

Board of Director's Meeting
October 10, 2025
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 President, Sam Seely at 10:00 a.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL AND INTRODUCTION OF GUESTS

The following Member Governments were represented by Directors or Alternates:

MEMBER GOVERNMENTS-PRESENT

Chaves County—Dara Dana, Commissioner
Lincoln County—Samantha Serna, Commissioner
Lea County—Chip Lowe
Alamogordo—Deborah Osbourne
Artesia—Summer Valverde, Clerk/Treasurer
Carlsbad—Angie Barrios-Testa
Carrizozo—Leann Weihbrecht, Clerk/Treasurer
Cloudcroft—Timothy King, Mayor
Corona—Sam Seely, Mayor
Dexter—Ron Chambers, Councilor
Hope—Rudy Sales
Lovington—David Miranda, City Manager
Roswell—Tim Jennings, Mayor
Ruidoso—Gary Jackson, Councilor
Ruidoso Downs—Israel Chavez
Tatum—Marilyn Burns, Mayor
Tularosa—Manuel Brusuelas, Trustee

MEMBER GOVERNMENTS-NOT PRESENT

Eddy County—Haley Klein
Otero County—Pamela Heltner, County Manager
Capitan—Minerva Davalos, Mayor
Eunice—Billy Hobbs, Mayor
Hagerman—Tony Garcia, Mayor
Hobbs—Todd Randall, City Engineer
Jal—Stephen Aldridge, Mayor
Lake Arthur—Lewis Wesson, Mayor
Loving—Rick Fuentes, Mayor
Mescalero—Duane Duffy, Vice President

NON-GOVERNMENT MEMBERS-PRESENT

Lea County—Liz White
Lincoln County—Coda Omness
Otero County—Lorrie Black

NON-GOVERNMENT MEMBERS-NOT PRESENT

Chaves County—Jon Hitchcock
Eddy County—Vacant

A quorum was present with 16 of the 27 Member Governments represented. Three Non-Government Members were also present. Ten Member Governments were absent. One Non-Government Member was absent, and one position is vacant.

GUESTS AND VISITORS PRESENT

Rifle Salas, Village of Ruidoso
Harlan Vincent, NM Representative
Veronica Wadley, Rec 9
Belia Reyes, Hagerman Schools Superintendent
Patrick McManus, City of Carlsbad
Vickie Marquardt, Otero County
Adriana Zapata, Chaves County
Gail McCoy, Village of Cloudcroft
Lisa Mane, Town of Carrizozo
Mital Bhakta, Town of Carrizozo
Carroll Scott, City of Ruidoso Downs
Jim Townsend, NM Representative
Jeannie Harris, Dexter Schools
Molly Pierce, Dexter Schools Superintendent
Selena Chavez, City of Ruidoso Downs
Shawn Powell, ENMU-Roswell President
Charles Lathrop, Greenfield MDWCA
Derek Washichek, Roswell Fire Department
Jessie Van Hooghion, Lovington Municipal Schools
Bob De La Cruz, Lovington Schools
Budsarin Miller, Tatum Municipal Schools
Bill Williams, Chaves County Manager

SNMEDD/COG STAFF PRESENT

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

4. PROGRAM—Sheila Keleher—Researcher Capital Outlay Division Legislative Council Service—Capital Outlay Request Process:

Sheila Keleher from the Legislative Council Service presented an overview of the 2026 Capital Outlay request process. There was an explanation on the different types of capital outlay bills, including the Capital Outlay Projects Bill, Reauthorization Bill, and General Obligation Bond Bill, noting that each serves specific purposes such as funding for local projects, extending or modifying existing appropriations, and voter-approved funding for libraries, senior centers, and higher education.

Ms. Keleher clarified what qualifies as a capital outlay project, emphasizing that only long-term assets such as buildings, infrastructure, and equipment are eligible. Operational costs like salaries and materials are not allowed. She also reviewed the primary funding sources for capital outlay, including severance tax bonds, the general fund, and general obligation bonds.

The request submission timeline was highlighted, with the online portal scheduled to open on November 3, 2025, and close on December 12, 2025, at 3:00 p.m. Ms. Keleher stressed the importance of accurate information when completing the request form, including the project budget and contact information. Reauthorization requests for prior projects must be submitted on paper and are due by February 1, 2026. Ms. Keleher concluded by outlining key 2026 legislative session dates and encouraged entities to plan ahead and work closely with their legislators to support successful capital project requests.

