-year wage and salary classification plan adopted last year to bring up the COG's professional positions in closer alignment to market rates, COG Director is recommending no increment increases only 2.5% cost of living adjustments based on the schedule.

<u>ACTION:</u> Louie Bonaguidi (Gallup) moved and Anthony Dimas, Jr. (McKinley County) seconded, to approve the preliminary draft FY2021 budget as presented. <u>Motion carried</u>, see attached roll call vote tally sheet.

D. Revolving Loan Fund Plan Update: As presented last Board meeting, the COG remains in non-compliance for this program with EDA. A corrective action plan has been finalized with EDA and COG staff has completed 1 of 3 items that being the reporting and audit requirements. The last items relate to updating and filing a Board-approved RLF Plan. COG Director worked with guidance from EDA and Southwestern Colorado RLF to provide this updated plan for adoption today. Mr. Williams further explained the purpose of this loan program, its niche, and potential in terms of re-activation to support new business post-COVID-19.

<u>ACTION</u>: GloJean Todacheene (San Juan County) moved and Helen Dayan (Milan) seconded, to accept the FY2020 budget revision #3 as presented. <u>Motion carried</u>, see attached roll call vote tally sheet.

## V. ANNOUNCEMENTS; OTHER BUSINESS

A. <u>2021 Board Meeting Calendar</u>. Mr. Williams presented the COG Board 12-month Master Calendar. Next meeting and annual luncheon will be July 15, 2020 in Cibola County. He also rotated the calendar to have the 50<sup>th</sup> anniversary in McKinley County in 2022.

<u>ACTION</u>: Anthony Dimas, Jr. (McKinley County) moved and Helen Dayan (Milan) seconded, to accept the FY2021 Board Calendar as presented. <u>Motion carried</u>, see attached roll call vote tally sheet.

- B. Next Meeting: Next Board meeting and annual luncheon will be July 15, 2020 in Cibola County.
- C. <u>Announcements & General Comments</u>: No announcements or comments.

#### VI. ADJOURNMENT

**ACTION:** 

Louie Bonaguidi (Gallup) moved and Billy Moore (McKinley County) seconded, to adjourn. Motion carried. Chairman again thanked everyone for being flexible and participating in this virtual meeting and adjourned the meeting of the Board of Directors at 11:23AM.

respectivity submitted,		
EMM	_ ATTEST:	torotz glicheron.
Evan J. Williams  Board Secretary and Executive Director	evitation regimed CI	nairman

## I.B. Agenda: Approval

REPRESENTATIVE	YES	NO	ABSTAIN
COU	NTIES		
Martha Garcia Board 2 <sup>nd</sup> Vice-Chair			
Judy Horacek Projects Coordinator	$\sqrt{}$		
(Alternate)			
(Alternate)			
Board Chair		10-17-0-1	
District III Commissioner			
District II Commissioner			
County Manager	$\sqrt{}$		
(Alternate)			
County Admin Ofer	/		
Board 1st Vice Chair	V		
(Alternate)			
	PALITIES		
City Manger	√		
(Alternate)			
City Engineer			
(Alternate)			
City Councilor			
Julie Baird (Alternate)	$\sqrt{}$		
	Martha Garcia Board 2nd Vice-Chair Judy Horacek Projects Coordinator Dr. Christine Lowry (Alternate) Daniel Torrez (Alternate) Billy Moore Board Chair Bill Lee District III Commissioner Tommy Nelson District II Commissioner Anthony Dimas County Manager Doug Decker (Alternate) Fran Fillerup County Admin Ofcr Glo Jean Todacheenie Board 1st Vice Chair Larry Hathaway (Alternate)  MUNICI Steve Mueller City Manger Austin Randall (Alternate) Jason Thomas City Engineer Donica Sharpe (Alternate) Linda Rogers City Councilor Julie Baird	Martha Garcia Board 2nd Vice-Chair  Judy Horacek Projects Coordinator  Dr. Christine Lowry (Alternate)  Daniel Torrez (Alternate)  Billy Moore Board Chair  Bill Lee District III Commissioner  Tommy Nelson District II Commissioner  Anthony Dimas County Manager  Doug Decker (Alternate)  Fran Fillerup County Admin Ofcr  Glo Jean Todacheenie Board 1st Vice Chair  Larry Hathaway (Alternate)  MUNICIPALITIES  Steve Mueller City Manger  Austin Randall (Alternate)  Jason Thomas City Engineer  Donica Sharpe (Alternate)  Linda Rogers City Councilor  Julie Baird	Martha Garcia Board 2nd Vice-Chair Judy Horacek Projects Coordinator Dr. Christine Lowry (Alternate)  Daniel Torrez (Alternate)  Billy Moore Board Chair  Bill Lee District III Commissioner  Tommy Nelson District II Commissioner  Anthony Dimas County Manager  Doug Decker (Alternate)  Fran Fillerup County Admin Ofcr  Glo Jean Todacheenie Board 1st Vice Chair  Larry Hathaway (Alternate)  MUNICIPALITIES  Steve Mueller City Manger  Austin Randall (Alternate)  Jason Thomas City Engineer Donica Sharpe (Alternate)  Linda Rogers City Councilor Julie Baird

