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**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
MESILLA VALLEY PUBLIC HOUSING AUTHORITY  
September 20, 2016**

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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 9:00 a.m.

**2. ROLL CALL**

MEMBERS PRESENT: Elizabeth Bardwell, Chairman  
Annaliza Gourneau, Vice Chair  
Felix Cordero, Commissioner (arrived at 9:04 a.m.)  
Shelly Sanders, Commissioner (arrived at 9:10 a.m.)  
William M. Rothengass, Commissioner

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: Attorney Robert Blumenfeld, Mendel Blumenfeld  
Law Firm  
Rose Garcia, Executive Director, Tierra  
Del Sol Housing Corp.  
Raul Granados, El Camino Apartments  
Larry Underwood, Underwood Engineering

**3. WELCOME AND INTRODUCTIONS**

Chairman Bardwell welcomed everyone to the meeting.

**4. MOMENT OF SILENCE** – Chairman Bardwell asked for a moment of silence to honor Hatch Police Officer Jose Ismael Chavez. Commissioner Rothengass also asked if Police Officer Cardenas from Alamogordo could be included in the moment of silence. All in attendance held a moment of silence.

1 **5. PUBLIC INPUT**

2  
3 Chairman Bardwell asked if there were any comments from the public. There was no  
4 one from the public present.

5  
6 Commissioner Cordero arrived at the meeting at 9:04 a.m.

7  
8 **6. CONFLICT OF INTEREST**

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

13  
14 **7. APPROVAL OF REGULAR AGENDA**

15  
16 Chairman Bardwell asked for a motion to approve the Regular Agenda. Commissioner  
17 Rothengass made a motion to approve the Regular Agenda. The motion was seconded  
18 by Vice Chairman Gourneau. Chairman Bardwell asked if there was any discussion on  
19 the agenda. There was no further discussion, and Commissioner Bardwell then asked  
20 for a vote.

21  
22 Chairman Bardwell – aye  
23 Vice Chairman Gourneau – aye  
24 Commissioner Cordero - aye  
25 Commissioner Rothengass - aye

26  
27 The motion to approve the Regular Agenda was approved by 4 aye votes.

28  
29 **8. CONSENT AGENDA** – Those items on the Agenda Indicated by an Asterisk (\*) are  
30 on the Consent Agenda and will be voted on by one motion. **N/A**

31  
32 **9. EXECUTIVE SESSION – Audit Exit Conference with RPC CPAs + Consultants,**  
33 **LLP, for the MVPHA FYE June 30, 2016 Audit Closed to the Public Pursuant to**  
34 **§12-6-5 to 120-6-14, NMSA 1978, as amended**

35  
36 Chairman Bardwell asked for a motion to close the regular meeting of the Board of  
37 Commissioners. Commissioner Rothengass made a motion to close the regular  
38 meeting and go into Executive Session at 9:07 a.m. The motion was seconded by Vice  
39 Chairman Gourneau.

40  
41 Chairman Bardwell – aye  
42 Vice Chairman Gourneau – aye  
43 Commissioner Cordero – aye  
44 Commissioner Rothengass – aye

45  
46 The motion to close the regular meeting and go into Executive Session was approved  
47 by 4 aye votes.

48  
49 The auditors made a Presentation of the Financial Statement Audit.

50  
Commissioner Sanders arrived at the meeting at 9:10 a.m.

1 Chairman Bardwell asked for a motion to close the Executive Session and return to the  
2 Regular Meeting. Vice Chairman Gourneau made a motion to close the Executive  
3 Session and return to the Regular Meeting at 9:47 a.m. The motion was seconded by  
4 Commissioner Rothengass. A vote was then taken.

5  
6 Chairman Bardwell – aye  
7 Vice Chairman Gourneau – aye  
8 Commissioner Cordero – aye  
9 Commissioner Rothengass - aye  
10 Commissioner Sanders – aye

11  
12 The motion was approved by 5 aye votes.

13  
14 No items were discussed during the closed session that were not identified in Item No.  
15 9 above under Executive Session, and no action was taken.

