

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS



BOARD OF DIRECTORS SUMMER ANNUAL MEETING

July 28, 2021

Hybrid Meeting via [Zoom](#) – 10 AM
Coyote Del Malpais Golf Course | Grants, NM
Streamed at www.facebook.com/NWNMCOG

AGENDA

TIME	TOPIC	PRESENTER
10:00 am	I. PRELIMINARY BUSINESS A. Call to Order/Introductions: ESTABLISH QUORUM B. Agenda & Minutes: REVIEW & APPROVAL C. Election of Officers ACTION	Billy Moore Chair
10:15 am	II. KEY PROGRAMS A. What's Cooking at EDA? Presentation (US Economic Development Administration) B. New Mexico Broadband Program (NM Department of Information Technology) C. Energy Efficiency Performance Contracting	Trisha Korbas Economic Development Representative Rand Tilton DOIT Broadband Manager Erica Velarde Trane Ingersoll Rand
11:00 am	III. EXECUTIVE/STAFF REPORT A. Staff Summary Report, 4 th Quarter (April – June 2021) B. Annual Report C. FY2022 Work Program Overview D. Revolving Loan Fund Program Revisions: REVIEW & APPROVAL E. Building Report	Evan Williams Executive Director
11:30 pm	IV. FINANCIAL REPORT A. FY 2021 Financial Reports: REVIEW & APPROVAL B. FY 2021 Budget Revision #5: REVIEW & APPROVAL C. FY 2022 Final Budget: REVIEW & APPROVAL D. Wage & Classification Plan: REVIEW & APPROVAL	Evan Williams Armando Sanchez CPA, Loftis Group
12:00 pm	V. ANNOUNCEMENTS; OTHER BUSINESS A. Partner Spotlights B. FY2022 Board Meeting Calendar C. Announcements & General Comments	Evan Williams
12:15 pm	VI. ADJOURNMENT	Chair



NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

MINUTES

BOARD OF DIRECTORS

SPRING MEETING

April 21, 2021

Virtual Meeting

Held via ZOOM | Streamed & Recorded to [Facebook](#)

I. PRELIMINARY BUSINESS

A. CALL TO ORDER/INTRODUCTIONS/QUORUM.

Chairman *Billy Moore* (McKinley County) convened the meeting of the Board of Directors at 10:02AM. Roll call proceeded and in attendance were 17 Board Representatives/Alternatives, representing a quorum 9 of the 9 voting entities of the Board (100%), along with COG staff, guests, and their CPA.

BOARD MEMBERS IN ATTENDANCE:

CIBOLA COUNTY: Judy Horacek; Martha Garcia
MCKINLEY COUNTY: Billy Moore; Anthony Dimas, Jr.; Doug Decker
SAN JUAN COUNTY: Jim Cox
CITY OF AZTEC: Michael Padilla Sr.
CITY OF BLOOMFIELD: Jason Thomas
CITY OF FARMINGTON: Linda Rogers; Julie Baird
CITY OF GALLUP: Fran Palochak; Louie Bonaguidi; Michael Schaaf; Maryann Ustick
CITY OF GRANTS: Erik Garcia
VILLAGE OF MILAN: Roseanne Lopez; Ellen Baca

GUESTS IN ATTENDANCE:

Armando Sanchez, CPA
Eric Ghahate (Contractor)
Trisha Korbass, EDA
Vincent Martinez, Tri-State

STAFF IN ATTENDANCE:

EXECUTIVE DIRECTOR: Evan Williams
ADMINISTRATIVE ASSISTANT: Martina Whitmore
PLANNING TEAM: Michael Sage, Brandon Howe, Martina Whitmore, Robert Kuipers

B. AGENDA & MINUTES ADOPTION.

Chairman *Moore* provided an overview of the day's agenda topics. Chairman *Moore* reviewed the minutes of January 20, 2020 for review and approval.

ACTION: *Martha Garcia* (Cibola County) moved and *Louie Bonaguidi* (McKinley County) seconded adoption of the agenda and minutes. Motion carried – see voting sheet.

C. BOARD OFFICER VACANCY.

Evan Williams explained that due to Commissioner GloJean Todacheene resignation for the Board as the San Juan County caucus representative, the Board needs to fill the 2nd Vice-Chair position. It is customarily but required that this position be nominated by the San Juan area caucus and be a representative of that area. The caucus asked that it be given an opportunity

to caucus on this appointment and bring back a nomination at the Annual Meeting. This would be very appropriate as the Annual Meeting typically is the time for election of officers. Julie Baird will help to head that Nomination Committee with support of COG staff.

ACTION: *This item was tabled.*

II. SPECIAL PRESENTATION

Jim Glover, Once-A-Day Marketing and EndeavOR New Mexico, provided a presentation on the outdoor recreation as an economic driver and new trends in this space. A copy of his presentation will be available on the COG website.

III. REGIONAL PLAN PRESENTATION

A. COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY. *Evan Williams*, Executive Director, for the Northwest NM Economic Development District (EDD) a presentation on the Regional Comprehensive Economic Development Strategy Plan - |La Ristra Northwest". This plan is update and approved every five (5) years as per the COG's work program with the US Economic Development Administration.

ACTION: *Jason Thomas* (Bloomfield) moved and *Michael Padilla, Sr.* (Aztec) seconded adoption of Resolution 2021-04: CEDS. Motion carried – see voting sheet.

IV. EXECUTIVE/STAFF REPORT

- A. Staff Summary Report:** Executive Director *Williams* provided a summary of the past quarter's key activities and issues.
- B. Connecting the Dots Newsletter.** Mr. Williams noted that the COG had a historic 9 months of impact and the last quarter is captured in our [Connecting the Dots newsletter](#). Mr. Williams showcased our newsletter for the quarter, which highlights our work.
- C. Legislative Session Review:** Mr. Williams mentioned that COG transitioned Legislative Services to Brandon Howe this year, and Mr. Howe provided a quick synopsis for capital outlay and other funding appropriated during this Session.
- D. Personnel Policies Changes:** Mr. Williams highlighted two needed changes that would off cycle to a full review and update on these internal policies. He wanted to brief the Board so they are aware, and had already sat down with staff.
- 1. Hospitality Fund:** This was a fund created by paycheck deductions that helped the COG pay for water, coffee, birthday cakes, etc. At this point, I believe it is feasible for the COG to cover these minor costs.
 - 2. Annual Leave Buy-back Program:** A program to buy-back unused leave from longer tenured employees (5-year threshold). This program only currently effect Martina Whitmore and Evan Williams. There are a number of other staff that are approaching the 5-year threshold, but no one is within 1 year. Due to budget constraints and the way that this is paid out, staff is recommending that we end the program at the conclusion of the fiscal year, thus providing all owed and obligated benefits. This change would take effect July 1, 2021.
- E. Work Program Overview:** Mr. Williams provided an update to the Board on the major organizational work program focus and a need to focus for the next 90-days on supporting

members and communities on accessing State and Federal resources.

1. **Finances.** The COG has cleaned up its financial house and is very stable including having a clean audit with no findings and meeting its internal goals of increasing a reserve.
2. **Staffing.** The COG has attracted, retained and trained one of the most professional teams in organization history, and continues to meet the Board's approved wage and classification plan. Staff is continuing to learn and get coached on the COG standard of excellence.
3. **Special Projects.** While the COG was not able to internalize the Farmington MPO, it has continued to increase fee-for-service contracts and produce great product including McKinley County Comprehensive Plan, Zuni Mountains Trail Design and QA/QC, and potential contracts with the City of Aztec and Cibola County.
4. **Economic Development.** The COG has committed to re-focusing and doubling down on its efforts in economic development including garnering several EDA investments and investing back into local and tribal economic development organizations.
5. **Projecteering.** Director Williams asked the Board for some flexibility to focus on delivering investments mainly in transportation, water/wastewater, and economic development related to the avalanche of opportunities both at the State and especially at the Federal levels related to CARES Act, American Rescue Plan Act, and potentially the American Jobs Act. COG staff is offering to workshop members to create funding strategies and project action plans to set them up for success. He mentioned that the Department of Information Technology is partnering up to help communities with broadband.

V. FINANCIAL REPORT

- A. **FY2021 Financial Report, Q3:** Armando Sanchez, CPA provided a brief overview of the third quarter financial reports provided in the Board packet. He mentioned that COG has moved from full accrual back to modified accrual, which resembles a more accurate financial position of the organization and its operations.

ACTION: *Louie Bonaguidi* (Gallup) moved and *Martha Garcia* (Cibola County) seconded, to accept the FY2021 Financial Report, Quarter #3 as presented. Motion carried – see voting sheet.

- B. **FY2021 Budget, Revision #4:** Mr. Williams presented and explained that mainly included removing and decreasing contract/fund columns that have not been awarded yet. Staff apologized for not including the Quarter #3 budget to actuals report and will get that out as part of the meeting de-brief.

ACTION: *Louie Bonaguidi* (Gallup) moved and *Martha Garcia* (Cibola County) seconded, to accept the FY2021 Budget, Revision #4 as presented. Motion carried – see voting sheet.

- C. **FY2022 Budget, Preliminary:** Mr. Williams presented the FY2022 draft budget to the Board for approval. Mr. Jim Cox asked for clarification of why the RTPO program was budgeted as a deficient and assumed this was due to carry-over. Mr. Williams apologized and stated he would get that corrected.

ACTION: *Louie Bonaguidi* (Gallup) moved and *Michael Padilla, Sr.* (Aztec) seconded, to accept

the FY2022 Budget as presented. Staff was directed to correct that error in the RTPO program.
Motion carried – see voting sheet.

VI. ANNOUNCEMENTS; OTHER BUSINESS

- A. Standing Partner Spotlights:** Based on guidance from the Executive Committee, rather than adding ex-officio members to our Board it was suggested to invite State and Federal agency partners to our meeting and allow them some time under this standing agenda item to present short updates and share critical information with our members.
- B. 2021 Board Meeting Calendar.** Mr. Williams presented the approved COG Board Calendar. Next meeting will be July 21, 2021, which will be held as a hybrid and entail our Annual Meeting followed by our Annual Luncheon. Cibola Area caucus members are encouraging the COG and supporting the COG in having an in-person event.
- C. Announcements & General Comments:** No announcements to report.

VII. ADJOURNMENT

ACTION: *Doug Decker* (McKinley County) moved and *Michael Padilla* (Aztec) seconded, to adjourn. Motion carried. Chairman Moore again thanked all Board members for their participate and patience for this virtual meeting and adjourned the meeting of the Board of Directors at 11:45AM. Motion carried by acclamation.

Respectfully submitted,



Evan J. Williams
Board Secretary and Executive Director



ATTEST: _____
Billy W. Moore
Board Chair



NWNMCOG | NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

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US Economic Development District #1
NM State Planning District #1
www.nwnmcog.com
Executive Director | *Evan Williams*

Memorandum

DATE: July 28, 2021
TO: COG Board of Directors
FROM: Evan Williams, Executive Director
cc: Martina Whitmore, Administrative Assistant
RE: Election of Officers

A. BACKGROUND

According to our Articles of Agreement, the COG holds election of officers at the Annual Meeting of even-numbered years, so we would anticipate that at the 2022 Annual Meeting.

B. VACANT SEAT

The resignation of GloJean Todacheene from the COG Board of Directors resulted in the loss of our 2nd Vice-Chair and our only San Juan County member on the Executive Committee. At the past meeting, direction from the Board was provided for Board members from San Juan County to caucus and select a nomination to bring forward.

C. ACTION TO DATE

Julie Baird (*Farmington*) convened this caucus and we understand they will be nominating Michael Padilla, City Commissioner (*Aztec*) with his consent.

D. RECOMMENDATION

Staff recommends approval.



NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS
STATE PLANNING DISTRICT #1

STAFF SUMMARY REPORT
FY 2021/ 4TH QUARTER

FOR THE PERIOD: **April 1, 2021 – June 30, 2021**

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 FY2021 Work Program and Budget. The following are functions and tasks completed by the Northwest New Mexico Council of Governments during the third quarter of FY2021:

Function 1:	<u>Organizational Management.</u> 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.
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QUARTERLY ACTIVITY HIGHLIGHTS & RECAP

- (1) **Resource Development:** This quarter, staff continued to work on diversifying and expanding services:
 - **Revolving Loan Fund:** COG has worked vigorously to develop and stand up a Revolving Loan Fund. Program is still in the development stages and is expected to go live in FY22.
- (2) **Quarterly Planners Meeting:** The COG has instituted quarterly planners' meetings to review, discuss and plan for upcoming work plans both locally and regionally. Many SGIA activities are featured during this internal workshop.
- (3) **Staff Evaluations:** COG staff has undergone self-evaluations and has been meeting with Executive staff to develop pathways for professional development, work program, and improvement and growth of the COG.

TASK TRACKING

TASK	DUE DATE	STATUS
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<p>1.1 Professional Development</p> <p>Provide ongoing professional development training or continuing education classes for staff, i.e. training, webinars, professional conferences.</p>	Q1	<ul style="list-style-type: none"> ✓ COG staff participated in a series of trainings hosted by the Special Projects Bureau of NM Department of Finance and Administration. Trainings included the following: ICIP 101, Capital Outlay, Projecteering, Cost Estimating, Fund It, and CPMS ✓ Angelina Grey participated in annual ESRI Conference, NMAPA annual conference and board meeting, National Tribal Airport Association webinar, APA Planning webinar, APA Texas Mini Conference, Intro into Cooperatives webinar, NM Pivotal Communications Training. ✓ Brandon Howe participated in IEDC Tourism and Covid Recovery webinar, NM Outdoor recreation Fund grant Training ✓ Evan Williams and Martina Whitmore participated in several Leadership trainings, IEDC certification, and HR/Benefits training. ✓ Bob Kuipers started an online webinar regarding Statewide Transportation Planning. ✓ Carrie House: Participated in annual ESRI conference
	Q2	<ul style="list-style-type: none"> ✓ COG staff participated in a series of trainings hosted by the Special Projects Bureau of NM Department of Finance and Administration. Trainings included the following: ICIP and Capital Outlay. ✓ Angelina Grey participated in National Transportation In Indian Country Conference, Water Trust Board Application training, ADA Webinar, Intro into Cooperatives Webinar, NM Pivotal Communications Training Webinar, Outdoor Economic Fall Forum, ICIP 101 Training, Rural Prosperity Summit, TAP’s Climate Resilience Webinar Series, APA Webinars, ITEP Data Academy & Conference, Grant Writing 101 webinar, Kansas State University Indigenous Planning, Congresswoman Deb Haaland virtual grants funding workshop, Southwest Climate Adaptation Center, Capital outlay webinar, Kansas State University Phase II Environmental Assessment, NDN Collective Grant Writing 101 Series, America Walks – Inclusive planning with tribal communities. ✓ Brandon Howe participated in the NM Outdoor Conference, Capital Outlay Training. ✓ Evan Williams participated in LTAPs “Leadership in changing times, “ABCs of employment engagement” - Water Trust Board Training, CDBG de-briefs and implementation training, and IEDC Trainings. ✓ Bob Kuipers started an online webinar regarding Statewide Transportation Planning. ✓ Carrie House: Participated in the Capital Outlay training, BBER Data Users Conference, etc.
	Q3	<ul style="list-style-type: none"> ✓ COG staff participated in following trainings: USDA – Rural Community Development Initiative Grant, USDA – Strategic Economic & Community Development Program, American Relief Act Informational session hosted by Senator Tom Udall. ✓ Angelina Grey: Attended Transforming New Mexico’s Future Through Local Economic Development hosted by New Mexico First, Harnessing the Power of Community Feedback hosted by American Planning Association, New Mexico Clean and Beautiful Grant Training hosted by New Mexico Tourism Department, Mobility Roundtable hosted by Greater Gallup Economic Development Corporation.

		Q4	<ul style="list-style-type: none">✓ COG Staff participated in the following trainings: CDBG – application workshop held virtually, EDA 101 Workshop held virtually. Lastly, all staff has conducted self-evaluations and will be developing individual work and professional development programs to help grow the COG.✓ Brandon Howe: MFA Housing Assistance Fund.✓ Carrie House: US Census Training, NMDOT HSIP Traffic and Crash webinar,
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<p>1.2 Board Training & Support</p> <p>Provide workshops and training as needed to COG boards and committees, i.e. annual workshop, handbook for board members.</p>		Q1	<ul style="list-style-type: none"> ✓ Annual Board Meeting (July 15th) was hosted via video conference due to COVID-19. ✓ COG Executive Committee Meeting (July 31) ✓ RTPO Orientation made available via YouTube
		Q2	<ul style="list-style-type: none"> ✓ Board Meeting (October 21st) was hosted via video conference due to COVID-19. ✓ COG Executive Committee Meeting (October 21st) was held before Board Meeting. ✓ COG Orientation made available via YouTube. ✓ COG Weekly News Briefing made available via YouTube.
		Q3	<ul style="list-style-type: none"> ✓ Board Meeting (January 20th) was hosted via video conference due to COVID-19. ✓ COG Executive Committee Meeting (January 20th) was held before Board Meeting. ✓ COG weekly news briefing made available via YouTube.
		Q4	<ul style="list-style-type: none"> ✓ Board meeting (April 21st) was host via video conference due to COVID-19. ✓ COG Executive Committee Meeting (April 21st) was held before Board Meeting.
<p>1.3 Networking</p> <p>Facilitate & strengthen working relationships with local, tribal, state, federal, nonprofit and private sector agencies and partners.</p>		Q1	<ul style="list-style-type: none"> ✓ NewMARC: NWNMCOG set up weekly virtual calls with all COGs and EDA due to COVID-19 Recovery Plan and Implementation. ✓ ICIP: COG conducted outreach and provided technical assistance to special districts regarding ICIP
		Q2	<ul style="list-style-type: none"> ✓ As part of the upcoming Legislative Session, the COG has conducted extensive outreach to member governments, special districts and tribal agencies. ✓ The COG hosted the Cibola Legislative Forum on December 21st which include Cibola area governments, special districts, educational institutions, and hospitals.
		Q3	<ul style="list-style-type: none"> ✓ The COG has been working with various local governments and local economic development organizations to develop a framework for a Northwest New Mexico AmeriCorp Vista Program to increase capacity at the local level to assist with economic recovery efforts. An Updated Concept Plan was submitted. ✓ The COG has initiated a Regional Initiative with Cibola County Managers to discuss regionally significant projects, programs, and initiatives.
		Q4	<ul style="list-style-type: none"> ✓ Water Commons: COG initiated an new venue for small water systems in McKinley County and has utilized this regional forum to network with multiple small water systems. ✓ NewMARC: COG attended in person the quarterly NewMARC meeting in Albuquerque. NewMARC is the forum for all COGs to discuss federal, state and local activity.

