

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

**Minutes of the Colonias Infrastructure Board Meeting
August 21, 2019**

Village of Cloudcroft Council Chambers
201 Burro Street, Cloudcroft, NM

Voting Members Present:

Doug Moore, Chairman	Senate Minority Leader Appointee
Oscar Vasquez Butler, Vice Chairman	Senate President Pro Tempore Appointee
Wesley Billingsley	New Mexico Dept. of Finance & Administration Designee
Steven Deal	New Mexico Environment Department Designee
Mary Helen Garcia	House of Representatives Minority Leader Appointee
Orlando-Antonio Jimenez	Speaker of the House of Representatives Appointee

Voting Members Absent

John Gasparich, Secretary	New Mexico Finance Authority Interim CEO
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Non-Voting Members Present:

Jay Armijo	South Central Council of Governments Executive Director
Leandro Cordova <i>via telephone</i>	New Mexico Counties Designee
Priscilla Lucero	Southwest NM Council of Governments Executive Director
Hubert Quintana	SENM Economic Development District Designee

Non-Voting Members Absent

Jay Czar	New Mexico Mortgage Finance Authority
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New Mexico Finance Authority Staff:

Charlotte Larragoite, Water Resources Admin.
Bryan Otero, Assistant General Counsel *via telephone*
Angela Quintana, Senior Program Administrator
Andrea Sutor, Administrative Assistant

Guests:

Robert Barrera, Mayor, City of Lordsburg	Richard Maynes, Stantec Engineering
Johnny Coburn, Casas Adobes MDWCA	Jerry Smith, Casas Adobes MDWCA
George Esqueda, Stantec Engineering	Linda Smith, Casas Adobes MDWCA
Jennifer Horton, Dona Ana MDWCA	

1. **Call to Order and Roll Call.** Chairman Doug Moore called the Colonias Infrastructure Board (“CIB”) meeting to order at 10:16 a.m. Roll call was taken and a quorum was established.

2. **Approval of Agenda.** Mr. Orlando-Antonio Jimenez made a motion to approve the agenda as presented, seconded by Ms. Mary Helen Garcia. The motion passed unanimously on voice vote.
3. **Approval of April 30, 2019, Board Minutes.** Mr. Steven Deal made a motion, seconded by Mr. Oscar Vasquez Butler, to approve the minutes of the April 30, 2019 meeting as presented. The motion passed unanimously on voice vote.
4. **Chairman's Report.** Chairman Moore updated the Board on the July 11, 2019 Policy Committee Meeting. Proposed changes required further clarification and expertise on housing and road criteria. The August 6, 2019 meeting was postponed until staff could provide updated information.
5. **Task Force Committee Report.** Angela Quintana, Senior Program Administrator, provided the Board with a report from the Project Review Task Force Meeting on July 11, 2019, including an update on current project spend down and timelines. Mr. Deal, as NMFA technical oversight partner for the Colonias projects, updated the Board on the status of projects with unexpended balances, as well as the status of projects awarded in the 2019 Application Cycle. The Board also discussed the September 10, 2019 Readiness to Proceed ("RTP") deadline and whether the date was reasonable to meet all requirements needed to secure funds.
6. **City of Lordsburg, Project No. 4134-CIF17, Consideration and Recommendation of Request for Extension.** Angela Quintana, Senior Program Administrator, presented a request for a time extension from the City of Lordsburg ("City") Project No. 4134-CIF17.

The City secured funding on September 29, 2017, for a Roads/Drainage Infrastructure project in an amount not to exceed \$555,867 (90% grant/10% loan). The approved scope of work is for construction, including drainage improvements and resurfacing of Mountain View Road. The full balance remains.

The completed plans and bidding documents were sent for review to NMED-Construction Programs Bureau ("NMED-CPB") on August 2, 2018. Requested modifications were submitted to the City on August 28, 2018. The contracted engineer responded to the modifications on June 21 and July 19, 2019. The City is currently awaiting final approval from NMED-CPB. Mr. Deal stated that the plans and bidding documents have been approved and that the City has gone out to bid. The project is ready for awarding of a contractor.

The City is requesting a four-month extension from the current expiration date of September 29, 2019, until January 29, 2020, to fully expend the funds and complete the awarded project.

Pursuant to Section 1.3-Project Continuation Policy of the Colonias Project Management Policies, the Board requires applicants that have received prior awards to certify completion of all projects prior to approval of a new award, subject to certain limitations. The request for this time extension does not waive this policy for any current or future funding cycles.

Staff, with concurrence from the Project Review Committee, recommends approval of the City's request for a time extension from September 29, 2019, to January 29, 2020 for Project No. 4134-CIF17.

Mr. Deal made a motion, seconded by Mr. Jimenez, to approve staff's recommendation to approve the City of Lordsburg's request for a time extension from September 29, 2019, to January 29, 2020, for Project No. 4134-CIF17. The motion passed unanimously on voice vote.

