

**CITY OF ALAMOGORDO, NEW MEXICO  
HOUSING AUTHORITY BOARD  
SPECIAL MEETING MINUTES  
6:30 P.M., COMMISSION CHAMBERS  
TUESDAY, JUNE 10, 2008**

**CHAIRMAN STEVE BROCKETT  
VICE CHAIRMAN CHRIS LUJAN  
MEMBER ED COLE  
MEMBER RON GRIGGS  
MEMBER MARION LEDFORD  
MEMBER ERIC BREWER**

**MEMBER JOE FERGUSON  
MEMBER NINA WALKER SAENZ  
CITY MANAGER PAT McCOURT  
CITY ATTORNEY STEPHEN THIES  
SECRETARY RENEE CANTIN**

**CALL MEETING TO ORDER AND ROLL CALL**

Chairman Brockett called the meeting to order at 6:30 p.m. Roll call was taken; Vice Chairman Chris Lujan and Member Eric Brewer were absent.

1. Minutes of March 18, 2008 Special Annual Meeting.

*Recommendation:* Approve the minutes.

Member Nina Walker Saenz asked Michelle Richhart how they are doing on occupancy as in the last minutes they expected it to be 180 by July. Ms. Richhart stated that they are doing very well. They have, however, had to get rid of some bad tenants. Right now, they are at about 169.

Alicia Rios, Housing Manager, introduced Jody Parsons, who is the new eligibility specialist.

**Member Saenz made a motion to approve the Minutes of March 18, 2008 Special meeting. Member Ferguson seconded the motion. A vote was taken, and all voted "aye." The motion carried with a vote of 6-0-0.**

2. Consider HA Resolution No. 2008-05 adopting the Home Ownership Assistance Program Policies and Procedures.

*Recommendation:* Approve the resolution.

Ms. Rios explained that she had made two edits. One was a typo on page three, and another was to identify HOC as the Home Ownership Coordinator. In addition, in Attachment Number Three, they decided to provide a chart that was a little bit more informative as opposed to just listing the houses. It provides the value of the home, the address, the bedroom size and some additional information. Ms. Rios also said that there was an e-mail that was sent out regarding the final draft indicating that they would be investing the escrow and the maintenance. Chairman Brockett asked if everyone had a copy of the new language, and he read it. Ms. Rios explained that they have chosen to invest the money for the houses that they have already invested in, that way they cannot do that for the four remaining 5H houses.

Ms. Rios asked City Attorney Steve Thies a question regarding 2.4, Property Value Estimate. They are going to specify that a fair market appraisal will be obtained from a licensed appraiser on a house before it is put up on the market.

**Vice Chairman Lujan joined the meeting at 6:36 p.m.**

**Member Ferguson made a motion to approve Resolution No. 2008-05. Member Saenz seconded the motion. A roll call vote was taken, and all voted "aye." The motion carried with a vote of 7-0-0.**

3. Consider HA Resolution No. 2008-06 approving the Admissions and Continued Occupancy Policy revising chapter 9 and the Low Rent Lease Program.

*Recommendation:* Approve the resolution.

Ms. Rios stated that there was one typo in that she had to put some brackets in the lease that she had omitted. That was corrected, and they have been charging \$100 for a person that is elderly or disabled and \$200 for everyone else. That is not legal so they are changing that, and it is being changed such that it is based on size since it costs more to clean up a four-bedroom. Zero and one-bedrooms are \$100, two-bedrooms are \$200, and three to four-bedrooms are \$300. They are also formalizing the way that they charge maintenance costs for beyond normal wear and tear.

Member Saenz asked how they recoup their costs for clean-up when they have evicted someone. Ms. Richhart said that it depends on the scenario. Chairman Brockett asked if it is a situation where it costs more to go out after the money, and essentially that is the case.

**Member Saenz made a motion to approve Resolution No. 2008-06. Vice Chairman Lujan seconded the motion. A roll call vote was taken, and all voted "aye." The motion carried with a vote of 7-0-0.**

4. Guidance requested regarding monthly reports.

*Recommendation:* Provide direction to staff.

