

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

April 29, 2014

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 11:10 a.m. by County Commission Chair Danny Mayfield.

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

Members Present:

Danny Mayfield, Commissioner
Robert Anaya, Commissioner [11:30 arrival]
Miguel Chavez, Commissioner
Kathy Holian, Commissioner [11:30 arrival]
Joseph Loewy, Community Member
Frances Ong, Resident Member
Liz Stefanics, Commissioner

Member(s) Excused:

[None]

Staff Present:

Katherine Miller, County Manager
Ron Pacheco, Housing Authority Director
Steve Brugger, Affordable Housing Administrator
Victor Gonzales, Housing Authority Staff
Lisa Katonak, Manager's Office
Deanna Lopez, Housing Division
Chris Barela, Constituent Liaison
Marcus MacDonald, Housing Accountant
Roberta Martinez, Housing Staff

III. Introductions

Those present introduced themselves.

IV. Approval of Agenda

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

V. Approval of Minutes: March 25, 2014

Commissioner Chavez moved to approve the minutes. Commissioner Stefanics seconded.

Referring to page 3, the director's report, Mr. Pacheco noted the following correction for clarification purposes: "Commissioner Anaya recommended the Board review HUD's letter with the County Manager's assistance...."

Commissioner Chavez amended his motion to accept the minutes as corrected as did the seconder. The motion passed by unanimous [5-0] voice vote. [Commissioners Anaya and Holian were not present for this action.]

VI. Approval of Resolution 2014-05HB, A Resolution Writing Off Uncollectable Accounts for the Santa Fe County Housing Authority's Public Housing Program

Mr. Pacheco said the Housing Authority is required to write off uncollectable debt. The debts presented for action have been delinquent for over a year and he requested the Board's approval to write off \$13,822.36.

Commissioner Stefanics moved to approve Resolution 2014-05HB. Her motion was seconded by Mr. Loewy and passed by unanimous [4-0] voice vote. [Commissioners Anaya, Chavez and Holian were not present for this action.]

VII. Housing Authority Updates

A. Site Improvement Plan/CFP Update

Extension of Main Sewer Line Jacob D. Martinez: Regarding the sewer line, Mr. Gonzales said the survey has been completed. An EIS is underway on the right-of-way site. This is a right-of-way rather than a utility easement and the property owner is requesting monetary compensation.

Mr. Pacheco this easement will facilitate the installation of a line for drainage. Originally, the easement was 15 feet and the property owner was willing to give that strip, but according to the engineers a 45-foot easement is necessary and the property owner requires financial compensation.

Commissioner Stefanics said she was not averse to discussing compensation; however, the County is required to conduct a formal survey on the property for purchase. She suggested a tax write-off may be of interest for the individual property owner.

Deputy County Attorney Brown requested that the Housing Authority coordinate this matter with the Legal Department for further direction. She noted the County uses an appraiser that specializes in rights-of-way.

Cabinet Replacement at Valle Vista Site. Mr. Gonzales said the cabinets should be in by the end of the week and the contractor will schedule installation.

Commissioner Stefanics asked Mr. Pacheco to address an issue of garbage that has been brought to her attention. Mr. Pacheco said he has been receiving calls from an individual for 10 months with regards to trash along the chain-link fence on an empty lot that fronts Highway 14 and borders hers and perhaps 12 other properties. He said there has been an accumulation of tumbleweeds along the fence line and the individual has asked the County to address the problem. Mr. Pacheco said the County does not own the offending property. He has met the owner of the problem lot and driven the area with him. There is an illegal dumping issue on the property and the property owner will work with staff on that issue.

Mr. Pacheco said the trash/tumbleweeds has built up in a troublesome spot because the property dips deeply down by the fence and the issue will most likely have to be addressed by a hand crew. The complainant was invited to participate in the recent Cleanup Day and she wasn't present.

Mr. Pacheco repeated that this was not on County property.

