

**New Mexico Finance Authority
207 Shelby St.
Santa Fe, NM 87501
(505) 984-1454**

September 1, 2015

**Minutes of the Colonias Infrastructure Board Meeting
Otero County Administration Building
Alamogordo, NM**

Present – Voting Members:

Doug Moore, Chair	Senate Minority Leader Appointee
Oscar Vasquez Butler, Vice Chair	Senate President Pro Tempore Appointee
Jim Chiasson	New Mexico Department of Environment Designee
Robert Coalter	New Mexico Finance Authority CEO
Mary Helen Garcia	House of Representatives Minority Leader Appointee
Keith Riddle	Speaker of the House of Representatives Appointee
Jimmy Rodriguez	New Mexico Dept. of Finance & Administration Designee

Present – Non-Voting Members:

Jay Armijo	South Central Council of Governments
Rose Baca-Quesada	New Mexico Mortgage Finance Authority Designee
Santiago Chavez	New Mexico Association of Counties Designee
Priscilla Lucero	Southwest New Mexico Council of Governments
Hubert Quintana	Southeastern New Mexico Economic Development District

Finance Authority Staff:

Marquita Russel, Chief of Programs
Angela Quintana, Sr. Program Administrator
Bryan Otero, Assistant General Counsel
Charlotte Larragoite, Sr. Administrative Assistant

Guests:

Jessica Etcheverry, Luna County	Martin Miller, Luna County
Reynaldo Duran, La Luz MDWCA	Jesus Ramos, Jr., Engineers, Inc.
Abenicio Fernandez, Doña Ana MDWCA	M. V. Reinecke, La Luz MDWCA
Jennifer Horton, Doña Ana MDWCA	Adrian Renteria, Souder Miller Associates
Marty Howell, Souder Miller Associates	Susanne Roubidou, Assistant Attorney General
Sheila Hudman, Village of Santa Clara	Carlos Saltas, La Luz MDWCA
Edward Lueras, La Luz MDWCA	Louise Sanchez, La Luz MDWCA
Richard Maynes, Engineers, Inc.	Ray Sanchez, La Luz MDWCA

1. **Call to Order and Roll Call.** Chairman Moore called the meeting to order at 10:15 a.m. Roll call was taken and a quorum was established.
2. **Approval of Agenda.** Mr. Vasquez Butler made a motion, seconded by Mr. Rodriguez, to approve the agenda as presented. The motion passed.
3. **Approval of June 4, 2015, Board Minutes.** Mr. Vasquez Butler made a motion, seconded by Mr. Rodriguez, to approve the Minutes of the June 4, 2015 meeting as presented. The motion passed. Mr. Chiasson abstained from voting, as he was not present at that meeting.
4. **Chairman's Report.**
Chairman Moore expressed appreciation for the service of Jim Grantner and Orlando-Antonio Jimenez, and welcomed new members Mary Helen Garcia of Las Cruces and Keith Riddle of Reserve.

Chairman Moore also told the Board of his intent to create a committee of board members to monitor projects from award grant to completion.

5. **Review of Current Standing Committees, Appointment and Confirmation of Standing Committee Members - Policy and Project Review.**

Chairman Moore announced the appointment of the Colonias Project Review Committee and the Policy Committee as follows:

Policy Committee:

Doug Moore, Chair
Secretary Ryan Flynn
Mary Helen Garcia
Jay Armijo
Jay Czar
Steve Kopelman
Priscilla Lucero
Hubert Quintana

Project Review Committee:

Doug Moore, Chair
Oscar Vasquez Butler
Tom Clifford
Jay Armijo
Jay Czar
Steve Kopelman
Priscilla Lucero
Hubert Quintana

Chairman Moore made a motion, seconded by Mr. Vasquez Butler, to approve the above appointments to the Colonias Policy and Project Review Committees. The motion passed.

6. **Consideration of Creation of Task Force Committee or Standing Committee, Appointment and Confirmation of Committee Members.**

Chairman Moore expressed his opinion for the need of a task force, in conjunction with staff, to review the progress of awarded projects, the status of funds awarded, and recommend action to the full Board.

