

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD



April 26, 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 10:00 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
Robert Anaya, Commissioner
Kathy Holian, Commissioner
Danny Mayfield, Commissioner
Tim Vigil, Community Member
Frances Ong, Resident Member

Member(s) Excused:

None

Staff Present:

Dodi Salazar, Housing Authority Director
Penny Ellis-Green, Deputy County Manager
Rachel Brown, Deputy County Attorney
Victor Gonzales, Housing Staff
Deanna Lopez, Housing Staff
Joseph Gutierrez, Community Services Director
Chris Barela, Constituent Liaison
Larry Narvaiz, Maintenance Supervisor
Carlos Nava, Accounting

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss
I Hereby Certify That This Instrument Was Filed
Record On The 30TH Day Of June, 2011 at 02:55:
And Was Duly Recorded as Instrument # 1639000
Of The Records Of Santa Fe County
Deputy _____ Witness My Hand And Seal
Valerie
County Clerk, Santa Fe

III. APPROVAL OF AGENDA

Commissioner Holian moved to approve as presented. Her motion was seconded by Commissioner Stefanics and passed by unanimous [6-0] voice vote. [Commissioner Mayfield was not present for this action.]

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IV. APPROVAL OF MINUTES: March 29, 2011

Commissioner Holian moved to approve the minutes as published. Commissioner Stefanics seconded and the motion passed by unanimous [6-0] voice vote. [Commissioner Mayfield was not present for this action and arrived shortly thereafter.]

V. APPROVAL OF RESOLUTION 2011-05: A Resolution approving the PHA Certification of Compliance with the PHA Plans and Related Regulations (to accompany the five-year plan

Ms. Salazar advised the Board that the Quality Housing and Work Responsibility Act mandates that public housing agencies prepare a five-year and annual plan. The five-year plan describes the mission of the agency and its long-range goals. The annual plan details the operations, program participants, programs and services, and the strategy for handling operational issues and resident concerns and needs for upcoming fiscal year. The five-year plan was submitted in 2009 and at this time staff is requesting approval of amendments which include additional uses of home sales funds and an update to the capital fund.

The additional uses include foreclosure prevention, emergency mortgage assistance, purchase of land, development projects, purchase of units or buildings, down payment assistance, etc.

Commissioner Anaya asked whether staff has developed specifics regarding a comprehensive plan associated with available capital. Ms. Salazar responded that staff is working on the plan that she hoped to present at the next meeting. The plan will focus on addressing deficiencies within the program.

Ms. Salazar said amendments to the CFP five-year plan outline physical improvements at the sites over the next five years. Victor Gonzales explained that the CFP program requires an annual plan and breakdown of funding. Items include re-stucco, reroofing, remodeling, asbestos abatement, and replacement of stoves/refrigerators as well as staff training and associated administrative costs.

Commissioner Stefanics said the long-range plan on how the County upgrades the public housing environment should be in sync with the PHA plans.

Ms. Salazar clarified that the request before the Authority relates to an annual grant of approximately \$300,000 which requires the items Mr. Gonzales mentioned be addressed. The grant is driven by unit upgrades rather than an overall improvement. She said at this point the capital fund and operational fund programs are being cut.

Commissioner Anaya supported including an appendix to the application outlining resources that will be targeted to conduct improvements to demonstrate to HUD that the County is heeding their advice.

Commissioner Vigil opened the meeting to public comments and none were offered.

Commissioner Holian moved to approve Resolution 2011-05. Commissioner Anaya

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seconded and added a friendly amendment that additional draft planning information relevant to other needs be included in the document.

Commissioner Vigil asked that the appendix-type information focus on this Authority's intent to investigate and implement alternative and renewable energy options in remodeling/upgrades

The motion passed by unanimous [7-0] voice vote.

VI. HOUSING AUTHORITY UPDATES

a) Vacancy Update

Ms. Salazar reported there are 10 vacant units translating to a 5 percent vacancy rate.

Commissioner Anaya asked Maintenance Supervisor Narvaiz to provide information regarding preparing a unit for re-rental.

