

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

May 31, 2016

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 Miguel Chavez.

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

Members Present:

Miguel Chavez, Commissioner
Henry Roybal, Commissioner
Robert Anaya, Commissioner
Kathy Holian, Commissioner
Cathy Hurtado, Resident Member
Joseph Loewy, Community Member
Liz Stefanics, Commissioner [late arrival]

Member(s) Excused:

None

Staff Present:

Katherine Miller, County Manager
Ron Pacheco, Housing Authority Director
Joseph Montoya, Interim Housing Authority Director
Victor Gonzales, CFP Project Manager
Rachel Brown, Deputy Attorney
Carole Jaramillo, Finance Director
Lisa Katonak, Manager's Office
Lynette Kennard, Accounting Division
Rosemary Bailey, Affordable Housing Specialist

III. Introductions

With no new faces in the room, introductions were dispensed with.

IV. Approval of Agenda

Commissioner Holian moved to approve the agenda. Mr. Loewy seconded and the motion passed by unanimous [6-0] voice vote. [Commissioner Stefanics was not present for this action.]

V. Approval of Minutes: April 26, 2016

Upon motion by Mr. Loewy and second by Commissioner Holian, the minutes were unanimously approved as published. [Commissioner Stefanics was not present for this action and arrived shortly thereafter.]

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

Mr. Pacheco reported that the County is basically in a holding pattern waiting for the City's go-ahead to hold an ENN (Early Neighborhood Notification) meeting to discuss the zone change from light industrial to residential with the area residents. He noted that the Rail Runner station at Zia is moving forward.

Stating he was interested in what the public has to say, Mr. Loewy requested notice of an ENN should it occur before the next Authority Board meeting in June.

VII. Update of Plan: Replace Furnaces and Make Energy Upgrades in Working with ICAST

Interim Director Montoya said if the County issued the RFP for the upgrades, the County assumes responsibility for payments. If HUD issues the RFP they have the funding sources to pay for the project. Mr. Montoya said he is assembling the substantial HUD required materials to move forward. Once the RFP is submitted, Mr. Montoya will be contacting the regional office in Ft. Worth. As a federal RFP, the vendor will be required to abide by federal standards.

VIII. BAR: Housing Choice Voucher Program

The Housing Authority is requesting a budget adjustment request (BAR) to support additional rental assistance payments for June. Santa Fe County is one of the few housing authorities in the state that is able to use available HUD rental assistance.

Commissioner Holian moved to approve the BAR. Commissioner Stefanics seconded and the motion passed by unanimous voice vote.

VIII. Housing Authority Updates

A. Site Improvement Plan/CFP Update

Victor Gonzales reported on the following:

- An agreement has been reached regarding the Camino de Jacobo sewer line easement issue and County Legal is finalizing the latest changes requested from the City of Santa Fe
- The purchase order was issued last week for Sol Systems Builders to replace kitchen cabinets and conduct the bathroom remodels
- An IFB is being issued for asbestos removal in bathrooms
- There is an issue with the Santa Cruz irrigation line and staff will meet with the Irrigation Association to locate the break and determine a repair plan

Mr. Pacheco acknowledged Mr. Gonzales' attentiveness to the Santa Cruz irrigation issue and thanked Commissioner Roybal for his help in this area.

B. Vacancy Update

Mr. Pacheco said the occupancy rate is 96 percent. He announced that the maintenance team will be fully staffed in June and he anticipates reaching 98 percent occupancy. Mr. Loewy mentioned that the industry standard in vacancy rate is approximately 2.5 percent rate and few are able to achieve that.

C. Director's Report

Mr. Pacheco thanked the Board and management for their tremendous support during his tenure. He reported on the achievements in the past year as follows:

- The Authority has six new employees to facilitate raising the level of service to the 483 families being assisted
- HUD may be assisting in the replacement of 200 furnaces
- There was a successful remodel and sale of a three-bedroom house in Jacob D. Martinez
- Utility services to the Santa Cruz site have been improved by working with the City of Española
- Housing has been provided to 44 veterans through the VASH program
- Six families were able to gain home ownership through the County's homeownership program

IX. Matters from the Public

None were presented.

X. Matters from the Board

The Board thanked and lauded Mr. Pacheco for his service to the County and wished him the very best in his retirement.

Manager Miller said Mr. Pacheco's hard work, concern for his staff and deep compassion for the residents of the County's three housing sites have served to greatly improve the County program.

Mr. Loewy asked whether the County has a press policy. Manager Miller requested that if a board member is contacted by the press that they first speak to County PIO Kristine Mihelcic and/or direct the press to Ms. Mihelcic or the interim director.

XI. Executive Session: Limited personnel matters as allowed by Section 10-15-1(H)(2) NMSA 1978

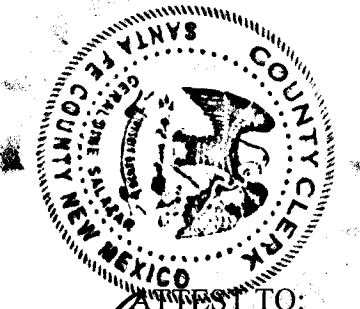
Executive session was deemed unnecessary.

XII. Adjournment

Having completed the agenda and with no further business to come before the Authority, Chair Chavez adjourned the meeting at approximately 1:45 p.m.

Approved by:

Miguel Chavez
Miguel Chavez, Chair
Housing Authority Board



ATTEST TO:

Geraldine Salazar
GERALDINE SALAZAR
COUNTY CLERK

Respectfully submitted by:

Karen Farrell, Wordswork

COUNTY OF SANTA FE) HOUSING MINUTES
STATE OF NEW MEXICO) ss PAGES: 4
[Hereby Certify That This Instrument Was Filed for
Record On The 14TH Day Of July, 2016 at 11:38:28 AM
and Was Duly Recorded as Instrument # 1798843
of The Records Of Santa Fe County



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