

**The Board of Director's Meeting
January 12, 2024
Annual Meeting
Minutes**

1. CALL TO ORDER:

The quarterly meeting of the Board of Directors of the Southeastern New Mexico Economic Development District/COG was called to order by Board Vice President Sam Seely.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL AND INTRODUCTION OF GUESTS

The following Member Governments were represented by Directors or Alternates:

MEMBER GOVERNMENTS-PRESENT	NON-GOVERNMENT REPRESENTATIVES-PRESENT
Chaves County—Dara Dana	Lea County—Robbie Roberts
Eddy County—Fatima Fernandez	Lincoln County—Coda Omness
Lincoln County—Minerva Davalos	
Otero County—Pam Heltner, County Manager	
Alamogordo—Sylvia Tillbrook	
Artesia—Hayley Klein, Executive Director-Artesia Chamber/Economic Development	
Capitan—Kevin Kennedy	
Corona—Sam Seely, Mayor	
Dexter—Ron Chambers, Councilor	
Hagerman—Tony Garcia, Mayor	
Hobbs—Todd Randall, City Engineer	
Hope—Rudy Sales, Public Works Director	
Loving—Manuel Garza, Clerk	
Lovington—Liz White, Commissioner	
Ruidoso—Gary Jackson, Councilor	
Ruidoso Downs—Israel Chavez, Deputy Public Works Director.	
Tatum—Marilyn Burns, Mayor	
Tularosa—Manuel Brusuelas, Trustee	

MEMBER GOVERNMENTS-NOT PRESENT NOT PRESENT	NON-GOVERNMENT REPRESENTATIVES
	Chaves County—Jon Hitchcock
Lea County—Mike Gallagher, County Manager	Eddy County—Vacant
Carlsbad—Lisa Anaya Flores, Councilor	Otero County—Sid Gordon
Carrizozo—Lean Weinbrecht	
Cloudcroft—Grover Sterling, Trustee	
Eunice—Billy Hobbs, Mayor	
Jal—Stephen Aldridge, Mayor	
Roswell—Tim Jennings, Mayor	

A quorum was present with 17 of the 26 Member Governments represented. Two non-government Representatives were also present.

GUESTS AND VISITORS PRESENT

Curtis Clough, Superintendent-Corona Schools
Carolyn Arias, Office Manager SBDC

SNMEDD/COG STAFF PRESENT

Dora Batista, Executive Director
Mary Ann Burr, SERPTO Program Manager
Paul Pappas, Project Coordinator
Kristina Casaus, Administrative Assistant
Pansy Moffitt, Office/Finance Administrator
Debi Lee, Consultant

4. Program: Mike Espiritu--President, CEO -Roswell Chaves County EDC, National Reno Air Races and Economic Benefits to Our District:

RCCEDC's mission is to "Attract new investment for the creation of economic-based jobs, develop the talent pool, support the local entrepreneurial spirit, advocate for a strong business climate, and foster a collaborative public-private partnership throughout Chaves County." They accomplish this by attracting new businesses to our community and building existing industry while creating direct jobs. It also assists in retaining existing businesses and assists in expansion and helping to identify current trends. It offers career technical education, workforce partnerships, hiring events, and job fairs. It enhances community development through housing, retail, healthcare tourism, recreation, and MainStreet Roswell.

The RCCEDC is currently focusing on the possibility of Roswell becoming the new home for the National Championship Air Races for the year 2025. There are 6 cities vying for this opportunity:

- Casper, Wyoming
- Buckeye, Arizona
- Pueblo, Colorado
- Roswell, New Mexico
- Thermal, California
- Wendover, Utah

This event will draw in people from all over the United States. It requires open land for the racecourses, suitable runways, ramp and hangar space, administrative and security facilities. It was reported that the event could potentially contribute more than 100 million to the region.

This will not only impact the City of Roswell, Chaves County, but the surrounding cities and counties. The southeastern part of the state has many tourist attractions that the visiting participants and spectators will want to visit throughout the air show. They will be utilizing hotels and restaurants in the area as well as shopping.

The City of Roswell has ample runway space and hangar facilities.

The final decision will be made sometime in the Spring of 2024.

5. ACTION ITEMS:

a. Approve Meeting Agenda for January 12, 2024

Motion made by Pamela Heltner to approve the agenda and seconded by Hayley Klein. All voted aye and the motion carried.

b. Approve Minutes of October 13, 2023.

