

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

**February 23, 2016**

I. This 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 Vice Chair Henry Roybal.

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

**Members Present:**

Miguel Chavez, Commissioner  
Henry Roybal, Commissioner  
Kathy Holian, Commissioner  
Joseph Loewy, Community Member  
Cathy Hurtado, Resident Member  
Robert Anaya, Commissioner [brief appearance at 1:30]  
Liz Stefanics, Commissioner [2:20 arrival]

**Member(s) Excused:**

None

**Staff Present:**

Katherine Miller, County Manager  
Ron Pacheco, Housing Authority Director  
Victor Gonzales, Housing Authority Staff  
Carole Jaramillo, Finance Director  
Tony Flores, Deputy County Manager  
Bruce Frederick, Assistant County Attorney  
Marcus MacDonald, Housing Authority  
Bernadette Salazar, HR Director  
Chris Barela, Constituent Liaison  
Rudy Garcia, County Manager's Office  
Adriana Velasquez, Clerical Specialist

**Others Present:**

Ravi Malhotra , ICAST

III. **Introductions**

Those present introduced themselves.

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**IV. Approval of Agenda**

Commissioner Holian moved to approve the agenda. Mr. Loewy seconded and the motion passed by unanimous [4-0] voice vote. [Commissioners Anaya, Stefanics and Chavez were not present for this action.]

**V. Approval of Minutes: October 29, 2013**

Upon motion by Mr. Loewy and second by Commissioner Holian the minutes were unanimously approved as published. [Commissioners Anaya, Stefanics and Chavez were not present for this action.]

**VI. Update and Formal Direction Regarding Affordable Housing Project at the Galisteo Site**

Mr. Pacheco said they are currently waiting on the City for rezoning. After that ENNs can take place. Mr. Flores stated the City is requiring a traffic impact analysis before proceeding with zoning approval, and that is the major stumbling block, given the problematic intersections in the area. Offsite improvement may be required.

Mr. Flores added staff met with James Wheeler who said the property south of the Camino Jacobo project that has come on the market. The meeting was strictly for informational purposes. The property would have to be purchased and rezoned before a project was contemplated, and this has no impact on the Galisteo project.

[Chair Chavez joined the meeting.]

Mr. Flores stressed that approval from the Planning Commission is essential before bringing in a developer or designer, and he mentioned the failed Morning Star project that invested a great deal of money only to meet with obstacles ultimately. Mr. Pacheco added zoning should be locked in before a tax credit consultant is brought onto the project.

Mr. Flores said he would notify Authority members when the ENNs are scheduled.

**VII. Update of Plan to Replace Furnaces and Make Energy Upgrades in Working with ICAST [Exhibit 1: ICAST Key Concepts for EPC]**

Mr. Pacheco explained that if each of the 198 furnaces had to be replaced singly it would take away from the capital fund and money for day-to-day repairs. He reviewed the procedure for signing up for the Better Buildings Challenge. If they qualify through extensive audits, energy savings would be used to pay back the loan over time. The Authority would be allowed to keep 25 percent of utility savings. After the federal government gives the go-ahead they would have to reach out to MFA for the funding.

Mr. Malhotra noted that the average life of a furnace is 25 years and the payback period would be 15 years. He emphasized that qualifying is a nine-month process and includes the energy audit, utility allowance calculations, and application to HUD. There is no cost until

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papers are signed.

Mr. Malhotra said Mr. Pacheco has been given a list of other entities that have gone through this process.

Chair Chavez asked about PNM grants and Mr. Malhotra said those amounts are small.

Commissioner Holian asked who does the installation if the EPC is approved. Mr. Pacheco said ICAST would manage the project – bring in the contractors, set up the schedule, etc. with the help of the local team.

[Commissioner Anaya briefly joined the meeting.]

Chair Chavez asked if local preference would apply. Mr. Malhotra said if PNM rebates are sought they have a list of contractors that can be used.

Manager Miller asked how energy use would be computed, given these are rental units and there are vacancies. She also asked about the timeframe for payback. Mr. Malhotra indicated the Housing Authority would average energy use, including vacancies. HUD establishes protocols. The average payback is around 15 years.

Manager Miller asked how utility allowances are set and Mr. Pacheco said they are based on number of bedrooms and the allowance varies from site to site and is adjusted periodically.

Mr. Pacheco recommended starting to collect data. Mr. Malhotra said it is important to decide if this is the path they want to pursue before they start data collection.

