

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

January 27, 2015

This meeting of the Santa Fe County Housing Authority was called to order on the above-cited date in the Santa Fe County Legal Conference Room, at the County Courthouse at approximately 10:05 a.m. by Commissioner Liz Stefanics.

Roll call indicated the presence of a quorum with the following Board members present:

Members Present:

Robert Anaya, Commission Chair
Liz Stefanics, Commissioner
Henry Roybal, Commissioner
Frances Ong, Resident Member
Joseph Loewy, Community Member

Member(s) Excused:

Miguel Chavez, Commissioner
Kathy Holian, Commissioner

Staff Present:

Katherine Miller, County Manager
Ron Pacheco, Housing Authority Director
Victor Gonzales, Housing Authority Staff
Carole Jaramillo, Finance Division
Lynette Kennard, Accounting Division
Marcus MacDonald, Housing Accountant
Deanna Lopez, Housing Division
Rachel Brown, Deputy County Attorney
Tony Flores, Deputy County Manager
Chris Barela, Constituent Liaison
Lisa Katonak, County Manager's Office
Rosemary Bailey, Affordable Housing Staff
Rudy Garcia, County Manager's Office

III. Introductions

Those present introduced themselves.

IV. Approval of Agenda

Mr. Loewy moved to approve the agenda. Ms. Ong seconded and the motion passed by

unanimous [4-0] voice vote. [Chairman Anaya was not present for this action.]

V. Approval of Minutes: November 25, 2014

No changes being offered, Mr. Loewy moved approval. Ms. Ong seconded and the motion carried unanimously [4-0]. [Chairman Anaya was not present for this action.]

VI. Update and Formal Direction Regarding Affordable Housing Project at the Galisteo Site

Mr. Pacheco gave a summary of previous activity regarding the Galisteo Street site which is on an old County Public Works location and is within the city limits. The plan is to enlist federal aid with tax credits. Environmental issues are being worked on. Funding will come in part from proceeds of homes sold along with HUD funding. Currently, 60 units are planned at this site.

Mr. Flores stated staff has looked at a number of alternatives and up to \$10,000 was approved for a traffic analysis. A team has been meeting and based on those discussions it was decided a site analysis and preliminary master development plan was needed and this would be prepared by consultants. There have been four bids and it is anticipated a contractor will be on board within three weeks. The consultant will look at zoning, densities, lot coverage, parking, traffic and geotechnical analysis with a focus on environmental concerns. The working budget is \$30,000 plus reimbursables and GRT.

[Chairman Anaya joined the meeting.]

In response to questions from Commissioner Stefanics, Mr. Flores explained that the analysis will direct how many units would be possible under different scenarios. Density and traffic analysis will drive factors such as parking.

Ms. Miller noted that the train station is to be opened on a pilot basis shortly.

Mr. Pacheco speculated two early neighborhood notification meetings will be required. The City could provide density bonuses. Previous neighborhood meetings were positive.

Mr. Flores will give a further update at the next meeting on the results of the consultant bid.

VII. Approval of 2015 Housing Board Meeting Schedule

Mr. Pacheco pointed out that the meeting was noticed as a special meeting since the regular meeting deadline was not met. Going forward, as the proposed schedule is approved all meetings are thereby noticed. Notice will also be posted on the County's website.

Mr. Loewy moved to accept the meeting schedule as shown in the packet. Ms. Ong seconded and the motion carried by unanimous [5-0] voice vote.

VIII. Housing Authority Updates

A. Site Improvement Plan/CFP Update

Mr. Gonzales stated the Valle Vista home sales unit is proceeding through the bid process. Work will begin tomorrow to turn around three units, two in Santa Cruz and one in Valle Vista. The purchasing order is ready and units on Camino de Roberto will have roofs replaced. Also on Camino de Roberto, asbestos abatement will begin shortly on one damaged unit.

Mr. Loewy brought up the subject of aging furnaces. Mr. Gonzales said the units were last replaced in 1996 and are in need of replacement. However, in Santa Cruz when AC/combo units were installed outside they were stolen. They are looking at replacing furnaces at 56 units at Santa Cruz at a cost of \$229,000.

Chairman Anaya asked about the Camino Jacobo sewer line extension. Mr. Gonzales noted they have received a quote for an appraisal which is being reviewed by Legal. Next steps are approval from the landowner or condemnation proceedings. Mr. Pacheco explained that none of the usual appraisers were willing to undertake the job. The issue is complicated by a drainage installed by the City. Chairman Anaya said he would broach the subject at the next meeting with the Mayor and City Manager.

