

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

**March 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 1:15 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  
Anna Hansen, Commissioner  
Ed Moreno, Commissioner  
Henry Roybal, Commissioner  
Joseph Loewy, Community Member

**Member(s) Excused:**

Rudy Garcia, Commissioner  
Cathy Hurtado, Resident Member

**Staff Present:**

Katherine Miller, County Manager  
Joseph Montoya, Housing Authority Director  
Rick Word, Assistant County Attorney  
Victor Gonzales, Project Manager  
Yvonne Herrera, Finance Department  
Penny Ellis-Green, Land Use Administrator  
Greg Shaffer, HR Director

**C. Approval of Agenda**

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 Tabled or Withdrawn Items**

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

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**D. Approval of Minutes: February 26, 2019**

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

**II. CONSENT AGENDA**

There were questions regarding item II B. 1 and it was pulled from the consent.

Upon motion by Commissioner Hansen and second by Commissioner Moreno, the consent agenda was unanimously approved as amended.

**A. Resolutions**

- 1. Resolution No. 2019 5HB: A Resolution Concerning Civil Right Certification for the Santa Fe County Housing Authority**

**Consent Item for Discussion**

**B. Policy Change**

- 1. Request Approval of Changes to the Santa Fe County Housing Authority's Management and Maintenance Policy as Directed by the Board**

Mr. Montoya reviewed the amendments that were made to the policy. Footers were added, a citation was added to Work Order System and a clause that "staff will make note of any unauthorized person residing in the unit." Under Emergency Maintenance Procedures it was added that "Risk Management will be contacted immediately if a situation warrants it." He also noted some additions to maintenance of Authority vehicles.

Commissioner Roybal recommended that Risk Management develop a tracking system for the Housing Authority's work orders. Mr. Montoya said the Authority maintains a work order log that denotes if Risk Management was contacted. He said they have upgraded to a tablet-type system so work orders can be entered and addressed in the field.

Mr. Loewy commended Mr. Montoya on a thorough, succinct policy. Mr. Montoya credited his staff and especially Victor Gonzales.

Commissioner Hansen moved to approve the policy changes. Commissioner Roybal seconded and the motion passed without opposition.

**III. DISCUSSION/INFORMATION ITEMS/PRESENTATIONS**

**A. Housing Authority Updates**

- 1. Director's Report**

Mr. Montoya said they are still seeking to hire a senior accountant, housing voucher specialist and deputy housing director.

The roofs are expected to be finished by the end of March and the public close-out will

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be scheduled for May. Ms. Miller expressed concern that May could jeopardize other CDBG money. Mr. Montoya appreciated Ms. Miller's concerns and said he talked with DFA and they informed him he has until the end of July. He recognized that the close-out process is cumbersome but was confident there was adequate time.

The unit that was flooded from the sewer has been completely remediated. During cleanup the tenant moved into an empty unit and is now moving back into her unit.

Mr. Montoya said staff was still working with the City of Española to address the sewer line maintenance which is the city's responsibility. Mr. Loewy requested that the sewer line issue be added as an agenda item.

Commissioner Hansen asked about the City of Española's water quality situation and Mr. Montoya said the County responded quickly to Española's needs. The County Fire Department provided bottled water. Commissioner Roybal said he talked to the mayor of Española who expressed his thanks to the County staff for providing immediate assistance. He understood the water issue has been addressed by taking one of the wells out of service.

Later in this meeting, Commissioner Roybal indicated that he received a text from the mayor of Española who informed him that the water quality issues were resolved although some wells were still offline.

## **2. CFP Report**

Mr. Gonzales provided the following updates:

- The CDBG grant for the roofing project is slated to be complete by the end of March
- Two units are in need of emergency roof replacement. Quotes were received and the project should be completed by the first week of May

## **3. Financial Report**

Mr. Montoya presented the financial report, noting that 2015 CFP must be closed out by the end of March. CFP 2016 needs to be 90 percent obligated by the end of March. The 2018 budget is not yet finalized. There were no changes to the 517 fund.

Mr. Montoya outlined the issues staff has encountered with the REAC submissions. He thanked the Finance Department for their assistance. Yvonne Herrera said she participated in a meeting with Mr. Montoya and HUD and the situation is being monitored.

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

Mr. Montoya said there was nothing out of the ordinary to report and they are maintaining 100 percent occupancy.

**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 County Attorney Word said the executive session is a continuation from the last meeting.

Mr. Loewy moved to meet in closed session to discuss the evaluation of the Executive Director. Commissioner Roybal 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	Absent
Commissioner Hamilton	Aye
Commissioner Hansen	Aye
Commissioner Moreno	Aye
Commissioner Roybal	Aye
Mr. Loewy	Aye
Ms. Hurtado	Absent

[The Board met in closed session from 1:55 to 2:20 p.m.]

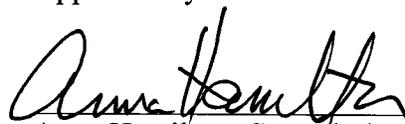
Commissioner Hansen made a motion to come out of executive session where the only item discussed was the evaluation of the Executive Director. The motion was seconded by Commissioner Roybal and approved unanimously.

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:

  
 Anna Hamilton, Commissioner  
 Housing Authority Board Chair

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ATTEST TO:

GERALDINE SALAZAR  
COUNTY CLERK

*Geraldine Salazar*



Respectfully submitted by:

*Karen Farrell*  
Karen Farrell, Wordswork

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COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

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I Hereby Certify That This Instrument Was Filed for  
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and Was Duly Recorded as Instrument # 1885423  
of The Records Of Santa Fe County

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

*Martinez*