1.4 SGIA Administration Submit Annual Work Program/Certification, audit, reports, and invoices to the Local Government Division.		
1.4.1 AWP & Certification 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
1.4.2 Audit Submit audit report to Local Government Division upon release by State Auditor.	Q2	✓ Executive Director Evan Williams and Finance Administrator Martina Whitmore worked closely with hired Certified Public Accountant and the audit firm to conduct and finalize audit activities. Audit activities have been completed and the audit has been posted publicly on the NM Office of State Auditor. No audit findings.
1.4.3 Reporting & Invoicing	Quarterly	✓ FY2020 Annual Report: Completed ✓ FY2020 Q4: Completed ✓ FY2021 Q1: Completed ✓ FY2021 Q2: Completed ✓ FY2021 Q3: Completed

Function 2:	<u>Local Government Support.</u> 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.
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QUARTERLY ACTIVITY HIGHLIGHTS & RECAP

- (1) **Projecteering:** The COG has coined the term “Projecteering” which is an action planning process that showcases the COG’s talent to vet, develop phasing strategies, identify roles and responsibilities, outline a financing strategy, and develop task lists to ensure priority projects (infrastructure, planning, etc) get implemented. The COG has modeled this process and has workshopped various local governments during the third quarter. This process has been integral and has resulted in clear and define direction for local government project development. This process will inform applications, ICIP development and legislative priorities.
- (2) **Statewide Comprehensive Outdoor Recreation Plan:** COG has participated heavily in the SCORP and has co-hosted regional forums to allow input from NWNM communities. The COG has also been instrumental in convincing the state to map outdoor recreation assets which has led to the OR Atlas initiative.
- (3) **Planning & Technical Support:** This quarter, COG has worked on and has participated on many state, regional and local plans including the Statewide Transportation and Outdoor Recreation plans, Comprehensive Economic Development Strategy and Zuni Mountains Trails & Conservation Master plans, Gallup MRA, Gallup Autonomous Vehicle Testing, Gallup Airport Feasibility, Grants Bio-Park, and the Prewitt/Milan Transportation Plans.

TASK TRACKING			
TASK	DUE DATE	STATUS	
2.1 General Technical Assistance			
2.1.1 Policy Assistance 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 CARES Act funding and other COVID-19 related programs at the Federal and State Level.
		Q2	✓ COG continued to monitor and provide guidance to local governments regarding CARES Act funding and other COVID-19 related programs. The COG also monitored legislation at the state level that impacts the region.
		Q3	✓ COG staff monitored and provided guidance to local governments regarding President Biden’s American Rescue Plan and various state funding programs for infrastructure development and COVID-19 response and recovery.
		Q4	✓ COG staff monitored and provided guidance to local governments regarding President Biden’s American Rescue Plan and has monitored various federal grant programs aimed at economic development, infrastructure improvements, and broadband.
2.1.2 Funding 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 COVID-19 opportunities and other annual state programs such as CDBG, NMFA Water Trust Board, Local Government Planning Fund, Youth Conservation Corps.
		Q2	✓ COG continued to email #GrantOps, and provide a filter, funnel, and follow-up approach to COVID-19 opportunities and other annual state programs such as CDBG, NMFA Water Trust Board, Local Government Planning Fund, Youth Conservation Corps.
		Q3	✓ COG continued to email #GrantOps, and provide a filter, funnel, and follow-up approach to COVID-19 opportunities and other annual state programs such as CDBG, NMFA Water Trust Board, Local Government Planning Fund, Youth Conservation Corps. COG is closely monitoring the American Rescue Plan and has been in close contact with Congressional staff regarding guidelines for use of allocated funds, and programs.
		Q4	✓ COG staff conducted projecteering sessions with members to review prioritized infrastructure and economic development projects to align with upcoming federal funding opportunities tied to the American Rescue Plan and Infrastructure Bill.

<p>2.1.3 Fiscal Agency</p> <p>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.</p>	<p>Ongoing</p>	<p>✓ Q1-2: COG service as fiscal agent for 2 remaining projects on behalf of two member governments, working with local and State staff to produce agreements and smooth over bureaucratic issues.</p> <p>✓ Q3: COG service as fiscal agent for 2 remaining projects on behalf of two member governments, working with local and State staff to produce agreements and smooth over bureaucratic issues.</p> <p>✓ Q4: COG continued service as fiscal agent for 2 remaining projects on behalf of two member governments, working with local and state staff to produce agreements and smooth over bureaucratic issues.</p>
<p>2.1.4 Asset Management</p> <p>Provide guidance to local governments upon request to improve capacity to manage infrastructure, such as development of asset management plans.</p>	<p>Ongoing</p>	<p>✓ Q1: As a part of working with communities on ICIPs, COG staff has helped with asset management. Several training opportunities were shared with members. COG staff attended various trainings provided by the Special Projects Bureau of the NM Department of Finance and Administration. These trainings provided necessary training on asset management from beginning to end.</p> <p>✓ Q2: COG continued to share information and training opportunities regarding asset management.</p> <p>✓ Q3: COG continued to share information and training opportunities regarding asset management. COG has promoted Rural Communities Assistance Corporation (RCAC) and their asset management training series to small water system throughout the region.</p> <p>✓ Q4: No asset management related work to report this quarter.</p>
<p>2.1.5 Planning & Technical Support</p> <p>Provide related technical assistance, such as census data, land use planning, comprehensive plans, and mapping, upon request and availability of resources.</p>	<p>Q4</p>	<p><u>Gallup - MRA Plan Update:</u> The COG has undergone update of the Gallup MRA plan and has made significant progress to ensure the plan is updated to reflect current needs of the downtown community.</p> <p><u>Gallup Autonomous Vehicles Testing Study</u> – COG staff has participated in the autonomous vehicle testing studying and has provided technical assistance as needed.</p> <p><u>Gallup Airport Feasibility Study</u> – COG staff has participated in the airport feasibility studying and has provided technical assistance as needed.</p> <p><u>Grants Bio-Park Feasibility/Master Plan</u> – COG staff has participated in the development of the Grants Bio-Park Feasibility/Master Plan and has provided technical assistance as needed.</p> <p><u>Regional Plans:</u> COG staff has finalized the Comprehensive Economic Development Strategy (CEDS) Plan and is currently updating the Zuni Mountains Trails & Conservation Master Plan. COG staff has also participated in the Prewitt/Milan Transportation Study and has guided consultants to develop a process for examination of the transportation network for increased freight volume. These plans required data collection and analysis and map generation and other planning and technical support.</p> <p><u>Statewide Plans</u> – COG staff has reviewed and commented on the NMDOT Statewide Transportation Plan and has contributed to the Statewide Comprehensive Outdoor Recreation Plan.</p>
<p>2.2 ICIP Management</p>		

<p>2.2.1 Trainings Collaborate with the Local Government Division to organize and host Infrastructure Capital Improvement Plans (ICIPs) training in the COG region.</p>	<p>Q1-4</p>	<p>Q2: COG continued to offer ICIP assistance to local governments, special districts and tribal entities. COG has coupled ICIP assistance with Capital Outlay to ensure local priorities have been vetted.</p> <p>Q3: No ICIP training activities conducted during Quarter 3</p> <p>Q4: COG staff has distributed information regarding deadlines for ICIP submission and has discussed prioritized projects with members.</p>
<p>2.2.2 Plan Development Provide technical assistance to local governments in updating, utilization and monitoring of local ICIPs upon request.</p>	<p>Q1-4</p>	<p>Q2: COG staff supported over 35 entities in their preparation, submission, and corrections of their ICIPs. COG has assisted various entities with ICIP amendments after conducting thorough review.</p> <p>Q3: The COG assisted a few entities with amendments to their ICIP as part of legislative capital outlay preparation. Amendments were approved by the Special Projects Bureau of DFA.</p> <p>Q4: No ICIP plan development to report this quarter.</p>
<p>2.2.3 Funding Analysis Work with local governments and the legislature to prioritize, evaluate, and recommend projects for compatible funding sources.</p>	<p>Q4</p>	<p>Q4: COG staff did not provide legislative support during this quarter but did conduct projecteering sessions with all members to identify funding sources include legislative.</p>

2.3 CDBG Support		
<p>2.3.1 Inform & Notify Provide information to staff and officials regarding the Community Development Block Grant (CDBG) programs and training events.</p>	Ongoing	<p>Q4: COG staff worked closely with LGD staff to monitor updates to timelines and get approval for reduced requirements due to difficulty brought on by COVID-19. COG staff has shared info with participating entities and will continue to act as liaison.</p>
<p>2.3.2 Application Selection & Development Provide technical assistance as requested to local municipalities and counties to identify, select and develop eligible applications for projects for CDBG funding.</p>	Ongoing	<p>Q4: COG staff has worked with the City of Grants to prepare for CDBG. The city of grants will be resubmitting its application from last year, so all requirements have already been met. Local Government Division has been notified of the resubmission and has approved.</p>
<p>2.3.3 Presentations Assist local CDBG applicants in preparation of presentations to the Community Development Council.</p>	Q4	<p>Q4: No presentations to the Community Development Council were made this quarter.</p>
<p>2.3.4 Implementation Provide technical assistance as requested to implement awarded CDBG projects.</p>	Ongoing	<p>Q4: COG staff continued to work with and provide assistance to McKinley County, Village of Milan and the City of Gallup on their construction grants.</p>
<p>2.3.5 Project Administration Provide project administration as mutually agreed upon to member governments to implement CDBG projects, i.e. monitoring, procurement, pay requests and closeout.</p>	Ongoing	<p>Q4: Currently, the COG is not contracted for project administration services, but does serve as the fiscal agent for the Village of Milan. Staff has regular and routine discussions and check-ins on progress with staff.</p>

Function 3:	Integrated Planning & Development. 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.
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QUARTERLY ACTIVITY HIGHLIGHTS & RECAP

- (1) **Water Commons:** This quarter, the COG has made tremendous strides to stand up the Water Commons which is a regional venue for waters systems to obtain information, training, and technical assistance. The Water Commons meets monthly and has been the driving force behind water regionalization efforts and the development of the Water Summit.
- (2) **Outdoor Recreation Planning:** This quarter the COG has continued its involvement in outdoor recreation planning by continuing participation in the Grants Recreational Economies for Rural Communities initiative, participating in the statewide outdoor recreation plan and identifying projects for the Outdoor Recreation Atlas mapping initiative.
- (3) **Grant and Project Technical Assistance:** COG was able to assist entities in securing grant funding. In the third quarter the COG was able to help secure \$194,500 in grant funding to aid in local government work.

TASK TRACKING

TASK	DUE DATE	STATUS
3.1 COG Partnership Partner with other regional Planning Districts to focus resources, streamline reporting, administrative compliance, and identify best practices as well as needs.	Ongoing	Q4: COG has participated 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.
3.2 Outreach & Marketing 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 the update of the CEDs and other regional plans to notify members of timeframe for comment and public outreach. COG staff distributed information regarding various trainings and the FUNDIT program.
3.3 Related Planning & Development Initiatives 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	Regional Plans: COG completed the Comprehensive Economic Development Strategy Plan and continues to work on the update of the Zuni Mountains Trails & Conservation Plan. Plans are developed in a manner that allow seamless inclusion into statewide plans. AmeriCorps Vista: The COG retooled its workplan to meet requirements of AmeriCorps Vista and resubmitted its proposal. The COG’s goal of increasing capacity at local Economic Development Organizations is still the focus of the Northwest New Mexico AmeriCorps Program. Water Commons: The COG has continued to stand up the Water Commons which is a regional forum for small water

	<p>systems in McKinley County to obtain information, training and technical assistance.</p> <p><u>Statewide Comprehensive Outdoor Recreation Plan</u>: COG continues to heavily participate in this statewide plan update and has co-hosted regional forums.</p>
--	--

3.3.1 Grantsmanship & Project Technical Assistance (TA):

CLIENT	GRANT/SOURCE	AMOUNT	STATUS
City of Gallup	<u>NMEMNRD Youth Conservation Corps</u> : COG assisted the City to apply to continue its YCC program.	\$144,500	Awarded
Region	<u>AmeriCorps VISTA</u> : COG retooled and resubmitted a concept proposal to AmeriCorps Vista to build local capacity at Economic Development Organizations.	\$222,940	Denied
McKinley County	<u>EPA Water Infrastructure Improvements for the Nation (WIIN)</u> : The COG developed, submitted, and was awarded a WIIN grant from EPA to aid in water regionalization efforts, conduct trainings for small water systems and to develop and host a water summit.	\$420,000	In Review
City of Gallup	<u>NMFA</u> : The COG prepared and applied to NMFA for Local Government Planning Funds to assist the City of Gallup with updating the Growth Management Master Plan.	\$50,000	Awarded

3.3.2 Healthy Communities: The COG team led by Carrie House worked with State of New Mexico Health Department on the “Data Across Sector of Health” (DASH) to support this initiative and developed a [Navajo Nation Food Map](#). COG staff has remained in contact with the UNM Prevention and Research Center on the VIVA Connects program in eastern Navajo Nation. Activities have been put on hold due to Covid-19.

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.

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:

NATIONAL LEVEL

Economic Development Administration (EDA):

- Applications & Awards:

3.2 *District CARES Application.* The COG is continuing to implement this \$400,000 CARES Act application to EDA under its non-competitive pool of funding including its contractor Eric Ghahate as Recovery Coordinator. This quarter, COG finalized a technology services support contract with Elebase to stand-up BUILDIT website.

3.3 *Assistance to Coal Communities Grant Application.* [The COG was awarded a second \\$988,400 grant under EDA's ACC program. Two contracts have been executed already with Four Corners Economic Development and Wilson & Company. Substantial completion of final design has been completed for the Milan Industrial Park with 90% design due on July 31st.](#)

3.4 *Revolving Loan Fund.* [Under the competitive CARES Act program,](#) COG was awarded an application for \$990,000 to develop a COVID-19/CARES Act RLF. This quarter, COG made major progress including:

3. Attended several advanced RLF Training;
4. Submission of mandatory Legal and Application Documents;
5. Setup Back Account for EDA CARES RLF funds;
6. Reorganize and assigning the RLF Coordinator position to Michael Sage; and
7. Initiated procurement for RLF Technical Assistance Provider.

3.5 *G.A.L.L.U.P CARES Planning Grant:* The City of Gallup and Greater Gallup Economic Development Corporation were awarded \$600,000 for an autonomous and airport plan to promote the area as Mobility USA. They held the [Gallup Mobility Hub](#) virtual economic roundtable on February 11-12, 2021 and procured a contractor for the Mobility piece of the project. This quarter, project is moving into next phase including finalizing Mobility Plan and initiating the Airport Master Plan and Transportation Master Plan pieces.

3.6 *EDA-COG Weekly Check-in:* The COG and Trisha Korbas, Economic Development Representative (EDR) continued to facilitate weekly video conference calls to share information on COVID-19.

- Statewide CEDS Plan: The COG continued to support the State of New Mexico Department of Economic Development roll-out its award for \$1,500,000 to update the statewide plan and a state recovery plan to interlink with Regional CEDS and Recovery Plans.
- Regional CEDS Plan: Michael Sage finalized the Regional CEDS "[La Ristra Northwest](#)" update including re-designing the CEDS committee and recruiting participation. A presentation was made to COG Board on October 21, 2020 with final approval on April 21, 2021. This quarter, COG is addressing EDA comments to bolster resiliency section.

Census 2020/Stats America: COG staff attended multiple trainings on Census and Stats America during this quarter.

EPA Brownfields Coalition: The COG continued promote this opportunity and discuss sites for assessment work. This quarter, COG completed Phase I reports for four sites in McKinley County, two sites in Milan, and two sites in Bloomfield. About 90% of this grant has been deployed.

STATE LEVEL

"FUND IT" Initiative: COG executive staff attended periodic meetings of the "FUNDIT Task Force" established by the State Economic Development Department for multi-agency vetting and co-financing of

economic development projects. This quarter, COG supported Village of Milan with a presentation on its Industrial Park, as well as a Navajo Nation US491 Planning request.

Opportunity Zones: During this quarter, COG continued to track opportunities and best practices.

State Land Office: COG staff continued to engage State Land Office to authorize redevelopment planning and access in Prewitt, including finalizing the planning & development lease for three years.

COVID-19: The COG has taken an active role in the mitigation, response, and recovery from this crisis including conferences calls with State agencies and disseminating information from the CARES Act.

REGIONAL LEVEL

National Development Council: The COG and its partners engaged this non-profit for services that could help our whole region including a Grow Fund, RLF support, and financial review on project deals. COG used its technical assistance to drill-down on establishing a NPO arm of the COG, CEDS Project Portfolio development, and standing up the RLF.

“POWER” Assistance to Coal Communities: The COG was invited by EDA-Austin to present to its entire staff on the progress of these linked investments.

- **Electric Generating Facility Economic Development District:** After 10 months of work, the COG and Tri-State Generation & Transmission helped McKinley County stand up a new regional authority focused on redevelopment for the Prewitt Opportunity Zone. COG made several presentations and is excited that Cibola County is eager to join this authority. <http://www.nwnmcog.com/mcegfed-document-library.html>
- **Prewitt Industrial Park Master Plan & Design:** won a NADO Impact Award. <http://www.nwnmcog.com/prewitt-industrial-park.html>
- **Milan Industrial Park Master Plan & Design:** is also receiving national attention and inquiries from site selectors and businesses looking to locate. <http://www.nwnmcog.com/milan-industrial-park.html>
- **Greater Gallup Industrial Workforce Program:** has gone digitally and implemented COVID-19 safe practices in recruiting for its third cohort. <https://www.gallupedc.com/workforce>
- **Energy Transition Act:** The COG continues to build from momentum of EDA’s investment to assist Coal Impacted Communities, including tracking statewide policy rolled up in [Senate Bill 489](#), entitled Energy Transition Act, which was passed and signed into law. COG staff participated in the Northwest Regional Economic Outlook Forum.
- **Tri-State Generation and Transmission:** COG staff has also been hyper focused on understanding future plans of TriState as it relates to [Escalante Generating Station](#). The shutdown will eliminate 107 jobs in our region by December 2020. COG staff presented to Tri-State’s board in order to secure \$5M in community transition funding and supported legislation and funding from the State Legislature. It was announced that COG will receive \$250,000 for its continued work. This quarter, Escalante H2O announced intent to purchase the plant and re-purpose it for a blue hydrogen project.

