

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY

November 26, 2019

Santa Fe, New Mexico

1. A. This regular meeting of the Santa Fe County Housing Authority was called to order by Commissioner Anna Hansen at approximately 1:05 p.m. on the above-cited date in the Plaza Conference Room, Santa Fe County Administration Complex, 100 Catron Street, Santa Fe, New Mexico.

B. The following members were present:

Members Present:

Commissioner Anna Hansen
Commissioner Rudy Garcia
Resident Member Cathy Hurtado
Community Member Joseph Loewy
Commissioner Ed Moreno [1:15 arrival]
Commissioner Anna Hamilton, Chair [1:35 arrival]
Commissioner Henry Roybal, Vice Chair [1:25 arrival]

Member(s) Absent:

None

County Staff Present:

Katherine Miller, County Manager
Greg Shaffer, Interim Deputy County Manager, Human Resources
Joseph Montoya, Housing Director
Jordan Barela, Deputy Housing Director
Chris Sandoval, Maintenance Supervisor
Billy Baca, Housing Project Manager
Ajay Coughlin, Housing Staff
Gary Giron, Interim Public Works Director
Yvonne Herrera, Interim Finance Director
Rick Word, Assistant County Attorney
Penny Ellis-Green, Growth Management Director

C. **Approval of Agenda**

Mr. Loewy moved to approve the agenda as published. Ms. Hurtado seconded and the motion passed without opposition. [Commissioners Moreno, Hamilton and Roybal were not present for this action.]

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D. Approval of Minutes: October 29, 2019

Mr. Loewy moved to approve and Commissioner Garcia seconded. The motion carried by unanimous [4-0] voice vote. [Commissioners Roybal, Hamilton and Moreno were not present for this action.]

2. Miscellaneous (Action Items)

A. Resolution No. 2019-11HB, A Resolution Approving the Continued Special Use of Public Housing Unit Number Fifty-Seven at the Jacob D. Martinez Public Housing Neighborhood for Resident Services and Related Activities and Authorizing the Executive Director to Request the United States Department of Housing and Urban Development (HUD) to Extend its Approval of Special Use

Mr. Montoya said this is one of two resolutions being presented today that require annual renewal for HUD.

Mr. Barela said HUD authorizes the removal of a unit from an authority's rental stock if the unit meets the special use requirements as outlined by HUD. This unit is used by Housing staff for meetings, i.e. ROSS/FSS, resident advisory board, community events, etc.

Mr. Loewy moved to approve the resolution for the continued special use of housing unit 57 at the Jacob D. Martinez public housing neighborhood and authorizing the Executive Director to request HUD extend its approval of special use. Commissioner Garcia seconded and the motion passed by unanimous [4-0] voice vote. [Commissioners Roybal, Hamilton and Moreno were not present for this action.]

B. Resolution No. 2019-12HB, A Resolution Approving the Continued Residency of Police Officers at the Valle Vista and Santa Cruz Public Housing Neighborhoods to Provide Security for Public Housing Residents

Mr. Barela said this use falls within HUD's special uses and provides for an officer to reside at the Valle Vista and Santa Cruz sites. While the police officers do not meet the low income requirements for public housing, HUD authorizes their leases for the purpose of mitigating criminal activity. Staff finds the police officers presence on the sites invaluable.

Mr. Montoya said the first choice is to have a representative from the Santa Fe Sheriff's Office reside on the property. However, in the past at the Santa Cruz site there has been a City of Española officer living there.

Commissioner Garcia requested that the resident officers open and close the park grounds. He mentioned that a resident non-law enforcement County employee could be an asset to the sites as well.

Mr. Loewy moved to approve the resolution for the continued residency of police officers at the Valle Vista and Santa Cruz housing sites to provide security for residents. Commissioner

Garcia seconded and the motion passed by unanimous [5-0] voice vote. [Commissioners Roybal and Hamilton were not present for this action.]

C. Approval of Notice for the Regular Meeting Schedule of the Santa Fe County Housing Authority Board for January 1, 2020 to December 31 2020

Commissioner Moreno moved to approve the meeting schedule as proposed. His motion was seconded by Mr. Loewy and passed by unanimous [5-0] voice vote. [Commissioners Roybal and Hamilton were not present for this action.]

3. Discussion/Information/Presentations (Non-Action Items)

A. Executive Director's Monthly Report

Mr. Montoya introduced Chris Sandoval, the agency's maintenance supervisor, the position previously held by Billy Baca, Housing Project Manager. Mr. Sandoval has extensive knowledge in construction and has been an asset. Mr. Montoya thanked Mr. Baca for essentially doing two jobs until Mr. Sandoval was acquainted with the position.

Commissioner Garcia said he was interested in each department developing a preventative treatment plan. Mr. Montoya offered that the department has an approved maintenance schedule for CDBG funding purposes. He noted that the Housing Authority does not maintain the roads: Santa Fe County Public Works does. Public Works Director Gary Giron offered to work with Mr. Montoya.

