North Central
NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT

Executive Committee Regular Meeting Minutes

Thursday, June 26, 2025, 10:00 a.m.

101 River St, Red River, NM 87558

Or Virtual Option via Zoom: https://us02web.zoom.us/j/81759062128

Meeting ID: 817 5906 2128, Dial In: 1 253 215 8782

A. CALL MEETING TO ORDER

President Ernesto Salazar called the meeting to order at 10:02 a.m.

B. PLEDGE OF ALLEGIANCE

Secretary Dora Dominguez led the Pledge of Allegiance.

C. ROLL CALL

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

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

D. APPROVE AGENDA

Executive Director Monica Abeita requested to remove Item G1 b ii., as the contractor is an electrical contractor, not a GB-98. Staff will be modifying the RFP in the upcoming month to include specialty licensing.

Motion to approve the agenda as amended.

Motion	Martinez
Second	Garcia
Yes	7
No	0
Abstain	0

E. APPROVE MINUTES

1. June 3, 2025, Regular Meeting

Motion to approve the June 3, 2025, Regular Meeting minutes as presented.

Motion	Hall
Second	Dominguez
Yes	7
No	0
Abstain	0

F. **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.

G. ACTION ITEMS

1. Contract Awards

a. State Price Agreement: Office Building Renovations: SDV Construction, Inc.

Executive Director Monica Abeita and Deputy Director Alex Ingham presented the proposed contract with the SDV Construction for renovation at the Santa Fe NCNMEDD office. Ms. Abeita requested approval from to negotiate the scope of work with SDV Construction, as the project will have to be phased in light of the amount of funding currently available. Ms. Abeita stated that less urgent work would need to be done next year, once more capital outlay funding is obtained, unless the Executive Committee authorized her to use of NCNMEDD reserve funds or unrestricted revenue that NCNMEDD has saved from fee for service activities and member dues.

Vice President Thomas Garcia asked why the contract would need to be negotiated if the costs are fixed under the State Price Agreement. Ms. Abeita clarified she wished to negotiate the phasing of the scope of work, not the costs.

Ms. Abeita reviewed the priority items that need to be included in Phase I, such as air conditioning on the main level and renovation of large office downstairs to accommodate staff. She and Mr. Ingham noted that if asbestos abatement is needed, it would have to be part of Phase I as it must occur before the downstairs office is renovated. President Ernesto Salazar recommended approving setting a maximum contract amount of $360,000, to cover the potential abatement work. This would include $184,000 in available EDA funding, $152,907.84 in capital outlay funds, and $23,092.16 in reserve funds, if needed.

Motion to approve Contract Award: State Price Agreement: Office Building Renovations: SDV Construction, Inc. as amended.

Motion	Hall
Second	Calhoun
Yes	6
No	1-Garcia
Abstain	0

b. RFP 2025-12: Housing Rehabilitation and Construction

i. D-Way Construction

Finance Director Bernadette Segobia-Abeyta presented the scoring for proposed contractor D-Way Construction and recommended them for approval. Executive Committee members asked questions about the scoring as the scores were lower than usual. Ms. Segobia-Abeyta indicated that the contractor is relatively new and therefore did not have as much experience as other contractors. There was a discussion about where the contractor is located and it was ultimately stated that the company is from Belen but expressed interest in working on the Restoring our Communities projects in Raton.

Motion to approve Contract Award: RFP 2025-12: Housing Rehabilitation and Construction: D-Way Construction as presented.

Motion	Hall
Second	Calhoun
Yes	6
No	1-Garcia
Abstain	0

2. Non-Metro Area Agency on Aging FY 2026 Contract Items

a. Non-Metro AAA Title III Contracts (PSA 2, PSA 3, PSA 4)

Executive Director Monica Abeita explained that Item 2a represented the primary contract with the Aging & Long-Term Services Department (ALTSD) and had been a recurring agenda item the past several months as rounds of revisions were engaged in between NCNMEDD and ALTSD. Ms. Abeita and AAA Director Neil Segotta objected to recent contract additions, including new audit requirements of 25 percent per quarter for providers, directing unused administrative funds for services, and in-person assessment requirements. Ms. Abeita noted that the 25% audit requirement had been changed to NCNMEDD's satisfaction and that further changes were unlikely. Both Ms. Abeita and Mr. Segotta recommended approving the contract, as the new fiscal year to which it would apply was to begin a few days later.

Vice President Thomas Garcia questioned the fairness of certain totals, stating that we should apply the same methodology to everyone. Ms. Abeita stated that she was directed by Mr. Garcia in previous meetings to take other factors like usage into account, and that is what she did here.

Member Lori Chatterley suggested incremental increases be presented to any communities for whom dues increases would be financially prohibitive. President Ernesto Salazar agreed.

