

CITY OF TUCUMCARI
Housing Authority Advisory Board Meeting
MINUTES
December 29, 2011

The Tucumcari Housing Authority Advisory Board met in a Rescheduled Meeting on Thursday, December 29, 2011, at 5:00 p.m. in the City Commission Chambers. Members present constituting a quorum were Antonio Apodaca, Amiel Curnutt, Timothy Durkin, Robert Lumpkin, and Jimmy Sandoval.

City staff members present were Doug Powers, Interim City Manager; Viki Riddle, Housing Authority Director; and Christine Dougherty, City Clerk.

Roll Call

Mr. Apodaca asked for Roll Call:

| | | | | | |
|----------|---------|---------|---------|---------|--------|
| Sandoval | Curnutt | Witcher | Apodaca | Lumpkin | Durkin |
| Yes | Yes | No | Yes | Yes | Yes |

Consideration of Changes or Deletions to Agenda

Mr. Curnutt made a motion to approve the agenda as written and Mr. Lumpkin seconded the motion. Roll Call:

| | | | | |
|---------|---------|---------|--------|----------|
| Curnutt | Apodaca | Lumpkin | Durkin | Sandoval |
| Yes | Yes | Yes | Yes | Yes |

Approval of Minutes

Mr. Durkin made a motion to approve the minutes of the Regular Housing Authority Advisory Board meeting held on November 17, 2011 and Mr. Lumpkin seconded the motion. Roll Call:

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|---------|---------|--------|----------|---------|
| Apodaca | Lumpkin | Durkin | Sandoval | Curnutt |
| Yes | Yes | Yes | Yes | Yes |

Public Comments

Mr. Apodaca asked if there was anyone wishing to address the Advisory Board. Being none, the meeting continued.

Financials

Ms. Riddle began by presenting the financials for Chaparral Apartments for November. She explained that their net monthly transactions totaled \$59,181.96 and stated that in the past she hasn't understood the financials for the Chaparrals.

Mr. Durkin asked how Ms. Riddle thinks we are doing. Ms. Riddle responded that she thinks it is going ok stating that she has been in touch with the Manager. Ms. Riddle stated that the program is running solid.

Mr. Curnutt made a motion to approve the financials for November, 2011 for the Chaparral Apartments and Mr. Durkin seconded the motion. Roll Call:

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|---------|---------|--------|----------|---------|
| Apodaca | Lumpkin | Durkin | Sandoval | Curnutt |
| Yes | Yes | Yes | Yes | Yes |

Ms. Riddle then presented the financials for October and November for the Housing and Section Eight programs. Ms. Riddle explained that the Housing Authority report is cumulative; detailing July through October. She noted the 31.8% gross profit and said this is right at budget predictions for October. She pointed out the Administrative expenses at 24.9% and the utility expenses at 24.8%.

Mr. Apodaca inquired why there were legal expenses noted in the report. Ms. Riddle explained that the legal expenses were from the issues with Mr. Hotto. Mr. Durkin commented that the financials look good.

Mr. Durkin then inquired when Mr. Benavidez might be able to return to work. Ms. Riddle said that he will be going to the doctor tomorrow and she hopes he will be able to return to work on a part-time basis next week.

Ms. Riddle explained that she will be presenting a budget amendment request at the next meeting. She went on to say that it is difficult to determine all the expenses ahead of time as emergencies can not be predicted.

Ms. Riddle then directed the board's attention to the November Housing Authority financials. Ms. Riddle stated that the percentages have increased. She noted sundry fees which are at 56.9%. Mr. Durkin inquired what the pet service charge is noted on the financials. Ms. Riddle explained that renters that have pets must pay \$10 per month to have their pets in their homes.

