

June 10, 2025

**SOUTH CENTRAL COLFAX COUNTY SPECIAL HOSPITAL DISTRICT BOARD
SPECIAL BOARD MEETING
6:00 PM**

**PLACE:
ZOOM**

Zoom Link:

<https://us02web.zoom.us/j/83158342842?pwd=8jbzgKtp2FN0WJLVtNK1aHZQtqOlyu.1>

Meeting ID: 831 5834 2842

Passcode: 417891

Agenda Items & Discussion

1. Call Meeting to order – 6:00 p.m.

1. Chairman Boe Lopez called meeting to order at 6:03 PM.

2. Roll Call

2. Members present – Chairman Boe Lopez, Trustee Bruce Jassman and Trustee Fred Martinez.

Member absent at time of Roll Call but joined meeting at 7:01pm – Trustee Fred Martinez.

Members absent – Vice Chairman Louise Portillos.

Additional staff present – Nursing Home Administrator Ashley DeHerrera, Clinics Administrator Annabelle Sillas-Graves, and Business Officer Analy Tellez.

3. Approval of Agenda

3. Lopez entertains a motion to approve agenda. Jassman motions to approve the agenda, Lay seconds, all in favor, motion carries.

4. Review/Discuss/Approve New Long Term Care East Wing redesign submission from Dekker

4. Kate introduced the project and her team—Brett Frauenglass, the project architect, and Bri Horvath, an intern architect—both of whom are supporting the project through Dekker’s multifamily community studio.
Kate began the discussion by reiterating the project’s five guiding principles, which have shaped the design process since its inception. These principles include ensuring safety and security; fostering family and community connections; supporting resident well-being; building operational flexibility into the facility; and leveraging technology

wherever possible to assist caregivers and residents. She emphasized that all design decisions continue to be measured against these core values. The team then reviewed the current schematic design, which reflects the direction approved by the board at the April 28 meeting—referred to as Option 2A. At this stage, the design is focused on general architecture and layout rather than detailed finishes. The goal is to confirm room counts, spatial function, and overall operational viability. Brett presented the updated site plan, explaining that while the general footprint of the East Wing remains consistent with previous plans, some reconfiguration was necessary. A few parking spaces were lost in the back area to accommodate the new wing’s layout. However, the team was able to preserve key site features, such as the walkways, carport, and maintenance building. Board member Jassman raised concerns about the reduced parking, particularly in light of the facility’s increased bed count and the corresponding rise in staffing needs. Brett acknowledged the change, explaining that the revised design was necessary to maintain the desired room count. Kate also clarified that expansion to the east is not possible due to property boundaries, and the northern side is limited by a retaining wall. Despite these constraints, the team committed to working with Administrator Ashley and Analy to assess parking needs based on staffing patterns and shift overlap. The current site plan has approximately 58 parking spaces available in the revised layout. Jassman expressed strong concerns about the adequacy of this number, particularly in the context of large

events such as Family Fun Day or holiday gatherings, where both employee and visitor demand spikes. He emphasized the needs of elderly and handicapped visitors, stating firmly that expecting people to walk long distances, especially in icy conditions, was unacceptable.

Ashley, the facility administrator, shared that under current operations with 33 residents, the front parking area typically accommodates 10–15 vehicles while the rear holds around 20. However, during events, street parking is already utilized due to overflow. She confirmed that during monthly all-staff meetings, nearly 40 employees could be present, in addition to those working in the daycare and lab.

Kate from Dekker confirmed that although Springer has no formal zoning or parking requirements, the facility meets all regulatory requirements, including those set by the State Fire Marshal, which are focused more on access and fire lanes than quantity of spaces.

Bri Horvath noted that only nine spaces were lost in the current revision and that Dekker designed the site with adequate capacity in consultation with Jeremy, their other principal architect. Despite this, concerns about future growth and high-traffic events led to discussion about overflow options. Chairman Lopez suggested utilizing the north side, above the retaining wall, as an overflow area. He proposed paving this section to create additional parking for employees during events, freeing up closer spaces for visitors. There was agreement that gravel could be a cost-effective solution if paving wasn't immediately feasible. The

North site is being developed as an additive alternate for Franken to price. Mr. Jassman stressed the importance of going beyond code-minimum requirements, particularly for ADA-accessible parking. Brett responded that the site currently includes five ADA spaces, with three in the front and two in the back. Mr. Jassman maintained that this was insufficient given the facility's purpose and the population it serves. He suggested 10 ADA spots. Dekker will move forward with that as a minimum. He expressed frustration with the rising costs of the project and urged Dekker to deliver a solution that meets the real, lived needs of the community, not just technical requirements.

In response to these concerns, the design team agreed to explore ways to increase parking capacity, including possibly eliminating some landscaping elements to squeeze in more spaces. They will also investigate the cost of developing the north overflow area as part of the construction project.

Jassman added that the issue could have been raised earlier. Administrator Ashley reminded the group that the Board had already approved the previous version of the site plan. Board reiterated the importance of getting the parking lot site right.

