

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

June 28, 2011



This meeting of the Santa Fe County Housing Authority was called to order by County Commission Vice Chair Liz Stefanics on the above-cited date in the Santa Fe County Legal Conference Room, at the County Courthouse at approximately 10:05 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
Frances Ong, Resident Member

Staff Present:

Katherine Miller, County Manager
Steve Ross, County Attorney
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
Larry Narvaiz, Maintenance Supervisor
Helen Perraglio, Accounting Oversight Manager
Tracy Young, Housing Accountant
Donna Dean, Housing Authority

Member(s) Excused:

Tim Vigil, Community Member

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss
HOUSING MINUTES
PAGES: 5
I Hereby Certify That This Instrument Was Filed for
Record On The 27TH Day Of July, 2011 at 03:58:13 AM
And Was Duly Recorded as Instrument # 1641131
Of The Records Of Santa Fe County
Deputy County Clerk, Santa Fe, NM
Valerie Espinoza
Address/My Hand And Seal Of Office

III. APPROVAL OF AGENDA

Commissioner Holian moved to approve the agenda as amended. Her motion was seconded by Commissioner Mayfield and passed by unanimous [5-0] voice vote. [Chair Vigil was not present for this action.]

This motion was withdrawn because there were no amendments. Commissioner Holian moved to approve the agenda as published and Commissioner Mayfield seconded. The motion passed without opposition.

IV. APPROVAL OF MINUTES: April 26, 2011

Commissioner Holian moved to approve the minutes as published. Commissioner Mayfield seconded and the motion passed by unanimous [5-0] voice vote. [Chair Vigil was not present for this action and arrived shortly thereafter.]

V. APPROVAL OF RESOLUTION 2011-07: A Resolution Adopting an Uncollectable Tenant Account Receivables Write-off Policy and Procedures

Ms. Salazar advised the Board that HUD encourages housing authorities to write off bad debt. She said the policy and procedures describe the criteria that the Authority will use to write off uncollectable tenant account receivables. She noted that staff worked closely with Finance staff and 1996 was the last time bad debts were written off.

Commissioner Holian moved to approve Resolution 2011-07. Commissioner Anaya seconded. The motion passed by unanimous [5-0] voice vote. [Commissioner Stefanics was not present for this action.]

VI. APPROVAL OF RESOLUTION 2011-06: A Resolution Writing Off Uncollectable Accounts for the Santa Fe County Housing Authority's Public Housing Program

Ms. Salazar said the uncollectable amount is \$138,545.82 and approving this resolution will allow the Authority to remove these accounts from their records.

Commissioner Mayfield asked whether these debts impact the Authority's ability to receive federal dollars. Ms. Perraglio said the purpose of this resolution is for the Housing Authority Board to take formal action in approving the write-off. She said for financial reporting purposes an adjustment would occur that would reflect the bad debt. The resolution is part of HUD's requirements.

Ms. Salazar said the bad debt can only be incurred once the tenant has vacated the unit.

Commending staff for completing this issue, Commissioner Stefanics moved to approve Resolution 2011-06. Commissioner Anaya seconded and the motion passed by unanimous [6-0] voice vote.

VII. APPROVAL OF RESOLUTION 2011-08: A Resolution Approving the Santa Fe County Housing Authority's Payment Standards

Ms. Salazar said HUD requires the Housing Authority to set payment standards between 90 and 110 percent of the annually published fair market rent. Staff is requesting that the policy be set at 90 percent with the exception of the one bedroom which would be set at 95 percent.

Commissioner Anaya moved to approve Resolution 2011-08. Commissioner Stefanics seconded and the motion passed by unanimous [6-0] voice vote.

VIII. PUBLIC HOUSING SITE IMPROVEMENT PLAN

Ms. Salazar indicated that the plan was being presented for the Board's review and following that review she hoped it could be acted on at the next meeting. She explained the matrix noting its headings that included: identified deficiency, recommendation, action, estimated cost and funding source, estimated timeline to complete project, its priority level and comments. The plan included photos to illustrate the deficiencies and general information regarding each of the housing sites.

Commissioner Stefanics said she appreciated that maintenance regarding public safety was a top priority and asked if any avenues were available to obtain funding for site beautification. Ms. Salazar said the Authority receives approximately \$300,000 per year for unit and site improvements. The project manager's salary is paid from that funding and asbestos abatement, which is very expensive, is a top priority as is roofing. The Authority's operating budget is being reduced and she lamented that there was not enough money available at HUD to apply for beautification projects.

