

# Nambé Pueblo Housing Entity

---

## Regular Board of Directors Meeting Minutes

Wednesday, August 19, 2026, | 5:35 p.m. to 6:51 p.m.

### Attendance

Board members: Michael Lujan, Chairperson; Kelly Messer, Vice Chairperson; Miranda Kitts, Secretary/Treasurer; Marie Herrera; Venus Montoya-Felter. A quorum was confirmed.

Staff: Rachel Allen, Executive Director; James Jiron, Maintenance; Bernadette Vigil, Office Assistant. Gabriel Montoya, Tribal Administrator, joined for the infrastructure update.

### Opening and Agenda

Chairperson Lujan called the meeting to order at 5:35 p.m. Vice Chairperson Messer gave the invocation. Miranda Kitts moved to approve the agenda. The motion was seconded and carried by voice vote. The board approved the July 15, 2026, regular meeting minutes on a motion by Marie Herrera, seconded by Venus Montoya-Felter. The motion carried by voice vote.

### Executive Director Report

Staffing and CEED grant: Allen reported that an in-house IT specialist and a assistant maintenance worker had started. NPHE was recruiting two additional maintenance apprentices, with a possible third position; four applications had been received. CEED grant applications were coming in, and program partners advised that NPHE was on track. A Tribal Infrastructure Fund extension request received two years, while the contractor remained on the original one-year completion target.

Housing software and mortgage servicing: Allen described a proposed housing software system for the waitlist, work orders, and mortgage payments. Its contract was under attorney review, and implementation could take six months to a year. She discussed concerns from Buffalo Range homeowners about changing mortgage payments and returning payments through the Mortgage Finance Authority (MFA). NPHE will seek documentation from affected homeowners and meet with MFA to clarify charges and payment handling. Taking mortgage servicing in-house was discussed; no decision was made.

CEED eligibility: Allen reported that applications may be submitted for multiple homes owned by one person if rental status is disclosed, and the occupant is a Tribal member. Energy audits and program eligibility, rather than NPHE selection alone, will determine improvements.

Baca house: One estimate of about \$20,000 had been received for repairs needed to make the house rentable. Allen was seeking two additional estimates. No contract was approved.

HUD monitoring: Allen reported that most corrective action items were complete. NPHE had sent a list of transactions since June 5 to HUD and awaited a sample request for supporting records. She identified August 27 as the comment deadline and November 27 as the corrective-action deadline.

IT transition: Allen reported that counsel was assisting with the transfer of system credentials from the former provider. A server outage had been resolved, and the new IT specialist was working to restore access to the firewall. Further review of system activity was pending; the board took no action on the matter.

### Maintenance and Infrastructure

James Jiron reported work on water leaks, air conditioners, water heaters, plaster, and drywall. Staff perform repairs they can handle and obtain outside estimates for other work. Paperwork orders were being introduced for

household-level tracking, with entry into an electronic system planned. Allen described the maintenance assistance program and sliding-scale billing for qualifying work.

For the housing construction project, Jiron reported that final plans were ready, and the engineer and trades were expected on site to begin work on the first pad. Gabriel Montoya reported ongoing pumping and planned repairs to the Buffalo Range wastewater system, with an estimated repair range of \$40,000 to \$60,000. He said Tribal capital outlay funds were covering pumping. He also explained that recent water interruptions involved leaks and an airlock, and that the Tribe planned to meet with Indian Health Service engineers about improvements.

### **Old Business Board Meeting Schedule**

The board discussed maintaining regular meetings on the third Wednesday, consulting the Chairperson and board on any proposed schedule of change, and posting public notice when a meeting is canceled. Allen agreed to bring future scheduling concerns to the Chairperson and improve public notices. No formal motion was made.

### **New Business CEED Grant Contractor Agreement**

Allen presented an agreement with AC Reliable LLC, recommended by High Watermark LLC for CEED grant construction and installation services. She reported that three other contractors contacted for bids had not responded with proposals. Board members requested changes addressing eligible work such as windows, doors, and water heaters; notice and authorization before costs approach \$25,000 per house; identification of NPHE as the paying party; clearer delay language; and NPHE approval of change orders and homeowner requests before work proceeds.

Miranda Kitts moved to table the agreement while the proposed edits are sent to High Watermark and the contractor, with a revised agreement to be circulated for later board consideration by email. Venus Montoya-Felter seconded. The motion carried by voice vote. The agreement itself was not approved at this meeting.

### **Announcements and Adjournment**

The next regular board meeting was announced for Wednesday, September 16, 2026. A technical assistance visit was reported as moved to late September; the exact dates were not confirmed during the meeting. Vice Chairperson Messer gave the closing prayer. Marie Herrera moved to adjourn, and Kelly Messer seconded. The motion carried by voice vote. The meeting adjourned at 6:51 p.m.

## Key Motions

| Motion                                    | Motion / second                      | Result  |
|-------------------------------------------|--------------------------------------|---------|
| Approve agenda                            | Miranda Kitts / second not clear     | Carried |
| Approve July 15 minutes                   | Marie Herrera / second not clear     | Carried |
| Table AC Reliable agreement for revisions | Miranda Kitts / Venus Montoya-Felter | Carried |
| Adjourn                                   | Marie Herrera / Kelly Messer         | Carried |

## Action Items

| Responsible                    | Action                                                                                                                |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Rachel Allen                   | Review apprentice applications with James; continue CEED outreach and intake.                                         |
| Rachel Allen                   | Obtain homeowner mortgage records and meet with MFA to clarify payment changes and return payments.                   |
| Rachel Allen                   | Seek two additional estimates for Baca house repairs.                                                                 |
| Rachel Allen                   | Provide HUD the requested transaction documentation and complete monitoring follow up.                                |
| Rachel Allen and IT specialist | Complete credential and firewall access transition with counsel as needed.                                            |
| Rachel Allen and board         | Circulate AC Reliable contract edits through High Watermark and return the revised agreement for board consideration. |
| Rachel Allen and Chairperson   | Coordinate future meeting schedule changes and public notices.                                                        |