

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY

July 30, 2019

Santa Fe, New Mexico

1. This regular meeting of the Santa Fe County Housing Authority was called to order by Chair Anna Hamilton at approximately 1:04 p.m. on the above-cited date at the Santa Fe County Legal Conference Room, 102 Grant Avenue, Santa Fe.

B. The following members were present:

Members Present:

Commissioner Anna Hamilton, Chair
Commissioner Henry Roybal, Vice Chair [1:20 arrival]
Commissioner Anna Hansen
Commissioner Ed Moreno
Community Member Joseph Loewy
Resident Member Cathy Hurtado

Member(s) Excused:

Commissioner Rudy Garcia

County Staff Present:

Katherine Miller, County Manager
Joseph Montoya, Housing Director
Jordan Barela, Deputy Director
Billy Baca, Housing Project Manager
Ajay Coughlin, Housing Staff
Olivia Romo, Constituent Liaison
Cameron Krantz, Intern
Penny Ellis-Green, Growth Management Director
Gary Giron, Finance Director
Yvonne Herrera, Budget Director
Rick Word, Assistant County Attorney

Others Present:

Steve Shepherd, Contract Employee

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1. C. **Approval of Agenda**

Mr. Loewy moved to approve the agenda as printed and Commissioner Hansen seconded. The motion carried unanimously.

D. **Approval of Minutes: June 25, 2019**

Mr. Loewy offered grammatical changes that were incorporated. Mr. Word noted that on page 3 it should read "housing assistance."

Mr. Loewy moved approval. Commissioner Hansen seconded and the minutes were approved unanimously as corrected. [Commissioner Roybal was not present for this item.]

2. **Consent Agenda**

No items on Consent.

3. **Action Items: Five-Year PHA Plan for Santa Fe County Housing Authority**

A. **Public Hearing on and Approval of Five-Year Public Housing Agency Plan for Santa Fe County Housing Authority, Including HUD Form 50075-5Y, (PHA Five-Year Plan) and HUD Form 50075-SM (Streamline Annual Plan for Small PHAs)**

B. **Resolution 2019-10-HB, PHA Certification of Compliance with PHA Plans and Related Regulations Including Civil Rights and PHA Plan Elements that Have Changed**

Mr. Montoya said completion of a five-year plan allows the Authority to apply for grants.

Mr. Barela said a public hearing is part of the requirements of HUD and must occur prior to submittal of the plan. Public notice must be issued not less than 45 days prior to the public hearing, the plan and supporting documentation must be available for review, and reasonable outreach be made to encourage participation. He said these requirements have been met. Supporting documentation includes a civil rights certification, a certification regarding payments to influence federal transactions, certification regarding lobbying, a CFP annual statement, a CFP five-year action plan, a certification from MFA indication that our PHA plan is consistent with the state's consolidated plan, and a Housing Choice Voucher administrative plan. These documents constitute a comprehensive five-year plan packet and is available for public review.

Mr. Barela said also to be submitted are the five-year plan, the streamlined annual plan, and a resolution from the Board certifying that the PHA is in compliance with the plan and associated regulations. The five-year plan includes the mission statement, goals for public housing, housing choice vouchers, ROSS and FSS. The goals are directed towards maintaining high performance scores, keeping low vacancy rates and high utilization of vouchers, completing work orders and turning around vacant units in a timely manner. Another goal is to have mechanisms for communication and encouraging participation for tenants. There is also a

narrative relating progress made, policies pertaining to the Violence Against Women Act, and comments provided by residents. Only one comment was received and it related to a desire for more community events.

The streamline plan includes identification of elements that have changed, such as the ROSS and mainstream voucher program, the MOU with the Santa Fe Community Housing Trust and the Santa Fe Association of Builders regarding additional ownership opportunities, as well as changes in funding. Anticipated new activities are also included, such as asbestos abated at Santa Cruz.

Chair Hamilton asked about the timeframe and Mr. Montoya said there is no hard and fast deadline. The capital five-year plan was already submitted.

Commissioner Hansen asked how many units still have asbestos? Mr. Montoya said the majority have asbestos which is abated when the unit is rehabilitation. Otherwise, it is encapsulated. Asbestos use wasn't discontinued until 1976.

Mr. Loewy noted that the five-year plan can be updated more frequently than every five years. It is not unusual to not get comments, however he suggested in the future having meetings at the sites for that purpose. Mr. Montoya noted there are annual updates.