Commissioner Anaya pointed out the tremendous challenges of upkeep and maintenance and the need to keep the units occupied. He asked whether County inmates can provide some assistance. Ms. Salazar said the Authority has partnered with Teen Court for community clean-up days and those have been very successful. She confirmed that housing people is their top priority.

Chair Vigil said there were consequences, i.e., drug trafficking, in using inmates and it has been determined that that resource was greatly reduced and no longer a viable option. Commissioner Anaya said he was recently in Roswell and saw inmates working on the roads and he was confident the inmates could be monitored and services provided.

Ms. Miller commented that the program still exists at a reduced scale. She said the state inmates provided a stable jail population and without them it is more complicated requiring additional inmate background research.

Mr. Narvaiz said the top priority is preparing a unit for rent. His staff has vacancies and their daily task is getting units prepared for tenants.

Commissioner Stefanics suggested staff investigate whether there were any summer youth programs that could work with the Authority. And in response to Mr. Narvaiz' concern that it requires a great deal of staff coordination to work with young people, Commissioner Stefanics noted that many of these programs have supervisors to coordinate the volunteer youth. Ms. Salazar said she would look into it.

Mr. Gonzales said Los Amigos is currently installing windows at the Santa Cruz site.

Commissioner Ong recommended soliciting resident assistance to do maintenance and landscaping. On that point, Commissioner Anaya suggested that to reduce any stigma in having

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to work around the facility that a “community clean-up day” be organized.

Commissioner Mayfield directed staff’s attention to the sidewalk issues and raised concern that it was a County liability that had to be addressed.

Commissioner Holian asked whether the money from home sales could be used to address these issues. Ms. Salazar responded absolutely and that she and Mr. Gutierrez would work on this issue.

Summarizing the Board’s directions to staff, Chair Vigil asked that research be conducted to identify community resources in assisting with maintenance/landscaping. With public health and safety as the top priority, staffs prioritize the remaining items and identify appropriate funds.

VI. HOUSING AUTHORITY UPDATES

a) Vacancy Update

Ms. Salazar reported they are at a 6 percent vacancy rate. She noted that a fire in a unit has taken it out of the rental pool.

b) Capital Fund Report

Mr. Gonzales said sprinkler system and pre-grading around the Community Building is ongoing at the Camino de Jacob D. Martinez Housing site. An RFP for bathroom remodels at all three sites is being reviewed by legal staff.

c) Director’s Report

Ms. Salazar said the unit fire at Camino de Jacobo was the result of an intoxicated tenant falling asleep with a lit cigarette. The insurance deductible is \$25,000 and it appears the repairs are below that number. Staff is considering making the majority of the County units smoke free; a tenant survey is underway. Staff has been working with the Smoke Free Coalition and free classes are being offered.

Commissioner Holian asked whether there would be a reduction in insurance premiums if the units were smoke free. She also expressed concern that residents will be smoking outside which is currently a tinderbox. Ms. Salazar said staff would continue to work on this issue.

Commissioner Stefanics asked staff to be proactive on the smoking issue and present a plan within the next few months.

VII. MATTERS FROM THE BOARD

Commissioner Holian asked staff to investigate whether a portion of the HUD home sales money could be used in partnership with local lending institutions to create an energy efficiency lending program in the Santa Fe County community. She said there was more need for updating

homes for energy efficiency especially for low-income residents. Ms. Salazar said she has started that conversation with HUD.

Commissioner Holian said Homewise is interested in partnering with the County on this type of program. Commissioner Anaya advocated a comprehensive study session on this issue.

Commissioner Stefanics asked staff to consider senior living facilities especially in the Eldorado area. Commissioner Anaya agreed and recommended expanding that to Edgewood and other areas.

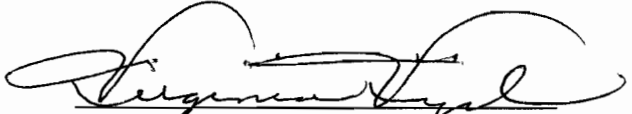
VIII. EXECUTIVE SESSION

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 11:05 a.m.

Approved by:



Virginia Vigil, Commission Chair
Housing Authority Board

ATTEST TO:



VALERIE ESPINOZA
COUNTY CLERK

Respectfully submitted,

Karen Farrell, Wordswork



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