

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

October 25, 2011

This meeting of the Santa Fe County Housing Authority was called to order by County Commission Chair Virginia Vigil on the above-cited date in the Santa Fe County Legal Conference Room, at the County Courthouse at approximately 10:25 a.m.

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

Members Present:

Virginia Vigil, Chair, Commissioner
Liz Stefanics, Vice Chair, Commissioner
Danny Mayfield, Commissioner
Tim Vigil, Community Member
Frances Ong, Resident Member

Member(s) Excused:

Kathy Holian, Commissioner
Robert Anaya, Commissioner

Staff Present:

Katherine Miller, County Manager
Dodi Salazar, Housing Authority Director
Penny Ellis-Green, Deputy County Manager
Joseph Gutierrez, CSD Director
Rachel Brown, Deputy County Attorney
Victor Gonzales, Housing Staff
Deanna Lopez, Housing Staff
Tracy Young, Housing Accountant
Chris Barela, Constituent Liaison

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 1ST Day Of December, 2011 at 02:36 P
And Was Duly Recorded as Instrument # 1652763
Of The Records Of Santa Fe County

Witness My Hand And Seal Of
Valerie Espir
Deputy County Clerk, Santa Fe,

III. APPROVAL OF AGENDA

No changes were suggested and Commissioner Stefanics moved to approve the agenda as presented. Her motion was seconded by Commissioner Mayfield and passed by unanimous [5-0] voice vote.

IV. APPROVAL OF MINUTES: September 27, 2011

Commissioner Stefanics moved to approve the minutes as published. Commissioner Mayfield seconded and the motion passed by unanimous [5-0] voice vote.



RECORDED 12/21/11

V. **APPROVAL OF RESOLUTION 2011-17: A Resolution Requesting Approval of Amendment #7 to the Performance Agreement between Santa Fe County Housing Authority and the New Mexico Mortgage Finance Authority for the Linkages Permanent Supportive Housing Rental Assistance Program (\$99,567.00)**

Ms. Salazar pointed out the program is designed to provide rental assistance for low income individuals with serious mental illness. Thirteen vouchers are provided, and this the final renewal year.

Commissioner Stefanics moved to approve Resolution 2011-17 and Commissioner Mayfield seconded.

Chair Vigil asked if it was possible to get more vouchers. Ms. Salazar said they are currently cutting funding. The chair stated she was informed there are programs available for funding opportunities and she asked that research be done to seek those programs.

The motion passed by unanimous [5-0] voice vote.

VI. **APPROVAL OF CHANGE ORDER: #1 to the Owner/Contractor Agreement between Santa Fe County and Westwind Landscape Construction, Inc. for Landscaping Services at the Camino de Jacobo Housing Neighborhood (\$175,125.15)**

Ms. Salazar stated the change order is to complete Phases 2 and 3 of the landscaping project. Phase 1 is complete.

Commissioner Stefanics moved to approve the change order and Mr. Vigil seconded. The motion passed by unanimous [5-0] voice vote.

VII. **HOUSING AUTHORITY UPDATES**

a) **Site Improvement Plan Update**

Ms. Salazar referred to information, saying the fencing is 90 percent completed in Santa Cruz and will be starting soon at Valle Vista. Tree removal at Santa Cruz is also 90 percent complete and 80 percent complete at Valle Vista. Paperwork for window replacement is being submitted to Legal. An IFP will go out for both sidewalks and stucco. The contract for bathroom renovation is being finalized. Twelve bathrooms will undergo asbestos abatement in Valle Vista and Santa Cruz.

Accountant Tracy Young reviewed the spreadsheet that updates monthly progress. Commissioner Stefanics said she was happy to see the spreadsheet, adding that she relies on staff to monitor the situation. Ms. Salazar said they meet on a weekly basis.

b.) **Vacancy Update**

Ms. Salazar said there were currently 199 units available, 189 of which are leased, for a 5 percent vacancy rate. Commissioner Stefanics asked if the number of Section 8 vouchers was

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limited by financial constraints, and Ms. Salazar said they were limited. There are 1200 people on the section 8 waiting list. The money comes from HUD, although there are other programs available such as Linkages and VASH. Beyond that there are 276 vouchers including VASH, which amounts to \$1.6 million.