- **McKinley Paper:** COG and its partners have been quietly working with this 40-year company that supports the bi-county economy to sustain its current 100 jobs and add up to 10 more through a LEDA application. The State of New Mexico provided a \$5M LEDA grant.

SET Initiative-US Department of Agriculture-Rural Development (USDA-RD): The COG has joined a group headed by NM State University (NMSU) that has interest in regrouping and resurrecting this rural initiative. COG has submitted an AmeriCorps* VISTA proposal aimed at bringing the capacity needed. This plan was incorporated into the CEDS.

VISTA Proposal: The COG has submitted an AmeriCorps* VISTA proposal aimed at bringing the capacity needed to support several initiatives and organizations. This proposal has now been denied twice, so COG will re-apply in August 2021.

Adventure Tourism. COG staff continued service on the Board of Directors of Adventure Gallup & Beyond, Inc., and served as an integral part of its initiatives, including collaborative work on the *Zuni Mountains Trails Partnership* Master Plan with the US Forest Service and other stakeholders. COG work, this quarter, included:

- (1) **Zuni Mountains Trail Project:** During this quarter, COG began updating the Master Trails & Conservation Master Plan that guides this project. Three construction projects were ramped up.
- (2) **Mount Taylor and Zuni Mountains Collaborative:** staff also continued attending these joint-county meetings and supporting subcommittees for NM579 Lobo Canyon Bike Lanes, Grants Trail Project, La Mosca Road Project, and Equestrian Staging Area.
- (3) **Northside Mecca Project:** continue to look for investments to purchase this amazing [asset](#).

Trail of the Ancients Byway and Four Corners Geotourism Website: The COG has assumed a leadership role in applying for national certification of our regional byway, NM Trail of the Ancients and looking to take over ownership and management responsibilities of this website as a marketing and asset inventory asset to promote authentic trips and travel in our region. <https://fourcornersgeotourism.com/> [This byway did receive national designation.](#)

Broadband: COG staff is supporting a Four Corners regional broadband project and individual applications to build out redundancy in Northwest NM. The COG is eager to utilize an EDA-CARES grant headed by the Department of Information Technology (DOIT) to develop more deployment projects.

San Juan County

Four Corners Economic Development (4CED): COG staff continued a contract for services based on our EDA ACC #2 grant.

Rail Service: San Juan County received an award for \$2M from FHWA's BUILD Program to continue feasibility and planning of a freight rail line that could service the Farmington area.

McKinley County

Carbon Coal Industrial Park: COG participated in site master planning and spec-building planning for this new park including identification of funding options for design and build-out of onsite and offsite infrastructure including wastewater extension.

Coal Avenue Commons: Funded through National Endowment for the Arts, the COG is a lead partner in re-designing downtown Gallup through a creative placemaking approach. COG staff worked on new gap funding strategies including DOT funding. <https://www.coalavenuecommons.com/>

Greater Gallup Economic Development Corporation, Inc. The COG continued its active partnership with the GGEDC, including:

- Gallup Executive Directors' Association (GEDA) – COG staff continued to attend these meetings.
- Economic Roundtable: COG staff participated in 2021 Roundtable focused on autonomous vehicle industry and mobility.

Cibola County

Milan Industrial Park: COG staff presented to the Village on the design efforts as well as the need to set up a quick response team. The COG developed a 15-year plan of action and build-out.

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

Long Range Planning:

- Reviewed the NMDOT 2045 (Long Range) Transportation Plan (51 pages), and summarized it to a four page document and emailed both documents to our members. Then condensed to a 1.5 page summary which I shared with our members at our June 9 meeting.
- Prewitt / Milan Transportation Master Plan: Ongoing participation with Wilson & Co. for development of the PMTMP including the first TWG and PAC meetings. Worked with them to fine tune the a) PMTMP Work Plan and b) Public Involvement Plan. Helped divide the TWG and PAC into two groups focused on a) McKinley County Prewitt Industrial Park and b) Cibola County Milan Industrial Park.

Technical Support & Data Management:

- No highlights to report.

Project Development & Monitoring:

- Managed the NMDOT Transportation Project Fund application process for our region, along with project submissions from our members. DOT District 6 review and sign off for these PFF's via MS Teams virtual meeting on May 26, in which our region's Commissioner Charles Lundstrom participated. Follow up with RTPO members thereafter for their respective leaders signatures on these PFF's. Had to push our members, and DOT District 5 staff for signatures.
- Commenced our regular Call for Projects for the NWRTPPO during this quarter, generated a schedule for PFF review and participated with DOT District 6 on June 29 – 30 for this review; anticipate DOT District 5 review for Northern Navajo in the near future.

Other Activities and Projects:

- Staff participated in a SCORP (Statewide Comprehensive Outdoor Recreation Plan) Northwest Regional Town Hall meeting in the 3rd quarter of FFY2021.

General RTPO Support:

- Ongoing management of RTPO monthly virtual meetings – worked on developing meeting packages for July – August in the next quarter as well.
- Orchestrated presentations from a) Sky Tallman on TAP/RTP/CMAQ, and b) Jason Grover on “Development along federal and state highways” for our April 14 meeting; and forwarded these presentations to our members thereafter.

RTPO Administration:

- Participated in statewide RTPO Roundtable (virtual) – April 13, 2021.
- Completed annual Quality Assurance Review with Neala Krueger – NMDOT Liaison in April, with no findings.

Respectfully submitted
on behalf of the COG staff,



Evan J. Williams, Executive Director

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

Website: www.nwnmcog.com

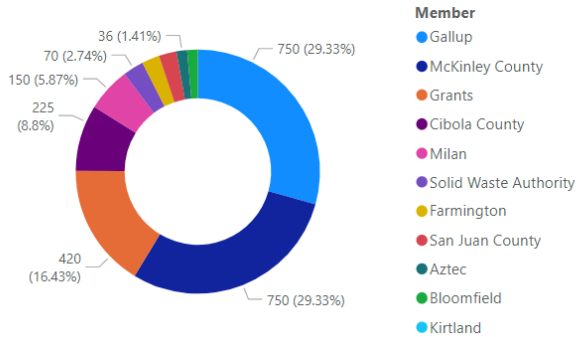
Facebook: <https://www.facebook.com/NWNMCOG>

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

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

Northwest New Mexico Council of Governments
MEMBER HOURS REPORT
FY2021
as of March 31, 2021

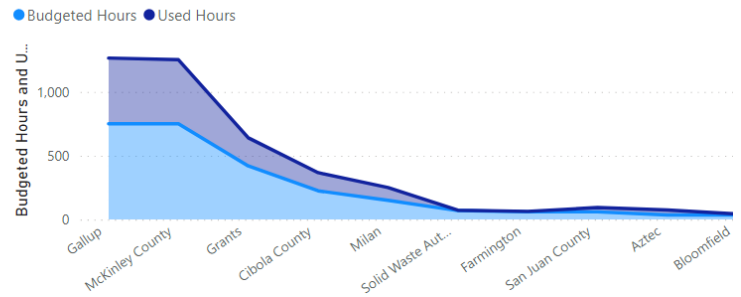
Budgeted Hours by Member



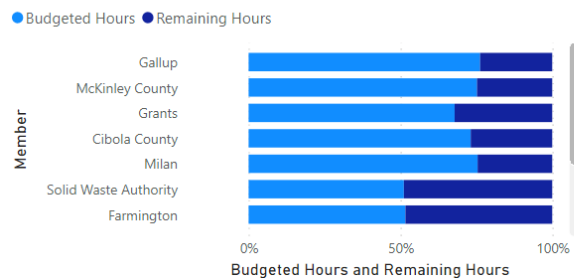
Used Hours, Minimum Value and Budgeted Hours



Budgeted Hours and Used Hours by Member



Budgeted Hours and Remaining Hours by Member

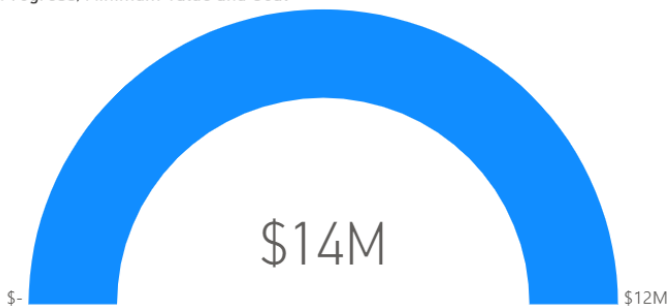


Fund #	Member	Budgeted Hours	Used Hours	Remaining Hours
110	Cibola County	225	142.25	82.75
120	McKinley County	750	502.25	247.75
130	San Juan County	60	33.75	26.25
210	Aztec	36	38.50	-2.50
220	Bloomfield	36	7.75	28.25
230	Farmington	60	3.75	56.25
240	Gallup	750	515.50	234.50
250	Grants	420	220.50	199.50
260	Milan	150	101.00	49.00
270	Kirtland	0	0.00	0.00
310	Solid Waste Authority	70	3.00	67.00
2350		2557	1,568.25	988.75

Northwest New Mexico Council of Governments
IMPACT BY THE NUMBERS
Performance Report, FY21
as of March 31, 2021

Impact Area	Metric	Goal	Progress	Gap
Investment	Grant Funding	\$10,000,000	\$10,188,506	\$188,506
Leverage	Federal	\$647,321	\$2,625,721	\$1,978,400
Leverage	State	\$310,000	\$430,000	\$120,000
Leverage	Private	\$250,000	\$250,000	\$-
Dues	Membership	\$235,000	\$220,000	\$(15,000)
Investment	Brownfields	\$220,000	\$30,000	\$(190,000)
Leverage	Fee for Service Contracts	\$144,000	\$89,000	\$(55,000)
Building Improvements	Roof Repair #2	\$126,000	\$-	\$(126,000)
Building Improvements	Gates	\$3,000	\$-	\$(3,000)
Building Improvements	Garden Project	\$1,200	\$-	\$(1,200)
Building Improvements	Interior Upgrades	\$-	\$-	\$-
Total		\$11,936,521	\$13,833,227	\$1,896,706

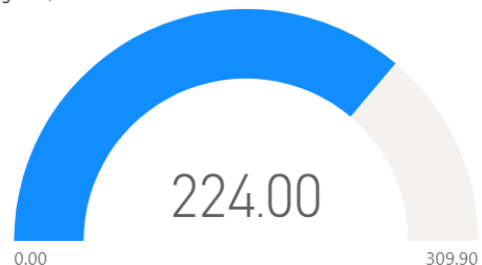
Progress, Minimum Value and Goal



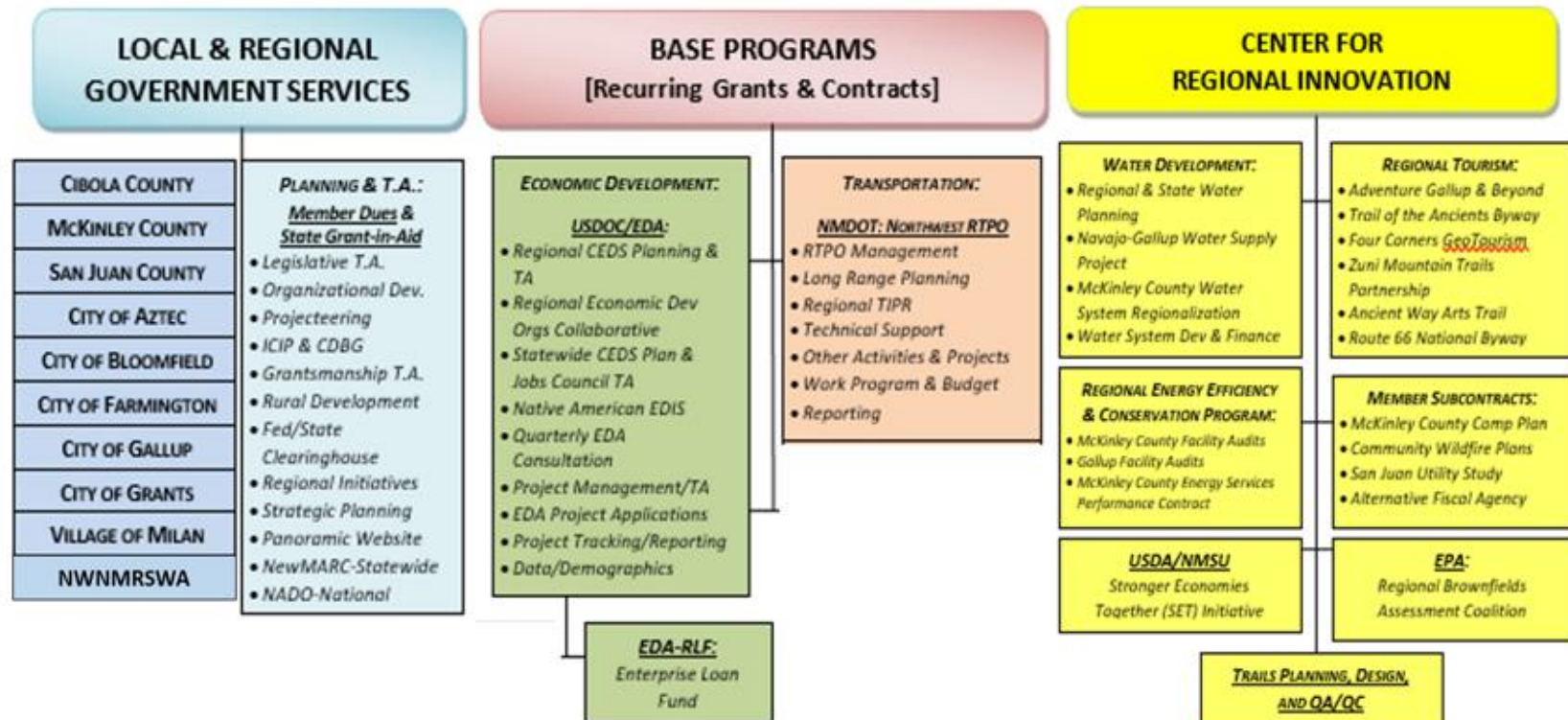
Northwest New Mexico Council of Governments
IMPACT BY THE NUMBERS
Performance Report, FY21
as of March 31, 2021

Impact Area	Metric	Goal	Progress	Gap
Audit	Findings	0.00	0.00	0.00
Awards	NADO Impact Award	1.00	1.00	0.00
Awards	NMIFC Best Practice Award	0.00	0.00	0.00
Awards	Scenic Byway Designation	1.00	1.00	0.00
Marketing	Facebook Followers	150.00	116.00	34.00
Marketing	Twitter Followers	100.00	83.00	17.00
Marketing	Website	1.00	1.00	0.00
Marketing	Youtube Subscribers	50.00	20.00	30.00
Member Satisfaction	Survey (Good or Excellent)	0.90	0.00	0.90
Reporting	Annual Report	1.00	1.00	0.00
Reporting	Newsletters	3.00	1.00	2.00
Reporting	Snapshot of the Session	2.00	0.00	2.00
Staff	Turnover	0.00	0.00	0.00
Total		309.90	224.00	85.90

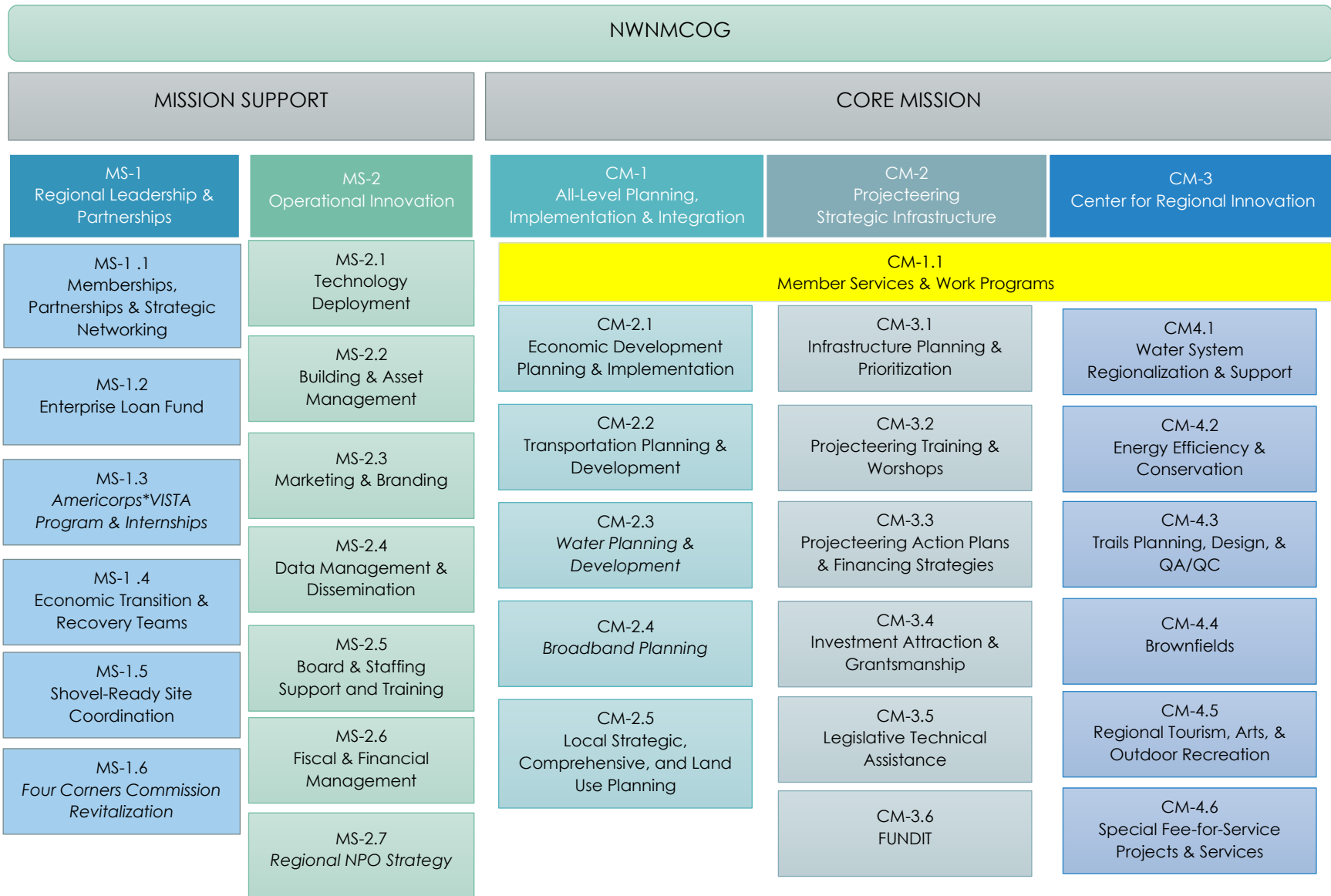
Progress, Minimum Value and Goal



ANNUAL WORK PROGRAM



PROPOSED





RESOLUTION 2021-03

Certification of the Revolving Loan Fund Plan including revision of the Loan Committee structure and membership, establishing a Loan Committee Chair, and Delegation of Authority.

