

**MINUTES OF THE MEETING OF THE
BOARD OF COMMISSIONERS OF THE NORTHERN REGIONAL
HOUSING AUTHORITY
HELD MAY 2, 2024
10:00AM**

The meeting of the Board of Commissions of the Northern Regional Housing Authority was held on May 2, 2024, via telephone and teams.

The meeting was called to order by Vice Chairwoman Slowen at 10:04am.

Members present were:

Vice Chairwoman	Jolene Slowen
Treasurer	Nikki Sandoval-Belt
Secretary	Donna Vigil
Commissioner	Rev. Garland Moore

Members absent were:

Chairwoman	Rayetta Trujillo 10:11am
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Also present in the meeting were:

Deputy Director – Natasha Martinez
Raton Site Manager- Brenda Guara
Las Vegas Site Manager – Carmelita Lucero
NRHA Financial Specialist–Levitt Baca
Maintenance and CFP Project Manager- Jason Weldon
Taos Site Manager – Christy Arguello
Executive Assistant/Complaint Liaison- Amanda Griego
Camino Real Housing Authority–Mary Ann Chavez-absent
HUD Division Director- Julian Barela-absent
Accounts Payable-Samantha Sandoval
Office of the Governor- Amy Whitfield-absent
John Garcia

Approval of the Agenda

DD Martinez asked if item # 4d. could be removed as procurement was not fulfilled by today.

Treasurer Sandoval-Belt made a motion to approve the agenda. Commissioner Moore seconded the motion. The roll call was taken and reflected following:

Secretary	Donna Vigil
Treasurer	Nikki Sandoval-Belt
Commissioner	Rev. Garland Moore
Vice Chairwoman	Jolene Slowen

Vice Chairwoman advised motion carries.

Old Business

a. Discussion, Consideration, and Action Award Contract for External Investigator

Secretary Vigil stated that they have contacted the individual. DD Martinez asked if there was a company we should cite for the record and if we are going with the contract Mr. Chico had written. Vice Chairwoman Slowen stated it is the contract Mr. Chico had written. Secretary Vigil stated that the company is HR Solutions, New Mexico LLC. DD Martinez stated that she is only asking for this information so that a PO and follow procurement processes. DD Martinez asked if the board could please send Levitt a W9. Secretary Vigil will get that documentation for Levitt. Vice Chairwoman Slowen asked if there was any other discussion consideration of awarding the contract for the external investigator to HR Solutions. Vice Chairwoman Slowen stated that she thinks it needs to be voted on is because we need to find out eh extent of the liability of the Northern Regional Housing Authority Board based on recent actions and events. Secretary Vigil stated that the individual is Mary Cooley, she has several PhD's. and Workplace investigations is the bulk of what she does and will get information to the board and believes we should go forward with this as well.

Treasurer Sandoval-Belt made a motion to approve the Award Contract for External Investigator. Commissioner Moore seconded the motion. The roll call was taken and reflected the following:

Secretary	Donna Vigil
Treasurer	Nikki Sandoval-Belt
Commissioner	Rev. Garland Moore
Vice Chairwoman	Jolene Slowen

Vice Chairwoman Slowen advised motion passes.

b. Discussion, Consideration, and Action Award Contract for 4 Unit Grants unit turns.

DD Martinez the reason we separated it out from the first quote was because of the large amounts, and wanted to be sure we had enough money in the grants and that we also had people on the waiting list to for these units. DD Martinez stated that the applicants we have on the waiting list qualify for a 2-bedroom unit and all the scope of work is for 3-bedroom units. DD Martinez stated that the Grants office was the lowest site physically addressed, so it seems like we are putting a lot of money into them they have been in bad shape for some time. DD Martinez stated that they are going to be doing chemical compound testing and chemical compound cleaning and will be retesting to ensure that there's no additional work needed. Vice Chairwoman Slowen asked if the contract was reviewed by legal? Yes. DD Martinez stated that the professional service agreement that legal has asked to attach to all General Service Contracts, so that we have the GSD price agreement, and then we attach a professional service agreement between NRHA and the Contractor so that we are covered for any liability on our end for errors and omissions.

