

Santa Fe County Housing Authority Board Meeting
April 28, 2015
Legal Conference Room
1 p.m.

AMENDED AGENDA

- I. Call to Order
 - II. Roll Call
 - III. Introductions
 - IV. Approval of Agenda (Action)
 - 1. Amendments
 - 2. Tabled or Withdrawn Items
 - V. Approval of Minutes (Action)
 - VI. Approval of Resolution 2015-___HB, a Resolution Approving HUD Form 50077-CR, Civil Rights Certification (Action)
 - VII. Approval of Resolution 2015-___HB, a Resolution Approving HUD Form 50071, Certification of Payments to Influence Federal Transactions (Action)
 - VIII. Approval of Resolution 2015-___HB, a Resolution Approving HUD Form 50070, Certification of a Drug-Free Workplace (Action)
 - IX. Approval of Resolution 2015-___HB, a Resolution Approving HUD Form 50077, PHA Certification of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan (Withdrawn) (Action)
 - X. Update and Formal Direction Regarding Affordable Housing Project at the Galisteo Site (Discussion and Possible Action)
 - XI. Housing Authority Updates: (Discussion)
 - a. Site Improvement Plan/CFP Update
 - b. Vacancy Update
 - c. Director's Report
 - XII. Public Comments (Discussion)
 - XIII. Matters from the Board (Discussion)
 - XIV. Executive Session (Discussion)
- Adjournment

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

March 31, 2015

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 1:00 p.m. by Vice Chair Miguel Chavez.

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

Members Present:

Miguel Chavez, Commissioner
Kathy Holian, Commissioner
Liz Stefanics, Commissioner
Joseph Loewy, Community Member

Member(s) Excused:

Robert Anaya, Commission Chair
Henry Roybal, Commissioner
Frances Ong, Resident Member

Staff Present:

Katherine Miller, County Manager
Ron Pacheco, Housing Authority Director
Victor Gonzales, Housing Authority Staff
Lynette Kennard, Accounting Division
Marcus MacDonald, Housing Accountant
Deanna Lopez, Housing Division
Greg Shaffer, County Attorney
Tony Flores, Deputy County Manager
Chris Barela, Constituent Liaison
Lisa Katonak, County Manager's Office
Bill Taylor, Procurement Manager

III. Introductions

Those present introduced themselves.

IV. Approval of Agenda

Commissioner Stefanics moved to approve the agenda. Mr. Loewy seconded and the motion passed by unanimous [4-0] voice vote.

V. Approval of Minutes: February 24, 2015

Upon motion by Commissioner Stefanics and second by Commissioner Holian, the minutes were unanimously approved as submitted.

VI. Update and Formal Direction Regarding Affordable Housing Project at the Galisteo Site

Tony Flores, Deputy County Manager, advised the Board that at the last Authority meeting he had indicated that a LOI (Letter of Interest) was issued on March 10th for a professional firm to conduct a site analysis, a feasibility analysis and a traffic impact analysis. A notice to proceed was issued to Wayne Lloyd & Associates. A kick-off meeting occurred last week with Mr. Lloyd, representatives of the City of Santa Fe and County staff to begin the process. The goal is to complete this portion of the project within the next 60 to 90 days and return to the Authority for direction. Proposed for inclusion within the development is low-, medium- and high-density housing. Securing financing and tax credit for the project will also be investigated.

Mr. Flores confirmed that staff hopes to present the initial site analysis and feasibility report at the end of May or perhaps June.

VII. Resolution Regarding the Write-off of Uncollectable Accounts for Public Housing and Housing Choice Voucher Program (HB 2015-01)

Mr. Pacheco said on a regular basis uncollectable debt from former clients of the Housing Authority is written off. The resolution and attached list contains the proposed write-offs for this year. He assured the Authority that staff has made every effort possible to collect before recommending it as a write-off.

Mr. Loewy observed that the debt of one individual dates back to 2000. He asked whether there was an explanation regarding this recommendation.

Marcus MacDonald, Housing Accountant, said there was a transition period in 1996 when the Authority went from being a non-profit to a governmental organization. This list attempts to write off all outstanding debt. Mr. MacDonald confirmed that staff will be presenting an uncollectable debt resolution on an annual basis.

Commissioner Stefanics moved to approve Housing Authority Board Resolution 2015-01HB. The motion was seconded by Mr. Loewy.

Manager Miller asked about the staff process for determining which debts are to be written off. Mr. Pacheco said once a client is delinquent staff immediately attempts collection. Phone calls are made and at some point the individual becomes untraceable. If the individual should resurface seeking housing with another agency or voucher eligibility, staff will follow up and try to collect. An outside collection agency is not used.

Manager Miller recommended the development of a concise written procedure. Mr. MacDonald said Resolution 2011-07 serves as the enabling document for the uncollectable debt policy and federal guidelines are also used.

