



# Clovis City Commission

Regular Meeting

~ Minutes ~

321 North Connelly St  
Clovis, NM 88101  
[www.cityofclovis.org](http://www.cityofclovis.org)

Vicki Reyes

Thursday, December 21, 2017

5:15 PM

North Annex, Clovis-Carver Library

**I – There was an Executive Session at 4:45 p.m., Thursday, December 21, 2017. The only topic of discussion was the acquisition or disposal of real property pursuant to NMSA 10-15-1 H(8).**

## **II – PLEDGE OF ALLEGIANCE**

Mayor Lansford called the meeting to order. Commissioner Taylor-Sawyer offered the prayer, which was followed by the Pledge of Allegiance and the Salute to the New Mexico flag.

**III – OFFICIAL SALUTE TO THE NEW MEXICO FLAG: "I salute the flag of the State of New Mexico, the Zia symbol of perfect friendship among united cultures."**

## **IV – ROLL CALL**

Attendee Name	Title	Status	Arrived
Chris Bryant	Commissioner - District 4	Present	4:31 PM
Juan Garza	Mayor Pro Tempore	Present	4:37 PM
Fidel Madrid	Commissioner - District 3	Present	4:40 PM
David Lansford	Mayor	Present	4:36 PM
Sandra Taylor-Sawyer	Commissioner - District 2	Present	4:40 PM
Gary Elliott	Commissioner - District 2	Present	4:36 PM
Tom Martin	Commissioner - District 4	Present	4:43 PM
Ladona Clayton	Commissioner - District 1	Present	4:49 PM
Helen Casaus	Commissioner, District 3	Present	4:35 PM

## **V. APPROVAL OF AGENDA**

**RESULT: ADOPTED [UNANIMOUS]**

**MOVER:** Juan Garza, Mayor Pro Tempore

**SECONDER:** Ladona Clayton, Commissioner - District 1

**AYES:** Bryant, Garza, Madrid, Taylor-Sawyer, Elliott, Martin, Clayton, Casaus

## **VI – APPROVAL OF MINUTES**

1. Thursday, December 07, 2017

**RESULT: ACCEPTED [UNANIMOUS]**

**MOVER:** Tom Martin, Commissioner - District 4

**SECONDER:** Helen Casaus, Commissioner, District 3

**AYES:** Bryant, Garza, Madrid, Taylor-Sawyer, Elliott, Martin, Clayton, Casaus

## **VII – RECOGNITION OF VISITORS**

Mayor Lansford welcomed everyone to the meeting.

## **VIII – PROCLAMATIONS, AWARDS AND PRESENTATIONS**

### 1. Presentation of Clocks to Distinguished Supervisor of the Quarter Evan Benner (Fire Department) and Distinguished Line Employee of the Quarter Sara Williford (Library), Mike Nolen, Margaret Hinchee, Mayor Lansford

Chief Nolen advised Evan Benner is the Lieutenant on A Shift with the Fire Department. He has been with the department since 2011. Mayor Lansford congratulated Mr. Benner and presented him with a clock.

Mayor Lansford stated the line employee of the quarter was not able to attend so they will present that clock at the first meeting in January.

### 2. Presentation of Proclamation Proclaiming Friday, December 22, 2017 as "Clovis Wildcat Marching Band Day", Commissioner Taylor-Sawyer, Bill Allred

Commissioner Taylor-Sawyer stated they are excited to honor the Clovis High School band for all of their achievements. Mr. David Robinson shared a story from the Bands of America Southwest Regional. Ms. Melissa Rice-Perez, head director at Marshall Middle School, advised she assists the Clovis High School. She introduced Daniel Perez, head director at Yucca Middle School, who also assists Clovis High School and Tim Clifford, Assistant Director at Clovis High School. Commissioner Taylor-Sawyer asked how many total students are in the band. Ms. Rice-Perez stated there are 230 including color guard.

## **IX – RECEIPTS OF PETITIONS AND COMMUNICATIONS**

Mr. David Robinson, 700 Jeanie Dr., 2017 President of the Chamber of Commerce thanked the Commission for the work that they do.

### Fire Department

Chief Nolen stated they just received a 107 feet aerial truck with red, white and blue ladder lights. It goes into service this evening at 7:00 p.m. at Station 2 on Llano Estacado. They also received a new 4-wheel drive grass truck. They are very thankful to the commission for approving the purchase of both of these trucks. They have replaced five of the ambulances in the last 3 years. With the aerial truck being placed into service they will pursue an ISO rating of a Class 2. This has to do with homeowner insurance rates and right now they are a Class 3. Commissioner Taylor-Sawyer asked with all of the changes that need to take place for them to become a Class 2, how long will it take to see a reduction in their insurance premiums. Chief Nolen stated the three components of the ISO rating are dispatch, fire department and water service. It could 3-6 months for the ISO team to come to conduct the review and the effective change is immediate. The fire department will notify the insurance companies once they get a class change and will issue a PSA.