Ms. Abeita recommended revisiting member dues a year hence, after which point Consumer Price Index could be applied to future dues increases. Other potential methodologies, such as a three or five year rolling GRT average were discussed, as well.

Motion to approve FY 2026 Member Dues, Option 2, as presented.

Motion	Calhoun
Second	Hall
Yes	7
No	0
Abstain	0

Treasurer Stephanie Martinez left the meeting at 12:43 p.m.

4. FY 2026 NCNMEDD Budget

a. Organizational Chart

Executive Director Monica Abeita presented the FY 2026 Organizational Chart which was reviewed by the Budget Committee. The organizational chart shows 53.5 full-time employees, which is a decrease of 8.5 employees from last year. Eliminated positions included Direct Services Manager, Integrator, and Nutritionist. New positions included an additional Housing Coordinator and the finance department would now also include an Assistant Director with no overall change to departmental personnel levels. Furthermore, the WIN Program Director and three of the WIN Navigator positions no longer existed, the former now a contract position. Emergency Preparedness positions had also been adjusted from two to one.

Motion to approve Organizational Chart as presented.

Motion	Calhoun
Second	Hall
Yes	6
No	0
Abstain	0

b. Cost Allocation Plan

Executive Director Abeita reviewed the cost allocation plan, noting that funding limitations with this year's Non-Metro AAA budget required some personnel to be allocated less to AAA than they should be. She reviewed the portion of the budget presentation showing the funds to which each of the positions are allocated.

Motion to approve Cost Allocation Plan as presented.

Motion	Calhoun
Second	Hall
Yes	6
No	0
Abstain	0

c. Operating Budget

Finance Director Bernadette Segobia Abeyta presented the FY 2026 budget, which totals $16,270,717.59. Ms. Segobia-Abeyta reviewed expenditures by category, with Professional Services (40%), Personnel (19%), Benefits (9%) and Carryover (14%) being the largest. Executive Director Monica Abeita noted that the amount shown for member dues had not been adjusted to reflect the approved Option 2, but was shown at the original level discussed in previous months.

Motion to approve Operating Budget as presented.

Motion	Hall
Second	Dominguez
Yes	5
No	1-Garcia
Abstain	0

President Ernesto Salazar directed Finance Director Bernadette Segobia-Abeyta to prepare an initial FY 26 Budget Adjustment Request to reflect a new member dues total and a need to include additional funds for senior leadership transitions, which include the Executive Director and Non-Metro Area Agency on Aging Director. Executive Director Monica Abeita stated that August would be the most appropriate next meeting during which to consider the agenda item.

5. Resolution 2025-08 NewMARC Alternate Member

Executive Director Monica Abeita explained that the NewMARC Board of Directors allowed for the appointment of an alternate member and that, given the variability of availability in her schedule, she recommended appointing Deputy Director Alex Ingham as the alternate member to the board.

Motion to approve Resolution 2025-08 NewMARC Alternate Member as presented.

Motion	Hall
Second	Calhoun
Yes	6
No	0
Abstain	0

6. Resolution 2025-09 REDI Net Alternate Member

Executive Director Monica Abeita explained that the REDI Net Board of Directors allowed for the appointment of an alternate member and that, given the variability of availability in her schedule, she recommended appointing Deputy Director Alex Ingham as the alternate member to the board.

Motion to approve Resolution 2025-09 REDI Net Alternate Member as presented.

Motion	Calhoun
Second	Hall
Yes	6
No	0
Abstain	0

H. DISCUSSION ITEMS

1. Amendment to NCNMEDD Policy and Procedure Manual: Compensatory Time, Leave Bank, Outside Employment

Executive Director Monica Abeita explained that the initial proposal to change NCNMEDD policies in the listed topic areas morphed into a suggestion to handle the leave bank as an administrative process based on a myriad of additional privacy-related issues raised by legal counsel. Given that two of the four leave bank committee members were out on leave, a meeting had not yet been convened to discuss this approach.

Member Lori Chatterley expressed her support for handling leave bank issues administratively. Vice President Thomas Garcia recommended maintaining the current committee structure for the leave bank and the current outside employment policy. Mr. Garcia further suggested that, although federal laws have changed since the drafting of certain of the policies, privacy was always respected in discussions on these topics.

I. NEXT MEETING –July 24, 2025,10:00 am

President Ernesto Salazar recommended moving the meeting back a week, as many staff members had conflicts. Members present at the meeting indicated their availability.

J. **ADJOURNMENT**

Motion to adjourn the meeting at 1:12 p.m.

Motion	Calhoun
Second	Hall
Yes	6
No	0
Abstain	0

Approvals

Ernesto J Salazar

Ernesto Salazar, President

<u>July 31, 2025</u>
Date

Dora Dominguez, Secretary

<u>July 31, 2025</u>
Date