WHEREAS, on February 12, 2021, the Northwest New Mexico Council of Governments (COG) was awarded \$990,000 of CARES Act Recovery Assistance grant from the US Economic Development Administration (EDA) to capitalize and revitalize COG's existing Revolving Loan Fund (RLF) program know as the Enterprise Loan Fund (ELF).

WHEREAS, the COG Board of Directors approved its Revolving Loan Fund Plan update on April 15, 2020 to restore program compliance;

WHEREAS, due to the terms and conditions of the CARES Act funding, the COG needs to update the Revolving Loan Fund Plan to incorporate and adhere to those new requirements;

WHEREAS, the COG via the Regional Economic Development Partners contract with the National Development Council (NDC) who has reviewed and advised the COG of other necessary changes and best practices as they have significant professional expertise in this field.

NOW THEREFORE BE IT RESOLVED:

1. Approval the Revolving Loan Fund Plan contingent on final review by Loan Committee Chair and ultimate EDA approval;
2. Establishment of a new Loan Committee structure and membership as presented including establishing the Loan Committee Chair as a member of the COG Board of Directors that is not an elected official;
3. Delegation of authority of the COG Board of Directors to the Loan Committee to make decisions necessary and as defined in the Revolving Loan Fund Plan; and
4. Require the Loan Committee Chair and/or the Loan Officer to provide reports at least quarterly to the Executive Committee and when necessary the full Board of Directors.

PASSED, APPROVED AND ADOPTED at a duly called and convened regular meeting of the Board of Directors of the Northwest New Mexico Council of Governments, in Grants, New Mexico, this 28th of July, 2021.

Billy Moore, Chairman

ATTEST: Evan Williams, Executive Director

COG Board of Directors

Loan Committee Member Types
Private Sector, No Politicians

CPA	Attorney	Real Estate	Utility	Micro-Business Owner	Real Estate
Developer	General Contractor	Incubator Director	EDO Director	Banking	

TBD, Loan Committee Chair
Nominated by the Board

Executive Director

Michael Sage, RLF Loan Officer

Contracted Loan Support Service and
Underwriter



NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS
New Mexico Economic Development District I

Revolving Loan Fund Plan

FOR THE

ENTERPRISE LOAN FUND OF NORTHWEST NEW MEXICO

capitalized in part by

The US Department of Commerce, Economic Development Administration

and

**The State of New Mexico, Local Government Division,
HUD Community Development Block Grant (CDBG) Program**

approved on April 15, 2020

by

**The Board of Directors
Northwest New Mexico Council of Governments**

**Billy W. Moore, Board Chairman
Evan J. Williams, Executive Director/ELF Director**

ACKNOWLEDGEMENTS

This *Revolving Loan Fund Plan* for the Northwest New Mexico Enterprise Loan Fund was revised during Fiscal Year 2021-21 with the consultation & assistance of National Development Council, the Board of Directors of the Northwest New Mexico COG and staff of the Economic Development Administration, Austin Regional Office.

ENTERPRISE LOAN FUND OF NORTHWEST NEW MEXICO REVOLVING LOAN FUND PLAN

Revised July 28, 2021

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ENTERPRISE LOAN FUND OF NORTHWEST NEW MEXICO

INTRODUCTION

The Enterprise Loan Fund (ELF) of Northwest New Mexico came into being in 1996 as a partnership of the City of Farmington, the Northwest New Mexico Council of Governments and small business assistance partners in the Four Corners region. It was co-capitalized by a \$300,000 grant from the *Revolving Loan Fund* program of the Economic Development Administration, US Department of Commerce, and a \$300,000 grant from the State of New Mexico under the *Community Development Block Grant (CDBG)* program funded by the US Department of Housing and Urban Development.

This document will address:

- The **need for this public financing tool** to complement other business assistance programs and services available to firms and/or would-be entrepreneurs in industry sectors and/or locations targeted by the Five-Year Comprehensive Economic Development Strategy for Northwest New Mexico, published Spring 2018,
- The **types of financing activities** employed,
- The capacity of the RLF's organization to make loans and to work effectively with the business community and other financing providers, to function as an integral part of the overall economic adjustment effort and to manage the lending function, and
- Other matters as required by the EDA's Revolving Loan Fund Guidelines.

The Northwest New Mexico Council of Governments (NWNMCOG) is the Economic Development District designated by the Economic Development Administration for the tri-county region encompassing the New Mexico Counties of Cibola, McKinley and San Juan. The District covers three counties, seven municipalities, and four tribal entities including the Navajo Nation and Pueblos of Acoma, Laguna, and Zuni. The District has been disempowered by long-term economic stagnation, as defined in the Economic Adjustment Program administered by the EDA, in accordance with all three of the relevant economic problem criteria: (a) very high unemployment; (b) low per capita income; and (c) chronic distress. Further, in recent years the collapse of coal and other natural resource markets, has caused massive economic disruption in our region, population loss, and tax base depletions. This sector was a key foundational element of the Northwest New Mexico economy that is not easily replaced even through proactive and aggressive diversification efforts.

The **mission** of the Northwest New Mexico ELF is to improve access to capital for businesses and individuals in support of business and job creation, retention and expansion throughout the tri-county region.

This *Revolving Loan Fund Plan* is organized and presented according to the guidelines of the Economic Development Administration.

PART I.

THE REVOLVING LOAN FUND STRATEGY

The RLF is designed to address areas of economic distress in Northwest New Mexico and help implement the Comprehensive Economic Development Strategy (CEDS) for the Northwest New Mexico Council of Governments (NWNMCOG) as summarized below. Small businesses often are unable to access private capital for financing business expansion and improvements. Those who can meet private capital procurement requirements may do so at higher prices. In order to lessen this burden to local businesses, the RLF is designed to supplement private financing for tenant improvements and fixed assets such as equipment for businesses, as well as permanent working capital, and the acquisition and rehabilitation of commercial real estate. Use of RLF funds in tandem with private financing can reduce the cost of private financing, thereby increasing the availability of private capital to businesses that are located in Northwest New Mexico.

A. ECONOMIC ADJUSTMENT OVERVIEW

Northwest New Mexico comprises 15,503 square miles of high arid plateau and mountainous terrain and contains an ethnically diverse and geographically diffuse population of about 220,000 residents, reflecting an average density of less than 13 persons per square mile. The region is made up of three rural counties (*Cibola, McKinley and San Juan*) and portions of four Indian reservations (*Acoma, Laguna, Navajo, and Zuni*). Much of the land outside the reservations is federal land (managed by the Bureau of Land Management or Forest Service) or State land. The principal municipalities are: Farmington (pop. ~45,000) in San Juan County; Gallup (pop. ~22,000) in McKinley County; and Grants (pop. ~9,000) in Cibola County.

1. The Economic Adjustment Problem

Prior to the 1950's, the District's economy was predominantly agricultural, much of it at subsistence levels, except for the modest impact of travel along U.S. Route 66 through the southern portion of the District. The exploitation of oil, gas, coal and uranium resources beginning in the 1950's introduced a new dynamic to the regional economy: rapid growth with jobs that paid well and required skills often not available in the local population, spurring in-migration, followed by severe job loss and out-migration during the down cycles in these industries.

The District-wide unemployment rate has averaged levels half-again greater than the nation, while per capita incomes have been less than three-fifths of the national average. Poverty numbers are high throughout the region

- For San Juan County, a range in rates from 18% to 35%, encompassing approximately two-thirds of the county area;

- For McKinley County, a rate range from 26% to 100%, involving about one-half of the county area involved; and
- For Cibola County, rates ranging from 14% to 60%, involving about one-third of the county area.

In the Appendix section is a copy of our region's "Social & Economic Context Report" provided and created from information available on StatsAmerica (<http://www.statsamerica.org/>).

Other long-term problems faced by the District include:

- lack of accessible investment capital;
- loss of better paying jobs resulting from down cycles in basic economic activities;
- economic disparity and excessive dependence on government;
- socioeconomic isolation resulting from the great distances between communities within the District and remoteness from major markets;
- cultural and jurisdictional obstacles to economic planning and development resulting from the mix of cultures, multiple sovereign boundaries and diverse governmental jurisdictions;
- inadequate water supply, especially in southern portions of the District, and inadequate community infrastructure throughout the Indian reservations;
- inadequate transportation linkages from some portions of the region to major markets;
- inadequate last-mile telecommunications infrastructure; and
- lack of affordable, quality housing.

2. The CEDS

This RLF Administrative Plan stems from a regional strategy document La Rista Northwest that has been reviewed by the US Economic Development Administration (EDA) and certified as a Comprehensive Economic Development Strategy (CEDS).

There are also several area plans that dictate the direction of economic development activity in Northwest New Mexico, including:

- ***New Mexico 5-Year Economic Development Plan (2021)***
- ***Trail of the Ancients SET Plan (2017)***
- ***POWER (Partnerships & Opportunities in Workforce & Economic Revitalization) Report (2018)***
- ***Navajo Nation Comprehensive Economic Development Strategy (2018)***
- ***Regional Water Plans***

3. Area Resources and Assets

The commercial areas within the tri-county area of northwest New Mexico are primarily located in the few incorporated municipalities spread throughout the region. San Juan County is the largest economy in the tri-county area anchored by the City of Farmington, and including the City of Aztec, City of Bloomfield, City of Kirtland. McKinley County is the second largest economy in the tri-county area anchored by the City of Gallup. Cibola County is the third largest economy anchored by City of Grants and including the Village of Milan.

Commercial areas continue to possess a number of resources and potential opportunities for synergistic economic development and growth, including:

- Availability of commercial zoned vacant or underutilized parcels along major traffic corridors,
- Numerous commercial districts with unique tenant mixes;
- Organized merchant associations in many districts of the city;
- Recent and planned public improvements along major corridors;
- A high degree of community involvement and support for economic development and revitalization efforts;
- Commitment of a significant amount of City and federal resources, including the recent development projects and public improvements around Farmington, Gallup, Grants, and Aztec.
- Availability of high quality educational and job-training resources through San Juan College, UNM-Gallup, NMSU-Grants), and several EDO-operated workforce training programs and other local employment training programs.

B. THE BUSINESS DEVELOPMENT STRATEGY

1. Objectives of the Business Development Strategy

Based on the CEDS planning process, the EDA-RLF will prioritize the type of investments that will be the most effective in attaining the objectives outlined in the CEDS. These priorities are:

- Increase existing small businesses, as defined by SBA size standards, in NWNM that have the ability to repay the loan with historical and/or projected cash flows;
- Increase minority enterprise development;
- Increase women-owned business development;
- Increase veteran-owned business development; and
- Increase business development in low-to-moderate income census tracts.

The ELF will expand access to capital through the following loan fund:

- **Enterprise Loan Fund (ELF)**. The ELF will make loans to new and growing businesses. The intent of the ELF is to finance business development projects, partnering with a bank or other lending institution. Under the ELF, loans range from \$20,000 to \$100,000.

2. Targeted Sectors

The NWNMCOG has targeted the following industry clusters in the Target Area for business assistance:

- Healthcare, medical devices, biotechnology and healthcare services;
- Environmental, including environmental technology and environmental services;
- Business services, including locally serving professional services, business related services, technical services, finance, and real estate services;
- Light manufacturing, including food processing;
- Retail Trade; and
- Outdoor Recreation

C. FINANCING POLICIES

The ELF will be administered in accordance with the *Title IX Economic Adjustment Program Revolving Loan Fund Administrative Manual*, and the following policies will be implemented:

- 1. Eligible Lending Area**. Three counties of Northwest New Mexico: Cibola, McKinley, and San Juan, plus the four tribal entities of Navajo, Acoma, Laguna, and Zuni.
- 2. Allowable Borrowers**. Any registered for-profit (Corporation, Sole Proprietor, Limited Liability Company, etc.) business that can repay the debt from historical or projected cash flows.
- 3. Loan Size** – Loan size range from \$20,000 to \$100,000. The Loan Committee (LC) may approve loan amounts larger than the standard maximum on an exception basis. The maximum individual loan size, per Economic Development Administration (EDA) program-wide policy, is to be no more than 25% of the RLF program's capital base at the time of the loan application.

D. INTEREST RATES

Interest rates on loans will be fixed. The standard interest rate on RLF loans will be equivalent to the prime interest rate quoted in the Wall Street Journal plus 2% at the time of loan closing by the LCO. The minimum interest rate is 75% of the WSJ prime rate but shall not be lower than 5%. The RLF operator will follow the state's usury law, which determines the maximum legal interest rate. According to 13 CFR 307.15, the only exception for the above policy is if the prime interest rate listed in the Wall Street Journal exceeds fourteen (14%) percent, the minimum RLF interest rate is not required to be raised above ten (10%) if doing so compromises the ability of the RLF program to implement the financing policy.

1. **Application Fee** - There will be a \$250 fee for each loan application. The application fee will be credited towards the loan-underwriting fee and will be refunded to the applicant if not approved.
2. **Loan Fees** – Loan fees will be 1% of the amount loaned.
3. **Payment Terms** - Payments will be made monthly using ACH payment;
4. **Loan Terms** - Standard loan terms will be as follows:
 - Working Capital (7-10 years)
 - Machinery & Equipment (7 to 10 years)
 - Real Estate – New & Improvements (25 years)
 - Leaseholder Improvements (Life of the lease but not to exceed 10 years)
 - Debt Refinance (term commensurate with use of proceeds from loan to be refinanced)

In general, loan terms will not exceed the average useful life of the assets being financed.

5. **Private Leveraging/Participation** - RLF recipients are highly encouraged to participate in other financing institutions' loans. To provide context for this goal, there is an Economic Development Administration (EDA) portfolio-wide requirement in which the full RLF (all participants collectively) will leverage a minimum of two private dollars for each RLF dollar loaned. That is, the leveraging requirement applies to the portfolio as a whole rather than to the individual loan. Private "leveraging/participation" is defined as capital (cash or real estate only) invested to the business by the borrower, others (partners) or financing from private entities such as banks or crowd sourced funding.
6. **Equity/Borrower Injection General Requirement** - The RLF, with the exception of working capital loans, will require all borrowers to inject owner equity as a percentage of the requested loan amount; this may be in form of owner equity and/or private financing. The borrower's equity injection should be at least 10% of requested loan amount for existing businesses.
7. **Collateral** - Collateral pledged and personal guarantees for each loan will depend upon the loan amount, the overall risk of the credit, and the availability of personal and business assets to be pledged as collateral. Loans will be secured by collateral (business and

personal) to the maximum extent possible to ensure an adequate secondary source of repayment. Generally, collateral pledged through UCC-1 filings for RLF loans shall not be pledged to other lenders or for other obligations of a business.

- 8. Credit Memorandums** - Each application will be reviewed for standard underwriting criteria. A credit memorandum summarizing the applicant's satisfaction of the criteria will be presented to the Loan Committee Oversight (LCO) prior to board consideration of loan approval. Generally, the credit memo will address the following qualities: location in the region, management ability, market feasibility, primary source of repayment, secondary source of repayment, leverage, environmental issues, job creation, credit history, and the project or applicant's overall economic impact. Credit memorandums will also address other program requirements, such as the ratio of funds loaned to jobs created.
- 9. Financing Restrictions** – RLF Capital may **not** be used to:
- a) Undertake research and development
 - b) Acquire an equity position in a private business;
 - c) Subsidize interest payments on an existing loan;
 - d) Provide the equity contribution required of borrowers under other Federal loan programs;
 - e) Enable a borrower to acquire an interest in a business, either through the purchase of stock or through the acquisition of assets, unless the need for RLF financing is sufficiently justified and documented in the loan write-up/credit memo. Acceptable justification could include acquiring a business to substantially save it from imminent foreclosure, or acquiring it to facilitate a significant expansion or increased investment
 - f) Provide loans to a borrower for the purpose of investing in interest bearing accounts, certificates of deposit or other investment not related to the objectives of the RLF;
 - g) Refinance debt unless:
 1. It is sufficiently documented in the attendant credit memo that the RLF loan is not replacing private capital solely for the purpose of reducing the risk of loss to an existing lender(s), or
 2. An RLF loan is used to purchase the rights of a prior lien holder during an in-process foreclosure action in order to preclude a significant loss on an RLF loan. This action may be undertaken only if there is a high probability of receiving compensation within 18 months from the sale of assets sufficient to cover the RLF's expenses plus a reasonable portion of the outstanding loan obligation
 - h) Finance any activity that serves to relocate jobs from one commuting area to another. (A commuting area is that area defined by the distance people travel to work to and from NWNM) unless:
 1. The applicant has moved or will move into region for reasons unrelated to RLF assistance;
 2. The applicant has relocated to the region to the date of the applicant's request for RLF assistance;
 3. The applicant will expand employment in the region substantially beyond employment in the area where the business was originally located;

4. The applicant is relocating from technologically obsolete facilities to remain competitive;
5. The applicant is expanding into the new area by adding a branch affiliate of subsidiary while maintaining employment levels in the old area(s)

E. PORTFOLIO STANDARDS AND TARGETS

1. Private Investment Leveraging Ratio

As specified in the EDA Terms and Conditions, the portfolio shall maintain a private leverage ratio of 2:1, or \$2 of private dollars or funds to every \$1 in EDA funding.

2. Cost per Job

- a. Every project shall have a new job creation or jobs saved component.
- b. The portfolio shall target a cost per job ratio of \$50,000 or less.
- c. The maximum cost per job for any single loan will generally not exceed \$100,000.