7. **Casas Adobes Mutual Domestic Water Consumers Association Project No. 4135-CIF17, Consideration and Recommendation of Request for Extension.** Angela Quintana, Senior Program Administrator, presented a request for a time extension from Casas Adobes Mutual Domestic Water Consumers Association ("Association") for Project No. 4135-CIF17.

The Association secured funding on December 1, 2017, for a Water Infrastructure project in an amount not to exceed \$517,500 (90% grant/10% loan). The approved scope of work is for design and construction including a new water tank, automating the system, and purchase of water rights. The current balance is \$269,363.63.

To date, the water rights have been secured and automation from the main well to water tanks and the design has been completed. Mr. Deal stated that the plans and specifications have been approved by NMED-Drinking Water Bureau and the Association has gone out to bid. The Association anticipates the final scope of replacing the water tank and installation of the fill-line to begin in October with substantial completion by the end of January 2020.

The Association is requesting a five-month extension from the current expiration date of December 1, 2019, until May 1, 2020, to fully expend the funds and complete the awarded project.

Pursuant to Section 1.3-Project Continuation Policy of the Colonias Project Management Policies, the Board requires applicants that have received prior awards to certify completion of all projects prior to approval of a new award, subject to certain limitations. The request for this time extension does not waive this policy for any current or future funding cycles.

Staff, with concurrence from the Project Review Committee, recommends approval of the Association's request for a time extension from December 1, 2019, to May 1, 2020, for Project No. 4135-CIF17.

Mr. Vasquez Butler made a motion, seconded by Mr. Deal, to approve staff's recommendation to approve the Casas Adobes Mutual Domestic Water Consumers Association's request for a time extension from December 1, 2019, to May 1, 2020, for Project No. 4135-CIF17. The motion passed unanimously on voice vote.

8. **Consideration and Recommendation of Reallocation of Returned Funds.** Angela Quintana, Senior Program Administrator, presented information regarding funds to be considered for reallocation to qualified projects in the 2019 Colonias Application Cycle. The funds being considered were awarded to the Village of Tularosa ("Village") in the 2017 Application Cycle for Project No. 4111-CIF17.

Section 6.3 of the Colonias Infrastructure Board ("CIB") Project Management Policy ("Policy") provides that conditional awards returned by the borrower or rescinded by the Board may be reallocated to a different qualified project. The Policy allows the Board to utilize such funds either for a project that applied in the most recent cycle, or held for the next award cycle.

The Village of Tularosa received a conditional award in the 2017 Colonias funding cycle for a water infrastructure project in an amount not to exceed \$686,868. The project was for design and construction to replace water and water distribution lines throughout the water system. A change in the Village's administration shifted focus on other priorities so the awarded project has not begun. At this time, the Village does not have the administrative capacity to oversee and complete the project in a timely manner. The Village therefore has formally returned its 2017 award.

On April 30, 2019, the Colonias Board awarded 26 projects in the 2019 cycle. Four of those projects were phased to accommodate available funding:

Awardee	Project Type	Requested Amount	Awarded Amount
4900-CIF Camino Real RUA	Wastewater Infrastructure	\$1,164,000	\$613,000
4910-CIF Dona Ana MDWCA	Wastewater Infrastructure	\$1,075,000	\$800,000
4914-CIF Lake Arthur	Water Infrastructure	\$928,475	\$185,000
4922-CIF Ruidoso Downs	Roads/Drainage Infrastructure	\$1,240,000	\$940,000

The following recommendations are based upon the initial prioritization of the project application, project size, available funding, and readiness to proceed requirements as noted on the attached spreadsheet:

Awardee	Requested Amount	Initial Award	Additional Funds	Final Award
4900-CIF Camino Real RUA	\$1,164,000	\$613,000	\$551,000	\$1,164,000
4910-CIF Dona Ana MDWCA	\$1,075,000	\$800,000	\$135,868	\$935,868
4914-CIF Lake Arthur	\$928,475	\$185,000	\$0	\$185,000
4922-CIF Ruidoso Downs	\$1,240,000	\$940,000	\$0	\$940,000
		Total	\$686,868	

Staff, with concurrence from the Project Review Committee, recommends that the funds returned from 2017 Project No. 4111-CIF17 in the amount of \$686,868, be reallocated to Camino Real Regional Utility Authority Project No. 4900-CIF19 in the amount of \$551,000, and to Dona Ana Mutual Domestic Water Consumers Association Project No. 4910-CIF19 in the amount of \$135,868. Staff also recommends an additional month be given to both applicants to provide updated RTP requirements resulting from the increased funding.

(At this time, Mayor Dave Venable joined the meeting and welcomed the Board to the Village of Cloudcroft.)

Mr. Deal made a motion, seconded by Mr. Jimenez to approve staff's recommendation to reallocate the 2017 funds from the Village of Tularosa Project No. 4111-CIF17 in the amount of

\$686,868 to the 2019 Camino Real Regional Utility Authority Project No. 4900-CIF19 in the amount of \$551,000, and to the 2019 Dona Ana Mutual Domestic Water Consumers Association Project No. 4910-CIF19 in the amount of \$135,868. The motion passed unanimously on voice vote.

