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**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
MESILLA VALLEY PUBLIC HOUSING AUTHORITY**

March 22, 2016

The regular meeting of the Board of Commissioners of the Mesilla Valley Public Housing Authority was held in the Main Conference Room located at 926 S. San Pedro Street, Las Cruces, New Mexico 88001.

**1. CALL TO ORDER**

Chairman Bardwell called the meeting to order at 9:25 a.m.

**2. ROLL CALL**

**MEMBERS PRESENT:** Elizabeth Bardwell, Chair  
Annaliza Gourneau, Vice Chair  
Shelly Sanders, Commissioner (by phone)

**MEMBERS ABSENT:** Felix Cordero, Commissioner

**STAFF PRESENT:** Juan Olvera, Executive Director  
Jesse Padilla, Deputy Director  
Lee Montague, Mod/Maintenance Manager  
Laura Ramos, Accountant  
Jaclyn Leyva, HCV Manager  
Christine Gonzalez, Office Manager

**GUESTS:** Gloria Molina  
Maria Bueno, President, Resident Council  
Rosaura Prater, Vice President, Resident Council  
Frances Luna  
Robert Bueno  
Jordan Jarvis

**3. WELCOME AND INTRODUCTIONS**

Chairman Bardwell welcomed everyone to the meeting.

Ms. Jaclyn Leyva introduced Ms. Socorro Lujan, who has completed the FSS Program. She was presented with a Certificate of Recognition and was informed that she would be mailed her escrow check by the end of the day.

Presentation of plaques to the Resident Council outgoing members was presented by Vice Chairman Gourneau. Vice Chairman Gourneau thanked these ladies for their many years of service and for being a voice for the various Housing Authority tenants. Plaques were presented to the following:

- Ms. Maria Bueno, as outgoing President
- Ms. Rosaura Prater, as outgoing Vice President
- Ms. Lily Marquez, as outgoing Secretary (was unable to attend, and plaque to be taken to her by Deputy Director Jesse Padilla.)

#### 4. PUBLIC INPUT

There was no public input.

#### 5. CONFLICT OF INTEREST

Chairman Bardwell asked if any Commissioner or staff member had any known conflict of interest with any item on the agenda. No one had any comments regarding any conflict of interest.

#### 6. APPROVAL OF REGULAR AGENDA

Chairman Bardwell asked for a motion to approve the Regular Agenda. Commissioner Sanders made a motion to approve the Regular Agenda. The motion was seconded by Vice Chairman Gourneau.

Chairman Bardwell – aye  
Vice Chairman Gourneau – aye  
Commissioner Sanders – aye

The motion to approve the Regular Agenda was approved by 3 aye votes.

**7. CONSENT AGENDA** – Those items on the Agenda Indicated by an Asterisk (\*) are on the Consent Agenda and will be voted on by one motion. **N/A**

#### 8. APPROVAL OF THE MINUTES OF THE PREVIOUS REGULAR MEETINGS AND OF SPECIAL MEETINGS, IF ANY

- **Approval of the Minutes from a Regular Meeting of February 16, 2016**

Chairman Bardwell asked for a motion to approve the Regular Meeting Minutes of February 16, 2016. Vice Chairman Gourneau made a motion to approve the Minutes of the Regular Meeting of February 16, 2016 and the motion was seconded by Commissioner Sanders. Chairman Bardwell then asked if there was any discussion. There was no discussion and a vote was taken.

Chairman Bardwell – aye  
Vice Chairman Gourneau - aye  
Commissioner Sanders - aye

The motion to approve the Regular Board Meeting Minutes of February 16, 2016 was approved by 3 aye votes.

#### 9. RESOLUTIONS

1 • **Resolution No. 2016-03 – A Resolution Approving the Submission of the**  
2 **Annual Plan and the Capital Fund Program for FY 2016**

3  
4 Chairman Bardwell asked for a motion to approve Resolution 2016-03. Commissioner  
5 Sanders made a motion to approve Resolution 2016-03, and the motion was seconded  
6 by Vice Chairman Gourneau. Chairman Bardwell asked if there was any discussion.

