North Central
NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT

Board of Directors Annual Meeting Minutes

Thursday, January 30, 2025, 1:30 p.m.
Drury Plaza Hotel, 828 Paseo de Peralta, Santa Fe NM, 87501
Virtual Attendance: https://us02web.zoom.us/j/82174483531
Meeting ID: 821 7448 3531, Dial In: 1 253 215 8782

A. Call Meeting to Order
President Ernesto Salazar called the meeting to order at 1:30 p.m.

B. Pledge of Allegiance
Member Joy Ansley led the Pledge of Allegiance.

C. Roll Call
Executive Director Monica Abeita took roll call; a quorum was achieved with 24 voting board members initially present.

	Name	Present	Absent	Notes
1	Landon Newton	X		
2	Lori Chatterley	X		
3	Brandy Dietz	X		
4	Jim Hall	X		
5	Melanee Hand	X		
6	Shanna Sasser		X	Excused
7	Thomas Garcia	X		Virtual
8	George Trujillo		X	Excused
9	Eldie Cruz		X	Excused
10	Joseph Weathers		X	
11	Joseph Sanchez		X	Excused
12	John Ramon Vigil *Felicia Archuleta-Toya*	X X		
13	Christine Bustos	X		
14	Dora Dominguez	X		
15	Alex Naranjo	X		Arrived at 3:11
16	Courtenay Eichhorst	X		
17	Ernesto Salazar	X		
18	Max Trujillo	X		
19	David Romero	X		
20	Joy Ansley	X		
21	Justin Greene	X		
22	Stephanie Martinez	X		
23	Juan Torres	X		
24	Michael Garcia	X		

	Name	Present	Absent	Notes
25	AnJanette Brush	X		
26	Linda Calhoun	X		
27	Marietta Fambro	X		
28	Dan Barrone	X		Virtual
29	Daniel Tafoya	X		
30	Si Trujillo (New)	X		

D. Approval of Agenda

Executive Director Monica Abeita requested to remove Action Item H2, explaining that a letter had not been received from Los Alamos County and to remove Consent Agenda Items 1e and 1f, as complete documents had not been submitted by those firms and no action had been taken by the Executive Committee. Ms. Abeita also requested to move Consent Agenda Item 2 to Action Item J4 and to move Discussion Item J4: Member Dues to new item number J5.

Motion to approve the agenda as amended.

Motion	Greene
Second	Chatterley
Yes	24
No	0
Abstain	0

E. Approval of Minutes

November 21, 2024 Regular Meeting

Executive Director Monica Abeita asked Deputy Director Alex Ingham to review changes shared by Member Brandy Dietz. Mr. Ingham shared that BAR #3 was incorrectly labeled as BAR #4 and that the change had been made and applied to the version of the minutes sent to the Board the day before.

Motion to approve the regular meeting minutes of November 21, 2024 as amended.

Motion	Dietz
Second	Calhoun
Yes	24
No	0
Abstain	0

F. Public Participation: An 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**

President Ernesto Salazar requested a moment of silence for the victims of the air crash earlier that day.

No staff or community requested to speak for public participation.

Executive Director Monica Abeita acknowledged that former NCNMEDD Board of Directors Member Pascual Maestas was in attendance, serving in his new role as Executive Director of NewMARC.

G. Special Presentations

1. **Legislative Priorities**
   - New Mexico Counties: Executive Director Joy Esparsen presented her organization's 2025 legislative priorities.

   - New Mexico Municipal League: Director of Policy Alison Nichols and Policy and Education Manager Rebecca Martinez presented their organization's 2025 legislative priorities.

2. **FY 2024 Audit Presentation, Beasley, Mitchell & Co.**
   Audit & Assurance Senior Isaac Mendoza provided an overview of the FY 2024 audit his company completed on behalf of NCNMEDD.

3. **Government Conduct Act Training**
   Mr. Robert Kidd of NM Local Government Law presented a Government Conduct Act Training.

   Member Alex Naranjo joined the meeting at 3:11 p.m.

