

**MINUTES OF THE**  
**SANTA FE COUNTY**  
**HOUSING AUTHORITY BOARD**

**November 10, 2009**

This special 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 10:05 a.m. by County Commissioner Mike Anaya.

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

**Members Present:**

Mike Anaya, Commissioner  
Harry Montoya, Commissioner  
Kathy Holian, Commissioner  
Liz Stefanics, Commissioner  
Tim Vigil, Community Member  
Virginia Vigil, Commissioner

**Member(s) Excused:**

Michelle Hoffman, Resident Member

**Staff Present:**

Dodi Salazar, Housing Director  
Steve Ross, County Attorney  
Roman Abeyta, County Manager  
Rachel Brown, Deputy County Attorney  
Victor Gonzales, Capital Fund Coordinator  
Joseph Gutierrez, Director Community Services  
Darlene Vigil, Affordable Housing Administrator  
Teresa Martinez, Finance Director

**Others Present:**

Mike Loftin, Homewise  
Allan Hoffman, Oshara Village  
Cheryl Gooding, Homewise  
Maggie Monroe-Cassell, Santa Fe Habitat  
Karla Quintana, Santa Fe Community College  
Lorn Tryk, El Nido/Tierra Contenta  
James Hicks, Tierra Contenta

Olga Chavez, Barker Realty  
Paul Duran, Galisteo/San Mateo  
Rosanna Vazquez, Legal Counsel  
John McCarthy, La Pradera  
Joe Ortiz, Association of Realtors  
Hank Hughes, End Homelessness  
David Barker, Barker Realty

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The Agenda was followed out of sequence for clarification purposes:

**V. Staff Request for Clarification of Board Motion to Allocate \$2 Million for a Rental Assistance Program and Down Payment Assistance Program**

County Manager Roman Abeyta summarized the events of the previous meeting, stating there is \$5 million available as a result of the home sales program which began in 2001. There has been discussion surrounding the idea of using that money to buy property and build affordable homes. A needs study was conducted by Suby Bowden and potential properties were identified. The Galisteo Street property, site of the old Public Works facility was named the top choice and remains promising but there are a number of obstacles in the short run.

In the discussion at the last meeting the Board decided to move \$2 million of the \$5 million to rental and down payment assistance, and to use the remaining \$3 million would be used to find available lots in existing subdivisions that could be built on. Consequently, staff prepared a list of properties and would now recommend that the Authority rescind the action of the last meeting allocating the \$2 million.

Commissioner Stefanics clarified that there was \$5 million in the housing development fund and \$2.3 million in the affordability fund. She moved to reconsider her motion from the previous meeting and to retain the \$2 million in the housing development fund. Commissioner Vigil seconded and the motion carried unanimously.

Introductions were made.

**III. Land Availability Matrix Overview [Exhibit 1: Analysis Matrix]**

**IV. Request Board Approval to Purchase Property for Development Project**

Dodi Salazar stated the matrix was drawn up through contacting developers with available property and having them complete a questionnaire. She said La Pradera has 27 lots available out of a total subdivision amount of 237 lots. The cost is \$38,000 per lot, however, infrastructure has not been completed so an additional \$25,000 should be added to that per-lot cost, resulting in a \$63,000 cost for each lot.

Tierra Content has 60 lots ready to go. The per-lot cost would be \$33,250 if 60 lots are purchased, \$40,000 for 20 lots and \$45,000 each for ten lots.

Lots are also available on the corner of Galisteo and San Mateo in the city. Cost is \$49,000 per lot with infrastructure in place.

Ms. Salazar said she had not yet had detailed discussions with the Oshara developers about the 7 live-work units available. There are five lots for \$30,000 and two at \$20,000.

Commissioner Vigil asked why Rancho Viejo was no longer in contention. Ms. Salazar explained they are in the process of selling the subdivision and the owners want to wait until they have closed before proceeding.

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Referring to the 60 lots available in Tierra Contenta, Commissioner Holian asked if all of those homes would be affordable or could some be market rate. Ms. Salazar said that was up to the Commission, but that many lots would require phasing. Commissioner Holian asked if the houses had already been designed and Ms. Salazar said she understood there were plans already but the County could choose to do its own. In response to a question from Commissioner Holian, Realtor Chavez said it was strictly residential but there are areas nearby suitable for commercial development.

Ms. Brown said use of the funds was limited as far as market rate homes.

Commissioner Stefanics asked whether affordable housing clients should have homeowners dues imposed upon them. Ms. Salazar said the ordinance limits dues to \$100 or less. She pointed out there is a wide variance in the properties with La Pradera at \$98 per month and Tierra Contenta at \$30 per month. Galisteo/San Mateo has no homeowner dues.