The discussion closed with the consensus that the project is still in design, and there is time to revise before this construction phase begins. Brett then presented the maintenance building. It includes: an office, a restroom, and a maintenance work area. The building has since been relocated slightly within the revised site plan, and Brett reported that it "sits well" in its current position with easy access. The mechanical system is

designed to ensure the building is heated, and no major design changes were needed. It is now ready for permit submission pending final approval. Concerns were raised about the size of the garage door. Currently designed as an 8-foot door, members of the board questioned whether that would be sufficient for storing equipment like a plow truck, a small tractor, or other large machinery. Ashley was tasked with speaking to Johnny and the maintenance staff to determine whether a 10-foot door would be more appropriate. The group generally agreed it would be better to make any necessary adjustments now while construction is still in the planning phase.

Additional Lay raised a concern on ensuring the maintenance building would have adequate electrical capacity. The board recommended making sure the electrical capacity both to accommodate possible use of heavy equipment like welders or compressors, and to future-proof the building for potential electric vehicle charging.

Jassman exited the meeting during discussion of the Maintenance Building at approximately 6:38pm.

Martinez entered meeting at approximately 7:01pm.

With no further questions about the maintenance building, the group transitioned to review the overall floor plan of the east wing addition. The proposed addition includes 23 private rooms with en-suite showers, contributing to a total of approximately 7,500 square feet of new residential space. A key feature of the design is its central solarium area and “knuckle”

bend in the hallway, which connects the existing structure with the new addition.

The architects emphasized that the design supports future flexibility, particularly if the facility decides to add memory care services. The layout could be easily adapted to allow for a secured memory care section while still maintaining a sense of openness and community.

The interior space includes multiple activity zones with soft seating, recliners, and activity tables to create a home-like environment. Central to the layout is a new nurse's station with visual access to all parts of the addition, supporting both safety and efficient care. Adjacent to the nurse's station is a family dining area with a long community table and reconfigurable furniture to accommodate various functions such as meals, crafts, or movie nights.

The easternmost end of the addition features a fireplace and another large lounge space with access to an exterior patio area. Natural light is incorporated throughout the design, and a walking loop allows residents—especially those who enjoy pacing or need indoor mobility support—to circulate comfortably.

The team emphasized that this floor plan reflects a strong focus on resident comfort, flexibility, and operational efficiency. Before moving forward to the ceiling plan, they paused for any questions or concerns about the current layout.

As the discussion continued, a board member asked for clarification on the difference between a standard resident room and the designated hospice room in the new wing. The architect confirmed that the hospice room is

slightly larger and, most notably, includes direct access to the exterior. This allows emergency or funeral services to discreetly remove a deceased resident without moving through the main areas of the facility. This thoughtful design was previously discussed and remembered by board members.

Additionally, it was reiterated that the hospice room could also serve as an overnight stay option for families visiting from out of town, recognizing the limited lodging available in Springer. This dual-purpose functionality was part of the early planning discussions and remains a valuable feature.

A request was made to include a visitor restroom in the new east wing to avoid requiring guests or families participating in activities to walk all the way to the front of the building. The architect team acknowledged this need and said they would explore options, possibly repurposing slightly oversized spaces like the clean and soiled linen holding areas, or converting one of two storage rooms into public restrooms. A staff restroom was also requested for the wing. While separate visitor and staff restrooms were preferred, Ashley confirmed that a shared restroom could be acceptable if space is limited.

The conversation then turned to bathing facilities in the private rooms. Board members expressed concern about safety and accessibility for residents who may attempt to bathe independently. Ashley clarified that the facility's residents have varying levels of independence. While more capable residents tend to prefer private showers, most (about 80%) need assistance with bathing, typically using

a Hoyer lift to transfer from wheelchair to bath. Currently, the facility uses a centralized tub room located in another wing for those who require full assistance.

The architect confirmed that the current design includes roll-in showers in each private room, equipped with a fold-down bench and a low curb to allow for wheelchair or transfer chair use. However, if a resident needs a full tub and cannot stand or safely transfer, they would likely need to remain in the original wing with centralized bathing services. The east wing, then, would primarily house residents who are more independent or who can be safely transported to the centralized tub room if needed. The design team began by introducing ceiling concepts for the new facility, noting that the Governor specifically requested an emphasis on creating a more home-like, less institutional feel. To achieve this, the team incorporated a mix of acoustical ceiling tiles, soffits, gypsum board (gyp) ceilings, and wood elements throughout the design. The 2x2 acoustic tiles improve sound absorption, balancing out the hard flooring surfaces and reducing noise in resident areas.

Each resident room will feature a gypboard ceiling, while corridors are broken up visually and acoustically by a mix of ceiling materials, including skylights. Wood-tone columns and beams provide warmth and hominess, and also help define activity zones in the central corridors. The design also includes skylights, which are difficult to integrate in this type of construction but were prioritized to bring natural light into the central spaces—especially areas without exterior windows.

