

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

August 28, 2012

This meeting of the Santa Fe County Housing Authority was called to order on the above-cited date in the Santa Fe County Legal Conference Room, at the County Courthouse at approximately 10:10 a.m. by County Commission Chair Liz Stefanics.

Roll call indicated the presence of a quorum with the following Board members present:

Members Present:
Liz Stefanics, Commissioner
Kathy Holian, Commissioner
Robert Anaya, Commissioner
Danny Mayfield, Commissioner
Frances Ong, Resident Member
Virginia Vigil, Commissioner
Tim Vigil, Community Member

Member(s) Excused:
None

Staff Present:
Katherine Miller, County Manager
Rachel Brown, Deputy County Attorney
Rachel O'Connor, Health & Human Services Division Director
Ron Pacheco, Acting Housing Director
Victor Gonzales, Housing Staff
Deanna Lopez, Department Administrator
Tracey Young, Senior Accountant
Chris Barela, Constituent Liaison
Rosemary Bailey, Affordable Housing
Steve Brugger, Affordable Housing Director



Others Present:
Linda Alvarez

III. Introductions

Those present introduced themselves.

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 28TH Day Of September, 2012 at 09:57:25 AM And Was Duly Recorded as Instrument # 1682905 Of The Records Of Santa Fe County

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

IV. Approval of Agenda

Commissioner Mayfield moved to approve the agenda as published. Commissioner Anaya seconded, and the agenda was unanimously [6-0] approved. [Commissioner Holian was not present for this action.]

V. Approval of Minutes: July 31, 2012

Commissioner Anaya moved to approve the minutes from the above-cited date as presented. Her motion was seconded by Commissioner Mayfield and passed by unanimous voice vote [6-0]. [Commissioner Holian was not present for this action and arrived shortly thereafter.]

VI. Market and Holding Cost Reduction Strategies for Selling Homes Purchased Under the Foreclosure Prevention Program

Mr. Pacheco explained that the County currently owns three homes and two more homes may be added to that inventory. It is in the County's best interest to sell the homes quickly. In order to move the homes faster staff proposes cosmetic improvements, distributing fliers to all County employees, signage in front of the home, postings on Craigslist and use of the County's public relations personnel to further develop marketing tools.

Mr. Pacheco said neither HomeWise nor the Housing Trust works to market County-owned properties. The County may consider providing financial fitness/homebuyer classes to get people involved in the program.

Speaking from the public, Linda Alvarez said she supported the notion of selling the homes as quickly as possible. She said her son is a potential homebuyer and is currently in the pre-qualification process and has a lease that he will need to extend if the paperwork for purchase has been completed. Ms. Alvarez asked the County if they were willing to consider a lease with intent to purchase.

Mr. Pacheco voiced concern that the County may miss out on a buyer while there is a renter, even with intent to purchase, living in the property. In fact, that type of scenario would require the relocation of the renting family and additional expense for the County to repaint and other maintenance.

Chair Stefanics said asked whether there were legal prohibitions to contracting on a lease/purchase basis. Ms. Brown said she was not aware of any but had not researched the issue. Ms. Miller said she understood other entities have used that formula with success.

Mr. Pacheco said staff will work on the issue and make sure the individual meets HUD qualifications.

Commissioner Holian recommended that Authority staff meet with County's energy specialists to ascertain whether there were any changes that could be made to improve the home's efficiency.

Commissioner Mayfield asked whether a lottery would be useful in selling the homes. Mr. Pacheco said at this point, the County does not have a waiting list for individuals wishing to

purchase homes.

In the past, the County has assisted the non-profits with CDBG money and the Affordable Housing Ordinance provides benefits as well, stated Mr. Pacheco. The non-profits have incentives to sell their homes before they actively market the County's inventory.

Commissioner Anaya said a clear process would need to be identified for a lease/purchase program. In terms of training new homeowners, Commissioner Anaya said further investigation is necessary. He suggested opening a dialogue with the non-profits regarding home buying training and implementing a hybrid program.

VII. Letter: Depository Agreement per HUD Requirements

Mr. Pacheco said HUD requires that Housing Authority funds be maintained in a separate, dedicated, interest-bearing account. The County Treasurer has not completed the task but once complete, the Authority will send a signed letter to HUD proving compliance with the depository agreement.

Mr. Pacheco requested the Board's authority for the Board Chair to sign off on the letter to HUD.

Ms. Young said a finding on the Authority's 2001 audit showed that a depository agreement was not in place. HUD wants Board assurance that the Housing Authority staff was reviewing collateral reports.

Chair Stefanics said she sits on the County's Investment Committee and could have addressed this issue with the Treasurer had she known about it. She asked that all issues of this nature come directly to the Commission Chair.

Commissioner Mayfield said he supports the Chair's signing off on the HUD letter and he asked that a copy of the letter be sent to the Treasurer.

Commissioner Vigil moved to authorize the Board Chair to sign off on the letter to HUD. Commissioner Anaya seconded and the motion passed by unanimous [7-0] voice vote.