	Fran Palochak City Councilor		
	Allen Landavazo City Councilor		
CITY OF GALLUP	Maryann Ustick City Councilor		
	Louie Bonaguidi Board Treasurer	V	
	Jack McKinney (Alternate)		
	Erik Garcia City Councilor		
CITY OF GRANTS	Modey Hicks Mayor		
	Laura Jaramillo (Alternate)		
VILLAGE OF	Ellan Baca Trustee		
MILAN	Helen Dayan (Alternate)	<b>/</b>	
TOTAL		9	

# I.C. Minutes of January 15, 2020: Approval

ENTITY	REPRESENTATIVE	YES	NO	ABSTAIN
	COU	INTIES		
	Martha Garcia Board 2 <sup>nd</sup> Vice-Chair			
CIBOLA	Judy Horacek Projects Coordinator	$\sqrt{}$		
COUNTY	Dr. Christine Lowry (Alternate)			
	Daniel Torrez (Alternate)			
	Billy Moore Board Chair			
6	Bill Lee District III Commissioner			
MCKINLEY COUNTY	Tommy Nelson District II Commissioner	/		
	Anthony Dimas County Manager			
	Doug Decker (Alternate)			
	Fran Fillerup County Admin Ofcr			
SAN JUAN COUNTY	Glo Jean Todacheenie Board 1st Vice Chair			
	Larry Hathaway (Alternate)			
	MUNICI	PALITIES		
CITY OF	Steve Mueller City Manger	•		
AZTEC	Austin Randall (Alternate)			
CITY OF	Jason Thomas City Engineer			
BLOOMFIELD	Donica Sharpe (Alternate)			
CITY OF	Linda Rogers City Councilor			
FARMINGTON	Julie Baird (Alternate)	<b>√</b>		

		Fran Palochak City Councilor		
		Allen Landavazo City Councilor		
= =	CITY OF GALLUP	Maryann Ustick City Councilor	<b>/</b>	
		Louie Bonaguidi Board Treasurer	✓	
		Jack McKinney (Alternate)		
		Erik Garcia City Councilor		
	CITY OF GRANTS	Modey Hicks Mayor		
		Laura Jaramillo (Alternate)		
	VILLAGE OF	Ellan Baca Trustee		
	MILAN	Helen Dayan (Alternate)		
	TOTAL		9	

## IV.A. FY 2020 Financial Report, Q3: Review & Approval

ENTITY	REPRESENTATIVE	YES	NO	ABSTAIN
	COU	NTIES		
CIBOLA	Martha Garcia Board 2 <sup>nd</sup> Vice-Chair  Judy Horacek Projects Coordinator	1		
COUNTY	Dr. Christine Lowry (Alternate)  Daniel Torrez (Alternate)		1)	
MOVINIEW	Billy Moore Board Chair Bill Lee District III Commissioner			
MCKINLEY COUNTY	Tommy Nelson District II Commissioner Anthony Dimas County Manager	<b>V</b>		
	Doug Decker (Alternate) Fran Fillerup			
SAN JUAN COUNTY	County Admin Ofcr Glo Jean Todacheenie Board 1st Vice Chair			
	Larry Hathaway (Alternate)			
		PALITIES		
CITY OF	Steve Mueller City Manger			
AZTEC	Austin Randall (Alternate)	$\sqrt{}$		
CITY OF	Jason Thomas City Engineer		-	
BLOOMFIELD	Donica Sharpe (Alternate)			
CITY OF FARMINGTON	Linda Rogers City Councilor Julie Baird			
	(Alternate)		_	

	Fran Palochak City Councilor		
	Allen Landavazo City Councilor		
CITY OF GALLUP	Maryann Ustick City Councilor	,	
	Louie Bonaguidi Board Treasurer		
	Jack McKinney (Alternate)		
	Erik Garcia City Councilor		
CITY OF GRANTS	Modey Hicks Mayor		
S.	Laura Jaramillo (Alternate)		
VILLAGE OF	Ellan Baca Trustee	,	
MILAN	Helen Dayan (Alternate)	W.	
TOTAL		\$	