Motion made by Sylvia Tillbrook to approve minutes and seconded by Robbie Roberts. All voted aye and the motion carried.

c. Review and Accept Financial Report.

The financial report was presented by Dora Batista. Dora stated that budgeted operating income collected to date was at 41.41% and expenses were 32.05 %. We are in a good financial position representing half of the fiscal year.

Motion made by Kevin Kennedy to accept the financial report as presented and seconded by Hayley Klein. All voted aye and the motion carried.

d. Report on 2022-2023 Audit Exit Interview, November 29, 2023

The annual Audit Exit Interview was performed on November 29, 2023, with Tony Garcia, Dora Batista, and Pansy Moffitt present. Chris Garner, CPA Partner Pattillo, Brown, and Hill, LLP attended by Zoom. Mr. Garner reviewed the audit and stated that it was a clean audit.

e. Report from Nominating Committee

The Committee recommended:

- Sam Seely, Mayor City of Corona for President.
- David Miranda, City Manager, City of Lovington for Vice-President
- Tony Garcia, Mayor Town of Hagerman, for Treasurer
- Dora Batista, SNMEDD Executive Director to Continue in this Role.

f. Election of New Officers for 2024 Calendar Year

A motion was made by Pamela Heltner to accept the new slate of officers for the calendar year 2024. Sylvia Tillbrook seconded the motion. All voted aye and the motion carried.

g. Appoint New Members to the Executive Committee

The nominating committee recommended that the Executive Committee consist of:

- President—Sam Seely, Mayor of Village of Corona
- Vice-President—David Miranda, City Manager City of Lovington
- Treasurer—Tony Garcia, Mayor Town of Hagerman
- Rudy Sales, Public Works Director Village of Hope
- Manuel Brusuelas, Trustee Village of Tularosa

It was the consensus of the Board to accept the nominating committee's recommendation for appointment to the Executive Committee.

h. Approve Re-appointment and Appointment of Private Sector Members

- Chaves County—Jon Hitchcock
- Eddy County—Vacant
- Lea County—Robbie Roberts
- Lincoln County—Coda Omness
- Otero County—Vacant

Dora asked that Eddy County and Otero County help find a Private Sector Member to fill the vacancies.

A motion was made by Dara Dana to accept the Private Sector Members and was seconded by Liz White. All voted aye and the motion carried.

6. PROGRAM AND ACTIVITY REPORTS:

Dora Batista—SNMEDD District Activity and Program Updates
Dora stated that her report was included in the Board Packet.

Capital Outlay hearings were held for all five counties, with Lincoln and Otero sharing their hearing on the same day. She announced that anyone that had reauthorizations, needed to be turned in to her as soon as possible or to the Legislative Council Service by January 28, 2024. She reported that Debi Lee will assist in getting the sponsor signature on the reauthorization form if needed, prior to submission to Legislative Council Service.

The grants that are due to expire June 2024 should be looked over carefully as to whether the work will be able to be completed either by design, construction, or both. If they are not able to be completed then a reauthorization should be filed.

Dora reported that January 22, 2022 has been scheduled to present a Joint Memorial honoring Hubert Quintana at the Legislature.

In the summer of 2023, EDA announced that there were Disaster Recovery Funds available for northern New Mexico and Lincoln County due to recent fires. SNMEDD was funded and our grant writing funds were used with Lincoln County to apply for improvement to their County Rodeo Arena, a bridge structural integrity study, a building use study and a FEMA technical assistance and training grant. The Village of Ruidoso also applied for two roadway improvement projects. We were notified by EDA that the Village will be funded \$1.78 million and Lincoln County \$4 million once they meet the requirements such as updated forms, additional information, etc. One of our NM Officials will announce formally after everything is signed and completed.

SNMEDD continues to act as fiscal agents for those municipalities and counties that need a fiscal agent. A Memorandum of Understanding will be entered into between the municipality or county and SNMEDD outlining the terms and conditions. A copy will be sent to the agency administering the grant and the grant agreement will be released once the MOU is received. The next step is to review the Notice of Obligations, Procurement and Pay requests before submitting to DFA/NMED for approval. Currently, we have approximately 100 that we are assisting.

