

MEETING MINUTES OF THE CIAC MEETING – OCTOBER 14, 2025

**SANTA FE COUNTY
CAPITAL IMPROVEMENTS ADVISORY COMMITTEE (CIAC)
TUESDAY, OCTOBER 14, 2025, 4:00 P.M.
SANTA FE COUNTY ADMINISTRATIVE COMPLEX, 240 GRANT ST.
SANTA FE, NM, JOHNSON STREET CONFERENCE ROOM**

1. Opening Business

- a. Call to Order – 4:00 P.M.

The meeting was called to order at 4:05 PM.

- b. Roll Call

Members Present

Dan Painter
Dan Pava
Barbara Felix
Cass Thompson
Leroy Pacheco

Members Absent

None

Other Present

Herbert Foster
Bob Schaevitz

2. Action Items

- a. Approval of Agenda

Motion: A motion was made by Cass Thompson and seconded by Brabara Felix to approve the agenda.

Vote: The motion passed on a voice vote.

- b. Request Approval of the March 10, 2025 Capital Improvements Advisory Committee Meeting Minutes.

Motion: A motion was made by Cass Thompson and seconded by Dan Painter to approve the minutes from January 13, 2024.

Vote: The motion passed on a voice vote.

3. Information/Discussion Items

- a. Impact Fee Studies Scope of Work

Herbert presented the draft scope of work for the Request for Proposals to hire a consultant to prepare the studies that are required for the Board of County Commissioners to amend the impact fee ordinance.

CIAC members recommended edits to the draft, including adding stormwater, parks, trails, and open space to the list of eligible capital improvements that can be funded by impact fees. The CIAC discussed the option to include the budget in the RFP and request that the consultant include a schedule of their proposed phase for completing the studies and a budget proposal for each phase so the CIAC can determine if additional funds will be needed in future phases and to evaluate the proposals based on their ability to complete the work efficiently and with a thorough understanding of the process and cost. The CIAC also discussed the option for the legal staff to draft the ordinance rather than ask the consultant to provide a draft. Herbert will meet with the procurement staff and the legal staff to discuss these options. CIAC members also suggested that the prior studies be included in the RFP as exhibits so the consultants will know the level of work that was recently completed and be able to leverage the data and provide an update instead of a new study. Herbert will add additional background to the RFP and add the prior studies as exhibits.

b. CIAC Work Plan and Work Groups

Herbert suggested that the CIAC may want to prepare a Work Plan to identify the goals and outcomes of the work to be completed in preparing the studies for updating the impact fee ordinance. He distributed a list of possible work groups for the CIAC to consider. The CIAC suggested we work with the consultant to determine the work groups and work plan.

4. Matters from the Public

None.

5. Matters from the Committee

None.

6. Matters from County Staff

None.

7. Scheduled Meetings

The next meeting will be scheduled as needed.

8. Adjournment

Motion: A motion was made by Dan Pava and seconded by to adjourn.

Vote: The motion passed on a voice vote.

The meeting adjourned at 5:45 PM.

Approved