Mr. Narvaiz said when a unit is vacated the first task is damage assessment. Although some units require merely paint and cleaning the majority need a great deal of work and he mentioned having to replace the floor of one unit in Santa Cruz. He commented that he pulls staff in to make sure a unit can be ready for rental as soon as possible. Currently, his staff is short a groundskeeper which has been an added pressure.

Commissioner Anaya said he appreciated the balancing act of fixing a unit, maintaining the grounds and other jobs that Mr. Narvaiz and his staff accomplish.

Ms. Salazar said 32 units have been turned over in the past eight months. She attributed some of the movement to the fact many of the County's public housing tenants received Section 8 eligibility.

b) Capital Fund Report

Mr. Gonzales reported that the final architectural design was submitted by R2 Architectural Design & Consulting for bathroom remodels at all three sites.

Referring to the energy audit report for submission to HUD, Mr. Gonzales said it relates to kilowatt usage for vacant units and offices per site, in addition to water, electric and gas use and sewage cost. HUD will ask whether energy savings efforts have been made. Mr. Gonzales said the audit is conducted every five years and this report revealed a reduction in energy use. Commissioner Holian requested copies of the recent and previous audit reports.

c) Director's Report

Ms. Salazar stated that REAC (Real Estate Assessment Center) denied the County's request for an appeal of the physical assessment score. She said she talked to HUD about the ramifications of receiving a substandard score for the physical assessment component of the

units. Her understanding is that the County would have to enter into an MOA with HUD specifically detailing how the substandard score would be improved.

Ms. Salazar said REAC will be reassessing every housing authority in the country and she received notification from REAC that Santa Fe's new assessment will occur in June or July 2011.

Commissioner Anaya requested that staff prepare a list of the items REAC marked down the facilities for and provide a work plan to address those items at the next meeting. He suggested that list can be provided to the REAC inspector to demonstrate what has been done to mitigate deficiencies.

Ms. Salazar said there was a very successful community clean-up at the Camino de Jacobo site. Staff has inspected Santa Cruz and issued 39 violation notices.

She reviewed the remainder of her report which included the landscaping contract for Camino de Jacobo, staff training, staff evaluations and a resolution to write off uncollectible debts.

Responding to Commissioner Stefanics question regarding the length of time it takes the legal department to review a contract, Deputy Attorney Brown said it varies depending on the type of contract. She said if it does not involve engineering or construction they tend to take two weeks. Commissioner Stefanics said she thought that was too long and asked Ms. Ellis-Green to look into the process because the length of time can create issues within a department.

Commissioner Stefanics asked that staff develop a policy to address uncollectible debt. She understood the conflict with government financing but this problem will continue to appear and it should be addressed with DFA.

Regarding site cleanup, Commissioner Mayfield said the County is actually a tenant at senior centers/community centers and offices and he recommended a self-assessment. He mentioned a safety issue with the utility boxes at the Santa Cruz park site.

Mr. Gutierrez said staff has begun discussions on this issue and has responsibilities to maintain senior centers and other properties.

Mr. Gonzales added that those issues will be itemized in the REAC report.

VII. MATTERS FROM THE BOARD

Commissioner Holian asked about the community garden former Commissioner Hoffman was maintaining. Ms. Salazar responded that in anticipation of the landscaping project nothing is happening with the garden but there is a community garden component in the plan.

Mr. Narvaiz said the garden tools are secured in a storage shed.

Commissioner Anaya pointed out that the roadways at the three sites have never been officially adopted as County roads within the road plan. He asked Ms. Ellis-Green and Ms. Salazar to work with Robert Martinez to get these roads included in the County inventory.

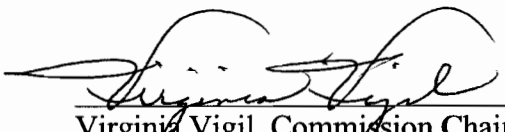
VIII. EXECUTIVE SESSION

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 10:45 a.m.

Approved by:


Virginia Vigil, Commission Chair
Housing Authority Board





VALERIE ESPINOZA
COUNTY CLERK

Respectfully submitted,

Karen Farrell, Wordswork

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