

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

**April 28, 2015**

**I.** 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 1:10 p.m. by County Commission Chair Robert Anaya.

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

**Members Present:**

Robert Anaya, Commissioner  
Kathy Holian, Commissioner  
Liz Stefanics, Commissioner  
Henry Roybal, Commissioner  
Cathy Hurtado, Resident Member  
Joseph Loewy, Community Member

**Member(s) Excused:**

Miguel Chavez, Commissioner

**Staff Present:**

Katherine Miller, County Manager  
Ron Pacheco, Housing Authority Director  
Victor Gonzales, Housing Authority Staff  
Carole Jaramillo, Finance Director  
Lynn Kennard, Accounting Division  
Bruce Fredericks, Assistant County Attorney  
Deanna Lopez, Housing Division  
Joseph Gonzales, Housing Division  
Marcus MacDonald, Housing Accountant  
Chris Barela, Constituent Liaison  
Lisa Katonak, County Manager's Office

**III. Introductions**

Mr. Pacheco introduced Cathy Hurtado, the new resident member, stating she has been an incredible resource over the years at the Housing Authority. She has retired from working at the City's Monica Roybal Youth Center.

Ms. Hurtado said she was honored to be appointed to the board.

The others present introduced themselves.

#### **IV. Approval of Agenda**

Mr. Pacheco pointed out that the resolution regarding the five-year plan requires a public hearing and he failed to notice it as such, so it has been withdrawn and will be heard at the next board meeting.

Commissioner Holian moved to approve the amended agenda. Commissioner Roybal seconded and the motion passed by unanimous [6-0] voice vote.

#### **V. Approval of Minutes: March 31, 2015**

Mr. Loewy noted some changes to the minutes that were incorporated and recorded with the County Clerk. Commissioner Stefanics moved approval as amended and Mr. Loewy seconded. The motion carried unanimously.

#### **VI. Approval of Resolution 2015-2HB, a Resolution Approving HUD Form 50077-CR, Civil Rights Certification**

Mr. Pacheco explained that HUD requires the civil rights certification resolution on an annual basis. This certifies that practices conform to the Title VI, the Civil Rights Act, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Commissioner Holian moved approval and Commissioner Roybal seconded. The motion carried by unanimous [6-0] voice vote.

#### **VII. Approval of Resolution 2015-3HB, a Resolution Approving HUD Form 50071, Certification of Payments to Influence Federal Transactions**

With the approval of the 2015 capital funding projects grant the Authority is required to submit a certification of payments that states grant funding was achieved without undue influence from any individual or agency in the process of requesting grant funding. Any relationships with lobbyists are required to be disclosed to HUD.

Commissioner Holian moved to approve Resolution 2015-3HB. Commissioner Stefanics seconded and the motion passed by unanimous [6-0] voice vote.

#### **VIII. Approval of Resolution 2015-4HB, a Resolution Approving HUD Form 50070, Certification of a Drug-Free Workplace**

Mr. Pacheco stated HUD requires agencies receiving grant funding to comply with the certification of a drug-free workplace. This resolution confirms that the Housing Authority provides a drug-free workplace in compliance with HUD directives. The Authority continues to promote awareness of the dangers of drugs in the workplace.

Chairman Anaya noted these were all standard HUD requirements.

Commissioner Holian moved approval and Mr. Loewy seconded. The motion carried unanimously.

**IX. Approval of Resolution 2015-\_\_\_, a Resolution Approving HUD Form 50077, PHA Certification of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the PHA Five-Year and Annual PHA Plan (Withdrawn)**

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

Mr. Pacheco indicated that he, Mr. Flores and the accountant met with the chosen contractor, Wayne Lloyd Architects and his team.

Mr. Flores said he has provided a list of steps taken to date on the subject property to determine the feasibility of a potential multi-housing project. There is a preliminary site plan in the packet to start the discussion. Mr. Lloyd was directed to use the QAP from the New Mexico Finance Authority as a guideline for potential funding. The layout and units sizes are in conformance with a plan providing maximum leverage. Final revisions and recommendations will be presented at the May 26<sup>th</sup> Board meeting.

The site could be maximized to over 200 units utilizing three stories. However, this might not fit into the neighborhood, so a small number could be called for with two stories, for instance 138 to 150 units.

Mr. Loewy said he spoke with Mr. MacDonald and Mr. Pacheco regarding the number of units vis-à-vis the waiting lists.

Mr. Pacheco stated the next step will be to provide Mr. Lloyd with data on the size of the units needed and meeting with HUD and MFA to understand each of the subsidy levels and funding available. He thanked the Manager's Office for their help.

Commissioner Stefanics said there is a variety of housing in the area and the closest on Galisteo and Rodeo seem to be apartments. She asked for a potential timeline. Mr. Pacheco said there are two components. By moving through the QAP process with nine percent tax credits staff would have to have a proposal ready by this fall. Funds would be awarded in the spring of 2016. Construction could begin that fall. Once the amount of funding is established they can work backward to see how many units they can fit in. It remains to be decided whether consultants are called in.

Commissioner Holian asked if the units would be rented or sold. Mr. Pacheco stated

they were thinking in terms of a rental project in order to get the tax credits. They do not know how many vouchers will be available; they are planning on between 40 and 56 being used. The remainder would be market rate. Management would be in the hands of a corporation for the first ten or 15 years, although the County would be closely involved.

Chairman Anaya noted that once there is a recognition of the number of units there needs to be a careful evaluation of the size and type of units. Then with the help of Mr. Brugger, rents can be determined. He asked that a financial baseline be provided at the next meeting.