9. **Consideration and Approval of 2020 Application Cycle Timeline.**

Ms. Angela Quintana, Senior Program Administrator, presented the 2020 Application Cycle Timeline for the Board’s review and approval.

**Colonias Infrastructure Board
2020 CIF Application Cycle Timeline**

Date*	Activity	Task
2019		
July 11	Policy Committee Meeting – Las Cruces	Proposed Policy changes for 2020 CIB application cycle;
July 11	Project Task Force Committee Meeting – Las Cruces	Project status update
August 6	Policy Committee Meeting - Socorro	Final Recommendations
August 6	Project Review Committee - Socorro	<ul style="list-style-type: none"> • Recommendation on RTP Extensions; • Recommendation on Time Extensions
August 21	Colonias Board Meeting – Cloudcroft	<ul style="list-style-type: none"> • Consideration of RTP Extensions; • Policy Recommendations
November 14 – December 5	Notice of Intent Period	Applicant Notice of Intent to Apply due to Colonias@nmfa.net
December 3	Project Review Committee	<ul style="list-style-type: none"> • Consideration of Time Extensions • Board Business
December 11	Colonias Board Meeting-Las Cruces	<ul style="list-style-type: none"> • Consideration of Time Extensions • Board Business
2020		
<i>2020 Legislative Session (January 14 – February 15, 2020)</i>		
January 7	2020 CIF Application Workshop/ Training	<ul style="list-style-type: none"> • Las Cruces
January 13	2020 Application <u>OPENS</u>	Online Application <u>Opens</u> January 13, 2020
February 17	2020 Application <u>CLOSES</u>	Online Application <u>Closes</u> February 17, 3:00 pm

Date*	Activity	Task
February 19 - 25	Application Evaluations	<ul style="list-style-type: none"> • Legal Review; • Application Completeness; • Compliance
February 25	Non-compliance Notifications	Applicants notified of non-compliance issues
February 26 – April 2	PMT application review/scoring	PMT application review/scoring
March 12	Policy & Regulatory Compliance Deadlines; Waiver Request Deadlines	<ul style="list-style-type: none"> • DEADLINE to meet regulatory and policy compliance requirements • DEADLINE to submit waiver request
March 18	Project Review Committee	Recommendations for Waiver Requests
March 25	Colonias Board Meeting- Alamogordo	<ul style="list-style-type: none"> • Board Business • Project Presentations • Waiver Requests Consideration
April 14	Project Review Committee	Funding Recommendations
April 21	Colonias Board Meeting-TBD	Final funding recommendations to NMFA Board of Directors
May 2020	NMFA Board Meeting	Final Approval of CIB Awards
May 2020	Award/Readiness to Proceed	Send award letters outlining Readiness to Proceed (“RTP”) items required to secure funding.
July/Aug 2020	Project Review Committee	<ul style="list-style-type: none"> • Consideration of Time Extensions • Board Business
August 2020	Colonias Board Meeting-Ruidoso Downs	<ul style="list-style-type: none"> • Consideration of Time Extensions • Board Business
September 11	RTP Deadline	DEADLINE to submit RTP items for securing the funding

***Please Note: Dates are subject to change.**

Discussion regarding the location of meetings ensued with the Board requesting that staff alternate meeting locations between the different regions. Mayor Barrera from the City Lordsburg offered an open invitation to the Board to consider Lordsburg as a possible location and also thanked the Board for the approval of a time extension. Mr. Jimenez offered the community center in the community of La Mesa as a possible location. Ms. Priscilla Lucero asked for clarification on the December 11, 2019 meeting date.

Mr. Jimenez made a motion, seconded by Ms. Garcia, to approve staff’s recommendation for the 2020 CIF Application Cycle Timeline. The motion passed unanimously on voice vote.

10. **Public Comment.**

Ms. Jennifer Horton, Executive Director of Dona Ana Mutual Domestic Water Consumers Association, thanked the Board for the additional funds and also thanked the Board for the support of the Southeast Collection project, which has received \$3.5 million in Colonias funding to date. The Association has also received \$15.2 million in federal funds as leverage to complete this project.

11. **Next meeting.**


The next meeting of the Colonias Infrastructure Board is scheduled December 11, 2019, tentatively in Las Cruces. A Project Review Committee Meeting is scheduled December 3, 2019, in Socorro.

Chairman Moore requested that a Policy Committee Meeting be added to the December 3, 2019 schedule, with the Project Review Committee scheduled in the morning and Policy Committee scheduled in the afternoon.

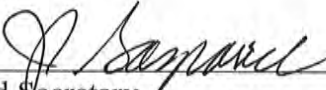
12. **Adjournment**

Mr. Jimenez made a motion to adjourn, seconded by Chairman Moore. The motion passed unanimously on voice vote.

The meeting adjourned at 11:30 a.m.


Chairman
Date: 12/11/19

Attest:


Board Secretary
Date: 12/12/19