

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

September 25, 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 10:23 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
Steve Ross, County Attorney
Rachel Brown, Deputy County Attorney
Rachel O'Connor, Health & Human Services Division Director
Ron Pacheco, Interim Housing Director
Penny Ellis-Green, Deputy County Manager
Victor Gonzales, Housing Staff
Teresa Martinez, Finance Director
Bill Taylor, Purchasing Director
Deanna Lopez, Department Administrator
Tracey Young, Senior Accountant
Chris Barela, Constituent Liaison
Rita Maes, Constituent Liaison
Steve Brugger, Affordable Housing Director
Rosemary Bailey, Affordable Housing



III. Introductions

Those present introduced themselves.

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 29TH Day Of November, 2012 at 10:12:02 AM
And Was Duly Recorded as Instrument # 1688941
Of The Records Of Santa Fe County

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

IV. Approval of Agenda

Commissioner Holian moved to approve the agenda as published. Commissioner Anaya seconded, and the agenda was unanimously [5-0] approved. [Commissioners Vigil and Mayfield were not present for this action.]

V. Approval of Minutes: August 28, 2012

Commissioner Holian moved to approve the minutes from the above-cited date as presented. Her motion was seconded by Mr. Vigil and passed by unanimous [5-0] voice vote. [Commissioners Vigil and Mayfield were not present for this action and Commissioner Vigil arrived shortly thereafter.]

VI. Action: Approval of the Note and Mortgage Loan Assumption and Reduction Agreement, which is Exhibit A to the Agreement for Purchase and Sale and Escrow Introductions between Gabriel and Melodie Wade and the Santa Fe County Housing Authority

Mr. Pacheco stated this is with regard to the fifth and final home to be purchased via the Foreclosure Prevention program and this is the document that allows that to happen.

Commissioner Anaya asked if there were any changes from previous documents. He was told there were none and he moved for approval. Commissioner Holian seconded and the motion. The motion passed by unanimous 6-0 voice vote. [Commissioner Mayfield was not present for this action.]

VII. Letter: Depository Agreement per HUD Requirements

Mr. Pacheco said this is an issue that was discussed in previous meetings. Santa Fe County has followed through on a finding in an audit. After meetings with the Treasurer's Department they are near to securing the designated account secured by other securities. He said it has been a lot of work and he thanked Tracey Young for her efforts. The letter will be completed once the first collateral report shows the money is in the account and is gaining interest.

VIII. Presentation: Procurement Process from Bill Taylor, Procurement Manager

Mr. Pacheco indicated Bill Taylor gave a presentation to staff on procurement. He said it appears staff has been following correct procedures.

Mr. Taylor distributed the training power point presentation [*Exhibit 1*]. He said he was prepared to answer any questions.

Commissioner Anaya commented that there has been a big problem with moving contracts through in a timely and efficient manner. He suggested there be standardized or

boilerplate documents to streamline the process and avoid logjams.

Commissioner Mayfield pointed out that Mr. Taylor was hired specifically to address that issue.

Mr. Taylor said another issue is getting around the procurement process. Use of boilerplate is one of his top priorities. They have eliminated the practice of allowing vendors to have input into terms and conditions, and this should help. He said he is working closely with Mr. Ross, and they are advertising for a contract manager. He noted that the purpose of the training is to generate a full packet that can be put into the hopper without further delays. The legal contract request form has been revised to be more user-friendly.

Another tools they anticipate using is the multiple-source award for professional services with on-call personnel. There will be limits on those. He hopes to someday implement a job order contracting process for smaller projects.

Commissioner Anaya mentioned that price agreements – piggybacking – can be a good thing if used properly. Mr. Taylor agreed.

Commissioner Vigil raised the subject of local vendors and a discussion ensued regarding strategies for maximizing local participation. Mr. Taylor noted the state has implemented state and veteran preferences. He suggested tweaking language about local offices in the regulations. Qualifications still have to be met and best value provided. He provides debriefing to the vendors through mandatory pre-proposal meetings; post-choice meetings provide feedback about how improvements could be made.

Commissioner Mayfield noted the competition is made more difficult due to scale considerations.