16  
17 **10. APPROVAL OF THE MINUTES OF THE PREVIOUS REGULAR MEETINGS AND**  
18 **OF SPECIAL MEETINGS, IF ANY**

- 19  
20
  - **Approval of the Minutes from a Regular Meeting of July 27, 2016**
  - **Approval of the minutes from a Special Meeting of August 22, 2016**

21  
22  
23 Chairman Bardwell asked for a motion to approve the Regular Meeting Minutes of July  
24 27, 2016. Vice Chairman Gourneau made a motion to approve the Minutes of the  
25 Regular Meeting of June 21, 2016, and the motion was seconded by Commissioner  
26 Rothengass. Chairman Bardwell then asked if there was any discussion. There was no  
27 discussion and a vote was taken.

28  
29 Chairman Bardwell – aye  
30 Vice Chairman Gourneau - aye  
31 Commissioner Cordero – aye  
32 Commissioner Rothengass - aye  
33 Commissioner Sanders - aye

34  
35 The motion to approve the Regular Board Meeting Minutes of July 27, 2016 was  
36 approved by 5 aye votes.

37  
38 Chairman Bardwell then asked for a motion to approve the Special Meeting Minutes of  
39 August 22, 2016. Commissioner Rothengass made a motion to approve the Special  
40 meeting minutes and the motion was seconded by Commissioner Gourneau. Chairman  
41 Bardwell asked if there was any discussion. There was no discussion and a vote was  
42 taken.

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

1 The motion to approve the Special Meeting Minutes of August 22, 2016 was approved  
2 by 5 aye votes.

3  
4 **11. RESOLUTIONS**

- 5  
6 • **Resolution No. 2016-13, A Resolution Approving the Employee Personnel  
7 Policy for the MVPHA**

8  
9 Chairman Bardwell asked for a motion to approve Resolution No. 2016-13, Approving  
10 the Employee Personnel Policy for the MVPHA. Vice Chairman Gourneau made a  
11 motion to approve Resolution No. 2016-13 and the motion was seconded by  
12 Commissioner Rothengass. Chairman Bardwell asked if there was any discussion. No  
13 one had any comments and Chairman Bardwell asked for a vote.

14  
15 Chairman Bardwell – aye  
16 Vice Chairman Gourneau - aye  
17 Commissioner Cordero – aye  
18 Commissioner Rothengass - aye  
19 Commissioner Sanders - aye

20  
21 The motion to approve Resolution No. 2016-13 was approved by 5 aye votes.

- 22  
23 • **Resolution No. 2016-14 – A Resolution Approving the Executive Director to  
24 Enter Into an MOU with Developer for the Utilization and Extension of the  
25 Present Chile Capital Lane**

26  
27 Chairman Bardwell asked for a motion to approve Resolution No. 2016-14. A motion  
28 was made by Commissioner Sanders to approve Resolution No. 2016-14 and the  
29 motion was seconded by Commissioner Rothengass. This item was then opened for  
30 discussion. Chairman Bardwell introduced Ms. Rose Garcia, Executive Director, Tierra  
31 del Sol who discussed the importance of how to improve the safety of the area for bus  
32 access. Ms. Garcia stated that the Village of Hatch, the Mayor and the Town managers  
33 have discussed the importance of having road access for school buses. Executive  
34 Director Olvera briefly discussed a sketch of the property in Hatch explaining that Tierra  
35 del Sol is currently developing another property in the area and is requesting access for  
36 the construction of additional housing in Hatch. Once the street is dedicated to the  
37 Village of Hatch by the contractor, then he would consider allowing and dedicating the  
38 remaining portion of the street that the Housing Authority owns to the Village of Hatch  
39 for easier access for school buses. Currently Executive Director Olvera’s concern is for  
40 the children and residents at Falcon Ridge with an increased use of their street during  
41 the construction phase. There was no further discussion and Chairman Bardwell asked  
42 for a vote on this resolution.

