

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

April 30, 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 1:05 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
Rudy Garcia, Commissioner [1:20 arrival]
Cathy Hurtado, Resident Member
Ed Moreno, Commissioner
Henry Roybal, Commissioner [1:20 arrival]
Joseph Loewy, Community Member

Member(s) Excused:

None

Staff Present:

Tony Flores, Deputy County Manager
Joseph Montoya, Housing Authority Director
Rick Word, Assistant County Attorney
Victor Gonzales, Housing Project Manager
Yvonne Herrera, Finance Department
Gary Giron, Finance Director
Jordan Barela, Housing Deputy Director

Other Present:

Adrienne O'Neill
J. Dickerson

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 Tabled or Withdrawn Items

Commissioner Hansen moved to approve the agenda as published. Mr. Loewy seconded and the motion carried by unanimous [5-0] voice vote. [Commissioners Roybal and Garcia were not present for this action.]

D. Approval of Minutes: March 26, 2019

Mr. Loewy moved to approve as presented. Commissioner Hansen seconded and the motion carried by unanimous [5-0] voice vote. [Commissioners Roybal and Garcia were not present for this action.]

Mr. Montoya introduced Jordan Barela the Authority's new deputy director.

II. Consent Agenda

Commissioner Hansen indicated she had questions regarding each of the items and requested they be withdrawn from the consent.

A. Resolutions

- 1. Resolution No. 2019-6 HB, a Resolution Approving the Santa Fe County Housing Authority's Payment Standard Schedule**
- 2. Resolution No. 2019-7 HB, a Resolution Approving the Santa Fe County Housing Authority's Utility Allowance Schedule for the Section 8 Housing Choice Voucher Program**

Mr. Montoya said the two resolutions are presented to the Board annually and are mandatory from HUD. HUD provides the data necessary to assess public payment standards and a system to track utilities.

Mr. Barela said on an annual basis HUD posts fair market rents which are meant to coincide with the payment schedule. Recently, HUD increased the rents for Santa Fe County and the resolution calls for adoption at 110 percent.

Mr. Montoya noted that last year the schedule was increased from 95 percent to 110 percent. The increase helped to attract property owners by matching the open market. Additionally, increasing the payment standard and the rate paid ensures that the Authority was not leaving any available HUD money on the table.

Commissioner Hansen said she has received emails from someone regarding increases in rent. Mr. Montoya said rents are not being raised. With staff's enhanced due diligence regarding tenants' income, some who were not paying utilities in the past now are.

As a point of information, Mr. Loewy said fair market rent is established based on the

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demographics of the area.

Commissioner Hansen moved to approve Resolution No. 2019-6HB. Mr. Loewy seconded and the motion passed by unanimous [5-0] voice vote. [Commissioners Roybal and Garcia were not present for this action.]

Commissioner Hansen moved to approve Resolution No. 2019-7HB. Commissioner Moreno seconded and the motion passed by unanimous [5-0] voice vote. [Commissioners Roybal and Garcia were not present for this action and both arrived shortly thereafter.]

III. Discussion/Information Items/Presentations

A. Housing Authority Updates

1. Director's Report

Mr. Montoya mentioned that Jordan Barela came from County Growth Management and provides a great deal of expertise. From a staffing standpoint, the agency continues to need a senior accountant, and may in the interim hire a former County employee part-time and/or contract with an accounting firm to assist in meeting HUD standards and develop written policies and procedures. NAHRO is assisting in the search for position candidates.

Chair Hamilton recognized that filling senior positions has always been a difficult endeavor.

Mr. Flores pointed out that the County has a policy writer housed in Finance and he recommended that Housing work with that position, whether it is policy development or documentation of procedures, before using federal money to contract with an external firm. Mr. Giron said they would do so and communicate with the Manager's Office.

In terms of staffing, Mr. Loewy said the agency was losing Victor Gonzales who has extensive experience at Housing. Mr. Montoya said a job description is being developed and will be advertised soon. The Board requested that staff remain diligent on filling this position. Mr. Montoya agreed and said the final phase of the energy efficiency program approved by HUD – the second one to be approved in the state – will require oversight from an in-house project manager.

Mr. Loewy requested that the status of open senior positions be brought forward at each meeting.

Returning to his report, Mr. Montoya said staff has been developing a budget to address the legislative funds the Girls and Boys Club received. He confirmed that the agency can budget state funds that are used on a federally funded building. The Club's Santa Cruz was again burglarized.

The burglary may have been an inside job because there was no break-in. Security cameras were suggested for all the complexes as well as locking the basketball court gate at Camino Jacobo. Commissioner Garcia said he'd like a written security plan.

Chair Hamilton expressed concern about the dramatic cuts to HUD program being proposed by the Trump Administration. Mr. Montoya said there is a consortium of housing organizations

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working hard to fight against the administration's cuts. The Chair recommended the agency explore recession resiliency.

2. CFP Report

Mr. Gonzales provided the following update:

- The CDBG grant for the roofing project has been completed

3. Financial Report

Mr. Barela reported that the five-year capital plan was submitted to HUD and the Public Housing operating fund was completed and submitted to HUD with an increase of approximately \$94,000. Mr. Montoya said the high occupancy rate facilitated the increase in budget.

Mr. Flores noted that the County was developing a comprehensive capital plan to include all funding sources. Mr. Montoya said what was submitted to HUD was reported to the County as part of the agency's wish list.

Ms. Herrera reported that the REAC (Real Estate Assessment Center) end of the year reporting for 2017 and 2018 statements were submitted. The 2018 report was issued late which was attributed to HUD's instructions and incompatibility within the County's software system.

Mr. Montoya said the late submittal will affect the agency's FASC report and lower those points which may lower the budget. The agency will make the case to HUD that they made every attempt to meet the deadline.

Mr. Montoya noted that the CFP Grant for 2015 is at zero and CFP 2016 is 90 percent depleted.

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

Mr. Montoya said occupancy-wise, the agency continues to hold at 100 percent and is the highest rated agency in the state.

IV. Matters From the County Attorney

Assistant County Attorney Word said he has been reviewing the situation with the City of Española's sewer service and is preparing a letter.

V. Matter From the Board

Commissioner Garcia congratulated Victor Gonzales on his imminent retirement.

VII. Matters From the Public

Adrienne O'Neill said she served as a housing commissioner in Truth or Consequences and appreciated this Board's work. She asked about mold remediation and Mr. Montoya said the

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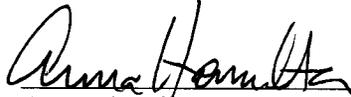
agency uses a third-party consultant to test units. If remediation is necessary, the agency works with Risk Management to address it. The mold policy does not carry over to Section 8 properties.

VII. 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 2:05p.m.

Approved by:


 Anna Hamilton, Commissioner
 Housing Authority Board Chair



ATTEST TO:


 GERALDINE SALAZAR
 COUNTY CLERK

Respectfully submitted by:

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 29TH Day Of May, 2019 at 01:15:35 PM
 And Was Duly Recorded as Instrument # 1887368
 Of The Records Of Santa Fe County



Witness My Hand And Seal Of Office
 Geraldine Salazar

Deputy  County Clerk, Santa Fe, NM

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