7  
8 Chairman Bardwell asked to change Page 2 of 6 pages of the Annual PHA Plan,  
9 Section B, Annual Plan Elements, Subsection B.2, New Activities to read “Yes” for the  
10 6<sup>th</sup> bullet pertaining to Conversion of Public Housing to Project-Based Assistance under  
11 RAD and the 9<sup>th</sup> bullet, Non-Smoking Policies. Commissioner Sanders then made a  
12 motion to amend Resolution 2016-03, with the two corrections as indicated above for  
13 Subsection B.2. The motion was seconded by Vice Chairman Gourneau. A vote was  
14 taken.

15  
16 Chairman Bardwell - aye  
17 Vice Chairman Gourneau - aye  
18 Commissioner Sanders - aye

19  
20 The motion to amend Resolution No. 2016-03 was approved by 3 aye votes.

21  
22 A motion was then made by Commissioner Sanders to approve Resolution 2016-03, as  
23 amended, and the motion was seconded by Vice Chairman Gourneau. A vote was then  
24 taken.

25  
26 Chairman Bardwell - aye  
27 Vice Chairman Gourneau - aye  
28 Commissioner Sanders – aye

29  
30 The motion to approve Resolution 2016-03, as amended, was approved by 3 aye votes.

31  
32 • **Resolution No. 2016-04 – A Resolution Approving the Public Comment**  
33 **Policy at Regular Board Meetings of the Mesilla Valley Public Housing**  
34 **Authority**

35  
36 Chairman Bardwell asked for a motion to approve Resolution No. 2016-04.  
37 Commissioner Sanders made a motion to approve Resolution No. 2016-04, and the  
38 motion was seconded by Vice Chairman Gourneau. Discussion followed.

39  
40 ❖ **Public Comment Policy**

41  
42 Executive Director Olvera asked that the Public Comment Policy noted under New  
43 Business be discussed before voting on this Resolution. Executive Director Olvera  
44 stated that this Resolution was being brought before the Board to formalize the public  
45 comment process for the Board meetings. Mr. Olvera stated he is submitting two Sign  
46 up forms, Attachment A which is a sign up form for General Public Comments, and  
47 Attachment B which is a signup form for Regular Agenda Items for Comment. This

48  
49 Policy would then establish how someone from the public could address the Board and  
50 we could formalize how we are going to handle the public comments. Chairman

1 Bardwell then stated that she had some changes to the policy and asked for the  
2 following:

- 3
- 4 1) To number all the bullets in the Public Comment Policy from 1 to 8.
- 5 2) Move Item No. 4 and make it Item No. 3 and Item No. 3 should be moved and  
6 become Item No. 4.
- 7 3) In the second bullet, add the word "general" to the first sentence right after the  
8 word "offering."
- 9

10 Commissioner Sanders made a motion to amend Resolution No. 2016-04 and approve  
11 changes to the Policy for Public Comment at Regular Board Meetings of MVPHA. The  
12 motion to amend Resolution No. 2016-04 was seconded by Vice Chairman Gourneau.  
13 A vote was then taken.

14  
15 Chairman Bardwell - aye  
16 Vice Chairman Gourneau - aye  
17 Commissioner Sanders - aye  
18

19 The motion to amend Resolution 2016-04 was approved by 3 aye votes.  
20

21 Commissioner Sanders then made a motion to approve Resolution No. 2016-04, as  
22 amended, and approve changes to the Policy regarding Public Comment at the Regular  
23 Board Meetings of MVPHA. The motion to approve Resolution No. 2016-04, as  
24 amended, was seconded by Vice Chairman Gourneau. A vote was then taken.