### Southwest Cheese

Jose Griego, 118 Lydia, stated 3 weeks ago he took a tour of the cheeseplant. It was a very powerful experience to be able to tour it. He thanked the Mayor for having the town hall water meetings.

## **X. CONSENT AGENDA**

This item is placed on the agenda so that the Commission, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any proposal does not meet with the approval of all Commission members, or if a citizen so requests, that item will be heard when reached under the regular agenda.

### 1. Motion to place indicated items on the consent agenda by unanimous vote

Commissioner Casaus made a motion to place indicated items on the consent agenda by unanimous vote; Mayor Pro Tem Garza seconded the motion. Upon a roll call vote, with all voting in the affirmative, the motion carried unanimously.

### 2. Request for Approval of Lease Renewal for Remote Communications Outlet (RCO) at the Clovis Municipal Airport

The US DOT Federal Aviation Administration would like to renew expiring Lease Number DTFASW-08-L-00124 with Succeeding Lease Number DTFACN-17-L-00273 for CVN Remote Communications Outlet. This item was approved under the consent agenda.

### 3. Request for Approval to Bind Property & Liability Insurance with One Beacon for Calendar Year 2018

The City's Property & Liability Insurance Committee met with Aon, the City's insurance broker, on November 30, 2017. The Committee recommends a renewal of

coverage with One Beacon Insurance for the 2018 calendar year.

The premium as presented for the 2018 calendar year is \$1,108,430.00, net of Aon's service fee, which is an increase of \$33,015.00 over the 2017 calendar year. Vehicle insurance represents the majority of the increase for the calendar year.

Sufficient funds are budgeted in the various departments (code 623xx's) and no increase will be required for the additional premiums. This item was approved under the consent agenda.

4. Request for Approval to Award City of Clovis Phone Services Bid to RingCentral

The City of Clovis' contract with RingCentral expires December 31<sup>st</sup>, 2017. The City requested three (3) bids from companies to provide phone, conference, fax and virtual mailboxes services to the City. The following bids were received:

Plateau \$46,787.40 (plus tax)

RingCentral \$45,187.74 (plus tax)

Suddenlink \$52,110 (plus taxes, fees & construction costs of new lines)

**Fiscal Impact:** \$45,187.74 per year plus GRT. Contract would be for a two year term commencing January 1, 2018. Funds to cover the purchase are budgeted in Information Technology. This item was approved under the consent agenda.

5. Request for Approval of Re-Appointment of Megan Palla (Banking/Finance/Accountant), Johnnie Jones (Banking/Finance/Accountant), Raymond Mondragon (District 4) and Brett Johnson (County) to the City of Clovis Economic Incentive Board, and Appointment of Hoyt Pattison as Industry Representative to the Economic Incentive Board

Megan Palla (bank/finance/accountant), Johnnie Jones (bank/finance/accountant), Raymond Mondragon (district 4) and Brett Johnson's (county), terms on the Economic Incentive Board have expired. The positions have been advertised with the media and all have applied for further terms.

Mr. Hoyt Pattison with Clean Funnel, Inc., has applied to serve in the Industry position which has been vacant since Brian Harris with DFA stood down. This item was approved under the consent agenda.

6. Request for Approval for the Bobcat Boxing Team to Hold Boxing Matches at Roy Walker on Saturday, January 20, 2018, Tony Romero

The Bobcat Boxing Team, formally the Clovis Boxing Team, would like to hold boxing matches at Roy Walker on Saturday, January 20<sup>th</sup>, 2018 from 2:00 p.m. to 6:00 p.m. The event will be sanctioned by USA Boxing and will include teams from New Mexico and Texas. All the boxers, coaches and referees are certified by USA Boxing. The group will set up the ring on Friday and will provide security for the event. They have agreed to pay the daily gym fee (\$250.00) and provide the City with the required certificate of liability insurance. All proceeds from this event will go towards providing support for the Clovis boxers. This item was approved under the consent agenda.

7. Motion to approve or acknowledge all items on the consent agenda

Commissioner Taylor-Sawyer stated she wanted to recognize Mr. Tony Romero for all of his work. Mr. Romero stated they are in the process of rebuilding their team. The team consists of 5 fighters. They changed the name from Clovis Boxing Team to Bobcat Boxing Team in honor of Bob Stevens, all time winningest boxer in New Mexico.

