

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

May 30, 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 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
Cathy Hurtado, Resident Member
Ed Moreno, Commissioner
Joseph Loewy, Community Member

Member(s) Absent:

Robert Anaya, Commissioner [excused]

Staff Present:

Katherine Miller, County Manager
Joseph Montoya, Housing Authority Director
Victor Gonzales, Housing Authority Staff
Rachel Brown, Deputy County Attorney
Chris Barela, Constituent Services Liaison

Others Present:

Roger Carson, Santa Fe Association of Realtors

C. Approval of Agenda

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

D. Approval of Minutes: May 2, 2017

Commissioner Hansen moved approval and Commissioner Hamilton seconded. The motion carried by unanimous voice vote.

SFC CLERK RECORDED 06/29/2017

II. Consent Agenda – No items

III. Action Items

A. Resolutions

1. Resolution No. 2017-8 HB, a Resolution Adopting the Santa Fe County Housing Authority Medical Cannabis Policy

Mr. Montoya said there are residents that are permitted medical cannabis users. This resolution allows people with a cannabis permit to use it but they are not allowed to smoke in their homes or public places. The current Housing regulations permit smoking in specific designated areas 15 feet from the units; however, State law prohibits smoking medical marijuana in public areas.

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

2. Resolution No. 2017-9 HB, a Resolution Authorizing the Santa Fe County Housing Authority Executive Director to Pursue Civil Collection Actions and Court Judgments Against Former Residents who Fail to Pay all Amounts due upon Termination of Their Lease

Mr. Montoya said this item has been discussed in the past. Last year, the Authority had \$34,000 in receivables that were written-off which is much greater than the amount under the HUD formula. If this resolution is approved, the Authority will contract with a collections agency to pursue payment of debts from former tenants.

Commissioner Hansen moved to approve Resolution 2017-9 HB. Commissioner Hamilton seconded and the motion passed by unanimous voice vote.

3. Resolution No. 2017-10 HB, Civil Rights Certification

Mr. Montoya stated that this resolution is required annually and certifies for HUD that the Housing Authority will carry out the program in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990.

Mr. Loewy moved to approve and Commissioner Hansen seconded. The motion passed by unanimous voice vote.

B. Memorandum of Understanding

1. MOU Between the Santa Fe County Housing Authority, the Santa Fe Association of Realtors, Inc., and Santa Fe Community Housing Trust setting out their agreement to assist eligible homeless veterans in becoming homeowners

Mr. Montoya said this MOU will allow the entities mentioned in the caption to work cooperatively in creating a homeless to homeowner program for veterans. Many of the

SFC CLERK RECORDED 06/29/2017

individuals participating in the VASH (HUD-Veterans Affairs Supportive Housing) program also participate in the FSS (Family Self-Sufficiency) program which provides assistance in counseling, jobs, education and sometimes in homeownership.

Roger Carson, Santa Fe Association of Realtors, said he was present to stand in support of this resolution.

Mr. Montoya said the parties have been working together to develop a very specific homebuyer training course that Santa Fe Housing Trust will offer. The realtor association has raised funds for the program. He proposed a ceremony for the signing of the MOU, seeking some press coverage, and getting the word out about this important program for veterans.

The County's responsibility in the program is to get veterans in rental units. There was a proposal to cut the FSS program but now it appears stable. He anticipated that one or two people would use the program annually.

Commissioner Hansen moved to approve the MOU and Mr. Loewy seconded. The motion passed without opposition.

IV. Discussion/Information Items - Presentations

A. Housing Authority Updates

1. Director's Report

Mr. Montoya announced the following:

- The TANF (Temporary Assistance for Needy Families) has been signed and he was eager for that assistance
- The agency will have a work-study position for 20 hours a week and another part-time employee through the 50-plus program
- The energy efficiency contract with ICAST is being finalized

Commissioner Hansen said she had the opportunity to discuss the CDBG program with the bureau chief of the agency that administers the program at the State. There is \$1 million available for housing which if not applied for may be rolled into an infrastructure fund. Commissioner Hansen suggested that Mr. Montoya write a compelling letter to the bureau chief outlining the importance of that money to the housing component.

