

CITY OF TUCUMCARI
Housing Authority Advisory Board Meeting
MINUTES
March 25, 2010

The Tucumcari Housing Authority Advisory Board met for their Regular Meeting on Thursday, March 25, 2010, at 5:00 p.m. in the City Commission Chambers. Members present constituting a quorum were Amiel Curnutt, Robert Lumpkin, Jimmy Sandoval, and Jim Witcher. Antonio Apodaca was absent.

City staff members present were Bobbye Rose, City Manager; Mike Cherry, Assistant City Manager; Christine Dougherty, City Clerk; Viki Riddle, Housing Authority Director; and Alvin Benavidez, Housing Maintenance.

Roll Call

Mr. Witcher asked for Roll Call:

Sandoval	Curnutt	Witcher	Lumpkin	Apodaca
Yes	Yes	Yes	Yes	No

Consideration of Changes or Deletions to Agenda

Mr. Witcher asked if there were any suggested changes or deletions to the agenda. Being none, the meeting continued as planned.

Approval of Minutes

Mr. Lumpkin made a motion to approve the minutes of the February 25, 2010 Regular Commission Meeting and Mr. Curnutt seconded the motion. Roll Call:

Curnutt	Witcher	Lumpkin	Sandoval
Yes	Yes	Yes	Yes

Public Comments

Mayor Witcher asked if anyone wished to address the advisory board. Being none, the meeting continued.

Financials

Ms. Riddle stated that the December 2009 financials come from the fee accountant and were late due to personnel changes.

Ms. Riddle explained that the January 2010 Section Eight financial report contained an error. There was no income reported and that will be rectified. Mr. Witcher asked if there was a net loss. Ms. Riddle responded in the negative.

Mr. Curnutt asked about the December Public Housing expenses as he noticed the administrative salaries were in a negative status. Ms. Riddle explained that she did not know how this happened but would get an answer. Mr. Witcher suggested that perhaps this was due to the lack of a director during that time. Ms. Rose stated that she did not agree because it is listed as an expense.

Mr. Curnutt asked if the auditing expense occurs every month. Ms. Riddle stated that she did not know but would find out. Mr. Curnutt stated that there were negative expenses in general expenses in the amounts of \$67 and \$805 and he inquired how this could happen. Ms. Riddle explained that she believed this happened because the billing was received for the City insurance. Ms. Riddle also stated that she believed the accountant was trying to expense something to put in reserves. She said she would find out.

Mr. Curnutt inquired if the maintenance salaries and expenses were incurred from staff or contractors or both. Ms. Riddle responded that the expenses were incurred due to both.

Mr. Lumpkin made a motion to approve the financial reports for December 2009 and January 2010. The motion died for lack of a second.

Mr. Lumpkin made a motion to table the approval of the financial reports and Mr. Curnutt seconded the motion. Roll Call:

Witcher	Lumpkin	Sandoval	Curnutt
Yes	Yes	Abstain	Yes

Approval of Bills

Ms. Riddle explained that she received the water bills today and would like to add an additional \$2384.76 to the total bills to pay. Ms. Riddle also requested that \$14,748.26 in City property insurance be added to the bills to pay. Ms. Riddle explained that these two requests will bring the total payables to \$31,449.96.

Mr. Curnutt made a motion to approve the bills for payment in the amount of \$31,449.96 and Mr. Lumpkin seconded the motion. Roll Call:

Lumpkin	Sandoval	Curnutt	Witcher
Yes	Abstain	Yes	Yes

Executive Directors Report

Ms. Riddle reported that in public housing there are 90 units total, seven vacant, and two notices to vacate. The March rent collected was \$11,067.79 with two delinquent.

In Section Eight housing there are 143 total vouchers with 110 currently administered. Total February payments were \$35,040.96.

There are eleven people on the public housing waiting list and 28 on the section eight waiting list.

Ms. Riddle reported that the Clovis Housing staff continues to come to Tucumcari twice a week to assist in the administrative transitions. The Clovis staff feels the funds were not handled appropriately and suggested a budget revision.

Ms. Riddle also stated that she is working on the public housing and section eight annual recertification's in order to avoid penalties.

Ms. Riddle also informed the advisory board that she anticipated complaints because many residents had been afforded privileges that they were not entitled to and many have had their rent increased in order to follow the rules and regulations. Ms. Rose agreed that the rules must be followed. Ms. Riddle stated that the rules must be followed in order to keep the program. Mr. Sandoval asked if some tenants would experience rents that would double. Ms. Riddle responded in the positive. Mr. Witcher asked how far back these issues go. Ms. Riddle stated that she can only rectify the issues up to one year in reverse.

