

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

**June 25, 2019**

**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 Commissioners' Conference Room, at the County Courthouse at approximately 1:08 p.m. by County Commission Chair Anna Hamilton.

**B. Roll Call**

A quorum was established with the following Board members present:

**Members Present:**

Anna Hamilton, Commissioner  
Anna Hansen, Commissioner  
Cathy Hurtado, Resident Member  
Ed Moreno, Commissioner  
Henry Roybal, Commissioner [late arrival]  
Joseph Loewy, Community Member

**Member(s) Excused:**

Rudy Garcia, Commissioner

**Staff Present:**

Katherine Miller, County Manager  
Rick Word, Assistant County Attorney  
Victor Gonzales, Housing Project Manager  
Gary Giron, Finance Director  
Jordan Barela, Housing Deputy Director  
Penny Ellis-Green, Growth Management Director  
AJ Coughlin, Housing Staff  
William Baca, Housing Staff

**Other Present:**

Steve Shepherd, Contract Employee

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- C. Approval of Agenda**
  - 1. Amendments**
  - 2. Tabled or Withdrawn Items**

Mr. Loewy moved to approve the agenda as published. Commissioner Hansen seconded and the motion carried by unanimous [5-0] voice vote. [Commissioner Roybal was not present for this action.]

**D. Approval of Minutes: May 28, 2019**

Commissioner Hansen moved to approve as presented. Commissioner Moreno seconded and the motion carried by unanimous [5-0] voice vote. [Commissioner Roybal was not present for this action and arrived shortly thereafter.]

**II. Consent Agenda**

**A. Resolution**

- 1. Resolution 2019-9HB, a Resolution Approving the FY20 Operating Budget**

**B. Miscellaneous**

- 1. Request Approval of Memorandum of Understanding Between Santa Fe County Housing Authority and the Turquoise Trail Resident Council, the Jacob D. Martinez Resident Council and the Valle de Esperanza Resident Council**

Mr. Loewy moved to approve the Consent Agenda. His motion was seconded by Ms. Hurtado and passed by unanimous [5-0] voice vote. [Commissioner Roybal was not present for this action.]

**III. Discussion/Information Items/Presentations**

**A. Housing Authority Updates**

- 1. Housing Board packet as part of BoardDocs**

Deputy Housing Director Jordan Barela said Director Montoya requested the Board consider posting the packet on Boarddocs. While the County Commissioners can easily access the information a concern was raised whether the two other board members could. Manager Miller said the packet information could easily be downloaded on Boarddocs. Mr. Loewy and Ms. Hurtado confirmed they had access to computers. Mr. Barela offered to print a copy for anyone that requires one.

**2. Director's Report**

In Mr. Montoya's absence, Mr. Barela reviewed staff training and noted that the Section 8 housing program specialist and ROSS FSS coordinator positions are vacant. Three maintenance assistant positions are in the process of being hired through the Section 3 program and will be residents from each of the housing sites and paid out of Section 3 for up to 20 hours per week. That would entail landscaping and maintenance tasks to essentially beautify the sites.

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The CDBG close-out has occurred and a few final progress reports are being reviewed by County procurement. Those documents will be forwarded to DFA.

Mr. Barela confirmed that the CDBG committee has not been constituted for this year. In the event a housing set aside is approved, Mr. Loewy asked whether Santa Fe County was in a position to make application for additional funds to complete the larger roof project. Mr. Barela confirmed that that was correct.

Victor Gonzales reported that the installers of the solar system, the furnaces, and upgrades to the light fixtures met, inspected the different sites and discussed the projects. Once the contract with ICAST is signed the work will begin. Mr. Barela said ICAST is ready to move forward and has external financing.

Mr. Barela reviewed the tenant/landlord and administrative issues. He noted that Erik Aaboe has been assisting with the writing of procedures for accounting. Chair Hamilton said she was pleased to learn of the coordination between divisions.

