

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

**February 26, 2019**

**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 1:00 p.m. by County Commission Chair Anna Hamilton.

**B. Roll Call**

A quorum was established with the following Board members present:

**Members Present:**

Anna Hamilton, Commissioner  
Rudy Garcia, Commissioner  
Anna Hansen, Commissioner  
Ed Moreno, Commissioner  
Cathy Hurtado, Resident Member  
Joseph Loewy, Community Member

**Member(s) Excused:**

Henry Roybal, Commissioner

**Staff Present:**

Katherine Miller, County Manager  
Joseph Montoya, Housing Authority Director  
Rick Word, Assistant County Attorney  
Victor Gonzales, Project Manager  
Adrianna Velasquez, Housing Staff  
Lorice Griego, Housing Staff  
Penny Ellis-Green, Land Use Administrator  
Greg Shaffer, HR Director

**C. Approval of Agenda**

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 Tabled or Withdrawn Items**

Mr. Loewy moved to approve the agenda. Commissioner Hansen seconded and the motion carried by unanimous voice vote.

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**D. Approval of Minutes: January 29, 2019**

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

**II. CONSENT AGENDA – No items**

**III. ACTION ITEMS – No items**

**IV. DISCUSSION/INFORMATION ITEMS/PRESENTATIONS**

**A. Housing Authority Updates**

**1. Director's Report**

Joseph Montoya, Housing Authority Director, highlighted that Housing will be meeting with the City of Española's utilities director and supervisor to discuss the serious sewer problem at the Santa Cruz site. The city owns both the water and sewer systems at the site and responsible for maintaining them. There is documentation supporting that fact and he will keep the Board apprised of the situation. Maintaining the main trunk lines is not the Authority's responsibility and historically Española has maintained the line; in fact, Española billed the Authority for that maintenance.

Mr. Montoya said the Authority has thorough documentation regarding repairs as well as the water leakage issue at the site.

Commissioner Moreno advocated the Authority bring strong written evidence of Española's responsibility regarding water and sewer to the scheduled meeting. Mr. Montoya said the 1979 plat indicates the City of Española owns the sewer and water and another document indicates that the systems were donated by the City.

Mr. Loewy asked whether the affected resident was moved to private housing for a period of time. Mr. Montoya said the individual had to leave the property and that expense was covered by risk management. He added that risk management was very responsive. The individual is expected to be back in her unit very soon.

Mr. Montoya said mold and leakage has been found at a Camino Jacobo unit. Risk Management along with Authority staff were able to respond within 24 hours. Mold service is contracted out.

In response to Commissioner Garcia's question regarding staff certification, Victor Gonzales stated there is no mold certification in the state; however, staff is certified for asbestos.

The Authority will be interviewing a candidate for the 50+ Program who will assist in the front office and management of public housing. Currently, the Authority is looking to hire two additional people: Deputy Director of Housing and an accounting position.

Manager Miller said one of the areas of focus for the County is to expand its efforts in affordable housing development, economic development and development of housing for the Housing Authority. In an effort to accomplish those goals, Economic Development, Affordable Housing and public housing have been combined into one division of Community and Economic Development/Housing Development. It is important to have a person at Housing Authority

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addressing day-to-day issues while Mr. Montoya focuses on affordable housing and economic development. Property has been purchased in Camino Jacobo and there is interest in property at the Rodeo grounds and the old public works location on Galisteo.

## 2. CFP Report

Mr. Gonzales provided the following updates:

- The CDBG grant for roofing is on schedule and once complete 41 units will be re-roofed
- Camino de Jacobo road improvements have been identified and an IFB will be developed

Plans for the Camino de Jacobo improvements were distributed and discussed. Mr. Montoya explained that a historically difficult blind spot will be addressed, parking, drainage as well as ADA requirements.

## 3. Financial Report

Mr. Montoya presented the financial report, noting that POs were issued to spend down the CFP 2015 and 2016 money. The Authority almost doubled the amount of money they received in 2018 from 2017 which was attributed to the high occupancy rate. Federal tax credits are managed by New Mexico Finance Authority and they can make their own calendar for awarding the money.

During the government shutdown, the Authority was allowed to drawdown more of its 227 Housing Choice Voucher funds creating an imbalance in the report.

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

Mr. Montoya reviewed the occupancy noting they are “in good shape.” Section 8 is at 103 percent. He reminded the Board that the Authority was the only successful applicant for the Mainstream vouchers in the state, an additional 22 vouchers. He commended staff on implementing policies. Work orders are being addressed quickly even with much of the field staff in certification programs. Staff expects to receive the ROSS Grant software in the next few months.

Manager Miller noted that the BCC would hold a CDBG special meeting directly following this meeting and she asked Mr. Montoya if he was confident the roofing project would be complete. Mr. Montoya said the contractor will be done by the end of March; however, it is the paperwork to end the project that is time consuming. The Authority is understaffed in accounting and he will request assistance if needed. DFA has been favorable about the possibility of the next grant.

Manager Miller requested staff contact DFA for the exact date the current grant has to be closed out.

VI. **MATTERS FROM THE BOARD** - None were presented

VII. **MATTERS FROM THE PUBLIC** - None were presented

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V. **MATTERS FROM THE COUNTY ATTORNEY**

**Executive Session: Limited Personnel Matters, as Allowed by Section 10-15(H)(2), NMSA 1978; Board Deliberations in Public Hearing(s) 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 Section 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:**

1. **Evaluation of Executive Director/Housing Operations**

Assistant Attorney Word noted that the caption provides a range of exceptions under the OMA and perhaps it would be prudent to state the only item to be discussed is the evaluation of the Executive Director.

Commissioner Garcia moved to meet in closed session to discuss the evaluation of the Executive Director. Mr. Loewy seconded. The motion to go into executive session pursuant to NMSA Section 10-15-1-H (2) passed by unanimous roll call vote as follows:

Commissioner Garcia	Aye
Commissioner Hamilton	Aye
Commissioner Hansen	Aye
Commissioner Moreno	Aye
Commissioner Roybal	Excused
Mr. Loewy	Aye
Ms. Hurtado	Aye

[The Board met in closed session from 1:50 to 2:20 p.m.]

Commissioner Garcia made a motion to come out of executive session where the only item discussed was the evaluation of the Executive Director. The motion was seconded by Mr. Loewy and approved unanimously.

VIII. **CONCLUDING BUSINESS**

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

Having completed the agenda and with no further business to come before the Authority, Chair Hamilton adjourned the meeting at approximately 2:21 p.m.

Approved by:

  
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 Anna Hamilton, Commissioner  
 Housing Authority Board Chair

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ATTEST TO:

*Geraldine Salazar*

GERALDINE SALAZAR  
COUNTY CLERK



Respectfully submitted by:

*Karen Farrell*  
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 27TH Day Of March, 2019 at 12:19:21 PM  
And Was Duly Recorded as Instrument # **1882147**  
Of The Records Of Santa Fe County



Witness My Hand And Seal Of Office  
Geraldine Salazar

Deputy *Estrella Martinez* County Clerk, Santa Fe, NM

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