



Clovis City Commission

Regular Meeting

~ Minutes ~

321 North Connelly St
Clovis, NM 88101
www.cityofclovis.org

Vicki Reyes

Thursday, January 4, 2018

5:15 PM

North Annex, Clovis-Carver Library

I – PLEDGE OF ALLEGIANCE

Mayor Lansford called the meeting to order. Mayor Lansford offered the prayer, which was followed by the Pledge of Allegiance and the Salute to the New Mexico Flag.

II – 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."

III – ROLL CALL

Attendee Name	Title	Status	Arrived
Chris Bryant	Commissioner - District 4	Present	5:00 PM
Juan Garza	Mayor Pro Tempore	Present	5:00 PM
Fidel Madrid	Commissioner - District 3	Absent	
David Lansford	Mayor	Present	4:54 PM
Sandra Taylor-Sawyer	Commissioner - District 2	Absent	
Gary Elliott	Commissioner - District 2	Present	5:03 PM
Tom Martin	Commissioner - District 4	Present	5:12 PM
Ladona Clayton	Commissioner - District 1	Present	4:53 PM
Helen Casaus	Commissioner, District 3	Present	4:50 PM

IV. APPROVAL OF AGENDA

Commissioner Clayton stated she would like to remove Item Number 3 under New Business from the agenda.

RESULT: ADOPTED [UNANIMOUS]

MOVER: Juan Garza, Mayor Pro Tempore

SECONDER: Tom Martin, Commissioner - District 4

AYES: Bryant, Garza, Elliott, Martin, Clayton, Casaus

ABSENT: Fidel Madrid, Sandra Taylor-Sawyer

V – APPROVAL OF MINUTES

1. Thursday, December 21, 2017

RESULT: ACCEPTED [UNANIMOUS]

MOVER: Ladona Clayton, Commissioner - District 1

SECONDER: Helen Casaus, Commissioner, District 3

AYES: Bryant, Garza, Elliott, Martin, Clayton, Casaus

ABSENT: Fidel Madrid, Sandra Taylor-Sawyer

VI – RECOGNITION OF VISITORS

Mayor Lansford welcomed everyone to the meeting.

VII – PROCLAMATIONS, AWARDS AND PRESENTATIONS

1. Presentation of Clock to Distinguished Line Employee of the Quarter Sara Williford (Library), Margaret Hinchee, Mayor Lansford

Ms. Hinchee advised regarding Sara Williford who serves as the Adult Services Librarian for the City. Mayor Lansford congratulated Ms. Williford as the line employee of the quarter and presented Ms. Williford with a clock.

VIII – RECEIPTS OF PETITIONS AND COMMUNICATIONS

Dr. Naggs, 821 Lexington, Suite A, advised regarding the Mission of Mercy April 6th-8th, 2018 at La Casita. Area dentists are providing dental work free of charge for those in need. They have raised \$7,500 so far and are seeking more funding to assist with this. Mayor Lansford advised the City would assist in getting the word out.

IX. 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

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

2. Request for Approval of Adoption of Ordinance Number 2099-2018 Ordinance Amending the New Mexico Uniform Traffic Ordinance, David Richards

This item was introduced at the December 7, 2017 commission meeting. It has been advertised in the Eastern New Mexico News and is before the commission for final approval. This item was approved under the consent agenda.

3. Request for Approval for the City of Clovis to be the Fiscal Agent for Any 2018 Capital Outlay Funds Received by the Clovis/Curry County Chamber of Commerce and Clovis Industrial Development Corporation During the 2018 NM Legislative Session, Ms. Ernie Kos

The Clovis/Curry County Chamber of Commerce and Clovis Industrial Development Corporation are requesting that the City of Clovis act as fiscal agent for any capital outlay funding they may receive for their agencies during the 2018 legislative session. This item was approved under the consent agenda.

4. Request for Approval of Annual Martin Luther King Walk and Police Escort at 9:00 A.M., Monday, January 15, 2018 from Potter Park to First Church of God in Christ, and Waiver of Fees, Ms. Joyce Pollard

This is the annual Martin Luther King walk. The walk will begin at Potter Park and end at First Church of God in Christ, 3400 Vinton St. This item was approved under the consent agenda.

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

Commissioner Casaus made a motion to approve or acknowledge all items on the consent agenda; Commissioner Bryant seconded the motion. Upon a roll call vote, with all voting in the affirmative, the motion carried unanimously.

Mayor Lansford appreciated the help and leadership with the MLK Breakfast on January 15th. Constance Williams, 1436 Axtell, approached the podium and advised regarding the events January 13th and 15th in Clovis. The scholarship breakfast will generate funds for seniors at 9:00 a.m. at the High School. They will highlight local students. The walk and rally will begin at Potter Park at 9:00 a.m.

X – INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES

None.

XI – UNFINISHED BUSINESS

None.

XII – NEW BUSINESS

1. Request for Approval of Test Pilot Project Memorandum of Agreement Between the City of Clovis and Southwest Cheese, LLC

The City of Clovis and SWC have been working on a pilot project to bring wastewater from the SWC plant to the City of Clovis' wastewater treatment plant. It is anticipated conducting a pilot test commencing on or about January 16th, 2018.

\$37,152.65 (City's portion of construction costs) has been budgeted.

Mr. Howalt advised regarding the test pilot MOA. The City and SWC have been working for several years regarding this project. Based on a recommendation from CDM in 2009 it was recommended for the City and SWC to complete a pilot project. The City has installed additional infrastructure to bring the water from SWC to the City's headworks. Both agencies would like an memorandum of agreement in place to outline the responsibilities of each party and the basic understanding.

Mr. Richards advised this is a simple Memorandum of Agreement. In 2004 the City and SWC entered into a wastewater and purchase agreement, but this has not been utilized due to the level of treatment and taking of water. At the time the plan had been for the water from SWC to go to the City's storage lagoons. There was to be a blending of their wastewater with the city's wastewater. The contract continues to exist but the city has not received significant amounts of water from SWC.

In the test they are going to redirect the water through the City's headworks and treat it again. Tests will evaluate if there are issues that need to be addressed. The water will be used as part of the reuse and other projects. The line from SWC is open and functional. There will have to be metering and the meters are in place. The anticipated not to exceed cost is \$40,000 for each party. Item 8 of the agreement indicates once the test results are received we will meet and discuss how to move forward, either in working with the existing contract or with a new contract to handle SWC wastewater. It is anticipated the work will start on January 16th and as the results come in they will commence discussions regarding how to go forward.

Commissioner Bryant asked how much water SWC will send initially. Mr. Howalt said SWC can deliver around 1.6 million gallons of wastewater a day. They will start in the 100,000 or so gallons a day. If they get to a point where the plant cannot treat the water, they will look at SWC or the city's process to work on the flow to the plant. Commissioner Bryant commended SWC for working with the City in working through this.

RESULT: APPROVED [UNANIMOUS]

MOVER: Chris Bryant, Commissioner - District 4

SECONDER: Juan Garza, Mayor Pro Tempore

AYES: Bryant, Garza, Elliott, Martin, Clayton, Casaus

ABSENT: Fidel Madrid, Sandra Taylor-Sawyer

2. Request for Approval of 2018 Legislative Capital Outlay and Reauthorization Requests

The 2018 New Mexico Legislative Session commences at noon, January 16th, 2018.

Mr. Howalt advised regarding the 2018 capital outlay requests. The first request, as stated on the ICIP would be the reuse project, for \$350,000. The other is the 7th Street project from Norris to Maple for \$300,000. This will include design and design bidding processes. The other recommendation is to reauthorize existing funding from the Levine's, anchor and Potter Park projects to the Historic Lyceum Theatre. They are getting close to accomplish their work to open the building. These are staff's recommendations.

RESULT: APPROVED [UNANIMOUS]

MOVER: Juan Garza, Mayor Pro Tempore

SECONDER: Ladona Clayton, Commissioner - District 1

AYES: Bryant, Garza, Elliott, Martin, Clayton, Casaus

ABSENT: Fidel Madrid, Sandra Taylor-Sawyer

3. Request for Consideration/Action Including Project(S) Recommended by the Clovis Master Water Assurance Plan on the New Mexico Finance Authority Bill Before the 2018 New Mexico Legislature, Commissioner Clayton

The New Mexico Finance Authority (NMFA) Bill before the 2018 New Mexico Legislature should include project(s) recommended by the Clovis Master Water Assurance Plan. The NMFA offers several different programs for water projects; however, most of them cannot be used for water right options, water purchases, or other water banking methods such as conservation easements. According to Marguita Russell, Chief of Programs, NMFA, the best program for a \$40 million endeavor of this nature or a more limited version of the same is the Public Project Revolving Fund ("PPRF"). The City of Clovis will need to be "pre-authorized" to apply for this loan. This is not difficult, according to Ms. Russell, but we need to make certain that the project(s) appear on a bill that is presented annually to the Legislature. Community projects appearing on the bill have three years in which the applicant may apply for the loan. There is no cost to appear on the bill and no requirement that the city move forward with the project or access the funds. It will be to the City's advantage to have these funds available whether they are used or not.

The failure to submit a request will delay funding any water project by a minimum of one year. Given the need by many communities to secure water and infrastructure, the sooner the process is started the higher the priority and the lower the cost considering interest rates and costs of material.

