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Of The Records Of Santa Fe County

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

MINUTES OF THE

SANTA FE COUNTY

HOUSING AUTHORITY BOARD

March 31, 2009

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 8:10 a.m. by County Commission Chair Mike Anaya.

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

Members Present:

- Mike Anaya, Commissioner
- Kathy Holian, Commissioner
- Michelle Hoffman, Resident Member
- Liz Stefanics, Commissioner
- Harry Montoya, Commissioner
- Virginia Vigil, Commissioner

Member(s) Excused:

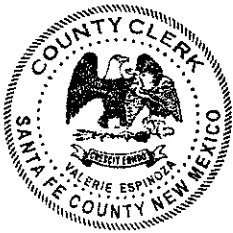
- Tim Vigil, Community Member

Staff Present:

- Roman Abeyta, County Manager
- Dodi Salazar, Housing Division Director
- Rachel Brown, Deputy County Attorney
- Victor Gonzales, Capital Fund Coordinator
- Joseph Gutierrez, Community Services Director
- Darlene Vigil, Affordable Housing Administrator
- Karen Wilson, Public Housing Supervisor

III. Approval of Agenda

Upon motion by Commissioner Holian and second by Board member Hoffman, the agenda was unanimously [4-0] approved. [Commissioners Stefanics and Montoya were not present for this action.]



SFC CLERK RECORDED 07/10/2009

IV. Approval of Minutes: February 24, 2009

Commissioner Holian noted an error and Commissioner Vigil moved to approve as corrected. Her motion was seconded by Commissioner Holian and the motion carried unanimously. [Commissioners Montoya and Stefanics were not present for this action and arrived shortly thereafter.]

V. Approval of Resolution No. 2009-03 Approving the PHA Certifications of Compliance with the PHA Plans and Related Regulations – to accompany the five-year plan – Public Hearing

Ms. Salazar said the Quality Housing and Work Responsibility Act (QHWRA) of 1998 requires that Housing Authorities submit annually an annual plan as well as a five-year plan every five years. On November 2008 HUD issued a notice providing an exemption to qualifying small Public Housing Agencies from the requirement of submitting Annual Plans. The county is however, not exempt from preparing and submitting the five-year plan. The planning process included the Resident Advisory Board.

Commissioner Vigil asked how realistic the goal of obtaining and maintaining a 95 percent occupancy rate was. Ms. Salazar said just a few years ago the vacancy rate was 17 percent which is unacceptable to HUD. Last month, the vacancy rate was 4 percent. This month the vacancy rate is 7 percent because seven units targeted for homeownership were returned to the rent rolls. She was it was attainable.

Commissioner Vigil asked whether staff is required to justify occupancy rates lower than 95 percent to HUD. Ms. Salazar said her department is required to report to HUD on the vacancy rate and other related topics through the Public Housing Assessment System (PHAS).

Commissioner Holian asked whether the County was able to meet the goal of preparing vacant units for occupancy within 21 days of vacancy. Ms. Salazar said currently it takes an average of 60 days to get a unit ready, 21 days is the department's goal. Vacated units can be in such poor condition that it takes additional time to remedy. HUD requires that vacated units be prepared in order of first in/first out.

Ms. Salazar confirmed for Commissioner Stefanics that the County's housing program is an enterprise fund. Ms. Salazar pointed out that vacancy of no more than 21 days merits the highest score in HUD's assessment system. The department strives to attain the highest score possible, stated Ms. Salazar.

Chair Anaya asked whether there was any one in the public wishing to speak to this issue. There was not.

Commissioner Holian moved to approve Resolution 2009-03 as presented by staff. Her motion was seconded by Commissioner Vigil and passed by unanimous [6-0] voice vote.

VI. Approval of Resolution No. 2009-04: Approving the 2009 American Recovery and Reinvestment Act Formula Grant for the Public Housing Capital Fund Program

Ms. Salazar stated that this resolution approves the Housing Authority's formula grant received under the ARRA. The Housing Authority received \$402,302.00 and HUD requires a resolution and budget from the department before releasing the funds.