Mr. Montoya mentioned that the Edgewood clinic may not be funded because they lack site control and infrastructure. If that were to fall through, it is possible that a series of meetings may be reconvened to see what other choices exist for that funding. Only Housing Authorities/HUD have the ability to submit an application any time in the year.

Ms. Miller said there are outstanding issues with the application for Health Commons in Edgewood. They have other federal grants (USDA, HRSA) which will expire if a certain type of procurement for CDBG is not initiated and DFA is not supporting that. It may be necessary to withdraw that CDBG application.

Remarking that DFA's decision seemed arbitrary, Commissioner Hamilton asked why they would want to limit funding that is obviously needed.

SFC CLERK RECORDED 06/29/2017

Ms. Miller said the federal government gives each state a CDBG allocation. Most CDBG applications have been for community projects rather than not housing. A Community Development Council set the rules for the CDBG and DFA follows them. There is no rule or regulation that states only one project can be applied for, although an entity cannot have two open projects. Once awarded for a project, that project must be completed before applying for another project.

Stating he has participated in a CDBG grant at a housing authority, Mr. Loewy recalled that the maximum award is \$750,000 and that a project can be phased with multi-parts to enable the award of additional CDBG money. Mr. Montoya confirmed he was correct and each grant must be completed prior to obtaining another one.

Mr. Montoya stated some years ago CDBG had administrative difficulties and HUD provided organization for technical assistance and greatly improved the system. He said staff has already begun to identify the units and he will be addressing the demographics.

The Board asked that staff have a CDBG application ready in the event the County rescinds their current application. Mr. Montoya said staff was working on the points necessary for the grant.

Returning to his Director's report, Mr. Montoya said staff continues to correct and manage the records. A new program will provide in-house background checks on potential tenants which will save a great deal of time and money for the agency.

2. Staff Reports

Reports were included within the Board packet for information.

3. CFP Report

Mr. V. Gonzales updated the Board on the following projects:

- The contract has been signed and notice to proceed was issued on May 10th for Camino de Jacobo sewer line construction
- A few more units were identified by maintenance staff in dire need of new roofs. This will be addressed with the 2016 capital fund grant

4. Financial Report

Mr. Montoya reviewed the budget-related materials noting that the budget is in good shape.

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

Mr. Montoya reported on the following:

- There are people with vouchers that are unable to find a place to use it. The problem is the units do not exist. It is expected that in the next two years 800 to 900 units will be available and the market analysis indicates they will be rented immediately

- The occupancy rate is 99 percent. The Board congratulated Housing staff for this achievement
- Having served the County for 25 years, Donna Dean will be retiring. The Board asked that Ms. Dean appear at the Housing meeting so they can congratulate and thank her
- The wait list stands at 761
- Housing staff has been doing a fantastic job: recent outside inspections were exemplary and the quality of the interior inspections before a tenant moves in have improved tremendously
- Work orders are being addressed
- The receivables that were over \$30,000 will be at \$9,000 next month

V. Matters from the Board

Commissioner Hansen asked how Habitat for Humanity works with the Housing Authority. Mr. Montoya said the County provides inspections and analysis of properties and works on a homeownership program where vouchers and down payment assistance is provided.

Mr. Loewy acknowledged Mr. Montoya's support for the Smart 911 program and said it provides life or death information for the emergency responders.


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.

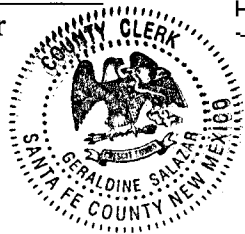
Approved by:


 Henry Roybal, Commissioner
 Housing Authority Board



ATTEST TO:


 GERALDINE SALAZAR
 COUNTY CLERK



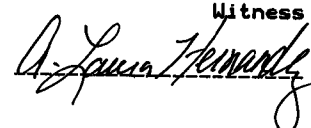
Respectfully submitted by:

Karen Farrell, Wordswork

COUNTY OF SANTA FE)
 STATE OF NEW MEXICO) ss

HOUSING MINUTES
 PAGES: 5

I Hereby Certify That This Instrument Was Filed for
 Record On The 29TH Day Of June, 2017 at 02:00:27 PM
 And Was Duly Recorded as Instrument # 1829754
 Of The Records Of Santa Fe County

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

SFC CLERK RECORDED 06/29/2017