

HARDING COUNTY ECONOMIC & COMMUNITY DEVELOPEMENT
REGULAR MEETING
JUNE 26, 2007 6:30PM
ROY

CALL TO ORDER

President Bob Bachen called the meeting to order at 6:45 pm.

President Bob Bachen announced there is not a quorum and no action would be taken.

ROLL CALL

Present: President Bob Bachen Treasurer/Secretary Shawn Jeffrey

Member HC Commissioner Robert Casados Member Paul Cooper Member Debra Garcia

Guests: Main Street Coordinator Sharon Callahan, HTC Rep. Mary Campbell, Solano Mfg. Vince Smith

Absent: Vice President Mario Gonzales, Member Blair Clavel, Member Carla Esquibel, Member Ward Garrison, Member Barbara Shaw

After reviewing the Bylaws and Articles of Amendments of HCECDC Member Paul Cooper announced the requirement for a quorum is a majority of members and the meeting could go on as scheduled.

APPROVAL OF AGENDA

President Bob Bachen requested the agenda to be amended with the change of under New Business: to accept the letter of resignation from Barbara Shaw.

President Bob Bachen asked for a motion to approve the agenda as amended. Member Debra Garcia made the motion to approve the agenda. Member Paul Cooper seconded. Approved 4-0

APPROVAL OF MINUTES

Minutes: Regular Meeting May 29, 2007

Member Paul Cooper motioned to approve the minutes. Member Debra Garcia seconded. Approved 4-0

TREASURERS REPORT

- Treasurer Shawn Jeffrey presented the financial statement for the past month.
- Also presented was Elizabeth Martinez statement of hours worked, and the request to pay Sherry Romine for the janitorial services in the building.

Member Paul Cooper asked about Member Sharon Callahan's hours and her check-Treasurer Shawn Jeffrey replied she has not received anything from Member Sharon Callahan for payment.

President Bob Bachen asked for motion to approve Treasurers report including the monthly bills.

Member Debra Garcia moved to approve Treasurers report including the monthly bills. Member Robert Casados seconded the motion. Approved 4-0

PRESIDENTS REPORT

- President Bob Bachen reported the new phone number for the Economic Office is 485-2200 and there is now a fax machine and internet service for the office.
- He also added that Solano Manufacturing has been granted \$50,000 from the 2007 Legislative Session and this money can be used to pay the remaining balance due to Little Construction, which is approx. \$25,000, the exact figure is not known until a report can be received from Barbara Shaw. Solano Mfg. Vince Smith added there is a lot of items that need to be fixed at the Solano Mfg. building such as the heating system, the bay area doors are not of the quality to protect the equipment that is inside, there are electrical problems, wiring issues and the roof leaks. Little Construction is still under contract to repair these items. President Bob Bachen and Solano Mfg. Vince Smith agreed that it would be a good idea to pay Little Construction half of the money owed to them and when the items in the building are fixed the other half of the payment would be granted. They would also like to see Little Construction start the warranty date on the work performed to begin when the problems have been corrected.

Member Robert Casados moved to write a letter to Little Construction to settle unpaid account and ask for warranty work and approach them with the idea of paying ½ of the account now and the remaining balance when the warranty work is complete and add that we wish to have a one year warranty for the work completed to start on the completion date. Member Paul Cooper seconded. Approved 4-0

- President Bob Bachen and DEC Joe Don Mahoney met with Morgan Buildings and they are going to complete the work necessary to close the project.
- Also President Bob Bachen mentioned he would like to speak to Mayor Lee Fluhman to see if he is still going to pour a cement pad in front of the office to aid in handicap accessibility and to decrease soil tracking into the building as he said they would do before the building was constructed.

