

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

**March 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 1:00 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  
Joseph Loewy, Community Member

**Member(s) Absent:**

Robert Anaya, Commissioner  
Cathy Hurtado, Resident Member [excused]

**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  
Billy Baca, Housing Maintenance Supervisor  
Don Moya, Finance Director

**C. Approval of Agenda**

Commissioner Hansen moved to approve the agenda as published. Mr. Loewy seconded and the motion passed by unanimous voice vote.

**D. Approval of Minutes**  
**1. February 28, 2017**

Mr. Loewy moved approval of the February minutes as submitted and Commissioner Hansen seconded. The motion carried by unanimous voice vote.

**II. Consent Agenda – No items**

**III. Action Items**

**A. Resolutions**

- 1. Resolution No. 2017-5 HB, BAR for Fund 301, Capital Fund Project 2016, Salary & Wages, Employee Benefits, Travel and Training, Maintenance of buildings and supplies, and Housing Equipment; BAR Amount \$258,093.00**

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

**2. Resolution No 2017-6 HB, Civil Rights Certification**

Mr. Montoya confirmed that this is an annual requirement of HUD. All personnel in the division has been trained on housing law compliance.

Commissioner Hansen moved to adopt Resolution 2017-6HB Civil Rights Certification. Commissioners Hamilton and Moreno seconded. The motion passed by unanimous voice vote.

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

**A. Housing Authority Updates**

**1. Director's Report**

Mr. Montoya highlighted the following points:

- A local Girl Scout troop is working with staff to plant a fruit tree at one of the sites
- July 2017 goal established for 100 percent occupancy
- The Yardi software system goes live in April
- With the enforcement of current policies anonymous complaints are on the rise
- The division has a drop-box for complaints which are forwarded to the Manager's Office
- Complaints regarding mold and other issues are addressed immediately
- Tenants are encouraged to advise staff of any health and safety issues
- The fear of eviction is unfounded in public housing
- A list of complaints is maintained by the division
- During the annual recertification, a special form can be presented advising the tenants that they are responsible to advise the Authority of any problems in the unit
- Staff is inspecting units and conducting follow-ups where necessary

## 2. Staff Reports

Reports were included within the Board packet for information.

## 3. CFP Report

Victor Gonzales updated the Board on the following projects:

- A pre-bid conference for the Camino de Jacobo sewer line was held on March 15<sup>th</sup> and seven contractors attended. The bid opening is scheduled for April 5<sup>th</sup>
- The renovation on 63 Camino de Jacobo has been completed and a tenant has moved in
- Re-roofing began at the Santa Cruz site
- Staff will be participating in a workshop on creating a smoke free environment for a few groups out of Boston

## 4. Financial Report

Mr. J. Gonzales reviewed the budget-related materials noting that they reflect the midyear adjustments approved by the Board. He highlighted the following:

- The Housing Choice Voucher fund is on budget
- The Public Housing Fund 517 is slightly below budget
- The three Capital Fund Grants are on target

A discussion ensued regarding the threat that sanctuary cities may lose their federal funding. Manager Miller said the threat has been vague and it is not known whether the cut applies to Department of Justice, incarceration programs, enforcement, or public housing, etc. She noted that the County has not had any specific conditions put on funds currently being received. If there were a major offset to the distribution because of cash balances or if considered a sanctuary governmental entity.

Staff was encouraged to appropriately encumber federal funds. Mr. Montoya said staff anticipates lower funding and is initiating proactive policies and practicing efficiency.

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

Mr. Montoya reviewed the reports noting they were at 96 percent occupancy which he attributed to six internal moves within the Authority. Four units are vacant and should be rented by the end of the month while two units are being prepared for rental. The division's goal is to have 100 percent occupancy by July 1<sup>st</sup>. The lowest vacancy rate will ensure the division maximizes its capital fund.

The Section 8 program is maintained well to maximize the funding from the specific funding source.

Staff has been reassigned in the inspection section with one full-time staff. He reviewed the work order reports and highlighted that staff is quickly tackling problems.

A new report outlining receivables owed to the Housing Authority was organized by housing sites with breakdowns in rent, late fees, work orders, and utilities owed. Mr. Montoya

said he has scheduled meetings with tenants to assist them in becoming compliant by developing a payment plan. A letter was sent to those tenants owing the Authority money and approximately one-third that received the letter paid up.

#### **6. Staff SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis Report**

Mr. Montoya presented the SWOT developed by staff in December 2016. A tactical plan will be developed that outlines how staff will address the identified SWOT issues. He asked the Board to review the report in preparation for discussion at next month's meeting.

The Board lauded Mr. Montoya for his candor that is evidenced throughout the SWOT analysis.

Staff was directed to include the analysis report on next month's meeting agenda.

Manager Miller said there may not be a quorum for the April 25<sup>th</sup> BCC meeting and following discussion a decision was reached to hold the Housing Authority as well as the BCC meeting with a budget study session on the first Tuesday, May 2<sup>nd</sup>. Budget sessions were tentatively scheduled for May 2<sup>nd</sup>, 9<sup>th</sup> and 30<sup>th</sup>.

#### **B. Daily Activities**

Billy Baca, Division Maintenance Supervisor, said the division maintains 198 units. HUD allows for one maintenance position per every 50 units. He distributed photos of a trashed unit in which the tenant was recently evicted. There is a problem with tenants not calling when there is an issue in the unit and that delay usually exacerbates the problem. He emphasized that many of the tenants maintain their property with respect and pride.

The Board thanked Mr. Baca for his services and asked that he pass on the Board's thanks to the his staff.

#### **V. Matters from the Board**

None were presented.

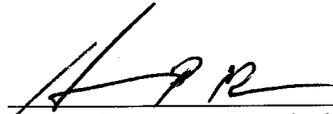
#### **VI. Matters of the Public**

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 2:10 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

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I Hereby Certify That This Instrument Was Filed for  
Record On The 8TH Day Of May, 2017 at 12:11:10 PM  
And Was Duly Recorded as Instrument # **1824978**  
In The Records Of Santa Fe County



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