Mayor Pro Tem Garza made a motion to approve or acknowledge all items on the consent agenda; Commissioner Taylor-Sawyer seconded the motion. Upon a roll call vote, with all voting in the affirmative, the motion carried unanimously.

**XI – INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**

None.

**XII – UNFINISHED BUSINESS**

None.

**XIII – NEW BUSINESS**

1. Request for Approval to Appoint One Citizen Member to the Planning & Zoning Commission

Ms. Reyes stated Mr. Steven Hill has resigned from the Planning & Zoning Commission. A replacement is therefore needed to complete the remainder of Mr. Hill’s term (to October 2018). The position has been advertised with the local news media and Travis Cline, Vincent Soule and Cody Boles have applied.

Mr. Vincent Soule advised he worked with EPCOG and is part of the national planning commission and small town and rural planning division. He is the only state planner to go between two districts. Mr. Travis Cline stated he just relocated here 6 months ago. He has been in highway construction for 20 years.

Commissioner Taylor-Sawyer stated this was very hard for her to decide. She asked both to give a reason why they want to serve on the planning and zoning commission. Mr. Soule stated the most recent thing he has seen was rezoning. He would like to get into the planning portion. Mr. Cline stated he was not familiar with any issues that they currently have. This would give him insight and a way to help out.

Commissioner Bryant	Vincent Soule
Commissioner Martin	Vincent Soule
Commissioner Casaus	Vincent Soule
Commissioner Madrid	Vincent Soule
Mayor Pro Tem Garza	Vincent Soule
Commissioner Taylor-Sawyer	Vincent Soule
Commissioner Elliott	Vincent Soule
Commissioner Clayton	Vincent Soule

Ms. Reyes stated Mr. Vincent Soule was selected to serve.

2. Request for Approval of Clovis Municipal Airport Gate Card Policy

The purpose of this proposed policy is to ensure the airport is able to maintain the proper security and at the same time minimize the ability of unauthorized individuals from gaining access to the hangers or movement area. This policy will help the airport in its ability to ensure that rules for access to hangers is being followed and give corrective actions that can be implemented to anyone that violates the policy. The proposed policy was presented the Airport Board and passed unanimously.

Mr. Matekovic stated this is a step the airport is taking to be able to better secure the airport for individuals that have hangars. This policy will also allow airport and airport staff to be able to monitor what vehicles go in and out. There are provisions that will allow for tenants to get additional cards if needed, but also allows the airport to limit how many cards are being issued. Mayor Lansford stated this was a very important policy. Mayor Pro Tem Garza moved for approval; Commissioner Madrid seconded the motion.

Commissioner Taylor-Sawyer asked regarding the movement area why weren't they certified originally. Mr. Matekovic stated when they have tenants lease hangars they have a movement/non-movement area form. This lays out where they are allowed or not allowed to drive vehicles at on the airport. There is a movement/non-movement/familiarization training class that he gives to anyone that will be conducting business on the airport that will need to drive a vehicle on the taxiways or runway.

Commissioner Clayton asked if the employees had to renew their gate cards annually. Mr. Matekovic stated employees of a business have to come in every year just like the airport employees do. This is a guideline passed down from the FAA. Commissioner Clayton asked if all gate card holders would go through this. Mr. Matekovic stated the movement/non-movement for tenants is included in their lease agreement, but the familiarization is an annual training. Commissioner Clayton asked for the gate card holders that don’t have to do this annually are their cards in perpetuity. Mr. Matekovic stated theirs are set for four years. Commissioner Clayton asked if there was any conversation about others that may be approved by the airport director or does that just leave him an opening. Mr. Matekovic stated that was more of an opening for tenants. They have military personnel that have planes and if they deploy and have someone that they want to use as a caretaker, they can write a letter to the airport naming that person. It is then reviewed on a case by case basis.

**RESULT:** APPROVED [UNANIMOUS]

**MOVER:** Juan Garza, Mayor Pro Tempore

**SECONDER:** Fidel Madrid, Commissioner - District 3

**AYES:** Bryant, Garza, Madrid, Taylor-Sawyer, Elliott, Martin, Clayton, Casaus

3. Request for Approval of Master Water Assurance Plan, Commissioner Bryant

Commissioner Bryant stated the Master Water Assurance Plan Task Force presented their final draft version to the Water Policy Advisory Committee on November 8<sup>th</sup>. The Committee reviewed the plan and recommended moving the EPCOR Indirect Potable Reuse Study from an action item to a recommendation. Upon approval, the full plan was recommended for approval and passed with a unanimous vote of 9-0 by the Water Policy Advisory Committee. The plan was reviewed at an additional Water Policy Advisory Committee meeting on December 1<sup>st</sup>. The language regarding Paleochannel Water Banking was revised to broaden the language to allow for the opportunity of landowners outside the paleochannel to make a proposal. The revised language to Action Item 2 was passed with a unanimous vote of 9-0.