# IV.B. FY 2020 Budget Revision #3: Review & Approval

ENTITY	REPRESENTATIVE	YES	NO	ABSTAIN
	COU	NTIES		
	Martha Garcia Board 2 <sup>nd</sup> Vice-Chair	,		
CIBOLA	Judy Horacek Projects Coordinator	<b>√</b>		
COUNTY	Dr. Christine Lowry (Alternate)			
	Daniel Torrez (Alternate)			
	Billy Moore Board Chair			
MOVINI EN	Bill Lee District III Commissioner			
MCKINLEY COUNTY	Tommy Nelson District II Commissioner			
	Anthony Dimas County Manager			
	Doug Decker (Alternate) Fran Fillerup			
SAN JUAN	County Admin Ofcr Glo Jean Todacheenie	./.		
COUNTY	Board 1st Vice Chair	<b>√</b> ·		
	Larry Hathaway (Alternate)			
		PALITIES		
CITY OF	Steve Mueller City Manger			
AZTEC	Austin Randall (Alternate)	<b>√</b>		
CITY OF	Jason Thomas City Engineer			
BLOOMFIELD	Donica Sharpe (Alternate)		20	
CITY OF	Linda Rogers City Councilor	1		
FARMINGTON	Julie Baird (Alternate)			
	L			

	Fran Palochak	T -	1
	City Councilor		
	Allen Landavazo		
CITEL OF	City Councilor		
CITY OF	Maryann Ustick		
GALLUP	City Councilor		
	Louie Bonaguidi		
	Board Treasurer	V	
	Jack McKinney		
	(Alternate)		
	Erik Garcia		
	City Councilor	<b>V</b>	
CITY OF	Modey Hicks		
GRANTS	Mayor		
	Laura Jaramillo		
	(Alternate)		
	Ellan Baca		
VILLAGE OF	Trustee		ļ
MILAN			
IVIIIIAIN	Helen Dayan		
	(Alternate)		
TOTAL		a	
TOTAL		X	
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## IV.C. FY 2021 Draft Budget: Review & Approval

ENTITY	REPRESENTATIVE	YES	NO	ABSTAIN
	COU	NTIES		
CIBOLA	Martha Garcia Board 2 <sup>nd</sup> Vice-Chair  Judy Horacek Projects Coordinator	/		
COUNTY	Dr. Christine Lowry (Alternate) Daniel Torrez	1		
MOZINI EV	(Alternate) Billy Moore Board Chair Bill Lee District III Commissioner			
MCKINLEY COUNTY	Tommy Nelson District II Commissioner Anthony Dimas County Manager Doug Decker	<b></b>		
SAN JUAN	(Alternate) Fran Fillerup County Admin Ofcr Glo Jean Todacheenie	/:		
COUNTY	Board 1st Vice Chair Larry Hathaway (Alternate)	PALITIES		
	Steve Mueller	LALITES		
CITY OF AZTEC	City Manger  Austin Randall (Alternate)			
CITY OF BLOOMFIELD	Jason Thomas City Engineer Donica Sharpe			
CITY OF	(Alternate)  Linda Rogers City Councilor			
FARMINGTON	Julie Baird (Alternate)			

	Fran Palochak City Councilor Allen Landavazo City Councilor		
CITY OF GALLUP	Maryann Ustick City Councilor	/	
	Louie Bonaguidi Board Treasurer	$\vee$	
	Jack McKinney (Alternate)	41	
	Erik Garcia City Councilor		
CITY OF GRANTS	Modey Hicks Mayor		
	Laura Jaramillo (Alternate)		
VILLAGE OF	Ellan Baca Trustee		
MILAN	Helen Dayan (Alternate)		
TOTAL		8	

## IV.D. Revolving Loan Fund Plan Update: Review & Approval

ENTITY	REPRESENTATIVE	YES	NO	ABSTAIN
	COU	INTIES		
	Martha Garcia Board 2 <sup>nd</sup> Vice-Chair	,		
CIBOLA	Judy Horacek Projects Coordinator	<b>√</b>		
COUNTY	Dr. Christine Lowry (Alternate)			
	Daniel Torrez (Alternate)			
	Billy Moore Board Chair			
	Bill Lee District III Commissioner			
MCKINLEY COUNTY	Tommy Nelson District II Commissioner			(d. 888000)
	Anthony Dimas County Manager	<b>√</b>		
	Doug Decker (Alternate)			
	Fran Fillerup County Admin Ofcr			
SAN JUAN COUNTY	Glo Jean Todacheenie Board 1st Vice Chair	<b>/</b>		
	Larry Hathaway (Alternate)			
	MUNICI	PALITIES		
CITY OF	Steve Mueller City Manger			
AZTEC	Austin Randall (Alternate)	J		
CITY OF BLOOMFIELD	Jason Thomas City Engineer	A159		
	Donica Sharpe (Alternate)			
CITY OF	Linda Rogers City Councilor			
FARMINGTON	Julie Baird (Alternate)			

