

Santa Fe County Housing Authority Board
March 25, 2014
Legal Conference Room
10:00 a.m.

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Introductions**
- IV. Approval of Agenda** (Action)
- V. Approval of Minutes** (Action)
- VI. Approval of Resolution 2014-03HB, a Resolution Approving HUD Form 50071, Certification of Payments to Influence Federal Transactions** (Action)
- VII. Approval of Resolution 2014-04HB, a Resolution Approving HUD Form 50077-CR, Civil Rights Certification** (Action)
- VIII. Housing Authority Updates:** (Discussion)
 - a. Site Improvement Plan/CFP Update**
 - b. Vacancy Update**
 - c. Director's Report**
- IX. Public Comments** (Discussion)
- X. Matters from the Board** (Discussion)
 - Executive Session** (Discussion)
 - Adjournment**

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

February 25, 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 10:50 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
Miguel Chavez, Commissioner
Kathy Holian, Commissioner
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
Tony Flores, Manager's Office
Tim Vigil, Assistant County Attorney
Deanna Lopez, Housing Division
Chris Barela, Constituent Liaison
Marcus MacDonald, Housing Accountant
Roberta Martinez, Housing Staff

III. Introductions

Those present introduced themselves, and Mr. Pacheco introduced Roberta Martinez newly hired receptionist for the Housing Authority.

IV. Approval of Agenda

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

V. Approval of Minutes: January 28, 2014

Mr. Loewy noted an error in the second to last paragraph on page two which should read, “facilitate” rather than facility.

Upon motion by Commissioner Chavez and second by Commissioner Stefanics, the minutes as amended were unanimously [5-0] approved. [Commissioners Holian and Anaya were not present for this action.]

VI. Approval of Resolution 2014-02HB, A Resolution Requesting Authorization to Make a Budget Adjustment, a Budget Increase to the FY14 Budget for the Bridge Program

Mr. Pacheco reminded the Board that they have discussed moving this program to Life Link where they can provide case management and vouchers. This adjustment will authorize the movement of the remaining funds to Life Link.

Commissioner Stefanics moved approval and Commissioner Chavez seconded. The motion carried unanimously 6-0. [Commissioner Anaya was not present for this action and arrived shortly thereafter.]

VII. Housing Authority Updates

A. Site Improvement Plan/CFP Update

Jacob D. Martinez: Regarding the sewer line, Mr. Gonzales said a BAR (budget adjustment request) was approved last week to complete the survey necessary for the new easement plat. Following the survey, an environmental assessment will be conducted on the easement area.

Valle Vista: Bid opening occurred on February 19th for the replacement of cabinets. Five bids were obtained.

On-call Roofing: This bid closed on February 18th and the evaluation committee will begin its review of the seven proposals received.

Santa Cruz: The scope of work for bathroom renovations is being prepared.

B. Vacancy Update

Mr. Pacheco reported an increase in the occupancy rate to 97 percent. He credited his

staff for turning the units around promptly.

C. Director's Report

Mr. Pacheco reported that every two years the Section 8 program goes through a purging process asking individuals on the list to respond if they desire to stay on the list. He recognized the work of the Section 8 program staff. HUD has very strict purge requirements and he was pleased with staff's diligence.

Responding to Commissioner Stefanics' question of whether the purge can occur more often, Deanna Lopez, Housing Division said the Authority's Administration Plan calls for a purge every two years.

The Authority is working with procurement staff to revise its contract with the Boys and Girls Club. Mr. Pacheco said the club would be responsible for utilities and light maintenance. He offered to keep the Board apprised of whether the contract can fall under sole source.

The NAHRO, National Association of Housing and Redevelopment Officials, is holding its New Mexico conference in Ruidoso and Mr. Gonzales will be conducting some of the training. He invited interested Commissioners to contact him because there is a training specifically for Commissioners.

IX. Matters from the Public

None were presented.

X. Matters from the Board

Mr. Brugger advised the Authority that the RFP has been released for the Galisteo site project and the pre-proposal meeting is scheduled for February 28th. The proposals are due March 28th and it appears that there is significant interest. A meeting has been scheduled with the neighborhood associations on Saturday, March 15th at 1 p.m. at the Genoveva Chavez Center.

XI. Executive Session

None were presented.