25  
26 Chairman Bardwell – aye  
27 Vice Chairman Gourneau – aye  
28 Commissioner Sanders – aye  
29

30 The motion to approve Resolution No. 2016-04, as amended, was approved by 3 aye  
31 votes.  
32

### 33 **10. UNFINISHED BUSINESS**

34  
35 Executive Director Olvera then asked the Board members if they had selected a date for  
36 the tour of El Paso Housing Authority properties. Mr. Olvera stated that the purpose of  
37 the tour was to present the Board and staff from the City Council and County to get  
38 familiar with RAD conversion and mixed income properties, the green communities, and  
39 net zero lead platinum communities. The tour is expected to take ½ day and the plan is  
40 to be in El Paso by 10 a.m. of the date chosen, take the tour and then return in the  
41 afternoon.  
42

43 After a short discussion, Mr. Olvera stated he would resend the email with the available  
44 dates and asked if the Board members could get back to him with a date that was  
45 feasible for them for the tour.  
46

### 47 **11. NEW BUSINESS**

#### 48 **Management Reports**

49  
50

**Accountant's Monthly Report**

The following was included in the Accountant's report for this month:

Ms. Ramos included financial statements to the Board members through January 2016, the seventh month of Fiscal Year 2016, July 2015 through June 2016.

Financial Indicators through January 31, 2016

**PHAS – FINANCIAL CONDITION INDICATORS**

INDICATOR	PUBLIC HOUSING		MVPHA APARTMENTS		SECTION 8 NC		HCV		HUD STANDARD
	Dec 15	Jan 16	Dec 15	Jan 16	Dec 15	Jan 16	Dec 15	Jan 16	
<b>MENAR</b>	41.12	33.44	149.36	129.53	69.09	59.51	30.39	25.68	≥ 4.0
<b>QUICK RATIO</b>	15.29	14.55	73.24	72.82	30.16	28.39	22.82	24.27	≥2.0
<b>DSCR</b>	ND	ND	4.01	3.89	2.50	2.50	ND	ND	≥1.25

<b>MENAR</b>	<b>Months Expendable Net Assets Ratio</b>	= $\frac{\text{Current Assets}-\text{Current Liabilities}}{\text{Average Monthly Operating Expenses}}$
	<b>Measure adequacy of reserves</b>	
	<b>Measures</b>	
<b>QUICK RATIO</b>	<b>Liquidity</b>	= $\frac{\text{Current Assets}}{\text{Current Liabilities}}$
<b>DSCR</b>	<b>Debt Service Coverage Ratio</b>	= $\frac{\text{Adjusted Operating Income}}{\text{Annual Debt Service}}$
	<b>Measures capacity to cover debt</b>	

Ms. Ramos also submitted a financial summary with her monthly Board report through January 2016.

**Office Manager's Monthly Report**

Ms. Gonzalez submitted her report to the Board which included the following:

- Eighteen applications for the HCV Specialist position were received. We interviewed and have selected Kayleen Padilla as the new HCV Specialist assuming she passes the background check required by MVPHA.

- We received 15 applications and have screened and interviewed for the Rental Assistance Specialist position in the Public housing Department. The selected candidate turned down the offer of employment and we are again reviewing other applications received.
- The application process for a Maintenance Aide A was opened and applications were accepted through March 11, 2016. Applications are being reviewed and interviews have been scheduled for Thursday, March 24, 2016.

