

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

August 30, 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 10:00 a.m.

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

Members Present:

Liz Stefanics, Vice Chair, Commissioner
Robert Anaya, Commissioner
Kathy Holian, Commissioner
Danny Mayfield, Commissioner
Tim Vigil, Community Member
Frances Ong, Resident Member

Member(s) Excused:

Virginia Vigil, Chair, Commissioner

Staff Present:

Katherine Miller, County Manager
Dodi Salazar, Housing Authority Director
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

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES: July 26, 2011

Commissioner Mayfield moved to approve the minutes as published. Commissioner Anaya seconded and the motion passed by unanimous [5-0] voice vote: Commissioner Holian abstained.

V. **APPROVAL OF RESOLUTION 2011-11: A Resolution Requesting an Increase to the Low Rent Public Housing Fund (517) for Expenditure in Fiscal Year 2012 (\$56,587)**

Ms. Salazar said this was the funding received from HUD for the Public Housing FSS (Family Self Sufficiency) staff position. FSS is a contractual program between the Housing Authority and public housing residents.

Commissioner Holian moved to approve Resolution 2011-11 and Commissioner Mayfield seconded. The motion passed by unanimous [6-0] voice vote.

VI. **APPROVAL OF RESOLUTION 2011-12: A Resolution Requesting an Increase to the Housing Choice Voucher Program Fund (227) for Expenditures in Fiscal Year 2012 (\$69,000)**

Ms. Salazar explained that this is Section 8 FSS program funding.

Commissioner Holian moved to approve Resolution 2011-12 and Commissioner Mayfield seconded. The motion passed by unanimous [6-0] voice vote.

VII. **APPROVAL OF RESOLUTION 2011-13: A Resolution Requesting an Increase to the Home Sales Fund (229) for Expenditures in Fiscal Year 2012 (\$750,000)**

Ms. Salazar said at last month's meeting staff presented a BAR for improvements to the three housing neighborhoods in the amount of \$1 million. The Board approved improvements in the amount of \$250,000. This BAR Resolution is for the approval of the remaining \$750,000.

Commissioner Anaya said he conducted a site visit and reviewed the proposed work. He said there were several items that he did not think were necessary. He asked whether "force account" – using federal money for a specific purpose and temporary staff – was considered. The force account requires a specific timeline and work schedule. He said this would facilitate the creation of jobs and provide assistance to staff. Ms. Salazar staff has not investigated the force account.

Regarding the \$250,000 approved at the previous meeting, Ms. Salazar said a purchase order has been developed for the tree removal and stucco; bids are coming in for the sidewalk repair and the fencing. Victor Gonzales said at this point there have been no expenditures.

Mr. Gonzales said three quotes were obtained for the stucco around the window at approximately \$3,680. Quotes for the sidewalks have been around \$37,000 to \$40,000. Quotes for tree removal was \$52,000 which is awaiting a purchase order. Removal of the fence is coming in at \$2,500.

Commissioner Anaya said he was not convinced the stem wall at Santa Cruz was necessary. Mr. Gonzales said the quote for that was approximately \$268,000. Noting the core

SFC CLERK RECORDED 09/28/2011

filling on the wall was already approved, Commissioner Anaya asked about the remainder of the funds. Mr. Gonzales said retaining walls were proposed (\$135,000) between the fences and changing out the remainder of the old windows at Santa Cruz (\$107,136). The Villa Vista windows should also be changed out (\$193,280).

Commissioner Anaya commented that the retaining walls will not improve the aesthetics of Santa Cruz.

Commissioner Anaya recommended that the windows and the core filling on the main block wall be approved. On the remaining items, Commissioner Anaya suggested the Authority ask HUD to consider a force account allowing the County to hire people under the supervision of Ms. Salazar and her staff. He said he'd like to see aesthetic improvements at the sites.

Commissioner Holian thanked Ms. Salazar for the tour of the sites and said \$1 million was a drop in the bucket as to what needs to be done. She said it was her understanding that another inspection was scheduled for the end of September. Ms. Salazar confirmed that the Real Estate Assessment Center (REAC) would be inspecting again.

Commissioner Holian said the retaining walls were important and mentioned that she was greatly impressed by the amount of work Housing staff accomplishes.

Commissioner Mayfield asked whether the County would be responsible for the force account employee taxes and benefits. Manager Miller said it depends on how long the individual worked for the County but the County would be responsible for workers' comp and taxes.

Commissioner Anaya said Mr. Narvaiz and his staff spend the majority of their time getting units ready for rent leaving little time to work on the common areas. He said the force account is a creative way to bring in a number of people to work in concert with staff.

Ms. Miller said she understood Commissioner Anaya was recommending that the force account would help with landscaping and general site cleanup.

Commissioner Mayfield asked whether staff conducts spot checks on the units. Ms. Salazar said inspections occur annually. She mentioned that it was not uncommon that an evicted tenant destroys the unit prior to departing and the County presents that as evidence in court. It is rare that the County recaptures damages.

Ms. Miller said she understood that Commissioner Anaya supports fixing the windows but is not comfortable with the other items. Postponing the retaining wall repair may cost the County more in the future.

Ms. Salazar proposed finishing the Camino de Jacobo landscaping and hiring a landscape architect to work on the other sites.