F. ELF LOAN SELECTION CRITERIA

Priority in processing loan applications will be given to applications that further the targeting of RLF funds as outlined above. Loan applications will be considered for processing, if:

1. Staff can demonstrate credit worthiness based upon the financing policies of this plan;
2. The project is consistent with the business development strategy;
3. The loan will meet program goals to facilitate in the creation of higher paying, higher skilled, private sector jobs, diversify and strengthen the economy, and stimulate private investment. Priority will be given to those projects that provide the highest economic benefit, which may be evidenced by creation of jobs;
4. The loan is consistent with the goal of maintaining a diversified portfolio; and
5. Business has sufficient historical and/or projected cash flow to repay loan.

G. PERFORMANCE ASSESSMENT PROCESS

The portfolio goals will be monitored at the time of the semi-annual report to EDA. If targets are out of line or a trend is noticed in this direction, these trends will be analyzed to determine if any modifications to the Plan and/or portfolio are required. This will be accomplished by utilizing the current database software that is utilized to generate the EDA report.

The EDA Administrative Plan will be reviewed annually as part of the annual certification. Changes will be made to the plan as deemed appropriate to ensure the plan is consistent with the area's current economic development strategy and that the RLF is being operated in accordance with policies and procedures contained in the approved plan. (13 CFR 308.14).

RLF OPERATIONAL PROCEDURES

The operation of the Enterprise Loan Fund of Northwest New Mexico will draw upon the collaborative strengths of local governments, economic development organizations and educational institutions within the District, and will be based upon an organizational structure that clearly defines authority and responsibility for administration of the Program.

A. ORGANIZATIONAL STRUCTURE

1. Genesis of the ELF: The ELF was initially created by a joint powers agreement among the City of Farmington, the Counties of San Juan, McKinley and Cibola, and the Northwest New Mexico Council of Governments. This is a regional fund, serving all three counties in order to achieve economies of scale and to qualify for the maximum funding available. The Council of Governments is under contract to the EDA to assure compliance with federal requirements. The joint powers agreement empowers the Council of Governments Board of Directors as the body responsible for oversight and policy making, and vest in it the power to contract for marketing and administration of the ELF.
2. Marketing: Marketing of the ELF will be done through collaboration with locally owned commercial financial institutions. Additional marketing will be done in collaboration with the Small Business Development Centers in Farmington, Gallup and Grants. Further, direct marketing will be achieved through presentations to community organizations and outreach at community events.
3. Fund Administration: The administrative organization of the Revolving Loan Fund is briefly envisioned as follows, and expanded on below:
 - a. Authority for Fund. The COG Board of Directors establishes regional ELF policy and reviews operations and performance; solicits nominations for, and appoints, the Loan Committee; and as needed, outsources for ELF marketing and administration.
 - b. Loan Committee: The NWNMCOG will form a Loan Committee (LC) to provide policy oversight and financial review services for new loan applications and modification agreements. The ELF Program Director ensures that the Loan Committee receives complete application information to make effective recommendations about the viability of each business' financing request. The Loan Committee will meet as needed and will be responsible for implementing the policies contained in this ELF Plan and any procedures as may be adopted and promulgated by the Board of Directors of the Northwest New Mexico Council of Governments, as well as for recommending policy changes, approving loans, modifying loans, and concurring with all loan foreclosure and workout actions.
 - c. Loan Committee Oversight. The Loan Committee (LC) will generally schedule meetings "as needed", and will agree to review transactions requiring quick action on an "as needed" basis. Organizational and operational matters, including loan decisions, will be made by a majority vote of the appointed members of the Board. A quorum will exist whenever at least half of appointed members are in attendance.

However, at least one LCO member with financing experience (similar to the type of loans to be made) must be present for each loan decision. No loan will be committed, no major loan modification or waiver agreed to, no loan foreclosure action initiated without formal prior review and comment (in the form of LCO minutes) of the Loan Board. Staff will recommend on interest rates, terms and conditions, and approvals for all loans.

- d. Fund Manager. The Enterprise Loan Fund Director manages and supervises the ELF and its staff or contractor and reports to the COG Board of Directors. The ELF Director is responsible for ensuring implementation of the ELF program in accordance with this Plan and pertinent federal and state requirements and guidelines.
 - e. Market Linkages. The Directors of the Small Business Development Centers (SBDCs) in Farmington, Gallup and Grants constitute a secondary mechanism for loan marketing and consultation with prospective borrowers regarding preparation of business plans and loan application packages, and for delivering entrepreneurial training to clients. Local bankers also provide the ELF with potential clients from the banks' pool of applicants who fall short of bank requirements and thus need gap financing to complete the loan package.
 - f. Technical Assistance. Under Memorandum of Understanding between the ELF and the New Mexico Small Business Development Center, the Small Business Development Centers in Grants, Gallup and Farmington, respectively, will provide technical assistance services to ELF clients, client consultation and written feedback to the ELF as a means of increasing clients' opportunity for success in the loan program. Agreements with a commercial banker in each county also provide a means of obtaining feedback and recommendations on improving the financial conditions of each client.
 - g. Fund Policy Governance: ELF policy will be governed by the Board of Directors of the Northwest New Mexico COG, which is composed of members from units of local government in Cibola, McKinley and San Juan Counties. Lending decisions will be made by the Loan Committee. Loan Committee membership will generally include balanced participation from the financial and entrepreneurial sectors of the regional community.
 - h. Use of Fund Revenues: Loan fees, borrower charges, interest and other program income will be used to offset administrative costs when available and as allowed under the guidelines of the Economic Development Administration. All program income not used or allowed to be used for administrative expenses will be credited to the capital base of the ELF and used to fund additional loans.
4. Conflict of Interest. No officer, employee, or member of the NWNMCOG or LCO that advises, approves, recommends or otherwise participates in decisions concerning loans or the use of RLF funds, or person related to the officer, another employee, or any member of the NWNMCOG and LCO may receive any benefits resulting from the use of RLF loan or grant funds.

In addition, the NWNMCOG may not lend RLF funds to an employee of the NWMCOG or any member of the LCO. Former board members and members of his or her immediate family shall not receive a loan from the RLF for a period of two (2) years from the date that board member last served on the board. Immediate family is defined as domestic partner or significant other, parents, grandparents, siblings, children and grandchildren, but does not include more distant relatives, including cousins, unless they live in the same household.

LCO members are responsible for disclosing any possible conflict of interest that may exist with respect to a particular action of the LCO, and recusing themselves from all relevant votes on said loan as appropriate.

An officer, employee, or member of the NWNMCOG and LCO shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment or any other thing of monetary value, for him or herself or for another person, from any person or organization seeking to obtain a loan or any portion of the RLF funds. Former LCO members and/or officers are ineligible to apply for or receive loan or grant funds for a period of one year from the date of termination of his/her services.

Loan board members that have other professional relationships (i.e., a banker with loan to borrower) with a prospective borrower cannot be present for deliberations, but may respond to questions from other members of the LCO, to avoid the appearance of a conflict of interest. All LCO members will be required to comply with local and state conflict of interest policies and filing requirements (see: 13 CFR 300.3).

B. LOAN PROCESSING PROCEDURES

1. Standard Application Requirements

Each potential borrower will be required to initially complete the NWNMCOG's standard loan application. Staff will review the application to determine if it meets the general intent and purpose of the RLF. In evaluation of applicants, staff will consider whether the project/loan:

- Meets the targeting criteria and is in one of the targeted clusters
- Demonstrates a reasonable assurance of repayment
- Is consistent with the portfolio job/cost ratio established for the RLF

Potential borrowers are required to submit the following documents (as applicable) with their loan application:

Financial Statement – Prior 3 years and current within 90 days, including:

- Statement of Needs for ELF Loan
- 3 years of business and personal tax returns
- Interim financial statements no less than 60 days old

- Sole proprietorships using a “doing business as/dba” will be required to provide copies of fictitious name filings.
- Partnerships will be required to provide copies of the partnership agreements, operating agreements and buyout agreements if applicable.
- Corporations will normally be required to provide copies of the Articles of Incorporation, By Laws, certificates of good standing, operation agreements, and corporate resolution to borrow.
- Resume(s) of Principal(s) (normally those with 20% ownership or more);
- Certificate of Good Standing (corporations only)
- Pro Forma Financial Projections - including:
 - 1 year Income/Cash Flow Statement (Month to Month)
 - Additional 1 years Cash Flow Projections
 - Explanation of the underlying assumption supporting the cashflow projections
 - Aging of Accounts Receivable and Payable- including:
 - Accounts aging and list of vendors and addresses and account numbers for any accounts over 90 days.
- Schedule of Business Debts- including:
 - original amount of debt,
 - current balance outstanding,
 - monthly payment amount(s),
 - interest rate,
 - collateral,
 - status (current/delinquent)
 - loan agreement if requested by ELF operator
- IRS Form 4506 (Request for Copy of Tax Return)
- Verification of business space- including: (i.e. Deed of Trust, Lease/Rental Agreement, Purchase Agreement as applicable)
- Agreement of Landlord (for tenant improvement loans) Proof of Hazard and Liability Insurance
- Construction budget if the project includes construction or leasehold improvements
- Quotes or purchase orders for equipment financing
- Household budget if requested by the ELF operator
- Purchase agreement for acquisition of real estate
- Appraisals or independent evaluations on assets offered as collateral
- Evidence of Private Lender Commitment or Denial of funds letter(s)
- Proof of Business License

Borrowers shall be approved based upon a reasonable assurance and determination of repayment ability and potential economic benefits to the community, i.e., number and quality of jobs they will create, worker ownership opportunities created, amount of taxes generated, extent to which they expand a targeted industry cluster and relation to other businesses and services.

2. Credit Reports

Standard commercial and personal credit reports on all principals owning 20% or more of a business under consideration for a loan and the business will be ordered and reviewed by the contracted underwriting party. Adverse credit deficiencies that would cause the underwriter to question the ability and or willingness of the potential borrower to repay the loan will be deemed a valid reason for

declining the request. A summary review of the results of the credit reports shall be a part of the loan write-up.

3. Uniform Commercial Code (UCC) Lien Search and/or Title Report

A UCC search may be completed to determine any existing liens, where personal property is being taken as security (i.e. equipment, or business assets). A real estate title report may be required in those instances where real property is being taken as collateral.

4. Appraisal Reports

Appraisal reports or other valuation determinations may be obtained, where existing fixed assets and/or real properties are being used as primary collateral. If completed, appraisals will utilize qualified appraisers having expertise appropriate to the assets being pledged.

5. Environmental Reviews

The RLF Administrator with the assistance of appropriate staff, shall assess the significance of all environmental impacts of activities to be financed in compliance with the National Environmental Policy Act of 1969 and other Federal environmental mandates, as per the Assurances (SF 424D as revised) executed with the Economic Development Administration (EDA). No activity shall be financed which would result in a significant adverse environmental impact unless the impact is to be mitigated to the point of insignificance. When necessary to ensure compliance, any required mitigation shall be made part of the loan conditions.

No project shall be approved which would result in the alteration of or have an adverse impact on any wetland without prior consultation with the U.S. Department of the Interior, Fish and Wildlife Service, and, if applicable, obtaining a section 404 permit from the Army Corps of Engineers.

Consistent with E.O. 11988, no project shall be approved which would result in new above ground development in a 100 year flood plain. This determination will be made by reviewing the proposed development against FEMA Flood Insurance Rate Maps.

The State Historic Preservation Officer, (SHPO) shall be notified of each loan proposal that involves significant new construction or expansion and asked to submit comments on the effect of the proposed activity on historic and archaeological resources. The RLF Administrator shall work with the SHPO and EDA in cases where the SHPO has recommended actions or has been determined an adverse impact.

All loan applicants shall be requested to provide information indicating whether or not there was hazardous materials such as EPA listed (see 40 CFR 300), hazard substances, leaking underground storage tanks, asbestos, polychlorinated biphenyls (PCB), or other hazardous materials on site that have been improperly handled and have the potential of endangering public health. If deemed necessary, loan applicants may be required to perform or provide evidence of a Phase I site assessment to identify possible sources of contamination, a Phase II site assessment to test soil and/or groundwater samples, and a Phase III site remediation involving mitigation of applicable contaminants. In cases where there

are unresolved site contamination issues, the RLF Administrator shall work with the loan applicant and the appropriate state environmental agency office to resolve these outstanding issues.

6. Standard Collateral Requirements

Loans will be secured to the fullest extent possible to protect the interests of the RLF as a secondary source of repayment. Loans may be secured with the following types of assets:

- Real property
- Machinery & equipment
- Inventory
- Accounts Receivable
- Stock pledges
- Patents and other intellectual properties
- Securities
- Intangibles
- Personal and/or corporate guarantees

A personal guarantee will be required of any principal having a 20% or more ownership in the company being considered; it shall also be required of the principal(s) trust(s) deemed to be controlled by him or her. Personal guarantees may be collateralized with liens on business and/or personal property. Appropriate hazard and liability insurance shall be required, and key man life insurance shall be considered depending on the size and nature of the transaction and the health and ages of the principals. The NWMMCOG shall be named as a Loss Payee on the appropriate insurance policies. Trust deeds may be obtained and supported by lenders title policies in those cases where real property is pledged as collateral. Liens on all personal property will be perfected by UCC-1 filings. UCC searches will be conducted to determine encumbrances and to ensure the RLF obtains desired lien position. All RLF program funding is subject to the Davis-Bacon Act and Related Acts, which establishes a requirement for paying the local prevailing wages on public works projects for laborers, unless the EDA determines that loan amounts are so de minimis that property cannot be purchased or renovated with the loan.

7. Standard Equity Requirements

Existing businesses may be required to inject at least 10% of the requested loan amount. Working capital loans are exempt. Assets (e.g. equipment), which are added to a project from outside sources, may be considered part of the equity investment, provided they are lien free.

8. Loan Write-Up/Credit Memos

Written loan presentations (“credit memos”) to the Loan Committee Oversight will contain at a minimum the following information:

1. Evidence that the Borrower is in NWNM.
2. Recommendation: Support funding recommendation based on analysis of the business' industry, its place in that industry, financial analysis, and ability to repay.

3. Findings: Indicate if borrower is eligible, under criteria established in the RLF Plan and EDA Grant Agreement.
4. Description of Business
5. Background and History of Business Operation: Describe the history and background of the business, including a brief industry analysis.
6. Detailed description of the borrower; i.e., is it a corporation, partnership, sole proprietorship, list owners and their percentage of the business.
7. List of names and relationships of the guarantors to the owners of the business as appropriate.
8. Provide loan details:
 - a) Loan Request: State the amount of the request and state the recommended monthly amortization and term.
 - b) Interest: Indicate the rate, specifying a fixed rate.
 - c) Use of Funds by category.
 - d) Loan Fees: The maximum fee charged will be 1% of the total loan amount.
 - e) Expected cash to close the loan
9. Purpose: Describe in detail the purpose of the loan by category, i.e., fixed asset financing, tenant improvements, etc. Be specific about sources and uses of proceeds to complete the project. Any proposed exceptions to loan policies need to be explained.
10. Credit Report: Indicate the results of the credit reports obtained on the principals, guarantors, and company.
11. Financial Analysis: Indicate the source of information for the analysis. Describe the company's financial performance as reflected by its financial statements, with special emphasis on revenues and operating income, leverage, cash flow, and debt capacity. Projection should be consistent with historical performance unless there is an extraordinary event such as a new contract. Any significant changes in financial positions or performance of the company must be explained.
12. Personal Financial Analysis: Write an analysis of the principal's and guarantor(s) personal financial statements. Any significant changes in financial position or performance must be explained.
13. Collateral: Describe the collateral pledged for this loan, and indicate the secured position of the RLF. If property is being pledged, show the present market value and the net equity available for all properties pledged. Date of appraisal, name of appraiser and loan to value must also be included.
14. Job/Cost Ratio: Divide the total loan amount by the number of jobs saved and/or created as a result of this loan. Recall, that the RLF program is subject to the Davis-Bacon Act and Related Acts, applying to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public work.
15. Public Benefit: Describe the benefit of this loan in terms of jobs retained and/or created. Indicate the value of this borrower to the community. Specify whether this loan would create or preserve sole proprietors. Jobs saved are defined as jobs that would be imminently lost without RLF assistance.
16. Environmental Problems: Loans will not be made to any project that has a Phase I finding. Borrower must provide proof of successful remediation.

9. Procedure for Loan Approvals

When a loan is approved, staff will draft a memo stipulating the terms of approval and obtain the signature of the chairperson of the Loan Committee Oversight. The minutes of the LCO meeting shall reflect this approval and be circulated to all members of the Loan Board. RLF staff shall be directed to prepare and send a commitment letter with a time expiration date signed by the Manager of Economic Development to the prospective borrower, stating the terms and conditions of the committed loan consistent with the written credit memo to the LCO, and any provisions or changes recommended by the LCO. It shall also state *"this commitment is based on the fact that there have been no material adverse changes in the credit condition of the borrower since statements and information has been submitted to the RLF. If any such material adverse changes have taken place, this commitment is void and not in effect."*

10. Loan Decline – Appeal Process

The LCO will act upon recommendations for loan approval with the knowledge that the due diligence and underwriting on each loan has been completed, and upon reliance that the financial exhibits provided in the application are correct. Where a loan is denied by the LCO, an applicant may request further review by the LCO if the applicant can provide additional information that addresses the concerns of the LCO about the proposed loan. However, LCO decisions on loans are final and binding and cannot be appealed.

C. LOAN CLOSING AND DISBURSEMENT PROCEDURES

1. General Closing Requirements

- a. Proof of equity, such as current bank account statements showing the needed funds on deposit, will be required for all loans requiring an equity injection;
- b. If existing debt is being converted to equity, or subordinated, evidence such as a subordination agreement, the original note, the conversion agreement, corporate resolutions and copies of shares issued will be required.
- c. Where another lender is involved in the financing of a business an inter-creditor agreement setting forth the respective rights of the parties shall be required where appropriate for the protection for the RLF.
- d. ELF operator has deemed conditions listed on commitment letter have been fulfilled.

2. Loan Closing Documentation Requirements

- a. All loans will require a promissory note and a loan agreement.
- b. All loan documents will be reviewed and approved by the NWNMCOG Attorney prior to loan closing.
- c. Sole proprietorships using a "doing business as/dba" will be required to provide copies of fictitious name filings.
- d. Partnerships will be required to provide copies of the partnership agreements and buyout agreements if applicable.