### Housing Choice Voucher Manager Monthly Report

For her March Board Report, Ms. Leyva included the following:

- The HCV wait list was opened February 22 through 25, 2016 and a total of 286 completed applications were received.
- Section 8 HCV Department is awaiting feedback from John Tellez, HUD General Engineer, in reference to the SEMAP Confirmatory Review of the HCV Program. Mr. Olvera stated he had heard from John Tellez on Monday, March 21, 2016 but Mr. Tellez was submitting findings that he wanted answers to. Commissioner Sanders suggested that a letter be drafted to Mr. Tellez asking how the Commissioners can assist him. A response to Floyd Duran will be drafted and prepared for Chairman Bardwell's signature. Mr. Olvera, Commissioner Sanders and Ms. Leyva will work on draft response.
- HCV staff took part in the DACC Community Expo event on February 17, 2016 to help promote the social services industry and affordable housing and collected donations to help our community partners: Jardin de los Ninos, Casa de Peregrinos, Community of Hope and JOB Squad Closet.
- Ms. Leyva also discussed Money Smart Week which will be held from April 23 through 30, 2016 and MVPHA will sponsor 10 classes that include the following:
  - Setting Financial Goals
  - Building Credit and Managing Debt
  - Budgeting
  - Saving and Investing
  - Own your Own Home
  - Money Matters
  - Keep it Safe
  - To Your Credit
  - Financial Recovery
- The HCV staff completed HTVN training in February which consisted of Preventing Fraud in Housing and Family Self Sufficiency.
- Ms. Leyva is currently interviewing for the HCV Specialist position to fill a current vacancy.
- QC file review has been completed through October 2015 and continues daily to ensure the quality is accurate with the addition of file checklists and procedures

1 in place. With the addition of Norma Amador as the QC Specialist, the HCV  
2 Manager expects to be reviewing files within 30 days as of June 1 2016.  
3

- 4 • HCV procedures continue to be reviewed to increase efficiency and HCV  
5 Specialist production and to complete the HCV Procedural Manual to be  
6 completed by April 2016.  
7
- 8 • TenMast is currently undergoing a cleanup to assign the correct voucher types to  
9 several special program vouchers and correctly identify them through our VMS  
10 reporting by April 1, 2016. This has been identified as a migration issue from  
11 May 2015.  
12
- 13 • PIC submission rate is 98.57% for the month of February.  
14
- 15 • Discrimination complaint versus Diana Oveide has been dismissed per the HUD  
16 letter received from the Fort Worth office dated March 14, 2016.  
17
- 18 • FSS participant, Socorro Lujan, has completed the program and is acknowledged  
19 with a Certificate of Completion and her escrow check.  
20
- 21 • Ms. Leyva also gave the Board information on the February HCV Production –  
22 118 Annuals, 28 Interims, 13 Moves, 25 Terminations and 5 Owner Changes  
23 were processed.  
24
- 25 • February Waiting List Pull – Lottery 3 applicant appointments are now complete  
26 and in process. – 42 appointments scheduled, 6 no shows, 0 returned mail, 16  
27 pending documents, 56 backgrounds conducted and 44 wait list removals  
28 completed.  
29
- 30 • Ms. Leyva also informed the Board of the Voucher Issuance Success Rate for  
31 February 2016.  
32

33 Executive Director Olvera also informed the Board that Ms. Leyva had been accepted  
34 into the Leadership Program for the Chamber of Commerce.  
35

36 Short discussion on the Family Unification Program and rolling over of 17 participants to  
37 the HCV Program. Seven have been filled and seven applications are being reviewed  
38 for eligibility and hopefully will be leased up by the end of March 2016. Chairman  
39 Bardwell asked what steps are being taken to increase the issuance of vouchers &  
40 number of people being housed. Ms. Leyva stated that they have come across the  
41 following barriers: Lack of communication with landlords and tenants; some landlords  
42 will not work with Housing Authority on new leases, etc. Commissioner Sanders then  
43 asked about real estate companies being notified about orientation meetings.  
44  
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## HOUSING CHOICE VOUCHER (HCV) PROGRAM