(Board member Mary Helen Garcia arrived during discussion of this item.)

After discussion by the Board regarding the function of the task force, the following members were appointed:

Keith Riddle, Chair
Robert Coalter
Secretary Ryan Flynn

Jay Armijo
Priscilla Lucero
Hubert Quintana

Chairman Moore made a motion, seconded by Mrs. Garcia, to approve the above appointments to the Colonias Project Review Task Force, which is tasked with conducting a complete review of all current grant projects with quarterly recommendations to the Board for action. The motion passed.

7. **Consideration and Approval of Change in Borrower – Luna County 3166-CIF-14.** Angela Quintana, Sr. Program Administrator, presented Luna County's request for change in borrower for project 3166-CIF-14, the Tulip Drive landfill. The landfill, which is inactive, was deeded to the County by the City of Deming (City) in an effort to receive an EPA Brownfield grant. The City currently manages the active Solid Waste Facility. At the time of the application, the County had anticipated using the Net System Revenues of the City's Solid Waste Facility for the debt service coverage. Due to possible legal issues regarding the use of the City's revenues, the County will deed the land back to the City and requests that the City become the borrower on 3166-CIF-14 award. The City of Deming has indicated that it is ready and willing to accept the responsibilities as borrower for the Colonias Infrastructure funding 3166-CIF-14. Staff recommends approval to substitute the City of Deming as the borrower for Colonias Infrastructure project 3166-CIF-14.

Jessica Etcheverry appeared on behalf on Luna County and provided additional information to the Board regarding the status of the project and the sequence of events leading to the transfer of ownership of the Tulip Landfill.

Mr. Coalter made a motion, seconded by Mr. Rodriguez, to approve staff's recommendation to change the borrower for Luna County project 3166-CIF-14 to the City of Deming. The motion passed.

8. **Consideration and Approval of Change in Scope – Village of Santa Clara 3359-CIF-15.** Angela Quintana, Sr. Program Administrator, presented the Village of Santa Clara's request for change in scope for project 3359-CIF-15. The preliminary design for the project is complete, but the final design is not. The Village mistakenly requested construction funding in its initial application and is currently requesting a change of scope to include design. The \$788,843 estimated cost does include the design element. Staff recommends approval of a scope change to include design for Colonias Infrastructure project 3359-CIF-15.

Mr. Riddle made a motion, seconded by Chairman Moore, to approve staff's recommendation to approve the change of scope for Village of Santa Clara project 3359-CIF-15. The motion passed.

9. **Consideration and Approval of RTP extension – La Luz MDWCA 3356-CIF-15.** Angela Quintana, Sr. Program Administrator, presented La Luz MDWCA’s request for an 8-month Readiness-To-Proceed (“RTP”) extension (May 1, 2016) for project 3356-CIF-15. This project was awarded June 25, 2015, for the design phase of the project. The funding was delayed pending consent from USDA on additional debt obligation but is currently on schedule to secure the funding. Several RTP items are pending final design to begin the process of securing the funds, including: (1) monthly drawdown schedule of project expenditures; (2) approved plans/specifications by regulatory agency; (3) copy of final cost estimates for project; and (4) verification/update of project description. Also pending USDA approval is verification of 10% match of \$84,853. The Association’s estimated timelines are for design to be completed by April 2016 and construction to begin in June 2016 and completed by December 2016.

Staff recommends approval of an eight month time extension (to May 1, 2016) from the date of the current deadline (September 30, 2015) to submit readiness to proceed items for the Colonias Infrastructure funding award 3356-CIF-15.

Mr. Coalter made a motion, seconded by Mr. Riddle, to approve staff’s recommendation to approve the change of scope for La Luz MDWCA project 3356-CIF-15. The motion passed.