A pilot program in partnership with Dr. Michael Patrick and New Mexico State University has begun. It is called the Small Communities Economic Development Capacity Building Program. SNMEDD will provide technical assistance, resources and other training based on the small community's needs to increase economic development opportunities and to assist in building capacity in the community. The two communities that were chosen at this time are the City of Artesia and the Village of Cloudcroft.

Staff members attended the New Mexico Infrastructure Conference in Las Cruces where Hubert Quintana was awarded posthumously the Joe Guillen Award. At the Infrastructure Conference, Dora participated in a morning panel about the purpose and tasks that our COG are responsible for and the municipalities and counties we serve.

We are currently working with Purdue University on a Housing Analysis of our District. There will be a county-by-county report and an overall regional report. A team from Purdue will be here in March to conduct surveys and gather information to finalize the report. They will provide their report and analysis to the housing officials as well as all of the entities in the region.

Federal and State Grant opportunities are continuously being updated every Tuesday morning as well as a schedule of webinars, conferences, and meeting dates.

Mary Ann Burr—SERTPO

Ms. Burr reported that SERTPO met in the previous quarter on November 30, 2023, at the Portales City Council Chambers (Memorial Building). Members scored public transit applications. The results were submitted to NMDOT; shared with members and public transit providers; and posted online via the Regional Transportation Improvements Program Recommendations (RTIPR). She spoke to the public transit results and added that statuses of applications for all programs that are posted online with the RTIPR. Public transit presenters included Roswell Transit, Carlsbad Municipal Transit, Hobbs Express, Clovis Area Transit, Portales Area Transit and Zia Therapy Center for Z-Trans.

Samuel Jenson, NMDOT, also made a presentation at the meeting on the Recreational Trails Program (RTP). The RTP had a call for projects on December 1, 2023. The SERTPO approved the timeline with its first deadline of January 11, 2024. No preliminary applications (i.e., Project Feasibility Forms (PFFs)) were received from within the SNMEDD region, and it is not known yet whether any application(s) were submitted in the Eastern Plains Council of Governments' region. The program is a federal reimbursement program, and the statewide funding level for the program was approximately \$1.3 million.

The next SERTPO meeting is scheduled for January 31, 2024 at the Ruidoso Convention Center. Approval for the Transportation Project Fund (TPF) timeline is anticipated. A NMDOT Call-for-Projects for TPF is expected soon. A presentation regarding statewide pricing agreements is planned for the January meeting. SNMEDD is coordinating with NMDOT District 2 for a training in early February that will focus on the Transportation Project Fund (TPF) and the Local Government Road Fund (LGRF).

Regarding planning grants, planners are seventy percent complete with Hope's Comprehensive Plan and should be entering close-out at the end of the current quarter. For the Tularosa Comprehensive Plan, the grant agreement was executed mid-December, and the task of fulfilling federal documentation submissions has begun. Ruidoso Downs has selected a consultant for its Asset Management Plan, and they are proceeding with Council approval. Lake Arthur has selected a consultant for their Asset Management Plan and will be submitting their information soon to DFA. Hagerman's Asset Management Plan is complete, and the close-out process is being worked.

Paul Pappas—Project Coordinator

The application hearing for CDBG was held on December 13, 2023. Three applications were submitted:

- 1.) The City of Carlsbad phase III renovation of the Alejandro Ruiz Senior Center. This project is to complete renovations to the library, computer lab, storage rooms, men and women's restrooms, a fire suppression system, and a new parking lot.
- 2.) The Village of Loving has an area within the village limits that is not tied into their sewer system. This project will install gravity feed sewer lines and a lift station. This project will allow the current residents in the area to hook into the Village sewer system. This will also encourage future residents to build in this area.
- 3.) The City of Lovington's project is to construct ADA sidewalks on 2nd street between the intersections of Avenue D and Central Street. This will benefit people with disabilities/disabled residents by providing a safe walkway. The City of Lovington's goal is to have all city sidewalks ADA compliant and intends to have additional phases to this project.

The current projects/status consists of the following.