Ms. Keleher stated that the Capital Outlay project appropriations from previous years can be reauthorized to extend the time of expenditure, change or expand the scope of the project, and or change the administering agency. Entities seeking to reauthorize an appropriation must complete a reauthorization request form which can be accessed and filled out online. A completed paper request form, signed by a sponsoring legislator, is required to process the reauthorization request.

Sheila Keleher also stated this information is relevant to SNMEDD's role in assisting local governments with capital project planning, submissions, and ongoing compliance, and supports the district's efforts in coordinating funding opportunities across its member communities.

Legislators Representative Harlan Vincent and Senator James Townsend were present to share their feedback and to discuss any questions regarding Capital Outlay. Representative Vincent and Senator Townsend informed the board members that if they had any questions or concerns to please reach out to them.

5. ACTION ITEMS:

a. **Approve Meeting Agenda for October 10, 2025.**

A motion was made by Gary Jackson to approve the agenda for October 10, 2025; it was seconded by Angie Barrios-Testa. All voted aye, motion carried.

b. **Approve Minutes of July 11, 2025.**

A motion was made by Marilyn Burns to approve the minutes of July 11, 2025; and seconded by Samantha Serna. All voted aye, motion carried.

c. **Review and Accept Financial Reports.**

Dora Batista presented the SNMEDD Financial Report. Dora stated that the COG's total income is 20.46% for the first quarter of the 2026 fiscal year. In the income section, the contracts and fiscal agent fees are almost 50%. The income the COG receives from DFA is 25% and EDA's income is 75% but, EDA has a fiscal year from October to September. The EDA Disaster Recovery Grant was \$100,000 and this was the last year of the \$600,000 grant that was received to help Lincoln County and Ruidoso over the last three years. On the expenses, the COG is 18.67%. The Legislative Capacity Grant for the COG and NM GRO the percentage is lower but will change when the COG receives the pay requests back from the state. Dora states that the first quarter for the COG's budget is doing well. The SERTPO and NM GRO Financial Report were included in the board packet.

A motion was made by Gary Jackson to approve the Financial Reports; it was seconded by Tim King. All voted aye, motion carried.

d. **Approve Contracts on Legislative and DFA Grants.**

This year, the COG has received \$320,000 capacity funds through NM GRO. The funds are to help Artesia, Carlsbad, Lea County, Jal, Eunice, and Malaga. The COG has received \$428,000 and is being used to help the smaller communities with asset management plans. The procurement code states that it's

not allowed to go over \$60,000 and with recommendation by the auditor, an RFP was issued out in August. In the RFP the COG was asking for professional services in grant writing, grant administration, bond analysis, wage compensation plans, and help with the fiscal agent contracts. There were twelve responses to the RFP, and the twelve agencies received an On Call Notice of Award. The contract states that the task order will be issued on a needed basis.

A motion was made by Gary Jackson to approve the Contracts on Legislative and DFA Grants; it was seconded by Tim King. All voted aye, motion carried.

6. Appoint Nominating Committee to Develop 2026 Slate of Officers.

According to the bylaws, officers shall be elected annually; and Dora would like to change that every 2 years because of the hassle of paperwork for bank accounts. Currently, President Sam Seely and Vice President David Miranda will be completing their second term. They won't be able to serve again in the same capacity but can move up and serve in another role. The Treasurer, Tony Garcia and Secretary, Dora Batista roles will remain the same. She also asked if anyone else would like to be considered, please contact her.

7. PROGRAM AND ACTIVITY REPORTS

Dora Batista—District Activity Report:

Dora presented that the state has now converted to the Capital Project System (CAPS) and the Project Accountability System. DFA's website has training modules and there are weekly open hours for technical assistance.

Dora presented the 2026 Capital Outlay Hearing schedule for all five counties: November 25, 2025, Chaves County, December 9, 2025, Eddy County, December 2, 2025, Lea County, and December 16, Otero and Lincoln County. She announced that the Capital Outlay Portal opens November 3, 2025. She requested that all requests with PowerPoints, photos, and other supporting documents be sent prior to the hearings so we can have copies available for our legislators.

There was \$3,000,000 for all 7 COGS to use as capacity building money in their region. The COG received one seventh of the appropriation, \$428,571. The funds are to provide grant writing assistance; FEMA documentation assistance; a Wage Compensation Plan; Procurement and Personnel Policies and Asset Management Plans. The funds will expire June 30, 2026, and plan to be used.

