



New Mexico Regulation and Licensing Department

MANUFACTURED HOUSING DIVISION

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**MANUFACTURED HOUSING DIVISION
Regular Committee Board Meeting
New Mexico Manufactured Housing Division
Regulation and Licensing Division
2550 Cerrillos Road
Santa Fe, NM 87504
Friday, February 8, 2019
9:30 a.m.
MEETING MINUTES**

I. CONVENE AND ROLL CALL

Chair, Scott Christensen called the New Mexico Manufactured Committee meeting to order at 9:30 a.m.

Gabriella Romero, Licensing Manager took roll call and a quorum was present.

MEMBERS PRESENT: Scott Christensen, Chair
Chris Starace, Member
Marshall Jones, Member
Carl Ulibarri, Member
Gabe Romo, Member

MEMBERS ABSENT: Nancy Erickson, Member

STAFF PRESENT: Marguerite Salazar, Superintendent
Sally Galanter, CID/MHD Counsel
Jesus Carrasco, Acting Director
Amanda Roybal, Manager for Investigations and Enforcement
Gillian Hubka, Investigations and Enforcement
Cynthia Lyons, Investigations and Enforcement
Martin Romero, Acting Director for CID
Mary James, CID

OTHERS PRESENT: Lori Chavez, Assistant Attorney General

II. APPROVAL OF AGENDA

Committee member Ulibarri made a **MOTION** to approve the February 8, 2019 meeting agenda with amendments. Amendments as follows, add Item C. Crossover to Modular. Committee member Marshall **SECONDED** the motion. Motion **PASSED** by **UNANIMOUS APPROVAL**.

III. PUBLIC COMMENT

No public comments were heard.

IV. ACTING DIRECTOR’S REPORT

Acting Director Carrasco presented his director’s report to the Committee. For informational purposes only- no action taken

V. OLD BUSINESS

- A.** Approval of the December 14, 2018 meeting minutes.
Committee Member Starace made a **MOTION** to approve the December 14, 2018 regular Committee Meeting minutes as written. Committee member Romo, **SECONDED** the motion. Motion **PASSED** by **UNANIMOUS APPROVAL**.
- B.** Update on unlicensed activity
Ms. Roybal spoke on this matter. For information purposes only- no action taken.
- C.** Crossover to Modular
Acting Director Carrasco spoke on this matter. For information purposes only- no action taken.

VI. NEW BUSINESS

- A.** Open Meetings Act Resolution
Committee member Ulibarri made a **MOTION** to approve the Open Meetings Act Resolution as presented. Committee member Marshall **SECONDED** the motion. Motion **PASSED** by **UNANIMOUS APPROVAL**
- B.** NMMHA Industry update.
Mr. Mark Duran spoke on this. For information purposes only- no action taken.
- C.** Scheduling of 2019 committee meeting.
Committee member Ulibarri made a **MOTION** to approve the Open Meetings Act Resolution as presented. Committee member Marshall **SECONDED** the motion. Motion **PASSED** by **UNANIMOUS APPROVAL**
- D.** MHD Licenses issued
For information purposes only- no action taken.

VII. EXECUTIVE SESSION

Chairman Christensen made a **MOTION** that the New Mexico Manufactured Housing Committee enter into Executive Session to discuss the item listed on the agenda, pursuant to Section 10-15-1(J) of the Open Meetings Act authorizing closed sessions for matters related to issuance, suspension, renewal, or revocation of a license. Committee Member Starace **SECONDED** the motion.

Ms. Romero took a roll call vote to enter into Executive Session.

BOARD MEMBERS

Scott Christensen, Chair
 Chris Starace, Member
 Gabe Romo, Member
 Marshal Jones, Member
 Carl Ulibarri, Member
 Nancy Erickson

VOTE

Yes
 Yes
 Yes
 Yes
 Yes
 Absent



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The motion **PASSED** by **UNANIMOUS APPROVAL**. Let the record show that the Committee entered into Executive Session at 10:28 a.m. and the recorder was turned off.

Back in Open Session

Let the record show that the Committee returned to open session at 11:03 a.m.

The meeting was re-opened to the public at 11:03 a.m. pursuant to NMSA 1978, Section 10-15-1(J).

Chairman Christensen stated that the matters discussed in the closed meeting were limited only to those specified in the motion for closure or in the notice of the separate closed meeting.

A:

1. 272; 18-11 MH- Committee member Marshall made a MOTION to close 272; 18-18-11 MH. Committee member Ulibarri **SECONDED** the motion. Motion **PASSED** by **UNANIMOUS APPROVAL**
2. 211; 118-09 MH- Committee member Starace made a MOTION to issue a pre-NCA permitting MHD to attempt to a settlement agreement. Committee member Ulibarri **SECONDED** the motion. Motion **PASSED** by **UNANIMOUS APPROVAL**.
3. 152; 18-07 MH- Committee member Marshall made a MOTION to close 272; 18-18-11 MH. Committee member Ulibarri **SECONDED** the motion. Motion **PASSED** by **UNANIMOUS APPROVAL**

VIII. NEXT MEETING DATE

Regular Meeting – April 11, 2019, 9:30 a.m., Regulation and Licensing Department 5500 San Antonio Drive NE, Albuquerque, NM 87109

IX. ADJOURN

With no further business to come before the Committee, the meeting was adjourned at approximately 11:35 a.m.

New Mexico Manufactured Housing Committee

Scott Christensen
Chairman

Date

Jesus Carrasco
Director, MHD

Date