

**MINUTES OF THE**  
**SANTA FE COUNTY**  
**HOUSING AUTHORITY BOARD**

**February 27, 2018**

**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 Anna Hansen.

**B. Roll Call**

A quorum was established with the following Board members present:

**Members Present:**

Anna Hansen, Commissioner  
Anna Hamilton, Commissioner  
Cathy Hurtado, Resident Member  
Joseph Loewy, Community Member  
Ed Moreno, Commissioner  
Henry Roybal, Commissioner

**Member(s) Excused:**

Robert Anaya, Commissioner

**Staff Present:**

Katherine Miller, County Manager  
Joseph Montoya, Housing Authority Director  
Joe Gonzales, Housing Authority Staff  
Rachel Brown, Deputy County Attorney  
Elena Cardona, Assistant County Attorney  
Victor Gonzales, Project Manager  
Bernadette Salazar, HR Director  
Felina Rodriguez, FSS/ROSS Coordinator

**C. Approval of Agenda**  
**1. Amendments**  
**2. Tabled or Withdrawn Items**

Mr. Montoya noted that the agenda reflects in blue those items that have been tabled or withdrawn and in red for added items.

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Commissioner Hamilton moved approval. Mr. Loewy seconded. The motion passed by unanimous voice vote. [Commissioners Roybal and Moreno were not present for this action.]

**D. Approval of Minutes: January 30, 2018**

Mr. Loewy noted on page 2, under the Director's Report, "sidewalk" should be plural.

Mr. Loewy moved to approve as amended. Commissioner Hamilton seconded. The motion carried by unanimous [5-0] voice vote. [Commissioner Roybal was not present for this action.]

**II. Consent Agenda** - There were no items.

**III. Action Items** - None were presented.

**IV. Discussion/Information Items/Presentations**

**A. Housing Authority Updates**

1. **Withdrawn**
2. **Introduction of new staff**

Mr. Montoya said Felina Rodriguez has been hired as the new FSS/Ross Coordinator and is currently working on the newsletter. He said Housing received a ROSS grant in the amount of \$245,000 for a three-year period.

The Board welcomed Ms. Rodriguez and Chair Hansen added that she was pleased to learn the newsletter was being restored.

**3. Director's Report**

Mr. Montoya said they are currently interviewing for the position Joe Gonzales is vacating. He hoped to have a replacement within the month and thanked Mr. Gonzales for continuing to support Housing.

Staff is searching for a response letter that addressed the proceeds of a sale of a unit for homeownership. The proceeds were approved to be used in several funds by HUD and the document permitting those uses has been misfiled/vanished. Mr. Loewy said if the letter was distributed to the Board, he may have a copy and would review his files.

**4. CFP Report**

Victor Gonzales noted the following:

- Quotes for the Camino de Jacobo landscaping/ponding plan are being accepted
- The engineering scope of work for Camino de Jacobo road improvement is being developed
- The reroofing bids for the CDBG grant will be opened within the week and an award made by the end of March/early April

Regarding the water leak at Santa Cruz, Mr. V. Gonzales said staff met with Public

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Works and they will be researching which contractor did the original sewer work.

Mr. Montoya said this month's utility bill was again very high. Locks have been ordered for the hydrants and at this point cameras have not been ordered. If next month's bill is not less and the locks have been installed, it will be assumed that there are other breaks in the line.

Chair Hansen recommended a plumbing contractor inspect the line with a camera to determine whether there are additional breaks. Commissioner Hamilton mentioned that there are audio devices plumbers can use to listen for leaks.

The contractor that installed the sewer line was hired by Public Works. The contractor that recently addressed the broken line was retained by Housing. Deputy County Attorney Brown said she would look into the issue of the sewer line installation with Public Works and report back at next month's meeting.

[Commissioner Roybal joined the meeting at this point.]

Ms. Miller said the County had a few motion activated cameras and she would see if those were available. Mr. Montoya said the locks should address any theft from the line. Chair Hansen said if the thief can't get the water from the County they'll find another source and that concerns her.

## **5. Financial Report**

Mr. J. Gonzales reviewed the capital funds projects and highlighted that capital funds from 2014 have been fully expended. Both CFP 2015 and 2016 have small remainder balances that will be used for small appliances. Most of the activities are taking place in the CFP 2016 account.

