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

April 19, 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 9:03 a.m.

2. ROLL CALL

MEMBERS PRESENT: Elizabeth Bardwell, Chair
Annaliza Gourneau, Vice Chair
Felix Cordero, Commissioner
Shelly Sanders, Commissioner (by phone-9:16 a.m)

MEMBERS ABSENT: None

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: Rene Romo

3. WELCOME AND INTRODUCTIONS

Chairman Bardwell welcomed everyone to the meeting.

Ms. Christine Gonzalez introduced Kayleen Padilla as the new Housing Choice Voucher Specialist for the S8 HCV Program. Ms. Padilla previously worked for Kelly Services and was assisting in the HCV Program. She has also worked for Convergys as a Customer Associate and is attending New Mexico State University and working towards her Bachelor's Degree in Accounting.

Ms. Gonzalez also introduced Ms. Loretta Gonzalez as the new Rental Assistance Specialist for Public Housing. Ms. Gonzalez previously worked as an Administrative Assistant for New Mexico State University and has a Bachelor's Degree in Foreign Languages and an Associate's Degree in Business Occupations.

1 **4. PUBLIC INPUT**

2
3 A guest by the name of Rene Romo was present and introduced himself and stated he
4 was here attending the meeting as a visitor.

5
6 **5. CONFLICT OF INTEREST**

7
8 Chairman Bardwell asked if any Commissioner or staff member had any known conflict
9 of interest with any item on the agenda. No one had any comments regarding any
10 conflict of interest.

11
12 **6. APPROVAL OF REGULAR AGENDA**

13
14 Chairman Bardwell asked for a motion to approve the Regular Agenda. Commissioner
15 Cordero made a motion to approve the Regular Agenda. The motion was seconded by
16 Vice Chairman Gourneau.

17
18 Chairman Bardwell – aye
19 Vice Chairman Gourneau – aye
20 Commissioner Cordero - aye

21
22 The motion to approve the Regular Agenda was approved by 3 aye votes.

23
24 **7. CONSENT AGENDA** – Those items on the Agenda Indicated by an Asterisk (*) are
25 on the Consent Agenda and will be voted on by one motion. **N/A**

26
27 **8. APPROVAL OF THE MINUTES OF THE PREVIOUS REGULAR MEETINGS AND**
28 **OF SPECIAL MEETINGS, IF ANY**

- 29
30
 - **Approval of the Minutes from a Regular Meeting of March 22, 2016**

31
32 Chairman Bardwell asked for a motion to approve the Regular Meeting Minutes of
33 March 22, 2016. Vice Chairman Gourneau made a motion to approve the Minutes of
34 the Regular Meeting of March 22, 2016, and the motion was seconded by
35 Commissioner Cordero. Chairman Bardwell then asked if there was any discussion.
36 There was no discussion and a vote was taken.

37
38 Chairman Bardwell – aye
39 Vice Chairman Gourneau - aye
40 Commissioner Cordero - aye

41
42 The motion to approve the Regular Board Meeting Minutes of March 22, 2016 was
43 approved by 3 aye votes.

44
45 **9. RESOLUTIONS**

46
47 **N/A**

1 **10. UNFINISHED BUSINESS**

2
3 • **Board Training – Budget and Financial Statements**

4
5 Mr. Olvera reminded the Board members that training on the Budget would follow
6 immediately after the Board meeting. This item is on today's agenda to discuss
7 because the Budget for the Housing Authority will be on the agenda for the May
8 meeting and hopefully submit for final approval at the June Board meeting.

9
10 **11. NEW BUSINESS**

11
12 • **Employee Personnel Policy**

13
14 Mr. Olvera stated that the Board members are being given a copy of the current
15 Employee Manual as well as the new Personnel Policy Manual for their review. A
16 resolution would be presented at next month's meeting asking for the Board's approval
17 for the new Personnel Policy Manual. The new Policy Manual includes the merit
18 increases, changes regarding annual leave, and other changes. If the Commissioners
19 have any comments, Mr. Olvera asked that they be submitted before the May Board
20 Meeting.

