



NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

Executive Committee Regular Meeting Minutes

Thursday, August 28, 2025, 10:30 am or Immediately after NM Cares Board Meeting

Santa Fe Higher Education Center, Room 147

1950 Siringo Road, Santa Fe, NM, 87505

Or Virtual Option via Zoom: <https://us02web.zoom.us/j/82963204536>

Meeting ID: 829 6320 4536, Dial In: 1 253 215 8782

A. CALL MEETING TO ORDER

President Ernesto J. Salazar called the meeting to order at 10:18 am.

B. ROLL CALL

Executive Director Monica Abeita took roll call; a quorum was achieved with five members present.

Member	Present	Absent	Notes
Linda Calhoun	X		Virtual
Dora Dominguez		X	Excused
Thomas Garcia	X		Virtual
Jim Hall		X	Excused
Stephanie Martinez	X		In Person
Lori Chatterley	X		In Person
Ernesto Salazar	X		In Person
Joseph Sanchez		X	Excused

C. APPROVE AGENDA

Motion to approve the agenda as presented.

Motion	Chatterley
Second	Martinez
Yes	5
No	0
Abstain	0

D. APPROVE MINUTES

1. July 31, 2025, Regular Meeting

Motion to approve the minutes from July 31, 2025 as presented.

Motion	Chatterley
Second	Martinez
Yes	5
No	0
Abstain	0

2. August 5, 2025 Special Meeting

Motion to approve the minutes from August 5, 2025 as presented.

Motion	Chatterley
Second	Martinez
Yes	5
No	0
Abstain	0

- E. PUBLIC PARTICIPATION:** Any individual who would like to address the Board will be able to do so at this time. Comments will be limited to 3 minutes. If further time is needed, concerns should be addressed to the Executive Director. **Personnel matters will not be discussed in a public meeting.**

1. Staff
2. Community

No staff or community requested to speak for public participation.

President Ernesto Salazar welcomed incoming Executive Director Santiago Chavez.

F. ACTION ITEMS

1. FY 2025 Close out Budget Adjustment Request (BAR) #8

Finance Director Bernadette Segobia Abeyta presented BAR #8. She explained that the BAR consists of adjustments to close out the fiscal year as summarized below:

- For funds with state dollars, funds were adjusted between and among expenditure categories, and some expenses were pre-paid, to avoid reversions on June 30. These funds include 110: Senior Employment Program, 501: AAA, 507: Case Management, 508: Volunteer Driver Program (VDP), State Grant in Aid (SGIA), and 249: Capacity Building.
- Funds that did not revert on June 30 and had minor adjustments between or among expenditure line items include 401: MFA AAA Housing Grants, 406: HUD Senior Repair, 130: GRO Grant Writing & Technical Assistance, 236: VISTA, 261: USDA RDBG, 402: MFA WIN Housing Grants, and 404: FEMA HMP Colfax.

Ms. Segobia Abeyta provided the additional following details:

- Professional Services was reduced to increase the budget for public meetings in Fund 601: General Fund.
- Unspent funding in 507: Case Management was in part repurposed for Provider Assistance.
- A small amount of funding was reverred in Fund 508: VDP. This program received an increased grant amount from the NM Aging and Long-Term Services Department (ALTSD) during the fiscal year.
- Federal American Rescue Plan Act (ARPA) funding has expired; therefore, the adjustments to Fund 516: ARPA close out this fund.
- For Fund 257: GRO Admin, the adjustment was made to prepay software.

Executive Committee Members asked the following questions:

- Vice President Thomas Garcia asked what is Property, Plant and Equipment? Ms. Segobia Abeita explained that this is standard terminology for the asset category and was used to expand the previous terminology of “Equipment” to something that encompassed the new building. Mr. Garcia asked if this was new. Executive Director Monica Abeita responded no, the category was included in the original FY 2025 budget. Vehicles and furniture also fall into this category. President Salazar clarified that the category includes FF & E.
- President Salazar asked the Executive Director to explain Fund 247: State Planning & Research-Climate Change. Ms. Abeita stated that work on this grant ended in the fall of 2024 and referenced the presentation on climate change modeling for the region which was provided to the Board last fall. A small amount of the grant was reserved for travel so the consultant could come to Santa Fe for the presentation, but \$631.59 was not spent.
- President Salazar asked about the green highlighted items. Ms. Segobia Abeyta explained that Funds 160: SGIA and 249: Capacity Building reverted on June 30 and both are sources of match for other funds. Therefore, if matching funds from 160 or 249 are overspent or overspent, it will require a change in the amount of match for these other funds: Funds 230: EDA Planning, 245: State Planning & Research-Engineering, 246: State Planning & Research-GIS, 247: State Planning & Research-Climate Change, and the two Regional Transportation Planning Organizations, Funds 250 and 255.
- Vice President Garcia asked Ms. Segobia Abeyta to clarify where the specific match funds were moving from and to. This was explained, with Ms. Segobia Abeyta and President Salazar stating that when all adjustments in green are added together, they net. Mr. Garcia suggested that Ms. Segobia Abeyta add a note in the future at the bottom of each fund as to where funds are moving. Currently it is hard to see the relationship as it is presented across three different pages.

