

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

June 26, 2018

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 Anna Hansen.

B. Roll Call

A quorum was established with the following Board members present:

Members Present:

Anna Hansen, Commissioner
Anna Hamilton, Commissioner
Joseph Loewy, Community Member
Ed Moreno, Commissioner
Henry Roybal, Commissioner[1:25 arrival]

Member(s) Excused:

Robert Anaya, Commissioner
Cathy Hurtado, Resident Member

Staff Present:

Katherine Miller, County Manager
Tony Flores, Deputy County Manager
Joseph Montoya, Housing Authority Director
Cristella Valdez, County Attorney
Victor Gonzales, Project Manager
Alex Cintron, Housing Accountant
Stephanie Schardin Clarke, Finance Director
Felina Rodriguez, Housing Authority Staff
Adrianna Velasquez, Housing Authority Staff
Lorice Griego, Housing Authority Staff
Victor Otero, Housing Intern
Henry Roybal, Housing Intern

Others Present:

Alondra Hernandez, FSS Graduate
Lauren Hogue, FSS Graduate

SFC CLERK RECORDED 08/16/2018

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 **Tabled or Withdrawn Items**

Mr. Loewy moved approval. Commissioner Hamilton seconded. The motion passed by unanimous voice vote. [Commissioner Roybal was not present for this action.]

D. Approval of Minutes: May 29, 2018

Mr. Loewy moved to approve as presented. Commissioner Hamilton seconded and the motion carried by unanimous [4-0] voice vote. [Commissioner Roybal was not present for this action.]

II. Consent Agenda

A. Resolutions

- 1. **Resolution No. 2018-04HA, a Resolution Requesting a Budget Increase to Fund 227 to Budget Funding Received for the FSS Grant/ \$16,789**
- 2. **Resolution N. 2018-05, a Resolution Approving the FY 19 Operating Budget**

Commissioner Hamilton moved to approve. Mr. Loewy seconded and the motion passed by unanimous [4-0] voice vote. [Commissioner Roybal was not present for this action.]

III. Action Items - None were presented.

IV. Discussion/Information Items/Presentations

A. Housing Authority Updates

- 1. **FSS Graduates**

Felina Rodriguez introduced Lauren Hogue and Alondra Hernandez, the most recent Family Self-Sufficiency program graduates. She stated that through the FSS program Ms. Hogue has been able to get her bachelors and masters degree and is working on a special education certificate. She will be working at Nina Otero in the coming year. She received a round of applause and thanked FSS and Section 8 for giving her a foothold in the community and a safety net.

Ms. Rodriguez indicated that Ms. Hernandez joined the program in 2015 and recently was able to purchase a new home, working full time and raising three children. Ms. Hernandez expressed her gratitude to the program and to Ms. Rodriguez

- 2. **Diana Ortiz-Acosta – 20 years of Service.**

Mr. Montoya said Ms. Ortiz-Acosta could not be present for this meeting and congratulated her for her achievement. He noted she was not retiring at this time.

SFC CLERK RECORDED 08/16/2018

3. Introduction of New Staff

Mr. Montoya said Manuel Lovato is the latest maintenance tech to be hired and has had a great deal of experience.

He also introduced the two new interns, Henry Roybal and Victor Otero, who will be assisting in various aspects of the operation and learning new skills.

4. Director's Report

Mr. Montoya pointed out they were slightly short of 100 percent occupancy due to a pending change in designation of some units in Valle Vista. He added they have been extremely busy.

5. CFP Report

Victor Gonzales stated they are waiting response letters of interest for engineering services for paving Camino de Jacobo. The re-roofing contract has been awarded to Bosque Park and came in well below the estimate. This will allow more homes to be re-roofed. Work will begin on Monday. Mr. Gonzales gave an update on the ditch issue at Santa Cruz; the blockage was on the other side of the wall. There is a need to install a gate on the north side of the ditch.

ICAST has completed the energy audit and anticipate \$1.4 million in savings over 20 years. Recommendations for upgrades include light fixture replacement, low-flow plumbing fixtures, furnace replacement and solar panel arrays.

Other projects include:

- Landscaping the entrance to Santa Cruz
- Leak detection at Santa Cruz
- Cost estimate for findings pursuant to mock REAC inspection
- Asbestos abatement prior to re-roofing
- Back wall replacement at Santa Cruz

6. Financial Report

Alex Cintron reviewed the report in the packet outlining remaining balances on CFP grants as of May 31st. The 2019 monies will soon be allocated.

Mr. Loewy asked if the 2018 was subject to change by HUD. Mr. Montoya noted that funds can be clawed back with congressional approval, as occurred eight years ago with unawarded funds. Mr. Loewy recommended the funds be encumbered as soon as possible.

[Commissioner Roybal joined the meeting.]

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

Mr. Montoya stated occupancy is at 99 percent as explained earlier. Eighteen people are seeking voucher placement and the availability crisis continues. He reviewed the graphs and

SFC CLERK RECORDED 08/16/2018

statistics, noting that the work order numbers meet or exceed national standards. There are over 100 people on the public housing waiting list. He lauded staff's work in placing people, and singled out inspection staff for commendation!

A new issue that has arisen is a better accounting of utility allowances and reimbursements have gone down by three quarters.

8. CDBG Report

Mr. Montoya indicated that he didn't anticipate any future problems since they will be handling construction issues going forward.

9. Apply for Mainstream Vouchers

Mr. Montoya said he has applied for 50 to 75 new vouchers for people with disabilities under 65 years of age, which will amount to almost a million dollars per year. No additional staff or matching funds will be required. Official approval will be coming soon.

10. ICAST

This was covered earlier in the meeting and Mr. Montoya said there will be an item presented at the next BCC meeting with a request to grant the County Manager signatory authority for the many documents required.

11. Memorandum of Understanding Between the Santa Fe Civic Housing Authority and Santa Fe County

Mr. Montoya said this involves doing a joint application for the next tax credit season which will result in lower prices if successful.

V. Matters from the Board

Mr. Loewy welcomed the new interns and noted that internships are a great steppingstone.

Mr. Montoya introduced new maintenance tech Manny Lovato who had joined the meeting.

Chair Hansen spoke of an email from Joseph Russell regarding HANM regarding quality assurance. Mr. Montoya indicated this has to do with a newly finished desktop review of the voucher program and there were no findings, but suggestions were offered, principally regarding best use of software. Mr. Cintron explained this is a lengthy document and they will respond within 30 days. They use the Yardi system that has more capabilities than they are currently utilizing. Mr. Montoya said greater efficiencies can be achieved, particularly with work order reports.

SFC CLERK RECORDED 08/16/2018

VI. Matters from the Public

None were presented.

VII. Concluding Business

- A. Announcements
- B. Adjournment

Having completed the agenda and with no further business to come before the Authority, Chair Hansen adjourned the meeting at approximately 1:50 p.m.



Approved by:
Housing Authority Board Chair

Anna Hansen

 Anna Hansen, Commissioner

ATTEST TO:

Geraldine Salazar

 GERALDINE SALAZAR
 COUNTY CLERK

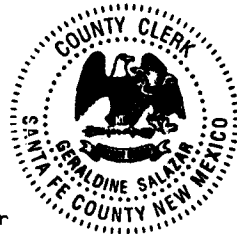
Respectfully submitted by:

Debbie Doyle, 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 16TH Day Of August, 2018 at 10:28:26 AM
And Was Duly Recorded as Instrument # 1865291
Of The Records Of Santa Fe County



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

E. Estrella

Mastering