He reviewed Fund 227/Housing Choice Voucher Program and the Fund 517/Public Housing. Fund 517 shows that water has gone over budget but utilities as a whole are within budget.

Chair Hansen suggested that Housing budget for motion detection cameras. Mr. Montoya said it was difficult to determine the percentage of the utility increase because more units are occupied. He offered to review the issue and provide a comparison. Commissioner Hamilton said placing locks on all the hydrants would be a good start.

Commissioner Roybal asked whether the water theft issue at the Chimayo Senior Center had been resolved. Ms. Miller said these are countywide issues. Housing should fill out a police report and then follow through with Risk Management.

## **6. Vacancy, Section 8, Waitlist, Work Orders, Inspections Reports, Accounts Receivable Report and FSS Report**

Mr. Montoya said the Authority is holding at 100 percent occupancy. Vouchers are still down at 96 percent and the desired amount is 98 to 100 percent. There are ten individuals with vouchers that have been unable to find housing.

The work orders are being addressed and Mr. Montoya said staff will be improving on this report with the new software. He is confident that turnaround time can be improved upon. Mr. Loewy asked about HUD's time standard regarding addressing a work order and Mr.

Montoya responded that HUD mandates 22 days while the State has a higher standard of 7 days which is Housing's goal. Mr. Loewy recommended adding the standard to the report.

**7. CDBG Report**

This item was covered during the CFP Report.

**8. Commissioner Training – NM NAHRO**

Mr. Montoya advised the Board of a NAHRO training scheduled for May 9 through May 12.

Mr. Montoya said Housing has been invited to apply for an energy efficiency grant through Edwards Mother Earth Foundation for their Climate Wise Building Program. Staff is reviewing the RFP.

**V. Executive Session**

**A. Limited Personal Matters, as Defined and as Allowed by Section 10-15-1 (H)(2) NMSA 1978, to include the following:**

**1. Santa Fe County Housing Authority Executive Director's Annual Performance Evaluation**

Mr. Loewy moved to go into executive session pursuant to NMSA Section 10-15-1-H (2) to discuss the matter described above. Commissioner Hamilton seconded. The motion passed upon unanimous roll call vote as follows:

Commissioner Anaya	Not Present
Commissioner Hamilton	Aye
Commissioner Hansen	Aye
Commissioner Moreno	Aye
Commissioner Roybal	Aye
Mr. Loewy	Aye
Ms. Hurtado	Aye

[The Board met in closed session from 1:55 to 2:05.]

Having only discussed the item as listed on the agenda, Mr. Loewy moved to come out of executive session and Commissioner Hamilton seconded. The motion carried unanimously.

For the record, Mr. Loewy said along with the Board, Ms. Brown, Ms. Cardona, Ms. Salazar and Ms. Miller met in closed session.

**VI. Matters from the Board**

None were presented.

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**VII. Matters from the Public**

None were presented.

**VIII. Concluding Business**

**A. Announcements**

Ms. Miller asked about community cleanup day and Mr. Montoya said staff has been working to keep the grounds clean throughout the year. Ms. Rodriguez is working on a community service program that includes cleanup. In an attempt to build morale and a sense of community the Resident Councils have been discussing groundskeeping. Chair Hansen pointed out that the Great American Cleanup is April 21<sup>st</sup>. Ms. Rodriguez said Camino de Jacobo was onboard with the Santa Fe Beautiful program.

**B. Adjournment**

Having completed the agenda and with no further business to come before the Authority, Chair Hansen adjourned the meeting at approximately 2:10 p.m.

Approved by:  
Housing Authority Board Chair

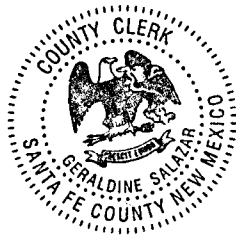
*Anna Hansen*  
\_\_\_\_\_  
Anna Hansen, Commissioner



*Geraldine Salazar*  
GERALDINE SALAZAR  
COUNTY CLERK

Respectfully submitted by:

Karen Farrell, Wordswork



COUNTY OF SANTA FE ) HOUSING MINUTES  
STATE OF NEW MEXICO ) ss PAGES: 5  
I Hereby Certify That This Instrument Was Filed for  
Record On The 28TH Day Of March, 2018 at 01:42:33 PM  
And Was Duly Recorded as Instrument # 1853470  
Of The Records Of Santa Fe County

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

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