Mr. Loewy asked if the project could be completed in phases. Mr. Pacheco said he would look into that. In response to a further question by Commissioner Holian he said there would be at least two early neighborhood notification meetings.

Mr. Flores said Mr. Lloyd is required to provide required benchmarks per the City's guidelines.

Mr. Pacheco pointed out that the traffic lights at Rodeo and Zia intersections are already overburdened. A traffic analysis needs to be carried out to estimate vehicle counts to determine additional pressure on those signals.

Commissioner Holian asked if there would be a barrier to the railroad tracks. Mr. Pacheco said he was not aware of any fencing at this point. Mr. Flores said that could be decided as the process continues. Commissioner Stefanics noted that some businesses about the tracks and research could be done as to possible solutions. Mr. Pacheco said there are some fences on Pacheco Street.

Mr. Flores stated that in Mr. Lloyd's concept, all of the units have a maximum depth of 35 feet to maximize the site while adhering to open space requirements.

Chairman Anaya suggested requesting a sample proposal from MFA. It would not include financial information but could give ideas of how submittals are done. He asked if any commercial space was contemplated. Commissioner Stefanics said that has not been discussed and she noted that the voting machines will be moved out. Chairman Anaya recommended reaching out to Merritt Brown about their project across the street. Mr. Pacheco said there could be more space available after financing considerations are finalized.

Ms. Miller said the nine percent credit could work with under 100 units, but with the four percent credit more units are needed.

## **XI. Housing Authority Updates**

### **A. Site Improvement Plan/CFP Update**

Mr. Gonzales said a Notice to Proceed was issued on Friday for the remodeling of a unit at Valle Vista. Roofing has started.

Chairman Anaya noted that asset management has traditionally been paper-based. He asked if they were moving toward computerization for things like reroofing. Ms. Miller said a consultant was called in to do the initial facility assessment but the housing units were not included. Mr. Gonzales said there are four roofers under contract and they might have appropriate software. The unit in question is a home-sale unit; he keeps a log and list of all the units and what has been done. Chairman Anaya said he was trying to ascertain how they track all the capital improvements and recommended looking into an asset management tool. Commissioner Roybal mentioned that GIS can customize their maps to keep a tremendous amount of attribute information on properties and maintenance could be added.

Continuing with the CFP report, Mr. Gonzales said construction is complete at 110 Camino de Roberto. The appraisal of the Camino de Jacobo sewer line project will be completed soon and he will provide information at the next meeting.

Referring to the fiscal year capital analysis, Mr. Loewy asked about furnaces and cabinet replacement. Mr. Gonzales said there are 12 units at Valle Vista needing cabinet replacement. They are concentrating furnace replacement on the Santa Cruz site since that is the farthest to go for the maintenance crews. These will be done this fiscal year.

#### **XI. B. Vacancy Update**

Mr. Pacheco said they are running a 95 percent occupancy due to staffing challenges. Chairman Anaya mentioned that maintenance supervisor Billy Baca's brother died and asked for a moment of silence.

#### **XI. C. Director's Report**

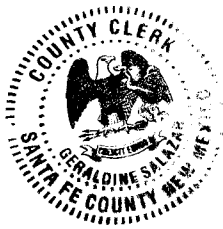
Mr. Pacheco announced coming cleanup days for the three sites on three successive weekends. Employees get comp time for helping out.

He also announced that at the April National Association of Housing and Redevelopment Officials (NAHRO) conference Lorraine Fede, the public housing manager nominated resident Blanca Ortiz for a \$500 scholarship which she will be receiving. Additionally, Joseph Gonzales was named maintenance employee of the year. He lauded Mr. J. Gonzales' hard work.

Deanna Lopez and Victor Gonzales were asked to sit on the State NAHRO board, which will benefit Santa Fe County.

Mr. Pacheco stated HUD requires every housing authority to have a fully trained chief procurement officer. Marcus MacDonald went through the training and passed the test. Deanna Lopez also went through a training and testing process.


In a cost-cutting measure the housing inspector was moved from a temporary building at Valle Vista to Camino Jacobo. The remainder of the employees there will also be moved which will leave that building available for other uses and save utility costs.



Hereby Certify That This Instrument Was Filed for  
Record On The 27TH Day Of May, 2015 at 04:23:35 PM  
And Was Duly Recorded as Instrument # 1765426  
In The Records Of Santa Fe County

**XII. Matters from the Public**

None were presented.

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

**XIII. Matters from the Board**

Commissioner Holian welcomed Ms. Hurtado and congratulated Joseph Gonzales on being honored. She thanked staff for their contributions.

Commissioner Roybal and Commissioner Stefanics also congratulated staff.

Chairman Anaya noted Santa Fe Community College is looking for space to house their auto mechanics program and has requested consideration for the Galisteo site. He mentioned the Youth Development Facility might be an appropriate location for a vo-tech type institution.

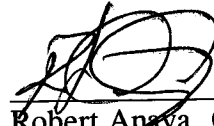
**XIV. Executive Session**

None was required.

**XV. Adjournment**

Having completed the agenda and with no further business to come before the Authority, Chair Anaya adjourned the meeting at approximately 2:00 p.m.

Approved by:



Robert Anaya, Chair  
Housing Authority Board

ATTEST TO:

  
GERALDINE SALAZAR  
COUNTY CLERK

Respectfully submitted by:

Debbie Doyle, Wordswork

