

**CITY OF ALAMOGORDO, NEW MEXICO
PUBLIC HOUSING AUTHORITY BOARD
SPECIAL MEETING MINUTES
6:30 P.M., COMMISSION CHAMBERS
NOVEMBER 26, 2002**

CHAIRMAN DON CARROLL

MEMBER JOHN ROBERTSON

VICE CHAIRMAN RON GRIGGS

MEMBER EUGENE EVERETT

MEMBER INEZ MONCADA

CITY MANAGER PAT McCOURT

MEMBER STEPHEN EASLEY

CITY ATTORNEY WILLIAM KIRSCHNER

MEMBER DON COOPER

DEPUTY SECRETARY BETSY KIDWELL

MEMBER ED COLE

Call Meeting to Order and Roll Call.

The Meeting was called to order at 6:30 p.m. Vice Chairman Ron Griggs was absent.

EXECUTIVE SESSION:

Recess into Executive Session to discuss pending litigation.

Member Cooper moved to recess into Executive Session. Member Cole seconded the motion. All voted "aye". The motion carried by a roll call vote of 7-0-0.

The Meeting recessed into Executive Session at 6:31 p.m. The meeting reconvened at 6:50 p.m. with a statement by Chairman Carroll that the item discussed in the Executive Session was limited to pending litigation.

Member Cooper moved to approve the statement. Member Robertson seconded the motion. All voted "aye". The motion carried by a roll call vote of 7-0-0.

The Public Housing Authority Board of the City of Alamogordo, New Mexico hereby states that its special scheduled meeting of November 26, 2002 was recessed into executive session and the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

OTHER BUSINESS:

1. Presentation to Charter Communications for providing high-speed internet service to the Learning Center at the Public Housing Authority.

This item was moved to follow Item Number 3.

2. Minutes of Special Meeting of October 29, 2002.

Recommendation: Approve the minutes.

Member Cooper moved to approve the Minutes. Member Robertson seconded the motion. All voted "aye". The motion carried by a vote of 7-0-0.

3. PHA Resolution No. 2002-09 to revise Fiscal Year 2003 Budgets.

Recommendation: Approve the Resolution.

Ms. Cheryl Town, Public Housing Authority Executive Director, informed the Board that she was trying to do these budget revisions on a quarterly basis. She noted she was a little behind on this one. She explained they were receiving a little more funds because of the increased subsidies for low rent, including appliance fees, and the increase to the minimum rent the Board had approved at one of their last meetings. Budget revision number 1 reflects their projections on these increased revenues. She further explained that she was asking for money to be put into a separate budget line for merit for a position they had approved after the fiscal year. This is budget revision number 3. Ms. Town explained that she did not think they were going to need the budget revision to increase the amount needed for insurance. She asked that this be removed from this budget request.

Member Cole moved to approve Resolution No. 2002-09 to revise Fiscal Year 2003 Budgets with the one requested change. Member Cooper seconded the motion. All voted "aye". The motion carried by a roll call vote of 7-0-0.

1. Presentation to Charter Communications for providing high-speed internet service to the Learning Center at the Public Housing Authority.

The Board went back to this item because Bill Mason was now at the meeting. The Mayor/Chairman made the presentation to Mr. Mason and Charter Communications. Ms. Town expressed Housing's gratefulness.

4. PHA Resolution No. 2002-10 to write off delinquent accounts from 1992 through June 30, 2001.

Recommendation: Approve the Resolution.

Ms. Town explained that the City normally writes off accounts that are more than four-years old. The Housing Authority is required to write off accounts that are more than a year old. She explained they brought some write-offs a year ago. The ones that are on this list that are from 1993 and 1997 are ones that were revealed in a staff audit. Ms. Town forecasted these write-offs to increase in the future due to the increased charges for maintenance and repairs.

Member Everett asked where the people who created these debt were. Ms. Town replied there was no telling. The debts are turned over to a collection agency so it will follow them on their credit history.

