

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

February 24, 2015

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 1:00 p.m. by Chair Robert Anaya.

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

Members Present:

Robert Anaya, Commission Chair
Miguel Chavez, Commissioner
Kathy Holian, Commissioner
Frances Ong, Resident Member
Joseph Loewy, Community Member
Henry Roybal, Commissioner [arrives following approval of minutes]

Member(s) Excused:

Liz Stefanics, Commissioner

Staff Present:

Katherine Miller, County Manager
Ron Pacheco, Housing Authority Director
Victor Gonzales, Housing Authority Staff
Teresa Martinez, Finance Division Director
Lynette Kennard, Accounting Division
Marcus MacDonald, Housing Accountant
Deanna Lopez, Housing Division
Rachel Brown, Deputy County Attorney
Bruce Frederick, Assistant County Attorney
Tony Flores, Deputy County Manager
Chris Barela, Constituent Liaison
Lisa Katonak, County Manager's Office
Orlando Romero, Constitute Liaison

III. Introductions

Those present introduced themselves.

IV. Approval of Agenda

Mr. Pacheco noted that the amended agenda indicates item VII. Appointment of Resident Housing Board Member is removed from the agenda.

Mr. Loewy moved to approve the agenda. Commissioner Chavez seconded and the motion passed by unanimous [5-0] voice vote. [Commissioner Roybal was not present for this action.]

V. Approval of Minutes: January 27, 2015

Upon motion by Mr. Loewy and second by Ms. Ong, the minutes were unanimously accepted as submitted. [Commissioner Roybal was not present for this action and arrived shortly thereafter.]

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

Tony Flores, Deputy County Manager, advised the Board that two proposals were received in response to the LOI (Letter of Intent). He along with Mr. Pacheco and Procurement Manager Taylor reviewed the proposals. Based upon the capacity and capability of the two firms, preliminary negotiations have begun with Lloyd & Associates. The second discussion is scheduled for Friday, February 28th. If successful, a contract will be entered into and it is estimated the services will take eight weeks.

County Manager Miller said staff is working on relocating the County functions that are currently at the Galisteo site. The fairground site improvements may serve to facilitate some of the needs. Leasing space for the voting machines is under consideration.

VII. Appointment of Resident Housing Board Member
Removed from agenda.

VIII. Resolution to Approve 2015 Schedule of Charges

Mr. Pacheco said when a tenant does damage to a property staff corrects the deficiency and the client is billed for the repair. The schedule of charges has not been updated since 1999. At this time staff is presenting the new charges and following the Authority's review will present a formal resolution at the next meeting.

Mr. Loewy asked how much the Authority obtains from the actual charges annually. Marcus MacDonald, Housing Accountant, estimated it was approximately \$10,000.

IX. HUD SAC Approval Letter for Housing Programs

Mr. Pacheco said per the directions of the Authority, HUD's letter received by the County on November 5, 2013 was provided. The letter grants the authorization of the deferred payment loans for energy efficient improvements; pre-development, construction and gap financing for SFCHA developments; temporary rental assistance for situational homeless persons; and creation of a Santa Fe County Trust Fund. Staff is initiating discussions on the permitted projects.

Chair Anaya said he would schedule a meeting with staff to discuss his perspective on the

programs. He extended an opportunity to discuss those programs with his colleagues.

X. Housing Authority Updates

A. Site Improvement Plan/CFP Update

Mr. Gonzales offered the following information:

- Home sale unit IFB was advertised and pre-bid conference is scheduled for February 27th
- The contractor has completed two units
- Roof replacement at 114 and 116 Camino de Roberto has been completed
- The asbestos abatement continues
- An appraisal for the easement for the Camino de Jacobo sewer line project is anticipated soon

B. Vacancy Update

Mr. Pacheco reported that they are at 97 percent occupancy. Unfortunately, nine units will be vacated next month but he was hopeful they could be turned quickly. While the County is above the State average of 87 percent, he wants to reach HUD's request of 98 percent.

Mr. Pacheco said staff works very hard to keep the units occupied.

C. Director's Report

Mr. Pacheco indicated that staff has been meeting regularly and had constructive discussions on how to better manage expenditures and protect the limited revenue stream that supports the programs. The following suggestions surfaced:

- Close the Valle Vista office building and relocate, thus saving \$7,000 annually in energy costs
- Utilize smart buying practices to purchase in bulk
- Replace furnaces that will reduce maintenance labor
- Meter water services at Santa Cruz resulting in residents paying for their utilities

In regards to revenue sources, the Authority is investigating the following programs:

- Home sales will provide revenue to the Authority
- The adoption of an updated Schedule of Charges will better reflect the actual cost to correct damages
- Monitoring the Housing Choice Voucher Program to maintain the highest allowable occupancy to protect subsequent year funding

Chair Anaya directed staff to prepare a power point-type presentation on the down payment assistance fund to assist homebuyers for the next Housing Authority Board meeting.

Chair Anaya asked about the Section 8 status. Mr. Pacheco said the designation is now standard from the previous troubled status. He offered to bring written confirmation at the next meeting.

I Hereby Certify That This Instrument Was Filed for
Record On The 1ST Day Of April, 2015 at 10:38:45 AM
And Was Duly Recorded as Instrument # **1761007**
Of The Records Of Santa Fe County

XI. Matters from the Public

None were presented.

Witness My Hand And Seal Of Office
Geraldine Salazar

Deputy *Laura Hernandez* County Clerk, Santa Fe, NM

XII. Matters from the Board

None were presented.

XIII. Executive Session

An executive session was not needed.



XIV. Adjournment

Having completed the agenda and with no further business to come before the Authority,
Chair Anaya adjourned the meeting at approximately 1:30 p.m.

Approved by:

Robert A. Anaya
Robert A. Anaya, Chair
Housing Authority Board

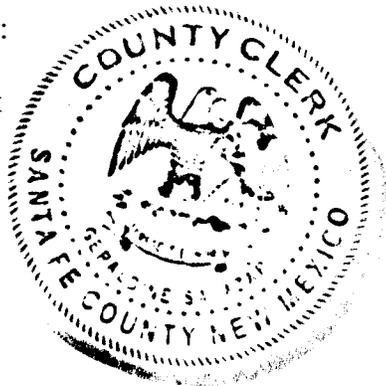
ATTEST TO:

Geraldine Salazar
GERALDINE SALAZAR
COUNTY CLERK

3-31-2015

Respectfully submitted by:

Karen Farrell, Wordswork



SFC CLERK RECORD04/01/2015