

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

**June 27, 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 1:00 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  
Robert Anaya, Commissioner [late arrival]

**Member(s) Absent:**

None

**Staff Present:**

Katherine Miller, County Manager  
Joseph Montoya, Housing Authority Director  
Victor Gonzales, Housing Authority Staff  
Joe Gonzales, Housing Authority Staff  
Adriana Velasquez, Housing Authority Staff  
Roberta Martinez, Housing Authority Staff  
Camille Gomez, Intern  
Bruce Frederick, Assistant County Attorney  
Chris Barela, Constituent Services Liaison  
Lisa Katonak, Manager's Office  
Tony Flores, Deputy County Manager

**Others Present:**

Hope Perez  
Naomi Montoya  
Richard Hanslip

**C. Approval of Agenda**

Mr. Loewy moved to approve the agenda as published. Commissioner Hamilton seconded and the motion passed by 5-0 unanimous voice vote. [Commissioner Anaya and Commissioner Moreno were not present for this action and Commissioner Moreno arrived immediately thereafter.]

**D. Approval of Minutes: May 30, 2017**

Commissioner Loewy noted a minor typographical correction and moved approval as amended. Commissioner Hansen seconded. The motion carried by unanimous [6-0] voice vote. [Commissioner Anaya was not present for this action.]

**II. Consent Agenda**

**A. Resolutions**

1. **Resolution No. 2017-11 HB, a Resolution Approving the Write-Off of Uncollectible Tenant Accounts Receivable for the Santa Fe County Housing Authority's Public Housing and Housing Choice Voucher Program**
2. **Resolution No. 2017-12, HB, a Resolution Approving the Santa Fe County Housing Authority's Payment Standard Schedule**
3. **Resolution No. 2017-13 HB, a Resolution Approving the Santa Fe County Housing Authority's Utility Allowance Schedule For the Section 8 Housing Choice Voucher Program**

Noting they were standard items, Mr. Montoya asked that the first three resolutions under Action Items be moved to the Consent Agenda.

Commissioner Hansen moved blanket approval of the three items and Commissioner Hamilton second. The motion carried without opposition. [Commissioner Anaya was not present for this action.]

**III. Action Items**

**A. Resolutions**

4. **Resolution No. 2017-14 HB, a Resolution Approving a Ten Percent Cash Match in Support of a Community Development Block Grant(CDBG) Application for Funding to Refurbish Santa Fe County Public Housing**

Commissioner Hansen enthusiastically moved to approve Resolution 2017-14 HB and Mr. Loewy enthusiastically seconded. The motion passed by unanimous voice vote. [Commissioner Anaya was not present for this action.]

**B. Memorandum of Understanding**

**1. 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. Montoya said this was also a standard type of agreement. The amount of funding is based on the number of units in each residential council. This is the first year funds are available for distribution.

Commissioner Hansen moved to approve and Commissioner Hamilton seconded. The motion passed by unanimous voice vote. [Commissioner Anaya was not present for this action.]

**IV. Discussion/Information Items - Presentations**

**A. Housing Authority Updates**

**1. Director's Report**

Mr. Montoya introduced Camille Gomez, the summer intern, who said she was a sophomore at UNM. She added she has learned a great deal in the 2 ½ weeks she has been with the Housing Authority.

Mr. Montoya provided updates on the following:

- The contract with I-Cast for energy efficiency is going through the approval process
- They expect to hear results on a HUD grant for security equipment, such as cameras and doors
- Jim Van Cleave has been looking into tools and materials for the Authority
- Another unit was left in disarray and had to be taken off line; this does not count in the occupancy rate calculations

**2. CFP Report**

Victor Gonzales reported the following:

- Construction has started on the Camino de Jacobo sewer line. It was discovered that the Lopez Lane water main is too close. Additionally, the soil is too rocky for compaction and 280 tons of fill will have to be brought in
- Procurement has provided a draft of the energy performance contract
- Reroofing will begin on two duplexes this week
- Quality inspections for Section 8 will begin this week

Commissioner Loewy asked how many units have been reroofed at this point and Mr. Gonzales said it was 20 buildings in the last four years.