21
22 Discussion then followed regarding changing the date of the May Board Meeting from
23 May 17th to May 10, 2016 as the Chairman will be out of town and unavailable. After
24 discussion, all Commissioners agreed to move the May 17th Board meeting to Tuesday,
25 May 10, 2016 at 9 a.m.

26
27 A call was then placed to Commissioner Sanders and have her join the meeting.
28 Commissioner Sanders joined the meeting at 9:16 a.m. She was then updated with the
29 change of date for the Board meeting and was also informed that the current Employee
30 Manual and the proposed Personnel Policy Manual would be mailed to her for her
31 review.

32
33 **Management Reports**

34
35 **Accountant's Monthly Report**

36
37 The following was included in the Accountant's report for this month:

38
39 Ms. Ramos included financial statements to the Board members through February
40 2016, the eighth month of Fiscal Year 2016, July 2015 through June 2016.

41
42 She also included in her report the Financial Condition Indicators which are indicated as
43 follows:

44
45 Financial Indicators through February 29, 2016
46
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PHAS – FINANCIAL CONDITION INDICATORS

INDICATOR	PUBLIC HOUSING		MVPHA APARTMENTS		SECTION 8 NC		HCV		HUD STANDARD	PHAS SCORE
	Jan. 16	Feb 16	Jan.16	Feb 16	Jan 16	Feb 16	Jan 16	Feb 16		
MENAR	33.44	30.23	129.53	114.32	59.51	51.87	25.8	22.79	≥4.0	11
QUICK RATIO	14.55	14.63	72.82	48.68	28.39	28.32	24.27	17.98	≥2.0	12
DSCR	ND	ND	3.89	3.89	2.50	2.50	ND	ND	≥1.25	2

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

Ms. Ramos also submitted a financial summary with her monthly Board report through February 29, 2016.

Office Manager’s Monthly Report

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

- Ms. Gonzalez informed the Board that Kayleen Padilla was hired as the new HCV Specialist effective March 28, 2016 for the Section 8 HCV program. Ms. Padilla previously worked through Kelly Services and was assisting in the HCV Program. Ms. Padilla previously worked for Convergys as a Customer Associate and is attending New Mexico State University and working towards her Bachelor’s Degree in Accounting.
- We have also hired Loretta Gonzalez as the new Rental Assistance Specialist for the Public Housing Department. She previously worked as an Administrative

1 Assistant for New Mexico State University in the Physics Department. Ms.
2 Gonzalez has a Bachelor's Degree in Foreign Languages and an Associate's
3 Degree in Business Occupations.
4

- 5 • Mr. Ruben Najera has also been offered the job for the Maintenance Aid A
6 position in the Maintenance Department and has accepted. We were notified
7 today that he has passed all his background checks and he will be starting with
8 us on Monday, April 25, 2016.
9
- 10 • We were also notified by ERISA Administrative Services that the premium for all
11 Medical, Dental, and Vision premiums will increase by 1% effective July 1, 2016.
12 Staff has been advised of this increase.
13

14 **Housing Choice Voucher Manager Monthly Report**

15
16 For her April Board Report, Ms. Leyva included the following:
17

- 18 • A response to the Draft SEMAP Confirmatory Review was sent to John Tellez,
19 HUD General Engineer, on April 6, 201 along with the corresponding
20 documentation for review.
21
- 22 • The MVPHA FSS eLogic Model was submitted to HUD for our agency which
23 measures our Annual versus our projected services provided through the Family
24 Self Sufficiency Program.
25
- 26 • Money Smart Week will be held from April 23 through 30, 2016 and MVPHA will
27 sponsor 10 classes that include the following:
28
 - 29 ➤ Setting Financial Goals
 - 30
 - 31 ➤ Building Credit and Managing Debt
 - 32
 - 33 ➤ Budgeting
 - 34
 - 35 ➤ Saving and Investing
 - 36
 - 37 ➤ Own your Own Home
 - 38
 - 39 ➤ Money Matters
 - 40
 - 41 ➤ Keep it Safe
 - 42
 - 43 ➤ To Your Credit
 - 44
 - 45 ➤ Financial Recovery
 - 46
- 47 • The HCV staff completed HTVN training in March which consisted of Grievance
48 Hearings and Protecting Due Process.
49
50

