

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY

February 25, 2020

Santa Fe, New Mexico

1. A. This regular meeting of the Santa Fe County Housing Authority was called to order by Commission Chair Henry Roybal, at approximately 12:40 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 Henry Roybal, Chair
Commissioner Anna Hansen
Commissioner Rudy Garcia
Commissioner Anna Hamilton
Resident Member Cathy Hurtado
Community Member Joseph Loewy
Commissioner Ed Moreno

Member(s) Absent:

None

County Staff Present:

Katherine Miller, County Manager
Greg Shaffer, Interim Deputy County Manager/HR Director
Joseph Montoya, Housing Director
Jordan Barela, Deputy Housing Director
William Baca, Housing Project Manager
Anjala Coughlin, Senior Accountant
Yvonne Herrera, Interim Finance Director
Penny Ellis-Green, Growth Management Director
Lee DePietro, Senior Housing Planner

C. **Approval of Agenda**

Commissioner Hansen moved to approve the agenda as published. Mr. Loewy seconded and the motion passed without opposition.

SFC CLERK RECORDED 05/22/2020

D. Approval of Minutes: January 28, 2020

Commissioner Hamilton moved to approve as presented and Mr. Loewy seconded. The motion carried by unanimous voice vote.

3. Matters from the County Attorney

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 Station 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

Commissioner Hansen 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 12:50 – 1:40]

Upon motion by Commissioner Hamilton and second by Mr. Loewy, the Board returned to open session.

2. Consent Agenda

- A. Resolution 2020-03- HB, a Resolution Approving a Budget Increase to the Housing Section 8 Voucher Fund (227) in the Amount of \$24,359.00**
- B. Resolution 2020-04-HB, a Resolution Approving the Santa Fe County Housing Authority's 2020 Voucher Payment Standard Schedule**

Commissioner Hansen moved to approve the consent agenda. Commissioner Hamilton seconded and the motion passed by unanimous voice vote.

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

- A. Affordable Housing Work Plan**

Mr. Montoya recommended addressing this item at next month's meeting.

Commissioner Hansen moved to table discussion on the Affordable Housing Work Plan until the March meeting. Mr. Loewy seconded and the motion passed by unanimous voice vote.

4. B. Executive Director's Monthly Report

Deputy Director Barela reported on the following:

- Applications are under review for the Housing Program Specialist position
- The ROSS Coordinator has vacated the position and it will be reposted
- The Board approved a BAR that will fund the ROSS Coordinator's position via a consultant
- The HUD student design and planning competition agenda has been finalized
- The ICAST project is moving forward with the Valle Vista phase
- The legislature approved \$10,000 for the Boys and Girls Club renovations

Mr. Montoya mentioned that the current national administration has made tremendous cuts to CDBG, Housing Trust funds and capital funds of over 20 percent, funds that the Housing Authority relies on to build its programs.

B. Capital Fund Program Report

Mr. Barela noted the changes made to the reports to provide a holistic view of the capital projects. The report identifies the type of project, site, priority, funding source(s), estimated cost, contractor selected and finish date, and the final cost of the project. This chart will provide an ongoing log as the projects move forward.

Mr. Barela highlighted the Boys and Girls Club projects for the three sites. A contract was signed last week and the project is expected to take 130 days for completion. He also noted that the asbestos abatement project for three units in Santa Cruz has gone out for bid.

C. Financial Monthly Report

Ms. Coughlin said there have been few changes to the budget. The CFP 16 funds are being drawn down quickly with the available resources.

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

Mr. Barela reported that Section 8's January numbers were at about 96 percent bringing the 12-month average to 98.36 percent. The VASH coordinator for the northern region of the state has retired and no new vouchers will be issued until the position is filled. Currently, the County's VASH is down by two vouchers. Mr. Montoya said new vouchers require approval through Veterans Affairs and with the coordinator's retirement, it may take months to replace vouchers.

The Mainstream Voucher Program is currently at 24, two over allocation. The BAR adjustment will address that issue.

Mr. Barela reviewed the vacancy report and noted that January had 100 percent occupancy rate. There was one eviction in February and the tenant vacated willingly.

5. Matters from the Board

Commissioner Garcia asked about maintenance charges that are passed on to the tenant and the Chair requested a report on this item at the next meeting.

Commissioner Garcia requested that Housing Authority staff appear at the Santa Cruz site weekly on a noticed date for the tenants there. Mr. Montoya said there is a satellite office there that is undergoing rehabilitation and once the construction is completed, staff will return.

Regarding HUD's student design and planning competition, Mr. Montoya said four teams will visit Santa Fe. He said Board attendance was not necessary.

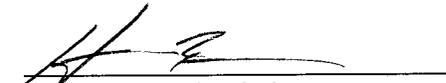
6. Matters from the Public - None were presented.

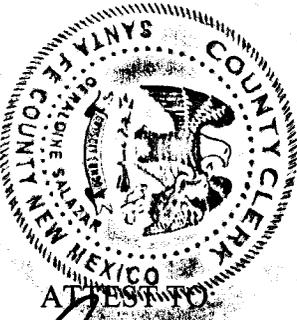
7. Concluding Business

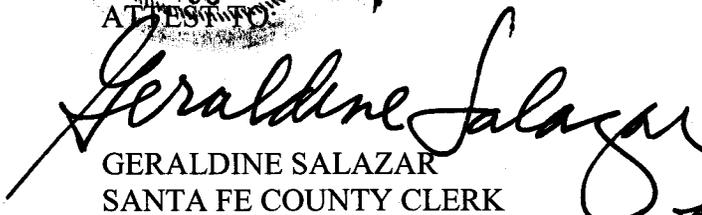
- A. Announcements
- B. Adjournment

Mr. Loewy moved to adjourn and Commissioner Hansen seconded. This meeting was declared adjourned at approximately 2:00 p.m.

Approved by:


 Henry Roybal, Chair
 Housing Authority



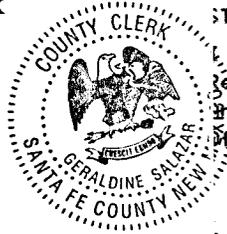

 GERALDINE SALAZAR
 SANTA FE COUNTY CLERK
 May 12, 2020

Respectfully submitted:

Karen Farrell, Wordswork

HOUSING MINUTES
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COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss



Hereby Certify That This Instrument Was Filed for Record On The 22ND Day Of May, 2020 at 12:59:27 PM and Was Duly Recorded as Instrument # 1916960 in The Records Of Santa Fe County

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

Santa Fe County
Housing Authority: February 25, 2020