- 1.) Eddy County's wastewater/sewer project is to add sewer lines to an area that is still using septic tanks. Installation of the sewer lines and repaving of the streets has been completed. Only some final concrete work around the manholes and installation of street signs is pending at this time. We expect to have the final walk through in the next 2-3 weeks.
- 2.) The Town of Lake Arthur's water system improvement project is approximately 60% complete. This project is to replace waterlines in various parts of town and to add fire hydrants.
- 3.) Otero County CHINNs building renovation is currently under construction. Some asbestos abatement has begun and currently the demolition of the kitchen is being completed.
- 4.) The Town of Carrizozo's streets and drainage/waterline project has gone out to bid and is pending the official notice of awards. Once awarded, construction should be able to begin hopefully within the next 45 days.
- 5.) The Chaves County Health Center building project had to have a rebid. The original construction bids were rejected, and the re-bid occurred on December 12, 2023. Chaves County is close to announcing the Notice of Award. Once awarded, construction should begin this quarter.
- 6.) The City of Ruidoso Downs Street and water project design has begun. After the design is completed, construction will go out for bid.
- 7.) The Village of Hope's environmental is completed and being submitted for publication of release of funds. An RFP for design is being prepared and expected to be published in the next 30 days with construction to begin in the next quarter.
- 8.) The Village of Tularosa and the Town of Tatum's environment is being finalized. We will assist in getting RFPs for engineering and design for projects to be able to go out to bid and enter construction.

Debi Lee—Consultant Southeast New Mexico

The 2024 Legislative Session will begin on January 16, 2024, and end on February 15, 2024. Ms. Lee and former Representative Bob Wooley will be present during the session to assist the legislators with the Capital Outlay process and answer any questions that may arise. It is the intent to continue the efforts of Hubert Quintana in assisting the southeast NM Legislators during the 2024 Session.

There have been 170 Capital Outlay requests received and five reauthorization requests received as of December 22, 2023. Signatures of Legislators will be necessary prior to submission to Legislative Council Services.

Technical services were provided to communities requesting assistance with grant applications and the have been funded are:

- 1.) Federal Matching Grant funded by NMDFA for the City of Ruidoso Downs, Town of Lake Arthur, Town of Tatum, Village of Hope, Village of Tularosa, and the Town of Hagerman. A funding application for the Town of Carrizozo has been submitted.
- 2.) Quality of Life/Recreation grants have been funded and awarded to the City of Artesia, City of Carlsbad, Town of Carrizozo, Chaves County, Village of Cloudcroft, Eddy County, Town of Hagerman, City of Hobbs, Lincoln County, City of Roswell, Village of Ruidoso, and the City of Ruidoso Downs.
- 3.) The Destination Forward Grant sponsored by New Mexico True was submitted and awarded for the City of Roswell in the amount of \$100,000 for finalize their Wayfinding Gateway Signage design and construction documents.

Ms. Lee also assisted Representative Harlan Vincent with 2023 HB2 Jr. funding designated for Mescalero Municipal School District and she is currently assisting Hondo Schools with a request to submit a grant application to the National Endowment for the Arts once they receive approval from the Superintendent. This funding will support arts education related to events/dance activities in Hondo, NM.

The Small Communities Economic Development Capacity Building Pilot Program has begun with the City of Artesia. A community assessment has been conducted and the City has identified their goals and priorities. An action plan has been drafted and will be presented to the Mayor in January 2024. Once the Legislative Session has concluded, we will engage with Artesia and coordinate a strategic planning session, training and other activities determined by the Strategic Plan. We will begin this same program with the Village of Cloudcroft in March or April 2024.

SNMEDD has partnered with Purdue University Center for Regional Development to complete and deliver a data analysis, regional housing analysis/strategy with goals, objectives, and tasks that will address the need for affordable housing. We are currently reviewing and discussing the demographics, population forecast, economic characteristics, trends, and the region's household characteristics.

SNMEDD is working with Community, Business & Rural Development Team from the NM Economic Development Department to plan and host an Economic Summit in Roswell this Spring. Some of the topics and presentations will be from New Mexico Economic Development Department, NM Tourism Department, Department of Finance and Administration, New Mexico Economic Development, Rural Development, among others. At this summit Dr. Patrick, Dora and I will present the Cluster Analysis, Workforce Analysis, and Housing Analysis in a presentation that also encompasses the Small Communities Economic Development Capacity Building Program. Notifications will be sent out as soon as everything is in place.

12. ANNOUNCEMENTS AND INFORMATION SHARING: There were no announcements.

13. ADJOURN:

Adjourned at 12:00 pm.

APPROVED:

Sam Sealy 4/12/2024
Sam Sealy, Board President Date

ATTESTED BY:

Dora Batista 4-12-24
Dora Batista, Secretary Date