- 1 • We have hired Kayleen Padilla to fill the vacancy as an HCV Specialist effective
2 March 28, 2016.
- 3
- 4 • QC file review has been completed through November 2015 and continues daily
5 to ensure file quality is accurate with the addition of file checklist and procedures
6 in place. With the addition of Norma Amador as the QC Specialist, we expect to
7 be reviewing files within 30 days as of June 1, 2016.
- 8
- 9 • HCV procedures continue to be reviewed to increase efficiency and HCV
10 Specialist production and to complete the HCV Procedural Manual to be
11 completed by end of April 2016.
- 12
- 13 • TenMast has completed the cleanup on our HCV voucher and project types to
14 correct a migration issue from May 2015 that was identified. All certifications
15 have been finalized and uploaded to PIC to correct our VMS reporting for April
16 2016.
- 17
- 18 • PIC submission rate is 101.79% for the month of March.
- 19
- 20 • HCV Manager and HCV Specialist Rosemarie Ortiz continue to work with our
21 Community Partner, Cecilia Rosales with CYFD, to fill our Family Unification
22 Program vouchers and meet on a monthly basis to review all pending cases and
23 discuss new applicants.
- 24
- 25 • The HCV Department participated in the NMSU Dona Ana Community College
26 Financial Literacy Day event on April 12, 2016 from 10 a.m. to 2 pm to promote
27 the resources available through Mesilla Valley Public Housing Authority.
- 28
- 29 • Ms. Leyva also informed the Board of the March HCV production - there were
30 135 annuals, 27 interims, 24 moves, 9 terminations and 5 owner changes were
31 processed.
- 32
- 33 • In the March Waiting List pull – Lottery 3 applicant appointments are now
34 complete and in process – 2 appointments scheduled, 2 returned mail, 127
35 backgrounds conducted and 40 wait list removals were completed.
- 36
- 37 • For the Family Self Sufficiency 2016 Enrollment, there are now a total of 27
38 families enrolled in the Family Self Sufficiency.
- 39

40 Commissioner Sanders asked Ms. Leyva about the response to Mr. Tellez regarding
41 findings. She stated that a response was prepared, but Executive Director Olvera
42 stated there was a letter that was to be prepared for Floyd Duran from the Board
43 regarding the length of time it has taken to get a response from Mr. Tellez.

44
45 Guest Mr. Romo asked for a copy of the HCV Manager's monthly report to be sent to
46 him. Executive Director Olvera mentioned that once the Board minutes for a particular
47 meeting are approved, they would then become public record and posted on the
48 website.

1 Mr. Romo stated he wanted for the Board to take under consideration his request for a
 2 copy of the HCV Manager's Board report. Chairman Bardwell stated she would
 3 consider his request.
 4

5 HOUSING CHOICE VOUCHER (HCV) PROGRAM

	Dec-14	Nov-15	Dec-15	Jan-16	Feb 16
Homeownership	17	16	16	16	16
Homeownership HAP	\$7,594	\$7,000	\$6,984	\$6,718	\$ 6,730
2008 and 2009 Family Unification	0	42	39	26	28
2008 and 2009 Family Unification HAP	\$17,394	\$24,847	\$22,945	\$15,189	\$ 16,884
2008 and 2009 Non-Elderly Disabled	97	44	91	96	91
2008 and 2009 Non-Elderly Disabled HAP	\$31,823	\$14,020	\$29,763	\$29,919	\$ 27,937
Portable Vouchers Paid	15	9	10	10	11
Portable Voucher HAP	\$12,138	\$6,824	\$6,846	\$7,475	\$ 8,202
Veteran's Affairs Supported Housing (VASH) Voucher	36	49	54	52	50
Veteran's Affairs Supported Housing (VASH) HAP	\$16,209	\$17,039	\$19	\$18,237	\$ 17,124
All Other Vouchers	783	1,024	1,002	1,067	1,123
HAP All Other Vouchers	\$360,134	\$445,453	\$435,654	\$461,531	\$482,216
FSS Escrow Deposits	\$1,583	\$1,533	\$2,024	\$2,749	\$ 2461
All Voucher HAP Expenses After the First of Month	\$4,734	\$5,580	\$2,664	\$3,392	\$ 7609
Total Vouchers	978	1,184	1,212	1,267	1,319
HAP Total	\$451,609	\$522,296	\$526,640	\$545,210	\$569,163
Number of Vouchers Under Leased (HAP Contract) on the last day of the Month	1,030	1,178	1,196	1,199	1,186
New vouchers issued but not under HAP contracts as of the last day of the month	140	102	136	134	114
Administrative Expense	\$35,342	\$61,525	\$43,891	\$54,112	\$44,413
Net Restricted Assets (NRA) as of the Last Day of the Month	\$230,286	\$229,148	\$182,852	\$193,143	\$197,058
Unrestricted Net Assets (UNA) as of the Last Day of the Month	\$554,222	\$521,825	\$518,308	\$520,770	\$531,795
Cash/Investment as of the Last Day of the Month - Voucher Program Only	\$784,508	\$750,973	\$701,159	\$713,913	\$728,853