- e. Corporations will normally be required to provide copies of the Articles of Incorporation, By Laws, certificates of good standing, and corporate resolution to borrow.
- f. All loans will require a security agreement where personal property secures a loan.
- g. Perfection of collateral will require UCC-1 filings on equipment and fixtures, inventory and receivables, recording deeds of trust on real property, and certificates of title or stock registration, as appropriate.
- h. UCC searches will be performed before loan board review to determine position. UCC searches may also be performed after loan closing and UCC filings to confirm that the desired lien position was actually obtained.
- i. Borrower will be advised if Lenders Title insurance will be required for all financed real property.
- j. Borrower will be advised if vehicle titles will be required to show the NWNMCOG as lien holder. If a third party owns the collateral, hypothecation and assignment agreements shall be required.
- k. All principals with 20% or more ownership will normally be required to provide continuing guarantees, and subordination agreements, as appropriate.
- l. Inter-creditor Agreement, if necessary, to preclude prior lien holder from increasing debt, and/or to delineate collateral and responsibilities of lenders.
- m. Prior to closing, the borrower will present the required hazard and liability insurance policies, and any other insurance coverage such as key life insurance, as required
- n. Lease assignments will be taken as appropriate.
- o. ELF operator will provide a pre-closing memo to the file identifying any adverse changes in the financial condition of the applicant(s) collateral, and other changes if they occurred since commitment letter was returned (signed).

The Loan Agreement shall contain covenants that shall require the borrower to comply with Federal statutory and regulatory requirements that apply to activities carried out with RLF loans. The Loan Agreement shall contain a provision to protect and hold the Federal government harmless from and against all liabilities that the Government may incur as a result of providing an award to assist (directly or indirectly) in site preparation or construction as well as the renovation or repair of any facility or site. This applies to the extent that such liabilities are incurred because of ground water, surface, soil or other conditions caused by operations of the RLF Recipient or any of its predecessors on the property. The Loan Agreement shall also include a list of the Federal requirements that apply to RLF Borrowers as provided in the U.S. Department of Commerce Economic Development Administration Revolving Loan Fund Standard Terms and Conditions.

3. Loan Disbursement Requirements

- a. The borrower will certify in the loan agreement that the funds are to be used for the purposes intended as specified in the loan application. A positive covenant shall be included in the loan agreement stating the purpose of the loan. A breach of this covenant shall be deemed an event of default and the loan may be called.
- b. In instances where construction is in progress, a building control account may be established as necessary to avoid mechanics liens.

- c. Funds will not be made directly to the business or its principals but rather to 3rd party vendors. Borrower shall provide invoices and purchase orders to ELF fiscal agent who will then disburse funds to the party listed.
- d. Funds may be disbursed over 12 months. If funds are not drawn within 6 months from closing date, ELF operator will require updated financials and other docs as deemed necessary by ELF operator.

D. LOAN SERVICING PROCEDURES

1. Loan Payment and Collection Procedures

The NWNMCOG staff, including the RLF program manager, will provide borrowers with payment coupons annually and upon request, receive and deposit loan and interest payments into an interest bearing RLF bank account. Additionally, upon request, the RLF Program Manager will provide monthly reports of disbursements, receipts of interest and principal and any past due accounts. Timely notification of any payment due and not paid will be provided to borrowers.

Late fees (which will be incorporated in the body of the Promissory note) shall be 5% of the payment outstanding and begin accruing on the next calendar day after the payment is due. If the loan is past due more than 15 business days, late fees shall commence.

2. Loan Monitoring Procedures

- a. Annual financial statements (defined to include a balance sheet and profit and loss statement, compiled by an independent accountant or certified by the chief financial officer and president) and business and personal tax returns will be required on all loans. RLF staff shall monitor these and other dated requirements such as insurance renewals, and UCC renewals. If documents are not received on a timely basis as stipulated by the Loan Agreement, designated staff will be responsible for correcting the deficiency. Provisions will be made in the Loan Agreement that audited statements may be required.
- b. RLF staff will visit each borrower on an annual basis to determine whether the business is in line with its stated business plan. Each visit will be documented by memorandum and will contain a summary of the progress the business is making (or not making) from a marketing and financial perspective, as well as an assessment of the business' future. This report shall be provided to the LCO.
- c. As part of the required semi-annual reports, jobs saved/created data will be compiled by RLF staff and supplied to the EDA. All jobs will be reported in full time equivalents.
- d. All other required loan documentation and special provisions will be monitored by RLF staff.

3. Late Payment Follow-up Procedures

- a. Monthly invoices/statements will be sent.
- b. If payment is more than 10 days late, 5% of the late payment will be charged as a late fee.
- c. On the 11th day, RLF staff will contact the borrower promptly to determine the problem, if any exists.

- d. Late payment will be applied to interest first then principal.
- e. If, after 90 days a delinquency still exists and the loan has not been renegotiated or brought current, the loan will generally be determined to be in default and recovery of the security will commence.
- f. Any renegotiation of loan terms to remedy a default must be approved the LCO.
- g. If at any time during this 90-day period, the Economic Development Manager believes that the borrower cannot or will not bring the loan current, with Loan Committee Oversight approval, RLF staff can declare the loan in default and begin recovery against collateral, if deemed appropriate.

4. Collection Procedures

The RLF staff will work to exercise all rights and privileges of a lender in order to collect the proceeds on delinquent loans. To ensure that the delinquent loan is collected in an appropriate, efficient, and timely manner, staff will:

- a. Prepare a plan of action with guidance by the Loan Committee Oversight for collecting the loan and taking action against the collateral.
- b. Make sure all required loan documentation is in order.
- c. Consult with the NWNMCOG Attorney on all default notices and collection efforts and to ensure that no laws or regulations will be violated by the collection effort and that all legally required actions are taken.
- d. Contact all other co-lenders as appropriate.
- e. List defaulted or chronically delinquent loans with credit bureaus.
- f. Notify the guarantors of the default and put them on notice that they are expected to make payment, in full, upon demand.
- g. Begin collection procedures and/or asset liquidation process.

5. Write-off Policy and Procedures

Loans with an outstanding balance that have been placed in default and remain outstanding after 180 days will generally be written off. However, collection efforts will continue until determined not to be cost effective or prospects for recovery no longer exist. A reasonable loss through defaults will be considered without establishing a loan loss reserve. All write-offs must be directed by the Loan Committee Oversight for approval by the NWNMCOG Board of Directors.

E. LOAN SERVICING PROCEDURES

A. ADMINISTRATIVE PROCEDURES

1. Procedures for Loan Files and Record Retention

All original primary loan documents will be maintained in the Loan/Collateral file, which will be stored in a secure location by the RLF Manager. This file will contain the original note(s), loan agreement, collateral perfection documents (UCC-1 filings, deeds of trust, etc.), and all other original legal documents. All files will be filed and recorded as specified by the EDA Terms and Conditions. Each individual borrower will have a loan file consisting of two items: i) a credit file and ii) an application file.

The Credit File will contain copies of the appropriate legal documents needed to monitor the loan, as well as the original credit memo to the LCO, financial statements and tax returns, credit reports, personal financial statements, a copy of the commitment letter, copies of proof of insurance, site visit memorandum, job reports, and any other correspondence relating to the relationship between the borrower and the RLF. A chronological record shall be maintained recording all significant events by date with a brief description.

The Application File shall be established to contain the original application, business plan, financials, business plan evaluation, and any other documentation provided to evaluate the application. Every effort will be made to maintain confidentiality of applicant records/applications. There will be a public file, which can be reviewed by the public with all personal information (eg. Social Security numbers, loan and credit card numbers redacted). A private file that will include all documentation including, but not limited to, application, credit memorandum, third party evaluations and non-confidential reports and UCC-1 filings.

Record Retention Loan files and related documents and records must be retained for the life of the loan and for a seven-year period from the date of final disposition of the loan. The NWNMCOG will maintain four different kinds of file records: 1) an application file, 2) a loan file, 3) a decline file and 4) a closed loan file. This will ensure that we have records of all decisions made by the LCO for public review. The date of final disposition of the loan is defined as the date of: (a) Full payment of the principal, interest, fees, penalties, and other costs associated with the loan; or (b) Final settlement or write-off of any unpaid amounts associated with the loan.

Administrative records The OED staff or loan servicer must maintain adequate accounting records and source documentation to substantiate the amount and percent of RLF income expended for eligible RLF administrative costs and retain records of administrative costs incurred for activities and equipment relating to the operation of the RLF for five years from the date the costs were claimed.

The loan servicers must also make any retained records, even those retained for longer than the period described, available for inspection. The record retention periods, described above, are minimum periods and such prescription is not intended to limit any other record retention requirement of law or agreement.

2. Procedures for Complying with EDA Reporting Requirements

The RLF program will follow the EDA guidelines articulated in the Revolving Loan Funds Capital Utilization Standard Program. During the 'revolving phase', the Northwest New Mexico must manage their repayment and lending schedules to provide that at all times at least seventy- five (75%) percent of their RLF capital is loaned or committed.

When the percentage of loaned RLF capital falls below the application capital utilization percentage, the dollar amount of the RLF funds equivalent to the difference between the actual percentage of RLF capital loaned and the applicable capital utilization percentage is referred to as "excess funds."

Sequestration of excess funds If the Northwest New Mexico fails to satisfy the applicable utilization percentage requirements for two (2) consecutive reporting periods, EDA may require the City to deposit excess funds in an interest-bearing account. The portion of interest earned on the account holding excess funds attributable to the Federal Share of the RLF Grant shall be remitted to the U.S. Treasury. The City must obtain EDA's written authorization to withdraw any sequestered funds.

Persistent non-compliance The NWNMCOG, as a long standing RLF program administrator, will generally be allowed a reasonable period of time (as determined by EDA) to lend excess funds and achieve the applicable capital utilization percentage. However, if the NWNMCOG fails to achieve the applicable capital utilization percentage after a reasonable period of time, as determined by EDA, it may be subject to sanctions such as suspension or termination.

Loan Default Rates The EDA shall monitor the NWNMCOG's loan default rate to ensure proper protection of the Federal Share of the RLF property, and request information from the NWNMCOG as necessary to determine whether it is collecting loan repayments and complying with the financial obligations under the RLF Grant.

Such information may include:

- A written analysis of the NWNMCOG's portfolio, which shall consider the Recipient's business plan, loan and collateral policies, loan services and collection policies and procedures, the rate of growth of the RLF Capital Base, and detailed information on any loan in default; and
- A corrective action plan subject to EDA's approval, which shall include specific actions the RLF recipient must take to reduce the loan default rate; and
- A quarterly status report indicating the NWNMCOG's progress on achieving the milestones outlined in the corrective action plan.

Failure to provide the information requested and to take steps to protect the Federal Share may subject the NWNMCOG to enforcement action under §307.21 and the terms and conditions of this grant. A collection account has been established and maintained in coordination with the NWNMCOG Attorney and the NWNMCOG's Finance Department in accordance with NWNMCOG regulations governing collections.

3. Grantee Control Procedures

RLF staff shall, periodically review the loan files to determine if they are consistent, complete and correct. All accounts, books, records and loan files shall be reviewed and audited in accordance with City Auditor standards, and Federal Administrative and Audit Standards.

4. Plan Amendment Procedures

Any changes to this Administrative Plan must be approved by the LCO and NWNMCOG Board of Director and shall be submitted to the EDA in writing for approval consistent with requirements of the EDA.

F. MODIFICATION

The Loan Committee may from time to time recommend, and the NWNMCOG Board of Directors may approve, changes in strategy, policy, standards and procedures, so long as such changes are consistent with the statutes and regulations governing the use of EDA funds for the ELF, subject to review and approval by the EDA.

G. OTHER REQUIREMENTS

1. **Equal Opportunity.** The ELF will work through the Small Business Development Centers and the Navajo Nation Regional Business Development Offices, and through Chambers of Commerce, local economic development agencies, local governments, community and civic groups, to promote its services to minority communities, and will clearly state in any advertising and promotional material that loans will be available on a non-discriminatory basis, and that no loan will be denied on the basis of race, color, national origin, religion, age, disability, political affiliation, or sex. All applicants subject to affirmative action will be required to provide the relevant assurances and hiring plans in writing.
2. **Environmental Protection.** Each applicant will be required to comply with all federal and state statutes and regulations concerning environmental impact, and to provide any relevant mitigation plans. No loan will be approved until appropriate environmental, historical and archaeological clearances are obtained.
3. **Non-Relocation.** No loan involving a move from one labor market to another within the time period specified by EDA regulations will be approved. A certificate of non-relocation will be required from all applicants.
4. **Flood Insurance.** A site survey will be required of each loan to identify flood plain/hazard areas. Any project located in such an area will be required to have appropriate flood insurance.
5. **Construction Compliance.** Construction or renovation performed with funds from the ELF will comply with all federal, state and local standards and provisions for access to the handicapped. Compliance with the Davis-Bacon Act will be assured on covered construction projects utilizing ELF funds by requiring borrowers to certify to appropriate provisions of the act.
6. **Nepotism.** No ELF loans will be made to any business entity if the owner of such entity or any owner of an interest in such entity is related by blood, marriage, law or business arrangement to any officer or employee of the NWNMCOG, the Loan Committee, any subcommittee, or member of the Boards of Directors of said entities or any other Board which advises, approves, recommends or otherwise participates in decisions concerning loans or the use of grant funds.



NWNMCOG | NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

106 West Aztec Avenue
Gallup, NM 87301
Phone: [505] 722-4327
Fax: [505] 722-9211

US Economic Development District #1
NM State Planning District #1
www.nwnmcog.com
Executive Director | Evan Williams

Memorandum

DATE: July 28, 2021
TO: COG Board of Directors
FROM: Evan Williams, Executive Director
cc: Martina Whitmore, Administrative Assistant
RE: COG Building Report

A. BACKGROUND

At the May 15, 2019, COG Board of Directors meeting a Building Committee was approved and selected to support the Executive Director and his staff in prioritizing, procuring, and executing improvements. This Committee is made up of Maryann Ustick, Mayor Modey Hicks, and Darrell Jimson.

B. ACTIONS TO DATE

August 7, 2019: The Committee met in Gallup including C.B. Strain, Gallup Planning Department to discuss current needs, plans, and problems. After the discussion, the Committee decided to the following priorities:

- (1) Fixing the roofs and drainage on both buildings;
- (2) Preparing the back building for a funded mural project by GallupARTS and MainStreet;
- (3) Utility upgrades, including the electrical issue in basement tagged by the Gallup Fire Department in their inspection report and other utility upgrades and tie-ins to the Alleyway Project.

They decided to contract these and complete them, then see how much funding would remain before deciding on other priorities.

C. WORK TO DATE

September 2019 – June 2021:

Improvement Type	Summary	Budget	Funding Source	Status
Main Roof	Utilized CES to contract Commercial Roofing, LLC. McKinley County managed final walk-through.	\$90,000	\$75,000 Capital Outlay (2019) \$15,000 COG Funds	Completed June 2020
Back Building Roof	Utilized CES to contract Commercial Roofing, LLC. McKinley County managed final walk-through.	\$134,222	\$124,740 Capital Outlay (2020) \$9,482 COG Funds	Completed June 2021

Fiber Project	Due to timing of the alleyway improvement, the COG did engage Sacred Wind on upgrading the COG building with fiber. Executive Director did authorize the connection and upgrade of this service as it will significant upsides in terms of capacity. The upgrade includes re-wiring inside building and new phone units. We are hoping for completion, transition, and switching billing over by February 1, 2020.	\$5,000	\$5,000 COG Funds	Completed February 2020
Mural Project	COG staff primed and painted the building in coordination with the Mural Project.	\$2,500	\$2,500 COG Funds \$10,000 Mural/GMACD	Completed
Garden Project	COG designed and created a garden on front of building to beautify and model growing practices.	\$2,500	\$2,500 COG Funds \$500 Annually	Completed

D. WORK ANTICIPATED

Improvement Type	Summary	Budget	Funding Source	Status
Utility and Electrical Wiring	To upgrade to three-phase power and correct electrical wiring in the basement		\$150,000 Capital Outlay (2021) APRA Funding	
Windows Replacement				
Interior Finishes and Upgrades				
Interior Office Remodeling & Upgrade	Working with McKinley County on upgraded the COG office to function as part of their Continuity Plan.			In Design

The COG thanks all Legislators who have provided capital outlay over the past three (3) years, especially Senator Shannon Pinto (\$125,000) and Representative Harry Garcia (\$25,000) that provided funds in 2021 as this information is now publicly available and disclosed.