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

1 The motion to approve Resolution No. 2016-14 was approved by 5 aye votes.

- 2
- 3 • **Resolution No. 2016-15, A Resolution Organizing the Company, MV**
- 4 **Housing Development LLC., Authorizing the Establishment of a Bank**
- 5 **Account and Approving actions Necessary to Commence and Operate the**
- 6 **Company's Business**
- 7

8 Chairman Bardwell asked for a motion to Approve Resolution No. 2016-15.  
9 Commissioner Sanders made a motion to approve Resolution No. 2016-15, and the  
10 motion was seconded by Vice Chairman Gourneau. Discussion followed by  
11 Commissioner Rothengass who asked what was the purpose of this Company? The  
12 attorney, Mr. Blumenfeld, stated that the company was being reorganized because the  
13 investor for the tax credit property of Montana Senior Village wants to discontinue being  
14 a partner in this property. Apartments are held in a separate corporation and there is a  
15 State mandate of how a tax credit can be run. A private investor is involved in the tax  
16 credit. The investor expects to get cash flow for investing in the project, but the main  
17 goal is to get tax credits. The investor owns the major share of the company and  
18 MVPHA holds a small partnership. The investor now wants to give their shares to  
19 MVPHA and MVPHA cannot own both members' share of the entity. Therefore, a new  
20 company (MV Housing Development LLC) will be created solely for the purpose of  
21 holding the interest as another partner with MVPHA. Because the original investor is no  
22 longer interested in retaining his interests, they are not charging anything for the  
23 Housing Authority to take over the property. They are just willing to give up their shares  
24 to MVPHA, and therefore, MVPHA will own both partnerships, the MVPHA portion and  
25 the MV Housing Development LLC's portion.

26  
27 Vice Chairman Gourneau asked about having a meeting for the Board at least once a  
28 year. Executive Director Olvera stated that this entity would run the same as MVPHA.  
29 The new entity created is to be transparent. Commissioner Sanders asked if there were  
30 any downsides to the creation of this entity. The attorney, Mr. Blumenfeld stated he  
31 saw no downsides. There was no further discussion, and a vote was taken.

32  
33 Chairman Bardwell – aye  
34 Vice Chairman Gourneau - aye  
35 Commissioner Cordero – aye  
36 Commissioner Sanders – aye  
37 Commissioner Rothengass – aye  
38

39 The motion to approve Resolution No. 2016-15 was approved by 5 aye votes.

- 40
- 41 • **Resolution No 2016-16 - A Resolution Implementing New Payment**
- 42 **Standards for the Housing Choice Voucher Program**
- 43

44 Chairman Bardwell asked for a motion to approve Resolution No. 2016-16. A motion  
45 was made by Commissioner Sanders to approve Resolution No. 2016-16 and the  
46 motion was seconded by Commissioner Cordero. Chairman Bardwell asked for any  
47 discussion. There being no questions, Chairman Bardwell asked Ms. Leyva to give an  
48 overview on this resolution. HCV Manager Leyva discussed the fair market rents  
49 stating that the HCV staff is currently at 90 days for recertification. These new fair  
50 market rents will become effective May 1, 2017 and MVPHA has tried to stay consistent

1 at the 95% threshold based on the fair market rents. There was no further discussion  
2 and Chairman Bardwell asked for a vote.

3  
4 Chairman Bardwell – aye  
5 Vice Chairman Gourneau – aye  
6 Commissioner Cordero – aye  
7 Commissioner Rothengass – aye  
8 Commissioner Sanders – aye

9  
10 The motion to approve Resolution No. 2016-16 was approved by 5 aye votes.

11  
12 • **Resolution No. 2016-17 – A Resolution Approving the Final Operating**  
13 **Budget for FY 2016**

14  
15 Chairman Bardwell asked for a motion to approve Resolution No. 2016-17.  
16 Commissioner Cordero made a motion to approve Resolution No. 2016-17 and the  
17 motion was seconded by Commissioner Sanders. Ms. Ramos, stated that she was  
18 summarizing the totals for revenues and expenses for the year and this has included in  
19 this resolution. Attorney Blumenfeld discussed HUD accumulated cash and restrictions  
20 on the budget. Since 2008 and sequestration, HUD has looked into the housing  
21 authorities that had accumulated monies, and because some housing authorities had  
22 not used all of their reserves, they then received less money the following year(s). His  
23 advice is that MVPHA spend their money so there would not be a huge surplus that  
24 could be taken back or applied to a future budget.