	<b>Dec-14</b>	<b>Oct-15</b>	<b>Nov-15</b>	<b>Dec-15</b>	<b>Jan-16</b>
<b>Homeownership</b>	17	17	16	16	16
<b>Homeownership HAP</b>	\$7,594	\$7,138	\$7,000	\$6,984	\$6,718
<b>2008 and 2009 Family Unification</b>	0	42	42	39	26
<b>2008 and 2009 Family Unification HAP</b>	\$17,394	\$25,079	\$24,847	\$22,945	\$15,189
<b>2008 and 2009 Non-Elderly Disabled</b>	97	45	44	91	96
<b>2008 and 2009 Non-Elderly Disabled HAP</b>	\$31,823	\$14,310	\$14,020	\$29,763	\$29,919
<b>Portable Vouchers Paid</b>	15	8	9	10	10
<b>Portable Voucher HAP</b>	\$12,138	\$6,112	\$6,824	\$6,846	\$7,475
<b>Veteran's Affairs Supported Housing (VASH) Voucher</b>	36	48	49	54	52
<b>Veteran's Affairs Supported Housing (VASH) HAP</b>	\$16,209	\$18,156	\$17,039	\$19,760	\$18,237
<b>All Other Vouchers</b>	783	1,017	1,024	1,002	1,067
<b>HAP All Other Vouchers</b>	\$360,134	\$442,911	\$445,453	\$435,654	\$461,531
<b>FSS Escrow Deposits</b>	\$1,583	\$1,122	\$1,533	\$2,024	\$2,749
<b>All Voucher HAP Expenses After the First of Month</b>	\$4,734	\$2,827	\$5,580	\$2,664	\$3,392
<b>Total Vouchers</b>	<b>978</b>	<b>1,177</b>	<b>1,184</b>	<b>1,212</b>	<b>1,267</b>
<b>HAP Total</b>	\$451,609	\$517,655	\$522,296	\$526,640	\$545,210
<b>Number of Vouchers Under Leased (HAP Contract) on the last day of the Month</b>	1,030	1,170	1,178	1,196	1,199
<b>New vouchers issued but not under HAP contracts as of the last day of the month</b>	140	87	102	136	134
<b>Administrative Expense</b>	\$35,342	\$61,525	\$61,525	\$43,891	\$54,112
<b>Net Restricted Assets (NRA) as of the Last Day of the Month</b>	\$230,286	\$229,148	\$229,148	\$182,852	\$193,143
<b>Unrestricted Net Assets (UNA) as of the Last Day of the Month</b>	\$554,222	\$521,825	\$521,825	\$518,308	\$520,770
<b>Cash/Investment as of the Last Day of the Month - Voucher Program Only</b>	\$784,508	\$750,973	\$750,973	\$701,159	\$713,913

1 **Modernization/Maintenance Manager Monthly Report**

2  
3 Mr. Montague submitted his report to the Board which included the following:

4  
5 **Projects Currently Underway**

- 6 • Exterior painting of the units in the San Pedro Development has begun. The
- 7 contractor, O R & L Construction, a local company, is performing on this project
- 8 with an estimated completion date of March 31, 2016. This project is funded by
- 9 2014 CFP.
- 10
- 11 • The removal of dead trees from all of the Public Housing developments is
- 12 currently underway. The contractor, Certified Maintenance, a local company, is
- 13 performing this project with an estimated completion date in August 2016. This
- 14 project is funded by the 2014 CFP.
- 15
- 16 • We have another REAC inspection scheduled at Burley Court. The new
- 17 inspection is scheduled for May 25, 2016 at 8 a.m. We are currently performing
- 18 pre-inspections and maintenance.
- 19
- 20 • Also, we have another REAC Inspection scheduled for all Public Housing units
- 21 scheduled for June 6, 2016. We are currently performing pre-inspections and
- 22 maintenance.
- 23

24  
25 **Future Projects**

- 26 • The Maintenance Department is planning for the heater-to-cooler change over
- 27 that will take place in April 2016.