XII. Adjournment

Having completed the agenda and with no further business to come before the Authority, Chair 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

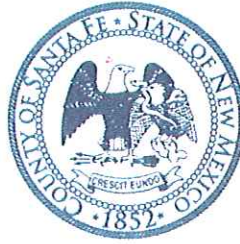
Respectfully submitted by:

Karen Farrell, Wordswork

Daniel "Danny" Mayfield
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Ron Pacheco
Executive Director

Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Memorandum

To: Santa Fe County Housing Authority Board

From: James R. Pacheco, Executive Director *JP*

Date: March 17, 2014

Re: Certification of Payments HB Resolution 2014-03HB

With the approval of our 2014 Capital fund Projects (CFP) Grant we are required to submit a Certification of Payments Form to HUD Offices. This form confirms certification that grant funding was achieved without undue influence from any individual or agency in the process of requesting the grant funding for this fiscal cycle. If and when a lobbyist or other individual does operate to support the achievement of grant funding, this relationship is required to be disclosed through the appropriate form and process provided by HUD.

Certification of Payments to Influence Federal Transactions

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157 (Exp. 01/31/2014)

Santa Fe County Housing Authority Board Resolution No. 2014-03HB

Applicant Name

Santa Fe County Housing Authority

Program/Activity Receiving Federal Grant Funding

Capital Fund Program

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Approved as to form by  _____, Stephen Ross, County Attorney

Name of Authorized Official

Daniel Mayfield

Title

SFC Housing Authority Board Chairperson

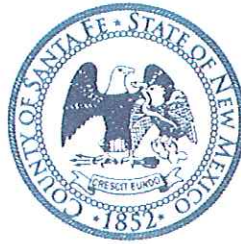
Signature

Date (mm/dd/yyyy)

Daniel "Danny" Mayfield
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Ron Pacheco
Executive Director

Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Memorandum

To: Santa Fe County Housing Authority Board

From: James R. Pacheco, Executive Director *jr*

Date: March 17, 2014

Re: Civil Rights Certification 2014-04HB

This Resolution required annually confirms that the Public Housing Authority certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Santa Fe County Housing Authority Resolution 2014-04HB**Civil Rights Certification****Annual Certification and Board Resolution**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Santa Fe County Housing Authority

NM050

PHA Name

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Approved at to form , Stephen Ross, County Attorney

Name of Authorized Official

Title

SFC Housing Authority Board Chairperson

Daniel Mayfield

Signature

Date

Memorandum

To: Santa Fe County Housing Authority Board
From: Victor Gonzales, Project Manager
Via: James R. Pacheco, Executive Director
Date: 3/12/14
Re: CFP Report

Extension of our Main Sewer Line at Jacob D. Martinez Site

The survey of the property on 4th street will be completed by the end of March.

With a completed survey outlining property boundaries for the easement, County Legal can approve a Phase One Environmental Review as part of the process to install the main sewer line through this private property.

On-Call Roofing

The on-call roofing contract is on the BCC Agenda on March 25, 2014 for approval to procure contracts with five (5) roofing contractors.

Roofing of Housing Units at Valle Vista Site

Two (2) duplexes and one (1) single family dwelling were completely re-roofed at the Valle Vista Site. ABC Roofing Specialist was the roofing contractor for this project.

Bathroom Renovations at Santa Cruz Site

The scope of work and required documentation was submitted to Procurement Division on Friday, March 14, 2014.

Asbestos Abatement

Keer's Environmental will be abating the floors at 108 Camino de Roberto on Tuesday, March 18, 2014. Abatement was completed on Thursday, March 20, 2014.

Keer's was the first contractor on the list of Santa Fe County's Hazardous Waste Contract.

SANTA FE COUNTY HOUSING AUTHORITY
VACANCY REPORT
October 2013 – March 2014

| | October | November | December | January | February | March |
|--|---------|----------|----------|---------|----------|-------|
| Total Units Available for Lease | 199 | 199 | 199 | 199 | 199 | 199 |
| Units Off-line Due to Modernization | 0 | 0 | 1 | 1 | 1 | 1 |
| Vacant Units (ready for occupancy) | 0 | 0 | 2 | 2 | 0 | 0 |
| Total Vacant Units (preparing for occupancy) | 7 | 10 | 5 | 4 | 4 | 4 |
| Vacant Units per Site | | | | | | |
| <u>Valle Vista</u> | 3 | 3 | 2 | 2 | 1 | 1 |
| <u>Santa Cruz</u> | 1 | 3 | 5 | 4 | 3 | 3 |
| <u>Camino de Jacobo</u> | 3 | 4 | 1 | 1 | 1 | 1 |
| Total Units Under Lease | 192 | 189 | 191 | 192 | 194 | 194 |
| | 4% | 5% | 4% | 4% | 3% | 3% |



Units Leased FY 2013-2014

[illegible]

**Santa Fe County Housing Authority
Vacancy and Unit Turnaround**



Units / Modernization
Units / Make Ready
Units Ready for Lease Up
Scheduled Lease-up
Units Leased FY 2013-2014