Action Items Marked with an Asterisk (*)

H. Board Member Appointments*

1. **Santa Fe County: Commissioner Lisa Cacari Stone, alternate county representative**

President Ernesto Salazar presented the letter from Santa Fe County appointing Commissioner Lisa Cacari Stone, alternate county representative. Member Justin Greene shared that Commissioner Cacari Stone was a UNM professor of behavioral health and would be an asset to the organization.

Motion to approve the appointment of Commissioner Lisa Cacari Stone as the alternate county representative for Santa Fe County.

Motion	Greene
Second	Torres
Yes	24
No	0
Abstain	0

2. **Colfax County**
   a. **Commissioner Si Trujillo, county representative**

President Ernesto Salazar presented the letter from Colfax County appointing Commissioner Si Trujillo as county representative and Commissioner Mary Lou Kern as alternate county representative. Executive Director Monica Abeita shared that she had had the pleasure of working with Commissioner Trujillo on a variety of projects, including Restoring Our Communities housing program.

Motion to approve the appointment of Commissioner Si Trujillo as the county representative for Colfax County.

Motion	Dietz
Second	Chatterley
Yes	24
No	0
Abstain	0

   b. **Commissioner Mary Lou Kern, alternate county representative**

Motion to approve the appointment of Commissioner Mary Lou Kern as the alternate county representative for Colfax County.

Motion	Chatterley
Second	Dietz
Yes	24
No	0
Abstain	0

I. Consent Agenda*

Agenda Item	Executive Committee Approval Date
1. Contract Awards	
a. Claw Consulting for RFP 2025-04: WIN Project Coordination	December 19, 2024
b. NM Reentry Center for RFP 2025-05: Comprehensive Services for Second-Chance Job Seekers	December 19, 2024
c. Taos Mountain Builders, Inc. for RFP 2025-07: Housing Rehabilitation and Construction Services	January 30, 2025
d. D. Cordova Construction, LLC for RFP 2025-07: Housing Rehabilitation and Construction Services	January 30, 2025
e. Victory Construction, LLC for RFP 2025-07: Housing Rehabilitation and Construction Services	January 30, 2025
f. G. Sandoval Construction, Inc.	January 30, 2025
2. Las Cruces Office Lease	December 19, 2024

Motion to approve the Consent Agenda.

Motion	Romero
Second	Garcia
Yes	25

No	0
Abstain	0

J. Action and Discussion Items

1. Election of Officers*

Executive Director Monica Abeita presented the slate of officers approved by the Executive Committee earlier that day, with Ernesto Salazar continuing as President and Thomas Garcia as Vice President and with Stephanie Martinez replacing former Member Landon Newton as Treasurer and Dora Dominguez replacing former Secretary Stephanie Martinez as secretary.

Motion to accept the slate of officers as presented.

Motion	Torres
Second	Bustos
Yes	25
No	0
Abstain	0

2. FY 2024 NCNMEDD Audit*

President Ernesto Salazar introduced Item J2, which was presented earlier in the meeting by Audit & Assurance Senior Isaac Mendoza of Beasley, Mithcell & Co. President Salazar solicited a motion to accept the FY 2024 audit.

Motion to accept the FY 2024 NCNMEDD Audit as presented.

Motion	Garcia
Second	Ansley
Yes	25
No	0
Abstain	0

3. FY 2025 Budget Adjustment Request (BAR) #5*

Finance Director Bernadette Segobia-Abeyta reviewed the FY 25 Budget Adjustment Request (BAR) # 5, explaining the following adjustments for each fund.

- <u>601 General Fund:</u> $8,000 was transferred out of Unallocated, with $5,000 transferred into Operations, $1,000 into Dues & Subscriptions, and $2,000 to Property, Plant, & Equipment.
- <u>401 MFA Senior Housing:</u> $500,000 was added to revenue (state funds) to reflect additional grant funds received the previous day from MFA. The entire amount was allocated to Professional Services for mobile home replacement within the senior home repair program.
- <u>501 AAA:</u> $3,000 was transferred out of Personnel and $1,800 was transferred out of Benefits, with $4,800 transferred into Operations to cover the increase in the Las Cruces office lease.