Ms. Riddle then presented the Section Eight financials for October. She noted that this program is still struggling from budget cuts. Mr. Lumpkin asked for clarification as he sees that the program is \$48,000 over budget. Ms. Riddle responded in the positive explaining that HUD expects her to utilize her reserves to accommodate budget shortfalls. Ms. Riddle explained that when the HUD office in Washington sees that her program is over budget, they generally revise her budget allocations.

Mr. Lumpkin asked for clarification that the government helps the program meet its budget. Ms. Riddle responded in the positive but explained that the problem is that 140 vouchers for housing are issued to her office and she averages only 83-93 homes available for rent each month.

Mr. Apodaca inquired how much the reserve is for the program. Ms. Riddle responded that she has a reserve account balance of \$400,000. She explained that when the HUD office in Washington sees her bank statement, the balance makes them think the program is doing ok. Ms. Riddle speculated that Washington could instruct her to deplete her reserves as they are doing nationwide with all housing agencies that have reserve accounts.

Mr. Curnutt made a motion to approve the financials for the Housing Authority and Section Eight for October and November and Mr. Lumpkin seconded the motion. Roll Call:

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|---------|--------|----------|---------|---------|
| Lumpkin | Durkin | Sandoval | Curnutt | Apodaca |
| Yes | Yes | Yes | Yes | Yes |

Approval of Bills

Ms. Riddle presented the bills for payment. Mr. Apodaca asked for what a company called DVR Gas was paid. Ms. Riddle explained that DVR Gas is gas line Inspection Company from Albuquerque. Mr. Apodaca also inquired what Do It All Handyman service was paid for. Ms. Riddle said the gentleman is a local that performed some plumbing repairs for the units. Mr. Durkin inquired why Franklin Jackson was paid. Ms. Riddle explained that he owns a local glass company.

Mr. Curnutt made a motion to approve the bills for payment and Mr. Durkin seconded the motion. Roll Call:

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|---------|---------|--------|----------|---------|
| Apodaca | Lumpkin | Durkin | Sandoval | Curnutt |
| Yes | Yes | Yes | Yes | Yes |

Executive Director's Report

Ms. Riddle reviewed the statistics for the program. She stated that in public housing, there are 90 units total with one vacancy that she believes will be rented tomorrow. Ms. Riddle said \$11,744 was collected in rent and that \$536 in rent was delinquent. There are eight parties on the waiting list for public housing.

In the Section Eight program, Ms. Riddle reported that there are 140 total vouchers with 92 administered. HAP payments totaled \$32,425. Two vouchers were issued, one of which has been housed. There are eight parties on the waiting list.

Ms. Riddle stated that the auditors were on site December 20, 2011 and will return January 9, 2012 to complete the audit. Ms. Riddle stated she anticipates an audit finding for the report being late to the State. However, a letter has been submitted to the State describing the health issue that interrupted the audit and she hopes that will be accepted and no audit finding will occur.

Ms. Riddle also explained that income limits to qualify for public housing have been revised and an updated copy of the income tables is in the packets. Ms. Riddle said the income changes went into effect December 1, 2011.

Ms. Riddle also noted that a copy of the December tenant newsletter was included in the packets.

Items From Board Members

Mr. Sandoval wished everyone a Happy New Year.

Mr. Curnutt also wished everyone a Happy New Year.

Mr. Lumpkin empathized with the compliance challenges Ms. Riddle has to work with and wished everyone a Happy New Year.

Mr. Durkin told Ms. Riddle she is doing a good job. He also wished everyone a Happy New Year and a belated Merry Christmas.

Mr. Apodaca wished everyone a Happy New Year.

Adjournment

Mr. Lumpkin made a motion to adjourn at 5:30 p.m. and Mr. Curnutt seconded the motion. Roll Call:

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|----------|---------|---------|---------|--------|
| Sandoval | Curnutt | Apodaca | Lumpkin | Durkin |
| Yes | Yes | Yes | Yes | Yes |

Antonio Apodaca, Mayor Pro Tem

ATTEST:

Christine Dougherty, City Clerk