Commissioner Stefanics asked if the Board could determine which income levels they could concentrate on. Ms. Brown said they could. Commissioner Stefanics asked if further decisions could be made in the future and Mr. Abeyta said that was correct. She asked if there was a priority ranking and Mr. Abeyta said staff's first priority is Tierra Contenta. The only drawback is that it is within the city limits, as is Galisteo/San Mateo. He said Tierra Contenta has the advantage of immediately available building permits. Following that, the determination would be based on cost per lot.

Commissioner Stefanics sought and received confirmation that not all 60 Tierra Content lots had to be purchased. Both Oshara and Galisteo/San Mateo would require all seven lots to be purchased. Mr. Abeyta said he was unsure if rezoning would have to be done regarding the live-work arrangement.

Mr. Hoffman explained that Oshara has a block of live-work units. They work under the auspices Santa Fe Community Housing Trust who have found a large need for live-work. He said it was a common-wall project, equivalent to a three-bedroom dwelling. He urged the County to experiment with seven units of live-work.

Commissioner Stefanics asked what the County's responsibility was as far as home building. Ms. Salazar said the County can purchase the land and build on it. Mr. Gutierrez said he believed ten units could be built for \$100,000 each. Another option is to ask the land sellers to make an offer.

In response to Commissioner Holian's question Ms. Salazar said if the lot cost \$33,000, at \$100,000 the County could make money on each home.

Commissioner Vigil said it was a mistake to purchase property without knowing the full cost. Additionally, she would like to see a cost/benefit analysis done on building in the county versus in the city. Building is not the only option; purchasing foreclosed homes could be an expeditious way to get affordable housing in the city and the county. If the County is subsidizing the project it is important to know the costs. She advised delay in order to allow for more information.

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Chairman Anaya stated he wanted to avoid a situation like that of the business park where land is purchased and then nothing happens. He agreed it was important to know the cost of building before starting out.

Commissioner Stefanics asked about procurement process implications. She suggested starting with a more modest project of land and homes.

Commissioner Holian said if all 60 Tierra Contenta lots were purchased for \$2 million and ten houses built, those could be sold by next summer and the proceeds returned to the fund.

Mr. Gutierrez said in order to build they would have to go out to bid and get the lowest square foot cost. Mr. Gonzales added the true cost of building won't be known until after it is designed. If the homes are purchased on the land you have no say about quality.

Ms. Salazar said what staff would like to do is go through with the purchase of property and then issue an RFP in order to get something started by January. She reminded the Authority they've been trying to get under way for approximately 3 years.

Commissioner Stefanics felt that a two-month timetable for the procurement process seemed optimistic. She asked about getting a combined bid on lots and houses.

Noting this is a pilot project, Commissioner Montoya suggested getting some lots from each. He said he understood high quality units were being built for \$100,000.

Commissioner Tim Vigil asked if any of the subdivisions had obstacles, for instance La Pradera's need to be bonded and recorded. Mr. McCarthy stated the documents are complete. The property in question is a U-shaped loop and the utilities come to the edge. Bonding would depend on who's in control.

Commissioner Tim Vigil asked if there were barriers tying specific builders to a project. What if a problem arises? Mr. Abeyta said if they are thinking in terms of a package deal, some of the developers may not be able to bring a contractor in.

Commissioner Holian pointed out La Pradera is expensive and is not ready.

Commissioner Vigil again brought up the losses to the County in property and gross receipts taxes for city properties. She believed there could be problems with the procurement code and she suggested a hybrid program.

Commissioner Vigil moved to table pending further information on tax and procurement repercussions, and to meet again in two weeks to revisit the issue.

Chairman Anaya said if an RFP is used there need to be uniform specs to be able to compare contractors. Commissioner Vigil said this is the development component. She believed the ordinance has guidelines as to square footage, etc.

Chairman Anaya second the tabling motion, which failed 2-4, with Chairman Anaya and

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Commissioner Vigil voting in favor.

Commissioner Stefanics again asked about procurement, and Ms. Brown said if a home is to be constructed on a property procurement rules will apply, and the lowest bid would apply. She said she could do research and have better information in a couple weeks. Commissioner Stefanics asked if any of these properties come with homebuilders. It was determined that only Galisteo/San Mateo does not. Mr. Abeyta said much depends on whether the project is done as a package deal or not. Commissioner Stefanics asked about a realistic timeframe for an RFP and Mr. Abeyta speculated it could be done in 90 days.

Commissioner Holian asked if the County had experience with this kind of RFP and Ms. Salazar replied they did.

Commissioner Holian moved to purchase the 60-lot Tierra Contenta property, given its state of readiness, and after that look into building in the county. She believed there could be a quick turnover and some of the lots could be sold. Mr. T. Vigil seconded.

Commissioner Stefanics said they don't have the money to build on all 60 lots and she wasn't sure all could be sold. She liked the Commissioner Montoya's idea of spreading the lot purchases around.