Mr. Montoya reported on the following:

- Adrianna Velasquez and Jordan Barela passed their Executive Director Certification exams
- Certifications from HUD for the energy retro-fit program have been received. The existing electrical boxes are not up to current code, and will need to be addressed before the panels and heaters are installed. He estimated \$2,000 a box and 200 are needed. Staff will continue to look for funding

Commissioner Garcia acknowledged the important work the Housing Authority provides to a vulnerable population.

B. Capital Fund Program Report

Mr. Baca gave the following updates:

- The modernization project for 114 Camino de Roberto and 124 Camino de Quintana will be re-advertized because no contractors showed up for the mandatory site visit
- HUD has approved the usage of state contracts, and the Authority will issue a sole source contract for the security camera project
- The re-roofing project within Valle Vista went well
- ICAST and staff are in close communication. The state will be providing an additional \$100,000 in weatherization funds for the project to ICAST

- Contractor site visits for the three Boys and Girls Club sites occurred, and staff is working with Procurement to complete the project

Mr. Loewy requested staff develop a schedule for the ICAST project for review at each Authority Board meeting.

C. FSS/ROSS Report

Ms. Hurtado said a Halloween decorating contest was held for the three sites, and it was very successful with good participation. Santa Fe City Mayor Webber served as one of the judges.

Mr. Montoya said the number of participants in the ROSS and FSS continues to grow. Staff is working on expanding the scope of the ROSS program.

D. Financials

Ms. Coughlin said that, other than the budget amount decreasing, nothing has changed. She said the five-year fund information was resubmitted to HUD for the capital fund program.

E. Section 8, Accounts Receivable, Waitlist, Vacancy, Inspection, Eviction and Utility Reimbursement

Mr. Montoya said the Housing Choice Voucher is at 99 percent. Accounts receivable/late payments have been reduced, and he credited staff for that. The waitlist continues to increase by 10 to 15 each month.

Commissioner Hansen brought up an issue where an individual was offered housing but it was not work-conducive for him, and he declined the offer. Mr. Montoya said an individual is offered two unit choices and if they decline the offers then they are removed from the list. Mr. Montoya said the Authority cannot accommodate where the recipient wants to live.

Commenting on the increasing population of homeless people in Santa Fe, Commissioner Garcia said he wanted the County to put together a plan to utilize its affordable housing funding and the Galisteo property to begin to address these issues. Mr. Montoya said he hoped to use the land sales fund for the capitalization of the new apartment units.

4. Matters from the County Attorney

- A. Executive Session: Limited Personnel Matters, as Allowed by Section 10-15-1(H)(2) NMSA 1978; Board Deliberations in Public Hearings on the Agenda, as allowed by Section 10-15-1(H)(3) NMSA 1978; Discussion of Contents of Competitive Sealed Proposals Pursuant to the Procurement Code During Contract Negotiations as Allowed by Section 10-15-1(H)(6); Threatened or Pending Litigation in which Santa Fe County is or May Become a Participant, as Allowed by Section 10-15-1(H)(7) NMSA 1978; and, Discussion of the Purchase, Acquisition or Disposal of Real Property or**

**Water Rights, as Allowed by Section 10-15-1(H)(8) NMSA 1978,
including: Performance Evaluation of the Executive Director**

Assistant Attorney Word requested the Authority meet in executive session to discuss the item listed in the agenda caption.

Commissioner Garcia moved to meet in executive session as noted in the agenda. Mr. Loewy seconded and the motion passed by roll call vote as shown below:

Anna Hamilton	Aye
Henry Roybal	Aye
Anna Hansen	Aye
Rudy Garcia	Aye
Ed Moreno	Aye
Cathy Hurtado	Aye
Joseph Loewy	Aye

[The Board met in executive session from 2:05 – 2:15]

Returning to open session, Chair Hamilton announced that the only issues discussed were those listed on the agenda. Upon motion by Commissioner Roybal and second by Commissioner Hansen, the Board returned to open session.

5. **Matters from the Board** - None were presented.
6. **Matters from the Public** - None were presented.
7. **Concluding Business**
 - A. **Announcements**
 - b. **Adjournment**



This meeting was declared adjourned at approximately 2:15 p.m.

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

HOUSING MINUTES
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Approved by:

I Hereby Certify That This Instrument Was Filed for
Record On The 29TH Day Of January, 2020 at 08:50:18 AM
And Was Duly Recorded as Instrument # 1907747
Of The Records Of Santa Fe County

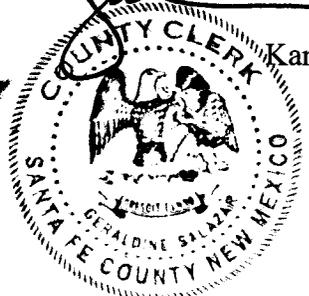
Estrella Martinez
Deputy _____
Witness My Hand And Seal Of Office
Geraldine Salazar
County Clerk, Santa Fe, NM

H P R
Henry P. Roybal, Chair
Housing Authority

ATTEST TO:

Respectfully submitted:

Geraldine Salazar
GERALDINE SALAZAR
SANTA FE COUNTY CLERK



Karen Farrell, Wordswork

Santa Fe County
Housing Authority: November 26, 2019

SFC CLERK RECORDED 01/29/2020