

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

**October 30, 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 1:00 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  
Henry Roybal, Commissioner  
Joseph Loewy, Community Member  
Ed Moreno, Commissioner  
Cathy Hurtado, Resident Member

**Member(s) Absent:**

Robert Anaya, Commissioner

**Staff Present:**

Katherine Miller, County Manager  
Joseph Montoya, Housing Authority Director  
Rick Word, Assistant County Attorney  
Victor Gonzales, Project Manager  
Alex Cintron, Housing Accountant  
Sara Smith, Constituent Liaison

Chair Hansen introduced her new County Constituent Liaison, Sara Smith.

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 Tabled or Withdrawn Items**

Commissioner Moreno moved to approve the agenda. Mr. Loewy seconded and the motion carried by unanimous [6-0] voice vote.

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**D. Approval of Minutes: September 25, 2018**

Mr. Loewy moved to approve as presented. Commissioner Hamilton seconded and the motion carried by unanimous [6-0] voice vote.

**II. Consent Agenda** - None was presented

**III. Action Items** - None were presented

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

**A. Housing Authority Updates**

**1. Director's Report**

Mr. Montoya reported on the following issues in addition to matters presented in his written report:

- Authority positions are being advertised
- The CDBG program is going smoothly and additional funds will be used to reroof 11 more units
- The Authority will receive additional vouchers for disabled people under age 62 and a resolution will be drafted and presented next month
- As a result of household size/population changes, there was a great deal of unit adjustments. Logistically it is a difficult task
- An analysis of capital needs at the three Boys and Girls Club sites has been completed and a target of \$300,000 has been identified. The request will be for the Housing Authority to receive the money to make the capital improvements. Senator Nancy Rodriguez appears to be onboard
- The Authority has assisted Eight Northern Pueblos Housing Authority in the past and was recently trying to support them in obtaining homebuyer training funds. Unfortunately, Eight Northern does not have the ability to enter into a JPA because they are neither a subdivision of the state nor a 501(c)(3)

**2. CFP Report**

Victor Gonzales gave the following updates:

- Once the purchase order is released, the paving project at Camino de Jacobo will commence
- The CDBG roofing project is moving along; following completion of Santa Cruz, work will begin at Camino de Jacobo
- A parking striping project will commence at Valle Vista to address tenant complaints

Mr. Loewy commented that a sense of ownership of parking spaces is a historic problem in housing authorities throughout the country. He requested staff look into restriping the basketball court at Valle Vista and Mr. Montoya responded that they intend to do so if the capital improvement funds come through. Additionally, to address the high level of vandalism surveillance cameras will be installed.

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### **3. Financial Report**

Alex Cintron reviewed the CFP report noting there has not been much activity since the previous report and it reflects activities since October 15<sup>th</sup>. There are a lot of projects that are about to occur and balances will change. The Public Housing Fund 517 continues to hold well and a mid-year line adjustment is contemplated for utilities. Monthly expenditures have been within budget.

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

Mr. Montoya stated occupancy dropped to 97 percent which he attributed to unit changes to address household population. December is typically looked at for the capital improvement funding and he emphasized it was important to be at 100 occupancy.

The voucher program had an audit finding two consecutive years and the files are being reviewed and re-reviewed internally to ensure the issue is corrected.

Mr. Cintron said the voucher finding had to do with averaging numbers incorrectly. Spreadsheets have been developed to ensure accurate averaging.

Mr. Montoya said the waitlist is holding fairly steady. Work order turnaround is good and the tenant repayment program is also making tremendous progress. There are times when a tenant fails to advise the Authority of a change to their employment status and that tenant may owe the Authority additional rent for having a higher income.

Mr. Loewy asked whether the energy savings ICAST program, once completed, will impact the HUD reimbursement. Mr. Montoya said it will not and instead the savings may be available to replace furnishings, etc.

### **V. Matters from the County Attorney**

None were presented.

### **VI. Matters from the Board**

Chair Hansen encouraged Authority staff to take EDGE classes in January when they'll be in Santa Fe. She said she recently took two classes and found them interesting, informative and very valuable.

Mr. Loewy said two of the Authority's employees have reached the 20-year milestone of employment with the County: Victor Gonzales and Diana Ortiz-Acosta. Mr. Montoya noted that as the Authority gets more funds through grants, Mr. Gonzales' responsibilities have increased and he has been an exemplary employee.

Mr. Gonzales was thanked for this service and received a round of applause.

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Manager Miller said a complaint involving Housing was received and it is being investigated.

**VII. Matters from the Public**

None were presented.

**VIII. Concluding Business**

- A. **Announcements** – None were made
- B. **Adjournment**

Having completed the agenda and with no further business to come before the Authority, Chair Hansen adjourned the meeting at approximately 1:45 p.m.



Approved by:  
Housing Authority Board Chair

*Anna Hansen*  
Anna Hansen, Commissioner

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ATTEST TO:

*Geraldine Salazar*  
GERALDINE SALAZAR  
COUNTY CLERK

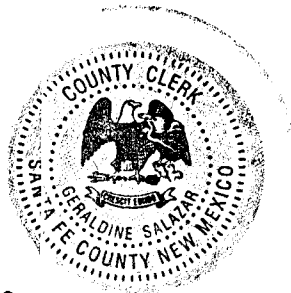
Respectfully submitted by:

Karen Farrell, Wordswork

COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

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I Hereby Certify That This Instrument Was Filed for  
Record On The 4TH Day Of December, 2018 at 03:21:50 PM  
And Was Duly Recorded as Instrument # 1874238  
Of The Records Of Santa Fe County



Witness My Hand And Seal Of Office  
Geraldine Saiazar

Deputy *Estrella Martinez* County Clerk, Santa Fe, NM

Santa Fe County Housing Authority Board: October 30, 2018