- <u>101 AAA Expansion:</u> $25,963.50 was transferred out of Property, Plant, & Equipment due to a denied request by ALTSD to spend the expansion grant money to acquire a vehicle. The $25,963.50 was redistributed as follows: $12,963.50 into Professional Services, $5,000 into Travel, $7,000 into Operations, and $1,000 into Dues & Subscriptions.
- <u>507 Case Management:</u> $5,500 was transferred out of Professional Services, with $3,000 transferred into Travel and $2,500 into Operations.
- <u>508 Volunteer Driver Program:</u> $47,000 was added to revenue (state funds) to reflect additional grant funds received the previous day from ALTSD. The $47,000 and a reduction in the software line item of $7,500 were allocated as follows: $40,000 into Travel, $10,000 into Operations, and $4,500 into Professional Services.
- <u>516 AAA ARPA:</u> To spend down remaining monies set to expire, $23,000 was transferred out of Benefits, with $1,500 transferred into Personnel, $10,000 into Professional Services, $5,000 into Travel, $5,000 into Operations, and $1,500 into Dues & Subscriptions.
- <u>231 EDA Planning:</u> $2,000 was transferred out of Personnel and $1,000 out of Benefits, with $3,000 transferred into Dues & Subscriptions to cover annual member dues to NADO.
- <u>246 SP&R GIS:</u> $28,000 was transferred out of Personnel and $11,000 out of Benefits, with $28,500 transferred into Professional Services, $1,000 into Travel, $6,000 into Operations, $1,000 into Software, and $2,500 into Property, Plant & Equipment.
- <u>404 HMP Colfax:</u> $15,588.08 originally deposited into Unallocated was transferred into Professional Services for the completion of the Colfax County Hazard Mitigation Plan. This was due to an error in BAR #1 presented to the executive committee in August 2024.

Motion to approve the FY 2025 Budget Adjustment Request (BAR) #5 as presented.

Motion	Fambro
Second	Torres
Yes	25
No	0
Abstain	0

4. **Memorandum of Agreement Between NCNMEDD and the NM Department of Workforce Solutions for WIN Job Placement Services***

Executive Director Monica Abeita explained that, given that there was one no-vote in the Executive Committee, President Ernesto Salazar requested that this item be taken off the Consent Agenda. Ms. Abeita explained the reason for the development of the Memorandum of Agreement was due to significant data-based gaps in reporting to the EDA on the WIN grant. The NM Department of Workforce Solutions had existing processes and capacity to support the amelioration of future, more complete reporting.

President Ernesto Salazar explained that the reason for the no-vote was that, at the time of consideration by the Executive Committee, a final version had not yet been agreed to and signed by all parties and that he, Ms. Abeita, and Cabinet Secretary Sarita Nair had since done that.

Member Juan Torres asked how the amount of money paid to the department was determined. Ms. Abeita stated that the Department had not shared the exact formula by which it estimated the staffing costs in the contract, but that the costs were reasonable given the amount of staff time assigned. She added that if the scope of work is not provided as stated, the agreement and the amount would be reviewed.

Motion to approve the Memorandum of Agreement Between NCNMEDD and the NM Department of Workforce Solutions for WIN Job Placement Services as presented.

Motion	Torres
Second	Tafoya
Yes	25
No	0
Abstain	0

5. **Member Dues**

Executive Director Monica Abeita explained that the Executive Committee had tasked NCNMEDD leadership with reviewing the member dues structure, which had last been updated in 2015. Ms. Abeita presented the current dues structure and the new proposal, which applied gross receipts tax (GRT) revenues by member jurisdiction. The current structure is based on population. Deputy Director Alex Ingham presented a comparison of member dues levels for peer councils of government in New Mexico, which indicated that NCNMEDD has among if not the lowest dues in the state. Ms. Abeita then requested input from members on the proposal.