Commissioner Holian supported constructing the retaining walls and replacing the windows. She noted that a landscape architect can design for resource savings.

Commissioner Holian moved to approve Resolution 2011-13. Commissioner Stefanics seconded.

Commissioner Mayfield said he was interested in the force account workers. He asked for additional information regarding the retaining walls. Mr. Gonzales said the wall is behind the Boys & Girls Club.

Commissioner Mayfield expressed concern that the wall will hamper the natural flow of the arroyo and cause damage to outside residences. Mr. Gonzales said the arroyo is concrete and the retaining wall will be constructed on the County's side. He said the wall will help to retain the dirt and may prevent acequia problems in the future. There was also mention made of trespassing issues.

Commissioner Mayfield encouraged staff to talk with the acequia association and the trespassing issue could be addressed through an awareness campaign. If the County builds the retaining wall and the acequia continues to be dammed, Commissioner Mayfield asked whether the water would be funneled to the northern residents. He said it was very important the County consider the area residents.

Commissioner Holian said it may take a long time before the neighbors participate, and working with the County engineers she was confident the problem could be addressed without impacting others.

Commissioner Mayfield said he wanted to get as much work done as possible and he was supportive of all of Commissioner Anaya's ideas. He recommended the creation of a focus group to discuss County projects that may have negative impacts on residents.

Commissioner Stefanics said she supported working with the acequia association and/or neighbors to the north.

Commissioner Anaya pointed out that 62 units were sold to provide the revenues for the projects. Ms. Salazar said there is approximately \$3.5 million in the account.

Considering the age of the houses at the County's three sites, Commissioner Anaya questioned the cost associated with maintaining them. He said the County needs to think in broader alternatives and consider selling the older homes and building new ones that will be affordable to maintain. He understood there were subdivision plats that could be used to create new housing opportunities.

Returning to the acequia association, Commissioner Mayfield asked whether it was feasible to install pipes and head gates. Ms. Salazar said her staff and Pego Guerrerortiz met with the acequia association earlier this week to discuss the acequia. She said there were breaks within the system and the County is investigating whether it is responsible to help in its repair. Mr. Gonzales said when the County purchased the land they installed an 8" pipe and gave the association a 10' easement that the association was responsible to maintain. The break is on the County side; however, it is within the association's easement.

Commissioner Mayfield asked to amend the motion and remove the retaining wall/acequia issue and try to address it with the association. The amendment failed to receive a second.

Commissioner Holian liked Commissioner Anaya's idea about selling older stock and building new and easily maintainable units. However, there are issues that need to be addressed and she reminded the Board of the pending inspection.

The motion passed by unanimous [6-0] voice vote.

Commissioner Stefanics asked that all of the comments made by the Commission be respected as staff proceeds.

Commissioner Anaya said he could not support spending all of the money to improve the existing sites. He said the County needs to produce affordable housing. Commissioner Stefanics asked staff to present a plan to address Commissioner Anaya's concept.

VIII. Approval of Resolution No. 2011-14: A Resolution Requesting an Increase to the Capital Fund Program (301) for Expenditures in Fiscal Year 2012 (\$11,879)

Ms. Salazar said this resolution realigns CFP funding with the HUD approved budget.

Commissioner Holian moved to approve Resolution 2011-14. Her motion was seconded by Commissioner Mayfield and passed by unanimous [6-0] voice vote.

IX. HOUSING AUTHORITY UPDATES

a) Vacancy Update

Ms. Salazar said there were 12 vacant units or a 6 percent vacancy rate.

b) Capital Fund Report

Mr. Gonzales indicated landscaping at Jacobo was near completion. The IFP for bathroom renovations was advertised on August 28th and the stucco job at Santa Cruz begins next weeks.

Commissioner Stefanics asked how long it takes for a project to get through the procurement process. Ms. Salazar said it takes between four and six month to get a project through from procurement, advertising and to contract. Commissioner Anaya said that was unacceptable.

Ms. Miller said this is an area that management is working to restructure. She recognized the problems with the process and said procurement staff requires more training. She said it is the entire process that needs to be revamped not one department.

Commissioner Anaya said he sees the problem as being collective throughout the departments. He requested a department perspective progress report on the approved work items.

c) Director's Report

Ms. Salazar said her report was included.

X. MATTERS FROM THE BOARD

None were presented.

XII. EXECUTIVE SESSION

There were no issues requiring executive session.

XIII. ADJOURNMENT

Having completed the agenda and with no further business to come before the Authority, this meeting adjourned at approximately 11:00 a.m.

Approved by:

Liz Stefanics

Liz Stefanics, Vice Chair
Housing Authority Board

ATTEST TO:

Valerie Espinoza
VALERIE ESPINOZA
COUNTY CLERK



Respectfully submitted,

Karen Farrell, Wordswork



COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss HOUSING MINUTES
PAGES: 6
I Hereby Certify That This Instrument Was Filed for
Record On The 28TH Day Of September, 2011 at 09:25:35 AM
And Was Duly Recorded as Instrument # 1646410
Of The Records Of Santa Fe County
Karen Farrell
Deputy _____ Witness My Hand And Seal Of Office
Valerie Espinoza
County Clerk, Santa Fe, NM

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