

**SOUTHEASTERN NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT,
INC. /COG
QUARTERLY BOARD OF DIRECTORS MEETING
October 9, 2009
ENMU-Roswell**

MINUTES

I. 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 President Matt White at 10:05 a.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL AND INTRODUCTIONS

The following member governments were represented by directors, alternates or proxies:

MEMBER GOVERNMENTS

Eddy County – Lewis Derrick, Commissioner
Lea County – Mike Beverly, County Manager
Lincoln County -- Eileen Sedillo, Commissioner
Otero County – Ray Backstrom, Asst. County Mgr
Alamogordo – Joe Ferguson, Commissioner
Artesia – Phil Burch, Mayor
Capitan – Sam Hammons, Mayor
Carlsbad – John Beasley, Dir. of Community Dev.
Carrizozo – Bob Hemphill, Mayor
Cloudcroft – Trisha Zendel, Clerk/Treasurer
Corona – Sam Seely, Trustee
Dexter – Kay Roberts, Clerk/Treasurer
Eunice – Matt White, Mayor
Hagerman – Connie Andrews, Councilor
Hobbs – Joe Dearing, City Planner
Hope – Rudy Sales, Fire Dept.
Loving – Pete Estrada, Mayor
Roswell – Steve Henderson, Councilor
Ruidoso – Michele Rebstock, Councilor
Ruidoso Downs – Gary Williams, Councilor
Tatum – Marilyn Burns, Trustee

NON-GOVERNMENT MEMBERS

Bill Mershon, Otero County Private Sector
Curtis Schrader, Representing Gregg Fulfer

A quorum was present with 20 of the 26 member governments represented.

Visitors and Guests present:

Lynn Ditto, Field Representative Senator Bingaman
Claire Manatt, Financial Advisor, NMFA
Judy Stubbs, NMEDD Representative
Sonia Raftery, Field Representative Senator Jeff Bingaman
Martin Torrez, NMED
Annette Morales, Director, Medius Inc.

SNMEDD/COG Staff Present:

Hubert Quintana, Executive Director
Gene Simmons, Executive Director SBDC
Beth Pappas, Office/Finance Manager
Dora Batista, Planning & Development
Mary Ann Burr, Transportation Planner
Pansy Moffitt, Office Assistant

IV. APPROVE MEETING AGENDA FOR OCTOBER 9, 2009

The agenda for the meeting was included in the board packets mailed to each Director for their review. One item was added to the agenda as 6-A, the addition allowed discussion and action on Resolution 09-03 regarding the gross receipts tax on Food and Medical Services Hold Harmless Provision potential repeal. Mike Beverly made a motion for approval of the agenda with the additional item.. Motion carried.

V. APPROVE MINUTES OF JULY 10, 2009

The minutes of the July 10, 2009 quarterly meeting were included in the packets mailed to each Director for their review. Correction made to the July 10, 2009 minutes Bob Maples made the motion for approval of the agenda not Steve Henderson. Sam Hammons seconded the motion A motion was made by Steve Henderson and seconded by Bob Hemphill. Motion carried.

VI. REVIEW AND ADOPT FINANCIAL REPORT & BUDGET ADJUSTMENTS

Hubert presented the SNMEDD and RPO financial reports, and budget adjustments which were included in the packets mailed to each Director prior to the meeting. A change was requested for a budget adjustment, EDA is giving SNMEDD \$10,189.00, \$5,095.00 increase to basic grant, \$5,094.00 is a supplemental grant. Proposal is to put

\$5,000.00 in travel for more training and scholarships; \$3,300.00 will be put into equipment; \$1,889.00 will be used to purchase a license for web-casting.

Bob Hemphill made a motion to accept the financial reports and budget adjustments as presented. Mike Beverly seconded the motion. Motion carried.