Fiscal Impact:

None to appear on the bill.

If authorized by the New Mexico Legislature, and the City Commission later votes to move forward on accessing funds through a PPRF loan, three loan scenarios are possible. This item was removed from the agenda by Commissioner Clayton.

RESULT: WITHDRAWN

4. Request for Discussion/Action Regarding Next Steps in Implementation of the City of Clovis Master Water Assurance Plan, Commissioner Clayton

The City of Clovis Master Water Assurance Plan was unanimously approved on December 21, 2017. The next phase in the strategic planning process is implementation, which involves the following steps: prioritizing action plans/steps, identifying timelines for completing action plans/steps, and discussing viable funding options for implementing the Water Assurance Plan.

Three options to consider for completing this process are as follows:

1. Hold 1-3 work sessions open to the public, scheduled outside of or at the close of City Commission meetings until the implementation plan is completed. Each session should be limited to 2 hours.
2. Hold several two-hour small group meetings with 2-4 commissioners at a time to discuss viable options for implementing the plan. Share and finalize recommendations at a City Commission meeting(s) once all commissioners have provided input. Allow for additional input at the meeting(s).
3. Establish a subcommittee appointed by the City Commission. Appoint one City Commissioner to represent each district in completing the implementation plan for recommendation to the City Commission. The subcommittee will establish a weekly meeting schedule to determine the best course of action for the implementation plan and submit the plan to the City Commission no later than February 15, 2018.

Mayor Pro Tem Garza stated his favorite option is number one. Commissioner Casaus stated the public should be involved so she also liked option one. Commissioner Elliott and Commissioner Bryant agreed. Mayor Lansford stated there would be no decision

with regard to expenditures of any funds for any reason without being a public meeting. As the Water Assurance Plan was developed over the course of the year there were numerous public meetings and now they have a plan. As they decide how to best implement that plan it will be transparent and there will be no decisions made that aren't public.

Commissioner Clayton stated as they begin the implementation phase, funding is the last portion of that phase. This is a very unique plan in that all five action plans work in tandem. There was a misunderstanding that she heard throughout the process of creating and improving the Master Water Assurance Plan that they put number 5 as the Ute Water Pipeline project because that is their last priority. That was not true at all. She stated number one was also her choice.

Commissioner Martin made a motion to go ahead with option 1; Commissioner Bryant seconded the motion. Upon a roll call vote, with all voting in the affirmative, the motion carried unanimously.

RESULT: APPROVED [UNANIMOUS]

MOVER: Tom Martin, Commissioner - District 4

SECONDER: Chris Bryant, Commissioner - District 4

AYES: Bryant, Garza, Elliott, Martin, Clayton, Casaus

ABSENT: Fidel Madrid, Sandra Taylor-Sawyer

XIII – REPORTS OF BOARDS, OFFICERS AND COMMITTEES

None.

XIV – FUTURE AGENDA ITEMS

None.

XV – ANNOUNCEMENT OF DATE, TIME AND PLACE OF CITY BOARD AND COMMISSION MEETINGS

Ms. Burroughes stated there would be a Finance Committee meeting at 2:00 p.m., January 17th at City Hall. Ms. Melancon stated she would be bringing a request for free CATS service for voting to the next meeting. She stated they are also still searching for poll workers if anyone is interested in working the election on March 6th. They can contact her at City Hall.

A – Lodger's Tax Advisory Board, 5:30 p.m., Tuesday, January 9, 2018, Assembly Room, Bert Cabiness City Government Center, 321 N. Connelly

B – Planning & Zoning Commission, 3:00 p.m., Wednesday, January 10, 2018, Assembly Room, Bert Cabiness City Government Center, 321 N. Connelly

C – Senior Center Task Force, 2:00 p.m., Thursday, January 11, 2018, Assembly Room, Bert Cabiness City Government Center, 321 N. Connelly

D – Commission on Older Adults, 3:00 p.m., Thursday, January 11, 2018, Assembly Room, Bert Cabiness City Government Center, 321 N. Connelly

E – City Hall Closed, Monday, January 15, 2018, Dr. Martin Luther King, Jr. Day

F – Cultural and Ethnic Affairs Committee, 12:00 p.m., Tuesday, January 16, 2018, Small Conference Room, Bert Cabiness City Government Center, 321 N. Connelly

G – LEPC, 1:00 p.m., Wednesday, January 17, 2018, Assembly Room, Bert Cabiness City Government Center, 321 N. Connelly

H – City Commission meeting, 5:15 p.m., Thursday, January 18, 2018, North Annex, Clovis-Carver Library, 701 N. Main

XVI – ADJOURNMENT

There being no further business to come before the commission the meeting adjourned at 5:54 p.m.