

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

**September 30, 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 10:00 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  
Liz Stefanics, Commissioner [late arrival]  
Miguel Chavez, Commissioner  
Kathy Holian, Commissioner  
Frances Ong, Resident Member  
Joseph Loewy, Community Member

**Member(s) Excused:**

Robert Anaya, Commissioner

**Staff Present:**

Katherine Miller, County Manager  
Ron Pacheco, Housing Authority Director  
Rachel Brown, Deputy County Attorney  
Teresa Martinez, Finance Director  
Steve Brugger, Affordable Housing Administrator  
Tony Flores, Assistant County Manager  
David Griscom, Economic Development  
Victor Gonzales, Housing Authority Staff  
Deanna Lopez, Housing Administrator  
Marcus MacDonald, Housing Accountant  
Chris Barela, Constituent Services  
Lisa Katonak, County Manager's Office

**Others Present:**

Michele Hunter, NM ED

### **III. Introductions**

Those present introduced themselves.

### **IV. Approval of Agenda**

Commissioner Holian moved to approve the agenda. Commissioner Chavez seconded and the motion passed by unanimous [5-0] voice vote. [Commissioner Stefanics was not present for this action.]

### **V. Approval of Minutes: August 26, 2014**

Mr. Pacheco noted a typo on page 3.

Commissioner Chavez moved approval of the minutes as corrected and Commissioner Holian seconded. The motion carried unanimously 5-0. [Commissioner Stefanics was not present for this action.]

### **VI. Approval of Resolution 2014-14 HB, A Resolution Requesting Authorization to Make a Budget Adjustment to the CFP 2011 Fund**

Mr. Pacheco said the resolution authorizes staff to close out the capital fund for 2011 and allows for the replacement of maintenance equipment that will assist staff in improving vacated units' turnaround time.

Mr. Loewy moved to approve Resolution 2014-14HB. His motion was seconded by Commissioner Holian and passed by unanimous [5-0] voice vote. [Commissioner Stefanics was not present for this action and arrived shortly thereafter.]

### **VII. Approval of a Memorandum of Understanding Between the Santa Fe County Housing Authority and the Turquoise Trail Resident Council, the Jacob D. Martinez Resident Council and the Valle de Esperanza Resident Council**

Mr. Pacheco said this MOU is renewed on an annual basis and is a HUD requirement. He said the MOU incentivizes resident council members with a stipend for participating in their community.

Mr. Loewy asked if Santa Fe County was in sync with HUD in regards to incentives. Mr. MacDonald said the County was and has not exceeded the HUD guidelines.

Mr. Pacheco identified an executive resident council member as an elected officer and said those individuals are eligible to receive the stipend.

Commissioner Chavez moved to approve the MOU. Commissioner Holian seconded and the motion passed by unanimous [6-0] voice vote.

## **VII. Housing Authority Updates**

### **A. Site Improvement Plan/CFP Update**

Mr. Gonzales reported on the extension of the main sewer line at the Jacob D. Martinez site, bathroom remodels at the Santa Cruz site, asbestos abatement in preparation of a unit sale at Valle Vista site and water metering at the Santa Cruz site.

Chair Mayfield recalled an issue at the Santa Cruz site having to do with Española charging an elevated water rate. Mr. Pacheco said staff has not investigated the issue fully and will do so in the future.

Mr. Gonzales said the Boys & Girls Club at the Santa Cruz site will be paying their own water bills.

### **B. Vacancy Update**

Noting that late summer/fall is challenging in terms of unit turnover, Mr. Pacheco stated they are at about 95 percent occupancy. He mentioned an additional concern of overtime and comp time with the maintenance crew to address this; Mr. Gonzales will be determining which units require the most work and will develop a RFP to contract for that work.

Mr. Pacheco said ICAST, International Center for Appropriate and Sustainable Technology, is a non-profit that works with local partners to develop sustainable solutions to the infrastructure and economic development needs of underserved rural communities. ICAST reviewed the public housing facilities and found them to be in excellent condition and exceptionally maintained. The only significant savings measure they identified was that the forced air furnaces need to be replaced. Mr. Pacheco said Mr. Gonzales had already begun investigating the furnaces before the ICAST review. Staff will consult with ICAST, who may be helpful in assessing grants to help with the project. Staff expects to gain 12 percent in energy efficiency with the new furnaces.