VIII. Housing Authority Updates (Discussion)

(a) Site Improvement Plan/CFP Update

Victor Gonzales said the window and window screen replacement, stucco repair and sidewalk replacement are in the final stages. Cabinet replacement bids closed last week and the lowest bid was from an Albuquerque firm that failed to meet the MQs in terms of having a current CID license. The second lowest bidder, which was \$500 higher, was Sole System at \$129,008. Mr. Gonzales stated that none of the four bidders were located in Santa Fe.

Mr. Gonzales discussed sewer line replacement at Santa Cruz, extensions of the main sewer line at Camino de Jacobo and the MOU with Santa Fe Community College with students obtaining hands-on experience working to improve the efficiency of the homes.

Commissioner Mayfield asked Authority staff to be mindful of Chinese Elms and remove them when possible.

Ms. Young reviewed the fund balance analysis and said \$1.14 million is unspent and unencumbered at this time. Commissioner Anaya commented that the Board approved \$1 million for upgrades in County housing and he wants the funds to be drawn down. He said he would prefer awarding a few large RFPs rather than numerous small RFPs. He said he was interested in learning from staff what frustrations they experience in the procurement process.

Ms. Miller said there was an error on the breakdown and it really was \$1 million total – \$600,000 from home sales and \$400,000 cash balances.

Commissioner Anaya recalled that there was a push to allocate funds to make improvements to the housing sites and he asked why the improvements have not occurred. He said he was prepared to help figure out a work plan to get these projects underway. He recommended that the County contract in a method similar to DOT contracting.

Ms. Miller said Procurement, Public Works and Housing are going to work out agreements with different entities and not have to start at the RFP process; however, the legal department has concerns that are still being discussed.

Chair Stefanics said while she appreciated that this process could fast-track projects she raised her concern that local businesses may not be able to participate.

Commissioner Anaya said he wholeheartedly endorses a boilerplate contract that accommodates liabilities and precaution but affords staff the ability to alter the scope of work without changing multiple provisions or requirements.

(b) Vacancy Update

Mr. Pacheco said this month there is a 6 percent vacancy rate. He said staff was working hard to prepare the units for occupancy. There was a German cockroach infestation that required a specialist.

(c) Director's Report

Mr. Pacheco said the County has 800 voucher holders waiting to get into a rental unit and there are 250 on a waiting list for public housing units. Suby Bowden's 2008 assessment/inventory was distributed to the Commissioners.

Referring to the voucher agreement the County and City's Civic Housing have had in the past, Mr. Pacheco said he has researched the situation and the City currently has approximately 80 vouchers within the county, a comparable number to what the County has in the city. The local HUD director believes there should be no restriction on voucher use.

Commissioner Anaya recommended a letter be sent to the Mayor of Santa Fe, under the Chair's signature, with a copy to the HUD Executive Director and Civil Housing Authority Commissioners requesting that the City follow the recommendations set out by the Albuquerque HUD office.

Chair Stefanics said the Board wanted a subcommittee to develop a report to accompany Ms. Bowden's project. Commissioner Anaya volunteered to serve on the subcommittee as did the Chair.

Mr. Pacheco reported on a Housing Summit he attended in Albuquerque and said a great deal of information was gleaned on access to resources.

IX. Public Comments

None were offered.

X. Matters from the Board

Commissioner Mayfield asked that the Housing Director's phone number be added to the contact list in the newsletter. He asked about meetings with housing residents. Mr. Pacheco said the meetings occur on a monthly basis.

Board member Ong said she appreciated the new Zero Tolerance policy within the housing units. She said Mr. Pacheco is doing a good job and she can see an improvement to the residents' quality of life.

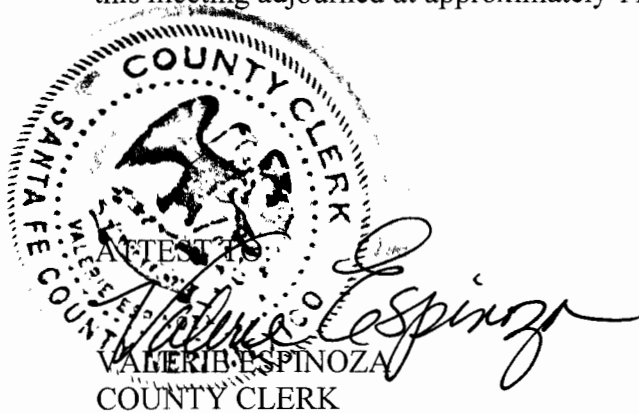
Commissioner Mayfield said he has received complaints regarding syringes found outside the Santa Cruz fence site, as well as loose dogs, trash and transients. He asked Mr. Pacheco to talk to residents in the area about the situation. Mr. Pacheco said the area senior center is being made more secure and a Santa Cruz cleanup is scheduled for September.

XI. Executive Session (if necessary)

An executive session was not deemed necessary.

XII. Adjournment

Having completed the agenda and with no further business to come before the Authority, this meeting adjourned at approximately 11:10 a.m.



Approved by:

Liz Stefanics

Liz Stefanics, Commission Chair
Housing Authority Board

Submitted by: Karen Farrell, Wordswork