[Commissioner Anaya joined the meeting.]

### 3. Financial Report

Joe Gonzales stated the grants from FY 14 and FY 15 have been drawn down and they will be working on grants from 2016. He referred to the monthly summary in the packet for fiscal year end; the funds are on budget.

Mr. Montoya noted that there are \$7,000 in receivables, compared with \$34,000 last year. He commended the work of Joe Gonzales for that improvement. They hope to get the number down to \$2,000.

### 4. Vacancy, Section 8, Waitlist, and Inspections Reports

Mr. Montoya announced the new figures on the vacancy report and they are now at 100 percent occupancy. Chairman Roybal suggested a resolution commemorating that achievement.

The HUD's Real Estate Assessment Center (REAC) review of the physical site is due to begin and they have begun working on the "jungle" of weeds around the buildings. The REAC will occur in the next two months, or possibly as late as September.

Commissioner Hansen commended Mr. Montoya for his leadership in achieving the 100 occupancy and he in turn thanked his staff.

### 5. Success Stories

Mr. Montoya stated that the point of the Housing Authority is to make people's lives better and the Family Self-Sufficiency program is part of that effort. He asked staff to introduce those present today who have completed the program and will receive certificates and checks.

Roberta Martinez introduced Richard Hanslip who said he had been in the program since 2013. In that time he has improved his credit and is going for a degree in engineering at New Mexico Tech. He listed the certifications he has achieved while learning budgeting skills.

Hope Perez said she has been in the program for five years and now has her GED and other certifications. She works for the public school system and hopes to enter the homeownership program.

Naomi Montoya said she is grateful to the program and has her degree and is debt-free.

The Commissioners provided words of commendation and encouragement to the participants.

## V. Matters from the Board

Mr. Loewy raised two issues that have come up in resident council meetings. The first concerned the lack of street lighting that has gone on for two years with no response from PNM or Jemez Co-op.

Ms. Hurtado indicated five poles are out and it is pitch dark at night when kids want to be out playing. It is a safety issue and proper jurisdiction needs to be established.

Commissioner Hansen said this is a problem in Agua Fria as well.

Mr. V. Gonzales said a transformer may be out and said he would make some calls.

As a second issue, Mr. Loewy indicated the mailboxes at Santa Cruz are damaged beyond repair. Mr. Montoya said it is the responsibility of the Post Office. Commissioner Anaya said there are available resources and perhaps the congressional delegation could bring pressure to bear.

Commissioner Anaya spoke in favor of providing ancillary services to the residents, such as education and healthcare, rather than strictly focusing on HUD's priorities.

Mr. Montoya stated that to that end, he is writing a job description for a full-time Family Self-Sufficiency coordinator and case manager.

Manager Miller contacted PNM about the street lighting and they will be on the case.

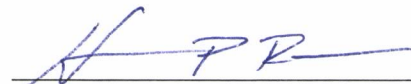
**VI. Matters of the Public**

None were presented

**VII. Adjournment**

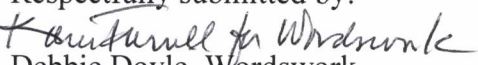
Having completed the agenda and with no further business to come before the Authority, Chair Roybal adjourned the meeting at approximately 1:50 p.m.

Approved by:

  
Henry Roybal, Commissioner  
Housing Authority Board

WITNESS TO:

  
GERALDINE SALAZAR  
COUNTY CLERK

Respectfully submitted by:  
  
Debbie Doyle, Wordswork



COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

HOUSING MINUTES  
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I Hereby Certify That This Instrument Was Filed for  
Record On The 28TH Day Of July, 2017 at 09:48:27 AM  
And Was Duly Recorded as Instrument # 1832203  
Of The Records Of Santa Fe County

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