Positive feedback was shared by board members, including support for the skylights. The design team prepared to move on to the next section, focusing on the resident unit layouts, including standard private rooms and the hospice room.

Lay raised a practical question: could two residents (such as a couple) share a private room, if necessary? The drawings suggested there may be space for a second bed or a larger one.

Single occupancy rooms must have at least 100 square feet of livable space.

Double occupancy rooms require 80 square feet per resident.

Architectural team members quickly confirmed the proposed private rooms are approximately 325 sq. ft., and the hospice room is 378 sq. ft., including the bathrooms. This means any of these rooms could legally be converted into doubles, which is useful during emergency scenarios where other facilities may need to temporarily place residents, such as under MOUs with Las Vegas or Clayton.

Ashley noted that current rooms in the existing facility are much smaller, ranging from 100–150 sq. ft., so this would be a significant quality-of-life improvement. Board members responded positively to the size increase and room flexibility.

Architects provided an update on how the East Wing design addresses the Governor’s original requests.

Some items could not be included due to budget, space, or restrictions on altering existing construction—such as redesigning the main entry, lab relocation, and core corridor flow. The request for curved corners to support memory care was noted but not included due to space and cost impacts; we can revisit this if needed. Operable

windows in the main dining room were also not originally included but can be explored.

A dedicated therapy/fitness room was discussed but not added, as current resident needs are met through in-room or shared activity spaces. If we move toward skilled beds in the future, this may need to be reconsidered.

Remaining items—such as relocating assisted bathing or administrative offices—were excluded per guidance not to modify completed areas.

The next major task is to begin coordination with the state regarding the Letter of Intent, which will need to be revised to reflect changes in the facility design. It was clarified that the board, not the design team, will take the lead in communicating with the Governor’s Office and the Secretaries of Health and General Services. The design team will, however, supply the necessary materials to support those conversations. It was agreed that no contact with the secretaries will be made until the design is more fully refined and all elements—particularly parking—are addressed.

In terms of construction, the maintenance shed will be submitted to Franken Construction for pricing immediately, including a larger door to meet functional needs. For the East Wing, submitting the schematic design package to Franken will trigger their full design development and pricing process. Once the cost estimate is returned and approved, the construction documents phase can begin. That phase is estimated to take eight weeks, and possibly less, due to the repetition of many design details from the existing West Wing. The project is targeting early October to

finalize construction documents and begin the amended permitting process.

The board asked when they could expect to approve the final design. The team clarified that the design is essentially ready for board review within a few weeks, once key issues like parking are addressed and minor refinements (e.g., interior finishes) are made. These final aesthetic adjustments can occur concurrently with the eight-week construction document phase.

A significant point of discussion centered on parking solutions. The team emphasized that if no additional site space can be identified, unit counts may need to be reduced to meet parking requirements. The board and staff proposed two paths forward: one option that preserves existing landscaping while developing upper lot parking, and a second option that involves removing landscaping to add lower lot parking. The design team committed to pricing both scenarios and presenting options that work within budget—whether for immediate construction or as a future phase. There was consensus that the revised plans would be shared with the Governor and secretaries only once refined, not for formal approval but to show gratitude for funding and ensure alignment with expectations. The board emphasized the importance of moving forward swiftly and responsibly with available funds, even if the final design doesn't meet every ideal preference.

In closing, Chairman Lopez thanked everyone for their time and candor. While some passionate opinions were expressed, it was acknowledged as a normal part of collaborative

development. The group remains committed to finalizing a thoughtful, feasible plan in the near term.

5. Extension or Reissuance of RFP No. 2025-02 for General Legal Counsel Due to No Responses Received

5. Analy informed the board that due to the lack of any sealed proposals received in response to RFP No. 2025-02 for General Legal Counsel, there was a need to extend the submission deadline. Although a few law firms had been suggested at a previous meeting by Jassman, it was clarified—after consultation with procurement instructor—that only sealed submissions (either hand-delivered or mailed) are considered valid under procurement guidelines. All proposals must be opened at the same time and meet the posted deadline to ensure fairness in the process. Given that no qualifying proposals were received, staff recommended extending the RFP to allow additional time for responses and committed to continuing outreach efforts to New Mexico law firms. After discussion, the board agreed that extending the deadline to Friday, June 20, 2025 would provide sufficient time for additional proposals to be submitted, allowing the board to review responses and potentially take action during their June 23 board meeting. Chairman Lopez entertains a motion to extend RFP No. 2025-02 for General Legal Counsel to June 20, 2025. Martinez motions to approve, Lay seconds, all in favor, motion carries.

6. Adjournment

6. Chairman Lopez entertains a motion to adjourn meeting. Lay motions to Adjourn meeting, Martinez seconds, all in favor, motion carries. Meeting adjourns 7:29pm.

Respectfully submitted,

Ashley DeHerrera
Nursing Home Administrator

Annabelle Sillas-Graves
Clinics Administrator

Boe Lopez, Chairman
Louise Portillos, Vice Chair