

**MINUTES OF THE MEETING OF THE
BOARD OF COMMISSIONERS OF THE NORTHERN REGIONAL
HOUSING AUTHORITY
HELD OCTOBER 26, 2022
10:00AM**

The meeting of the Board of Commissions of the Northern Regional Housing Authority was held on October 26, 2022, via telephone and zoom.

The meeting was called to order by Chairwoman Rayetta Trujillo at 10:02am.

Members present were:

Commissioner	Jolene Slowen
Commissioner	Rev. Garland Moore
Secretary	Donna Vigil
Treasurer	Nichole R. Sandoval-Belt
Executive Director	Terry Baca
Chairwoman	Rayetta Trujillo

Members absent were:

Vice Chairman	Steven Brugger
Commissioner	Lauren Reichelt

Also present in the meeting were:

Deputy Director – Natasha Martinez
Raton Site Manager –Absent
Las Vegas Site Manager – Carmelita Lucero
NRHA Financial Specialist–Levitt Baca absent
Taos Site Manager – Christy Arguello
HUD Portfolio Management Specialist – Adrian Lopez
Camino Real Housing Authority–Mary Ann Chavez-Absent

Approval of Agenda

Commissioner Slowen made a motion to approve the agenda as presented. Commissioner Moore seconded the motion. Chairwoman Trujillo asked for all in favor. All replied “Aye”.

Chairwoman Trujillo advised motion carried.

Approval of Minutes

a. September 30, 2022 – Regular Meeting

Commissioner Moore made a motion to approve the minutes of the September 30, 2022, Regular Meeting. Treasurer Sandoval-Belt seconded the motion. Roll call was taken and reflected the following:

Commissioner Slowen	Yes
Secretary Vigil	Yes
Treasurer Sandoval-Belt	Yes
Commissioner Moore	Yes
Chairwoman Trujillo	Yes

Chairwoman Trujillo advised motion carried.

Motion was made to enter into Executive Session at 10:05am

Commissioner Slowen made a motion to enter into Executive session. Secretary Vigil seconded the motion. Chairwoman Trujillo asked for all in favor. All replied “Aye”.

Commissioner Slowen	Yes
Secretary Vigil	Yes
Treasurer Sandoval-Belt	Yes
Commission Moore	Yes
Chairwoman Trujillo	Yes

Return to Open Session

Motion was made to return to Open Session at 11:01am Commissioner Slowen and seconded by Treasurer Sandoval-Belt. Chairwoman Trujillo asked for all in favor. All replied “Aye”

Report of the Executive Director, Terry Baca

ED Baca stated the technical assistance team were in Las Vegas on the 17th and in Raton on the 18th, they are still meeting with some staff via teams. He meets with them on the 28th.

ED Baca is working on closing some of the bank accounts, when done the only accounts we will have open, are the 2 Wells Fargo accounts the Operating and Section 8 Account, and the Tenant Security Deposit Account at Centinel Bank in Taos. We will be closing three accounts at InBank in Raton, Operating, Capital Fund and Savings Account, at Centinel Bank in Taos we will close the Operating, Section 8, Management Fund and Linkages. CD’s we currently have are 3 at InBank, 4 at New Mexico Bank and Trust, 2 at US Bank and 5 at 1st National Bank of Trinidad, for a total of \$616,744.44

ED Baca along with DD Martinez picked up a new Ranger Truck in Santa Fe for DD Martinez to drive, Las Vegas only has one truck with a lift gate, so they will get her old truck so they will have two.

ED Baca instructed the Architect to do the award on the Penasco project. Plans are to be completed for the Questa project by November 7th.

ED Baca stated progress is going well on the Las Vegas roofing project he will have CFP Project Manager give a report.

ED Baca stated that he is currently acting as Site Manager in the Raton Office, as well as doing all of his other duties as Executive Director. ED Baca stated that in the Las Vegas office DD Martinez was able to hire an Executive Assistant. ED Baca stated that Amanda will be a huge asset to DD Martinez.

Chairwoman Trujillo had a question for ED Baca in regard to the Wagon Mound Housing. ED Baca stated that everything is finally going well, and they were finally able to meet with a fee accountant on Monday and believes Wagon Mound will be put back on track. ED Baca stated that they were finally able to get the Auditor to submit Wagon Mounds Audit.

Report of the Deputy Director, Natasha Martinez

NRHA Finance Report

DD Martinez presented and discussed the finance report for all AMP's and the COCC with the Commission.

DD Martinez stated that Levitt Baca was out sick but commended her on preparing the Finance Report.

DD Martinez stated that there are going to be large payments for retiree healthcare going out. DD Martinez stated that employee expenditure is down because we are short-staffed. DD Martinez stated that we are down 2 maintenance men in the Taos office and 1 maintenance men in the Las Vegas office. DD Martinez stated that she never likes to see expenditures over revenues but with insurance and retiree health payments you will see that increase. DD Martinez stated that in all sites dwelling rents are right in line and are being collected. DD Martinez stated that they are dealing with a few legal issues. DD Martinez stated that not only are we dealing with Legal Aid, but her staff at all locations are also having to deal with verbal and derogatory language from tenants. DD Martinez stated that this is unacceptable, and she would be in court all day if need be to protect her staff, in what is right and fair. DD Martinez stated that there are issues with some tenants that just cannot talk to staff properly that she has requested that they email staff any questions or concerns that they may have. DD Martinez stated that all her staff are always willing to go the extra mile to help out one another when needed. DD Martinez stated that J.Weldon is

working closely with Yvonne, Marcos and Brenda in the LV Site, Raton Site, and Taos Site for any memos on projects that need to be issued.