Secretary Donna Vigil made a motion to approve Contract for 4 Unit Grants unit turns. Chairwoman Trujillo seconded the motion. The roll call was taken and reflected the following:

Chairwoman	Rayetta Trujillo
Treasurer	Nikki Sandoval-Belt
Commissioner	Rev. Garland Moore
Secretary	Donna Vigil
Vice Chairwoman	Jolene Slowen

c. Discussion, Consideration, and Action Award of Contract for Las Vegas Parking lot.

DD Martinez stated that this is for the parking lot in Las Vegas it's about a 40x50 area. DD Martinez stated that after speaking with the Mayor of Las Vegas, they are going to be dropping the main water line because right now is mostly to prevent liability the slope is supposed to be at like 2% grade and is like a 7% to 9% grade. DD Martinez stated they want to take the opportunity to remove the parking area and re-concrete or recement so that it is at that 2% grade and there are no cars or vehicles being high centered. DD Martinez stated that some of the NRHA vehicles unfortunately would not clear the slope where it's at now. DD Martinez stated that the professional service agreement she was given May 15th because that's what she was being told by we are giving till November 8th just in case but are not confident that the project should be completed within two weeks. J. Weldon also added the reason for the parking lot is to keep in ADA Compliance.

Chairwoman Trujillo made a motion to approve the Award of Contract for the Las Vegas parking lot. Treasurer Sandoval-belt seconded the motion. The roll call was taken and reflected the following:

Commissioner	Rev Garland Moore
Secretary	Donna Vigil
Treasurer	Nikki Sandoval-Belt

Chairwoman Rayetta Trujillo
Vice Chairwoman Jolene Slown

Vice Chairwoman advised motion passes.

New Business

a. Discussion, Consideration, and Action Award of Contract for additional work needed in Las Vegas and Raton

J Weldon stated that on the unit in Raton after they did the chemical compound/pack out clean outs upon further investigation discovered water leaks under the cabinets and under the sinks which water seeped into the sheetrock creating mold all wood framing needs removed and about 4 inches needs to be removed. J Weldon stated that new cabinets and countertops will be installed for the unit. J Weldon stated that the Las Vegas unit the chemical compound cleaning plus pack out upon assessment of the units you could not really see the extent of the damage throughout. 2344 Sagebrush another chemical compound and pack out clean out there was a roof leak and water had come down the kitchen wall and saturated the entire wall so, sheet rock needs to be removed. J Weldon stated that mold needs to be abated and new cabinets and sinks installed. J Weldon stated that 2811 Zuni more of the same as far as the cabinets new sinks it's been a unit out of commission for a while. 2912 Hot Springs, we did have chemical compound cleaning and did have pipes bust last winter. So, sheetrock and removal of mold and new countertops, cabinets, sinks, faucets will be installed. J Weldon stated that there are also a few units in Penasco, Questa, Raton and Las Vegas that need window replacements. Secretary Vigil asked when the windows are replaced the contractor will find a window person? DD Martinez stated that they will replace the window in its entirety not just replace the glass they are actually taking out and replacing it completely.

Vice Chairwoman Slown advised she would like a motion to modify the agenda item to include Las Vegas, Raton and Taos County.

Secretary Donna Vigil made a motion to Award the Contract for additional work needed for Las Vegas, Raton, and Taos County. Chairwoman Rayetta Trujillo seconded the motion. The roll call was taken and reflected the following.

Treasurer Nikki Sandoval-Belt
Commissioner Rev. Garland Moore
Secretary Donna Vigil
Chairwoman Rayetta Trujillo
Vice Chairwoman Jolene Slown

Vice Chairwoman Slown advised motion passes.

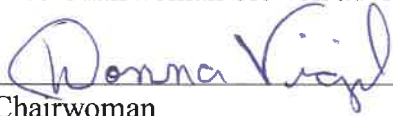
Adjournment


Commissioner Moore made a motion to adjourn the meeting. Chairwoman Trujillo seconded the motion. The roll call was taken and reflected the following:

Treasurer	Nikki Sandoval-Belt
Secretary	Donna Vigil
Chairwoman	Rayetta Trujillo
Commissioner	Rev Garland Moore
Vice Chairwoman	Jolene Slowen

DD Martinez advised the Board that if there is anything they need to add to the agenda just to let her know. Vice Chairwoman Slowe advised DD Martinez that they will have agenda items for next meeting.

Vice Chairwoman Slowen advised the motion carried. The meeting was adjourned at 10:31am.


Chairwoman


~~Secretary~~ **TREASURER NBB**