28  
29 **Deputy Director/Housing Programs Manager**

30  
31 Mr. Padilla stated the following in his monthly report:

- 32 • PIC Score – 100% PIC is the HUD Public Information Center where the Department is
- 33 required to report all assisted families and all transactions for the families.
- 34
- 35 • The PH Admissions Department did data entry for the recent applications, sent out
- 36 letters for applicants missing documents and met with applicants for screening.
- 37

38  
39  
40 Total applications on our **Public Housing waiting list:**                      **Section 8NC**

41	Zero Bedroom	46	One bedroom	18
42	One Bedroom	49	Two Bedroom	2
43	Two Bedroom	49		
44	Three Bedroom	38		
45	Four Bedroom	2		
46	Five Bedroom	0		

1 Commissioner Gourneau and Mr. Padilla met with the Resident Council nominees for the  
2 President, Vice President, Secretary, Treasurer and Sargent at Arms on March 2, 2016. Only  
3 two residents are running for the Resident Council President position – Eve Lara and Rosaura  
4 Prater. For the next 30 days, they will be going throughout the Public Housing communities  
5 seeking votes before the scheduled election date. With a Resident Council, residents can have  
6 a say in housing agency policies, modernization of its buildings, security, maintenance,  
7 education, family counseling sponsor community events, create a sense of neighborhood and  
8 develop leadership skills.

9  
10 Marcy Juarez, Senior PH Rental Assistance Specialist, attended a two-day Ross Business  
11 Development training in Albuquerque, NM on February 23 and 24, 2016. The session included  
12 the following:

13  
14 **EIV:** A comprehensive discussion explaining Income Discrepancies – how to  
15 understand them and what to do if you see them.

16  
17 **Policies and Procedures:** The curriculum is designed to help understand requirements  
18 and provides policies, checklists and notices to help you in day-to-day processes. Policy  
19 development is discussed in detail including development of the Tenant Selection Plan  
20 (TSP), House Rules, Pet Rules, Assistance Animal Rules, Smoking Policies, Violence  
21 Against Women Act Policies (VAWA), Limited English Proficiency, etc.

22  
23 **Eligibility:** Tools to help understand the student rule, the Non-Citizen Rule and eligibility  
24 of new family members.

25  
26 **Assets and Expenses:** Extensive instructions explaining new income inclusions and  
27 exclusions, Direct Express debit cards, and EIV verification requirements. Tools to help  
28 understand assets including how to verify assets, how to determine income from assets  
29 and how assets are included on the 50059. Also discussed were medical expense  
30 deductions and verification of medical expenses.

31  
32 **Section 504:** Training and explanation of the responsibilities of a Section 504  
33 coordinator and how this person assists in maintaining compliance with various fair  
34 housing and Section 504 requirements.

35  
36 **TRACS:** Information about the TRACS system and what site and home office staff need  
37 to know about the old and new monitoring requirements.

38  
39 The training also included TRACS 202D, HUD Occupancy Changes and Clarifications,  
40 Updating the Application, and Incorporating Rules Regarding the Use of Marijuana.

41  
42  
43 Mr. Padilla also informed the Board of Key Performance Indicators for the month of December  
44 2015 as follows:

1     •   **KEY PERFORMANCE INDICATORS**

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3     **FOR December 2015 -**

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Property	Vacant Unit	Occupancy Rate (%)	Work Orders Generated	Open Work Orders	Tenant Account Receivables
Tres Arboles	1	98%	13	0	99.50%
San Pedro Pl	3	92%	13	0	90.92%
Walnut Grove	5	95%	40	0	94.66%
Jardines Alegres	0	100%	11	0	100%
Jardines Verdes	0	100%	17	0	100%
Oak Street	0	100%	13	0	83.74%
Pecos Place	8	60%	2	0	81.08%
Almendra	1	94%	2	0	82.04%

21  
22   **Executive Director's Monthly Report**

23  
24   Mr. Olvera stated that he has met with J.L. Gray to go over financials for the various properties. He stated Robledo Ridge continues to do well.

25  
26   Robledo Ridge – Have filed an insurance claim for the hailstorm damage to some of the units.