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
7 • Exterior painting of the units in the San Pedro Development has begun. The
8 contractor, O R & L Construction, a local company, is performing on this project
9 which will be completed in April 2016. This project is funded by 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 for June 6, 2016. We are currently performing pre-inspections and maintenance.
22
23 • Heater-to-cooler changeover has begun and should be completed by April 22,
24 2016.
25

26 **Future Projects**

- 27
28 • Purchase Order for the replacement of all carpet in the main office and
29 maintenance office has been issued to Casey Carpets, a local company. All
30 carpet is being replaced with carpet squares and the installation will be sometime
31 after the 4th of July holiday.
32
33 • The maintenance staff is currently compiling a list of units in need of new roofs.
34 Once the list is complete, we will get proposals from companies that have pricing
35 agreements with the State of New Mexico.
36

37 **Deputy Director/Housing Programs Manager**

38
39 Mr. Padilla stated the following in his monthly report:

- 40
41 • PIC Score – 100% PIC is the HUD Public Information Center where the Department is
42 required to report all assisted families and all transactions for the families.
43
44 • The PH Admissions Department did data entry for the recent applications, sent out
45 letters for applicants missing documents and met with applicants for screening.
46
47
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1 Total applications on our:

2
3 **Public Housing waiting list:**

4 **Section 8NC**

5 Zero Bedroom 46 One bedroom 18
6 One Bedroom 45 Two Bedroom 2
7 Two Bedroom 39
8 Three Bedroom 39
9 Four Bedroom 1
10 Five Bedroom 0
11

12 The Resident Council election was held on April 11, 2016. Ms. Eve Angela Lara who resides at
13 the Walnut Grove Development won the election for President over Ms. Rosaura Prater. Ms.
14 Prater has agreed to serve as Vice-President since there were no nominees for the position.
15 Mr. Martin Delgado will be the new Treasurer and Ms. Lilly Marquez, the Sargent at Arms. We
16 will continue seeking a resident for the vacant Secretary position. With a Resident Council,
17 residents can have a say in housing agency policies, modernization of its buildings, security,
18 maintenance, education, family counseling, sponsor community events, create a sense of
19 neighborhood and develop leadership skills. Mr. Padilla also stated that he and Commissioner
20 Gourneau will be meeting with Resident Council for training on how to hold their meetings.
21 Chairman Bardwell asked Mr. Padilla to provide the dates of the Resident Council meetings with
22 them so they could attend if their schedules permit. Deputy Director Padilla stated they would
23 be meeting prior to the Board meetings so that members of the Resident Council could be
24 present at the Regular Board meetings.
25

26 Mr. Padilla also informed the Board of Key Performance Indicators for the month of December
27 2015 as follows:
28

29 **• KEY PERFORMANCE INDICATORS**

30 **For March 2016 -**
31
32

33

Property	Vacant Unit	Occupancy Rate (%)	Work Orders Generated	Open Work Orders	Tenant Account Receivables
Tres Arboles	1	98%	13	0	91.08%
San Pedro Pl	2	95%	9	0	91.71%
Walnut Grove	3	97%	35	0	95.72%
Jardines Alegres	0	100%	15	0	100%
Jardines Verdes	0	100%	8	0	100%
Oak Street	0	100%	4	0	96.12%
Pecos Place	8	60%	0	0	76.39%
Almendra	2	89%	5	0	100%