CITY OF GALLUP	Fran Palochak City Councilor		
	Allen Landavazo City Councilor		
	Maryann Ustick City Councilor		
	Louie Bonaguidi Board Treasurer	$\sqrt{}$	
	Jack McKinney (Alternate)		
CITY OF GRANTS	Erik Garcia City Councilor	$\sqrt{}$	
	Modey Hicks Mayor		
	Laura Jaramillo (Alternate)		
VILLAGE OF MILAN	Ellan Baca Trustee		
	Helen Dayan (Alternate)	<b>✓</b>	
TOTAL		8	

# V. A. FY2021 Board Meeting Calendar: Review & Approval

ENTITY	REPRESENTATIVE	YES	NO	ABSTAIN
	COL	INTIES		
CIBOLA	Martha Garcia Board 2 <sup>nd</sup> Vice-Chair		10,000	
	Judy Horacek Projects Coordinator	$\sqrt{}$		
COUNTY	Dr. Christine Lowry (Alternate)			
	Daniel Torrez (Alternate)			
	Billy Moore Board Chair			
MOZINI EN	Bill Lee District III Commissioner			
MCKINLEY COUNTY	Tommy Nelson District II Commissioner			
	Anthony Dimas County Manager	<b>√</b>		
	Doug Decker (Alternate)			
CLARL THIAN	Fran Fillerup County Admin Ofer			
SAN JUAN COUNTY	Glo Jean Todacheenie Board 1st Vice Chair	$\sqrt{}$		
	Larry Hathaway (Alternate)			
	MUNICI	PALITIES		
CITY OF AZTEC	Steve Mueller City Manger			
	Austin Randall (Alternate)			
CITY OF BLOOMFIELD	Jason Thomas City Engineer			
	Donica Sharpe (Alternate)			
CITY OF FARMINGTON	Linda Rogers City Councilor			
	Julie Baird (Alternate)			

CITY OF GALLUP	Fran Palochak City Councilor Allen Landavazo City Councilor Maryann Ustick		
	City Councilor Louie Bonaguidi Board Treasurer	<b>\</b>	
	Jack McKinney (Alternate)		
CITY OF GRANTS	Erik Garcia City Councilor	<b>/</b>	
	Modey Hicks Mayor		
	Laura Jaramillo (Alternate)		
VILLAGE OF	Ellan Baca Trustee		
MILAN	Helen Dayan (Alternate)		
TOTAL		8	

## V. Adjourn

ENTITY	REPRESENTATIVE	YES	NO	ABSTAIN
	COU	NTIES		
CIBOLA COUNTY	Martha Garcia Board 2 <sup>nd</sup> Vice-Chair			
	Judy Horacek Projects Coordinator	$\sqrt{}$		
	Dr. Christine Lowry (Alternate)			
	Daniel Torrez (Alternate)			
	Billy Moore Board Chair			
MCKINLEY	Bill Lee District III Commissioner			
COUNTY	Tommy Nelson District II Commissioner			
	Anthony Dimas County Manager	<b>√</b>		
	Doug Decker (Alternate) Fran Fillerup			
SAN JUAN	County Admin Ofcr Glo Jean Todacheenie			
COUNTY	Board 1st Vice Chair  Larry Hathaway	<b>√</b>		
	(Alternate)			
	MUNICIE	PALITIES		
CITY OF	Steve Mueller City Manger			
AZTEC	Austin Randall (Alternate)	/		
CITY OF BLOOMFIELD	Jason Thomas City Engineer			
	Donica Sharpe (Alternate)			
CITY OF FARMINGTON	Linda Rogers City Councilor			
	Julie Baird (Alternate)			

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	Fran Palochak			
	City Councilor			
	Allen Landavazo			
	City Councilor			
CITY OF	Maryann Ustick			
GALLUP	City Councilor			
	Louie Bonaguidi	/		
	Board Treasurer			
	Jack McKinney			
	(Alternate)			
	Erik Garcia			
	City Councilor			
CITY OF	Modey Hicks			
GRANTS	Mayor			
	Laura Jaramillo			
	(Alternate)			
	Ellan Baca			
VILLAGE OF	Trustee			
MILAN	Helen Dayan			
	(Alternate)			
		/		
TOTAL		1		
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