27  
28  
29   For February's monthly report, the Executive Director reported on the following:

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31  
32     •   **VACANCY RATES AT TAX CREDIT DEVELOPMENTS**

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<b>Mesilla Valley Public Housing Authority</b>								
<b>February 2016 - Vacancy Report</b>								
Property	Marketable Units	Subsidized Units	Vacant Units		Vacancy Rate %		Applicants	Scheduled Move Ins
			January	February	January	February		
Cimmaron I Apartments	59	0	3	0	5.1%	0.0%	68	0
Cimmaron II Apartments	83	0	5	0	6.0%	0.0%	67	0
Desert Palms Apartments	100	0	3	3	3.0%	3.0%	22	3
Falcon Ridge Apartments	71	67	5	4	7.0%	5.6%	22	2
Montana Senior Village I Apartments	48	0	1	1	2.1%	2.1%	15	0
Montana Senior Village II Apartments	84	0	2	1	2.4%	1.2%	17	0
Stone Mountain Place Apartments	84	0	4	2	4.8%	2.4%	95	0
<b>Totals</b>	<b>529</b>	<b>67</b>	<b>23</b>	<b>11</b>	<b>4.3%</b>	<b>2.1%</b>	<b>306</b>	<b>5</b>

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- **CAPITAL FUND PROGRAM (CFP)**

Mesilla Valley Public Housing Authority		As of Dec. 30, 2015		
CFP Funding	2013	2014	2015	Total CFP
Total Budget	\$ 261,728	\$260,228	\$286,707	\$808.663
Obligated Funds	\$ 261,728	\$241,951	18,818	\$522,497
	100%	93%	7%	65%
Obligation Deadline	9/8/2015	5/12/2016	9/1/2017	
Expended Funds	\$ 261,728	\$194,185	\$18,817	\$474,730
	100%	75%	7%	59%
Expenditure Deadline	9/8/2017	6/1/2018	6/1/2019	

HUD OBLIGATION REQUIREMENT MIN OF 90% BY DEADLINE.

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- **FINANCIAL INDICATORS – PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS)**

Mesilla Valley Public Housing Authority January 2016 - Financial Indicators						
Property	Debt Service Coverage Ratio		Quick Ratio		MENAR	
	Dec	Jan	Dec	Jan	Dec	Jan
Cimmaron I Apartments	0.93	1.15	0.77	0.63	-0.44	-0.82
Cimmaron II Apartments	0.49	0.91	1.65	0.54	0.94	-1.29
Desert Palms Apartments	0.66	70.00	0.27	0.23	-3.30	-3.36
Falcon Ridge Apartments	2.78	2.61	1.84	1.45	2.76	1.82
Montana Senior Village I Apartments	0.99	0.94	0.29	0.31	-5.02	-4.43
Montana Senior Village II Apartments	1.12	0.73	0.78	0.46	-0.66	-1.77
Stone Mountain Place Apartments	1.35	0.75	0.92	0.50	-0.25	-1.41
<b>PHAS Standard</b>	<b>≥1.25</b>		<b>≥2.0</b>		<b>≥4.0</b>	
<b>MENAR -</b>	<b>Months Expendable Net Assets Ratio</b>		<b>=Current Assets-Current Liabilities</b>			
	<b>Measures adequacy of reserves</b>		<b>Average Monthly Operating Expenses</b>			
<b>QUICK RATIO-</b>	<b>Measures Liquidity</b>		<b>=Current Assets</b>			
			<b>Current Liabilities</b>			
<b>DSCR -</b>	<b>Debt Service Coverage Ratio</b>		<b>=Adjusted Operating Income</b>			
	<b>Measures capacity to cover debt</b>		<b>Annual Debt Service</b>			

1 • **Robledo Ridge**

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	Nov 15	Dec15	Jan 16
VACANT UNITS	4	1	4
VACANCY RATE	6%	1%	6%
MENAR	5.72	5.92	5.82
QUICK RATIO	2.07	2.33	2.32
DSCR	2.02	2.34	1.74