Report of Raton/Wagon Mound Site Manager- Executive Director Terry Baca

ED Baca stated that on Raton's waiting list there are 27 families, there are currently 6 on the waiting list in Maxwell. ED Baca stated that they received 6 new applications. ED Baca stated that they have 1 vacant Police Officer unit in Maxwell that they are having difficulty housing. ED Baca stated that staff completed 21 recertifications and 3 move outs. ED Baca stated that 17 inspections were completed.

Report of the Las Vegas/Grants Site Manager, Carmelita Lucero

SM Lucero stated that in Las Vegas we are still somewhat dealing with water issues we are at a Stage 6 water restriction.

SM Lucero stated that Maintenance is working on unit turn arounds. The maintenance staff has helped office staff with relocating and moving stuff to make room for our new employee Amanda Griego. They continue to work on emergency work orders and continue to maintain the day-to-day operations. They are also still doing preventative maintenance on furnace filters, as well as checking smoke detector batteries.

SM Lucero stated that in Las Vegas there are currently 14 vacant units and there are 2 projected move-outs for November 1, 2022.

SM Lucero stated that the Housing Managers completed 16 recerts now in October and did 15 inspections for the month of October. They continue to issue warning notices when needed.

SM Lucero stated that the Waiting list Manager is working on the intake of applications and taking daily phone calls. All office staff help as needed to get things done and covered.

SM Lucero stated that the roofing project is still on going on Yucca and Cholla sites.

SM Lucero stated that her LV Site would like to welcome Amanda Griego to NRHA. It has been a pleasure having her in the office and getting help from her.

In Las Vegas there are currently 88 families on the waiting list, an increase from last month of 6 new applications.

SM Lucero stated that in Grants, Jesusita continues working on upkeeping the grounds, as well as doing emergency work orders. She is also working on the office roof and will be replacing some roof shingles. Grants needs materials and Jason has already ordered supplies for them as well.

SM Lucero stated that Ashley continues to issue Section 8 vouchers and is working on Public Housing stuff as well. They both continue to maintain the day-to-day operations, and both help each other as needed.

Report of the Taos Site Manager, Christy Arguello

SM Arguello reported that in the Taos office they are pretty busy. SM Arguello stated that Marcos is staying busy with intake of applications and with phone calls. SM Arguello stated that they have received applications, but they are incomplete applications, so they are being sent back out to have them completed. SM Arguello stated that they completed 22 housekeeping inspections and hope to alleviate some of the issues they are having with the housekeeping individuals.

SM Arguello thanked Jason and the maintenance staff that had gone up to the Penasco and Questa sites to help with cleanup, SM Arguello is hoping now that the areas are clean the tenants will follow and keep the areas clean. SM Arguello stated that on October 18th they completed a cleanup which included the grounds and tree trimming. SM Arguello stated that there are other clean ups scheduled for other locations.

SM Arguello thanked all the maintenance staff that have gone to the Taos site to help in any way, from unit turn around, to the site cleanup it is greatly appreciated. SM Arguello stated that with her office being short staffed its difficult. SM Arguello stated that they did advertise and are hoping to soon fill some positions. ED Baca stated that he is planning on purchasing magnetic signs that say, "Now Hiring" to put on NRHA vehicles, our vehicles are on the road a lot and maybe we may get some interest this way.

ED Baca stated that they will be having a maintenance person that is traveling from location to location helping out where needed.

Report of the Maintenance and CFP Project Manager, Jason Weldon

J Weldon stated that maintenance in Raton they do have a full crew and will be utilizing staff there to help out other offices.

J Weldon stated that the roofing project is still ongoing as of today they have completed 14 building minus the gutters on a few of them. J. Weldon stated that we are still having some electrical issues on Sagebrush and the Electrician is supposed to be coming this week and is hoping to knock out 3 of those units per week.

J Weldon stated that he is meeting with the designer of the Penasco sewer plant to move that project along. J. Weldon stated that he will be doing inventory control on all sites now that we are currently on PHA Web. He wants everything in all sites to be the same so that the follow of business continues as normal.

J Weldon stated he is still seeking quotes for tires, and for Chemical compound testing not only in Las Vegas but for all sites. J Weldon stated that he is working closely with Northeastern Construction on the temporary fencing and is just waiting for them to be able to pull permits for the remodel.

Report of Section 8 Contractor: Mary Ann Chavez, El Camino Real Housing Authority

DD Martinez reported for Mary Ann.

DD Martinez stated that Section 8 HCV assisted 371 vouchers for the month of August 2022. They spent \$182,181.00.

DD Martinez stated that they did a total of 48 HQS inspections, 43 Recertifications and 5 new admissions.

FYI Voucher- no change

Emergency Vouchers- no change

DD Martinez stated that her manager staff has been busy taking classes with I-Solve and each Site Manager is now controlling their perspective employees and time keeping.

New Business

None

Report of the Executive Committee

None

Reports of Committees

None

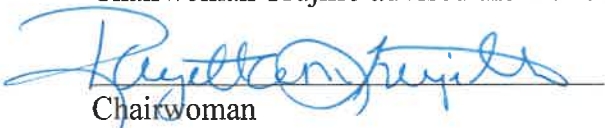
Unfinished Business


None

Adjournment

Vice Chairman Brugger made a motion to adjourn the meeting. Treasurer Sandoval-Belt seconded the motion. Chairwoman Trujillo asked for all in favor. All replied "Aye"

Chairwoman Trujillo advised the motion carried. Meeting was adjourned at 11:50pm.


Chairwoman


Secretary

