

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

July 27, 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
Commissioner Virginia Vigil
Commissioner Mike Anaya
Commissioner Liz Stefanics
Michelle Hoffman, Resident Member

Members Excused:

Commissioner Kathleen Holian
Tim Vigil, Community Member

Staff Present:

Penny Ellis-Green, Interim County Manager
Rachel Brown, Assistant County Attorney
Dennis Manzanares, Assistant County Attorney
Dodi Salazar, Housing Director
Joseph Gutierrez, Community Services Director
Victor Gonzales, Capital Fund Coordinator
Deanna Gonzales, Housing Staff

III. Approval of the Agenda

Commissioner Stefanics moved to approve the agenda as published. Commissioner Anaya seconded and the motion passed by unanimous voice vote.

IV. Approval of the Minutes: June 29, 2010

Housing Director Dodi Salazar advised the Board that she reviewed the minutes and made the necessary changes.

Commissioner Stefanics moved to approve the minutes and Commissioner Anaya seconded. The motion to approve the minutes passed by unanimous voice vote.

V. Approval of Resolution 2010-09: A Resolution Approving the Santa Fe County Housing Authority's Grant Application for the House-by-House Program Funded by the New Mexico Mortgage Finance Authority (NMMFA)

Ms. Salazar said the NMMFA issued the RFP for the House-by-House rehabilitation program. If awarded, the County could receive \$55,000 for a private homeowner with an annual income of 80 percent or less than the area median. She said the program is conducted by reimbursement, with the County providing the funds to the homeowner and NMMFA reimbursing the County who is eligible for a 10 percent administrative fee. The resolution is a requirement of the RFP.

Commissioner Stefanics said this program mirrors the Commissioners' desire to promote rehabilitation and moved to approve Resolution 2010-09. Commissioner Vigil seconded.

Ms. Salazar said she expected two or three dwellings could be funded annually through the program. Following a few years of experience with the House-by-House program, the County will be eligible to apply for a larger set award.

Commissioner Vigil asked whether the County was required to match the funds. Ms. Salazar said a match is not necessary. However, it was possible that a home may need more than the \$55,000 maximum award and in that event the County Housing Authority has proceeds to tap into. She said with an approval from NMMFA staff will develop a BAR to supplement the program.

Commissioner Anaya asked how staff proposed to select homes and what criteria would be developed to identify program participants. Ms. Salazar said staff would develop a process that would include published public notice, application process, etc. Rehabilitation can include roofing, windows, doors, bathroom, etc. NMMFA does have a specific list other than rehabilitating existing homes.

Chair Montoya recommended that staff be proactive and develop the guidelines prior to funding.

Expressing her support for the program, Commissioner Stefanics said she thought it should be the Affordable Housing Program rather than the Housing Authority Board applying for the funds. She recalled that at the last BCC meeting Darlene Vigil was charged to investigate rehabbing existing units/homes.

Ms. Salazar said the proceeds the Housing Authority has can be used for rehabilitation programs. She said Housing Authority could work with Ms. Vigil/Affordable Housing on this program.

Community Services Director Joseph Gutierrez said this program and how it is leveraged will be beneficial to the County. He said the two offices could work together on this program.

Assistant County Attorney Brown said the creation of the Affordable Housing Program was achieved to implement improvements, etc. The Housing Authority is the federal program.

Recognizing House-by-House was a reimbursement-based program, Chair Montoya asked how much the County had available for that. Ms. Salazar said the Housing Authority has \$4.8 million.

Ms. Salazar confirmed that the Housing Authority Board, based on criteria, would select the homes for improvement. Commissioner Anaya said he wanted to see the criteria. Ms. Salazar said staff would use something similar to the current program where applications are ranked based on first come/first served. Commissioner Anaya said that would not work with this program. Ms. Salazar said they would be sure to make it a fair process.

Following verification from Ms. Salazar that the RFP was not limited to Housing Authorities, Commissioner Stefanics recommended amending the resolution to read "Santa Fe County" rather than Housing Authority Board is applying for the program.

If the resolution is changed as recommended by Commissioner Stefanics, Ms. Brown suggested it was more appropriate for the BCC to act on it.

Ms. Salazar said there was no deadline on the RFP and as long as NMMFA has money available the program is operating.

Commissioner Stefanics withdrew her motion and Commissioner Vigil withdrew her second.

Commissioner Stefanics directed staff to forward the resolution to the BCC for action at their August 10th meeting with the minutes as supporting documentation.

Commissioner Anaya moved to table and Commissioner Montoya seconded. The motion to table passed without opposition.

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 said two units would be rented the end of the week. During the past fiscal year, the Housing Authority turned over and leased 34 units.

B. Capital Fund Update

Capital Fund Coordinator Victor Gonzales reported the following activities at the Camino de Jacobo site:

- Subsurfacing has started installing water mains, flush valves, water meter boxes, and new lines

enforcing a curfew on the resident youth. Concerns were raised about speeding and along with posting additional speed restriction signs staff is investigating and preparing to order speed humps. She said the bumps will be installed in phases.

Commissioner Vigil advised staff that new state regulations have been established regarding speed humps.

Ms. Salazar said suggestion boxes will be installed at each community.

VIII. Matters from the Board

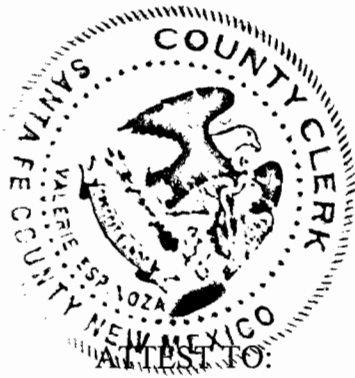
Commissioner Stefanics suggested holding the Housing Authority Board meeting at 10 for half hour and at 10:30 commence with the Affordable Housing.

Ms. Salazar expressed concern that that may not provide enough time to go through the housing authority issues.

Commissioner Stefanics advocated giving it a try. She said written staff reports do not have to be read at the meeting and it would suffice for staff to highlight important activities.

IX. Adjournment

Chairman Montoya declared this meeting adjourned at 11:00 a.m.



Valerie Espinoza
VALERIE ESPINOZA
SANTA FE COUNTY CLERK

Approved by:

[Signature]
Board of County Commissioners
Harry Montoya, Chairman



Respectfully submitted:

Karen Farrell, Wordswork
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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 2ND Day Of September, 2010 at 09:41:11 AM
And Was Duly Recorded as Instrument # 1609581
Of The Records Of Santa Fe County
Deputy *[Signature]* Witness My Hand And Seal Of Office
Valerie Espinoza
County Clerk, Santa Fe, NM