25  
26 **12. NEW BUSINESS**

27  
28 • **Corrective Action Plan – SEMAP**

29  
30 Executive Director Olvera stated that he, Chairman Bardwell, and Ms. Leyva met with  
31 Floyd Duran, HUD Director, for a review of the 2015 SEMAP confirmatory review. Mr.  
32 Duran gave them a debriefing of the Family Self Sufficiency numbers reported in the  
33 HUD system. Discussion followed regarding what the correct number for the FSS  
34 program should be and what the PIC system shows. Ms. Leyva stated that the  
35 numbers will not change the overall performer status.

36  
37 Another item discussed was the rent reasonableness. As brought to the Board's  
38 attention at the last two Board meetings, there were incorrect policies in the  
39 Administrative Plan which were caught and corrected in July.

40  
41 • **Date Change for the October Board Meeting**

42  
43 Because the Commissioners will be attending the NAHRO Conference in New Orleans  
44 from October 13 through 16, 2016, the October Board Meeting was cancelled and the  
45 next meeting will be held on Tuesday, November 15, 2016 at 9 a.m.

1 **Management Reports**

2

3 **Accountant's Report**

4

5 Ms. Ramos report the following for this month's report:

- 6
- 7 • This month's reports include final financial statements for year ending June 30, 2016, reflecting the budget revision to close out the year, final budget, as well as the financial statement summary.
- 8
- 9
- 10
- 11 • Also included are July's financial statements and financial statement summary for the first month of Fiscal Year 2017, July 2016 through June 2017.
- 12
- 13
- 14 • Financial indicators through July 31, 2016.
- 15

16 **PHAS - FINANCIAL CONDITION INDICATORS**

INDICATOR	PUBLIC HOUSING		MVPHA APARTMENTS		SECTION 8 NC		HCV		HUD STANDA	PHAS SCORE
	Jun 16	Jul 16	Jun 16	Jul 16	Jun 16	Jul 16	Jun 16	Jul 16		
MENAR	19.77	22.50	76.03	75.61	34.24	32.19	14.72	18.14	≥4.0	11
QUICK RATIO	12.95	15.89	43.11	69.65	25.35	27184	13.11	16.88	≥2.0	12
DSCR	ND	ND	3.92	3.46	2.99	2.69	ND	ND	≥1.25	2

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

1 **Office Manager's Monthly Report**

2  
3 Ms. Gonzalez reported the following:

- 4
- 5 • Over 50 applications for the position of Executive Assistant/Office Manager were
- 6 received. Mr. Olvera and Ms. Gonzalez interviewed the top 5 candidates. A job
- 7 offer was made to one of the candidates who accepted and we anticipate her
- 8 starting with the Housing Authority in October 2016.
- 9
- 10 • An HCV Specialist in the Section 8 HCV Program failed to report in to work and
- 11 did not call in for over 3 days. Therefore, per our Employee Manual, the decision
- 12 was made to accept her voluntary resignation.
- 13
- 14 • We advertised for the HCV Specialist position for the Section 8 HCV program to
- 15 replace the above-noted employee. We have interviewed the top candidates for
- 16 the position and a job offer will be made later this month.
- 17
- 18 • At the September 20, 2016 First Annual Recognition Luncheon, nine employees
- 19 will be recognized for their years of service. Jaime Carrillo, Maintenance Aide A,
- 20 has been with the Housing Authority for over 36 years, as well as Jesse Padilla
- 21 who has been with the Housing Authority for over 23 years.
- 22
- 23 • Ms. Gonzalez attended the Dona Ana County Health and Human Services
- 24 Mental Health First Aid Training Certification Program on August 25, 2016. This
- 25 training helped identify, understand and respond to signs of mental illness and
- 26 substance abuse disorders. Staff from the HCV Program also attended and the
- 27 next class is scheduled for October 6, 2016 and others will be attending.
- 28
- 29 • The Family Self-Sufficiency (FSS) Program Coordinator resigned from her
- 30 position due to a conflict of interest relating to the Hatch Act. The Act prohibits
- 31 local government employees whose salaries are paid for entirely by federal funds
- 32 to be candidates for public office in a partisan election.
- 33