**Santa Cruz
March 12, 2014**

| Address | Bdrm Size | Move Out Date | Date to Maint | Date Unit Completed | Make Ready Date | Lease-Up Date | # of Days Lease-Up | Make Ready | # of Days Vacant | Tenant | Comment | Tenative Tenant | Comments |
|---------|-----------|---------------|---------------|---------------------|-----------------|---------------|--------------------|------------|------------------|------------|--------------|-----------------|----------|
| 154 Q | 5 | 3/8/13 | 3/11/13 | 8/14/13 | 8/14/13 | 8/15/13 | 1 | 159 | 160 | A. Marquez | moved out | M Ortega | transfer |
| 110 DR | 2 | 6/25/13 | 6/25/13 | 9/9/13 | 9/9/13 | 9/13/13 | 4 | 76 | 80 | A Gabaldon | abandoned | F Ortiz | |
| 134 Q | 3 | 7/9/13 | 7/9/13 | 10/9/13 | 10/9/13 | 10/11/13 | 2 | 92 | 94 | J Sosa | abandoned | Quiropz | |
| 144 Q | 2 | 7/31/13 | 8/5/13 | 9/3/13 | 9/3/13 | 9/3/13 | 0 | 34 | 34 | M Martinez | Sheriff unit | State Police | |
| 154 Q | 5 | 9/10/2013 | 9/10/2013 | 10/9/2013 | 10/9/2013 | 10/11/2013 | 2 | 29 | 31 | M Ortega | Evicted | Guzman | |
| 106 DR | 2 | 10/2/13 | 10/2/13 | 10/30/13 | 10/30/13 | 11/8/13 | 9 | 28 | 37 | C Martinez | moved out | H Cuevas | |
| 152 Q | 3 | 9/13/2013 | 9/13/2013 | | | | | | | F Ortiz | Transferred | | |
| 139 Q | 3 | 10/29/13 | 10/29/13 | 12/26/13 | 12/26/13 | 12/31/13 | 5 | 58 | 63 | A Martinez | Moved out | J Coriz | |
| 132 Q | 3 | 11/4/13 | 11/4/13 | 11/19/13 | 11/19/13 | 12/5/13 | 16 | 15 | 31 | E Varela | moved out | T Marquez | |
| 147Q | 2 | 12/3/13 | 12/3/13 | 2/10/14 | 2/10/14 | 2/11/14 | 1 | 69 | 70 | S Maes | moved out | E Lovato | |
| 128 Q | 3 | 12/3/2013 | 12/3/2013 | 1/31/2014 | 1/31/2014 | 1/31/2014 | 0 | 59 | 59 | M Cuevas | moved out | Grace C | |
| 126 Q | 3 | 12/5/2013 | 12/5/2013 | 3/6/2014 | 3/6/2014 | 3/7/2014 | 1 | 91 | 92 | L Pena | Evicted | R Bermudez | |
| 108 CDR | 2 | 1/31/2014 | 1/31/2014 | | | | | | | P Martinez | moved out | | |
| 150 Q | 3 | 1/25/2014 | 1/25/2014 | | | | | | | M Garcia | Evicted | | |

[illegible]

Memorandum

To: Santa Fe County Housing Authority Board
From: Ron Pacheco, Executive Director, Santa Fe County Housing Authority
Date: 3/18/2014
Re: Director's Report

REAC (REAL ESTATE ASSESSMENT CENTER) INSPECTIONS IN APRIL

Every two years the Santa Fe County Housing Authority undergoes a comprehensive inspection of our three housing sites. This Real Estate Assessment Center (REAC) inspection will begin on April 29th and finish at the end of the day on April 30th. Staff has begun the process of preparing each site for this important inspection process. Interiors of public housing homes will be inspected as well as the surrounding property and common areas at each site. Maintenance staff is working to be ready for this two day inspection next month.

THE HOUSING CHOICE VOUCHER PURGE PROCESS IS COMPLETE

Housing Staff has worked diligently for the past month to purge our Housing Choice Voucher waiting list as required in our administrative procedures. Letters were sent to each family on our extensive list. The letters asked families to respond as to whether they would want to continue to seek voucher payment assistance from the county in the future when their name is selected from the waiting list. This process is complete and the up-to-date shorter list will be used to select families for voucher assistance. This process is detailed and comprehensive and staff has done a good job of working through this process and completing it in an efficient manner. As a result of the purge process the list has gone from 1513 to 703 (one thousand five hundred-thirteen to seven-hundred and three) families waiting for an available voucher.

CLEAN-UP DAYS AT SANTA CRUZ AND VALLE VISTA ARE SCHEDULED

As Spring approaches, along with our scheduled REAC inspection, we will be scheduling two Public Housing site Clean-up Days. The first Clean-up day will be at the end of this month and the second clean-up day will be the first week of next month. The Santa Cruz Housing site will be worked on Saturday March 29th, beginning at 8:00am and continue until finished, probably in the early afternoon. The Valle Vista Housing site will be cleaned the following week on April 5th, at 8:00am and should also conclude in the early afternoon. The work consists of tree trimming, weed cutting and trash pick-up for the most part. Housing staff and County employees have been very generous with their time in the past and we are hopeful that this will be the case again this year.

