

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

**November 27, 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 1:05 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) Excused:**

Robert Anaya, Commissioner

**Staff Present:**

Katherine Miller, County Manager  
Joseph Montoya, Housing Authority Director  
Rick Word, Assistant County Attorney  
Victor Gonzales, Project Manager  
Rudy Garcia, Manager's Office and Commissioner-elect

**C. Approval of Agenda**

- 1. Amendments**
- 2. Tabled or Withdrawn Items**

Commissioner Roybal 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: October 30, 2018**

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

**II. Consent Agenda**

- A. 1. Resolution No. 2018-07HB, A Resolution Requesting Approval of the Budget for the Remaining Community Development Block Grant Fund from FY2018 to FY2019**
- B. Miscellaneous**
  - 1. Notice of Santa Fe County Housing Board Meetings for 2019**

Upon motion by Commissioner Hamilton and second by Commissioner Roybal, the consent agenda was approved by unanimous [6-0] voice vote.

**III. Action Items**

**A. Resolutions**

- 1. Resolution No. 2018-08HB, A Resolution Approving the Santa Fe County Housing Authority's Amended Administrative Plan for Mainstream Voucher Program Under the HCV Program**

Mr. Montoya reminded the Board that the Authority requested Mainstream voucher funds and received them a few months ago. There are approximately 250 individuals eligible for this funding, approximately 10 percent of those on the waiting list. He noted that Santa Fe was the only agency in the state and perhaps the southwest to receive this funding. The resolution presents instructions to administer the vouchers.

Commissioner Roybal moved to approve the resolution. Commissioner Moreno seconded and the motion passed by unanimous [6-0] voice vote.

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

**A. Housing Authority Updates**

- 1. Director's Report**

Mr. Montoya provided information regarding staff vacancies, efforts to fill those positions, staff cross-training and certification efforts.

**2. CFP Report**

Victor Gonzales provided the following updates:

- The engineering component for the paving project at Camino de Jacobo will commence following the kick-off meeting with Bohanna Huston. It is expected to be completed in 30 days.
- The CDBG roofing project at Camino de Jacobo will begin following the New Year
- Construction on 118 Camino de Robert is near completion
- The parking striping project at Valle Vista is completed
- Quotes on security cameras for the sites are expected soon

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- Site improvements for ADA compliance at Valle Vista are underway

In regard to age of the units, Mr. Gonzales offered that Valle Vista was built in 1972, Santa Cruz in 1976 and Camino de Jacobo in 1982.

### **3. Financial Report**

Mr. Montoya presented the financial data noting that the 2014 CFP grant includes training and funds for hot water heaters that have not yet been expended. The large increase, almost a doubling, in CFP grant money in 2018 was attributed to the Authority having 100 percent occupancy. Fund 517 and Fund 227 are in line with projections.

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

Mr. Montoya reviewed the occupancy noting a few had to do with transfers. He was confident 100 percent occupancy could be reached adding that December is typically looked at for the capital improvement funding.

The average vacancy rate for the past 12 month period is 96 percent. Mr. Loewy noted that it is worth \$100,000 to the Authority to have 100 percent occupancy in December.

Mr. Montoya expected the voucher program would reach 102 percent next month.

Regarding work orders, Mr. Montoya noted that the number has gone down substantially. Last year's average to length of time address a work order has improved and is better than the national average. Staff was commended for accomplishing the improved turnaround time with work orders

### **5. CDBG Report – covered earlier in the meeting**

### **6. Dash Board and Strategic Plan**

Mr. Montoya said these items were provided for information. The dash board assists staff in tracking projects and goals. Housing goals were provided and staff holds monthly meeting to discuss progress.

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

None were presented.

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

Mr. Loewy welcomed commissioner-elect Rudy Garcia and encouraged him to meet with Authority staff.

Mr. Montoya mentioned the SEMPA and noted that their scores have substantially improved.

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Ms. Hurtado announced that the SFPD provided seven turkey dinners for residents at Camino de Jacobo. Commissioner Roybal recommended contacting the Food Depot and LANL's Community Affairs in the future. Ms. Hurtado said she picks up and distributes weekly 15 bags of food from Feeding Santa Fe.

Mr. Montoya said a resident member who is tremendously helpful has had car problems and staff was able to assist in finding him a free vehicle.

Camino de Jacobo will be hosting the Christmas party at the Nancy Rodriguez Center from 12 to 3 on December 15<sup>th</sup>.

**VII. Matters from the Public**

None were presented.

**VIII. Concluding Business**

**A. Announcements** – The next meeting would be January 29, 2019

**B. Adjournment**

Having completed the agenda and with no further business to come before the Authority, Chair Hansen adjourned the meeting at approximately 1:50 p.m.

Approved by:  
Housing Authority Board Chair

*Anna Hansen, Chair*  
Anna Hansen, Commissioner



ATTEST TO:

*Geraldine Salazar*

GERALDINE SALAZAR  
COUNTY CLERK

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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 30TH Day Of January, 2019 at 10:22:00 AM  
And Was Duly Recorded as Instrument # 1877874  
Of The Records Of Santa Fe County

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