VI-A. RESOLUTION NO. 09-03

The resolution urging the Governor and the State Legislature to Oppose the Repeal of the Hold Harmless Provision for Local Governments to Gross Receipt Taxes on Food and Medical Services during the 2009 Special Legislative Session was handed out to each Board Member. Phil Burch moved the resolution be adopted. Mike Beverly seconded the motion. Motion carried.

VII. APPOINT NOMINATING COMMITTEE TO DEVELOP A 2010 SLATE OF OFFICERS

President, Mayor White, appointed the 2010 Nominating Committee to consist of Matt White —Lea County and Bob Hemphill—Lincoln County.

VIII. PRESENTATION ON BOARD STRATEGIC PLANNING RETREAT-REVIEW AND ADOPT RECOMMENDED CHANGES TO PRESENT STRATEGIC PLAN

Copies of the Board Retreat power point presentation were handed out to Board Members along with the results of the Strengths and Weaknesses Survey sent to Board members.

Mission statement was suggested to be changed to “Leadership to enhance the region’s quality of life, services and jobs.”

Bob Hemphill made a motion to approve the Strategic Plan and the new mission statement. Michele Rebstock seconded the motion. Motion carried.

IX. APPOINT COUNTY DELEGATION CHAIRPERSONS TO THE BOARD OF DIRECTOR’S TO REVIEW AND UPDATE THE COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY FOR EACH COUNTY

Hubert suggested that because every county has an economic development director, that the staff will meet with each group and review existing plans for each county to update and prepare CEDS to bring back updates to be adopted at January meeting.

X. SCHOLARSHIPS TO ATTEND THE NEW MEXICO INFRASTRUCTURE FINANCE CONFERENCE IN ALBUQUERQUE—OCTOBER 27-29 AT THE ISLETA RESORT AND CASINO

Members from each county were asked to volunteer for the Infrastructure Finance Conference to be held October 27-29, 2009 at the Isleta Casino and Resort. Six scholarships are available. Members wishing to attend were asked to contact the SNMEDD/COG office.

XI. SCHOLARSHIPS TO ATTEND THE SOUTHWEST REGION EXECUTIVE DIRECTORS; ASSOCIATION ANNUAL CONFERENCE IN SANTA FE—DECEMBER 1-3 AT THE LA FONDA HOTEL

The Agenda for the SWREDA Conference was handed out for review. Members from each county were asked to volunteer to attend the SWREDA Annual Conference in Santa Fe to be held on December 1-3, 2009. Members wishing to attend were asked to contact the SNMEDD/COG office.

XII. FEE FOR SERVICE DISCUSSION AND ADOPTION OF A FEE SCHEDULE FOR NON-MEMBERS

It has been suggested that SNMEDD/COG could charge a fee for service fee of up to \$25.00 an hour with a maximum of \$2,000.00. The fee would only apply to entities that were not members of the District and not formally referred to the District by a member government for assistance. It was further suggested that the first 20 hours should be provided at no charge. Motion was made by Curtis Schrader to charge the \$25.00 per hour plus travel expenses with the \$2,000 fee maximum and first 20 hours provided at no cost. The motion was seconded by Mike Beverly. Motion carried

XIII. DIRECTOR'S REPORT ON NADO ANNUAL CONFERENCE IN CHICAGO

Hubert gave a report on the NADO Conference. Approximately two days were spent working on the Self-Assessment Tool. The Self-Assessment Tool was used in the development of materials for the Board Retreat.

XIV. PROGRAM AND ACTIVITY REPORTS:

CDBG/PLANNING/WIA – Dora Batista – We have not heard about the Colonias Initiative Applications submitted June 30, 2009. Applications were submitted by Lake Arthur; Cloudercroft; Capitan; North Park Mutual Domestic; and Eddy County submitted for the communities of Malaga and Morningside.

