

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

**October 31, 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 1:05 p.m. by County Commission Vice Chair Anna Hansen.

**B. Roll Call**

A quorum was established with the following Board members present:

**Members Present:**

Henry Roybal, Commissioner[1:15 arrival]  
Anna Hansen, Commissioner  
Anna Hamilton, Commissioner  
Ed Moreno, Commissioner  
Cathy Hurtado, Resident Member  
Joseph Loewy, Community Member

**Member(s) Excused:**

Robert Anaya, Commissioner

**Staff Present:**

Katherine Miller, County Manager  
Joseph Montoya, Housing Authority Director  
Victor Gonzales, Housing Authority Staff  
Joe Gonzales, Housing Authority Staff  
Bruce Frederick, Assistant County Attorney  
Rudy Garcia, Manager's Office  
Erika Lovato, County Budget Manager

**C. Approval of Agenda**

Commissioner Moreno moved to approve the agenda as published. Mr. Loewy seconded and the motion passed by unanimous voice vote.

Mr. Montoya pointed out that Daniel Werwath was not able to attend and item IV. 5 will be deferred.

SFC CLERK RECORDED 12/01/2017

**D. Approval of Minutes: September 26, 2017**

Mr. Loewy moved to approve the minutes as published. Commissioner Hamilton seconded. The motion carried by unanimous voice vote.

**II. Consent Agenda**

None were presented.

**III. Action Items**

None were presented.

[Chair Roybal arrived at this point]

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

**A. Housing Authority Updates**

**1. Director's Report**

Mr. Montoya said the Authority was ready to fill the vacant maintenance position. ICast has begun their review process.

**2. CFP Report**

Victor Gonzales reviewed his report highlighting the following:

- Construction as well as the punch list have been completed on the Camino de Jacobo sewer line project
- He and Billy Baca conducted five HQS (housing quality standards) inspections this month
- Mold testing came back negative for the two units that were tested
- ICast energy has started the energy audits
- Repairs on 25 Camino de Jacobo amounted to \$5,900
- Photos of a trashed unit (Camino del Roberto) were distributed – the tenant failed to pay rent and in retaliation of eviction the unit was trashed

Mr. Montoya explained how the eviction process usually works and that it takes three or four months to complete.

Mr. V. Gonzales said unit inspection includes pulling out the refrigerators and stoves: it is very thorough.

Presently there are three or four hoarders renting in the Authority. Mr. Montoya said the greatest concern is that of fire and these individuals who usually have concurrent issues are trying to address the problem. If inspection issues are not resolved, the lease is not renewed. He noted that this was not a change in policy; rather the existing policies are being enforced.

Chair Roybal encouraged staff to investigate whether there were any services available for tenants suffering the hoarding problem.

### 3. Financial Report

Joe Gonzales reviewed the status of the fund grants, the voucher fund, and Fund 517/ the Public Housing. He noted the water budget has been exceeded and there appears to be theft at the Santa Cruz hydrant site. The Board suggested a motion light and camera to catch the thief. Mr. J. Gonzales said the rest of the funds are on budget.

Deputy Manager Flores requested that Mr. J. Gonzales meet with Erika Lovato for a mid-year budget adjustment.

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

Mr. Montoya announced this was the fifth month with 100 percent occupancy. The number of people looking to use vouchers is still high. There were a number of work orders that were leak related which he attributed to the recent rains. CDBG funds will be utilized to resolve the roof issues and a timeline was included in the Board packet. He reviewed the tenant receivables.

Mr. Loewy thanked staff for providing the timeline for the grant and said the completion goal should be completion before the potential new grant becomes available.

Mr. Loewy noted that the waiting list for housing indicates that over 80 percent of those on the list are requesting one or two bedroom units. When building additional housing, three and four bedroom units should be of a smaller quantity.

### V. Matters from the Board

Commissioner Hansen asked about the property that Mr. Montoya and Mr. Flores discussed at a previous meeting, Mr. Montoya said staff will re-present information regarding that parcel to the Board at a future date.

### VI. Matters of the Public

None were presented

### VII. Concluding Business

#### A. Announcements

Mr. Montoya mentioned the following:

- The renovation at the Santa Cruz Boys and Girls Club unit has been completed
- A resolution regarding the disposal of recyclables will be presented next month
- NM Public Housing Authorities have been invited to attend a three-day workshop on financial risks, monitoring, and oversight in Albuquerque and Board members are welcomed to attend
- National Housing Trust Fund is seeking support for a petition to Congress to protect and expand the trust fund – the Director will sign the petition and request Board ratification at

the November meeting

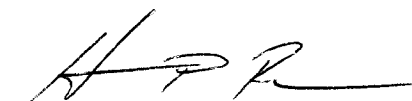
Manager Miller said Mr. Montoya has been executive director of the Housing Authority for a year and HR will be forwarding a performance evaluation to the Board. At the next meeting, a composite of his performance will be reviewed during an executive session. Typically, the Board instructs the manager to advise the director of the results.

**B. 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

ATTEST TO:

  
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 1ST Day Of December, 2017 at 02:25:29 PM  
And Was Duly Recorded as Instrument # **1842764**  
Of The Records Of Santa Fe County

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

SFC CLERK RECORDED 12/01/2017