

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

January 31, 2017

I. Opening Business

A. Call to Order

This regular 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 1:00 p.m. by County Commission Chair Henry Roybal.

B. Roll Call

A quorum was established with the following Board members present:

Members Present:

Henry Roybal, Commissioner
Anna Hansen, Commissioner
Anna Hamilton, Commissioner
Ed Moreno, Commissioner
Cathy Hurtado, Resident Member
Joseph Loewy, Community Member
Robert Anaya, Commissioner [1:20 arrival]

Member(s) Excused:

None

Staff Present:

Katherine Miller, County Manager
Joseph Montoya, Housing Authority Director
Victor Gonzales, Housing Authority Staff
Bruce Frederick, Assistant County Attorney
Joe Gonzales, Housing Division Accountant
Tony Flores, Deputy County Manager
Lynette Kennard, Finance Department
Lisa Katonak, Manager's Office
Chris Barela, Liaison

Others Present:

Roman Abeyta, Director, Santa Fe Boys and Girls Club
Sarah Gettler, Santa Fe Boys and Girls Club
Jeremy Perez, Santa Fe Boys and Girls Club

C. Approval of Agenda

Mr. Loewy moved to approve the agenda. Commissioner Hansen seconded and the motion passed by unanimous voice vote. [Commissioner Anaya was not present for this action.]

D. Approval of Minutes

1. **November 29, 2016**
2. **December 13, 2016**

Commissioner Hamilton moved approval of the November and December minutes as submitted and Mr. Loewy seconded. The motion carried by unanimous voice vote. [Commissioner Anaya was not present for this action.]

II. Consent Agenda

A. Board Schedule

Commissioner Hansen moved to approve the Housing Authority meeting schedule for 2017. Commissioner Moreno seconded and the motion passed by unanimous voice vote. [Commissioner Anaya was not present for this action.]

III. Action Items

A. Resolutions

1. **Resolution No. HB2017-1, a Resolution Adopting the Santa Fe County Housing Authority Abandoned Property Policy**

Mr. Montoya said Housing staff worked with the Legal Department to develop the resolution which defines the process for handling abandoned property.

Commissioner Hansen moved to adopt the resolution as presented. Her motion was seconded by Commissioner Moreno and passed by unanimous voice vote. [Commissioner Anaya was not present for this action.]

2. **Resolution No. HB2017-2, a Resolution Approving the Continued Use of a Public Housing Unit as a Community Center for Resident Services and Requesting a Waiver of the Performance Funding System**

Mr. Montoya characterized the resolution as standard in Housing Urban Development in order to take out one of the units for the center which has been used in that capacity for years. He said the resolution reauthorized that use.

Commissioner Hansen moved to adopt Resolution HB2017-2 and Mr. Loewy seconded. The motion passed by unanimous voice vote [Commissioner Anaya was not present for this action.]

B. Miscellaneous

No items were presented.

IV. Discussion/Information Items - Presentations

A. Discussion of \$50.00 minimum of rent

Mr. Montoya said the Authority is at times paying the tenant's rent. That happens when the utility allowance is greater than the rent. Staff is proposing a minimum \$50 rent which is not an unusual policy in civic housing. If authorized by the Board, staff would gradually institute the policy when new leases are signed. He added the minimum will be helpful in addressing the negative cash flow.

Mr. Loewy noted that a minimum rent is common throughout the states and he fully supported staff's recommendation. He requested that when the item is brought forward for the Board's action that staff include information regarding how many tenants this affects in each of the three locations.

Mr. Montoya noted that staff will hold a series of meetings with the resident councils to discuss the issue and the residents will be notified with plenty of lead-time.

[Commissioner Anaya arrived at this point.]

B. Discussion of Judgments

Mr. Montoya discussed the lack of disincentive to the tenant who moves out in the middle of the night without having paid rent and provided notice. The Authority handles the negativities. Generally speaking there is no negativity to the tenant and staff is proposing a judgment be placed on the tenant. Collecting on the judgment is not necessarily expected because the people have nothing but it is putting the word out that there is a debt. This too is a common practice. If the cost of judgment is excessive then it would be reconsidered.

Assistant County Attorney Bruce Frederick said if the individual has property then a lien could be placed on it. This will probably be a default judgment.

Mr. Loewy asked whether the judgment would complicate the Authority's books. Mr. Frederick said the quantification of damages will require justification and be on the books. Manager Miller said it will appear as a receivable and there is a process for writing off receivables but the judgment can continue.

Staff was granted authority to continue to develop this concept.

C. Housing Authority Updates

1. Director's Report

Mr. Montoya said he has been aggressive in promoting staff training. He reported that:

- The HUD director visited and was very pleased with the positive transitions going on in the division
- Staff continues to work on contractual applications regarding the senior program initiatives
- Staff held a retreat and discussed housekeeping rules, SWOT (strengths, weaknesses,

opportunities and threats) analysis, financial updates, mission statement and goals, five-year plan, ideas for policy changes, etc.