- If you have a current CDBG grant and you want to apply for the 2010 CDBG funds, the current grant must be closed by November 13th in order to meet threshold compliance. This means the project has to be complete. The project manager has done a site visit and all close out documents are in place and complete to close the project.
- The 2010 application deadline this year is December 18, 2009. If you are planning to apply you should already be holding your required public hearings so we can have plenty of time to put your application together. Even if you think you may be close to meeting threshold but not sure, hold your hearings. It will be too difficult to hold them in November and have the Council pass a resolution so you can begin.

Under Planning.....

- We are currently working on comprehensive planning applications. Check your comprehensive plans to see if they are less than 5 years old. If your plan is older than 5 years we need to be working with you to get it updated according to Local Government Division. We can help you apply for funds to help pay for these plans.
- Remember the big push on Asset Management Plans. Planning grants are now available to financially assist with your Asset Management Plans. This may be a task to under take if your comprehensive plan is up to date. The grant funds can also be used for feasibility and engineering studies.
IF you need any help let us know.

Under WIA

The Eastern Board will meet next Tuesday at the Job Corp facility in Roswell. The latest minutes available are in your handouts.

SBDC PROGRAMS –Gene Simmons— The SBDC worked with 164 clients in the first half of 2009, with total client hours of 1,081. Capital formation was \$1.3 million. Four new businesses were started, two were purchased, and three obtained funds to expand. Twenty-four new jobs were created; nine jobs were retained.

The center co-sponsored 13 SBA-qualified seminars in the first six months of the year.

The annual meeting of the ASBDC (Association of Small Business Development Centers) was held this year in Orlando, Florida. The Roswell SBDC director and two staff members attended. The conference offered a variety of training topics, with each attendee able to participate in up to ten professional development sessions.

This quarter, in addition to the usual business plans, financial projections and loan applications that make up the bulk the SBDC's work with clients, the Roswell SBDC worked with a client who is developing an international market. The SBDC referred him

to the IBA (International Business Accelerator), located at Western New Mexico University in Silver City. The IBA is part of the New Mexico SBDC network, and is considered a “one-stop shop” of resources for New Mexico businesses that wish to bring their products into the global market.

The Lincoln County SBDC office has actively collaborated with the South Central Mountain Resource Conservation and Development Council (RC&D) to organize a Collaborative Forest Restoration Program (CFRP) grant project. The project will include forest restoration and utilization, youth education, and job creation on parts of the 300-plus acres of State Land Office land in the Alto Mesa area just north of Ruidoso. As a result of this project, it is anticipated that working relationships can be developed among forest industry contractors, enabling them to collaborate on larger projects in the future.

Other activity this quarter includes:

- August 4: The Roswell SBDC office manager attended a two-day support staff training in Albuquerque. Professional development included using Constant Contact for e-mailing, the SBDC's online policies and procedures manual, the implications and means of sharing client information among centers, basics of photo editing and marketing initiatives.
- August 13: The Roswell SBDC director attended the SNMEDD/COG Mayors' Summit held in Alamogordo.
- August 25: The Roswell SBDC director attended the Annual Board of Directors meeting of the Chaves County Development Foundation. Fred Mondragón, New Mexico Economic Development Cabinet Secretary, attended the meeting. Speakers from American Eagle and American Airlines reported that they were pleased with the number of people using the new American Eagle airline service, and discussed its economic impact.
- September 2: The SBDC business specialist in Lincoln County attended the quarterly meeting of the advisory council of the NM Small Business Assistance Program. The NMSBA program allows small business in New Mexico that are facing technical or business challenges to access the unique expertise and capabilities of the Los Alamos and Sandia national laboratories. The two labs operate NMSBA as a single program in partnership with the State of New Mexico to provide technical assistance at no cost to the participating businesses.
- September 9: The Roswell SBDC office manager attended the groundbreaking ceremony for the New Mexico Rehabilitation Center. The state-of-the-art facility will replace one built in the '60s and will offer a teaching component. It will be housed on the ENMU-Roswell campus adjacent to the Health Sciences building. Dignitaries attending the ceremony included Governor Bill Richardson, Senator Tim Jennings and Roswell Mayor Sam LaGrone.
- September 10: The Roswell SBDC director addressed a Youth Challenge class about the basics of owning a business. He led the class in some hands-on activities,

utilizing LEGOs, to demonstrate how procedures can be developed to streamline processes, cut costs of production, save time and affect profits. Youth Challenge is comprised of at-risk youth ages 15 to 21 who voluntarily participate in the program.