Member Justin Greene asked if the current proposal was at a level that satisfied NCNMEDD leadership. Ms. Abeita explained that member dues allow for more flexibility in the way the funds can be used, and that having more unrestricted funds would be of benefit. Member Greene reiterated his inquiry, and Ms. Abeita answered that this was a good first step.

Member Christine Bustos asked about the relationship between member dues and fee-for-services revenues. Ms. Abeita answered that determining member dues was an important first step before reviewing the fee-for-service rates for NCNMEDD.

Member Michael Garica asked about the long-term intent regarding member dues increases, as members were likely to be interested in long-term fiscal planning efforts. President Ernesto Salazar shared his intention for reviewing the Joint Powers Agreement in the coming year, within which he hoped to build in a provision for member dues increases.

Member Justin Greene asked about the timeline for the new dues structure to be enacted. Mr. Salazar that any increases for members would take effect on July 1, 2025. Mr. Salazar also encouraged all members to ensure their dues for the current year had been paid.

Member Juan Torres asked about the possibility of using the Consumer Price Index as a factor in future member dues increases. Mr. Salazar indicated that all possibilities were on the table.

Member Si Trujillo suggested that, for smaller communities, use of services might be considered as a factor. Ms. Abeita stated that this had been discussed as an option with the Executive Committee; however, it would be very difficult to use this as a factor because usage may change throughout the year or over time. Mr. Trujillo further suggested that counties may be able to offset any dues increases that small communities might encounter.

Member Lori Chatterley expressed her belief that the proposal was a fair one. Member Brandy Dietz suggested the CEDS County Meetings might be an appropriate forum to explore the increases with various member communities. Ms. Abeita answered that individual conversations would be had with each member.

Member Si Trujillo expressed his support for the proposal. Mayor David Romero indicated that, given that GRT is a variable amount, ongoing review of these revenues ought to be considered.

Member Si Trujillo suggested rates as presented appeared to be fair and feasible for his county.

Ms. Abeita encouraged and members with issues with the proposal to reach out to her directly to discuss them.

Member Juan Torres asked about the increase and decrease of various members' dues. Ms. Abeita answered that, given that the new formula uses GRT rather than population, higher increases occur for the cities, with lower increases for the counties.

Member Marietta Fambro asked about the frequency of member dues increases. Mr. Salazar responded that discussions were ongoing and that his intent remained to add language to enable regular increases within the revised Joint Powers Agreement.

Member Si Trujillo expressed his support of CPI as a fair basis for future member dues increases.

Member John Ramon Vigil expressed his concern for the City of Española's GRT having specialized impacts given that neighboring tribal communities continue to purchase significant parcels of land in his community which reduce the tax base.

Mr. Salazar thanked the group for a productive discussion.

K. President's Report

President Ernesto Salazar ceded his time to NCNMEDD staff members to provide updates.

L. Directors' Reports

Department directors elaborated on updates provided in writing to the Board in the Directors' Report.

Executive Director Monica Abeita explained that Member Landon Newton had submitted his letter of resignation from the NCNMEDD Board of Directors and Executive Committee and thanked him for his service. Newton expressed the pleasure it had been serving the organization. President Ernesto Salazar stated that the Executive Committee had extended an invitation to Member Lori Chatterley to take Member Newton's place on the Executive Committee and that action was expected to be taken at the February meeting. Mr. Salazar expressed his appreciation to Member Newton for his long term of service to the Executive Committee, including extensive expertise and time applied to the annual budget process.

M. Next Meeting—April 24, 2025, 1:30 p.m.

N. Adjournment

Motion to adjourn at 4:35 p.m.

Motion	Newton
Second	Chatterley
Yes	25
No	0
Abstain	0

Approvals

Ernesto J. Salazar

Ernesto J. Salazar, President — **April 24, 2025** **Date**

Dora Dominguez, Secretary — **April 24, 2025** **Date**