Motion to approve FY 2025 BAR #8 as presented.

Motion	Chatterley
Second	Martinez
Yes	5
No	0
Abstain	0

2. FY 2026 Budget Adjustment Request (BAR) #1

Finance Director Bernadette Segobia Abeyta presented BAR #1. She explained that BAR #1 trues up end of year estimates made in June, when the FY 2026 budget was presented and approved, as summarized below:

- Ms. Segobia Abeyta stated that the following funds were adjusted to reflect larger carry over balances than program managers had estimated: Funds 401: MFA Senior Home Repair, 406: MFA Mobile Home Replacement, 519: HUD Senior Home Repair, 246: State Planning & Research-GIS, 249: Capacity Building, 400: MFA Technical Assistance, and 402: MFA WIN Housing Grant. In the case of some of the housing grants, the amounts carried over are in the hundreds of thousands of dollars, with the largest carryover in Fund 402. Regarding Fund 402, Executive Director Monica Abeita explained that a home had been proposed for

purchase in Santa Fe in January 2025, but the deal fell through due to a zoning issue; therefore, more than \$500,000 was carried over.

- The following funds had lower carry over balances than estimated, meaning program managers spent more in FY 2025 than expected: Funds 119: Capital Outlay, 130: GRO Grant Writing & Technical Assistance, 245: State Planning & Research-Engineering, 248: Disaster Recovery, 257: GRO Admin, 258: ROC Startup, 260: USDA RDBG, and 336: WIN. Funds 130 and 245 saw a lot of grant writing and technical assistance at the end of year in Professional Services. The WIN grant had the largest change, with \$137,359.60 spent in FY 2025 rather than carried over.

Ms. Segobia Abeyta provided additional details on these funds:

- Fund 601: General Fund was adjusted to reflect the revised member dues approved at the June board meeting. Vice President Garcia asked how we were off by such a large amount of nearly \$10,000. Ms. Abeita explained that dues were reduced for the smaller communities and left flat for Sandoval County and the Town of Edgewood. The latter accounted for most of the difference. Ms. Abeita reminded the Committee that they approved the budget with the original member dues estimate with the need to record the revised dues in BAR #1.
- Fund 509: AAA-CTVP is a new grant recently received from ALTSD for Caregiver Transitions, associated with the Volunteer Driver Program.
- Funds 403 and 404: FEMA and DHSEM have allowed carryover of the balances from the Mora County Hazard Mitigation Plan (HMP) and Colfax County HMP. Ms. Abeita added that DHSEM has asked that numerous mutual domestics and the school district be added as entities to the Mora plan. This will likely require additional funds in Fund 403. President Salazar asked about the San Miguel County HMP. Ms. Abeita responded that at the time of these grants, San Miguel had its own HMP, which they are now updating. NCNMEDD undertook the Mora and Colfax HMPs because those counties lacked them, which made the counties ineligible for certain FEMA funding.
- Vice President Garcia asked about the note that Fund 249: Capacity Building was adjusted to “confirm with DFA Agreement.” Ms. Abeita explained that NCNMEDD recently received its contract for this grant, for which a plan and budget were required by DFA. The budget submitted to DFA was more specific than the estimates provided in June for the operating budget, in part because Ms. Abeita was not sure what DFA would allow or require. For example, the DFA budget used exact salaries and benefits, so some changes were needed to reflect the final numbers in the DFA agreement.
- President Salazar asked what finally happened with credit card rebates and noted that loan interest is likely too high. Ms. Segobia Abeyta stated that after reviewing the options, she and Ms. Abeita recommend that credit card rebates be taken as cash back, which will show as a reduction on the credit card bill and is recorded as revenue in Fund 601. Ms. Segobia Abeyta agreed that loan interest will likely need to be reduced. The only existing loan has a balance of \$23,000 and is paying down quickly. In closing, Mr. Salazar noted that the member dues at the time of Ms. Abeita’s hiring were only \$51,000, so the new amount is a good start in getting the organization where it needs to be.

Motion to approve FY 2026 BAR #1 as presented.