- A strategic plan will be developed and presented to the Board. Staff has been diligent in exploring grant opportunities
- Staff has revised and improved the intake process
- Staff continues to work with Red Stone who is interested in a tax credit project on South 14
- There was a break-in at a Villa Vista unit that resulted in the theft of holiday gifts for resident children. Staff has secured the facility and installed cameras
- The Yardi software system has been successfully installed and is being used
- Field apps will be used for inspections which will reduce paperwork and time
- Programs are being reviewed and when possible consolidated and streamlined

2. Staff Reports

Reports were included within the Board packet.

3. CFP Report

Victor Gonzales updated the Board on the following projects:

- Camino de Jacobo sewer line will be re-bid and bid opening is scheduled for February 3rd
- The kitchen cabinets and bathroom remodels were completed last week
- Staff is applying for an Emergency Safety Grant to address the erosion issue at Santa Cruz
- A chain link fencing project was completed at the Santa Cruz Boys and Girls Club
- Following staff's review of the draft Energy Performance Contract it will be let to bid later this week
- Boston and Howard Universities contacted the Authority to discuss its Smoke Free policy

4. Financial Report

Joe Gonzales said January is a particularly busy month because many of the HUD grants are calendar year based. Additionally, there is the mid-year budget review and the compiling of materials for the operating fund grant which offsets public housing expenses. Budget adjustments will be presented to the Board at its February meeting.

5. Vacancy, Section 8, Waitlist, and Inspections Reports

Mr. Montoya reviewed the modified format of the report noting the new columns identify vacant units ready for occupancy and units preparing for occupancy per site. As of January the occupancy rate is 96 percent. The Authority needs to maintain 98 percent to attain the status as a high performing agency which provides for greater access to funding opportunities.

Mr. Montoya noted that the division was not fully staffed before he joined and now they are which is instrumental in preparing and renting vacant units. He also attributed the change to the input process which manages the flow of renters faster.

Mr. Montoya said staff is focusing on the voucher issue because at this point there are individuals who qualify for vouchers but there are not enough units available.

Referring to the new reporting, Adrianna Velasquez was commended for her fine work.

Commissioner Moreno asked that staff continue to consider building sites for additional low income housing.

D. Presentation by Roman Abeyta

Roman Abeyta, Director, Santa Fe Boys and Girls Club, thanked the County for their continued support and introduced Ms. Gettler and Mr. Perez from his staff. He outlined what the Boys and Girls Club does within the three sites which includes onsite as well as transportation to the following activities: guitar lessons, violin lessons, boxing, nutrition, self-confidence, SmartGirls, homework help, encouragement to stay in school, art therapy and a junior staff program. The goal of the Boys and Girls Clubs across the country is to ensure that the children are career or college ready at 18 years old.

Mr. Abeyta provided his personal background having grown up at Valle Vista and Camino Jacobo and how if the Club had been available when he was a youth it would have improved many lives. His vision is that growing up in one of the three sites will give the youth an advantage because of what the Club will offer in preparation for life. He asked that the Board continue to support the Club, thanked Commissioner Anaya for recognizing the Club throughout his tenure as Housing Director, Mr. Montoya for his tremendous assistance, as well as Manager Miller for her support.

Commissioner Anaya lauded Mr. Abeyta for his success with the Club and requested that Mr. Abeyta prioritize the Club's needs and break out the costs for the Authority. Mr. Abeyta said the units are old and need remodeling and they would like to replace computers. He has received support from state representatives and senators.

Mr. Loewy asked that Mr. Abeyta inform the Board of any issues they encounter especially related to the Resident Council meetings. Mr. Abeyta said they do attend those meetings and staff has been very responsive to any issues.

Mr. Abeyta said the Club would like to enter into a multi-year contract rather than an annual lease.

Chair Roybal thanked Mr. Abeyta and said he was inspiration to the kids.

V. Matters from the Board

None were presented,

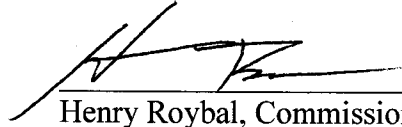
VI. Matters of the Public

None were presented.

VII. Adjournment

Having completed the agenda and with no further business to come before the Authority, Chair Roybal adjourned the meeting at approximately 2:20 p.m.

Approved by:



Henry Roybal, Commissioner
Housing Authority Board

ATTEST TO:


GERALDINE SALAZAR
COUNTY CLERK



Respectfully submitted by:



Karen Farrell, Wordswork

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

HOUSING MINUTES
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I Hereby Certify That This Instrument Was Filed for
Record On The 8TH Day Of March, 2017 at 08:41:21 AM
and Was Duly Recorded as Instrument # 1819546
of The Records Of Santa Fe County



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