

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

**October 29, 2013**

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 10:05 a.m. by County Commission Chair Kathy Holian.

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

**Members Present:**

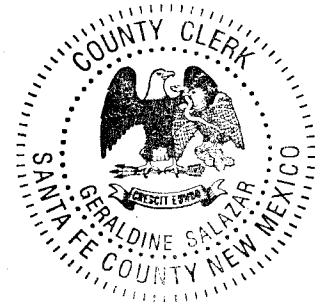
Kathy Holian, Commissioner  
Miguel Chavez, Commissioner  
Liz Stefanics, Commissioner  
Frances Ong, Resident Member  
Joseph Loewy, Community Member

**Member(s) Excused:**

Danny Mayfield, Commissioner  
Robert Anaya, Commissioner

**Staff Present:**

Rachel Brown, Deputy County Attorney  
Ron Pacheco, Housing Authority Director  
Steve Bruggger, Affordable Housing Administrator  
Larry Narvaiz, Housing Authority Staff  
Tim Vigil, Assistant County Attorney  
Deanna Lopez, Housing Division  
Chris Barela, Constituent Liaison  
Lisa Roybal, County Manager's Office  
Molly Saiz, Finance



COUNTY OF SANTA FE                    )  
STATE OF NEW MEXICO                ) ss  
I Hereby Certify That This Instrument Was Filed for  
Record On The 2ND Day Of December, 2013 at 11:30:18 AM  
And Was Duly Recorded as Instrument # 1724378  
Of The Records Of Santa Fe County

HOUSING MINUTES  
PAGES: 4

**III. Introductions**

Those present introduced themselves.

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

**IV. Approval of Agenda**

Mr. Pacheco noted the agenda was amended to include a resolution approved at last month's meeting that failed to provide the information HUD required.

Commissioner Chavez moved to approve the amended agenda. Mr. Loewy seconded and

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the motion passed by unanimous [5-0] voice vote.

**V. Approval of Minutes: September 24, 2013**

Mr. Pacheco noted a number of typographical errors. [The items were corrected and the amended minutes filed with the Clerk's office.]

Mr. Loewy moved to approve the minutes as corrected. His motion was seconded by Ms. Ong and passed by unanimous [5-0] voice vote.

**VI. Approval of Resolution 2013-1108HB: A Resolution Amending Resolution 2013-10HB for the Purpose of Approving HUD Form 52190-B, Declaration of Trust**

Mr. Pacheco stated the three resolutions on the agenda are housekeeping items. The contract between the Housing Authority and the Mortgage Finance Authority expired July 1<sup>st</sup> and was not renewed. However, there was one month of spending and this BAR will account for that and allows the County to bill for it.

Commissioner Stefanics moved to approve, Commissioner Chavez seconded and the motion passed unanimously [5-0]

**VII. Approval of Resolution 2013-11HB: Approval of HUD Form 50071, Certification of Payments to Influence Federal Transactions**

Mr. Pacheco said this is the amended resolution including the HUD required attachments.

Commissioner Stefanics moved to approve Resolution 2013-11HB. Commissioner Chavez seconded and the motion passed by unanimous [5-0] voice vote.

Commissioner Stefanics asked whether 2013-10 should be repealed. Mr. Vigil said 2013-11 corrects a few dates and clarifies a legal description and he would present 2013-10 for repeal at the next meeting.

**VIII. Approval of Resolution 2013-12HB: A Resolution Requesting Authorization to Increase the Capital Funds Project Budget for FY14 for the CFP FY13 Grant**

Mr. Pacheco indicated that this resolution allows the Authority to accept funding for fiscal year 14 from a CFP grant that was done this year funding the CFP position, allowing for training, fencing at all three public housing sites that need repair as well as roof repair/replacement, assistance for unit turnaround, asbestos removal, etc. and replacement of a crashed vehicle. The resolution confirms the grant amount and identifies the items the funds can be used for.

Commissioner Stefanics moved to approve Resolution 2013-12HB. Commissioner Chavez seconded and the motion passed by unanimous [5-0] voice vote

**IX. Housing Authority Updates**

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

Mr. Pacheco announced that Larry Narvaiz will be retiring at the end of 2013 and he thanked him for his tremendous service to Santa Fe County.

Mr. Narvaiz reviewed the extension of the main sewer line at the Jacob Martinez site noting that the easement issue is being reviewed by the private landowner. He also reviewed the roofing contractor(s), unit turnaround with contractors' assistance, and upcoming projects. Regarding the roofing contractors, Mr. Pacheco said there would be three that the County will use for all County facilities. The practice of utilizing a private contractor to prepare units for rent rather than staff occurs at holiday times each year.

A discussion ensued regarding award of contract to the low bidder which following change orders turns into the highest bid.

Appreciating the use of contractors at the end of year, Commissioner Stefanics said she would never want contractors to replace County employees.

The Authority thanked Mr. Narvaiz for his service.

**B. Upcoming Projects**

Mr. Pacheco said some units at Valle Vista and Santa Cruz will be getting new cabinets and bathroom remodels. Staff is developing an RFP for this project.

**C. Vacancy Update**

Mr. Pacheco reported that the occupancy rate was holding at 96 percent.

**D. Director's Report**

Mr. Pacheco provided information regarding the housing waiting list. He said there were just fewer than 1,400 individuals on the voucher list and 610 on the waiting list for public housing. He characterized the Authority's tenants as the working poor or those receiving some form of Social Security.

Commissioner Stefanics requested a one-page demographic description of those on the waiting list. She said it would be helpful in the Authority's decision-making capacity.

Regarding the County's request for an amendment to the 5(h) Homeownership Plan program, Mr. Pacheco said he recently spoke with a HUD representative who indicated a formal response would be provided soon.

2013/10/29 11:23:33 AM

**X. Matters from the Public**

None were presented.

**XI. Matters from the Board**

Commissioner Stefanics asked how the amendments to the 5(h) plan will affect the program. Ms. Miller said the Galisteo property is not reliant on 5(h). Currently the property can only be used for home sales or public housing sites.

**XII. Executive Session**

None were presented.

**XIII. Adjournment**

The Authority thanked Mr. Narvaiz and wished him a wonderful retirement. Mr. Loewy urged staff to look internally in finding a replacement for the vacant position.

Having completed the agenda and with no further business to come before the Authority, Chair Holian adjourned the meeting at approximately 10:40 a.m.

Approved by:

  
Kathy Holian, Chair  
Housing Authority Board

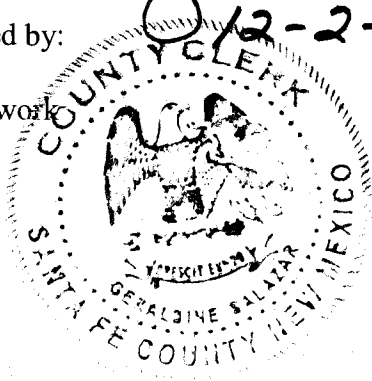
ATTEST TO:

GERALDINE SALAZAR  
COUNTY CLERK



Respectfully submitted by:

Karen Farrell, Wordsworth



REC'D BY RECORDED 12/22/2013