CORRESPONDENCE

There was not any presented

COMMITTEE REPORTS

➤ **Main Street Program report- Sharon Callahan**

Main Street Coordinator Sharon Callahan gave each member a copy of the agenda she had prepared for her report. This agenda is a very detailed description of all of her activities and reports:

- ❖ She informed all members the next meeting for the Main Street committee would be July 23, 2007 at 6:30 at the HCEDC building in Roy. She said the last months meeting was a good meeting it was mostly organization of the committee. Several members attended including guests the JD Meredith family.
- ❖ MS Sharon Callahan passed out a Main Street Approach brochure to each member from Rick Laur for all to review.
- ❖ She announced she will continue to coordinate the 2007 Fandango and will have a more detailed description of the Fandango at the next meeting. The Fandango will be scheduled for September or October of 2007
- ❖ MS Sharon Callahan also enlightened all the members with some great news that Mr. Ted Luna would be volunteering his services for some Pro Bono work on the theater project; she also said Mr. Tony Gonzales is an Engineer and he would like to volunteer his services, he would like to help with the restoration of the theater. Mr. Gonzales and MS Sharon Callahan did a walk through of the theater and Mr. Gonzales told her in his opinion the building looks structurally sound.
- ❖ MS Sharon Callahan also informed the member that Mr. Harold Daniels has volunteered to let her bring some tires for disposal for free to his dump site in Wagon Mound, NM. Mr. Daniels will dispose of the tires for no charge. Member Paul Cooper asked MS Sharon Callahan if all citizens of the county may dump their tires or is it just for Mosquero. MS Sharon Callahan informed all that the reason she was asking for the disposal of the tires is because one of the three Main Street projects in Mosquero has a lot of tires on the lot and the owner does not have the funding to dispose of the tires at \$4 a piece if there was another project that had a need for tire disposal then they may be added to the load when it is scheduled. The details of the tire disposal have not been worked out. Treas. Shawn Jeffrey spoke to say that the main objective is to rid Main Street of tires to make the appearance more presentable.
- ❖ MS Sharon Callahan also explained she is working on donation letters and letters of intent for different programs.
- ❖ MS Sharon Callahan also said next month she wanted to try and have a walk through with several citizens to start a community clean-up of the theater building. Member Debra Garcia expressed her concern for the safety of the community and the liability the HCEDC could be responsible for if something were to happen while there were citizens inside the building. All members agreed that it is a bad idea and a clean-up should not be scheduled until an assessment of the structure could be made with certification the

building is safe and insurance is purchased. President Bob Bachen announced he is still checking on insurance and he encouraged all members to get estimates for insurance.

- ❖ MS Sharon Callahan requested permission to purchase a camera for her work on different projects. *Member Debra Garcia moved to approve the purchase of a digital camera for the Main Street program for a maximum amount of \$125.00. Member Robert Casados seconded. Approved 4-0*
- ❖ Lastly MS Sharon informed all members that she has found the MOU for the theater if any one is interested in reviewing the document she has it.

President Bob Bachen thanked MS Sharon for her report.

➤ **Amigos Bravos Update- TudaCrews**

AB Tuda Crews was not able to attend the meeting and she had arranged for Mary Libby Campbell to update the Council on the progress of Amigos Bravos.

- ❖ First of all she reported the Harding County HTC Tour will take place this weekend starting at Bueyeros at 10:30am, and then the tour will continue to Mosquero for lunch, then Roy for a presentation with Jack Chatfield then off to Solano for dancing under the stars. AB Mary Libby Campbell informed the Members there will be approx. 16 out of 25 participants would be attending as accommodations were an issue as to the amount of people attending the tour. MS Sharon Callahan and President Bob Bachen informed AB Mary Libby Campbell that the hotel in Roy is still open and could have easily accommodated the other 10 people.
- ❖ AB Mary Libby Campbell also stated that on July 9, 2007 there will be a workshop for HTC in Burlington, CO and she informed all that she would already be in Colorado so she would not be able to drive anyone up there who wanted to go.
- ❖ On September 20, 2007 she has scheduled a Youth engagement workshop for both Mosquero and Roy schools. This workshop is a leadership seminar for the high school students.
- ❖ AB Mary Libby Campbell announced that Mosquero School has been granted money from Microsoft for a school project this project was written under the Microsoft Vitalize Rural Economic Opportunities Grant for the Mosquero Media Entrepreneurs (ME) Program. This program is a “learning & earning” project-based business enterprise incorporated into the Mosquero Municipal School’s Curriculum. This project will be youth-centered and youth-operated.
- ❖ She informed all about the Arrowhead Program this program is a New Mexico State Program that helps small communities by sending students to intern for services. AB Mary Libby Campbell said she went on the tour and she really enjoyed it as it was a big success.