The Clovis City Commission discussed the plan at their regular meeting held December 7<sup>th</sup>, 2017 and requested it be placed on the December 21<sup>st</sup>, 2017 agenda for action.

Mr. Howalt stated since the last meeting they received additional comments regarding the plan. On page 10, step 3 there was language that said "research municipal ordinances to control domestic well permitting" and there was some concern regarding invasion of private property rights and regulations above and beyond the Office of the State Engineer. They are recommending that they revise that language to say "research and evaluate the ramifications of the domestic well regulations." Action plan 2, page 13 there was language regarding City of Clovis ordinance and as part of the plan they referenced the funding source addendum. Instead of specifically pointing out the ordinance in this section of the plan they felt they could accomplish the same thing by referencing the funding source addendum. On page 14, step 3 the existing language states "to give preference to offers meeting the following criteria" and instead of giving preference "the following criteria would be considered". On page 15 they added an additional step, which is step number 4. The previous plan didn't include how to start the evaluation process so they added a step that states "advertise seeking a request for information for all interested parties who want to submit a formal proposal for the sale and/or lease of water." The following steps had specific dates but they never had a step to start the process. On page 15, step number 5, in the previous language they didn't specifically point out who from the City of Clovis or from Curry County would be included in there. The intent was from commissioners to be appointed so they added commission and one from the curry county commission. On page 16 they added "for all steps in this plan see funding source addendum for possible funding ideas." In various places they removed the word "rights" behind "water" because they wanted to bring a clear understanding to the purchase or lease of wet water rather than paper water. On page 24 they also removed the word "rights" behind "water" and also on page 9. On page 27, section E they removed number 1 since it referenced wells not being pumped in the paleochannel and since they opened it up to areas other than the paleochannel that reference was no longer needed.

Commissioner Clayton thanked the members of her team. The planning process was not easy, but the work is significantly more difficult. It requires bold commitments. Mayor Lansford asked Commissioner Clayton how she would summarize the content of this document. Commissioner Clayton stated it is comprehensive conservation.

Commissioner Madrid stated he agreed with action plan 1 and action plan 3, but he had a problem with action plan 2. He cannot see where it will generate in 2018 and be completed in 2021 when the effluent will not be completed until 2019. He asked where the money was coming from. He did not have a problem with the plan, but had questions financially. This is a good plan. Commissioner Bryant stated everything they do is going to take funding and planning. First they need to prioritize. He agreed with Commissioner Madrid that they have to pay that money back. That is the biggest hurdle though to find the money for the projects. Commissioner Clayton stated they are going to have to do this annually instead of all at one time. One thing they never talk about is who is going to be the party most interested or will it be a collection of entities. She encouraged the commission to not let the amount overwhelm them. Commissioner Madrid stated he wants to see steps at a time. He agreed with Commissioner Bryant that they need to prioritize.

Commissioner Clayton stated the next step is the implementation phase if this was approved.

Commissioner Martin asked if they approve this plan they have committed no money. Mayor Lansford stated that was correct. Commissioner Taylor-Sawyer stated she did not know if they would have committed to implementing a plan. She stated they are accepting the plan as a first step. Mayor Lansford stated any policy the city would adopt would require action at a future time. This is the beginning of the process to allow them to have a road map to make sense out of the polices and be able to believe that they have a water supply to sustain them until the full Ute Water project is built. Every phase will come before the commission for approval. Commissioner Bryant stated there are a lot of funding possibilities that they haven't seen at this point. They are trying to put a plan into action and move forward with some projects. It is not going to get any cheaper to do this plan as they move forward.

Commissioner Martin asked if they weren't committed to implementing this then why are they moving forward with this plan. He hoped they were planning to implement. Mayor Lansford stated the commitment comes when this commission is able to prioritize and decide what is going to be done first. It starts with a reasonable thoughtful plan and that is what they have. They are at a point where they don't have an alternative.

Commissioner Elliott stated one thing he was interested in were the playa restoration. Mayor Lansford stated the NAWCA grant is not part of this plan. The playa restoration is in areas where they are looking to extract groundwater in the future.