34 **HCV Manager's Monthly Report**

35  
36 Ms. Jaclyn Leyva, HCV Manager, reported the following:

- 37
- 38 • The FY 2017 Fair Market Rents have been published by HUD, and Resolution
- 39 No. 2016-16 has been submitted to approve and implement the new payment
- 40 standards set at 95% of the fair market rents effective May 1, 2017.
- 41
- 42 • The HCV Staff completed HTVN trainings in August which consisted of EEOC
- 43 Update and Recent Employment Risks.
- 44
- 45 • The HCV team attended the Dona Ana County Health and Human Service
- 46 Mental Health First Aid Training Certification Program to help identify,
- 47 understand, and respond to signs of mental illness and substance abuse
- 48 disorders.
- 49
- 50

- 1 • QC file review has been completed through August 31, 2016 and continues daily  
2 to ensure the quality is accurate with the addition of file checklists and  
3 procedures in place. All annual certifications completed each month are also  
4 being reviewed for the upcoming months.  
5
- 6 • HCV procedures continue to be reviewed to increase efficiency and HCV  
7 Specialist production and HCV Procedural Manual has been completed and  
8 reviewed with all staff. Updates continue due to the change in the HCV  
9 Administrative Plan effective August 1, 2016.  
10
- 11 • PIC Submission is rate is 97.65% for the month of August 2016.  
12
- 13 • HCV Manager Leyva and HCV Specialist Rosemarie Ortiz, continue to work with  
14 our Community Partner with CYFD to fill the Family Unification Program  
15 vouchers and meet on a monthly basis to review all pending cases and discuss  
16 new applicants. Currently there are 8 vacancies and HCV Section is hoping to  
17 have them filled by the end of the year with the current pool of applicants. Our  
18 FUP Coordinator has not been attending the regular monthly meetings, and it  
19 was discovered she was recently promoted so we are working with our new  
20 representative to fill our vacancies as quickly as possible.  
21
- 22 • The 4<sup>th</sup> Quarter Landlord Orientations have been scheduled for the week of  
23 November 14-18, 2016, and HCV Section will be advertising at the end of  
24 October for anyone wishing to attend.  
25
- 26 • On September 9, Executive Director Olvera, Commissioner Beth Bardwell, Ms.  
27 Leyva met with Floyd Duran, HUD Director, for a debriefing of the SEMAP FYE  
28 2015 Confirmatory Review.  
29
- 30 • Ms. Leyva also reported that the August HCV Production included 171 Annuals,  
31 37 Interims, 8 Moves, 23 Terminations and 9 Owner changes which were  
32 processed.  
33
- 34 • The August Waiting List Pull – Lottery 3 applicant appointments are now  
35 complete and in process, 0 appointments scheduled, 8 backgrounds conducted,  
36 Lottery 4 appointments have been scheduled for pull 1 to continue lease up for  
37 attrition and terminations.  
38
- 39 • Ms. Leyva also reported that in June, 69 vouchers were issued. Under the  
40 Family Self Sufficiency 2016 enrollment, there was a total of 0 enrollments in  
41 August 2016 (1 termination).  
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1 HOUSING CHOICE VOUCHER (HCV) PROGRAM

