



# County of Los Alamos

## Minutes

### Community Development Advisory Board

1000 Central Avenue  
Los Alamos, NM 87544

*Chair, Catherine Ozment: Vice Chair, Andrea Pistone: William Dai; Denise Derkacs; Cindy Hollabaugh; Jaime Kennedy; and Aaron D. Walker: Members*

Monday, September 17, 2018

5:30 PM

1000 Central Avenue, Room 110

#### **I. ADMINISTRATIVE ACTIONS**

##### **A. Call to Order/Introductions**

**Members Present:** Catherine Ozment, Chair; Andrea Pistone, Vice Chair; and William Dai, Denise Derkacs, Cindy Hollabaugh, Jaime Kennedy, and Aaron Walker, Members **Council Liaison:** Antonio Maggione

**Others Present:** Paul Andrus, CDD Director and Staff Liaison; Michael Arellano, Chief Building Official; Barbara Lai, Administrative Support; Michael Marquez and Larry Valdez, Code Compliance Officers; Perry Rutherford, CDD staff; Helen Melinski, Resident.

The Meeting was called to order at 5:30pm.

##### **B. Approval of Today's Agenda**

**Motion:** Cindy Hollabaugh moved to approve the agenda as written. Board member Denise Derkacs seconded. The motion passed unanimously.

##### **C. Review/Approval of Meeting Minutes**

1. [11203-18](#) Minutes from the Community Development Advisory Board Meeting on August 20, 2018.

**Attachments:** [A - August 20, 2018 CDAB DRAFT Minutes](#)

**Motion:** Member Walker moved to approve the Minutes as written for August 20, 2018. Member Pistone seconded. The motion was approved with member Dai abstaining.

##### **D. Public Comment for Items Not on the Agenda**

Helen Melinski, 1651 36th St., thanked the Board members for their service and asked for information on what the step down in enforcement efforts will be in the fall and winter.

#### **II. PRESENTATIONS AND DISCUSSION ITEMS (Action May be Taken on These Items)**

##### **A. Overview of LAC Code Compliance Program**

1. [11199-18](#) Overview of LAC Code Compliance Program

Paul Andrus and Michael Arellano presented an overview of the Code Compliance section. The Code Compliance Officers, Larry Valdez and Michael Marquez, presented their day-to-day inspection routine. Chair Ozment asked Mr. Arellano to bring specific case numbers per officer from May 2017 through May 2018, and for the FY July 2018 to June 2018 to the next meeting. Also discussed, information about department oversight practices in early 2018 and new oversight policies based on accreditation guidelines. Discussion was held by the Board members with a question and answer session which included the CDD staff.

Follow Up Items:

- \* County Map and officers' assignments
- \* 2018 Community Survey, open-ended responses
- \* Michael Arellano come back in October
- \* Information about department oversight practices in early 2018 and new oversight policies based on accreditation guidelines.

**B. Ongoing Review of Monthly Cases**

Paul Andrus, Michael Arellano and the Code Compliance Officers, Larry Valdez and Michael Marquez, responded to questions from the Board members on specific case addresses.

Follow Up Items:

- \* The number of cases per officer from May 2017 through May 2018.
- \* The number of cases per officer for the fiscal year July 2017 to June 2018.
- \* The actual time to complete the painting of a house, replacing a roof, repairing a roof for a homeowner that is making a good-faith effort to comply.

**C. Review and vote on the DRAFT FY19 Work Plan**

**1. [11204-18](#) Review and vote on the Draft FY19 Work Plan**

**Attachments:** [A - FY2019 DRAFT CDAB Work Plan Board](#)

Chair Ozment opened the discussion on the FY19 Work Plan and the Board members reviewed the revisions, discussed some content edits and approved their inclusion in the final draft. The revised Work Plan will go to Council on October 2 for Council review and approval.

A motion was made by Member Hollabaugh to approve the FY19 Work Plan. Member Kennedy seconded the motion. The vote was unanimous to approve the Plan as revised.

**D. Discussion of Methods for Communicating with the Public**

Chair Ozment opened the discussion on how to effectively communicate with the public. The Board members generated ideas, e.g. Facebook, designated email address, the County's Board web page, etc. Mr. Andrus will look into an email address before the next meeting.

Follow Up Items:

- \* CDAB email address
- \* Additional communication tools discussion

**III. REPORTS AND UPDATES**

**A. Chair Report**

Chair Ozment announced that she will be attending the Boards and Commissions luncheon and that she will be representing the new CDAB and providing an update on CDAB's activities.

**B. Board Member Reports**

No reports.

**C. Staff Report**

Mr. Andrus stated that staff will bring a listing of additional communication tools and activities to the next meeting.

**D. Council Liaison Report**

Councilor Maggiore stated that the Council is eagerly awaiting CDAB input.

**IV. PUBLIC COMMENT**

Helen Melinski, 1651 36th St., stated that she is very pleased with the Board's and staff's interactions and offers her assistance where appropriate in the future.

**V. NEXT MEETING(S)/FUTURE AGENDA ITEMS**

- A.**     [11201-18](#)     The next Community Development Advisory Board meeting is October 15, 2018. The meeting will be held in the Municipal Building, B & C Room 110 from 5:30 to 7 pm.

- B.**     [11200-18](#)     Legal Aspects of Code Compliance  
                    Review of Historical Cases
- Mr. Andrus stated that Judge Kirk and Attorney Powers will be present at the next meeting.

**VI. ADJOURN**

The CDAB meeting adjourned at 9:36pm.