Chairman Anaya advocated issuing an RFP for land and houses together.

Commissioner Vigil proposed a friendly amendment recommending that staff bring a proportionate pilot project to include affordable housing in each of these areas, and with fiscal impact projections. She advocated starting with ten lots at Tierra Contenta and similar amounts elsewhere.

The motion failed 2-4, with Commissioner Tim Vigil and Commissioner Holian voting in favor.

Commissioner Montoya moved to purchase five lots in La Pradera, ten in Tierra Contenta, five in Galisteo/San Mateo and five at Oshara. Commissioner Stefanics seconded.

Mr. McCarthy and Mr. Hoffman declined to split up the lots for sale.

Commissioner Montoya withdrew his motion and Commissioner Stefanics her second.

Commissioner Montoya moved to purchase ten lots at Tierra Contenta and five at Galisteo/San Mateo to begin the process. Commissioner Holian offered to second with a friendly amendment to include the seven Oshara lots. Commissioner Montoya questioned the demand for live-work units and rejected the friendly amendment. Commissioner Holian proposed another friendly amendment for 20 units at Tierra Contenta. Commissioner Montoya accepted the friendly amendment.

Commissioner Vigil said it was presumptuous to move forward without more information. Chairman Anaya felt by dividing up homes and land was piecemealing the project.

SFC CLERK RECORDED 04/01/2010

The motion failed by a 3-3 vote with Commissioner Montoya, Commissioner Holian and Mr. T. Vigil voting in favor and Commissioner Vigil, Chairman Anaya and Commissioner Stefanics voting against.

Commissioner Stefanics moved to purchase ten lots from Tierra Contenta, seven lots from Galisteo/San Mateo and seven lots from Oshara. Commissioner Montoya seconded.

Commissioner Tim Vigil asked if sufficient due diligence had been done on Oshara. Ms. Salazar said she would like to look at the property and talk with the Community Housing Trust, which she has not had the opportunity to do.

Commissioner Stefanics withdrew her motion and Commissioner Montoya his second.

Commissioner Stefanics requested that something be ready for a presentation in two weeks. Commissioner Montoya said it was important to give staff clear direction. Mr. Abeyta preferred to issue an RFP for land and builder. He said they could return with a scope of work. Mr. Gutierrez pointed out that every builder will bring a different menu to the table since there is no standard house.

Commissioner Holian expressed her strong desire that the houses be energy efficient, an element that could be lost if the project is rushed. Commissioner Stefanics said builders are aware of that concern and she recommended standardized building requirements.

Commissioner Vigil moved to go forward with an RFP, incorporating the comments made today and start with a ten-home project. The Authority could then compare in lots of ten. Commissioner Stefanics seconded. There was consensus to give that direction to staff. Ms. Brown said it could be noticed for multiple awards.

### **XIII. Matters from the Board**

Commissioner Stefanics asked staff to meet with the non-profit community regarding rental assistance and come back with recommendations after the first of the year. She noted that although there is a glut of rental units the waiting list for the County units remains long.

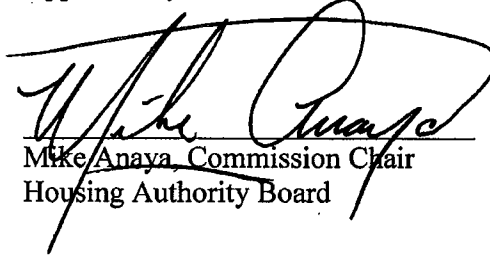
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**XIV. Adjournment**

Having completed the agenda and with no further business to come before the Board, this meeting adjourned at approximately 11:15 a.m.



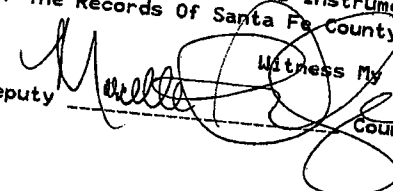
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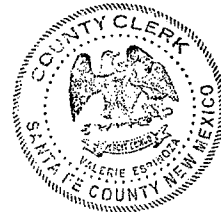
  
Mike Anaya, Commission Chair  
Housing Authority Board

  
VALERIE ESPINOZA  
COUNTY CLERK

Respectfully submitted,

Debbie Doyle, Wordswork

COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss  
HOUSING MINUTES  
PAGES: 7  
I Hereby Certify That This Instrument Was Filed for  
Record On The 1ST Day Of April, 2010 at 09:10:11 AM  
And Was Duly Recorded as Instrument # 1594889  
Of The Records Of Santa Fe County  
  
Deputy \_\_\_\_\_  
Witness My Hand And Seal Of Office  
Valerie Espinoza  
County Clerk, Santa Fe, NM



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