	Dec-14	May- 16	June- 16	July 16
Homeownership	17	16	16	16
Homeownership HAP	\$7,594	\$6,730	\$6,730	\$6,858
2008 and 2009 Family Unification	0	24	25	26
2008 and 2009 Family Unification HAP	\$17,394	\$14,329	\$14,484	\$14,492
2008 and 2009 Non-Elderly Disabled	97	86	86	85
2008 and 2009 Non-Elderly Disabled HAP	\$31,823	\$27,971	\$27,549	\$27,655
Portable Vouchers Paid	15	11	12	13
Portable Voucher HAP	\$12,138	\$7,875	\$7,291	\$8,735
Veteran's Affair Supported Housing (VASH) Voucher	36	48	47	48
Veteran's Affair Supported Housing (VASH) HAP	\$16,209	\$17,405	\$15,996	\$16,306
All Other Vouchers	783	1076	1080	1106
HAP All Other Vouchers	\$360,134	\$464,968	\$451,251	\$446,919
FSS Escrow Deposits	\$1,583	\$2,101	\$2,101	\$2,072
All Voucher HAP Expenses After the First of Month	\$4,734	\$7,968	0	\$345
<b>Total Vouchers</b>	<b>978</b>	<b>1261</b>	<b>1266</b>	<b>1294</b>
<b>HAP Total</b>	<b>\$451,609</b>	<b>\$549,347</b>	<b>\$525,402</b>	<b>\$523,382</b>
Number of Vouchers Under Lease (HAP Contract) on the last day of the Month	1,030	1257	1286	1290
New vouchers issued but not under HAP contracts as of the last day of the month	140	140	159	128
Administrative Expense	\$35,342	\$46,588	\$44,624	\$42,852
Net Restricted Assets (NRA) as of the Last Day of the Month	\$230,286	\$224,198	\$209,875	\$267,379
Unrestricted Net Assets (UNA) as of the Last Day of the Month	\$554,222	\$568,468	\$553,349	\$502,260
Cash/Investment as of the Last Day of the Month - Voucher Program Only	\$784,508	\$792,666	\$763,223	\$769,639

Chairman Bardwell congratulated Ms. Leyva on the lease up increase.

1 **Mod/Maintenance Manager's Report**

2  
3 Mr. Montague reported on the following:

4  
5 Projects Currently Underway

- 6 • The re-roofing of Robledo Ridge, which is due to hail damage, began on July
- 7 18, 2016 and is continuing. This project will take approximately 90 days to
- 8 complete and is funded through an insurance policy for hail damage.
- 9
- 10 • The installation of the new phone system is complete.
- 11
- 12 • The contract for the replacement of all carpet in the main office and
- 13 maintenance office has been completed by Casey Carpet, a local company.
- 14 This project is funded by 2015 CFP funds.
- 15
- 16 • Villa Sereno units, Acosta 20 and 21, are currently being prepared for sale.
- 17
- 18
- 19

20 **Future Projects**

21 The maintenance staff is currently compiling a list of units in need of new roofs. Once

22 the list is complete, we will get proposals from companies that have pricing agreements

23 with the State of New Mexico.

24

25 The Request for Proposal (RFP) for the submittal of a Green Physical Needs

26 Assessment (GPNA) has been issued on July 30, 2016. Proposals were received on

27 September 9, 2016 and are currently being reviewed. GPNA is a HUD requirement and

28 is funded through the CFP.

29

30 Plans are currently being put together for the cooler shut down and heater turn on in

31 late October 2016.

32

33 **Deputy Director/Housing Programs Manager**

34 Deputy Director Padilla reported on the following:

- 35 • **PIC SCORE-100%** PIC is the HUD Public Information Center where the
- 36 department is required to report all assisted families and all transactions for the
- 37 families.
- 38
- 39 • Total applicants on our **Public Housing waiting list: Section8-NC**
- 40
- 41
- 42

43	Zero Bedroom-	38	One Bedroom-	34
44	One Bedroom-	84	Two Bedroom-	02
45	Two Bedroom-	62		
46	Three Bedroom-	31		
47	Four Bedroom-	05		
48	Five Bedroom-	00		
49				
50				