Motion	Martinez
Second	Chatterley
Yes	4
No	1-Garcia
Abstain	0

3. Request for Proposals

a. RFP 2026-02: Housing Rehabilitation and Construction

Executive Director Monica Abeita explained that RFP 2026-02 is essentially the same RFP that NCMEDD continues to issue for contractors in the Senior Home Repair and Restoring Our Communities (ROC) programs. The only difference is that this RFP has one release date with three opportunities to apply over the next three months. This format should make the process easier for contractors. Approval dates are timed with the board meetings so contractors can be approved monthly. Ms. Abeita displayed the schedule of events, showing that the timing of monthly deadlines is standardized every month as much as possible, except for the upcoming holidays.

Ms. Segobia Abeyta noted that she reached out to the CPO (Certified Procurement Officer) Q&A portal for advice on this RFP.

Motion to approve RFP 2026-02 as presented.

Motion	Chatterley
Second	Martinez
Yes	5
No	0
Abstain	0

b. RFP 2026-03: WIN Transitional Housing

Ms. Abeita explained that RFP 2026-03 is similar to the RFP that NCNMEDD continues to issue for WIN Transitional Housing except that it uses the new format (one release date, three opportunities to apply) from RFP 2026-02. Also, there are some new priorities noted for communities where investments have not been made to date (Santa Fe and Taos), and a requirement for a certificate of zoning because the property purchased in Las Vegas is currently under dispute for zoning violations. Ms. Abeita stated the City of Las Vegas may have some questions about this RFP stemming from the zoning issue this afternoon. Ms. Abeita also added that she replaced the Land Use Restriction Agreement with the new format being used by MFA.

Motion to approve RFP 2026-03 as presented.

Motion	Chatterley
Second	Calhoun
Yes	5
No	0
Abstain	0

4. Contract Awards: Request for Proposals 2026-01: Housing Rehabilitation and Construction

a. Premium Electric

Finance Director Bernadette Segobia Abeyta recommended approval for Premium Electric, noting the company scored 76, 79 and 80 among the three reviewers. President Salazar asked where the company is located, whether it is new, and why the scores are lower. Ms. Segobia Abeyta stated that the company is located in Raton and only provided one reference, which lowered the score. Ms. Salazar asked that the location of the company be included on the scoring sheets in the future.

Vice President Thomas Garcia asked how it will work to hire an electrical contractor separately and not under the GB-98. Ms. Abeita stated that we would only use a separate specialty contractor in certain situations, like where we want to do the electrical first, or where the GB-98 can't find a sub. President Salazar stated and Ms. Abeita confirmed that typically the subs would be contracted through the GB-98. We would not force a subcontractor on anyone. This is meant to address special situations and give us more flexibility with specific projects. Examples of specific situations in Raton were provided.

Motion to approve the contract award for Premium Electric.

Motion	Chatterley
Second	Calhoun
Yes	5
No	0
Abstain	0

b. J&A Quality Designs, LLC

Ms. Segobia Abeyta recommended approval for J&A Quality Designs of Española, noting the company scored 96, 97 and 98 among the three reviewers.

Motion to approve the contract award for J&A Quality Designs, LLC as presented.

Motion	Chatterley
Second	Martinez
Yes	5
No	0
Abstain	0

c. APS, Inc.

Ms. Segobia Abeyta recommended approval for APS of Las Cruces, noting the company scored 92, 92, and 91 among the three reviewers.

Motion to approve the contract award for APS, Inc..

Motion	Chatterley
Second	Calhoun
Yes	5
No	0
Abstain	0

5. Out-of-State Travel Requests

- a. Food & Nutrition Conference & Expo, October 10-14, 2025, Nashville, TN
(Constance Rudnicki, Nutritionist)

Non-Metro AAA Director Neil Segotta stated this is the annual conference that Ms. Rudnicki attends to maintain one of her certifications. Ms. Segobia Abeyta noted that the hotel rate is above GSA rate. However, Ms. Rudnicki will be staying in the conference hotel and none of the nearby hotels falls within GSA rate either.

Vice President Thomas Garcia asked about the potential to recoup funding for employees who attend conferences and then resign, as recently occurred. Ms. Abeita stated that there is something like that in the policy manual for educational benefits, but not for professional development. It also might also have a chilling effect on employees wanting to do professional development. Treasurer Stephanie Martinez stated that it should be expected that employees will decline travel if they are planning to resign. Ms. Abeita agreed, stating that it is surprising what some employees do. This issue was referred to incoming Executive Director Santiago Chavez to consider. Mr. Chavez noted that recouping educational benefits and travel expenses was reviewed by the legal bureau at NM Counties when he worked there. It was deemed not legally enforceable but can be included in the policy to discourage such action.