The EDA Disaster Recovery Plan for Lincoln County and Ruidoso was a three-year grant and ended on September 30, 2025. These funds were used to pay for FEMA experts, grant writers, and estimators to assist the Village of Ruidoso and Lincoln County. There's new funding available and an application was submitted for the City of Roswell. New applications with Lincoln County, Ruidoso and Ruidoso Downs are currently being worked on. Capacity funds are being used to hire a grant writer to assist the municipalities and Cog.

SNMEDD continue to act as fiscal agent for those municipalities/counties that have had significant deficiencies on their audit. We currently have about 90 legislative grants we are acting as fiscal agent for. This entails reviewing the procurement process before they obligate funds, reviewing and signing off on pay requests before they are submitted to DFA for payment. If there is any difficulty getting legislative appropriations or other grants due to significant deficiencies in your audit, possibly they would allow a fiscal agent to intervene. This would require a contract between SNMEDD and the municipality.

NMSU Cooperative Extension is working with us by providing assistance with our Comprehensive Economic Development Strategy plan that is due to EDA by the end of 2025, and that was with a

requested extension. Our Purdue data was recently updated, and Purdue is working with EDA to deliver updated 2024 data to each economic development district. The new CEDS will soon be posted.

SNMEDD continues to be a contractor for the NMED Public Education Department. Currently, there are four employees that are on the payroll running the state PED Community Schools Program. There haven't been any problems with this program which are receiving a monthly 8% admin fee. The reimbursement amounts of about \$48,000 a year.

Dora Batista, Debi Lee, Juan Fuentes, and Paul Pappas presented at the NM Municipal League Clerk Conference in late October to discuss Capital Outlay.

Dora and Paul will be presenting at the NM Infrastructure Conference November 3-7, 2025. Paul will be presenting on one of our COG's successful projects. Dora will be presenting various topics with the other six COG's. The SE COG will be represented at the conference by Dora Batista, Paul Pappas, Mary Ann Burr and Juan Fuentes.

Mary Ann Burr—SERTPO:

Ms. Burr provided handouts of the Transportation Project Fund (TPF) Awards announcement. The funding amount received within District 2 amounted to \$19 mil, more than the previous year. Entities awarded within SNMEDD's region included Jal, Roswell, Lincoln County, Carrizozo, Tatum and Ruidoso.

An additional handout provided information on NMDOT's Transportation Planning Services. These services have no cost to the recipient and can be used for a multimodal transportation plan, comprehensive safety action plan, pedestrian plan, or some similar plan. Members were encouraged to contact Ms. Burr or the NMDOT contact, Elsa Goossen. This program funded SERTPO's regional trails mapping project. It is anticipated that approximately five projects will be selected/funded and early application is encouraged. The last CDBG comprehensive planning grant is for the Village of Tularosa, and it is approaching close-out.

The next SERTPO meeting is being held on October 22, 2025 in Carlsbad at the Pecos River Village Conference Center. There will be a presentation by the NMDOT Transit & Rail on the State's Rail Plan. The update to the SERTPO Regional Transportation Plan (RTP) will be considered, where a regional trail network section has been added. There will also be continued discussion on the TPF Program. Regarding TPF, the subcommittee met in September in the COG's newly remodeled conference room. SERTPO is anticipating an additional meeting in December, the meeting that focuses on public transit prioritization, with date and location to be determined, possibly Roswell.

Paul Pappas—Project Coordinator:

Mr. Pappas announced the new 2025 CDBG Applications:

There were five new CDBG applications submitted and CDBG hearings were held on September 25, 2025. The CDBG allocations will be held on October 20, 2025. This year, CDBG applications didn't have a cap on the amount they requested. In years past, CDBG grants were capped at \$750,000. It was also stated this year; the rural municipalities and counties did not require a match. In the past, small municipalities had to contribute a 5% match, and large municipalities and counties had a 10% match. The five applicants, with the exception of the City of Roswell, required a match.

The 5 applications were:

- Town of Carrizozo—Street and Drainage project. This is a .32-mile project that extended from Ave D to the Town cemetery. It replaces water lines and adds fire hydrants. The total amount requested was \$1,484,682.69 and Mayor Robert Hemphill presented.
- Town of Lake Arthur—Re-line their damaged lagoons at their wastewater treatment center. This project is important for the town because they currently have an emergency declaration and are under a corrective action plan with the NM Environment Dept. The total amount requested is \$1,945,447.78 and the Clerk/Treasurer Debra Sallee presented.
- City of Roswell—ADA sidewalk project. This project is to replace the deteriorated or non-existent sidewalks on 6th, 7th, and 8th streets between Railroad and Garden in Roswell. The total amount requested is \$1,300,000 with Roswell contributing a 10% match and Louis Romero with the city presented.
- Village of Cloudcroft—Water line replacement project. The water lines in this area are deteriorating and undersized. This project will replace the existing water line and add fire hydrants. The total cost is \$2,126,087.74 and Lauren Groesbeck with Cloudcroft presented.
- Lincoln County—ADA Courthouse Improvement project. Lincoln County is wanting a new elevator at the Lincoln County Courthouse. Project also included ADA ramps, interior staircase being brought to ADA standards, and ADA bathroom renovations. The total cost is \$2,126,087.74 and County Commissioner Samantha Serna and Ross Coleman presented.

