

CITY OF TUCUMCARI
Housing Authority Advisory Board Meeting
MINUTES
February 23, 2012

The Tucumcari Housing Authority Advisory Board met in a Regular Meeting on Thursday, February 23, 2012, at 5:00 p.m. in the City Commission Chambers. Members present constituting a quorum were Timothy Durkin, Robert Lumpkin, Jimmy Sandoval, and Jim Witcher.

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

Roll Call

Mr. Witcher asked for Roll Call:

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

Consideration of Changes or Deletions to Agenda

There were no changes to the agenda. The meeting continued as planned.

Approval of Minutes

Mr. Durkin made a motion to approve the minutes of the Regular Housing Authority Advisory Board meeting held on January 26, 2012 and Mr. Lumpkin seconded the motion. Roll Call:

Witcher	Lumpkin	Durkin	Sandoval
Yes	Yes	Yes	Yes

Public Comments

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

Financials

Ms. Riddle presented the financials for the Chaparral Apartments for January, 2012. Ms. Riddle stated that things are still looking good and they are not in the red.

Ms. Riddle then presented the Section Eight financials stating that program is slightly over budget. Ms. Riddle explained that the funding is less than needed and she is using reserves to keep the program running. Mr. Witcher asked what is anticipated regarding funding. Ms. Riddle responded that the program budget has been cut. She went on to say

that she is required to maintain no less than eight and one half percent of what is in the reserve account now. She stated that if she goes under the minimum, the federal funding sources will fund the program. Ms. Riddle stated that her current funding is \$4900 per month and the program expenses are \$31,000 per month.

Mr. Witcher asked what will happen with the reserve account is depleted. Ms. Riddle explained that she does not believe it will be a problem. She said she anticipates that the federal funding agency will not allow public housing to cease. Mr. Powers asked how much money is in the reserve account. Ms. Riddle responded that the balance is around \$400,000.

Mr. Durkin asked if a meeting with Roswell Housing was held. Ms. Riddle explained that the meeting has not been held, but she still plans to meet with them to discuss expanding the service area of the Tucumcari office outside the city limits.

Ms. Riddle further explained that a positive in her Public Housing budget is that more rent was collected than anticipated. She was also happy to report that the total administrative expense is at 43.1% year-to-date. She also stated that both the utilities and maintenance budgets are at 49% expended, which is good.

Ms. Riddle stated that insurance expenses are at 120% of budget and a \$14,000 bill is expected so she will have to present a budget amendment request. The benefits line item is also over spent for the time of year and funds will also be moved with a budget amendment to rectify this situation. Ms. Riddle said overall, her budget is in good shape.

Mr. Lumpkin made a motion to approve the financials for the Chaparral Apartments and the Public Housing for January 2012 and Mr. Durkin seconded the motion. Roll Call:

Lumpkin	Durkin	Sandoval	Witcher
Yes	Yes	Yes	Yes

Approval of Bills

Ms. Riddle presented the bills for payment. She explained that the total for the month was \$41,308.68. She also stated that she used a different format for the billing report this month.

Mr. Witcher asked why the insurance expenses have increased. Ms. Riddle stated that she too was concerned by this as there has only been one workman's comp claim this year and she hasn't received any billing on it yet. She said she is also concerned as she receives two bills per year; one in January and one in June both for \$14,000. Mr. Lumpkin suggested that Ms. Riddle shop around for better insurance rates.

Mr. Durkin asked who Nashville Construction was. Ms. Riddle explained that is a local contractor.

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

Lumpkin	Durkin	Sandoval	Witcher
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 zero vacancies. Ms. Riddle said \$12,013 was collected in rent and that \$1,169 in rent was delinquent. There are nine parties on the waiting list for public housing.

In the Section Eight program, Ms. Riddle reported that there are 140 total vouchers with 91 administered. HAP payments totaled \$31,598. There are six parties on the waiting list.

Ms. Riddle reported sending ten notices regarding a voucher briefing. Two parties attended and the two were housed within a week. She also sent five notices of briefings, three attended and one was housed.

Ms. Riddle then presented Resolution 2012-01-HA which approves the 2012 Capital Fund Grant. Ms. Riddle explained that this grant will replace kitchen cabinets in 10 units, replace flooring in three units, replace 18 refrigerators, replace 10 ranges, and provide \$10,000 towards the remodel of the office.

Mr. Lumpkin made a motion to approve Resolution 2012-01-HA approving the 2012 Capital Fund Grant and Mr. Durkin seconded the motion. Roll Call:

Lumpkin	Durkin	Sandoval	Witcher
Yes	Yes	Yes	Yes

Ms. Riddle concluded her report by informing the Board that the status of the Public Housing program has been upgraded to High Performer. Ms. Riddle said that Mr. Benavidez does not recall the program being in high performer status since before 2006. Mr. Lumpkin, Mr. Durkin and Mr. Sandoval each complimented Ms. Riddle on the upgrade of status. Mr. Witcher commented that the program improved from Troubled to High Performer.

Ms. Riddle also mentioned the notice that was included on the back of the monthly newsletter which reminded tenants that if they are non-compliant the process to move them out will begin.

Items From Board Members

Mr. Sandoval had no comments.

Mr. Durkin told Ms. Riddle she is doing an excellent job.

Mr. Lumpkin told Ms. Riddle and Mr. Benavidez they are doing a great job.

Mr. Witcher stated that the whole team at housing was part of the status upgrade and gave them all kudos.

Adjournment

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

Sandoval	Witcher	Lumpkin	Durkin
Yes	Yes	Yes	Yes

James L. Witcher, Sr., Mayor

ATTEST:

Christine Dougherty, City Clerk