10. **Consideration and Approval of Time Extension – Luna County 2802-CIF-12.** Angela Quintana, Sr. Program Administrator, presented Luna County’s request for an extension of four months (March 31, 2016) to complete project 2802-CIF-12 for design and construction of road/drainage improvements to the Keeler Farm Colonia. At time of award, the County was working on acquiring easements from property owners. A majority of the property owners live outside of the state, which delayed the project. The last easement was received on July 13, 2015. The design and easements have been completed and the County is ready to begin the construction portion of the project. Approximately \$20,000 of the funds will be used for engineering services and project oversight with the remaining balance being used for materials. The County will provide the labor as part of their in-kind match contribution. The County estimates that 50% of construction can be completed by the current expiration date of November 30, 2015 (weather permitting). Staff recommends approval of a time extension of four months from the date of the current expiration date (November 30, 2015) to March 31, 2016 for Colonias Infrastructure project 2802-CIF-12.

Mr. Vasquez Butler made a motion, seconded by Mr. Rodriguez, to approve staff’s recommendation to approve the time extension for Luna County project 2802-CIF-12. The motion passed.

11. **Rescinded Funds – City of Carlsbad 3193-CIF-14 (Information Item).** Angela Quintana, Sr. Program Administrator, reported to the Board on returned funds from the City of Carlsbad Colonias Infrastructure funding 3193-CIF-14.

On July 24, 2014, the Colonias Infrastructure Board (CIB) approved conditional funding to the City of Carlsbad (City) for a planning project in an amount not to exceed \$102,533, with

10% delivered as a 20-year loan and 90% delivered as a grant. The approved project was for a preliminary engineering report (PER) on new water and sewer lines within the Spencer Addition and Standpipe Road area.

The City was required to certify that all the necessary rights-of-way (ROW) are obtained within the project area, to secure the funding. The City, working with Eddy County, has identified ROWs necessary to begin the project. However, the timeline to secure the necessary ROW is undetermined. Therefore, the City will return the funding and will seek future funding from the Colonias Infrastructure Board once the ROWs are acquired.

Staff will present any unused funds to the Colonias Project Review committee for recommendation to the full Board at its next meeting.

12. Consideration and Approval of Project Management Policy Changes.

Marquita Russel, Chief of Programs, presented proposed changes to Colonias Project Management Policies. The proposed changes will be made available for public comment by posting on the NMFA website and direct email to Colonias contacts on file. The Board discussed the changes, including Executive Order compliance, Asset Management Plans (“AMP”), SCADA system requirements, and requirements that are part of the application process. The changes to be made prior to posting include adding or amending language to tie in closing, capitalize the word “Urgent” as a defined term, AMP minimum standards, delete the reference to “housing” in Section 5.4.C, and retitle Section 6.5 to distinguish “unused” funds.

The deadline for comments will be September 11. The Board discussed Policy Committee meeting dates and directed staff to schedule the next meeting on September 17 in Socorro.

The Board also discussed the application timeline and CIB meeting schedule. Staff will present a revised schedule to the committees on September 17 and to the full board at its October 1 meeting in Deming.

13. Consideration and Approval of Application Criteria (Information Item).

Marquita Russel, Chief of Programs, informed the Board that no changes are being presented at this time, but directed the Board to the printed materials which show which technical agencies NMFA will be relying on for advice on the 2016 applications.

14. Overview of 2016 Application Cycle (Information Item).

Marquita Russel, Chief of Programs, presented proposed changes to the 2016 application cycle, which were discussed during proposed policy changes in Item 12. The Board expressed concern with several key board meeting dates and directed staff to revise the schedule for the Board’s adoption at the October 1st Board meeting.

15. Public Comment.

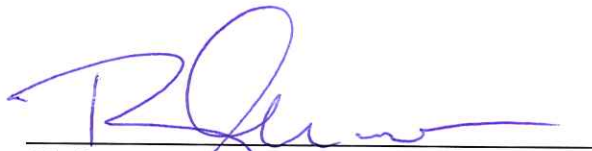
Edward Lueras expressed appreciation to the Board on behalf of La Luz MDWCA and invited members to their community fiestas on September 11.

16. **Proposed Next Meeting Date.**


The Policy & Project Review Committees will meet on September 17, 2015, in Socorro. The full Board will meet on October 1, 2015, in Deming.

17. **Adjournment.**

Mr. Coalter made a motion to adjourn, seconded by Chairman Moore. The motion passed. The meeting adjourned at 1:45 p.m.



Chairman
Date: 11-10-15



Secretary
Date: 11/30/15