Ms. Salazar explained that they submit numbers monthly to HUD updating data on leases and the waiting list.

Commissioner Stefanics recalled that increasing the number of rental units had been discussed in the past.

Ms. Salazar noted that the recertification is required annually and the waiting list is purged every other year. She noted that rent is based on 30 percent of the residents income, and utility allowances are deducted from that.

c) Capital Fund Report

Ms. Salazar said the CFP update was included in the site improvement report.

d) Director's Report

Ms. Salazar said the full REAC inspection were done and the scores increased, bringing them up to 28.8, which falls within the standard rating. Compliments were received on how much improvement had been achieved.

Ms. Salazar announced the PHAS assessment is being modified and they will be requiring a 97 percent occupancy rate, something nearly impossible to achieve.

Commissioner Stefanics asked if it would be possible to do regular inspections to avoid units falling into condition requiring major improvement. Ms. Salazar said they are inspected once a year. If they do not come into compliance they can be terminated.

Commissioner Mayfield asked about downtime between tenants and Ms. Salazar said it depends on the condition of the unit. It can take up to three months. Some of the work can be contracted out if necessary.

Ms. Miller stated that although they're supposed to give 30 days notice, this does not always happen, and sometimes a number of units become vacant at the same time. It will be difficult to maintain 97 percent occupancy over the long run. She noted it is an advantage having the Housing Authority as part of the County so that other staff can be used when necessary.

Commissioner Mayfield asked if the 97 percent was computed as an average and was told it was, and is computed as to status at the first of the month.

Commissioner Mayfield asked if the improved REAC score meant there would be no sanctions and Ms. Salazar said that was the case.

Ms. Salazar said she is discussing jurisdictional issues with the City's Civic Housing Authority. As it stands, there is a \$47.50 per month management fee paid when a County client relocates to the City and vice versa. She noted that the City regularly closes their waiting list. There was Authority consensus to pursue a cross-jurisdictional agreement.

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Regarding foreclosure prevention, Ms. Salazar stated that by default, HUD has approved an amendment to the County's program. She is working with Darlene Vigil in letting people know what is available. A foreclosed house has been purchased and County employees will be notified.

A smoke-free policy will be instituted at the housing sites. A survey was taking showing the residents are open to the idea.

Ms. Salazar said the operating budget was submitted, and she referred to a "huge change" whereby HUD will be requiring Housing Authorities to use their cash reserves. Commissioner Stefanics suggested building a unit, and Ms. Miller suggested that instead of using the money from home sales for renovations that the cash balance be used. Various strategies were discussed to avoid having money absorbed by HUD. Ms. Young stated HUD is already aware of amount unencumbered as of March 2011; Ms. Miller said that figure is now irrelevant.

Ms. Young noted that HUD had been made aware that there was \$4 billion sitting in the accounts of Housing Authorities across the country, and that HUD planned to lower funding amounts to force the use of cash reserves.

Ms. Salazar indicated that Mr. Tim Vigil's term on the Authority is expiring in January and he has indicated a willingness to continue to serve.

VIII. MATTERS FROM THE BOARD

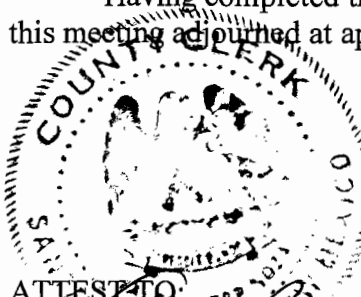

None were presented.

IX. EXECUTIVE SESSION

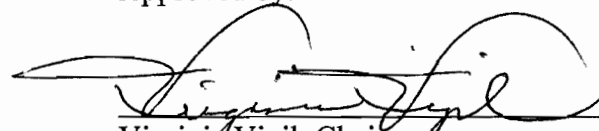
There were no issues requiring executive session.

X. ADJOURNMENT

Having completed the agenda and with no further business to come before the Authority, this meeting adjourned at approximately 11:05 a.m.


ATTEST TO:

VALERIE ESPINOZA
COUNTY CLERK

Approved by:


Virginia Vigil, Chair
Housing Authority Board

Respectfully submitted,
Debbie Doyle, Wordswork