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Executive Director's Monthly Report

For March's monthly report, the Executive Director reported on the following:

- VACANCY RATES AT TAX CREDIT DEVELOPMENTS**

Mesilla Valley Public Housing Authority March 2016 - Vacancy Report								
Property	Marketable Units	Subsidized Units	Vacant Units		Vacancy Rate %		Applicants	Scheduled Move Ins
			February	March	February	March		
Cimmaron I Apartments	59	0	0	2	0.0%	3.4%	69	1
Cimmaron II Apartments	83	0	0	1	0.0%	1.2%	69	0
Desert Palms Apartments	100	0	3	4	3.0%	4.0%	16	2
Falcon Ridge Apartments	71	67	4	6	5.6%	8.5%	19	1
Montana Senior Village I Apartments	48	0	1	3	2.1%	6.3%	10	1
Montana Senior Village II Apartments	84	0	1	2	1.2%	2.4%	14	0
Stone Mountain Place Apartments	84	0	2	4	2.4%	4.8%	92	0
Totals	529	67	11	22	2.1%	4.2%	289	5

- CAPITAL FUND PROGRAM (CFP)**

Mesilla Valley Public Housing Authority					As of Mar. 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	\$ 22,897	\$526,576	
	100%	93%	8%	65%	
Obligation Deadline	9/8/2015	5/12/2016	9/1/2017		
Expended Funds	\$ 261,728	\$195,100	\$22,897	\$479,725	
	100%	75%	7%	59%	
Expenditure Deadline	9/8/2017	6/1/2018	6/1/2019		
HUD OBLIGATION REQUIREMENT MIN OF 90% BY DEADLINE.					

Executive Director Olvera also presented the Board with the following information on the Financial Indicators:

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

**Mesilla Valley Public Housing Authority
February 2016 - Financial Indicators**

Property	Debt Service Coverage Ratio		Quick Ratio		MENAR	
	Jan	Feb	Jan	Feb	Jan	Feb
Cimmaron I Apartments	1.15	0.98	0.63	0.60	-0.82	-0.83
Cimmaron II Apartments	0.91	0.79	0.54	0.61	-1.29	-0.69
Desert Palms Apartments	0.70	1.11	0.23	0.21	-3.36	-3.57
Falcon Ridge Apartments	2.61	2.79	1.45	1.69	1.82	2.79
Montana Senior Village I Apartments	0.94	1.44	0.31	0.25	-4.43	-4.80
Montana Senior Village II Apartments	0.73	1.30	0.46	0.34	-1.77	-2.30
Stone Mountain Place Apartments	0.75	1.28	0.50	0.37	-1.41	-1.55
PHAS Standard	≥1.25		≥2.0		≥4.0	

MENAR - Months Expendable Net Assets Ratio
Measures adequacy of reserves
$$\frac{\text{=Current Assets}-\text{Current Liabilities}}{\text{Average Monthly Operating Expenses}}$$

QUICK RATIO- Measures Liquidity
$$\frac{\text{=Current Assets}}{\text{Current Liabilities}}$$

DSCR - Debt Service Coverage Ratio
Measures capacity to cover debt
$$\frac{\text{=Adjusted Operating Income}}{\text{Annual Debt Service}}$$

- Robledo Ridge**

FINANCIAL INDICATORS-2016

	Dec 15	Jan 16	Feb 16
VACANT UNITS	1	4	0
VACANCY RATE	1%	6%	0%
MENAR	5.92	5.82	5.51
QUICK RATIO	2.33	2.32	2.14
DSCR	2.34	1.74	1.67

- Other

HUD's Affirmatively Further Fair Housing (AFFH) Rule

On March 23, 2016, HUD published for comment in the Federal Register the proposed Public Housing Authority AFFH Assessment Tool. This third and final Tool outlined in the AFFH Final Rule is for use by Public Housing Agencies (PHAs) that choose to submit an Assessment of Fair Housing alone or with other PHA partners.

