

**STATE OF NEW MEXICO
MANUFACTURED HOUSING COMMITTEE MEETING
February 10, 2017
MINUTES**

The Manufactured Housing Committee held a regular meeting on February 10, 2017. Officially attending the meeting was:

Becky Nottke, Chairwoman
Scott Christensen, Vice Chairman
Robert Kear, Member
Chris Starace, Member
Nancy Erickson, Member
Jesus Carrasco, MHD Administrator
Pat McMurray, Director
Lori Chavez, Assistant Attorney General

1. Convene, Determination of Quorum and Introductions: Commissioners and Audiences

Sam Saucedo, MHC Committee Administrator established that a quorum of the Committee Members thru roll call, all members were present and convened the meeting at 9:31 a.m.

2. Approve Agenda

MOTION: Committee Member Kear moved to approve the Agenda after the Public Comment section was moved from item 4 to item 6.

SECOND: Committee Member Starace seconded the motion.

VOTE: All Committee Members present voted in favor of the motion.

3. Approval Minutes

MOTION: Committee Member Starace moved for the approval of the minutes from August 31, 2016 meeting.

SECOND: Committee Member Kear seconded the motion.

VOTE: All Committee Members present voted in favor of the motion.

4. MHD Director's Report

Director Pat McMurray presented his report to the Committee Members.

5. MHD Administrator's Report

Director Pat McMurray presented report to the Committee Members.

6. Public Comment

Public comments were received.

7. New Business (Ask Sally for language)

MOTION: Chairwomen Nottke moved to proceed with a rule change on NMAC 14.12.10.8 D and E.

SECOND: Vice Chairman Christianson seconded the motion.

VOTE: All Committee Members present voted in favor of the motion.

MOTION: Chairwomen Nottke moved to amend NMAC 14.12.10.8 D Inspection Fee's and E Permit and Inspection Fee's \$65.00 dollars permit will be for installation, permanent foundation and inspection.

SECOND: Committee Member Kear seconded the motion.

VOTE: All Committee Members present voted in favor of the motion.

8. Executive Session

Vice Chairman Christensen moved that the Manufactured Housing Committee go into Executive Session to discuss matters pertaining to the issuance, suspension, renewal or revocation of a license; to deliberate pending cases; and to discuss pending litigation.

SECOND: Committee Member Kear seconded the motion.

VOTE: Chairman Nottke called for a roll call vote. The votes of all members present are recorded below:

Chairman Nottke	Yay
Vice Chair Christensen	Yay
Committee Member Kear	Yay
Committee Member Starace	Yay
Committee Member Erickson	Yay

Noting that the motion to close passed unanimously, Chairman Nottke declared the meeting closed to the public at 11:17 a.m.

Chairman Nottke re-opened the meeting to the public at 12:26 p.m.

9. Action on items discussed during Executive Session

MOTION: Chairman Nottke entertained a motion to open the meeting to the public. She further affirm that only matters exempt from the open meeting requirement, NMSA 1978, 10-15-1(J). No other matters were discussed, and no other actions were taken during executive session.
VOTE: All Committee Members present voted in favor of the motion.

a.

MOTION: Committee Member Starace moved to close case 94; 15-02-28 MH.
SECOND: Vice Chairman Christensen seconded the motion.
VOTE: All Committee Members present voted in favor of the motion.

MOTION: Committee Member Starace moved to table case 400; 15-11-09 MH.
SECOND: Committee Member Kear seconded the motion.
VOTE: All Committee Members present voted in favor of the motion.

MOTION: Committee Member Starace moved to table case 281; 16-07-14 MH.
SECOND: Vice Chairman Christensen seconded the motion.
VOTE: All Committee Members present voted in favor of the motion.

MOTION: Committee Member Starace moved to close case 334; 16-08-03 MH.
SECOND: Committee Member Kear seconded the motion.
VOTE: All Committee Members present voted in favor of the motion.

MOTION: Committee Member Starace moved to dismiss case 353; 16-10-06 MH.
SECOND: Vice Chairman Christensen seconded the motion.
VOTE: All Committee Members present voted in favor of the motion and Committee Member Kear recused himself.

MOTION: Committee Member Starace moved to close in case 368; 16-09-22 MH.
SECOND: Committee Member Kear seconded the motion.
VOTE: All Committee Members present voted in favor of the motion.

b.

MOTION: Vice Chairmen Christensen moved to authorize the division to enter into pre-NCA settlement negotiations. The parameter for settlement is a \$50.00 fine and a letter of reprimand. If pre-NCA negotiations fail, the case shall be referred to the Attorney General's office for issuance of a NCA for case number 89;16-03-30.

SECOND: Committee Member Starace seconded the motion.
VOTE: All Committee Members present voted in favor of the motion.

MOTION: Vice Chairman Christensen moved to dismiss in case 132; 16-05-10 MH.
SECOND: Committee Member Kear seconded the motion.
VOTE: All Committee Members present voted in favor of the motion.

MOTION: Vice Chairman Christensen moved to dismiss in case 352; 16-10-04 MH.
SECOND: Committee Member Erickson seconded the motion.
VOTE: All Committee Members present voted in favor of the motion and Committee Member Kear recued himself.

c.

MOTION: Committee Member Erickson moved to issue an NCA in case 131; 16-05-10 MH.
SECOND: Committee Member Starace seconded the motion.
VOTE: All Committee Members present voted in favor of the motion.

10. NEXT MEETING DATE: April 14, 2017, 9:30 a.m., Regulation and Licensing Office, 5500 San Antonio Dr. NE, Albuquerque NM, Main Conference Room

11. Adjourn

MOTION: Chairman Nottke made a motion to adjourn.
SECOND: Committee Member Erickson seconded the motion.
VOTE: All voted in favor of the motion.

Becky Nottke 9 June 2017
Becky Nottke, Chairman /Date

ATTEST:
Pat McMurray 6-9-2017
Pat McMurray, Secretary Date