

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

**October 28, 2014**

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 10:00 a.m. by County Commission Chair Danny Mayfield.

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

**Members Present:**

Danny Mayfield, Commissioner  
Liz Stefanics, Commissioner [late arrival]  
Miguel Chavez, Commissioner  
Kathy Holian, Commissioner  
Frances Ong, Resident Member  
Joseph Loewy, Community Member

**Member(s) Excused:**

Robert Anaya, Commissioner

**Staff Present:**

Katherine Miller, County Manager  
Ron Pacheco, Housing Authority Director  
Rachel Brown, Deputy County Attorney  
Teresa Martinez, Finance Director  
Steve Brugger, Affordable Housing Administrator  
Tony Flores, Assistant County Manager  
David Griscom, Economic Development  
Victor Gonzales, Housing Authority Staff  
Deanna Lopez, Housing Administrator  
Marcus MacDonald, Housing Accountant  
Chris Barela, Constituent Services  
Lisa Katonak, County Manager's Office  
Mark Hogan, Projects Manager  
Lorraine Fede, Housing  
Tony Flores, Deputy Manager

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 31ST Day Of December, 2014 at 10:09:00 AM  
And Was Duly Recorded as Instrument # **1754146**  
Of The Records Of Santa Fe County

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



### **III. Introductions**

Those present introduced themselves.

### **IV. Approval of Agenda**

Mr. Loewy moved to approve the agenda. Commissioner Holian seconded and the motion passed by unanimous [5-0] voice vote. [Commissioner Stefanics was not present for this action.]

### **V. Approval of Minutes: September 30, 2014**

Commissioner Holian moved approval of the minutes as presented and Mr. Loewy seconded. The motion carried unanimously 5-0. [Commissioner Stefanics was not present for this action and arrived shortly thereafter.]

### **VI. Approval of Resolution 2014-16HB, a Resolution Requesting Authorization to Make a Budget Adjustment to the Fund 229, Home Sales**

Mr. Pacheco said the budget adjustment will address modernization and abatement of a house in Valle Vista Subdivision for placement in the home sales program.

Commissioner Holian moved to approve Resolution 2014-16HB. Mr. Loewy seconded and the motion passed by unanimous [6-0] voice vote.

### **VII. Approval of Resolution 2014-17HB, a Resolution Approving the Santa Fe County Housing Authority's Amended Admissions and Continued Occupancy Policy (ACOP), Effective 10/31/14**

Mr. Pacheco said the ACOP is used to administer the Public Housing Program. HUD requires approval when significant changes are made to the ACOP and recently two such changes have been made: 1) flat rent schedule, and 2) inclusion of the Violence Against Women Act. Mr. Pacheco thanked Lorraine Fede for her attention to this matter.

Mr. Loewy asked about the utilities allowance and Ms. Fede said HUD allows for adjustments to the flat rent schedule to address the utility allowance. The utility allowance has not changed in the last 10 years.

Ms. Fede said according to HUD flat rents have to be 80 percent of the fair market value. HUD said that amount can be adjusted to compensate for utilities which lower the flat rent.

Commissioner Chavez moved to approve Resolution 2014-17HB. Commissioner Holian seconded and the motion passed by unanimous [6-0] voice vote.

**VIII. Approval of Resolution 2014-18HB, a Resolution Amending Resolution 2014-09HB to Replace Exhibit A (Flat Rent Schedule)**

Mr. Pacheco said this is the flat rent schedule referred to in the ACOP.

Commissioner Chavez moved to approve Resolution 2014-18HB. Commissioner Stefanics seconded and the motion passed by unanimous [6-0] voice vote.

**IX. Discussion Regarding Utility Easement for Sewer Line for the Jacob D. Martinez Site**

Recognizing that this item has legal ramifications, Commissioner Stefanics moved to discuss it under executive session. Commissioner Chavez seconded and the motion passed without opposition.

**X. Presentation and Formal Direction Regarding Affordable Housing Project at the Galisteo Site [*Exhibit 1: Staff Report, dated October 28, 2014*]**

Mr. Pacheco referred to the latest staff report [*Exhibit 1*] which contains an estimate of \$5 million for moving the Public Works site and the voting machines.

Mr. Flores identified the accessory buildings as predominantly used for storage and those materials would need to go into an existing facility. There is a caretaker residence/mobile home at this site to provide security and protection. A decision whether that is necessary at the Galisteo site has not been made and is not included within the \$5 million estimate. He explained how the dollar figure was derived. The basic space program was provided by architect Lorn Tryk and a few different scenarios were explored. The \$5 million is based on metal structures of about 20,000 square feet at \$250/square foot.

Mr. Loewy said he understood that facility in which the voting machines are stored is required to have the capacity to test the machines in unison. Mr. Flores said that is based on State statute and is included in the estimates.

Deputy County Attorney Brown said she has researched the jurisdictional question and under the Municipal Housing Act laws that govern the Authority, the County is able to develop projects within what is called our area of operation. The area of operation excludes the City. When the Authority wants to conduct a project within another jurisdiction's boundaries that has to be done with their authorization. She said the County may want exemption from some of the City's zoning and development standards. Part of the process for moving forward is beginning dialogue with the City.

Mr. Pacheco reminded the Authority that NM ED has indicated that the City could act as the recipient/operating party for further remediation on the site. He noted that the City may have a density bonus which the County can obtain for this project.

Commissioner Chavez said offsite improvements should be expected with a development at the Galisteo site. He hoped to work in collaboration with the City rather than to negotiate with

them.