Commissioner Mayfield spoke of delays occasioned by simple change orders requiring approvals. Mr. Taylor indicated they now have a pre-auditing authorization form with various personnel identified as having signatory authority, making it possible to proceed.

Mr. Pacheco thanked Mr. Taylor, adding changes made to contracts have been very helpful.

IX. Housing Authority Updates

A. Site Improvement Plan/CFP Update

Victor Gonzales stated the widow and window screen replacement, sidewalk work and cabinet replacement are all complete. Regarding the main sewer line at Camino de Jacobo, he has contacted Roy Woods, the original architect who will submit a quote to update the existing plans. Mr. Gonzales is awaiting three quotes to repair the roof leaks at Camino de Jacobo units.

Commissioner Holian asked for an update on prairie dog relocation. Mr. Pacheco stated a decision has been made to wait until they come out of hibernation in the spring. He added he has

been made aware of the pupping cycle.

Commissioner Anaya noted that the sewer line extension was a serious health and safety issue and he suggested sending a letter to the City requesting cooperation. Mr. Gonzales stated he spoke with City Wastewater, they are aware of the problem and gave a green light to proceed.

Commissioner Mayfield indicated he received a call from Española City Councilor Peggy Martinez who has been informed the road to the senior center and Boys and Girls Club is becoming impassible. He commented it might the responsibility of the federal government. Commissioner Anaya noted the County has adopted that road and he encouraged them to make improvements. Ms. Miller pointed out that Camino de Jacobo could be in the presumptive area and thus would become the responsibility of the City. Mr. Pacheco said in preliminary discussions with Mr. Leigland if the road is adopted the County can maintain it. Mr. Gonzales said the road was included in the resolution regarding roads slated for adoption.

(b) Vacancy Update

Mr. Pacheco said this month there is a 95 percent occupancy rate. Two units are out for rehabilitation and one is being prepared for handicap access.

(c) Director's Report

Referring to a question from the previous meeting Mr. Pacheco stated he found out Los Alamos National Bank is part of the federal home loan bank association.

He said staff is working at selling the five County-owned home and a sales brochure was distributed [*Exhibit 2*]. They continue to work on lease to own possibilities. He listed other marketing tools they are using and solicited feedback on the brochure.

In response to Chair Stefanics' question, Mr. Pacheco said HUD requires the buyers to be qualified at less than 80 percent area median income. He noted realtors might be used in the future.

Chair Stefanics asked about senior citizens being able to qualify if they have other property. Mr. Pacheco said he would have to check. He said social security and disability payments can be used to purchase a home.

Mr. Pacheco indicated he will be bringing forward a resolution at the next meeting outlining his responsibilities. He attended a very informative QAP meeting held by MFA regarding funding sources. Commissioner Anaya asked if they discussed the final plan and Mr. Pacheco said it consisted of public comment on the plan and he offered to forward the draft.

Commissioner Anaya asked staff to look into Section 202 funding for the elderly; 504, for the disabled; possibly 811, for AIDS and homeless, and 542, multi-family housing for seniors in rural areas. He noted the application cycle was coming up.

Ms. Ong asked what can be done when a situation changes, such as someone becoming

wheelchair-bound. Mr. Pacheco said units are being converted for seniors and the handicapped.

IX. Public Comments

None were offered.

X. Matters from the Board

Chair Stefanics referred to a County Investment Committee meeting where Los Alamos Bank made a presentation about loans being called in. Rainbow Vision's loan of \$3.2 million is being called. It's on the market. She suggested this could be a mixed-use, senior use and could be purchased for a lower price.

XI. Executive Session (if necessary)

An executive session was not deemed necessary.

XII. Adjournment

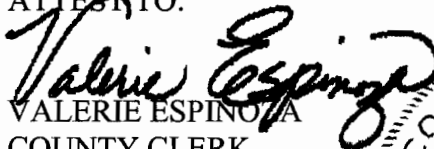
Having completed the agenda and with no further business to come before the Authority, this meeting adjourned at approximately 11:05 a.m.

Approved by:



Liz Stefanics, Commission Chair
Housing Authority Board

ATTEST TO:


VALERIE ESPINOZA
COUNTY CLERK



Submitted by:

Debbie Doyle, Wordswork