Commissioner Taylor-Sawyer stated in some peoples mind if the commission approves this those people think they are going to do exactly what the plan says. There is a chart in the plan with dates and they may not meet those. It is important to know that this document is not set in stone. She stated on page 11, action plan 1, number 7 talks about a revenue stream and they don't know the tangible cost. It is going to be a cost to do the effluent reuse. She asked if they would really have a net gain. Those are some of the things they need to consider. Commissioner Clayton stated step 5 won't have a tangible cost because it is conducting a rate analysis. Commissioner Taylor-Sawyer asked regarding the banking on action plan 2 who is certify that. She asked how they want someone to tell them that they have a 40 year water supply. Those are things they are going to have to discuss. She would like to see the plan with all of the changes that Mr. Howalt made. Mayor Lansford stated he was following along with Mr. Howalt when he spoke about the changes and all but one of them was corrected in the document. Mr. Howalt advised on page number 10, action plan 1, step 3 states currently "research municipal ordinances to control domestic well pumping" and they proposed revision is "research and evaluate the ramifications of domestic well regulations."

Mayor Lansford stated even if this was approved by the city commission the language can be changed. They are not approving a binding document.

**RESULT: APPROVED [UNANIMOUS]**

**MOVER:** Tom Martin, Commissioner - District 4

**SECONDER:** Helen Casaus, Commissioner, District 3

**AYES:** Bryant, Garza, Madrid, Taylor-Sawyer, Elliott, Martin, Clayton, Casaus

#### **XIV – REPORTS OF BOARDS, OFFICERS AND COMMITTEES**

##### 1. Report on New Mexico First State Water Plan Town Hall, Commissioner Bryant, Commissioner Madrid

Commissioner Bryant stated they attended the Town Hall on state water planning in Albuquerque with 245 attendees. They were split into various groups. The group he was in addressed construction and repair of dams and pipelines. Commissioner Madrid stated the groups all talked about different things. Mr. Mondragon complimented the commission on their vote for the water plan. He stated it was a very intense two days. Commissioner Bryant stated NM First was going to compile all of the information and put it into one document.

##### 2. Report on Washington DC Meetings Held December 12-14, 2017, Mayor Lansford, John Ryan

Mr. John Ryan stated Mayor Lansford and he were in Washington December 12-15 as a directive from the Water Authority to update the delegation, discuss budgets and make a request for FY 18. It was concentrated primarily on water issues. They were attempting to increase their funding from the federal government. They are in the presidents budget at

\$1.87 million. They met with the USDA and the Pentagon as well. They discussed not only the water project and the \$4 million, but they talked about the reuse program they have which is title 16. They are now eligible to receive funding for water reuse. They were one of many projects that were eligible. They dedicated \$10 million for three projects. The city didn't apply because they were holding off until they had their match, which was a 25% federal and 75% non federal. The federal government is currently operating under a continuing resolution which is a funding of the government for a period of time. They just passed a continuing resolution that has to be done by Friday and will fund the government through January 19th. They anticipate they will have an additional \$10 million for the reuse project.

They met with the USDA for the first time to look at specific rules and requirements with regard to some of their rural development grants and loans. There is a possibility some of that may be applicable to the Ute Water Pipeline. There are ways to get variances or relief from that population requirement.

Mayor Lansford stated the city is 75% of the financial local share of the Water Utility Authority. It is imperative that Clovis be closely connected with that project. He thanked Mr. Ryan for all of his work.

Commissioner Taylor-Sawyer asked if they could start looking at who would like to go and getting some dates together for the next Washington trip.

### 3. Monthly Investment Report

Mr. Howalt offered to present the monthly report. Mayor Lansford stated the commission had been provided with the monthly figures in the commission packet, and therefore a verbal report would not be necessary.

## **XV – FUTURE AGENDA ITEMS**

Commissioner Taylor-Sawyer asked if there was still an opening on the Cultural & Ethnic Affairs Committee. Mr. Howalt stated there was and it had been advertised. They will also have two positions open on the Lodger's Tax Advisory Board, which they will also advertise.

## **XVI – ANNOUNCEMENT OF DATE, TIME AND PLACE OF CITY BOARD AND COMMISSION MEETINGS**

A – City Hall Closed, Monday, December 25, 2017 and Tuesday, December 26, 2017, Christmas Holiday

B – City Hall Closed, Monday, January 1, 2018, New Years Holiday

C – Civil Aviation Board, 5:30 p.m., Tuesday, January 2, 2018, Airport

D – City Commission meeting, 5:15 p.m., Thursday, January 4, 2018, North Annex, Clovis-Carver Library, 701 N. Main

## **XVII – ADJOURNMENT**

There being no further business to come before the commission the meeting adjourned at 7:43 p.m.