Ms. Rios asked if they want them to do a monthly financial, which would be a two-month backlog because their fee accountant doesn't get their information back for a couple of months. For instance, for June, they would be getting April's financials.

Chairman Brockett said that he thinks that would be fine as long as they get something monthly.

**Member Ferguson made a motion to approve moving forward with monthly reports. Member Saenz seconded the motion. A vote was taken, and all voted "aye." The motion carried with a vote of 7-0-0.**

#### **UNSCHEDULED COMMUNICATIONS:**

Ms. Rios stated that there was an idea presented to her by the staff that she thinks is quite a wonderful and reasonable idea. They will be prepared to present it at the next board meeting should the Board be willing to entertain it. That is the idea of a staff person actually residing at Alta Vista. They would lose the subsidy for the unit, which is \$214, at 85% of what their amount is, which is \$255. The rental reimbursement from the employee would be \$300, mirroring what the City's policy is at the landfill and at Bonita Lake. That would include electrical costs, and they would have to have a resolution to HUD before they could put the plan in place, as HUD would have to approve it as well. The reason they think it is a good idea is they have been trying to increase staff presence at Alta Vista primarily because people tend to move in with friends a lot. The office staff is there for a couple of hours in the month to pick up rent, and the maintenance staff is always around, but if someone was living there who actually knew the tenants that were there, it would create more of a presence at Alta Vista. Vice Chairman asked for a more detailed report on how that would be defined.

Ms. Rios also stated that Yardi is being switched on the week of the 23<sup>rd</sup>. The Tenmast contract expired on 5/28 so they had to purchase one more quarter of services. Evelyn and Michelle have been working out all of the bugs in the system, and they really like it. Yardi will go live on July 1<sup>st</sup>,

and Ms. Rios is confident it will work out very well. The question was raised as to whether the additional quarter would put them over budget, but Ms. Huff stated that they were actually under budget because the amount was less than what they had asked for.

The regular office hours of the Housing Authority are eight to five on Monday, Tuesday and Thursday, and on Wednesday, they are open from one to five. On Friday, they are open from eight to twelve to tenants. After hours and before hours when staff is available such as when Jody, Michelle, Laurie and Barbara are in there for extended days, for tenants or applicants that cannot come in during normal business hours, they are allowed to come in by appointment only. They always close the last working day of the month in order to start the new month, and when they close to do the Yardi, they are going to close on Friday at noon and then not open again until July 1. It looks like a long time, but it really is business hours and then one week for training and bringing Yardi on-line. The emergency phone number is still available 24/7, and the office being open or closed does not affect that. There is also a drop box for rental payments.

The Section eight account was closed out, and Ms. Rios said that they owed the feds thirty-some thousand dollars. They sent Region Six the \$22,000 for the payments that were owed them, and it looks like they may have approximately \$50,000 left over that is probably old admin payments. They will be putting that to good use this year, and that will be in the budget adjustment. They will be doing roofs and some other things that need to be done around the office.

Ms. Rios explained that MFA monitored their home funds, which is the owner occupied rehab program where they get the grants and rehab houses. Barbara and Evelyn both had clean slates, and they had a wonderful report from MFA.

Lastly, Ms. Rios managed to convince the Rural Community Assistance Corporation that does consulting on affordable housing plans and other financing options to help them get their affordable housing plan together by providing technical assistance for free. They are also going to work with Ms. Rios on some other financing options with regard to the capital fund finance program.

#### **ADJOURNMENT.**

**Vice-Chairman Lujan made a motion to adjourn at 6:52 p.m. Member Ferguson seconded the motion. A vote was taken, and all voted "aye." The motion carried with a vote of 7-0-0.**

*/s/ Chris Lujan*

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Vice-Chairman Chris Lujan

(SEAL)

ATTEST:

*/s/ Reneé L. Cantin*

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Secretary Reneé L. Cantin

*(Prepared by Ubiquis Reporting)  
Approved at the Special Meeting held on July 22, 2008*