

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

**November 28, 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 1:03 p.m. by County Commission Chair Henry Roybal

**B. Roll Call**

A quorum was established with the following Board members present:

**Members Present:**

Henry Roybal, Commissioner  
Anna Hansen, Commissioner  
Anna Hamilton, Commissioner  
Cathy Hurtado, Resident Member  
Joseph Loewy, Community Member

**Member(s) Excused:**

Robert Anaya, Commissioner  
Ed Moreno, Commissioner

**Staff Present:**

Katherine Miller, County Manager  
Joseph Montoya, Housing Authority Director  
Tony Flores, Deputy County Manager  
Joe Gonzales, Housing Authority Staff  
Bruce Frederick, Assistant County Attorney  
Stephanie Schardin Clarke, Finance Director  
Bernadette Salazar, HR Director

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 Tabled or Withdrawn Items**

Mr. Montoya announced the tabling of two items: III. A. 1.a resolution regarding property acquisition near Camino de Jacobo; and IV.A. 5, a presentation on road work at Camino de Jacobo.

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With those changes Commissioner Hamilton moved approval and Commissioner Hansen seconded. The motion passed by unanimous voice vote.

**D. Approval of Minutes: October 31, 2017**

Mr. Loewy offered one typographical change. Commissioner Hansen moved to approve as amendment and Commissioner Hamilton seconded. The motion carried by unanimous [5-0] voice vote.

**II. Consent Agenda**

**A. Resolutions**

1. **Resolution No. 2017-18HB, a Resolution Requesting a Budget Increase to the 2016 Capital Fund Project Budget Fund (301)**
2. **Resolution No. 2017-19HB, a Resolution Requesting a Budget Increase to the 2017 Capital Fund Project Budget Fund (301)**
3. **Request Approval of a Petition Urging Congress to Protect and Expand the National Housing Trust Fund**

Commissioner Hansen moved approval and Commissioner Hamilton seconded. The motion carried unanimously.

**III. Action Items**

1. Resolution No. 2017 - \_\_\_, a Resolution Delegating Authority to the County Manager to Negotiate the Purchase of Approximately 6.6 Acres of Real Property Located on Camino de Jacobo, Santa Fe, New Mexico for the Development of a Housing Project **TABLED**

Commissioner Hansen said she was looking forward to the tabled item coming forward. She congratulated staff on obtaining the capital outlay grants.

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

**A. Housing Authority Updates**

**1. Director's Report**

Mr. Montoya announced a new maintenance technician has been hired, Julian Sandoval from Chimayo. They will be interviewing next week for FSS/ROSS coordinator, a new position. In response to Deputy County Manager Flores' questions regarding job classifications, Mr. Montoya said he has met with HR and he is proposing other levels but they will not affect the budget.

**2. CFP Report**

Mr. Montoya gave the report in Victor Gonzales' absence. He noted a difficult client was evicted necessitating remediation, including asbestos abatement. A landscaping plan is underway in order to comply with ADA regulations. They are moving forward with energy assessments and projects will ensue shortly.

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Mr. Flores asked about the addition of two offices: Does that indicate additional staff? Mr. Montoya said they are currently doing cost assessments for staff expansion, however they have nothing to do with the current positions spoken of previously. He distributed a timeline for current projects and grants. *[Exhibit 1]*

Mr. Loewy asked about progress on the CDBG grant, the completion of which is critical. He asked if there was anything the Board or County Manager's Office could do to ensure they meet the deadline. Mr. Montoya said Procurement provided information to the CDBG Commission and DFA, however it was on the incorrect forms. Mr. Flores offered to sit down with Procurement and Finance with Mr. Montoya to see what impediments there are.

Commissioner Hansen introduced the new Finance Director, Stephanie Schardin Clarke.

### **3. Financial Report**

Joe Gonzales stated there has not been any movement on the CFD grant funds. Mr. V. Gonzales has been gathering quotes. He anticipated seeing progress and expending funds within the next three months. Everything is in line with the voucher fund and the public housing fund. There appears to be some misalignment in the utilities and he will be working on that.

Mr. Loewy asked if there was any news on the theft of water at Santa Cruz. Mr. J. Gonzales said there is no update at this point. Mr. Montoya said it is being monitored. Mr. Flores added the senior center has also seen a spike in water bills. Both are on the City of Española water system. Chair Roybal said there had been an issue at the Chimayo Senior Center in the past. There have been reports of a water truck pulling up to the hydrant..

Mr. Flores asked about the "shelf life" of some of the capital grants. Mr. J. Gonzales said one has to be expended by April 12, 2018. Some of the funds will be used for landscaping and he said there should be no problem in drawing it down completely.

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

Mr. Montoya announced there was one vacancy, so this was the first month in a while they were not at 100 percent. On receivables they are at 97 percent. They are working to tighten up the system. At some point a decision will have to be made on what will be written off.

There are ten people looking for housing for vouchers and can't find them.

### **5. Camino de Jacobo Road Work Presentation TABLED**

## **V. Executive Session**

### **A. Limited Personal Matters, as Defined and as Allowed by Section 10-15-1 (H)(2) NMSA 1978, to include the following:**

#### **1. Santa Fe County Housing Authority Executive Director's Annual Performance Evaluation**

Mr. Loewy moved to go into executive session pursuant to NMSA Section 10-15-1-H (2) to discuss the matter described above. Commissioner Hansen seconded. The motion passed upon

unanimous roll call vote as follows:

Commissioner Anaya	Not Present
Commissioner Hamilton	Aye
Commissioner Hansen	Aye
Commissioner Moreno	Not Present
Commissioner Roybal	Aye
Mr. Loewy	Aye
Ms. Hurtado	Aye

[The Commission met in closed session from 1:30 to 2:05.]

Commissioner Hansen moved to come out of executive session and Mr. Loewy seconded. The motion carried unanimously.

**VI. Matters from the Board**

Ms. Hurtado indicated the Santa Fe Police Department provided turkey dinners for 28 families at Camino Jacobo.

Commissioner Hansen said the Joshua Tree program is great.

Mr. Loewy congratulated Bruce Frederick on his new position as County Attorney.

Mr. Montoya passed around pictures from the Halloween celebrations.

Mr. Loewy asked about a potential December meeting. Mr. Montoya said there was nothing urgent for consideration.

**VII. Matters of the Public**

None were presented


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**VIII. Concluding Business**

- A. Announcements**
- B. Adjournment**

Having completed the agenda and with no further business to come before the Authority, Chair Roybal adjourned the meeting at approximately 2:15 p.m.

Approved by:

  
Anna Hansen ~~Henry Roybal~~, Commissioner  
Housing Authority Board

ATTEST TO:

  
GERALDINE SALAZAR  
COUNTY CLERK

Respectfully submitted by:

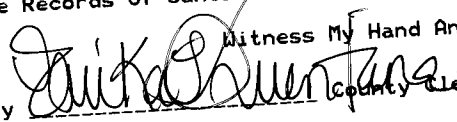
Debbie Doyle, Wordswork



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 31ST Day Of January, 2018 at 03:18:39 PM  
And Was Duly Recorded as Instrument # 1849027  
Of The Records Of Santa Fe County

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

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