

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

**May 29, 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  
Robert Anaya, Commissioner [late arrival]

**Member(s) Excused:**

Cathy Hurtado, Resident Member

**Staff Present:**

Katherine Miller, Manager  
Tony Flores, Deputy Manager  
Joseph Montoya, Housing Authority Director  
Rachel Brown, Deputy County Attorney  
Victor Gonzales, Project Manager  
Alex Cintron, Housing Accountant  
Brian Olachea, Accountant  
Chris Barela, Constitute Liaison  
Stephanie Schardin Clarke, Finance Director

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 Tabled or Withdrawn Items**

Mr. Montoya noted that item IV. 7. was removed on the amended agenda.

Mr. Loewy moved approval. Commissioner Roybal Loewy seconded. The motion passed

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by unanimous [5-0] voice vote. [Commissioner Anaya was not present for this action.]

**D. Approval of Minutes: April 24, 2018**

Commissioner Moreno moved to approve as presented. Mr. Loewy seconded and the motion carried by unanimous [5-0] voice vote. [Commissioner Anaya was not present for this action.]

**II. Consent Agenda**

**A. Resolutions**

1. **Resolution No. 2018-03HA, a Resolution Approving the Santa Fe County Housing Authority's Utility Allowance Schedule for the Section 8 Housing Choice Voucher Program**
2. **Resolution No. 2018-04HA, a Resolution Adopting Flat Rents for Public Housing**

Commissioner Hamilton moved to approve. Commissioner Roybal seconded and the motion passed by unanimous [5-0] voice vote. [Commissioner Anaya was not present for this action.]

**III. Action Items**

None were presented.

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

**A. Housing Authority Updates**

**1. Director's Report**

Mr. Montoya referred to his report in the packet. He noted that staff attended the NARHO conference in Ruidoso. Staff is working through the last phase of CDBG certifications required by DFA. The second portion of the ICAST agreement regarding energy efficiency is being completed.

Mr. Montoya said 100 percent occupancy was not achieved this month which he attributed to a large number of turnovers as well as a couple of deaths. He added that staff went through over 100 people on the list before there was an interested party to live in Santa Cruz. The Blue Bus does not stop at the Santa Cruz site and services are not near there. He noted that following two turn-downs of a unit, an individual is removed from the list.

Mr. Loewy mentioned the poor resident participation in the cleanup days at the different sites. Mr. Montoya said many of the residents are required to do community services; however, a memo went out that those on SNAP (Supplemental Nutrition Assistance Program), formerly known as the Food Stamp Program, were not required to provide community services which turned out to be incorrect information. He anticipated the resident participation would increase. In the future, if the resident participation does not improve, the event will be called off because it sends a bad signal to the community when staff is cleaning the property.

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### **3. CFP Report**

Mr. Gonzales said the Camino de Jacobo project for paving crosswalks has gone out for quotes for engineering services. Those proposals are due Friday, June 1<sup>st</sup>. Asbestos testing has occurred and those results are expected later in the week.

### **4. Financial Report**

Mr. Cintron reviewed the CFP for 2018 at \$4,009,555 which was received after the packet was completed. CFP 2015 is almost completely spent down with a balance of \$8,073, and CFP 2016 has been obligated with \$18,641 remaining. The CFP 2017 grant is coming down. He reviewed the housing choice voucher program, Fund 517 which has 13 percent remaining which he was confident would be drawn down by end of the fiscal year.

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

Mr. Montoya said over the past four months the Authority has held at 100 percent occupancy but as he mentioned earlier, this month they failed to hold that percent. The voucher program is at 96 percent. Regarding the work order report, Mr. Montoya said unit work is being completed faster and staff has been very proactive in this regard.

Mr. Loewy said that he reviewed the Authority wait list and noticed that 95 percent are seeking a one- or two-bedroom home. He suggested when developing additional housing three and greater bedrooms be kept to a low minority of the homes. Mr. Montoya said even with the Authority's working person preference the overall majority of the residents are elderly and/or disabled.

Mr. Montoya said staff has been conducting home inspections and citing for yard violations. He said he was pleased with the progress in this area.

Regarding the past due accounts receivable report, Mr. Montoya said they would be developing a separate report for those individuals who owe the Authority money but are no longer residents.

### **6. CDBG Report**

Mr. Montoya reviewed the CDBG summary timeline. DFA is waiting for the certifications that he mentioned earlier in the meeting. Staff is exploring other ways to facilitate cheaper money for ICAST to borrow to use for the energy efficiency projects.

### **V. Matters from the Board**

Commissioner Roybal said he met with county residents at the Santa Cruz Senior Center who were frustrated about the acequia issue and what was perceived as a youth trespassing issue. Mr. Montoya said the acequia mayordomo and its board are under the mistaken impression that the Authority is responsible for their acequia issues. He appreciated the frustration the residents

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are experiencing and attributed it to their continuing to insist that the Authority/County is responsible for the acequia. He offered to email the mayordomo and copy the email to the commissioners. Mr. Gonzales said this acequia issue has been going on since 2013.

Those present wished Chair Hansen a happy birthday.

**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 1:35 p.m.

Approved by:  
Housing Authority Board Chair

*Anna Hansen*  
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Anna Hansen, Commissioner

ATTEST TO:

*Geraldine Salazar*  
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 27TH Day Of June, 2018 at 08:48:49 AM  
And Was Duly Recorded as Instrument # **1861142**  
Of The Records Of Santa Fe County



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

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