Ms. Riddle informed the board that the appliances and doors have been ordered with the federal stimulus funds. Ms. Riddle stated that she anticipated installation of the refrigerators in April and for doors to be installed in about three weeks after they are painted. Ms. Rose stated that the old fridges will be cleaned by the tenants and then auctioned.

Ms. Riddle stated that the Clovis staff is assisting in revision of the five year plan and the development of a resident advisory board. There will be a resident advisory board meeting on Monday, March 29 at 5:30. There will be a public meeting regarding the five year plan on Monday, April 5 at 2 pm.

Ms. Riddle then informed the advisory board that due to non-obligation of funds, \$143,925 of the 2009 grant funds were lost. Ms. Riddle stated that these funds are not operating funds but rather to be used for property improvements. Ms. Rose added that part of the reason the funds were lost is because the Executive Director and the City Manager need to be afforded the ability to spend the approved grant awards as they see fit. Ms. Riddle explained that the process requires information be sent to Albuquerque for approval or disapproval. Ms. Riddle stated that because the advisory board meets only monthly, she is requesting that she be allowed to obligate funds so that projects may move forward.

Mr. Lumpkin made a motion to allow the Housing Authority Executive Director and the City Manager to move forward with capital project expenses so that no funds are lost and that these obligation decisions must be reported back to the advisory board. Mr. Curnutt seconded the motion. Roll Call:

Lumpkin	Witcher	Curnutt	Sandoval
Yes	Yes	Yes	Abstain

Acceptance of A & E Contract

Ms. Riddle explained to the advisory board that a request for proposals was advertised and proposals were evaluated. Bids were received from Lowry Engineering, Conron and

Woods Architects, and Engineers Inc. The low bid was from Lowry Engineering and Ms. Riddle requested approval of the Lowry bid. Ms. Riddle went on to say that Engineers Inc. phoned her and explained that they were only interested in constructing sidewalks and not the entire project. Ms. Riddle explained that the contract will have to be revised because it includes 2009 funds.

Mr. Witcher asked that at least one advisory board member be present at bid openings in order for them to stay informed.

Items From Board Members

Mr. Sandoval stated that he has been talking to community members and business people and he has been told that the City and the Housing Authority are not doing well. Mr. Sandoval also stated that business people are not interested in submitting bids because they are not awarded to them. Mr. Sandoval stated that he feels the rules work against the local business people. Mr. Lumpkin asked Mr. Sandoval to give some specifics of what he is talking about. Mr. Sandoval stated that a man living on McGee Street had a water problem and he called the City. When the water department evaluated the problem, it was determined that there was a leak on the valve and that belongs to the citizen. Mr. Sandoval wondered why the City water meter would be on the individual's property. Ms. Rose explained that if the City goes on to an individual's properties, then they are liable and also the City cannot take business away from local plumbers.

Mr. Sandoval also stated that Mr. Kirkendal is upset because trash from the City landfill is blowing onto his property. Ms. Rose stated that she is aware of this issue and is taking steps to rectify the problem.

Mr. Witcher stated that he believes the City does purchase items from local businesses. Mr. Sandoval stated that contracts are not awarded to locals and he feels special consideration should be given to locals. Ms. Rose responded that the federal regulations state that awards have to be given accordingly. Ms. Rose explained that if you put out an RFP and you get identical bids, you can choose. Otherwise, you have to go with the lowest bidder regardless.

Mr. Lumpkin stated that he would like to talk to the local business people and help to rectify this issue without breaking procurement regulations. Ms. Rose stated that professional services can be awarded to whom you think can do the best job regardless of price.

Mr. Lumpkin thanked the staff for all their work straightening out the issues. Mr. Lumpkin also thanked Mr. Curnutt for his questions.

Mr. Curnutt thanked Ms. Riddle stating that he has been in her shoes and said that when she completes the cleanup, she will be so proud. Mr. Curnutt also stated that he understands Mr. Sandoval's frustration and stated that he has talked to the local business people and he found them to be enthusiastic. Mr. Curnutt stated that he felt the locals could be enticed to bid on contracts. Mr. Curnutt suggested sending packets to businesses and let them know what we will be doing and explaining the rules for bidding. Mr. Curnutt stated that some public relations and training of employees won't hurt.

Mr. Witcher thanked Ms. Riddle stating that the Housing Authority has been a thorn for a long time and that she has been the first director to dive in and work to rectify the issues. Mr. Witcher went on to say that Ms. Riddle could call on the advisory board any time she needed them.

Adjournment

Mr. Lumpkin made a motion to adjourn and Commissioner Curnutt seconded the motion. Time noted 5:50 pm. Roll Call:

Sandoval	Curnutt	Witcher	Lumpkin	Apodaca
Yes	Yes	Yes	Yes	Yes

James L. Witcher, Sr., Mayor

ATTEST:

Christine Dougherty, City Clerk