Mr. Loewy mentioned that Mitsubishi and other manufacturers make a ductless heating air pump that numerous housing authorities are installing in public housing. Mr. Pacheco said he would look into it.

Commissioner Mayfield suggested staff research whether grants are available for photovoltaics (PV) at the housing units, especially the Santa Cruz site where there is no shade. Commissioner Holian recommended staff meet with Craig O'Hare.

Mr. Pacheco mentioned the continued education his staff has taken advantage of.

## **IX. Galisteo Project Update: Request for Authorization to Procure a Traffic Study**

Commissioner Stefanics advised staff that the Board requested Galisteo appear as an action item to provide formal direction on the site on this month's agenda. Mr. Pacheco said after meeting with the City land use and traffic staff the requirement of a traffic study surfaced. He said he erroneously did not include the requested action item.

Mr. Pacheco apologized and said he would include the action item for direction to staff on the next agenda and said the request before the Board is for a traffic study as required by the City.

Commissioner Mayfield asked whether the County now has to negotiate with the City on County-owned property. Mr. Pacheco said the staffs are not negotiating, rather discussing how best to understand development of the property. The City traffic engineer said the intersection of Rodeo and Galisteo is already considered overloaded. The traffic study will identify the amount of current traffic and the impact of additional development. Development of the property requires a step-by-step process and the traffic study appeared to be the first step.

Commissioner Mayfield asked why the County needs City zoning approval. Deputy Attorney Rachel Brown said in terms of development and standards for that development the County does not fall within any jurisdiction of the City. However, there is an ongoing discussion regarding zoning. Additional information is needed on that topic.

Commissioner Mayfield requested that the issue of zoning authority be included on next month's agenda with an invitation extended to the appropriate City representative.

Commissioner Stefanics said the question of the County's authority versus the City's authority needs to be clarified before proceeding with a traffic study.

Commissioner Holian said the residents near the proposed site have expressed concern regarding the type of development on the site. The area is already experiencing traffic problems at Zia and St. Francis. She supported conducting a traffic study to better understand whether there are ways to improve the traffic flow in the area.

Mr. Pacheco mentioned that if the site is developed as a senior facility its impact will be much less than that of multi-family development. He repeated that the traffic study is the first step and having that information provides greater transparency in the process.

County Manager Miller said Suby Bowden provided a site feasibility study which did not contain a traffic study. She recalled that a zoning change would be needed.

Commissioner Stefanics said the determination of whether the property will be developed as senior housing or multi-generational/purpose and population is relevant to a traffic study. Further, the legal issues of the County developing the property require clarity.

Mr. Pacheco said the traffic study will provide a baseline on the existing traffic to better project what type of project the area can absorb. According to the City traffic engineer, Rodeo and Galisteo is already stressed and may require a signal.

Assistant Manager Flores said a traffic impact analysis/study is based upon trip analysis which is derived from the property use. Different models could be plugged into the study and he agreed with Mr. Pacheco that a senior housing center would have less traffic. The number of DUs (dwelling units) based on zoning is part of the analysis.

Mr. Pacheco said Steve Brugger and Penny Ellis-Green were present at the meeting with the City regarding the traffic study. The other developer in the area, Merritt Brown, has not submitted plans. However, while it's not an official decision the City sees that Galisteo and Zia will have to be reconfigured and moved back.

Affordable Housing Administrator Brugger said a traffic study usually assumes the worst case and that would be the maximum number of units the sites can carry with the presumption of surface parking and storage of the voting machines. Whether the units are rental or for sale would not affect the study. County staff could develop that analysis, stated Mr. Brugger. Family versus senior would make a difference but the analysis would assume the greatest development.

Mr. Brugger said a policy decision to consider is whether or not legally the City requirements need to be followed or whether the County wants to do that. He corroborated Commissioner Holian's comments about neighborhood interest in the site development.

Commissioner Chavez cautioned that the project should not be viewed in a vacuum and the impact on the area residents and infrastructure must be considered.