Ms. Salazar said the budget was not included in the packet. The funds will be used to replace the windows of 70 units at Camino de Jacobo with energy efficient windows. The other sites have had window replacement in the recent past. Single water meters will be installed at Jacobo. Currently, \$70,000 is spent out of the operating budget for Jacobo and Santa Cruz' water. This will switch the utility bill to the tenant; however, the County will increase the utility allowance that the tenant currently receives.

The ARRA is giving priority to projects that can be awarded within 120 days of receiving the award. Energy efficient items from the five-year CFP Plan were moved to the top of the list for the ARRA award.

Commissioner Vigil asked whether the projects will be contracted to outside vendors and Ms. Salazar said it would be through an RFP process.

Commissioner Holian recommended that staff measure the reduction in utility charges the energy efficient windows make for the residents. Ms. Salazar responded that staff was developing revised utility allowances for each of the neighborhoods and will present that information to the Board.

Commissioner Stefanics recommended that staff contact a non-profit company that conducts residential energy audits and Anthony Roybal was mentioned as a contact.

Responding to the Chair's concern that the GRT for the purchase of the windows will probably not benefit Santa Fe, Commissioner Stefanics said through a governmental purchasing alliance "U.S. Communities" a county could realize a 7.5 percent average savings.

Mr. Gutierrez commented that in the past the County would receive three or four bids per project, the last four RFPs that have been issued have resulted in 10+ bids with the majority being local contractors.

Commissioner Vigil commented that the City's local preference resolution does not trump the State's procurement process.

Commissioner Vigil moved to approve Resolution 2009-04. Her motion was seconded by Commissioner Holian and passed by unanimous voice vote.

VII. Approval of Resolution No. 2009-05: A Resolution Requesting an Increase to the Capital Fund program (301) to Budget Funds Received from the 2009 American Recovery and Reinvestment Act (\$402,302)

Ms. Salazar said the resolution approves the budgeting of the ARRA funds.

Commissioner Montoya moved to approve Resolution 2009-05. Board member Hoffman seconded and the motion passed by unanimous voice vote.

VIII. Approval of Resolution No. 2009-06: A Resolution Requesting an Increase to the Section 8 HCV Program (227) for Expenditure in Fiscal Year 2009 (\$235,200)

Ms. Salazar said this resolution is necessary to budget the Section 8 expenditures through the end of this fiscal year.

Ms. Salazar said these funds are received from HUD for the Section 8 program.

Ms. Salazar said the stimulus funds can only be used for the capital fund program which is dedicated to improvements of the public housing units. In response to Commissioner Vigil's question, Ms. Salazar said there is still an operational gap in funding received for the public housing program and for the Section 8 program. The public housing program receives approximately 92 percent of its needs and Section 8 approximately 88 percent.

Commissioner Stefanics moved to approve Resolution 2009-06. Commissioner Montoya seconded and the motion passed by unanimous voice vote.

IX. Housing Authority Updates
A. Vacancy Update

Ms. Salazar said seven units slated for the homeownership program have been added to the rent rolls. Those seven units were built in 2002 for the homeownership program in Santa Cruz. There are 200 units in the program and of those, 186 are leased creating a 7 percent vacancy rate.

Commissioner Stefanics expressed concern that once evicted from public housing these people may become homeless. Ms. Salazar said she didn't know what happens and speculated they move in with family or friends. She said drug related issues are a "one-strike" situation and those tenants are evicted. However, if it is back rent related, a meeting is scheduled, a repayment agreement developed and if the agreement is not met there is an eviction.

B. Capital Fund Program Update

Mr. Gonzales said the Abedon Lopez Senior Center received a new steamer, kitchen table and a garbage disposal. Paving at the center is beginning.

Mr. Gonzales said the restuccoing projects will be completed with the stimulus money.

Commissioner Vigil asked whether the County received any legislative money from the capital outlay bill for community and senior centers. Mr. Gutierrez said he was unaware of any awards to the county.