Mr. Barela said it was his understanding that HUD's proposed rule to roll back federal protections for transgender people experiencing homelessness was meeting with opposition. Commissioner Hansen said this appears to be a violation of the rule of law and she asked staff to investigate policy "coordination" with other agencies and continue to monitor it. Manager Miller pointed out that the proposed rule is directed at federally-funded homeless shelters not public housing. Chair Hamilton requested that staff continue to update the Board on this issue.

### **3. CFP Report**

Using Camino de Jacobo site maps, Mr. Gonzales reviewed the proposed road project to the entrance at Airport Road, the ADA-compliance ramps, raised crosswalks, additional parking areas, changing a road to one-way, installation of sidewalks, and valley gutters. A new bus stop with a canopy would also be installed. The funding is from bond money, site improvement funds and capital funds will be utilized for the sidewalks.

Mr. Barela noted that the Authority has been doing well with its CFP funding and those funds can be used for the sidewalks.

### **4. ROSS FSS Report**

Mr. Barela said there were no changes from the previous report.

### **5. Financial Report**

Steve Shepherd said the Housing Voucher program is on track to use 95 percent of the housing assistance payment budget by the end of the year. MainStream utilization is picking up. Public Housing Fund 517 may have some remaining balance that may be used to reduce the subsidy that the County contributes to home sales as opposed to reducing the subsidy from HUD.

Mr. Shepherd said he reviewed previous CFP grant expenditures and revenues and in 2015 there

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was \$66.69 unexpended which he considered a victory. For 2016, a budget revision will be proposed to HUD and the County's finance department to use the remainder of the funding for the pending camera project. There's \$56,652 available from 2016 and the camera project is over \$57,000. Another budget revision will be proposed for 2017 to HUD and the County and use some of the remainder for salaries, the camera project and the asbestos abatement at the two Santa Cruz units. A number of projects have been identified for the 2018 funds which need to be obligated by May 2020. Those included paying for the remainder of the asbestos abatement, roofing for a couple of units, modernization, unit appliances, and the sidewalk portion of the road project that Mr. Gonzales presented. The 2019 funds will be broken down by the budget line items used by HUD.

The Board thanked Mr. Shepherd for his tremendous assistance.

**6. Vacancy, Section 8, Wait List, Work Orders, Inspections Reports, Accounts Receivable Report and FSS Report**

Mr. Barela said the occupancy rate is back up at 98 percent. The success in the Authority's vacancy rate is reflected in the operating funds' increase. Housing Choice was at 100 percent and the 12-month average at 99.4 percent.

Mr. Loewy noted there were approximately 3,000 names on the wait list. While staff consistently culls the list, the number demonstrates the dire need for affordable housing.

**7. Introduction of new staff**

AJ Coughlin was introduced as the Authority's accountant. Ms. Coughlin worked for the state and in the private sector.

William Baca who had served as the Housing Maintenance Supervisor was offered and accepted the position of Housing Project Manager.

Recognizing this was Mr. Gonzales' last Board meeting, the Board thanked him for his dedication and service.

**IV. Matters From the County Attorney**

Assistant County Attorney Word mentioned a recent report from the National Low Income Housing Coalition that tracked the cost of one- and two-bedroom apartments, around the country, based on how many hours it would take someone earning minimum wage to pay for that unit. The report clearly identified the shortage of affordable housing in the marketplace.

Mr. Word also mentioned a challenge that the U.S. Supreme Court may take regarding inclusionary zoning.

**V. Matter From the Board**

Mr. Loewy said he represented the Board when he attended Victor Gonzales' retirement party.

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Mr. Gonzales will be greatly missed.

**VI. Matters From the Public**

None was presented.

**VII. Concluding Business**

- A. Announcements
- B. Adjournment

Having completed the agenda and with no further business to come before the Authority, Chair Hamilton adjourned the meeting at approximately 2:03 p.m.

Approved by:

*Anna Hamilton*  
 Anna Hamilton, Commissioner  
 Housing Authority Board Chair



Submitted TO:

*Geraldine Salazar*  
 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 30TH Day Of August, 2019 at 08:44:38 AM  
 And Was Duly Recorded as Instrument # 1895366  
 Of The Records Of Santa Fe County

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

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