Mr. Pappas also announced that there are 10 active CDBG Projects:

- 1) City of Carlsbad—Alejandro Ruiz Senior Center, remodel some existing rooms, construct additional bathrooms, and a vestibule to the front. Project design is complete, and the bid documents are being completed. Advertising for construction bids are in the hopes in the next two weeks.
- 2) Village of Loving—This project will install gravity feed sewer lines along with a lift station. Project is currently in final design and hoping to go out this quarter.
- 3) City of Lovington—Construct ADA sidewalks on 2nd street between the intersections of Avenue D and Central St. Design is getting finalized and bid docs are expected to be completed and out for bid in October.
- 4) Chaves County—The Chaves County Health Center building: This is an approximate 10K square foot new building that will provide health services. It houses the WIC (women-infant-children), Family Planning and Education, harm reduction/syringe exchange services, and vital records. Waide Construction is the contractor, and there are over 12 subcontractors on the project. All exterior of building and roof is complete. Interior sheetrock and finish carpentry is currently being completed.
- 5) City of Ruidoso Downs—Street and water line project on Valley View Dr. in Ruidoso Downs. We applied for supplemental CDBG funding and were awarded an additional \$482,000. Project went out to bid and was awarded to La Luz Dirt & Paving. Water line is completed, and roadway is being prepared to pave.
- 6) City of Artesia—ADA Sidewalk Project: Went out to bid in late May, and only one bid was received and was substantially over budget. Artesia applied for the 2024 supplemental funds and was awarded an additional \$561,384. Project went out for rebid in February, and the city has awarded the project to Constructors Inc. Construction began last quarter and at this time, 36 out of 131 ADA ramps are completed.
- 7) Town of Hagerman—Lift station project; project went out to bid on September 25, 2025. Lowest bidder was substantially over bid, \$386,425. Supplemental monies will tried to be obtained to award project. If supplemental monies are unable to be secured, the scope of the project will have to be reduced and rebidded.

- 8) Village of Hope—Water System Improvements Project. The project went out to bid twice. The second bid was recently held on July 1st and was also over budget. Currently, the bid had been negotiated and are in the process of completing the construction contract.
- 9) Town of Tatum—Water System Improvements project, involves looping water lines and additional fire hydrants. The project went out to bid in May and the lowest bid was over budget. We were able to apply for supplemental funds and were awarded an additional \$58,428. Given the supplemental funds, Tatum was able to award the project to J&H Services. Construction is underway and expected to be completed in the next 60-90 days.
- 10) Village of Tularosa—Rehabilitation of their lift station. RFP for design was advertised and sent out in late February. The Village has been awarded the professional services contract to Bohannon and Huston. Possibly they'll be going out to bid this quarter.

Juan Fuentes—NM GRO:

Mr. Fuentes announced that \$3,278,486 (55%) of total GRO Funds have been spent of which \$2,641,514 (45%) is the remaining balance to be spent in the Fiscal Year Ending 2026.

There is a total of 46 GRO Agreements that are currently being administered. Eighteen total agreements have spent over 75% of their funds, with 16 of those fully closed out. There are 15 more agreements that have been spent between 26% and 75%, while the remaining 13 agreements are less than 25% of funds expended.

SNMEDD has engaged with the entities to offer any additional assistance and support to help guarantee successful implementation of the GRO Program in the upcoming fiscal year.

Listed are Entities with GRO Funds Expended:

- Chaves County
- City of Roswell
- City of Clovis
- Texico FFA
- Roswell High School FFA
- Goddard High School FFA
- Curry County
- Otero County
- Eddy County
- City of Portales
- Pecos Valley Drug Task Force

Other GRO Highlights:

- Chaves County has one remaining GRO allocation for the Pecos Valley Regional Communication Center project.
- Eddy County is progressing with traffic signal project.
- Eddy County Sheriff's Office used the K9 appropriation funding to support training, equipment, and veterinary services.
- City of Hobbs awarded a CES contract to complete security improvements.
- Ruidoso Downs Police Department are using the programs funds to purchase new patrol vehicles equipped with in-car computers and dash cameras.

