

**CITY OF ALAMOGORDO, NEW MEXICO  
HOUSING AUTHORITY BOARD  
SPECIAL MEETING MINUTES  
6:45 P.M., COMMISSION CHAMBERS  
TUESDAY, MAY 11, 2010**

**RON GRIGGS, CHAIRMAN  
ED COLE, VICE CHAIRMAN  
MARION LEDFORD, MEMBER  
JOE FERGUSON, MEMBER  
ROBERT RENTSCHLER, MEMBER  
JOSH RARDIN, MEMBER**

**AARON RANCE, MEMBER  
NINA WALKER SAENZ, MEMBER  
MARK ROATH, CITY MANAGER  
STEPHEN THIES, CITY ATTORNEY  
RENEE CANTIN, SECRETARY**

**CALL MEETING TO ORDER AND ROLL CALL**

Chairman Griggs called the meeting to order at 6:45 p.m. Roll call was taken and Member Rentschler and Member Saenz were absent.

1. Consider, and act upon, Minutes of March 23, 2010 Special Housing Meeting.

***Recommendation:*** Approve the minutes.

Mayor Griggs read the agenda report and asked if anyone had any comments relating to the minutes.

Commissioner Rardin stated the minutes show he was absent, but he was there. Mayor Griggs said he also believes it say the meeting at 7:00 and the meeting actually started at 6:45. He also let Commissioner Rardin know that he and Commissioner Ledford came in after that and the minutes indicate that the two of them showed up for the meeting at 6:47 p.m. The City Clerk will amend the minutes.

**Member Rardin made a motion to approve the minutes of March 23, 2010 Special Housing Meeting. Vice Chairman Cole seconded the motion. The motion carried with a vote of 6-0-0.**

2. Consider, and act upon, Amending the Housing Procurement Policy with required American Recovery and Reinvestment Act (ARRA) provisions.

***Recommendation:*** Approve the amended Housing Procurement Policy with ARRA provisions.

Chairman Griggs read the agenda report and turned the floor over to Evelyn Huff, Acting Housing Manager.

Ms. Huff stated with the recovery act, we received an extra capital funds allocation from it in 2009 and as part of the requirement to receive that money; we need to comply with the procurement division that are in the recovery act. This amendment is complying with the provision that we are exempt from State purchasing codes only for procurements related to the Capital Fund Stimulus Grants. The other big change is the "Buy American" rule, where it says that we must buy American manufactured products for any of the Capital Fund Stimulus projects. This amendment will make us in compliance with PIH Notice 2009.

Chairman Griggs asked if there were any questions on this item. Hearing none, he asked for a motion on this item.

**Member Ferguson made a motion to approve the amended Housing Procurement Policy with ARRA provisions. Member Rardin seconded the motion. The motion carried with a vote of 6-0-0.**

3. Consider, and act upon, the Housing Authority's Home Owner Occupied Program Fiscal Policy and Procedures.

**Recommendation:** Approve the Home Owner Occupied Program Fiscal Policy and Procedures.

Chairman Griggs read the agenda report and turned the floor over to Ms. Huff.

Ms. Huff began by saying we received the HOME Owner Occupied Rehabilitation Grant to upgrade homes owned by low income members of the community. This grant is administered by the New Mexico Mortgage Finance Authority (MFA). We just recently depleted our 2008 grant where we completed two homes. The MFA came and did a site review for our compliance and one of their findings is that we did not have specific fiscal policies and procedures for the Owner Occupied Program, so what we did is develop those procedures and now we are asking for approval. Once those are approved, we will notify MFA and they will clear the finding and we will be eligible to apply for grants in the future.

Vice Chairman Cole asked if Ms. Huff had worked through the finance department, and how was the policy developed. Ms. Huff said initially we made a first draft of the policy and then she met with Helen Viscarra-Reno, Stella Bracamonte from finance, and Matt McNeile. They provided comments on the revisions and everyone approved the final draft. We then gave it to the City Manager for a final review before we presented it to you tonight.

Chairman Griggs asked if there were any other comments. Hearing none, he asked for a motion on this item.

**Vice Chairman Cole made a motion to approve the Home Owner Occupied Program Fiscal Policy and Procedures. Member Rance seconded the motion. The motion carried with a vote of 6-0-0.**

4. Consider, and act upon, HA Resolution No. 2010-03 requesting approval of HUD Form 50077-CR Civil Rights Certification and HUD Form 50075.1 Capital Fund Performance and Evaluation Reports.

**Recommendation:** Approve Resolution No. 2010-03 requesting approval of HUD Form for Civil Rights Certification and HUD Form for Capital Fund Performance and Evaluation Reports.

Chairman Griggs read the agenda report and turned the floor over to Ms. Huff.

Ms. Huff said in accordance with HUD guidelines, usually every year we submit an annual plan; however, they had deregulated the small housing authorities. Since we are under 250 units, they don't want us to submit an annual plan; they want us to submit HUD Form 50077, Civil Rights, which say that we will not violate anybodies civil rights in terms of providing them housing. They also want us to submit a Form 50075.1, Capital Fund Performance and Evaluation Reports. These are prepared in a snapshot format as of the day of December 31, 2009. These forms are what we will be submitting to HUD in lieu of submitting an entire annual plan.

Chairman Griggs asked if this was a requirement and Ms. Huff confirmed this.

Member Ferguson asked if this would be much easier on the Housing Authority. Ms. Huff said it would and added the annual plan is very detailed and a little tedious, so she can understand why they deregulated it.

Member Rance asked if there was a time extension. Ms. Huff explained that right now to get a time extension, HUD is looking over their regulations on the Housing Authority because recently there is the feeling that small housing authorities don't have the capacity to do all the paperwork that they

want the larger housing authorities to do. This year they deregulated it quite a bit, but it is possible within the coming years the annual plan could come back.

Chairman Griggs said haven't they moved back and forth on this. Ms. Huff confirmed this. There have been years when we have done the annual plan and then there have been years when we haven't, it just depends on the leadership at the time.

Chairman Griggs asked if there were any additional comments for Ms. Huff. Hearing none, he asked for a motion on this item.

**Member Rance made a motion to approve Resolution No. 2010-03 requesting approval of HUD Form for Civil Rights Certification and HUD Form for Capital Fund Performance and Evaluation Reports. Member Rardin seconded the motion. Roll call vote was taken. The motion carried with a vote of 6-0-0.**

Ms. Huff wanted to mention that some of the high winds that we have had recently had damaged some of the roofs at the Housing Authority. We are in the process of repairing the roofs and replacing shingles. Beginning with our 2010 Capital Funds, we are going to start a revolving roof replacement beginning at Alta Vista, since that is our oldest group.

Vice Chairman Cole wanted to thank Ms. Huff for keeping on top of that issue.

### **ADJOURNMENT**

**Member Ferguson made a motion to adjourn at 6:56 p.m. Member Rardin seconded the motion. The motion carried with a vote of 6-0-0.**

(SEAL)

*/s/Ron Griggs*

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Chairman Ron Griggs

ATTEST:

*/s/Reneé L. Cantin*

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Reneé L. Cantin, Secretary

*(Prepared by Marsha D. Brady, Deputy Clerk)*

*Approved at the Special Housing Meeting held on May 25, 2010.*