➤ **Solano Manufacturing Marketing- Liz Martinez**

SM Liz Martinez was unable to attend the meeting and Solano Mfg Vince Smith gave a report. He reported that Liz Martinez has made some contacts and she is chasing leads that look very promising. Mr. Vince Smith presented some pictures of some of his projects he has done for other companies. He informed all that he has some really good leads and some positive prospects in the wing. He went on to say the NMDOT District 4 Engineer Paul Grey has really helped him understand the process of obtaining contracts and he is very thankful as Mr. Grey has been the most informative source for him and his business so far. Member Paul cooper asked Mr. Smith how far is he in getting a viable business opportunity? Mr. Smith elaborated that he has set a personal date for his goal; he is trying and will give himself enough time to make it work.

- ❖ Mr. Vince Smith requested the remaining funding after Little Construction has been paid off to go towards the purchase of new bay doors. Some doors that are more secure as it is imperative for the amount of money invested in the building and equipment that a stronger more durable door be installed to protect he investment of so many. He would like someone to check the procurement process for obtaining two doors for \$6400 from Santa Fe. He would like a sealant to be put the office and shop floors, install trimming, and duct work for the plasma machine.

- ❖ Mr. Vince Smith added once again that the roof leaks, there are wiring and electrical issues, and the air conditioners do not work. These items are supposed to be under warranty with Little Construction and they will be contacted to set a date for the repairs.

OLD BUSINESS

➤ **Update Progress of HCECD Building**

a) **Morgan Building**

DEC Joe Don Mahoney has met with Morgan building representatives and they will be sending another representative out tomorrow to meet with him to get a list of the damages for repair and Morgan will be repairing the damaged items.

b) **Entry Way to building-**

Member Debra Garcia mentioned to all members that if the Village of Roy has summer help they could help with this project. Someone should try and contact Mayor Fluhman or Village Clerk Renee Hayoz from the Village of Roy to see if it is possible to get some help from them to seal the wood and assist in the cement work. The wood needs to be sealed to prevent further water damage that has been done to the deck and steps of the HCECD building.

➤ **Business & Economic Survey for Hess Corp.**

Member Robert Casados informed all that County Clerk Maria Atencio has a form for the Business & Economic survey for Hess Corp. Tres. Shawn Jeffrey will call her and get it and try to send the survey out with the water bills this month and she will contact Roy to see if they will send the survey out with their utility bills also. Member Robert Casados informed the members that Hess will be having a meeting soon to update on the negotiations. Hess did not attend the last meeting so no updates are available at this time.

➤ **At Will Service Contracts- Elizabeth Martinez, Sherry Romine, and Sharon Callahan**

The contract was not available at the time of the meeting and nobody can recall having the form saved from the email MS Sharon Callahan sent out. She said she will resend it to Treasurer Shawn Jeffrey.

➤ **Harding County Economic Profile Template**

Treasurer Shawn Jeffrey informed MS Sharon Callahan that this profile is being written now by EPCOG Chris Pacheco and North Central Lesah Sedillo. She needs to check with either of those sources to correct the old profile of Harding County

➤ **Approval of Invoices**

Bills were presented Member Debra Garcia moved to approve the bills. Treasurer Shawn Jeffrey seconded. Approved 4-0

MS Sharon Callahan presented an invoice for the amount of \$580.00 for her time.

Member Debra Garcia moved to approve the invoice from MS Sharon Callahan. Member Paul Cooper seconded. Approved 4-0

➤ **Election of Board Secretary**

There were no candidates who applied for the position

➤ **Equipment Lease Contract & Business Transfer of ownership re: Solano Manufacturing**

The lease is not complete and not ready for a signature

NEW BUSINESS

➤ **Help with moving tables and chairs**

President Bob Bachen mentioned to all the members he needs help to move tables & chairs back to the church after the dance

- President Bob Bachen presented the resignation of Barbara Shaw from the Harding County Economic Development Council. *Member Paul Cooper moved to accept the resignation from Barbara Shaw. Member Robert Casados seconded. Approved 4-0*

PUBLIC INPUT

OTHER

NEXT MEETING

ADJOURNMENT

President Bob Bachen asked for a motion to adjourn the meeting. Member Debra Garcia moved to adjourn the meeting. Member Paul Cooper seconded. Approved 4-0 Meeting adjourned 8:32pm

APPROVED THIS _____ DAY OF July 2007.

ATTEST:

TREASURER/ SECRETARY

PRESIDENT