SERPO – Mary Ann Burr – RPO presentations/individual visits: Lake Arthur; Chaves County (public meeting/workshop); Roswell; Eddy County; Carrizozo; and Hope.

SNMEDD hosted a RPO Roundtable Tuesday, October 6, 2009 in Cloudcroft with a tour of the historic Mexican Trestle. The trestle was built as a part rail system for the logging and tourism train service from Alamogordo to Cloudcroft.

Scheduled and coordinated the August 26, 2009 SERPO meeting in Roswell. Items that were covered were: Resolution No. 09-001: A Resolution Affirming Public Meeting Notice Requirements; Annual Work Program; Economic Stimulus Status Updates; Roadway Application Package and Regional Long Range Transportation Plan—Annual Updates.

Prepared and submitted the Annual Report to NMDOT

Assisted local entities by providing letters of support for NMDOT and SNMEDD applicants seeking TIGER/ARRA Discretionary Grant funding.

Coordinated NMDOT (and FHWA) ADA Coordinator training held in Roswell on September 16, 2009.

September 17, 2009 attended State Transportation Commission meeting in Hobbs.

Updated Transportation Page on SNMEDD Website: Current Membership list; Meeting Agenda and Approved Minutes; and Revised Application Cycle Guidelines for Roadway and Enhancement Programs.

Will sponsor an informational booth and workshop session at the New Mexico Infrastructure Finance Conference.

November 17th is a tentative date for the next meeting.

ICIP Update – Beth Pappas—ICIP plans were due September 30, 2009.

The District ICIP activities for this quarter included: Letters, e-mails and follow up telephone calls made to member governments and water associations throughout the District; traveled to Lovington to meet with City officials to assist with preparation of their ICIP; Assisted in preparation and/or technical assistance of ICIP's for five other communities in our District: Carrizozo, Dexter, Lake Arthur, Tatum, and Loving.

Assisted in preparation and/or technical assistance for ICIP to seven water associations: Cottonwood Rural Water Assoc.; Greenfield Domestic Water Users Assoc., Nogal MDWCA, Twin Forks MDWCA, Mountain Orchard MDWUA, Rolling Hills Community Water Users Association and Waterfall Community Water Users Assoc.

2010 CENSUS UPDATE – Pansy Moffitt— A Census Alert Handout was distributed to the Board Members telling them what a Census Worker will have as identification if one knocks on their door. A copy of the Census Newsletter was also handed out that will be available by e-mail each month. Hubert and I will be attending the Census Date Workshop on November 4 & 5, 2009 in Albuquerque.

NMFA – Claire Manatt—Financial Advisor, New Mexico Finance Authority—NMFA has had some turn over in personnel recently. As a result, Claire has not been able to visit with the local governments on the regularity she had provided in the past. There is still money in two programs: \$50,000.00 in Local Government Funds for water, waste water, economic development, and development of master plans. Funding assistance is

calculated using \$25,000.00 as the base for median household income and \$25,000.00 on what your water rates are if you are applying for water. With the water trust board you are able get up to an 80% grant with 20% loan, or an 80% grant with a 10% loan. Applications are rated on completion of application. It's best to be as detailed as possible about the project.

DISTRICT ACTIVITY – Hubert Quintana – Last quarter activities are included in the District's Quarterly report that was distributed to all members. Hubert announced the office remodeling was complete. He thanked the legislators for their contribution of \$70,000, and the Chaves County workers and staff who did the remodeling. He announced we would have our first web-casting session October 14, 2009. We will be having our peer review on October 15, 2009 from EDA.