Northwest New Mexico Council of Governments
Balance Sheet
As of June 30, 2021

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
10100 · Pinnacle Bank - Operating (Operating - Checking)	
10100.1 · Operating Reserve	215,000.00
10100 · Pinnacle Bank - Operating (Operating - Checking) - Other	-80,867.79
Total 10100 · Pinnacle Bank - Operating (Operating - Checking)	134,132.21
10102 · Pinnacle Bank - R.L.F.	101,458.18
10103 · Pinnacle Bank - RLF Sequestered	95,523.89
10104 · Pinnacle Bank - F.S.L.F.	62,316.42
Total Checking/Savings	393,430.70
Accounts Receivable	
10300 · Accounts Receivable (Unpaid or unapplied customer invoices and credits)	565,110.57
10602 · Loans Receivable - L.F.	173,438.02
10604 · Loan Allowance	-173,438.02
Total Accounts Receivable	565,110.57
Other Current Assets	
103XX · Accounts Receivable - Manual	5,045.18
Total Other Current Assets	5,045.18
Total Current Assets	963,586.45
Other Assets	
10400 · Due From	147,760.82
20400 · Due To	-147,760.82
Total Other Assets	0.00
TOTAL ASSETS	963,586.45
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 · Accounts Payable (Unpaid or unapplied vendor bills or credits)	55,282.01
Total Accounts Payable	55,282.01
Other Current Liabilities	
20200 · Deferred Revenue	102,011.78
20300 · Accrued Wages	10,108.28
203000 · Accrued Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but not ye...	
203001 · PERA Liability	
203001A · PERA Liability - Employer	38.16
203001 · PERA Liability - Other	990.62
Total 203001 · PERA Liability	1,028.78
203002 · EE Insurance Liability	2,031.15
203003 · NM Workers Compensation	48.00
203004 · NM Unemployment Liability	266.54
203005 · Federal Unemployment Liability	304.58
203006 · Employee Fund Liability	797.50
203000 · Accrued Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but no...	-837.81
Total 203000 · Accrued Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but ...	3,638.74
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	115,770.44
Total Current Liabilities	171,052.45
Total Liabilities	171,052.45
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.	259,279.00
32000 · Retained Earnings (Undistributed earnings of the corporation)	96,994.58
39000 · Invested in Capital Assets	19,088.00
Net Income	355,870.66
Total Equity	792,534.00
TOTAL LIABILITIES & EQUITY	963,586.45

Northwest New Mexico Council of Governments

Profit & Loss

07/21/21

July 2020 through June 2021

Accrual Basis

	Jul '20 - Jun 21
Ordinary Income/Expense	
Income	
100 · General	
40400 · Local Revenue	
40401 · Member Dues	224,500.00
Total 40400 · Local Revenue	224,500.00
40501 · Interest Income	53.26
40504 · Misc. Income	-132.22
40700 · Special Events	5,500.00
48000 · Matching Revenue	152,205.98
Total 100 · General	382,127.02
500 · Federal grants and contracts	
40100 · Federal Grant Revenue	746,283.63
Total 500 · Federal grants and contracts	746,283.63
600 · State grants and Contracts	
40200 · State Grant Revenue	312,438.73
Total 600 · State grants and Contracts	312,438.73
700 · Private Grants & Contracts	
40300 · Private/Foundation Revenue	250,000.00
Total 700 · Private Grants & Contracts	250,000.00
800 · Local Grants & Contracts	
40402 · Special Project Revenue	142,128.43
40403 · Local Fiscal Agency Fees	3,871.71
Total 800 · Local Grants & Contracts	146,000.14
900 · Asset Maintenance Fund	
40502 · Rent Income	54,000.00
40503 · Vehicle Mileage Reimbursements	491.06
Total 900 · Asset Maintenance Fund	54,491.06
Total Income	1,891,340.58
Gross Profit	1,891,340.58
Expense	
a. Personnel	
50000 · Payroll Expenses	1,300.32
50001 · Wages & Salaries	343,072.94
Total a. Personnel	344,373.26
b. Fringe Benefits	
50002 · Employee FB	33,159.74
50004 · Payroll Taxes	29,573.40
50100 · Insurance	18,535.85
50101 · Life and Disability Insurance	1,051.27
Total b. Fringe Benefits	82,320.26
c. Travel	
60108 · Registration	5,847.10
60200 · Travel & Per Diem	1,184.46
60201 · Mileage Costs	1,429.80
Total c. Travel	8,461.36

Northwest New Mexico Council of Governments

Profit & Loss

07/21/21

July 2020 through June 2021

Accrual Basis

	Jul '20 - Jun 21
e. Supplies	
60100 · Office Supplies	6,459.73
60500 · Computer Software & Equipment	17,551.00
Total e. Supplies	24,010.73
f. Contractual	
60405 · Professional Services-Restrict	607,382.24
60406 · Professional Services-General	72,945.88
60504 · Audit	15,102.51
Total f. Contractual	695,430.63
g. Construction	
69001 · Property Improvement	134,089.34
Total g. Construction	134,089.34
h. Other	
Facility Expenses	
60404 · Rent Expense	27,000.00
60601 · Facility Insurance	-324.00
60700 · Facility Maintenance	4,892.82
60701 · Utility	6,408.06
Total Facility Expenses	37,976.88
Vehicle Expenses	
60602 · Vehicle Insurance	2,958.00
60703 · Vehicle Maintenance	226.58
60704 · Fuels Expense	254.41
Total Vehicle Expenses	3,438.99
60101 · Duplicating & Copying	7,358.81
60102 · Postage and Delivery	930.10
60103 · Telephone & Telecom	14,558.51
60104 · Subscription & Dues	20,727.02
60105 · Meeting	98.58
60107 · Advertising	762.66
60603 · Other Insurance	6,893.00
60801 · Miscellaneous Expense	311.42
60802 · Hospitality Employee Fund	75.85
Total h. Other	93,131.82
58000 · Grant Match Expense	152,205.98
60113 · Payroll Processing Fees	1,446.55
66900 · Reconciliation Discrepancies	-0.01
Total Expense	1,535,469.92
Net Ordinary Income	355,870.66
Other Income/Expense	
Other Income	
80001 · Transfers In/(Out)	0.00
Total Other Income	0.00
Net Other Income	0.00
Net Income	355,870.66

Northwest New Mexico Council of Governments

Profit & Loss

April through June 2021

07/21/21

Accrual Basis

	<u>Apr - Jun 21</u>
Ordinary Income/Expense	
Income	
100 · General	
40400 · Local Revenue	
40401 · Member Dues	53,625.00
Total 40400 · Local Revenue	53,625.00
40501 · Interest Income	7.30
40504 · Misc. Income	-132.22
40700 · Special Events	5,500.00
48000 · Matching Revenue	39,454.22
Total 100 · General	98,454.30
500 · Federal grants and contracts	
40100 · Federal Grant Revenue	290,263.28
Total 500 · Federal grants and contracts	290,263.28
600 · State grants and Contracts	
40200 · State Grant Revenue	195,743.39
Total 600 · State grants and Contracts	195,743.39
800 · Local Grants & Contracts	
40402 · Special Project Revenue	37,648.94
Total 800 · Local Grants & Contracts	37,648.94
900 · Asset Maintenance Fund	
40502 · Rent Income	13,500.00
40503 · Vehicle Mileage Reimbursements	437.74
Total 900 · Asset Maintenance Fund	13,937.74
Total Income	636,047.65
Gross Profit	636,047.65
Expense	
a. Personnel	
50000 · Payroll Expenses	714.52
50001 · Wages & Salaries	92,343.59
Total a. Personnel	93,058.11
b. Fringe Benefits	
50002 · Employee FB	9,046.73
50004 · Payroll Taxes	8,020.31
50100 · Insurance	4,312.66
50101 · Life and Disability Insurance	1,051.27
Total b. Fringe Benefits	22,430.97
c. Travel	
60108 · Registration	812.10
60200 · Travel & Per Diem	356.46
60201 · Mileage Costs	1,429.80
Total c. Travel	2,598.36
e. Supplies	
60100 · Office Supplies	1,766.21
Total e. Supplies	1,766.21

Northwest New Mexico Council of Governments

Profit & Loss

07/21/21

April through June 2021

Accrual Basis

	<u>Apr - Jun 21</u>
f. Contractual	
60405 · Professional Services-Restrict	281,201.78
60406 · Professional Services-General	28,287.52
Total f. Contractual	309,489.30
g. Construction	
69001 · Property Improvement	134,089.34
Total g. Construction	134,089.34
h. Other	
Facility Expenses	
60404 · Rent Expense	6,750.00
60700 · Facility Maintenance	1,198.74
60701 · Utility	1,506.62
Total Facility Expenses	9,455.36
Vehicle Expenses	
60602 · Vehicle Insurance	598.00
60703 · Vehicle Maintenance	162.45
60704 · Fuels Expense	133.97
Total Vehicle Expenses	894.42
60101 · Duplicating & Copying	2,167.61
60102 · Postage and Delivery	149.99
60103 · Telephone & Telecom	3,660.16
60104 · Subscription & Dues	11,172.70
60107 · Advertising	452.29
60603 · Other Insurance	1,201.10
Total h. Other	29,153.63
58000 · Grant Match Expense	39,454.22
Total Expense	632,040.14
Net Ordinary Income	4,007.51
Other Income/Expense	
Other Income	
80001 · Transfers In/(Out)	0.00
Total Other Income	0.00
Net Other Income	0.00
Net Income	4,007.51

Northwest New Mexico Council of Governments
Statement of Cash Flows
 July 2020 through June 2021

	Jul '20 - Jun 21
OPERATING ACTIVITIES	
Net Income	355,870.66
Adjustments to reconcile Net Income to net cash provided by operations:	
10300 · Accounts Receivable	-159,334.21
20100 · Accounts Payable	-143,131.89
20200 · Deferred Revenue	-68,579.44
203000 · Accrued Payroll Liabilities:203002 · EE Insurance Liability	749.53
203000 · Accrued Payroll Liabilities:203003 · NM Workers Compensation	28.00
203000 · Accrued Payroll Liabilities:203005 · Federal Unemployment Liability	210.01
203000 · Accrued Payroll Liabilities:203006 · Employee Fund Liability	245.00
20302 · Accrued Payroll Taxes	-30.10
Net cash provided by Operating Activities	-13,972.44
INVESTING ACTIVITIES	
14000 · Property & Equipment	567,767.61
14010 · Software	4,178.00
14050 · Accumulated Dep	-139,039.00
1500X · Deferred Outflows	147,082.00
Net cash provided by Investing Activities	579,988.61
FINANCING ACTIVITIES	
2200X · Net Pension Liability	-550,490.00
2300X · Deferred Inflows	-100,299.00
27000 · Compensated Absences	-25,983.00
3100X · Beginning Net Position	434,396.00
32000 · Retained Earnings	69,311.00
39000 · Invested in Capital Assets	-432,906.61
39500 · FB - Long term Debt	25,983.00
Net cash provided by Financing Activities	-579,988.61
Net cash increase for period	-13,972.44
Cash at beginning of period	407,403.14
Cash at end of period	393,430.70

Board Review & Approval: 4/15/20; Revision #1: 7/15/20; Revision #2: 10/21/20; Revision #3: 1/20/21; Revision #4: 4/21/2021; Revision #5: 7/28/2021

WNMCOG FY 2021 Approved Budget

Fund Class: Fund/Program:	TOTAL ANNUAL BUDGET	General Fund	Federal Grants & Contracts					State Grants & Contracts				Private Contracts	Local Grants & Contracts										
		100	501	513	514	515	502	601	602	628	629	718	830	833	840	821	843-1	843-3	843-2	852	854	855	856
		General & Member Svcs	USDOC/ EDA-PPG	EDA: ACC	EDA: CARES	EDA: ACC #2	EDA-RLF	New Mexico LGD-SGIA	New Mexico DOT-RTPO	LGD: Capital Outlay	NMDOT: PMTMP	Tri-State	EO Fiscal Agent: Gallup	EO Fiscal Agent: Milan	EO Fiscal Agent: Bloomfield	McKinley: ESPC	McK: ZMTP McGaffey QA/QC	McK: ZMTP McKenzie (Design)	CC: ZMTP Quartz Hill QA/QC	McK/Milan: ACC	McK: CARES	Cibola Comp Plan	Aztec OutRec Project

REVENUES

Budget Line Item:	100	501	513	514	515	502	601	602	628	629	718	830	833	840	821	843-1	843-3	843-2	852	854	855	856	
100 GENERAL FUND	\$ 224,500	\$ 86,750	\$ 17,500	\$ -	\$ -	\$ -	\$ 99,000	\$ 21,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MEMBERSHIP DUES	\$ 224,500	\$ 224,500																					
110 Cibola County	\$ 20,000	\$ 20,000																					
120 McKinley County	\$ 65,000	\$ 65,000																					
130 San Juan County	\$ 5,000	\$ 5,000																					
210 Aztec	\$ 3,000	\$ 3,000																					
220 Bloomfield	\$ 3,000	\$ 3,000																					
230 Farmington	\$ 5,000	\$ 5,000																					
240 Gallup	\$ 65,000	\$ 65,000																					
250 Grants	\$ 37,500	\$ 37,500																					
260 Milan	\$ 13,500	\$ 13,500																					
310 NWNM RSW Authority	\$ 7,500	\$ 7,500																					
MATCHING FUND TRANSFERS	\$ -	\$ (137,750)	\$ 17,500				\$ 99,000	\$ 21,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
500 FEDERAL GRANTS & CONTRACTS	\$ 886,104	\$ -	\$ 48,000	\$ 326,500	\$ 201,604	\$ 310,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
600 STATE GRANTS & CONTRACTS	\$ 338,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,000	\$ 85,000	\$ 124,740	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
700 PRIVATE GRANTS & CONTRACTS	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800 LOCAL GRANTS & CONTRACTS	\$ 196,236	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,872	\$ -	\$ 4,000	\$ 16,400	\$ 4,000	\$ 111,750	\$ 10,000	\$ 5,000	\$ 5,000
Local Grants & Contracts	\$ 120,701														\$ 3,872	\$ 36,215	\$ 4,000	\$ 16,400	\$ 4,000	\$ -	\$ 10,000	\$ 5,000	\$ 5,000
INTERFUND TRANSFERS	\$ (36,215)														\$ -	\$ (36,215)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
900 OTHER REVENUES/Asset Mgt	\$ 42,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rent Revenue	\$ 27,000																						
Fleet Mileage Revenue	\$ 15,000																						
TOTAL NET REVENUES	\$ 1,687,580	\$ 86,750	\$ 65,500	\$ 326,500	\$ 201,604	\$ 310,000	\$ 99,000	\$ 106,250	\$ 124,740	\$ 30,000	\$ 5,000	\$ -	\$ -	\$ 3,872	\$ -	\$ 4,000	\$ 16,400	\$ 4,000	\$ 111,750	\$ 10,000	\$ 5,000	\$ 5,000	
Percentage of Total Revenues	100.00%	5.14%	3.88%	19.35%	11.95%	18.37%	5.93%	6.30%	7.39%	1.78%	0.30%	0.00%	0.00%	0.23%	0.00%	0.24%	18.90%	0.24%	6.62%	0.59%	0.30%	0.30%	

EXPENSES

FUND CLASS: FUND/PROGRAM:	TOTAL ANNUAL BUDGET	GENERAL FUND	FEDERAL GRANTS & CONTRACTS					STATE GRANTS & CONTRACTS				LOCAL GRANTS & CONTRACTS											
Budget Line Item:	100	501	513	514	515	502	601	602	627	629	718	830	831	840	821	843	843	843	852	854	855	856	
	General Admin	EDA PPG	EDA: ACC	EDA: CARES	EDA: ACC #2	EDA RLF	NM LGD-SGIA	NM DOT-RTPO	LGD: Capital Outlay	NMDOT: PMTMP	Tri-State	EO Fiscal Agent: Gallup	EO Fiscal Agent: Milan	EO Fiscal Agent: Bloomfield	McK: ESPC	McK-ZMTP: McGaffey QA/QC	McK: ZMTP McKenzie (Design)	CC: ZMTP Quartz Hill QA/QC	McK/Milan: ACC	McK: CARES	Cibola Comp Plan	Aztec OutRec Project	
a. PERSONNEL (Wages/Salaries)	\$ 433,775	\$ 43,325	\$ 24,031	\$ 3,500	\$ 30,000	\$ 1,500	\$ -	\$ 92,836	\$ 54,084	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000	\$ 8,000	\$ 2,000	\$ 68,500	\$ 5,000	\$ 3,250	\$ 3,250	
b. FRINGE BENEFITS	\$ 109,993	\$ 13,552	\$ 5,936	\$ 865	\$ 7,410	\$ 371	\$ -	\$ 22,930	\$ 13,359	\$ -	\$ -	\$ 494	\$ -	\$ -	\$ -	\$ 494	\$ 1,976	\$ 494	\$ 16,920	\$ 2,470	\$ 1,806	\$ 1,806	
c. TRAVEL	\$ 37,175	\$ 4,018	\$ 4,623	\$ -	\$ 5,600	\$ 300	\$ -	\$ 3,916	\$ 4,884	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -
Registration (Training)	\$ 8,785	\$ 515	\$ 1,273	\$ -	\$ 1,000	\$ -	\$ 1,916	\$ 2,884	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 50	\$ -	\$ 5,000	\$ -	\$ -	\$ -	
Travel & Per Diem	\$ 16,140	\$ 1,900	\$ 1,750	\$ -	\$ 1,500	\$ 100	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ -	\$ 5,000	\$ -	\$ -	\$ -	
Mileage Costs	\$ 12,250	\$ 1,603	\$ 1,500	\$ -	\$ 3,000	\$ 200	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ -	\$ 2,000	\$ -	\$ -	\$ -	
d. EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
e. SUPPLIES	\$ 126,294	\$ 2,000	\$ 4,440	\$ -	\$ 104,244	\$ -	\$ 6,120	\$ 3,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,250	\$ -	\$ -	\$ -	
Office Supplies	\$ 15,000	\$ -	\$ 2,640	\$ -	\$ 3,000	\$ -	\$ 6,120	\$ 3,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Office Furniture & Equipment Lease	\$ 6,800	\$ -	\$ 800	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Computer Software & Equipment	\$ 104,494	\$ 2,000	\$ 1,000	\$ -	\$ 95,244	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,250	\$ -	\$ -	\$ -	
f. CONTRACTUAL	\$ 892,808	\$ -	\$ 12,122	\$ 322,100	\$ 43,400	\$ 307,206	\$ 28,102	\$ 14,878	\$ -	\$ 30,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Professional Services/Restricted	\$ 834,306	\$ -	\$ -	\$ 322,100	\$ 40,000	\$ 307,206	\$ -	\$ -	\$ -	\$ 30,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Professional Services/General	\$ 40,000	\$ -	\$ 8,800	\$ -	\$ -	\$ -	\$ 20,400	\$ 10,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Audit(s)	\$ 18,502	\$ -	\$ 3,322	\$ -	\$ 3,400	\$ -	\$ 7,702	\$ 4,078	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
g. CONSTRUCTION	\$ 134,222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Property Improvements	\$ 134,222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
h. OTHER	\$ 120,534	\$ 4,500	\$ 13,713	\$ -	\$ 11,050	\$ -	\$ 39,356	\$ 15,806	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Duplicating/Copying	\$ 11,000	\$ -	\$ 1,870	\$ -	\$ 2,500	\$ -	\$ 4,335	\$ 2,295	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Postage & Delivery	\$ 2,500	\$ -	\$ 330	\$ -	\$ 1,000	\$ -	\$ 765	\$ 405	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Telephone & Telecom	\$ 14,000	\$ -	\$ 2,299	\$ -	\$ 3,550	\$ -	\$ 5,330	\$ 2,822	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Subscriptions & Dues	\$ 14,000	\$ -	\$ 2,200	\$ -	\$ 4,000	\$ -	\$ 5,100	\$ 2,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Meeting Costs	\$ 4,000	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Printing	\$ 3,950	\$ -	\$ 869	\$ -	\$																		