Motion to approve the travel request for Nutritionist Constance Rudnicki.

Motion	Chatterley
Second	Martinez
Yes	5
No	0
Abstain	0

- b. NADO Annual Training Conference, October 13-17, 2025, Salt Lake City, UT
(Santiago Chavez, Executive Director; Felicity Fonseca, Community Development Director)

Executive Director Monica Abeita recommended that both Ms. Fonseca and incoming Executive Director Santiago Chavez attend this conference, as she feels it is important that Mr. Chavez be introduced to our EDA partners as soon as possible.

Vice President Garcia asked how recently Ms. Fonseca attended the NADO conference or a similar conference. Ms. Abeita explained that many employees attended the regional SWREDA conference this year because it was in Las Cruces and the NM councils of government were expected to attend. Prior to this year, Ms. Abeita and Ms. Fonseca would switch off to attend the national NADO and regional SWREDA conference. Ms. Fonseca stated that the last time she attended NADO was two years ago. She stated it is a very high quality conference and she highly recommended that the new Executive Director attend.

Motion to approve the travel request for Executive Director Santiago Chavez and Community Development Director Felicity Fonseca.

Motion	Chatterley
Second	Martinez
Yes	5
No	0
Abstain	0

6. Amendments to the Policy and Procedure Manual

a. Leave Bank

President Salazar requested a motion to table this item due to time constraints. He asked Mr. Chavez to become well-versed on the leave bank prior to the next meeting.

Motion to table Amendments to the Policy and Procedure Manual-Leave Bank.

Motion	Chatterley
Second	Martinez
Yes	5
No	0
Abstain	0

7. Outside Boards of Directors

President Salazar asked for motions to rescind resolutions appointing the former Deputy Director, who recently resigned, from the REDI Net and NewMARC boards (items a and b), and to appoint incoming Executive Director Chavez as the primary member for those boards (items c and d).

Vice President Garcia asked if the committee would be considering alternates at this time. President Salazar stated no, he would like to allow the Executive Director to get his bearing on these boards, then consider alternates later.

a. Rescinding Resolution 2025-08: Appointing an Alternate Member to the NewMARC Board of Directors

Motion to rescind Resolution 2025-08.

Motion	Chatterley
Second	Martinez
Yes	5
No	0
Abstain	0

b. Rescinding Resolution 2025-09: Appointing an Alternate Member to the REDI Net Board of Directors

Motion to rescind Resolution 2025-09.

Motion	Chatterley
Second	Martinez
Yes	5
No	0

Abstain	0
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- c. Resolution 2026-01: Appointing a Voting Member to the NewMARC Board of Directors

Motion to approve Resolution 2026-01.

Motion	Martinez
Second	Chatterley
Yes	5
No	0
Abstain	0

- d. Resolution 2026-02: Appointing a Voting Member to the REDI Net Board of Directors

Motion to approve Resolution 2026-02.

Motion	Chatterley
Second	Martinez
Yes	5
No	0
Abstain	0

There was discussion about how long Ms. Abeita would continue to serve as the primary member on the boards. Ms. Abeita noted that the resolutions cite September 30, 2025 as the end date for her membership, and October 1 as the start date for Mr. Chavez.

G. DIRECTORS' REPORTS

Given time constraints, Ms. Abeita requested that the Directors make any critical announcements or brief reports at the beginning of the Board of Directors meeting.

H. EXECUTIVE SESSION

Board may elect to go into executive session for reasons listed in the Open Meetings Act, Section 10-15-1 (H). The authority for the executive session and the subject to be discussed must be stated with reasonable specificity in the motion calling for the vote to go into executive session.

- Limited Personnel Matters Section 10-15-1(H)(2)-Executive Director Transition

Motion to enter Executive Session at 11:38 am.

Motion	Garcia
Second	Chatterley
Yes	5
No	0
Abstain	0

Motion to come out of Executive Session at 12:13 pm, noting that no decisions were made and only items appearing on the agenda were discussed.

Motion	Chatterley
Second	Calhoun

Yes	5
No	0
Abstain	0

I. NEXT MEETING –September 11, 2025, 9:00 am

The September Executive Committee meeting date was moved up so that the Committee could expedite authorizations for incoming Executive Director Santiago Chavez on the bank account and other transactions.

J. ADJOURNMENT

Motion to adjourn the meeting at 12:14 pm

Motion	Garcia
Second	Chatterley
Yes	5
No	0
Abstain	0

Approvals

Ernesto J Salazar

Ernesto J. Salazar, President

September 11, 2025

Date

Dora Dominguez

Dora Dominguez, Secretary

September 11, 2025

Date