14 • **Other**

15

16 **Streamlining Administrative Regulations: Final Published Rule**

17

18 On March 8, 2016, HUD published the final rule “Streamlining Administrative Regulations for

19 Public Housing, Housing Choice Voucher, Multifamily Housing and Community Planning and

20 Development Programs.” This final rule is the product of a collaborative effort across several

21 HUD rental assistance offices to identify program requirements that create unnecessary burden

22 on agencies responsible for administering HUD programs. This final rule will reduce

23 administrative burden on public housing agencies and will enable the more efficient use of

24 scarce resources.

25

26 Provisions included in this final rule impact:

- 27
- 28
- 29
- 30
- 31
- 32
- 33
- 34
- 35
- 36
- ❖ Tenant rental payments
  - ❖ Rent determination processes
  - ❖ Verification of Social Security numbers for children of applicants
  - ❖ Frequency of utility reimbursement payments
  - ❖ Verification of assets and community service completion
  - ❖ Grievance procedures
  - ❖ Unit inspections and
  - ❖ Utility payment schedules

37

38 In the near future, HUD will publish supplemental guidance to PHAs regarding which provisions

39 are mandatory and which provisions are discretionary, as well as other impenetation guidance

40 that PHAS will find useful.

41

42 Some of these provisions will require a PHA to make changes to the PHA’s Admissions and

43 Continued Occupancy Policy (ACOP), HCV Administrative Plan or PHA Plan in order for the

44 PHA to adopt the new authorities.

45 **12. EXECUTIVE SESSION closed to the public pursuant to §10-15-1 (H) (2) NMSA 1978 to**

46 **discuss limited personnel matters.**

47

48 Chairman Bardwell asked for a motion to close the Regular Board meeting and go into

49 Executive Session. Vice Chairman Gourneau made a motion to close the open Board meeting

50

1 and go into Executive Session at 10:16 a.m. to review the Performance Evaluation for Executive  
2 Director. The motion was seconded by Commissioner Sanders. A vote was then taken.

3  
4 Chairman Bardwell – aye  
5 Vice Chairman Gourneau – aye  
6 Commissioner Sanders – aye

7  
8 The motion to close the Regular Meeting and go into Executive Session was approved with 3  
9 aye votes.

10  
11 A motion to close the Executive Session and return to the Open Regular meeting was made by  
12 Commissioner Sanders at 10:59 a.m., and the motion was seconded by Vice Chairman  
13 Gourneau. A vote was taken.

14  
15 Chairman Bardwell – aye  
16 Vice Chairman Gourneau - aye  
17 Commissioner Sanders – aye

18  
19 The motion to close the Executive Session and return to the open Regular Meeting was  
20 approved by 3 aye votes.

21  
22 No items were discussed during the closed session that were not identified in Item No. 12 of the  
23 agenda and no action was taken.

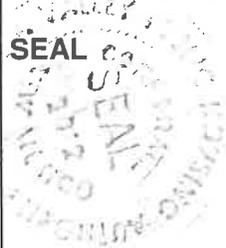
24  
25 **13. ADJOURNMENT**

26  
27 There being no further business, Chairman Bardwell asked for a motion to adjourn.  
28 Commissioner Sanders made a motion to adjourn. The motion was seconded by Vice  
29 Chairman Gourneau. A vote was then taken.

30  
31 Chairman Bardwell - aye  
32 Vice Chairman Gourneau - aye  
33 Commissioner Sanders – aye

34  
35 Motion to adjourn the meeting was approved by 3 aye votes.

36  
37 The meeting adjourned at 11:03 a.m.



45  
46 **APPROVED BY:**

47  
48

49 **Elizabeth Bardwell, Chairman**

50 **ATTESTED TO:**

**Juan A. Olvera, Secretary**