SNMEDD participated in testing two new state systems: the Project Administration and Reimbursement System (PARS) and the Capital Project System (CAPS). These platforms are

designed to improve reimbursement management and streamline ICIP project submissions and reporting.

The COG joined the State's weekly Q&A sessions to help identify and resolve implementation issues. Through this participation, SNMEDD strengthened its fiscal agent role and ensured continued compliance with reporting requirements.

SNMEDD also assisted multiple entities by coordinating reimbursement requests, ensuring accurate documentation, and submitting them on time. Additional support included technical guidance and training for staff on reporting and compliance. These efforts contributed to timely ICIP/CAPS updates and quarterly submissions.

Debi Lee—Regional Economic Coordinator:

Debi Lee delivered an Economic Overview outlining key regional trends. Statewide data reflects strong growth in the construction sector, while food services and entertainment continue to decline. Gross Receipts Tax (GRT) collections rose in most SNMEDD counties, indicating stable or strengthening local economies:

- Chaves County: GRT decreased slightly by 0.9%, with retail trade remaining the leading contributor.
- Eddy County: GRT increased by 2.6%, driven primarily by oil and gas activity.
- Lea County: GRT rose 5.6%, led by gains in mining and retail trade.
- Otero County: GRT climbed 6.7%, with retail and construction sectors showing solid performance.
- Lincoln County: GRT surged 25.5%, fueled by significant construction activity.

In addition, Ms. Lee highlighted broader economic trends, including steady job growth, declining unemployment, and continued strength in construction, education, and health services. Federal and state investments have supported broadband expansion, water infrastructure, and workforce development initiatives. While efforts to diversify local economies are underway, challenges such as labor shortages and limited housing availability persist.

○ CEDS Update:

Ms. Lee continues to work with the team on the Comprehensive Economic Development Strategy (CEDS), which will include updated data, goals, and financial overviews for each entity. The comprehensive document is still in progress and the final CEDS document will be presented at the next board meeting.

○ Funding Opportunities:

Debi Lee continues to distribute the SNMEDD Newsletter on a biweekly basis, offering updates on funding opportunities, program announcements, and key dates for conferences, webinars, events, and technical training sessions. The newsletter draws from a wide range of sources, including Federal Grants Advisory, Grants.gov, the New Mexico Department of Finance, New Mexico Environment Department, New Mexico Finance Authority, Economic Development Administration, New Mexico Economic Development Department, Rural Development, and other state and federal agencies.

Mrs. Lee's objective is to ensure this information reaches individuals and organizations that can apply for funding or benefit from the resources shared, helping communities stay informed and positioned for success.

- Capital Outlay

The capital outlay process for FY2026 is now underway, with five county hearings scheduled throughout November and December. SNMEDD will provide support to entities seeking capital outlay funding, including assistance with new requests and reauthorizations.

- Building Community Capacity

Strengthening community capacity remains a central objective in promoting long-term, sustainable development across the region. We continue to focus on the following key areas:

- Empowering local leadership and enhancing strategic decision-making
- Expanding access to funding, technical assistance, and essential resources
- Fostering public participation and encouraging civic engagement
- Developing responsive policies and programs aligned with local priorities
- Increasing resilience to natural disasters and economic disruptions

By reinforcing these foundational capacities, local governments are better equipped to identify opportunities, set strategic goals, and pursue meaningful development outcomes.

- Technical Community Support

SNMEDD continues to provide targeted technical and financial assistance to communities across the region. Recent support efforts include:

- Hagerman: Planning assistance for a housing subdivision and guidance on water system funding opportunities
- Carizozo: Support in developing and issuing an RFP for an affordable housing plan
- Roswell: Financial analysis to evaluate capital project funding strategies
- Cloudcroft: Budget development assistance, compensation planning, and recruitment support
- Capitan: Technical guidance on annexation strategies to facilitate housing development
- ILEA Roswell: Economic impact analysis related to the closure of the training academy

These efforts reflect SNMEDD's commitment to strengthening local capacity and advancing community-driven development initiatives.

SNMEDD provided technical and financial assistance to several communities, including:

7. ANNOUNCEMENTS AND INFORMATION SHARING:

8. ADJOURN:

Adjourned at 12:00 pm.

APPROVED:

Sam Seely
Sam Seely, President

1/9/2026
Date

ATTESTED BY:

Dora Batista
Dora Batista, Secretary

1-9-26
Date