

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

**February 28, 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 1:05 p.m. by County Commission Vice Chair Anna Hansen.

**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

**Member(s) Excused:**

Robert Anaya, Commissioner

**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

**C. Approval of Agenda**

Joseph Montoya, Housing Authority Director, noted that William Baca was not present

for the Daily Activity Report (IV. B).

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

**D. Approval of Minutes**  
**1. January 31, 2017**

Commissioner Hamilton moved approval of the January minutes as submitted and Mr. Loewy seconded. The motion carried by unanimous voice vote. [Commissioner Roybal was not present for this action and arrived shortly thereafter.]

**II. Consent Agenda – No items**

**III. Action Items**

**A. Resolutions**

- 1. Resolution No. HB2017-3, BAR for Fund 517, Public Housing Program. Mid-year Budget Review Increase to Revenue and Expenses. Public Housing/Tenant Rent, Salary & Wages, Employee Benefits, Safety Equipment, Uniform Expense, and Operational Supplies, BAR Amount \$34,980.00**

Joe Gonzales, Housing Division Accountant, said the resolution is a result of the mid-year budget review which was completed in January. The provided materials include justifications for the adjustments. He indicated there was sufficient money to cover the adjustments.

Mr. Loewy moved to adopt the resolution as presented. His motion was seconded by Commissioner Moreno and passed by unanimous voice vote.

- 2. Resolution No. HB2017-4, BAR for Fund 227, Housing Choice Voucher Program. Mid-year Budget Review Increase to Revenue and Expenses. Housing and Urban Development (HUD)/HAP Admin fees, Software License/Maintenance, Other Services, Other Contract Services, Seminars and Workshops, Salary and Wages, and Employee Benefits. BAR Amount \$27,030.00**

Mr. J. Gonzales said this too was a BAR and there was sufficient funding to make these adjustments.

Commissioner Hansen moved to adopt Resolution HB2017-4 and Commissioner Hamilton seconded. The motion passed by unanimous voice vote.

#### IV. Discussion/Information Items - Presentations

##### A. **Housing Authority Updates**

##### 1. **Director's Report**

Mr. Montoya highlighting the following points:

- Staff continues to attend advanced training
- They are conducting an overall office cleanup of files and the physical space which is scheduled for Saturday, March 11<sup>th</sup>
- Applications for CDBG (Community Development Block Grant), FSS (Family Self-Sufficiency) and ROSS (Resident Opportunities Self-Sufficiency) grants are being prepared
- They are developing internal management processes to improve accounts receivable
- Tenants will be fully informed prior to the implementation of the \$50 minimum payment which will be applied at the time of annual recertification
- Staff job descriptions are being updated
- An additional truck has been provided for the Authority
- Staff will be requesting the Board's concurrence to obtain a RAD (Rental Assistance Demonstration) List. This list will permit the Authority to apply for private sector financing of housing. This will provide the Authority the opportunity to recapitalize its units
- He will be attending and providing technical assistance for the NM Special Needs Took Kit conference. This group is trying to build more units for individuals with special needs

Mr. Montoya said staff is discussing the use of collectors for past due rents of tenants who are no longer with the Housing Authority.

Mr. Montoya said he receives a number of letters from other authorities or organizations requesting his endorsement usually related to funding. There was Board consensus that, assuming there are no obligations, Mr. Montoya was authorized to sign off on these requests. He was asked to forward the requests to the Commissioners for their signature and edification.

The Housing Authority has an effective anti-smoking regulation and the use of medical marijuana was broached. Following discussion, the Board concluded that as long as the individual has a current medical marijuana card and smokes within the designated smoking areas there was no problem.

##### 2. **Staff Reports**

Reports were included within the Board packet for information.

##### 3. **CFP Report**

Victor Gonzales updated the Board on the following projects:

- Camino de Jacobo sewer line will be re-bid on March 15<sup>th</sup> and bid opening is scheduled

for April 5<sup>th</sup>

- Draining issues at Camino de Jacobo will require tree trimming and road resurfacing
- Renovation on 63 Camino de Jacobo which includes mold removal will be completed early March
- Re-roofing on two units will occur with a 20-year warranty

Referring to the rehabilitation expense of 63 Camino de Jacobo, Mr. Loewy said it was important that failing inspection leads to signification actions which may require eviction. He said the expense the Authority incurred at 63 Camino de Jacobo was a “waste of money” because it was not addressed earlier.

Mr. Montoya said the inspection responsibilities have been divided and only a certified inspector can pass and/or reinspect a unit.

Manager Miller suggested in the future the County consider a “set aside” for housing development.

#### **4. Financial Report**

Mr. J. Gonzales reviewed the CFP (capital fund grants) noting there were currently four active grants and he discussed what the funds would be and have been used for. At this point, the Authority is on budget. Mr. Montoya said he expected to see a savings with a drop in energy costs with efficiency spread throughout the units and offices.

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

Mr. Montoya reviewed the reports noting they were at 97 percent occupancy with a goal of an average 98 percent vacancy. He expressed confidence in the numbers provided to the Board. Regarding the vouchers, he said some are not being used because of unit shortage illustrating the necessity to build more units.

A new report provides inspections numbers and of the 12 performed in February, four failed. An additional new report consists of work orders that were reviewed.

Mr. Loewy requested an expansion to the inspection report that would show the prior months’ records.

Mr. Montoya said he reviewed the Authority’s records and determined that in 2013 they became substandard and that status continued through 2015. He recently drafted a letter to the Albuquerque Field Office HUD director outlining the changes that have been made since August 2016 and the vacancy improvement.

Commissioner Hamilton commended Mr. Montoya for his straightforward reporting and tremendous achievements since coming to the County. Her comments were echoed by the other Board members.

Mr. Montoya said his staff has developed an efficient team with the goal of being one of the best housing authorities in the state. He thanked County management for their continued support.

V. Matters from the Board

Mr. Loewy said at a recent Resident Council meeting a resident came forward with a claim of mold in the unit and stating that staff has not addressed her complaint. He said the claim was untrue and he wanted the Board to know that many times there are unfounded complaints that come forward.

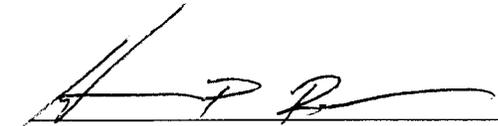
VI. Matters of the Public

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 2:15 p.m.

Approved by:

  
Henry Roybal, Commissioner  
Housing Authority Board

ATTEST TO:

  
GERALDINE SALAZAR  
COUNTY CLERK  
3-28-2017



Respectfully submitted by:

  
Karen Farrell, Wordswork

HOUSING MINUTES  
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COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

I Hereby Certify That This Instrument Was Filed for  
Record On The 30TH Day Of March, 2017 at 10:18:00 AM  
and Was Duly Recorded as Instrument # 1821726  
if The Records Of Santa Fe County



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