B. Vacancy Update

Mr. Pacheco said this was a very challenging season due to the maintenance crew having time off and being unable to restore units. They are formulating a plan to have 97 percent occupancy. He referred the authority to the list of reasons for people moving out of the units.

C. Director's Report

Mr. Pacheco stated he attended a two-day HUD training workshop in Albuquerque on employee income verification and strategic planning. HUD has a tool to manage Section 8 vouchers. He said Housing is in the process of closing out all 2011 and 2012 projects as directed by the Board. This will catch the authority up to current year funding obligations.

This week, a potentially hazardous pot hole on the road going into the Camino Jacobo site will be filled in by Authority maintenance since the City does not accept responsibility for housing site roads. The road extends from Airport Road to Rufina and the first third serves private businesses and residences.

Referring to the newsletter, Commissioner Stefanics asked about the resident representative. Mr. Pacheco said four letters of interest have been received. He will present the letters at the next meeting.

Commissioner Stefanics asked if this was the first time the newsletter was in Spanish. Mr. Pacheco said it was an attempt to reach out to constituents. Additionally they are pursuing having a social service renter to occupy the space when senior services move out. They intend to translate documents for the benefit of their clients. Commissioner Stefanics mentioned Sam Adelo, a retired court interpreter, might be willing to donate his time. Mr. Loewy added Rachel O'Connor is in the process of converting documents in her department to Spanish.

IX. Matters from the Public

None were presented.

X. Matters from the Board

Regarding the housing development grant, Chairman Anaya put forward a goal of having a project under construction by the end of the calendar year.

Additionally, he suggested redrafting a letter that had been proposed for HUD to include using proceeds held in the bank, the Housing Trust fund, as a start for a permanent endowment fund. Revenue in the form of mortgage fees would added over the years and after time dividends could be used on a continuous basis.

Commissioner Stefanics asked Legal to look into having a mechanism to receive donations to County funds. Mr. Loewy asked if the Housing Authority could avail itself of CDBG funds; Chairman Anaya said since both are related to HUD it might not be allowed. Ms. Miller said it is possible but DFA interposes onerous and frustrating administrative problems. Mr. Pacheco noted that the down payment assistance program generates revenue.

A hybrid board – somewhere between the current Board and an appointed board with no Commissioners – could be created. He asked Legal to ascertain what legislation would be required for a cross between an independent community board and a Commission-centered board, with perhaps three Commissioners. This would allow interested citizens to spend more time that one hour per month in order to analyze projects in depth. Mr. Loewy said he has heard of other entities across the country with different styles of boards and that he would research the issue.

Expanding on the issue of roads, Chairman Anaya recommended working with the City on multiple tiers of maintenance. He said he was committed to getting the roads fixed.

Ms. Miller mentioned speaking with Mr. Pacheco and Public Works about treating the roads like those in annexation areas, i.e., bring them up to PASER6 and having the City adopt them.

Mr. Pacheco commended Public Work for their help. Chairman Anaya said in the case of Santa Cruz it would be necessary to coordinate with Española. Mr. Gonzales gave examples of cities accepting responsibility following upgrades by the County. Commissioner Roybal noted that the Mayor of Espanola is requesting help with one of their sewer lines so negotiations are possible. Mr. Pacheco said those conversations are long overdue.

Mr. Loewy asked for an update on the Boys and Girls Club utilities. Mr. Pacheco explained that following a billing glitch where the Club was double-paying the County and the utility, everything is on track.

XI. Executive Session

An executive session was not needed.

XII. Adjournment

Having completed the agenda and with no further business to come before the Authority, Chair Anaya adjourned the meeting at approximately 11:10 a.m.

Approved by:



Robert Anaya, Chair
Housing Authority Board

ATTEST TO:

GERALDINE SALAZAR
COUNTY CLERK



Respectfully submitted by:

2-24-2015

Debbie Doyle, Wordswork



COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

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I Hereby Certify That This Instrument Was Filed for
Record On The 25TH Day Of February, 2015 at 03:20:35 PM
And Was Duly Recorded as Instrument # 1758224
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
 Geraldine Salazar
Deputy County Clerk, Santa Fe, NM