[Commissioner Roybal joined the meeting.]

Chair Hamilton opened the meeting to public comment, and there was no one wishing to speak.

Mr. Montoya pointed out that the civil rights certification was already approved by the Board.

Commissioner Hansen moved to approve the five-year plan and the resolution. Mr. Loewy seconded. The motion carried by unanimous 6-0 voice vote.

4. **Discussion/Information/Presentations**

A. **Capital Fund Program Report**

Mr. Baca outlined upcoming projects:

- Sidewalk upgrades will be done at Camino de Jacobo using 2018 funds
- Two units will be modernized and asbestos abated
- Quotes are coming in for security cameras; the project needs to be encumbered by mid-August
- A site walk-through was done with ICAST representatives to evaluate furnaces and lighting
- An architect will be meeting with staff for upgrades to the main office; project should begin late December
- Reroofing will begin on two units on San Mateo Way in the second quarter of FY 20

- The Boys and Girls Club project is being reviewed and prioritized. Money has been moved around and aspects will be put out to bid. This is a state allocation
- A certified landscaper will be used to recalibrate the sprinkler system at Camino de Jacobo

Mr. Loewy asked if there was sufficient funding for the cameras. Mr. Baca said 12 cameras have been added, and Mr. Montoya said there is sufficient funding.

4. B. FSS/ROSS Report

Mr. Montoya lauded Felina Rodriguez for augmenting the FSS program, bringing the number of participants from 15 to 51. She has a good relationship with the Community Services Department.

C. Financials

Ms. Coughlin stated voucher reports are complete up to June 30th. The final report will be in the next packet. 95 percent of the voucher program funds will be budgeted soon. Three additional units were leased in June in the Mainstream program. The Public Housing Administration resident participation is at 80 percent. She reviewed the remaining balances and encumbered amounts for each fiscal year.

It was noted that the announced amounts differed from those listed in the packet. Mr. Shepherd said the numbers in the reports come from the HUD system. The announced numbers are in-house and can be changed. Chair Hamilton said it was confusing. Mr. Montoya said in the future they will coordinate the packet numbers with the report. He added there is no danger of losing the funding.

D. Vacancy Report, Section 8 Report, Waitlist Report, Inspection Report, Accounts Receivable Report, Utility Reimbursement Report, Eviction Report

Mr. Montoya said things have slowed down. Occupancy is still at 100 percent with two units off-line for major renovation. He suspected HUD will visit soon and because of that they are planning on cleaning up all three sites, hopefully hiring residents. Section 8 is at 99.56 percent usage, which is exactly where they want to be. The waitlist continues to increase with ongoing needs. Mr. Montoya pointed out anyone not disabled is responsible for keeping up the yard. Failing this, yard violations are issued. There are three warnings issued, followed by a \$25 fine.

There has only been one eviction.

E. Director's Report

Regarding a possible visit by HUD, Mr. Montoya said two weeks notice is insufficient for major work so it best to be prepared.

Mr. Loewy asked if problems could be preempted by advising HUD ahead of time. Mr. Montoya said it is possible to challenge HUDs finding.

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Mr. Montoya stated there was a complaint of a fence being knocked down by a tree on private property. Risk Management handled the repair.

A discussion ensued regarding the home sales program initiated in the past. In order to use the grant funds from that program for rehabilitation of rental units it will be necessary to amend that policy in the HUD database.. However, finding the documentation has proven to be difficult. Ms. Miller gave background information on the affordable housing sales program and establishment of the current structure of the current Housing Authority. Until this is resolved the funds are sitting in a savings account.

5. Matters from the County Attorney

None were presented.

6. Matters from the Board

None were raised.

7. Matters from the Public

None were presented.

8. Concluding Business

- A. Announcements
- B. Adjournment

This meeting was declared adjourned at approximately 2:03 p.m.

Approved by:



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ATTEST:

Geraldine Salazar

 GERALDINE SALAZAR
 COUNTY CLERK

Anna Hamilton

 Anna Hamilton, Chair
 Housing Authority

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 30TH Day Of August, 2019 at 08:44:39 AM
 And Was Duly Recorded as Instrument # 1895367
 Of The Records Of Santa Fe County



Deputy *Estrella Martinez*

 Deputy Estrella Martinez

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

Santa Fe County
Housing Authority: July 30, 2019