

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

**March 27, 2018**

**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 1:05 p.m. by County Commission Chair Anna Hansen.

**B. Roll Call**

A quorum was established with the following Board members present:

**Members Present:**

Anna Hansen, Commissioner  
Anna Hamilton, Commissioner  
Joseph Loewy, Community Member  
Ed Moreno, Commissioner  
Henry Roybal, Commissioner[1:25 arrival]

**Member(s) Excused:**

Robert Anaya, Commissioner  
Cathy Hurtado, Resident Member

**Staff Present:**

Tony Flores, Deputy County Manager  
Joseph Montoya, Housing Authority Director  
Joe Gonzales, County Staff  
Bruce Frederick, County Attorney  
Victor Gonzales, Project Manager

COUNTY OF SANTA FE            )  
STATE OF NEW MEXICO        ) ss

I Hereby Certify That This Instrument Was Filed for  
Record On The 26TH Day Of April, 2018 at 03:12:45  
And Was Duly Recorded as Instrument # 1855959  
Of The Records Of Santa Fe County

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

**C. Approval of Agenda**  
**1. Amendments**  
**2. Tabled or Withdrawn Items**

Mr. Loewy moved approval. Commissioner Hamilton seconded. The motion passed by unanimous voice vote. [Commissioners Roybal was not present for this action.]

**D. Approval of Minutes: February 28, 2018**

Commissioner Hamilton moved to approve as presented. Mr. Loewy seconded and the motion carried by unanimous [4-0] voice vote. [Commissioner Roybal was not present for this action.]



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**II. Consent Agenda**

**A. Resolutions**

- 1. Resolution No. 2018-01HA, Adoption of a Resolution Concerning Civil Rights Certification for the Santa Fe County Housing Authority**

Commissioner Hamilton moved to approve. Commissioner Moreno seconded and the motion passed by unanimous [4-0] voice vote. [Commissioner Roybal was not present for this action.]

**III. Action Items - None were presented.**

**IV. Discussion/Information Items/Presentations**

**A. Housing Authority Updates**

- 1. Resolutions Confirming Santa Fe County's Commitment to Fair Housing; Establishing a Citizen Participation Plan, Establishing a Residential Anti-Displacement and Relocation Assistance Plan, Adoption of a Section 3 Plan, Confirming its Commitment to Abide by Relevant Procurement Policies and Regulations, All as Required by the United States Housing and Urban Development Community Development Block Grant Program Requirements**

Mr. Montoya said these resolutions are required by HUD and the State of New Mexico. New Mexico requires acting on the resolutions annually and they will be presented at next month's meeting.

**2. Director's Report**

Mr. Montoya reviewed the training opportunities for staff, a new dashboard, a reaffirmation to the SWOT analysis, development and grant opportunities that included CDBG and solar PV initiatives, occupancy issues, and TANF (Temporary Assistance for Needy Families) program contract, staff job descriptions and update of the five-year plan.

Referring to the affordable housing issues that are being worked on by a number of entities in Santa Fe, Mr. Montoya said that the partners will be meeting again this week to finalize policies and following that, a consensus document will be developed. Mr. Flores asked whether the partners have established baseline fiscal implications to the components of the strategic plan and Mr. Montoya responded they have not built out that level of detail. He noted the significant differences between the City and County. The report/policy document identifies how much money is required but not where that money is coming from. However, there is a level of specificity that these will be new funding sources.

Mr. Montoya said along with himself, the County has representation from Community Services and Planning departments.

Mr. Flores requested that they pay particular attention to the new roof warranties to determine if solar panels can be attached without jeopardizing the warranty.

**3. CFP Report**

Victor Gonzales noted the following:

- The Camino de Jacobo landscaping work will start on March 12<sup>th</sup>
- Four bids were received for the CDBG reroofing grant. The bid opening is tomorrow and State review is required before a contract is entered
- Santa Cruz scored the lowest in the REAC findings and staff is beginning to address the findings
- Purchase orders for replacement windows for the Valle Vista community room/Boy's and Girl's Club have been issued
- 

Staff continues to discuss the Santa Cruz piping issues with County Public Works. Mr. Montoya said the water bill has not yet been received and Mr. Loewy recommended that staff monitor the water usage by reading the meter. Commissioner Hamilton said the reading would provide staff with additional information showing spikes, etc.

**4. Financial Report**

Mr. J. Gonzales said there was nothing that appeared out of the ordinary with the public housing funds. He reviewed the capital funds program grants and noted that both CFP 2015 and 2016 are getting to the end. CFP 2017 will begin to draw down.

Mr. Montoya said an individual has been identified from the Finance Department who will begin work as the Authority's finance director. A smooth transition is anticipated. He thanked Mr. J. Gonzales for his continued support.

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

Mr. Montoya said the Authority is holding at 100 percent occupancy. He said there was a great deal of turnover during the month but he was confident the units would be rented. The voucher program continues to be slightly down. He said he discussed the voucher issue with the City's Civic Housing Authority director who stated they have over 100 people looking for units.

Mr. Montoya noted that the accounts receivable report has been reduced by close to half.

Regarding work orders, Mr. Montoya said there is a ratio analysis done on federal standards relative to the number of units versus the number of received work orders; however, a trend analysis was not included. He offered to develop a comparison from the Authority's prior work order history. Using the State benchmark may be the most valuable method.

Mr. Loewy said a macro of the work orders for the three sites would be useful.

Mr. Montoya said spring tends to have a higher level of tenants moving out as does the time before Christmas. This month there were six vacancies while the past three months there were three in total. Duration on the wait list can be anywhere from two to five years.

Commissioner Hamilton said that she finds the information Mr. Montoya emails throughout the month very useful and asked that he highlight federal changes than may affect the

Authority as well as any meetings that are relevant to affordable housing. Mr. Montoya said the new tax law would definitely affect funding.

Chair Hansen requested that the Authority's newsletter be included within the Board's monthly packets.

Mr. Flores noted that the Housing Authority will be part of the BCC's strategic planning sessions.

**6. CDBG Report**

This item was covered during the CFP Report.

**V. Matters from the Board**

None were presented.

**VI. Matters from the Public**

None were presented.

**VII. Concluding Business**

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

Having completed the agenda and with no further business to come before the Authority, Chair Hansen adjourned the meeting at approximately 1:50 p.m.

Approved by:  
Housing Authority Board Chair

  
Anna Hansen, Commissioner

ATTEST TO:  
  
GERALDINE SALAZAR  
COUNTY CLERK

Respectfully submitted by:

Karen Farrell, Wordswork



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