Commissioner Stefanics suggested that installation of slats in the chain link fence would provide a visual barrier. She mentioned that the residents could work with the County Fire Department to attain FireWise Community status. The purpose was fire prevention but it facilitated cleaning up an area and at this point Rancho Viejo is the only community to attain that distinction. She recommended staff contact Chief Sperling.

B. Vacancy Update

Mr. Pacheco reported an occupancy rate of 97 percent. He lauded staff members Deanna Lopez and Marcus MacDonald for the development of a monthly voucher tracking system.

C. Director's Report

Mr. Pacheco reported on the following:

- Housing Specialist Valerie Huerta was recognized as the NAHRO Member of the Year. Ms. Huerta will be available for accolades at the next meeting
- Housing Authority, along with County Energy Specialist O'Hare, are meeting with iCAST, a non-profit energy consulting agency, that will provide energy efficient tips for the housing units
- Housing Authority has hired a new maintenance tech
- The Housing Programs budget was provided for the Board review

Regarding utilities, Commissioner Anaya suggested staff review the billings from the Española Water Utility.

Referring to the new budget presentation, Commissioner Stefanics requested the inclusion a column of percentages.

Mr. Pacheco said if there is surplus funding after the completion of the extension of the main sewer line at Jacob D. Martinez that money will be used for site improvements at Villa Vista and Santa Cruz.

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Mr. Anaya requested that the capital fund by fund-year be presented in the monthly packets to identify the fund and project budgets.

VIII. Matters from the Public

None were presented.

IX. Matters from the Board

Congratulations were extended to Ms. Huerta on her accomplishment.

Responding to Commissioner Holian's question, Mr. Pacheco said the REAC representative will beat the Authority today and he'll report back.

Ms. Miller said the evaluations for the Housing Authority Executive Director were emailed to the board members. The evaluation also contained goals for next year and she requested that the information be forwarded to HR Director Salazar or Ms. Miller. Ms. Miller said Mr. Pacheco's position is unique in the County.

Chair Mayfield suggested at Christmas time candy bags be made available for the children living at the housing authority.

Mr. Loewy requested an update on the Galisteo project site project. Mr. Brugger said two proposals were short-listed and oral interviews are scheduled for May 14th. The proposers may be requesting use of the HUD home sales' fund for subsidies of the proposed rental properties. Mr. Brugger said the oral presentations will provide a great deal more information. One proposal is a senior living complex and the other is either 50 low-income rental units or if financing is available, elderly units/continuum of care. He noted rezoning may be necessary. The proposals are residential mixed income but not mixed use. The elderly housing proposal provides for very low income participants.

Mr. Pacheco noted that many of the Authority's clients have no income.


X. Executive Session



None were presented.

XI. Adjournment

Having completed the agenda and with no further business to come before the Authority, Chair Mayfield adjourned the meeting at approximately 12:00 p.m.

Approved by:

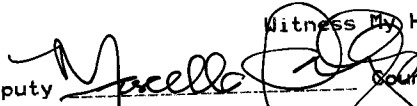

Daniel W. Mayfield, Chair *for*
Housing Authority Board


IN WITNESS WHEREOF, I have hereunto set my hand and seal of office.
ATTEST TO:

GERALDINE SALAZAR
COUNTY CLERK

5-27-2014

Respectfully submitted by:

Karen Farrell, Wordswork

COUNTY OF SANTA FE) HOUSING MINUTES
STATE OF NEW MEXICO) ss PAGES: 5
I Hereby Certify That This Instrument Was Filed for
Record On The 29TH Day Of May, 2014 at 11:48:26 AM
And Was Duly Recorded as Instrument # 1737873
Of The Records Of Santa Fe County
Witness My Hand And Seal Of Office
Geraldine Salazar
Deputy  County Clerk, Santa Fe, NM



2014 MAY 29 11:48 AM
SANTA FE COUNTY CLERK
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