Manager Miller requested the policy be presented to the Authority at the next meeting.

Commissioner Stefanics suggested that in the future the HUD guidelines for uncollectable debt be incorporated into the resolution making it as explicit as possible.

The motion to approve the resolution passed by unanimous [4-0] voice vote.

VIII. Housing Authority Updates

A. Site Improvement Plan/CFP Update

Mr. Gonzales offered the following information:

- Home sale unit remodel at Valle Vista bid was awarded to Sole System
- Remodel of unit at Santa Cruz was awarded to Southwest Construction and Landscaping
- A purchase order for the easement appraisal at the Camino de Jacobo sewer line site has been generated

Mr. Pacheco said a landscape clean-up day will occur at the Santa Cruz site in May.

Commissioner Stefanics said she and Commissioner Roybal discussed the ditch behind the Boys & Girls Club at the Santa Cruz site which requires monitoring and cleanup. Mr. Pacheco said he was recently contacted by a neighbor in the area who expressed concern about the littering of drug paraphernalia. The Authority is looking for a police officer to move into a vacant unit and Mr. Pacheco said he would be meeting with Club Director Abeyta to discuss this issue. He further noted that it is important that problematic tenants are evicted.

Mr. Gonzales said staff also has to work with the Santa Cruz Acequia Association to fence areas.

Mr. Loewy recommended the locating of law enforcement at the site be expedited.

B. Vacancy Update

Mr. Pacheco reported that they are at 96 percent occupancy. He recognized the excellent work of staff in keeping the occupancy rate up. While the County is above the State average of 87 percent, he wants to reach HUD's request of 98 percent. Currently, there is a shift of public housing tenants that are now eligible for Section 8 housing thus creating additional vacancies.

Mr. Pacheco said the biggest challenge is the inventory age which requires constant maintenance. Staff has developed a strategy to replace furnaces.

C. Director's Report

Mr. Pacheco presented the SEMAP (Section Eight Management and Performance) Certification as requested by Chair Anaya. The Authority's rating is standard as documented in the letter provided within the packet. The Authority is working to achieve a higher rating and perform at the highest level possible.

Noting the time lag, Mr. Loewy said it may be difficult to receive a high performance rating from HUD this year.

IX. Matters from the Public

None were presented.

X. Matters from the Board

Commissioner Holian asked about the gardening efforts at Jacobo. Mr. Pacheco said he has seen residents working in the garden and plant donations are welcomed.

Mr. Loewy submitted his support for the staff recommendation appointment of Cathy Hurtado to the Housing Authority Board.

XI. Executive Session

An executive session was not needed.

XII. Adjournment

Having completed the agenda and with no further business to come before the Authority, Vice Chair Chavez adjourned the meeting at approximately 1:40 p.m.

Approved by:

Robert A. Anaya, Chair
Housing Authority Board

ATTEST TO:

GERALDINE SALAZAR
COUNTY CLERK

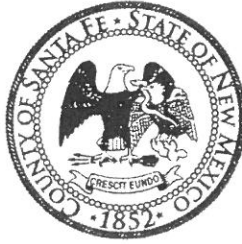
Respectfully submitted by:

Karen Farrell, Wordswork

Henry P. Roybal
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

Memorandum

Date: April 28, 2015

To: Santa Fe County Housing Authority Board

From: J. Ron Pacheco, Executive Director, Santa Fe County Housing Authority
Tony Flores, Deputy County Manager

Subject: 2600 Galisteo Road – Multi-housing Project

Background:

On January 21, 2015, Santa Fe County, through the Procurement Office, issued a request for Letter of Interest (LOI) for professional services to conduct a site analysis and preliminary development plan for the above referenced property.

Specifically the professional services are to include the following:

- Site Analysis:
 - Review and analysis of applicable Land Use and Zoning Requirements and related requirements
 - Utility Analysis
 - Geo-Technical Analysis
 - Environmental Review
 - Open Space Requirements
- Preliminary Master Plan:
 - Density
 - Development Layout Options
 - Parking
 - Lot Coverage
 - Traffic Analysis

As a result of the LOI, Santa Fe County entered into a professional services agreement with Lloyd and Associates (LA) for the contemplated services, and the following project schedule has been established:

- Draft Deliverable May 8, 2015
- County Review of Draft May 15, 2015
- Final revisions of Deliverable May 22, 2015

Staff have been conducting weekly project meetings with LA, and at their latest meetings were provided a "preliminary site plan" including potential density options for further development.

During the next three weeks, these items will be refined in accordance with the City of Santa Fe Zoning Requirements, with a final deliverable presented to the County by May 22, 2015.

Recommendation:

There is no recommendation at this time as the information presented is for update purposes only.

Exhibits:

A – Preliminary Site Plan