HOUSING CHOICE VOUCHER REVIEW BY HUD STAFF

On March 19th thru March 21st, HUD administrative staff will be conducting an on-site assessment of the financial condition, governance and Section Eight Management Assessment Program (SEMAP) certification of the Santa Fe County Housing Authority. We welcome the opportunity to affirm the best practices staff has used to manage the daily operation of the programs under review and we look forward to the administrative direction that HUD staff will provide to assist us in doing a better job in our program management. An entrance conference will be held at 8:30am on the first day of the visit and an exit conference will end the visit at 2:00pm on the final day.

REAC is Coming

REAC (Real Estate Assessment Center) is coming to inspect the Housing Authority's property which includes our rental units. They will be here on April 29th and 30th. Now is the time to start cleaning and uncluttered your unit and clean your yard.

All outlet and switch covers must be in place with no cracks. Smoke alarms should be working. Furniture should not be in front of the windows that impedes a way out of the unit in case of an emergency. All light bulbs should be in the sockets both inside and outside the unit. All light covers should be in place. Remove plastic from the windows and reverse privacy locks placed on the bedroom doors.

Farewell to Travis

Travis Schonrock's last day with the Santa Fe County Housing Authority was February 28, 2014.

Travis is now employed by the Santa Fe Public School System. Let's all wish Travis GOOD LUCK in his new endeavors.

He will be miss!!!

Day Light Savings Time

Spring Ahead Fall Back

It is that time of year to turn our clock ahead one hour. Day light Savings Time is March 9th.



Resident Council Meetings for March is as followed:

Valle Vista Resident Council is at the Valle Vista Office at 6:00 PM on March 11, 2014.

Camino de Jacobo Resident Council is at 57 Camino de Jacobo at 1:00 PM on March 17, 2014.

Santa Cruz Resident Council is at 153 Camino de Quintana (Santa Cruz Office) at 4:00 PM on March 11, 2014.

In April, all three housing sites will be having its Annual Easter Egg Hunt. Look for the dates and times in the next newsletter.



RENT

It is beginning to sound like a broken record but here we go again. Rent is due and payable by the 1st of the month and is late after the 5th of the month.

A lot of time is involved by three office staff to send out notices of Non-Payment of Rent and set appointments for tenants that do not pay their rent on time.

Refer to your lease: Section XIV. Termination of the lease Part (a) This lease may be terminated ...

- (1) The failure to pay rent or other payments when due:
- (2) Repeated late payment, which is defined as failure to pay the amount of rent or other charges due by the 5th of the month. **Four such payments within a 12 month period shall constitute a repeated late payment.**

Your rent payment is a large part of the Housing Authority's Public Housing Annual Operating Budget. If the Housing Authority cannot afford to pay its bills and maintain its units, there would be no place for residents to live.

IT IS IMPORTANT TO PAY YOUR RENT!!!!

FSS Training

On March 19, 2014, 5:30 PM at 57 Camino de Jacobo, there will be a training on "Eating Right". Let's start your spring off Healthy!

Remember the FSS Trainings are mandatory and part of your Contract of Participation.

Community Service Requirements

If you are required to perform community service, you must submit proof monthly that you are fulfilling your obligation to the Housing Authority and to HUD.

Hint: If you receive a Utility Payment check from the Housing Authority chances are high that you owe community service.

Santa Fe Children's Project

The Santa Fe Children's Project provides high quality Pre-K Classes. The Children's Project is now accepting application for the 2014-2015 school year. Children must be 4 years old by September 1, 2014.

Apply Today

The Early Learning Center at Aspen

430 La Madera

Santa Fe, NM 87501

To apply, please bring your child's birth certificate, current immunization records, and one form of address verification.

For More Information call Alisia Fava at 505-819-9689

Spring is just around the Corner

The weather is unusually warm; so let's get outside and start cleaning the yards! Starting in March the Housing Authority will begin conducting yard inspections. Staff will be issuing yard violations to residents that need to tend to their yard. These are your communities! Sow some pride in where you live.

CLEAN YOUR YARD

Old Wives' Tales

- If your right ear itches, someone is saying something nice about you. If it's the left ear, someone's saying something bad about you.
- If your nose itches, you will soon get a visitor. Right nostril indicates a female visitor, left nostril indicates a male.
- Bride's wear veils due to the ancient belief that it will protect them from jealous evil spirits.
- Covering your mouth when you yawn will prevent your soul from leaving your body.
- Use the same pencil for taking a test as was used for studying for the same test. The pencil will remember the answers.