

Date/Time

Monday, August 20, 2018, 5:30 pm

Location

B & C Room 110
1000 Central Avenue
Los Alamos, NM 87544

Board Members

- Denise Derkacs, **Present**
- Cindy Hollabaugh, **Present**
- Jaime Kennedy, **Present**
- Catherine Ozment, **Present**
- Andrea Pistone, **Present**
- Aaron D. Walker, **Present**
- William Dai, **Absent**

Other Staff Present

- Antonio Maggione, Councilor, County Council Liaison
- Paul Andrus, Staff Liaison & Director, Community Development Department
- Alvin Leaphart, County Attorney
- Katie Thwaits, Assistant County Attorney, Counsel to the Board
- Barbara Lai, CDAB Administrative Support,
- Perry Rutherford, CDD

I. Administrative Actions

A. Call to Order/Introductions

As a quorum was present, Paul Andrus called the meeting to order at 5:30 pm. Mr. Andrus led the meeting until the Chair and Vice-Chair were elected. The board members introduced themselves and discussed their backgrounds and their reasons for wanting to serve on the board.

B. Approval of Today's Agenda

Catherine Ozment moved to approve the agenda. Denise Derkacs seconded the motion. All voted to approve the agenda.

C. Review/Approval of Meeting Minutes

This is the first meeting of the newly created CDAB; therefore there were no minutes to review.

D. Public Comment/Public Hearings

No public comment.

II. PRESENTATIONS AND DISCUSSION ITEMS (Items for Discussion and Possible Action)

A. Election of Chair and Co-Chair

Mr. Andrus introduced the item of electing a chair and vice-chair for the board. Ms. Ozment offered her name for the position of the chair. Ms. Derkacs, Mr. Walker, Ms. Pistone offered their names for vice-chair. Ms. Pistone nominated Catherine Ozment as chair. Ms. Kennedy seconded the nomination. Mr Walker made a motion to appoint the nominee to the chair. Ms. Hollabaugh seconded the motion. The members voted unanimously to appoint Ms. Ozment as chair. Ms. Pistone nominated herself as vice-chair; Mr. Walker nominated himself as vice-chair; and Ms. Derkacs nominated herself as vice-chair. Mr. Walker made a motion to nominate Ms. Pistone and Derkacs and Mr. Walker as vice-chair to the Board. Ms. Kennedy seconded the motion. A roll-call vote was taken, and Mr. Walker received 0 votes, Ms. Derkacs received 1 vote, and Ms. Pistone received 5 votes. Ms. Pistone was elected as vice-chair.

B. Real Estate Disclosure Form

Mr. Andrus introduced the Real Estate Disclosure Form and the Disclosure of Outside Employment, Membership, and Financial Interest Form. There were no questions and the board members completed the forms.

C. Disclosure of Outside Employment, Membership, and Financial Interest Form

The board members completed the form.

D. Draft FY19 Work Plan

Chair Ozment introduced the Work Plan and the process for completing and approving the Plan.

Ms. Andrus explained the process to the board for completing the draft. He explained that the Council goals were added to the correct categories. He asked the board to add their goals, ideas and tasks.

Chair Ozment lead a discussion to shape and make the Work Plan reflect the boards' desires and priorities. The revised Plan reflects the discussion and decisions made by the board.

The board discussed receiving the monthly (30 days of data) NOV data in an electronic format. The members asked to receive the data a week before the monthly CDAB meeting. Chair Ozment requested that the members document the positive trends as well as trends of concern.

The board requested copies of Chapters 16 and 10. Chapter 16 overlaps with the Planning and Zoning Commission. Chapter 10 is governed by the International Building Code. The board may make recommendations to the “when and how” processes of Chapters 16 and 10. Chapter 10 is under the authority of the Chief Building Official.

Mr. Andrus asked the board to prioritize their requests. The board set the review of the historical data from the November 2017 County Council presentation as the priority. Vice-chair Pistone asked for a codes presentation at the next board meeting. Mr. Andrus stated that Michael Arellano, Chief Building Official and the inspectors are available to do a presentation on the inspection process at the September meeting. Staff will also send the Board the Codes Compliance Section Policy and Procedure Manual.

Chair Ozment brought up the issue of establishing subcommittees or work groups to process the information and report back to the full board. Establishing such groups will be taken up at the next meeting.

The board considered different methods of outreach and communication with the citizens. They discussed the possibility of using County email. Ms. Thwaites and Mr. Andrus will research this suggestion and bring a recommendation to the board at the next meeting.

Ms. Hollabaugh asked if the board wants to utilize social media. Ms. Thwaites recommended that the board refer to the B & C orientation manuals to review the County’s social media policy.

The board made recommendations for adding sections to the CDAB Agenda. Ms. Thwaites explained that the agenda items needs to be specific and in compliance with the State Open Meeting Act.

Refer to the attached, revised FY19 Work Plan which includes all tasks suggested by the board members.

III INFORMATIONAL ITEMS

Ms. Lai handed out the CDAB Calendar for the remainder of 2018.

Chair Ozment asked Ms. Thwaites for training information and expressed her desire to schedule a formal training. Ms Thwaites offered to schedule a training at the pleasure of the Board on B & C guidelines, public records, rules, etc.

Ms. Ozment requested that an item be added to the September agenda to include subcommittee appointments.

IV. Public Comment

No public comment.

V. Next Meeting(s)/Future Agenda Items

The next meeting is scheduled for September 17, 2018, in the Boards and Commissions Room, 110.

VII. Adjournment

The meeting was adjourned at 7:44 pm.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 662-8040 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Community Development Department at 662-8006 if a summary or other type of accessible format is needed.