

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

November 25, 2014

This meeting of the Santa Fe County Housing Authority Board 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 Commissioner Liz Stefanics.

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

Members Present:

Robert Anaya, Commissioner
Liz Stefanics, Commissioner
Miguel Chavez, Commissioner
Frances Ong, Resident Member
Joseph Loewy, Community Member

Member(s) Excused:

Danny Mayfield, Commissioner
Kathy Holian, Commissioner

Staff Present:

Katherine Miller, County Manager
Ron Pacheco, Housing Authority Director
Rachel Brown, Deputy County Attorney
Carole Jaramillo, Budget Manager
Tony Flores, Assistant County Manager
Steve Brugger, Affordable Housing Administrator
Victor Gonzales, Housing Authority Staff
Deanna Lopez, Housing Administrator
Marcus MacDonald, Housing Accountant
Donna Dean, Housing Specialist
Rudy Garcia, Manager's Office
Lisa Katonak, Manager's Office
Chris Barela, Constituent Services

III. Introductions

Those present introduced themselves.

IV. Approval of Agenda

For clarification purposes, Commissioner Stefanics requested that in the future an agenda containing amendments be labeled "Amended Agenda."

Mr. Loewy moved to approve the amended agenda which contained the addition of item VI, Approval of Corrected Declaration of Trust. Commissioner Chavez seconded and the motion passed by unanimous [4-0] voice vote. [Commissioner Anaya was not present for this action.]

V. Approval of Minutes: October 28, 2014

Mr. Loewy noted non-contextual corrections.

Commissioner Chavez moved to approve as corrected. Ms. Ong seconded and the motion carried unanimously 4-0. [Commissioner Anaya was not present for this action and arrived shortly thereafter.]

VI. Approval of Corrected Declaration of Trust

Mr. Pacheco said the Authority is required to submit a Declaration of Trust to HUD which lists all the units within public housing managed by the Authority. The declaration was corrected to remove a purchased unit. HUD has requested that the Housing Authority Board approve the corrected legal description.

Commissioner Stefanics moved to approve the corrected Declaration of Trust. Mr. Loewy seconded and the motion passed by unanimous [5-0] voice vote.

VII. Update and Formal Direction: Regarding Affordable Housing Project at the Galisteo Site

Deputy County Manager Flores reported that subsequent to last month's meeting the staff capital development team which includes representation from Housing, Finance, Affordable Housing, Public Works and the County Manager's Office met and discussed how best to proceed with the project. A recommendation was forwarded to the Purchasing Office to solicit for a professional planning firm to conduct the required due diligence: site development analysis, a density pro forma, traffic analysis, archaeological and environmental reviews. It is anticipated a contractor will be onboard by the end of January 2015 with 60 days to complete the initial analyses. Mr. Flores said the Suby Bowden report and other relevant materials will be available to the contractor.

Mr. Pacheco said a project scope has been developed with a base line of 60 units. The planner is expected to return with recommendations from a land use and planning perspective. Mr. Flores said the planning process also includes the removal of the site's existing uses.

Commissioner Stefanics pointed out that at the last meeting this Board unanimously directed staff to commence the process to rezone the site to accommodate the highest density

possible. She asked how the contract for a site analysis speaks to this direction. Mr. Flores said the contractor/planner will determine the highest density while addressing lot coverage, parking, open space, and other requirements.

Mr. Flores said this item is informational and will reappear on the agenda monthly.

VIII. Housing Authority Updates

A. Site Improvement Plan/CFP Update

Mr. Gonzales reported on the following:

- No bids were received for the Valle de Esperanza and Valle Vista bathroom remodels. The bathrooms will be remodeled by a third-party as units become vacant
- Two bids were received to prepare vacated units for rent
- To address safety and liability concerns a dead cottonwood tree with a circumference of 25 feet was removed from the Valle de Esperanza site. The tree was chipped and the chippings will be used in landscaping

B. Vacancy Update

Mr. Pacheco stated they are at about 96 percent occupancy.

Commissioner Anaya recalled that the Board identified sustaining occupancy as an important challenge for the director to address. He asked that Mr. Pacheco develop a comprehensive effort to include internal staff, housing managers, external community partners and resident councils to reduce skip-outs, move-outs and other problems that contribute to unit vacancies.

Mr. Pacheco reported that he has asked staff to work with housing clients to avoid lease terminations and provided examples of those efforts. He said it was their goal to keep families housed.

Commissioner Anaya recommended Mr. Pacheco review the meeting minutes in which this item was discussed and in the future present the Board with a written report identifying the events that trigger failure to pay rent.

C. Director's Report

Mr. Pacheco reported on the following:

- The Joshua Tree project that gifts children living in public housing is underway
- A letter to the owner of the property where the sewer line easement is required at the Jacob Martinez site was sent with information regarding the appraisal process
- The VASH information was posted on line and Authority staff was recognized for their work on this project
- Staff is working on replacing furnaces at the three sites

Marcus MacDonald, Housing Accountant, said the 2010 and 2011 CFP grants are in the process of being closed out. CFP 2012 will be encumbered and utilized within the next year.

IX. Public Comment

None were offered.

X. Matters from the Board

Commissioner Anaya asked whether the issues previously identified by HUD were adequately addressed in the letter from the County. Mr. Pacheco responded that HUD received the signed letter and as a result revised the Authority's status to "standard performing." HUD will revisit the Authority to confirm the changes have been made.

Commissioner Anaya requested that staff forward the HUD letter advising of the revised status and include the letter in the next Board packet.

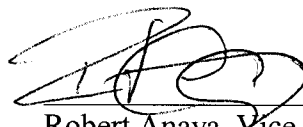
XI. Executive Session

There was no need for an executive session.

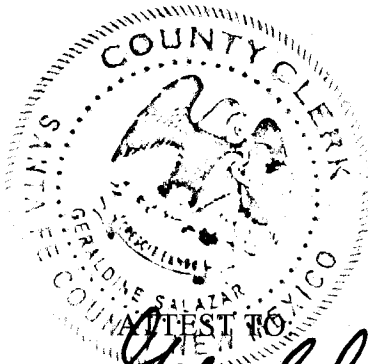
XII. Adjournment

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

Approved by:



Robert Anaya, Vice Chair
Housing Authority Board



GERALDINE SALAZAR
COUNTY CLERK

Geraldine Salazar

1-27-2015

Respectfully submitted by:

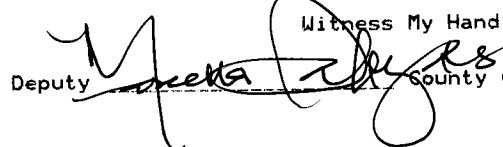
Karen Farrell, Wordswork



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 28TH Day Of January, 2015 at 10:26:25 AM
And Was Duly Recorded as Instrument # **1756031**
Of The Records Of Santa Fe County

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