Member Cole asked when they had done this last. Ms. Town replied it was a year ago March as far as she could remember.

Mr. McCourt noted there was an error on the years the Resolution should cover. It should be 1993 through 2002.

Member Cole moved to approve Resolution No. 2002-10 to write off delinquent accounts with the amendment to the years covered. Member Robertson seconded the motion. All voted "aye". The motion carried by a roll call vote of 7-0-0 .

5. Appointment of a Public Housing Authority Hearing Officer for Grievances.

Recommendation: Appoint Josephine Carnes.

Ms. Town explained that they do not have a Hearing Officer at this time. They need to get someone on board. Member Cooper asked if Ms. Carnes would still keep her brokers' license. Ms. Town replied she would. Chairman Carroll explained that this is not a paid position. Member Cooper explained he just did not want any conflict there.

Member Easley asked if Ms. Carnes had any knowledge of Public Housing and their grievances. Ms. Town replied they would be educating her. He asked if she was self-nominated for the position. Ms. Town replied she was recommended to them.

Member Robertson noted she had been a property management supervisor at Southwestern Realty. She should be familiar with the issues. Member Easley explained he was more concerned with PHA issues and regulations.

Chairman Carroll asked if there was training available and written material from HUD for her to refer to. Ms. Town explained PHA staff would meet with her and provide her with an abundance of written material.

Member Easley asked if there was an evaluation program to evaluate her performance. Ms. Town replied there was not. He explained his concern was that this is new to them. He is unsure how it would work out. He asked Ms. Town to monitor how it works.

Member Cole moved to approve the appointment of Ms. Carnes. Member Robertson seconded the motion. All voted "aye". The motion carried by a vote of 7-0-0.

6. Amended and Restated Agreement among Housing Authority Risk Retention Group, Inc. and its members.

Recommendation: Approve the Amended and Restated Agreement.

Ms. Town explained this is the first time this item has come before this Board. The last time it was signed was back in 1994. There is an overview of the coverage they have at the Housing Authority in the Board's materials. She explained that Chairman Carroll had reviewed this and found they have dual coverage in an area through New Mexico Self Insurers' Fund. She informed the Board that PHA Staff was asking the Housing Authority Risk Retention Group to remove this area of coverage from their policy with them.

Chairman Carroll clarified that basically we are just going with the property insurance. Ms. Town agreed.

Mr. McCourt mentioned that they may want to table this item until more information is available. Ms. Town replied she was planning on having a meeting in December.

Member Cooper moved this item be tabled until we have sufficient information. Member Robertson seconded the motion. All voted "aye". The motion carried by a roll call vote of 7-0-0.

7. Close out of PW Bid No. 2001-015, Alamogordo Public Housing Authority Renovations, 1220 Fifteenth St. & 1106 College Avenue.

Recommendations: Close out the project

Ms. Town explained these were the first 2 homes they bought under their new approach to homeownership. The project went very well. Families were in there as the contractors were sweeping up. Member Cooper asked about the addresses. Ms. Town replied it was 1220 15th Street and 1106 College Avenue.

Member Cooper moved to close out PW Bid No. 2001-015. Member Robertson seconded the motion. All voted "aye". The motion carried by a vote of 7-0-0.

UNSCHEDULED COMMUNICATIONS:

A. Member Cole asked where we were with the discussion of the cost of vehicle maintenance. Mr. McCourt explained the City had formed a group to review internal services, specifically focusing on Fleet Maintenance. The group had some immediate recommendations that are on Mr. McCourt's desk. He is anticipating they will implement the recommendations before the end of the current calendar year.

Member Cooper moved to adjourn. Member Robertson seconded the motion. All voted "aye". The motion carried by a vote of 7-0-0. The Meeting was adjourned at 7:08 p.m.

Chairman Donald E. Carroll

ATTEST:

Secretary Angie J. Rahn

(SEAL)

(Prepared by Deputy Secretary Betsy C. Kidwell)

Approved at the Housing Authority Board Meeting of December 10,2002.



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