Commissioner Stefanics said she would prefer the site be housing with open space and relocating the voting machines and public works equipment; however, funding the \$5 million was a concern. Ms. Miller said there are available improvement funds for the County fairgrounds. She noted that the facility side of Lodgers' Tax could be used for improvements to some of those structures. The County would also review its five-year plan of GRT and bond capacity. She mentioned that additional methods to finance construction of the old courthouse could potentially be wrapped into the financing for the needed 20,000 square feet.

Ms. Miller said putting together a finance package for this project will shift priorities but she thought it was possible. GOB financing is a topic for discussion she would like to have with the Board before going forward.

Mr. Pacheco opined that relocating the County's equipment may make the site/project more attractive to an investor(s) interested in the 9 percent tax credit.

Mr. Loewy championed the spirit of collaboration with the City and the importance of density. He suggested the County could receive the same density bonuses the City's Civic Housing achieved in their recent projects, adding the County could get more than the 60 or 70 proposed units.

Commissioner Chavez agreed adding the existing neighborhood needs to be respected.

Commissioner Stefanics introduced a motion that the Galisteo site development eliminate the Public Works storage, voting machines storage and caretaker facility. Commissioner Chavez seconded and the motion passed by unanimous [6-0] voice vote.

Mr. Pacheco advised the Authority that the property needs to be rezoned before the tax credit can be applied.

Commissioner Stefanics moved to direct staff to commence a process with the City for rezoning the site to accommodate the highest density possible and proceed for tax credits. Commissioner Chavez seconded and the motion passed by unanimous [6-0] voice vote.

Chair Mayfield asked staff to consider talking to the delegation for capital dollars for voting machine storage. Ms. Miller said staff also needs to investigate the State statute that mandates the voting machines be turned on simultaneously.

Commissioner Stefanics thanked staff for working on this issue in a collaborative effort.

## **VII. Housing Authority Updates**

### **A. Site Improvement Plan/CFP Update**

Mr. Gonzales reported on the following:

- Pre-bid meeting for the bathroom remodels at the Santa Cruz site occurred last week and the bid opening is scheduled for November 7<sup>th</sup>
- A unit at Valle Vista is being prepared for sale
- The Santa Cruz Boys and Girls club and the Abedon Lopez Senior Center have been individually metered.

- An independent contractor will repair three units that will be rented following those repairs

Responding to Chair Mayfield's concern, Mr. Pacheco said the Authority pays the utilities at the Santa Cruz site. At this point, the units are not individually metered and the flat rent schedule has no effect on those renters. Santa Cruz residents pay for two of their three utilities.

#### **B. Vacancy Update**

Mr. Pacheco stated they are at about 96 percent occupancy. He reviewed the vacant units and noted that an outside contractor would be remodeling three of them.

#### **C. Director's Report**

Mr. Pacheco stated that the maintenance crew inspects the 199 units to perform preventative maintenance on furnaces, light fixture, electrical outlets, and window latches on an annual basis. Staff is investigating replacement of unit furnaces.

HUD recently awarded nine additional VASH (VA Supportive Housing) vouchers to the County. The vouchers are for homeless veterans. He said the Authority may be the only entity in the area supporting the VASH program.

Commissioner Stefanics congratulated staff on the additional VASH vouchers and encouraged staff to better advertise this program.

#### **XII. Public Comment**

None were offered.

#### **XIII. Matters from the Board**

Commissioner Stefanics said she received a call from developer Warren Thompson who said the County's process for purchasing an affordable home may be too complicated and that his attorney had some issues with the County's papers. She requested an informal report on this.

Ms. Miller said it was an issue for the BCC and Mr. Brugger was working on it. Mr. Brugger said he would present something to the BCC at the November 25<sup>th</sup> meeting.

#### **XIV. Executive Session**

##### **A. Discussion of Purchase, Acquisition or Disposal of Real Property or Water Rights, as Allowed by Section 10-15-1(H)(8) NMSA 1978 – Utility Easement for Jacob D. Martinez Site**

Commissioner Stefanics moved to go into executive session pursuant to NMSA Section 10-15-1-H (8) to discuss the matters delineated above. Commissioner Chavez seconded the motion which passed upon unanimous roll call vote:

**Commissioner Mayfield**

**Aye**

<b>Commissioner Stefanics</b>	<b>Aye</b>
<b>Commissioner Holian</b>	<b>Aye</b>
<b>Commissioner Chavez</b>	<b>Aye</b>
<b>Ms. Ong</b>	<b>Aye</b>
<b>Mr. Loewy</b>	<b>Aye</b>

[The Commission met in executive session from 10:58 to 11:18.]

Commissioner Stefanics moved to come out of executive session having discussed only the matters outlined in the agenda, and Commissioner Chavez seconded. The motion passed by unanimous [6-0] voice vote.

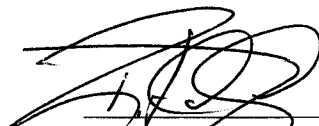
**XV. Direction Regarding Acquisition of Utility Easement at 1345 Camino de los Lopez for a Utility Easement for Sewer Line Placement for the Jacob D. Martinez Site**

Commissioner Stefanics moved to direct Legal and Housing staff to get an appraisal of the property and ask the landowner for their attorney's information for the purposes of acquisition of the property. Commissioner Holian seconded and the motion passed by unanimous [6-0] voice vote.

**XVI. Adjournment**

Having completed the agenda and with no further business to come before the Authority, Chairman Mayfield adjourned the meeting at approximately 11:20 a.m.

Approved by:

  
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Daniel W. Mayfield, Chair  
Housing Authority Board *for*



ATTEST TO:

  
GERALDINE SALAZAR  
COUNTY CLERK

Respectfully submitted by:

Karen Farrell, Wordswork