1 Mr. Padilla attended a webcast training on (MOR) HUD Section 8 Management &  
 2 Occupancy. Review conducted by Kerri Wise of Paulus and Associates, Inc. The MOR  
 3 is conducted as a part of the U.S. Department of Housing and Urban developments  
 4 (HUD) regulatory oversight. MOR is HUDs key tool for monitoring how properly a  
 5 Section 8 property is attaining their goals. MOR's are needed to make sure that the  
 6 HUD's multifamily *housing programs* are regulated as required by identifying the flaws  
 7 to eliminate waste, fraud and mismanagement. The review will consist of auditing the  
 8 S8 files, waiting list, day to day operations, updating and reviewing HA procedures and  
 9 policies, keeping the EIV (Enterprise Income Verification) manual updated, updating the  
 10 manuals as required by looking at each one of them. In keeping the EIV Manuals  
 11 updated, the audit will look at whether the HA has kept all the updates on your 6 month  
 12 renewals, whether all the reports have been printed and inconsistencies, HA personnel  
 13 have taken EIV/TRACS 202d classes and staff attending Fair Housing training annually.

14  
 15  
 16 • **KEY PERFORMANCE INDICATORS – for July 2016**

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 18  
 19

Property	Vacant Units	Occupancy Rate (%)	Work Orders Generated	Open Work Orders	Tenant Account Receivables
Tres Arboles	2	97%	19	0	95.03%
San Pedro Pl	0	100%	20	1	100%
Walnut Grove	4	96%	52	0	81.79%
Jardines Alegres	2	96%	35	0	100%
Jardines Verdes	1	98%	18	0	100%
Oak Street	0	100%	5	0	81.25%
Pecos Apts	3	85%	8	0	82.14%
Almendra	1	94%	9	0	90.24%

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1 Executive Director's Monthly Report

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4 VACANCY RATES AT TAX CREDIT DEVELOPMENTS

5  
6 Mesilla Valley Public Housing Authority  
7 August 2016 - Vacancy Report

Property	Marketable Units	Subsidized Units	Vacant Units		Vacancy Rate %		Applicants	Scheduled Move Ins
			July	August	July	August		
Cimmaron I Apartments	59	0	0	1	0.0%	1.7%	105	0
Cimmaron II Apartments	83	0	2	0	2.4%	0.0%	104	0
Desert Palms Apartments	100	0	6	6	6.0%	6.0%	29	3
Falcon Ridge Apartments	71	67	3	4	4.2%	5.6%	22	2
Montana Senior Village I Apartments	48	0	1	1	2.1%	2.1%	11	0
Montana Senior Village II Apartments	84	0	4	3	4.8%	3.6%	10	2
Stone Mountain Place Apartments	84	0	4	6	4.8%	7.1%	74	3
<b>Totals</b>	<b>529</b>	<b>67</b>	<b>20</b>	<b>21</b>	<b>3.8%</b>	<b>4.0%</b>	<b>355</b>	<b>10</b>

18  
19  
20 CAPITAL FUND PROGRAM (CFP)

Mesilla Valley Public Housing Authority					As of August 31, 2016
CFP Funding					
	2014	2015	2016	TOTAL CFP	<b>TOTAL CFP FUNDING</b> 
Total Budget	\$ 260,228	\$ 286,707	\$ 297,104	\$ 844,039	
Obligated Funds	\$ 260,228	\$ 93,719	\$ 59,421	\$ 413,368	
	100%	33%	20%	49%	
Obligation Deadline	5/12/2016	4/12/2017	4/12/2018		
Expended Funds	\$ 258,115	\$ 93,719	\$ 59,421	\$ 411,255	
	99%	33%	20%	49%	
Expenditure Deadline	6/1/2018	6/1/2019	6/1/2020		

36 HUD OBLIGATION REQUIREMENT MIN OF 90% BY DEADLINE

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

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

Property	Debt Service Coverage Ratio		Quick Ratio		MENAR	
	June	July	June	July	June	July
Cimmaron I Apartments	1.00	1.34	0.63	0.99	-0.87	-0.03
Cimmaron II Apartments	1.14	1.56	0.25	0.83	-1.45	-0.35
Desert Palms Apartments	1.59	1.15	0.53	0.67	-3.79	-2.58
Falcon Ridge Apartments	2.11	2.41	1.37	1.39	1.30	1.50
Montana Senior Village I Apartments	1.40	1.19	0.69	0.74	-4.44	-3.73
Montana Senior Village II Apartments	0.86	1.33	0.84	0.87	-2.06	-2.18
Stone Mountain Place Apartments	1.07	1.14	0.49	0.86	-1.27	-0.36
<b>PHAS Standard</b>	<b>≥1.25</b>		<b>≥2.0</b>		<b>≥4.0</b>	