Commissioner Stefanics pointed out that there was no formal decision about continuing the storage of the voting machines at the site. With the County developing campuses it may not be efficient to store the machines on the Galisteo property.

Ms. Miller pointed out there are legal requirements associated with the voting machines and one is that all machines can be turned on at once for testing purposes. Another issue is the Clerk's desire to keep the machines in the proximity of downtown. A conversation with Clerk Salazar is necessary.

Ms. Ong said the Board should move cautiously in making decisions to ensure the use matches the financial expenditures.

Mr. Pacheco said a senior project has tremendous merit allowing for small units, least amount of parking and traffic and the possibility of obtaining tax credits. He said the County will not be eligible for the current tax credit program and can apply during the next cycle.

Ms. Miller added that the County was not in position for the current round of tax credits until the questions regarding zoning, traffic, etc. are resolved. She said the tax credit program is available annually.

Referring to last month's minutes, Commissioner Stefanics said the Board was to take action on what they wanted on the site and then to direct staff to start the process to hire a consultant to develop a package for the January tax deadline. She said it is important to know what the City wants in the traffic study and determine whether staff can compile that information.

Mr. Pacheco said the tax credit package can be developed for next cycle. He noted that a development consultant will cost approximately \$150,000. The environmental review of the property needs to be addressed.

County Economic Development Administrator David Griscom said the County submitted the required paperwork for the Phase II environmental site assessment. Phase I remediation is complete and the County received a notice of no further action from NM Environment

Department. He said he has served as the liaison for the County and NM ED in this project.

NM ED representative Michelle Hunter said they were prepared to fund Phase II when EPA provides approval of the site's eligibility for NM ED's services. The County has responsible party status at the site because of the tanks that leaked. Her office is confident the project will attain eligibility. Assessment services are not necessarily dependent on who is the responsible party. If the County hires another firm to develop the site, that firm will be eligible for cleanup funds from the State. Ms. Hunter said she has had conversations with the City about the site and they appear ready to help the County to acquire the cleanup funds. The City can apply for the fund and manage the grant funds for the County.

Ms. Hunter expected the eligibility determination by the end of October.

Commissioner Stefanics moved to authorize a traffic study if 1) it can be accommodated in-house or 2) if procurement is needed it be capped at \$10,000. Mr. Loewy seconded. The motion passed by unanimous [6-0] voice vote.

With Board consensus, Commissioner Stefanics directed staff to bring back at the next meeting: 1) a site map with possible options with or without the Clerk's voting machine facility, the populations that would be served and estimated costs; 2) discussion of zoning issues which will require the input of the Legal Department to determine the City's jurisdiction, 3) what the steps are regarding zoning if the City has jurisdiction, 4) what the steps are if the City has no jurisdiction and, 5) how the traffic study will be handled (in-house or contractor).

Commissioner Stefanics pointed out that the agenda should list these points as possible action items.

**X. Public Comment**

None were offered.

**XI. Matters from the Board**

None were offered.

**XII. Executive Session**

None was required.

**XI. Adjournment**

Having completed the agenda and with no further business to come before the Authority, Chairman Mayfield adjourned the meeting at approximately 11:15 a.m.

Approved by:

  
Daniel W. Mayfield, Chair  
Housing Authority Board

ATTEST TO:

  
GERALDINE SALAZAR  
COUNTY CLERK

10-28-2014



Respectfully submitted by:

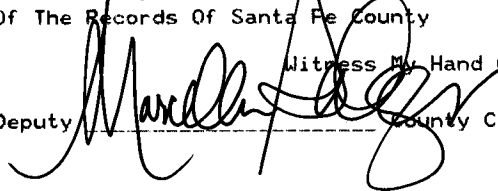
Karen Farrell, Wordswork



COUNTY OF SANTA FE       )  
STATE OF NEW MEXICO    ) ss

HOUSING MINUTES  
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I Hereby Certify That This Instrument Was Filed for  
Record On The 30TH Day Of October, 2014 at 11:18:41 AM  
And Was Duly Recorded as Instrument # 1749659  
Of The Records Of Santa Fe County

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