

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

July 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 10:05 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
Danny Mayfield, Commissioner
Tim Vigil, Community Member
Frances Ong, Resident Member

Member(s) Excused:

Kathy Holian, Commissioner

Staff Present:

Katherine Miller, County Manager
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
Tracy Young, Housing Accountant
Teresa Martinez, Finance Director
Annabelle Romero, Corrections Director
Chris Barela, Constituent Liaison
Erik Aaboe, Energy Specialist
Craig O'Hare, Energy Specialist

Others Present:

Jeanette Rattner

III. APPROVAL OF AGENDA

Commissioner Stefanics moved to approve the agenda as presented. Her motion was seconded by Commissioner Anaya and passed by unanimous [6-0] voice vote.

IV. APPROVAL OF MINUTES: June 28, 2011

Commissioner Stefanics moved to approve the minutes as published. Commissioner Anaya seconded and the motion passed by unanimous [6-0] voice vote.

V. APPROVAL OF RESOLUTION 2011-09: A Resolution Approving Amendment #6 to the Performance Agreement Between the Santa Fe County Housing Authority and the New Mexico Mortgage Finance Authority for the Linkages Permanent Supportive Housing Rental Assistance Program

Ms. Salazar said the Mortgage Finance Authority is requesting an extension to the contract that became effective 2009. This will run through September 30, 2011. They are currently working on the paperwork for a new contract, which she will bring forward when it comes in. She added the County does rental assistance only; Life Link does the case management.

Commissioner Stefanics moved to approve Resolution 2011-09 and Mr. Vigil seconded. The motion passed by unanimous (6-0) voice vote.

VI. DISCUSSION: Public Housing Site Improvement Plan

Ms. Salazar stated the potential improvements are listed by site starting with Santa Cruz and are color-coded. Highest priorities are in orange. Green items are currently being worked on by staff.

Commissioner Anaya stated he was not comfortable voting on a million dollar budget item without going out to see the sites. He questioned the expenditure of \$684,000 on roads, wondering whether the Housing Authority should be called upon to do the road improvements.

Ms. Miller stated the \$684,000 would not be coming out of home sales funds. The items in white, such as roads, are listed only for completeness and are not priorities.

Ms. Salazar said they will bring forward a resolution at the next BCC meeting regarding the County adopting the roads on the housing sites.

Commissioner Mayfield noted there were pressing needs, neglect of which could cause liability issues, sidewalks in particular. Ms. Salazar said those marked in orange have been identified as health and safety concerns.

Ms. Miller pointed out they are sponsoring three cleanup days using County staff on the weekends. Commissioner Vigil asked that they be notified by email as to the dates of the cleanup days. Commissioner Stefanics said she will be unable to be there on August 20th.

Computing the totals for fencing, sidewalks and stump removal, Commissioner Anaya said he would like to allocate \$150,000 to allow staff to proceed on those.

Commissioner Vigil thanked staff for their work on the matrix.

Commissioner Mayfield suggested holding Authority Board meetings at the housing sites. Commissioner Vigil said legal issues might be involved with meetings outside the municipality.

Ms. Salazar said Santa Cruz and Valle Vista could use a landscape architect at a cost of around \$200,000; there is one onsite at Jacobo currently.

Commissioner Mayfield asked about the possibility of using CIP funds for some of the work. Ms. Miller said there are instances where ICIP are used but these particular requests are the responsibility of the Housing Authority. She noted there is \$2.8 million left from home sales.

VII. APPROVAL OF RESOLUTION 2011-10: A Resolution Requesting an Increase to the Home Sales Fund (229) for Expenditure in Fiscal Year 2012 (\$1,000,000)

Ms. Salazar said this would include \$700,000 for site improvements and \$300,000 for energy efficiency projects.

Commissioner Anaya moved to approve \$200,000 for fencing, sidewalks and tree stump removal. This would allow review of the other items. Commissioner Mayfield seconded.

Mr. Gutierrez asked for some contingency allowance. Commissioner Anaya said he went over the numbers and this would allow some extra.

Mr. Gonzales pointed out that the block wall along the acequia is in need of repair to the tune of \$7,800. Commissioner Anaya agreed that could be included and the seconder agreed.

Getting confirmation that the wall was the one behind the Boys and Girls Club, Commissioner Mayfield asked if there had been contact with the director. Mr. Gonzales outlined plans for repairing the wall for security reasons.

A discussion ensued on the appropriateness of only allocating a partial amount.

Mr. Gonzales raised the issue of erosion in Valle Vista that causes problems with the sidewalks. Ms. Salazar stated that could be done out of their operating budget.

Commissioner Vigil asked if there were any other projects that need to be addressed immediately. Ms. Salazar agreed that sidewalks, tree stumps and the block wall are the most immediate issues.