**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:**

<b>FINANCIAL INDICATORS - 2016 ROBLEDO RIDGE</b>			
	May-16	Jun-16	Jul-16
<b>VACANT UNITS</b>	1	1	1
<b>VACANCY RATE</b>	1%	1%	1%
<b>MENAR</b>	7.65	7.65	6.02
<b>QUICK RATIO</b>	2.48	2.48	2.09
<b>DSCR</b>	2.26	2.26	1.91

1 **OTHER**

2  
3 **Sale of Villa Sereno unit:**

4  
5 Parcel PC#18-17100, Lot 3, of the Villa Sereno Subdivision, more commonly known  
6 as 625 Acosta Rd. #5, Anthony, NM 88021, was sold to Lorenza Y. Marrufo Leyva  
7 and Anabey Leyva Salinas, eligible homeowners.  
8

9  
10 The Contract Sales price was \$65,000, financed with a loan from Bank 34 and  
11 subordinate financing from the New Mexico Mortgage Finance Authority (MFA).  
12

13 The Inventory of Public Housing dwelling units is now as follows:

14  
15

PROPERTY	No. OF UNITS
JARDINES ALEGRES	47
SAN PEDRO PLACE	38
TRES ARBOLES	64
WALNUT GROVE	99
VILLA SERENO	2
<b>TOTAL</b>	<b>250</b>

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31 **EXECUTIVE SESSION**

32  
33 Chairman Bardwell asked for a motion to go into Executive Session. Commissioner Sanders  
34 made a motion to close the open meeting and go into Executive Session to review the  
35 Performance Evaluation for the Executive Director at 10:55 a.m. The motion was seconded by  
36 Commissioner Gourneau.  
37

38 Chairman Bardwell – aye  
39 Vice Chair Gourneau – aye  
40 Commissioner Cordero - aye  
41 Commissioner Rothengass – aye  
42 Commissioner Sanders – aye  
43

44 The motion to go into Executive Session was approved by 5 aye votes.  
45

46 Commissioner Cordero left the meeting at 11:00 a.m.  
47

48 Chairman Bardwell asked for a motion to close the Executive Session and return to the Open  
49 Regular Meeting. A motion was made by Commissioner Gourneau to open the closed meeting  
50

1 at 11:25 a.m. and return to the Open Regular Meeting. The motion was seconded by  
2 Commissioner Sanders. A vote was taken.

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

8  
9 The motion to return to an open Regular Meeting was approved by 4 aye votes.

10  
11 No items were discussed during the closed session that were not identified Item No. 12 of the  
12 Agenda and no action was taken.

13  
14 **ADJOURNMENT**

15  
16 Chairman Bardwell asked for a motion to adjourn the meeting. Vice Chair made a motion to  
17 adjourn the meeting. The motion was seconded by Commissioner Rothengass. A vote was  
18 then taken.

19  
20 Chairman Bardwell – aye  
21 Vice Chairman Gourneau - aye  
22 Commissioner Rothengass - aye  
23 Commissioner Sanders – aye

24  
25 Motion to adjourn the meeting was approved by 4 aye votes.

26  
27 The meeting adjourned at 11:26 a.m.

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30  
31 **SEAL**



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39 **APPROVED BY:**

A handwritten signature in black ink, appearing to read "Elizabeth Bardwell".

40  
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43  
44 **Elizabeth Bardwell, Chairman**

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49  
50 **ATTESTED TO BY,**

A handwritten signature in black ink, appearing to read "Juan A. Olvera".

45  
46  
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49  
50 **Juan A. Olvera, Secretary**