Some highlights of the proposed Tool are noted below:

Ability to Collaborate – Similar to the Local Government Assessment Tool and the State and Insular Areas Tool, HUD encourages collaboration in submitting assessment. This may include PHAs collaborating with states, with appropriate entitlement communities, and with other PHAs. We believe these collaborations will be especially useful in communities which share housing markets that will result in coordinated and meaningful fair housing goals.

Factoring of Local Knowledge/Local Data – While the Department is providing a significant amount of data to facilitate the Fair Housing assessment, your local knowledge, including that acquired through community participation, is critical.

5.2 Streamlining Administrative Regulations

HUD published Notice (PIH 2016-05) that presents implementation guidance for provisions included in the regulation titled “Streamlining Administrative Regulations for Public Housing, Housing Choice Voucher, Multifamily Housing, and Community Planning and Development Programs, also known as the “streamlining rule.” The chart below shows for each provision, whether its adoption is mandatory or at the discretion of the PHA.

Attachment	Provision	Mandatory or Discretionary
A	Verification of Social Security Numbers	mandatory
B	Definition of extremely low-income families	mandatory
C	Exclusion of mandatory education fees from income	mandatory
D	Streamlined annual reexamination for fixed sources of income	discretionary
E	Earned income disregard	mandatory
F	Family declaration of assets under \$5,000	discretionary
G	Utility reimbursements	discretionary
H	Public housing rents for mixed families	mandatory
I	Tenant self-certification for Community Service and Self-Sufficiency Requirement	discretionary
J	Public housing grievance procedures	discretionary

1 Executive Director Olvera also discussed CFP stating that the 2013 CFP is fully expended and
2 documents have been submitted to HUD.

3
4 For the 2014 CFP, we have exceeded the required obligation and are currently at 93%.

5
6 **12. EXECUTIVE SESSION closed to the public pursuant to §10-15-1 (H) (2) NMSA 1978 to**
7 **discuss limited personnel matters.**

8
9 Chairman Bardwell asked for a motion to close the Regular Board meeting and go into
10 Executive Session. Commissioner Cordero made a motion to close the Regular Board Meeting
11 and go into Executive Session at 9:44 a.m. to review the Performance Evaluation for the
12 Executive Director. The motion was seconded by Vice Chairman Gourneau. A vote was then
13 taken.

14
15 Chairman Bardwell – aye
16 Vice Chairman Gourneau – aye
17 Commissioners Cordero – aye
18 Commissioner Sanders – aye

19
20 The motion to close the Regular Meeting and go into Executive Session was approved with 4
21 aye votes.

22
23 A motion to close the Executive Session and return to the Regular Meeting was made by
24 Commissioner Cordero at 10:11 a.m. The motion was seconded by Vice Chairman Gourneau.
25 A vote was taken.

26
27 Chairman Bardwell – aye
28 Vice Chairman Gourneau – aye
29 Commissioner Cordero - aye
30 Commissioner Sanders – aye

31
32 The motion to close the Executive Session and return to the open Regular Meeting was
33 approved by 4 aye votes.

34
35 No items were discussed during the closed session that were not identified in Item No. 12 of the
36 agenda and no action was taken.

37
38 **13. ADJOURNMENT**

39
40 There being no further business, Chairman Bardwell asked for a motion to adjourn.
41 Commissioner Cordero made a motion to adjourn. The motion was seconded by Vice
42 Chairman Gourneau. A vote was then taken.

43
44 Chairman Bardwell - aye
45 Vice Chairman Gourneau – aye
46 Commissioner Cordero - aye
47 Commissioner Sanders – aye

48
49 Motion to adjourn the meeting was approved by 4 aye votes.
50

1 The meeting adjourned at 10:35 a.m.

2
3 **SEAL**



APPROVED BY:

EBW

Elizabeth Bardwell, Chairman

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11 **ATTESTED TO:**

J. Olvera

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16 **Juan A. Olvera, Secretary**

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