

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

June 29, 2010

This meeting of the Santa Fe Board of Housing Authority was called to order at approximately 10:00 a.m. by Vice Chair Virginia Vigil, in the Santa Fe County Commission Chambers, Santa Fe, New Mexico.

A quorum was present as follows:

Members Present:

Commissioner, Harry Montoya, Chair [late arrival]
Commissioner Virginia Vigil
Commissioner Mike Anaya
Commissioner Kathleen Holian
Commissioner Liz Stefanics [late arrival]
Michelle Hoffman, Resident Member
Tim Vigil, Community Member

Members Absent:

[None]

Staff Present:

Steve Ross, Acting County Manager
Dennis Manzanares, Assistant County Attorney
Dodi Salazar, Housing Director
Joseph Gutierrez, Community Services Director
Victor Gonzales, Capital Fund Coordinator
Larry Narvaiz, Housing Staff
Deanna Gonzales, Housing Staff

III. Approval of the Agenda

There being no suggested changes Commissioner Holian moved to approve the agenda as published. Commissioner Anaya seconded and the motion passed by unanimous [5-0] voice vote. Commissioners Montoya and Stefanics were not present for this action.

SFC CLERK RECORDED 6/29/2010

IV. Approval of the Minutes: May 25, 2010

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

V. Approval of Resolution 2010-07: A Resolution Approving the Santa Fe County Housing Authority's Payment Standards

Housing Director Dodi Salazar explained that the Housing and Urban Development Department requires Housing Authorities to set payment standards, based on fair market rates published annually in the Federal Register. They are to be set at 90 to 110 percent of the published fair market rents. The Housing Authority will establish the payment standards at 95 percent with the exception of one-bedroom units, which due to demand will be at 110 percent.

Commissioner Vigil asked if this was a change from previous rates and Ms. Salazar said last year studios were \$550; one-bedroom units were \$839; two bedrooms were \$844; three bedrooms were \$1,106; four bedrooms were \$1,321. This year they are substantially higher.

Commissioner Holian moved to approve the resolution and Member Vigil seconded. The motion to approve the minutes passed by unanimous [5-0] voice vote. Commissioners Montoya and Stefanics were not present for this action.

VI. Approval of Resolution 2010-08: A Resolution Approving the American Recovery and Reinvestment Act (ARRA) Capital Fund Stimulus Grant Procurement Policy

Ms. Salazar explained the County received \$402,302 from ARRA funding and were required to do a procurement policy specific to the stimulus funding. Since 75 percent of the funding is already expended or encumbered this is somewhat post hoc. Assistant County Attorney Manzanares helped formulate the policy which is largely complete with the exception of formatting changes.

Commissioner Holian asked what the money is being used for and Ms. Salazar replied windows were replaced with more energy efficient windows and single water meters were being installed at Camino de Jacobo.

[Commissioners Stefanics and Montoya joined the meeting.]

Commissioner Vigil asked when this was due and Ms. Salazar said at the end of the week. Mr. Manzanares added only cleanup remained to be done and there would be no

substantive changes.

Ms. Salazar noted that this policy differs from the regular procurement policy in that funds have to be encumbered within 12 months and spent within 24 months. Existing staff is to be used to the degree possible. Everything must be American-made and wage rate requirements must be followed. A PIH (Public and Indian Housing) notice was issued and this also has stipulations.

Commissioner Stefanics asked if workers had to be retained after the money is expended and Ms. Salazar said no.

Commissioner Stefanics asked if there was anything in this policy that differed from the procurement policy currently under consideration. Mr. Manzanares said he was unaware of any conflict.

Commissioner Holian moved to approve the resolution and Commissioner Montoya seconded. The motion passed by unanimous [7-0] voice vote.

VII. Housing Authority Updates

A. Vacancy Update

Ms. Salazar announced there were eight vacant units and 192 leased units, resulting in a four percent vacancy rate. She explained that there were no evictions and people will occasionally transfer from one unit to another.

In response to a question from Commissioner Holian, Ms. Salazar said the public housing waiting list is at 755 families and the Section 8 waiting list is at 759 families.

B. Capital Fund Update

Victor Gonzales indicated water metering will begin soon at Camino de Jacobo. The south end of the wall has been completed at that site. Also at Jacobo the contract for landscaping is under legal review; changes may be done on Auto-CAD.

At the Abedon Lopez Senior Center there is a new plastic roof, the porch has been painted and sprinkler and fence repair will begin soon. Camino de Jacobo is undergoing a sewer lift upgrade and B. Davis will do the electrical at a cost of \$20,850. He added negotiations are underway concerning tying into the City sewer.

Commissioner Holian asked why the landscaping contract is still in Legal. Mr. Ross stated he signed it yesterday.

C. Director's Report

Ms. Salazar introduced Larry Narvaiz, Maintenance Supervisor, and Deanna

Gonzales, Department Administrator.

There is a resolution pending on the BCC agenda creating a Housing Authority Board. Also on the agenda is the Boys and Girls Club contract for \$115,000, which can be renewed up to three more years. Commissioner Stefanics asked how this jibed with the previously discussed budget cut. Ms. Salazar said it was her understanding the new contract entailed additional services.

Ms. Salazar reported that:

- An email went out to County employees asking for volunteers for Habitat for Humanity Day. Thirteen employees participated and it was successful.
- Resident meetings have been held with the last scheduled for Thursday in Santa Cruz. Ms. Salazar will report back on resident concerns. Thus far the residents are requesting Neighborhood Watch programs. She said the resident law enforcement official at Valle Vista is in charge of the City's program and will be helping to get that up and running at all three sites.
- NMMFA audited and inspected the Linkages program and will send a report of their findings.
- Community Cleanup is going on. The Commissioners asked to be advised of when these meetings and events are occurring.
- She is working on a grant application for non-elderly disabled vouchers and will be requesting 15 to 35 vouchers.
- NMMFA's House by House program allows \$55,000 per house for rehab and Ms. Salazar will be requesting funding; up to three units can be done per year. She will bring a resolution concerning this application.

Commissioner Stefanics asked what would occur if they received reports of drug dealing in the community housing. Ms. Salazar said each site has a police officer living there and he would be notified and investigate. Commissioner Stefanics asked if Legal was alerted and Ms. Salazar said they were not. Mr. Ross said there was potential liability for the County and they should probably be notified.

VIII. Matters from the Board

Commissioner Holian asked to be kept informed on the landscaping program.

Member Hoffman said the resident meeting was good but not well attended and it is possible many residents did not get notices. Ms. Salazar said they work with the resident council and they are responsible for distributing the notices. In the future they will work to get the word out. Six residents attended at Camino de Jacobo and four at Valle Vista.

Member Hoffman asked if the suggestion box was put up, and Ms. Salazar said it should be ordered within the next few weeks. There was consensus that this was something that could be done in-house.

IX. Adjournment

Chairman Montoya declared this meeting adjourned at 10:35 a.m.

Approved by:


Board of County Commissioners
Harry Montoya, Chairman

ATTEST TO:

 ✓

VALERIE ESPINOZA
SANTA FE COUNTY CLERK




Respectfully submitted:

Debbie Doyle, Wordswork
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COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

HOUSING MINUTES
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I Hereby Certify That This Instrument Was Filed for
Record On The 28TH Day Of July, 2010 at 10:00:31 AM
And Was Duly Recorded as Instrument # 1606224
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Deputy  Valerie Espinoza
County Clerk, Santa Fe, NM



SEC. CLERK RECORDED 07/28/2010