



NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

MINUTES

BOARD OF DIRECTORS WINTER REGULAR BUSINESS MEETING

January 10, 2024

Hybrid Meeting- 10 AM

El Morro Events Center

210 South Second Street, Gallup, NM 87301

I. PRELIMINARY BUSINESS

A. CALL TO ORDER/INTRODUCTIONS/QUORUM.

Chairwomen *Martha Garcia* [Cibola County] convened the meeting of the Board of Directors at 10:03 am. Roll call proceeded in the form of introductions around the table. In attendance were 14 Board Representatives, representing a quorum of 7 of the 9 voting entities of the Board (77.8%), along with all 3 COG staff. Mayor Louie Bonaguidi, provided a welcome to the Board to the El Morro Event Center and the City of Gallup.

BOARD MEMBERS IN ATTENDANCE:

CIBOLA COUNTY: Martha Garcia; Judy Horacek
MCKINLEY COUNTY: Danielle Notah; Walt Eddy; Robert Baca; Sara Keeler; Anthony Dimas, Jr.
SAN JUAN COUNTY: GloJean Todacheene; Mike Stark
CITY OF AZTEC: Michael Padilla, Sr.; Jeff Blackburn
CITY OF BLOOMFIELD: *Donna Sharpe (excused)*
CITY OF FARMINGTON: Linda Rodgers; Warren Unsicker
CITY OF GALLUP: Louie Bonaguidi (Treasurer) Michael Schaaf, Jon DeYoung
CITY OF GRANTS: *Erik Garcia (excused); Beverly Michael (excused)*
VILLAGE OF MILAN: James Mercer
BOARD EMERITUS: *Jeff Kiely (excused)*

GUESTS IN ATTENDANCE:

Armando Sanchez (SJT Group),
Kevin Dale, Los Alamos National Laboratory
Senator Shannon Pinto, District 3

STAFF IN ATTENDANCE:

EXECUTIVE DIRECTOR: Evan Williams
OFFICE MANAGER: Martina Whitmore
STAFF: Brandon Howe

B. AGENDA & MINUTES ADOPTION.

Director Williams provided an overview of the day's agenda topics and the minutes from previous meeting.

ACTION: *Michael Schaaf* (Gallup) moved and *GloJean Todacheene* (San Juan County) seconded adoption of the agenda and minutes from October 18th, 2023. Motion carried.

II. SPECIAL PRESENTATIONS

The COG arranged for one very special presentations under this section from:

Kevin Dale John, Deputy Director for Applied Energy Programs, Los Alamos National Laboratory who presented an overview and update of the inter-agency Four Corners Rapid Response Team lead by the White House to assist communities with energy transitions. A copy of his presentation is posted at: <https://www.nwnmcog.org/board.html>

III. EXECUTIVE/STAFF REPORT

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

- A. **Quarterly Reports.** Mr. Howe provided this report to the Board for their review and understanding of accomplishments this quarter.
- B. **Legislative Preview & Endorsements.** Mr. Williams provided a quick overview of the upcoming Budget Session of the New Mexico Legislative and a request from the COG's Statewide Association (NewMARC) for an increase in its annual line-item.
- C. **Personnel Policies Update.** Mr. Williams provided a comprehensive update to the COG's 2009 Personnel Policies for consideration by the Board. He also mentioned that COG has almost completed the Financial Policy & Procedures and Administrative Procedures as well.

ACTION: *GloJean Todacheene* (San Juan County) moved and *Michael Schaaf* (Gallup) seconded approval and adoption of the 2024 Personnel Policies Manual. Motion carried.

- D. **Revolving Loan Fund Program**

1. **RLF Plan Annual Update:** Mr. Williams asked the Board to approve the updated plan for the Revolving Loan Fund program which included no changes but he wanted to keep it current.

ACTION: *Danielle Notah* (McKinley County) moved and *GloJean Todacheene* (San Juan County) seconded adoption of the Revolving Loan Fund Plan. Motion carried.

2. **Program Direction:** Mr. Williams asked for program direction on the Revolving Loan Fund based on a letter he presented that outlined a request for an extension. COG Board supported and directed staff to continue with its due diligence on the program and the extension.

- E. **Open Meetings Act Resolution:** Mr. Williams presented the annual open meetings act resolution required by governmental agencies and that guide how the COG conducts meetings.

ACTION: *Michael Schaaf* (Gallup) moved and *Robert Baca* (McKinley County) seconded approval of the Open Meetings Act resolution. Motion carried.

- F. **Interstate 40 Contracts:** Mr. Williams brought to the Board's attention several major contracts due to the size of the contracts and risk to the COG. He also discussed Project Manager contract and sought guidance. COG Board directed staff to continue in accordance with good judgement and prudence, and in line with all procurement requirements and assurances.

IV. FINANCIAL REPORT

- A. **FY2024 Financial Reports, Quarter 2:** Mr. Armando Sanchez provided a review of the organization's financials.

ACTION: *Louie Bonaguidi* (Gallup) moved and *Danielle Notah* (McKinley) seconded to approve the financial reports as presented. Motion carried

- B. **FY2024 Budget Amendment #2.** Mr. Evan Williams provided a review of the organization's budget and changes to the FY2024 final budget that were needed.

ACTION: *GloJean Todacheene* (San Juan County) moved and *Louie Bonaguidi* (Gallup) seconded, to approve the budget amendment as presented. Motion carried

- C. **Audit Update.** Mr. Evan Williams provided a quick report that the COG's annual audit is still in review but was submitted on time.

V. ANNOUNCEMENTS; OTHER BUSINESS

- A. **Holiday Calendar.** Ms. Whitmore presented the holiday calendar that was administratively approved but that the COG staff wanted to get ratified by the Board.

ACTION: *Michael Schaaf* (Gallup) moved and *Danielle Notah* (McKinley) seconded, to ratify the holiday calendar as presented. Motion carried

- B. **FY2024 Board Meeting Calendar.** This calendar was set and distributed. Staff informed the Board that the Annual Meeting will stay on this date and be administered without the Executive Director.

- C. **Announcements.** No announcements.

VI. ADJOURNMENT

ACTION: *Michael Schaaf* (Gallup) moved and *GloJean Todacheene* (San Juan County) to adjourn. Motion carried. Chairwoman Garcia again thanked the City of Gallup and its staff for their facility and hospitality for this meeting and adjourned the meeting of the Board of Directors at 12:03PM.

Respectfully submitted,



Evan J. Williams
Board Secretary and Executive Director