A discussion ensued regarding the MFA contract. She asked how the Authority is protected if the utility allowance changes. She mentioned there are a number of variables and potential pitfalls.

Mr. Pacheco said the next step is to meet with MFA. Mr. Flores said a cost/benefit analysis needs to be done.

Commissioner Holian asked that a resolution be brought forward at the next meeting.

Mr. Malhotra reiterated ICAST manages the entire energy efficiency program, which goes beyond furnaces and takes in things like weatherization and solarization. HUD will not change the allowances for a set number of years. ICAST does the engineering studies and calculations; MFA does the financing.

Mr. MacDonald said the utility calculations were done recently and so are accurate.

Manager Miller said they have to make sure they comply with their procurement regulations. She wondered if ICAST had worked with other public housing entities. Mr. Pacheco said he would look into that and bring information to the next meeting.

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Mr. Malhotra said it is necessary to resolve whether an intergovernmental agreement can be done with MFA.

**VIII. Housing Authority Updates**

**A. Site Improvement Plan/CFP Update**

Regarding the Camino de Jacobo sewer line, Mr. Gonzales said the easement owner is in contact with County Legal with an eye to setting up a meeting on the offer made. A pre-bid conference was held on replacing kitchen cabinets and bathroom remodels. Five units at Santa Cruz will be going under contract for turnaround.

**B. Vacancy Update**

Mr. Pacheco reported that there are now 198 units due to one home in Valle Vista being sold. Occupancy rate for the month was at around 95.5 percent. In addition to turning units around the maintenance crew also works on sidewalks for seniors and other projects.

**C. Director's Report**

Mr. Pacheco spoke of a double-wide at Valle Vista, around 1,500 square feet, that has been used by staff in the past. However, the winter electric bill is around \$833 and it is largely unoccupied. He recommends donating the building and moving the maintenance team to the building formerly occupied by the senior program that is adjacent to the administration building. This would save several thousand dollars a year in utility costs. He added they are looking for any savings they can find. Mr. Loewy noted that the portable building is being used mostly for storage. Mr. Flores pointed out there are procedures and guidelines for getting rid of surplus real property.

Mr. Pacheco said he will be working with Public Works to address several potholes. Housing is in the process of hiring another full-time maintenance crew member.

There was an attempted theft at Ms. Hurtado's unit near Rufina. He suggested using a Knox box on that gate at night and mentioned a one-month trial period. He would take responsibility for locking and unlocking the gate. Ms. Hurtado said this needs to be done as the area is dark and there's a lot of activity there. Speeding is also a problem. Manager Miller said there is a policy for traffic calming and there are some questions of jurisdiction following annexation. Mr. Pacheco said he will bring an update for the next meeting.

**IX. Matters from the Public**

None were presented.

**X. Matters from the Board**

None were presented.

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**XI. Executive Session: Limited personnel matters as allowed by Section 10-15-1(H)(2) NMSA 1978**

Commissioner Roybal moved to go into executive session to discuss personnel matters. Commissioner Holian seconded.

**The motion to go into executive session pursuant to NMSA Section 10-15-1-(H)(2) to discuss the matters delineated above passed by unanimous roll call vote as follows:**

<b>Commissioner Anaya</b>	<b>Not Present</b>
<b>Chair Chavez</b>	<b>Aye</b>
<b>Commissioner Holian</b>	<b>Aye</b>
<b>Member Hurtado</b>	<b>Aye</b>
<b>Member Loewy</b>	<b>Aye</b>
<b>Commissioner Roybal</b>	<b>Aye</b>
<b>Commissioner Stefanics</b>	<b>Not Present</b>

[Commissioner Stefanics joined the meeting going into executive session which met from 2:20 to 2:40.]

Commissioner Holian moved to come out of executive session, no action being taken. Mr. Loewy seconded. The motion carried by 5-0 voice vote. [Ms. Hurtado and Commissioner Anaya were not present for this vote.]

**XII. Adjournment**

Having completed the agenda and with no further business to come before the Authority, Chair Chavez adjourned the meeting at approximately 2:42 p.m.

Approved by:

*Miguel Chavez*  
Miguel Chavez, Chair  
Housing Authority Board



ATTEST TO:  
*Geraldine Salazar*  
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 19TH Day Of April, 2016 at 08:14:25 AM And Was Duly Recorded as Instrument # 1791433 Of The Records Of Santa Fe County

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

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