XV. PROGRAM: ANNETTE MORALES, COORDINATOR—NEW MEXICO COLONIAS INITIATIVE PROGRAM—A GROWING OPPORTUNITY FOR FUNDING CAPITAL IMPROVEMENTS PROJECTS AND BUILDING RURAL COMMUNITIES

Annette complimented Dora Batista and Yvonne Basabilvazo on putting together the best applications for the colonias' grants. The colonia initiative was started in 2003 resulting from a HUD initiative to define and better indentify a colonia, how does a community get to be a colonia, and what needs to be done to make it a viable rural community? In 1989, as a result of the Cranston-Gonzalez Act, legislation was enacted to identify and designate colonias. A colonia is a rural community located within 150 from the U.S. and Mexico border. The communities usually lack one of the following services or amenities: water, wastewater, any kind of utilities, roads, and housing. New Mexico has 146 designated colonias. A colonia is designated by getting your county government to adopt a resolution proving that it was in existence before 1989 and meets the HUD designated criteria for a colonia. In 2004 and 2005 Governor Richardson put aside \$5,000,000.00 each year from his portion of capital outlay money for the colonias. Applications are due the end of June for communities wishing to seek Colonia Initiative. The final application is sent to DFA, they review it and then they put their recommendations together and send it to the Governor for him to sign off. There are maybe three of the SNMEDD applicants that will be funded.

There are five criteria to be considered:

1. Funding/Source Leverage: Have other avenues of funding been secured?
2. Technical Readiness: How quickly can the project/phase get started?

3. Long Term Impact: How will this positively influence the future development of the community?
4. Population Impact: What is the size of the population this project is expected to affect?
5. Long Tern Regional Infrastructure: How well does this project work toward an all-encompassing approach to future planning?

The following is what is expected of the budget.

- Project budget totals will match totals in matching funds section
- Estimates for work will be accompanied with documentation
- Budgets should be detailed and thorough
- Note: Previous Colonias Initiative funding use will be factored into the decision to award.

The sources and uses of funds should be indicated where the Colonias Initiative will be used. There should also be a more detailed listing of project line items.

Colonias Initiative presentation will be on October 28, 2009 at the Infrastructure Conference.

XVI. COMMENTS AND ANNOUNCEMENTS

Phil Burch commented on the letter he mailed to the Municipal League concerning:

1. The time and work of the Resolution Committee is minimized by allowing last minute resolutions to be considered.
2. Resolutions which are beneficial to some member municipalities at the expense of other member municipalities have been approved for the League staff to support. RE: The extension of the Rail Runner from Belen to Las Cruces or from Santa Fe to Espanola and Taos.
3. If this practice is continued, it will regionalize the activities and actions of the League membership and will eventually drive members away from the League. The I-25 & I-40 corridors will prevail on all votes simply because they have the numbers to do so.

He suggested that the League staff take a stance of disapproving resolutions of this nature and a By-Law change be proposed to ensure that all resolutions will be made available for review by the Resolution Committee for a period of not less than one week before being voted on and no resolution will be presented to the membership without being considered and approved by the Resolution Committee.

A copy of the letter from Phil Burch to the Municipal League was sent in the Board Packet to the members.

Steve Henderson handed out a copy of Resolution 2009-45, Amending the Convention Center Financing Act of 2003 to allow any municipality that wishes to construct, expand or operate a convention center, civic center or arena to impose a fee of up to \$2.50 per room to defray the cost of such construction, expansion or operation.

That Amendment passed, approved, and adopted on September 3, 2009 in the City of Albuquerque, New Mexico.

XIV. ADJOURN

There being no further business or discussion the meeting adjourned at 12:25 p.m.

Respectfully submitted,

Approved this _____ day of _____, 2010

Hubert H. Quintana, Secretary

Matt White, President