

**CITY OF ALAMOGORDO, NEW MEXICO
PUBLIC HOUSING AUTHORITY BOARD
SPECIAL MEETING MINUTES
6:30 P.M., PLAZA HACIENDA LEARNING CENTER
THURSDAY, MARCH 27, 2003**

CHAIRMAN DON CARROLL

MEMBER MARION LEDFORD

VICE CHAIRMAN RON GRIGGS

MEMBER EUGENE EVERETT

MEMBER INEZ MONCADA

CITY MANAGER PAT McCOURT

MEMBER DON COOPER

CITY ATTORNEY WILLIAM KIRSCHNER

MEMBER ED COLE

DEPUTY SECRETARY BETSY KIDWELL

MEMBER JOHN ROBERTSON

Call Meeting to Order and Roll Call. Vice Chairman Griggs, Member Moncada, and Mr. Kirschner were absent.

1. Minutes of Special Meeting of January 14, 2003.

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 6-0-0.

Before proceeding into the other items Mr. McCourt asked Ms. Town, Housing Director, and the Housing Staff to explain the Public Housing Authority and the functions of their respective areas of responsibility. John Bolt - Maintenance Supervisor, Carol Garcia - Housing Programs Supervisor, Rick Gwaltney - Project Manager, Barbara Jenkins - Homeownership Program Coordinator, Ruth Wilkes - PHA Accountant and Bill Peterson – Family Self Sufficiency Coordinator reviewed their respective areas and programs. Wanda Bosserman - Section

Eight Coordinator could not attend tonight's meeting so Ms. Town reviewed her program.

2. PHA Resolution No. 2003-02 to revise the PHA budget for fiscal year 2002-2003.

Recommendation: Approve the Resolution. [Roll Call Vote Required]

Ms. Town explained the budget revisions to the members. She discussed the formation and funding of a resident advisory board. She noted that they currently receive money for this board and it will serve as an advisory board to Staff and the PHA Board. It was noted the board would be administered similar to other City boards.

Member Ledford asked about Page 3 of the summary and the totals for fiscal year 2003. He questioned if the available balance was correct. Ms. Town agreed with him that it was not correct and noted it would be the difference between the two figures above.

Chairman Carroll questioned what had been done on Page 2. Ms. Wilkes explained this was a correction of a previous accounting error where a liability (security deposits) had been reported as an asset.

A discussion was held regarding the auditors that were supposed to, but did not complete the audit from the year before. Members discussed the effects of this incomplete audit and the expense of paying twice for the audit that year (once for the time it had not been fully completed and once to have it actually completed by a different auditing agency). It was noted that the process has changed and auditors are no longer paid until we receive our report.

Chairman Carroll noted that he did not go through the budget line by line. He said he is assuming someone on Staff did and they are comfortable with it. Ms. Town replied that Ms. Nichols, the City Finance Director had. Ms. Nichols reviewed the recap with the members.

Member Cooper moved to accept PHA Resolution 2003-02. Member Cole seconded the motion. All voted "aye." The motion carried by a roll call vote of 6-0-0.

3. PHA Resolution No. 2003-03 requesting HUD approve the PHA budget for fiscal year 2003-2004.

Recommendation: Approve the Resolution. [Roll Call Vote Required]

Ms. Town reviewed HUD actions that were impacting the Housing Authority budget. Ms. Town explained the need and production expectations of the two

additional staff members they are requesting. A brief discussion was held regarding the future of housing authorities and their funding. Chairman Carroll stated that the Board has continually said they want to see improvements here. He asked if anyone has a problem with the requests for additional staff with the understanding that if the monies are not forthcoming they will have to be cut. No one objected.

Chairman Carroll noted an error on Page 3 where a narrative was not complete yet. Ms. Town agreed that was an error and said she would have it corrected. Chairman Carroll questioned some other line items that appeared new or significantly increased. Ms. Town explained that they had not been broken down into such detail in the past, but were all lump summed last year.

Ms. Town noted they wanted to change one item on the low rent portion of the budget. She explained they wanted to change the \$2,000 to \$5,000 and reduce the ending fund balance accordingly.

Funding budgeted for some proposed building modifications was discussed. Ms. Town noted that if cuts needed to be made due to lack of funding she would not proceed with the building modifications all though they were really needed. Other building repairs that were needed were briefly discussed.

Member Cooper moved to approve PHA Resolution No. 2003-03 requesting HUD approve the PHA budget for fiscal year 2003-2004. Member Robertson seconded the motion. All voted "aye." The motion carried by a roll call vote of 6-0-0.

4. A.) PHA Resolution No. 2003-04 establishing a Resident Advisory Board.

Recommendation: Approve the Resolution. [Roll Call Vote Required]

Discussion was held regarding changing the Resolution to include approval of bylaws (#4) by PHA Board and changing #2 to say 5 members maximum.

Member Cooper moved to accept 2003-04 with the amendments recommended. Member Cole seconded the motion. All voted "aye." The motion carried by a roll call vote of 6-0-0.

B.) Appointments to the Resident Advisory Board.

Recommendation: Appoint J.D. Simpson and Maria A. Munoz to the Board.

Chairman Carroll appointed Mr. Simpson and Ms. Munoz to the board.

5. PHA Resolution No. 2003-05 approving submission of the Annual and 5-Year Plan.

Recommendation: Approve the Resolution. [Roll Call Vote Required]

Chairman Carroll clarified that this is just an update to the 5-Year plan they approved last year. Ms. Town confirmed this. Ms. Town reviewed the changes to the plan.

Member Cole moved to approve PHA Resolution No. 2003-05 approving submission of the Annual and 5-Year Plan. Member Cooper seconded the motion. All voted "aye." The motion carried by a roll call vote of 6-0-0.

6. Gas Utility Allowance for PHA Residents.

Recommendation: Allow PHA staff to continue with gas utility allowance that changes monthly based on historical usage.

Ms. Town explained that the process of changing the gas utility allowance on a monthly basis has been very well received and useful. She asked the board to continue the authorization to use this practice.

Member Cooper moved to allow staff to continue on with the gas utility allowance that changes monthly based on historical usage. Member Cole seconded the motion. All voted "aye." The motion carried by a vote of 6-0-0.

7. Information regarding construction flaw in units at Plaza Hacienda.

No recommendation.

Ms. Town asked Mr. Rick Gwaltney to explain this item to the Board. Mr. Gwaltney explained that they had found that the ceilings were dropping substantially in some units. After further investigation Mr. Gwaltney designed the necessary repair to correct the situation. Ms. Town asked the members to stop by a unit they wanted to show the Board that they were working on following the meeting.

Member Cooper moved to adjourn the meeting. Member Robertson seconded the motion. All voted "aye." The meeting adjourned at 8:32 p.m.

Chairman Donald E. Carroll

ATTEST:

Deputy Secretary Betsy C. Kidwell

(SEAL)

(Prepared by Deputy Secretary Betsy C. Kidwell)

Approved at the PHA Board Special Meeting of May 27, 2003



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