Line-Items	Minimum Value	FY20 Budget	FY21 Budget	Q1	Q2	Q3	Q4	Total	Balance	Annual % Variance
PERSONNEL	\$ -	\$ 335,000	\$ 343,338	\$ 81,887.31	\$ 90,256.19	\$ 79,171.65	\$ 93,058.11	\$ 344,373.26	\$ (1,035.76)	0%
FRINGE BENEFITS	\$ -	\$ 83,750	\$ 85,834	\$ 18,014.76	\$ 21,673.25	\$ 20,201.28	\$ 22,430.97	\$ 82,320.26	\$ 3,514.12	-4%
Registration (Training)	\$ -	\$ 9,001	\$ 8,785	\$ 385.00	\$ 3,385.00	\$ 1,265.00	\$ 812.10	\$ 5,847.10	\$ 2,937.90	-33%
Travel & Per Diem	\$ -	\$ 16,584	\$ 16,140	\$ -	\$ -	\$ 828.00	\$ 356.46	\$ 1,184.46	\$ 14,955.54	-93%
Mileage Costs	\$ -	\$ 15,000	\$ 12,250	\$ -	\$ -	\$ -	\$ 1,429.80	\$ 1,429.80	\$ 10,820.20	-88%
Equipment Purchase	\$ -	\$ 1	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00	-100%
Office Supplies	\$ -	\$ 15,000	\$ 15,000	\$ 2,186.10	\$ 1,740.35	\$ 767.07	\$ 1,766.21	\$ 6,459.73	\$ 8,540.27	-57%
Office Furniture & Equipment Lease	\$ -	\$ 1,800	\$ 6,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,800.00	-100%
Computer Software & Equipment	\$ -	\$ 400	\$ 104,494	\$ -	\$ -	\$ 17,551.00	\$ -	\$ 17,551.00	\$ 86,943.00	-83%
Professional Services/Restricted	\$ -	\$ 865,700	\$ 834,306	\$ 40,037.04	\$ 61,732.41	\$ 224,411.01	\$ 281,201.78	\$ 607,382.24	\$ 226,923.76	-27%
Professional Services/General	\$ -	\$ 35,000	\$ 40,000	\$ 6,643.76	\$ 9,340.64	\$ 28,673.96	\$ 28,287.52	\$ 72,945.88	\$ (32,945.88)	82%
Audit	\$ -	\$ 18,540	\$ 18,502	\$ -	\$ 10,463.88	\$ 4,638.63	\$ -	\$ 15,102.51	\$ 3,399.49	-18%
Property Improvements	\$ -	\$ 78,391	\$ 134,222	\$ -	\$ -	\$ -	\$ 134,089.34	\$ 134,089.34	\$ 132.66	0%
Duplicating/Copying	\$ -	\$ 8,500	\$ 11,000	\$ 1,238.58	\$ 1,972.77	\$ 1,979.85	\$ 2,167.61	\$ 7,358.81	\$ 3,641.19	-33%
Postage & Delivery	\$ -	\$ 1,500	\$ 2,500	\$ 386.68	\$ 193.43	\$ 200.00	\$ 149.99	\$ 930.10	\$ 1,569.90	-63%
Telephone & Telecom	\$ -	\$ 8,500	\$ 14,000	\$ 3,456.87	\$ 3,524.74	\$ 3,916.74	\$ 3,660.16	\$ 14,558.51	\$ (558.51)	4%
Subscriptions & Dues	\$ -	\$ 10,000	\$ 14,000	\$ 2,958.74	\$ 5,493.28	\$ 1,102.30	\$ 11,172.70	\$ 20,727.02	\$ (6,727.02)	48%
Meeting Costs	\$ -	\$ 2,500	\$ 4,000	\$ -	\$ 98.58	\$ -	\$ -	\$ 98.58	\$ 3,901.42	-98%
Printing	\$ -	\$ 3,950	\$ 3,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,950.00	-100%
Advertising	\$ -	\$ 1,700	\$ 2,300	\$ 78.76	\$ 231.61	\$ -	15 17/29	\$ 325.96	\$ 1,974.04	-86%
Special Events	\$ -	\$ 1	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	-100%
Service Charges	\$ -	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	-100%
Other Insurance	\$ -	\$ 4,177	\$ 4,177	\$ 744.50	\$ 2,176.10	\$ 2,771.30	\$ 1,201.10	\$ 6,893.00	\$ (2,716.00)	65%
Miscellaneous Expense	\$ -	\$ 477	\$ 498	\$ 311.42	\$ -	\$ -	\$ -	\$ 311.42	\$ 186.58	-37%
Rent	\$ -	\$ 24,000	\$ 27,000	\$ 6,750.00	\$ 6,750.00	\$ 6,750.00	\$ 6,750.00	\$ 27,000.00	\$ -	0%
Facility Insurance	\$ -	\$ 4,609	\$ 4,609	\$ (324.00)	\$ -	\$ -	\$ -	\$ (324.00)	\$ 4,933.00	-107%
Facility Maintenance	\$ -	\$ 6,000	\$ 6,000	\$ 1,286.15	\$ 1,158.61	\$ 1,249.32	\$ 1,198.74	\$ 4,892.82	\$ 1,107.18	-18%
Utilities	\$ -	\$ 10,000	\$ 10,000	\$ 1,845.90	\$ 1,371.88	\$ 1,683.66	\$ 1,506.62	\$ 6,408.06	\$ 3,591.94	-36%
Vehicle Insurance	\$ -	\$ 2,864	\$ 2,864	\$ 586.00	\$ 887.00	\$ 887.00	\$ 598.00	\$ 2,958.00	\$ (94.00)	3%
Vehicle Maintenance	\$ -	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ 64.13	\$ 162.45	\$ 226.58	\$ 5,773.42	-96%
Fuels Expense	\$ -	\$ 6,000	\$ 6,000	\$ 42.10	\$ 24.74	\$ 53.60	\$ 133.97	\$ 254.41	\$ 5,745.59	-96%
Vehicle Acquisition	\$ -	\$ 136	\$ 136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 136.00	-100%
		\$ 1,575,581	\$ 1,740,206	\$ 168,516	\$ 222,474	\$ 398,166	\$ 592,149	\$ 1,381,305	\$ 358,901	-21%

NWNMCOG FY 2022 Final Budget

Board Review: Draft Approved 4/21/21; Final Approved 6/21/21

Table with columns for Fund Class, Fund/Program, General Fund, Federal Grants & Contracts, State Grants & Contracts, Private Contracts, Local Grants & Contracts, and Asset Management Funds.

REVENUES

Table showing revenue details for various funds, including General Fund, Federal Grants & Contracts, State Grants & Contracts, Private Contracts, Local Grants & Contracts, and Other Revenues/Asset Mgt. Includes sub-totals and a percentage of total revenues row.

EXPENSES

Table showing expense details for various funds, including Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Construction, Other, Loan Funds, Facility Expenses, and Vehicle Expenses. Includes sub-totals and a net revenues less expenses row.

Wage and Salary Classification Plan

Updated and Effective: July 28, 2021

DRAFT 1: 9-6-17

Updated: 5-15-19

Updated: 7-28-21

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.

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

Wage and Salary Classification Plan

JOB CLASS & POSITION	COMPENSATION SCALE						
	Exempt or Non-Exempt	Salaried or Hourly	Base/Entry Level	Most Recent Salary/ On Staff	Future Annual Wages & Salaries (+ 2.5%/yr, Subject to Budget Action)		
					7/1/2021	7/1/2022	7/1/2023
Executive Director <i>[currently set at \$68,818]</i>	Exempt	Salaried	Per Board of Directors	\$87,094.19	\$73,543.75	\$75,382.34	\$77,266.90
Senior Professional							
Deputy Director/MPO Officer	Exempt	Salaried	\$62,500.00	\$55,120.00	\$63,037.50	\$64,613.44	\$66,228.77
Senior Planner/Program Manager	Exempt	Salaried	\$60,000.00	\$60,000.00	\$61,986.86	\$63,536.53	\$65,124.94
Professional Planning & Program Services							
Planner	Exempt	Salaried	\$54,000.00	\$56,733.75	\$56,733.75	\$58,152.09	\$59,605.90
Associate Planner-III	Exempt	Salaried	\$49,000.00	\$51,480.63	\$51,480.63	\$52,767.65	\$54,086.84
Associate Planner-II	Exempt	Salaried	\$44,000.00	\$47,278.13	\$47,278.13	\$48,460.08	\$49,671.59
Associate Planner-I	Exempt	Salaried	\$38,000.00	\$42,025.00	\$42,025.00	\$43,075.63	\$44,152.52
Planning Assistant	Non-Exempt	Hourly	\$34,000.00	\$35,721.25	\$35,721.25	\$36,614.28	\$37,529.64
Administrative Services							
<u>Administrative Services Staff-IV</u>							
Chief Finance Officer/HRO—Degreed/Certified	Exempt	Salaried	\$56,000.00	\$0.00	\$58,835.00	\$60,305.88	\$61,813.52
<u>Administrative Services Staff-III</u>							
Finance Manager/Human Resources Assistant	Exempt	Salaried	\$41,000.00	\$0.00	\$50,430.00	\$51,690.75	\$52,983.02
<u>Administrative Services Staff-II</u>							
Administrative Assistant-II/Bookkeeping Assistant	Exempt	Salaried	\$40,000.00	\$0.00	\$42,025.00	\$43,075.63	\$44,152.52
Administrative Assistant-II/Bookkeeping Assistant	Non-Exempt	Hourly	\$35,000.00	\$38,790.00	\$40,753.74	\$41,772.58	\$42,816.90
<u>Administrative Services Staff-I</u>							
Administrative Assistant I	Non-Exempt	Hourly	\$32,000.00	\$0.00	\$33,620.00	\$34,460.50	\$35,322.01
Clerical Aide-II	Non-Exempt	Hourly	\$26,000.00	\$0.00	\$27,316.25	\$27,999.16	\$28,699.14
Clerical Aide-I	Non-Exempt	Hourly	\$22,000.00	\$0.00	\$23,113.75	\$23,691.59	\$24,283.88



Northwest New Mexico Council of Governments

Board Meeting Calendar | Fiscal Year 2022-23

QUARTERLY BOARD MEETINGS

DATE	TIME	LOCATION
July 21, 2021	Board Meeting: 10AM – 12PM Luncheon: 12 – 2PM	Cibola Area (TBD) - Hybrid
October 20, 2021	10AM – 1PM	McKinley (TBD) - Hybrid
January 19, 2022 <i>(Second Day of Session)</i>	10AM – 1PM	San Juan (TBD) - Hybrid
April 20, 2022	10AM – 1PM	Cibola Area (TBD) - Hybrid
July 20, 2022	Board Meeting: 10AM – 12PM Luncheon: 12 – 2PM	McKinley Area (TBD) - Hybrid

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:
2021 (49th): Cibola Area;
2022 (50th): McKinley Area
2023 (51st): San Juan Area

OTHER ANNUAL EVENTS, TRAININGS, & CONFERENCES



DATE	EVENT	LOCATION
July 22-22, 2021	National Regional Transportation Conference POSTPONED	Kansas City, MO
September 1 -3, 2021	Southwest Region Economic Development Association (SWREDA) Conference	Rogers, AK
October 16-19, 2021	Annual NADO Training Conference	Portland, OR

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 2022: January 18 – February 17

New Mexico Association of Counties: [Calendar of Events 2021](#)

2021

January '21							February '21							March '21						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	1	2	3	4	5	6		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				

April '21							May '21							June '21						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	1	2	3	4	5	6		
4	5	6	7	8	9	10	3	4	5	6	7	8	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

July '21							August '21							September '21						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	1	2	3	4	5	6		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		

October '21							November '21							December '21						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	1	2	3	4	5	6		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

 Holidays	 Board & Executive Committee	 NM EDGE
 NACo & WIR	 NMC Conferences	 Advisory Council
 NMCIA Board	 Legislative Meetings	 Special Events

NMC Meetings & Conferences

1/18-1/21 - NMC Legislative Conference (Virtual via Zoom)
1/18-1/20 - NM EDGE Classes (Live Online Classes)
1/19 - Legislative Session Begins 12PM
1/19 - NMCIA Membership Meeting 9:00AM (Virtual via Zoom)
1/19 - Board of Directors Meeting 2PM (Virtual via Zoom)
1/26, 1/28, 2/2 - NM EDGE Classes (Live Online Classes)
1/28 - Executive Committee Teleconference 11AM
2/4 - Executive Committee Teleconference 11AM
2/11 - Executive Committee Teleconference 11AM
2/18 - Bill Introduction Deadline
2/20 - Board of Directors Meeting 8:30AM (Santa Fe County/TBD)
2/20-2/24 - NACo Legislative Conference (Washington, DC/Virtual)
2/25 - Executive Committee Teleconference 11AM
3/4 - Executive Committee Teleconference 11AM
3/9, 3/11, 3/16, 3/18, 3/23, 3/25, 3/30 - NM EDGE Classes (Live Online Classes)
3/11 - Executive Committee Teleconference 11AM
3/20 - Legislative Session Ends 12PM
3/24-3/25 - NMCIA Board Meeting 8:30AM (Virtual via Zoom)
4/1 - Executive Committee Budget Meeting 9AM (Virtual via Zoom)
TBD - Advisory Council Meeting 11AM (TBD) POSTPONED
4/21 - Virtual Legislative Meeting 10AM (Bernalillo), 4/22 - Virtual Legislative Meeting 10AM (Doña Ana)
4/28 - Virtual Legislative Meeting 10AM (San Miguel), 4/29 - Virtual Legislative Meeting 10AM (Chaves)
5/7 - Board of Directors Meeting Meeting 8:30AM (TBD)
5/12-5/13 - NMCIA Board Meeting 8:30AM (Lincoln County/Hybrid)
6/8, 6/10, 6/14-6/17, 6/22, 6/24, 6/29 - NM EDGE Classes (Live Online Classes)
6/17 - Board of Directors Meeting (TBD)
7/9-7/12 - NACo Annual Conference (Prince George County, MD/TBD)
8/6 - Board of Directors Meeting 8:30AM (TBD)
8/17-8/20 - NMML 64th Annual Conference (Bernalillo County, Albuquerque/TBD)
8/18-8/19 - NMCIA Board Meeting 8:30AM (Santa Fe County, NMC Office/TBD)
TBD - NMC 85th Annual Conference (TBD) POSTPONED
9/8 - Legislative Initiatives Review w/Legislative Committee 11AM (Santa Fe County, NMC Office/TBD)
Sept. TBD - Gathering of Counties (NM State Fair, Bernalillo County, Albuquerque/TBD)
9/14, 9/16, 9/21, 9/23, 9/28, 9/30 - NM EDGE Classes (Live Online Classes)
10/7-10/8 - Board of Directors Legislative Meeting 2PM & Board of Directors Meeting 8:30AM (TBD)
10/13-10/15 - WIR Annual Conference (Salt Lake County, UT/TBD)
October TBD - Wildland Urban Fire Summit (TBD)
October TBD - Infrastructure Finance Conference (TBD)
10/27-10/28 - NMCIA Retreat & Board Meeting (TBD)
11/4 - Executive Committee Meeting 2PM (Santa Fe County, NMC Office/TBD)
11/5 - NMC/NMML Joint Legislative Meeting 9AM (Santa Fe County/TBD)
11/30 - Advisory Council Meeting 11AM (TBD)
12/8-12/9 - NMCIA Board Meeting 8:30AM (Santa Fe County - NMC Office/TBD)

Approved by NMC Executive Committee on 11/5/2020
 Ratified by NMC BOD on 1/19/2021
 Last Updated on: 4/7/2021

New Mexico Municipal League: [Calendar of Events 2021](#)

April 7, 8, 14, 15, 21 & 22	CFOA Spring Meeting – 2 per week, over 3 weeks
April 16	NMML Districts Meeting – All Districts (8)
April 20	NMML District Elections – Odd Numbered Districts
April 21	Municipal Airport Managers Association Meeting
April 23-26	IMLA Mid-Year Seminar – Washington, DC
May 5-7	Municipal Judges Association Conference
May 5-7	NLC-RISC Trustees Conference
May 5, 6, 12, 13, 19 & 20	NMLZO Semi-Annual Meeting/Workshop – 2 per week, over 3 weeks
May 7	Municipal Police Chief's Association Meeting
May 9-13	IIMC Annual Conference – Grand Rapids, MI
May 14	NMML Budget Committee Meeting
May 19	Environmental Quality Association Meeting
May 26	Written notice mailed to member municipalities soliciting nominations for NMML Board
May 27-29	MOLI Advanced Program
May 27-29	MOLI Education Program
June TBA	State Aviation Conference
June 4 or 5	NMML Board of Directors Meeting
June 7-10	New & Future Police Chief Training – Rio Rancho P.D.
June 7-11	NM All Court Staff Educational Program
June 12-23	National GFOA Virtual Conference
June 22-24	Policy Committee Meetings
June 27-30	National GFOA Annual Conference – Chicago, IL
June 28	Letter declaring candidacy for NMML Board must be received at the NMML Office
June 30	Report of Declared NMML Board Candidates sent to all members
June 30	In absence of any NMML Nomination/Declaration of candidacy, the League President appoints a Nominating Committee

July 7-9	NLC State League Staff Workshop – New Orleans, LA
July 16	If necessary, Nominating Committee meets to recommend Candidate(s) for any NMML Board undeclared office or at-large directorship
July 20	If necessary, Nominating Committee Report mailed to member municipalities
July 20-22	NM City Management Association Conference
July 22-23	NLC Mutual Board Meeting
July 23 or 24	Resolutions Committee Meeting
August 3-6	NLC State League Executive Directors Workshop – Santa Fe, NM (?)
August 6	Airport Managers Association Meeting
Aug 31 -Sept 2	NMML Annual Conference
September 1	Election of officers & at-large directors at Annual Conference. Nominations may be taken from the floor.
Sept 11-14	IACP Annual Conference – New Orleans, LA
Sept 15-17	NMLZO Annual Meeting/Workshop
Sept 15-17	MOLI Governance Program
Sept 23-26	Fire Service Conference
Sept 29-Oct 1	Municipal Officer Election School
Sept 29-Oct 3	IMLA Annual Conference – Minneapolis, MN
October TBD	NLC-RISC Board Meeting
October 1 or 2	NMML Board of Directors Meeting
October 3-6	ICMA Annual Conference – Portland, OR
October 17-22	Clerks Certification Institute
October 20-22	Master Municipal Clerks Academy
October 20-22	NM Library Association Conference – Marriott Pyramid - Albuquerque
October 24-27	NLC-RISC Staff Conference
October 27-29	NM Infrastructure Finance Conference
November 5	NMML/NMAC Joint Executive Committee Meeting
Nov 10-12	MOLI Leadership Program
Nov 15-19	DFA/Local Government Division Budget Workshop
Nov 17-20	NLC City Summit – Salt Lake City, UT
December 1-3	NM City Management Association Conference
December 1-3	NMGFOA Winter Conference
December 1-3	Municipal Attorneys Association Conference
Dec 8-10	NM Law Enforcement Conference
Dec 9-10	NLC Mutual Board Meeting