Ms. Miller asked for clarification on two block wall projects – one for \$7,800 and one for \$307,000. Mr. Gonzales said the latter is a retaining wall. Due to erosion some of the fences are hanging in the air. The retaining wall would stabilize the driveways. Ms. Salazar said they were

marked down on the REAC for the erosion problems.

Commissioner Anaya said he would try to get out to the sites before the next meeting to look at the issues that have been raised. "A million dollars is a lot of money."

Commissioner Mayfield reiterated a request for Housing Authority Board meetings at each site which would facilitate review of the projects.

Ms. Miller noted that the Santa Cruz walls should probably be contracted all together. She said the energy efficiency measures were not time sensitive. Commissioner Anaya said he was not convinced the retaining walls were absolutely necessary. Ms. Salazar said they were only including \$135,000 for retaining walls between the yards. There is another wall along the acequia that is not included on the priority list.

Looking at the budgetary standpoint, Mr. Gutierrez said \$250,00 doesn't include energy efficiency or landscaping and that allows for more contingency.

The maker of the motion and seconder agreed to the \$250,000.

Commissioner Vigil said she worried the lesser amount would limit staff.

The motion carried by 4-2 show of hands, with Commissioners Mayfield and Anaya, Mr. Vigil and Ms. Ong voting in favor and Commissioners Vigil and Stefanics voting against.

VIII. HOUSING AUTHORITY UPDATES

a) Vacancy Update

Ms. Salazar said one unit is off-line due to a fire at Camino de Jacobo leaving 14 units vacant. Since the report was made two units have been rented resulting in a six percent vacancy rate. Five units will be coming vacant next month.

b) Capital Fund Report

Mr. Gonzales indicated the sprinkler system has been completed by Westwind. The RFP for bathroom models was just finalized by procurement. He will start getting quotes for fencing and stucco replacement.

c) Director's Report

Ms. Salazar stated they received notification that they will receive \$310,491 for the Capital Fund, which is \$48,000 less than last year. The 2011 operating budget for HUD has been prepared. If approved they will receive \$507,759, which is more than last year's funding. The increase can be attributed to keeping up with vacant units. Los Amigos is completing window installation at Santa Cruz. As mentioned previously, the County Housing roads resolution will be presented at the August 9th BCC meeting. She stated the PHAS scores have been received and as expected are substandard physical, but they will be moving forward with improvements.

Commissioner Mayfield asked about using the budget for the past year. Ms. Salazar said this is the budget used for managing the Housing Authority – salaries, maintenance, work orders, etc. HUD funded the money based on previous years and subsequent adjustments are made. They are receiving subsidies on a monthly basis.

Commissioner Stefanics noted that the PHAS score was 17/30 on the physical portion and asked which items could be improved to raise the score. Ms. Salazar listed fencing, block walls, sidewalks – the items just approved on the improvements list. Small items will be handled out of the operating fund. Commissioner Stefanics speculated more money would be needed in order not to jeopardize HUD funding. Commissioner Vigil said the item will be brought back at the next meeting.

Commissioner Anaya said there may be other items that should be specifically targeted to raise the score.

Energy efficiency specialist Erik Aaboe stated he met with Ms. Salazar and Mr. Gonzales regarding units at Valle Vista. It was his opinion that window replacement was an appropriate project. It would significantly improve the comfort of the residents and lower gas bills. Roof repair timing was also discussed. When roofs are replaced it would be more efficient to build them up with foam for insulation, especially around the canales.

Ms. Salazar indicated furnaces were also discussed. Those in place now are over 20 years old. Commissioner Vigil asked if the Happy Roof program used the technologies he described. Mr. Aaboe said that is a cooperative effort with Los Amigos and each has a different funding source. Ms. Salazar clarified that to qualify for Happy Roofs you have to be a homeowner.

Jeanette Rattner asked if solar could be done on these units. Mr. Aaboe said the first priority is to “stop the bucket from leaking” before filling it. In other words, consumption needs to be reduced first.

Ms. Salazar introduced Tracy Young, the department’s new accountant. Ms. Salazar also mentioned they are interviewing to replace the vacant staff position.

VII. MATTERS FROM THE BOARD

Commissioner Anaya asked that HUD be queried on Section 8 energy upgrades.

VIII. EXECUTIVE SESSION

There were no issues requiring executive session.

SEC CLERK RECORDED 09/02/2011

X. ADJOURNMENT

Having completed the agenda and with no further business to come before the Authority, this meeting adjourned at approximately 10:55 a.m.



Approved by:

Virginia Vigil

Virginia Vigil, Commission Chair
Housing Authority Board

ATTEST TO:

Valerie Espinoza
VALERIE ESPINOZA
COUNTY CLERK

Respectfully submitted,

Debbie Doyle, Wordswork



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 2ND Day Of September, 2011 at 01:58:47 PM
And Was Duly Recorded as Instrument # 1644393
Of The Records Of Santa Fe County

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

SFC CLERK RECORDED 09/02/2011