Mr. Gonzales confirmed that the new truck was the best price available. The truck would be stationed at the Valle Vista site for use at all public housing facilities.

Board member Hoffman expressed concern that the new water meters may increase cost for residents, especially those on fixed incomes. She asked whether the County would consider providing water collecting rain barrels. Ms. Salazar said staff would investigate whether that's an allowable expense under the capital fund program.

C. Affordable Housing Program Update

Darlene Vigil, Affordable Housing Administrator, said the County received an overwhelming positive response from the not-for-profit entities regarding the third party subsidies amendment to Ordinance 2006-02.

The Affordable Housing Fund Plan has been completed and the County General Plan consultant is reviewing it. Recent unemployment figures and changes in the housing market have been added to the plan. The plan is scheduled for delivery to the New Mexico Mortgage Finance Authority tomorrow.

Ms. Vigil reviewed current affordable housing production, noting La Pradera has begun eight new homes and Habitat for Humanity two new homes in Oshara. She said development of an audit on all developers and homebuyer files has begun.

D. Public Housing Report

Ms. Salazar said the report outlines current events at the Housing Authority. At the Galisteo site, the County Clerk continues to use space and estimates use for another 14 months. Demolition and remediation can not begin until the entire site is vacated. At this point, the development team is re-investigating the other two sites identified by Suby Bowden.

Commissioner Stefanics recommended conducting a neighborhood meeting before going any further with the Galisteo site. She said the residents in that area have major concerns. County manager Abeyta said he was aware of the concerns and is supporting investigating the two other sites.

Commissioner Stefanics said the area residents seem to be proponents of a development for seniors. Traffic is their big concern. Commissioner Holian remarked that the residents want to see environmental remediation at the site.

Commissioner Vigil supported holding a neighborhood meeting and recommended extending an invitation to the City Council.

Mr. Gutierrez said that regardless of the housing project, the County will be moving expeditiously to remediate the Galisteo site.

Ms. Salazar identified the other sites proposed by the Bowden team as San Cristobal off

of SR 14 and the Tsosie property adjacent to Camino de Jacobo off Agua Fria. The County owns neither site. Commissioner Vigil reminded the Authority that Galisteo was the preferred property because the County owns it. She acknowledged the constituent problems.

Ms. Salazar said staff will initiate early notification meetings with the residents in the Galisteo area and begin investigation of the other properties.

Speaking as a proponent of the Galisteo site, Chair Anaya pointed out that the County has a great deal of time and money invested in developing this site. He noted its proximity to transportation and shops.

Commissioner Stefanics said the Galisteo neighborhood association is well organized and educated. She encouraged staff to schedule meetings with the neighborhood association as soon as possible. Speaking as the commissioner of that district, Commissioner Holian requested a townhall meeting with representatives from the site development team present.

X. Matters from the Board

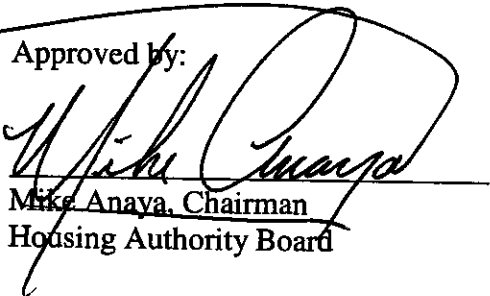
A discussion ensued regarding the NAHRO Conference in Ruidoso and staff encouraged Commissioner attendance noting HUD funding was available for Commissioners to attend the conference.

Board Member Hoffman said she was pleased to see staff was working on a recycling program for the different units.

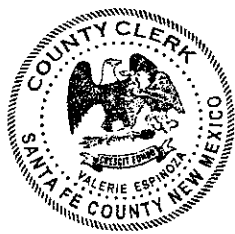
XI. Adjournment

Having completed the agenda and with no further business to come before the Board, this meeting adjourned at approximately 9:10 a.m.

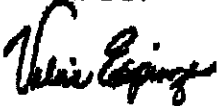
Approved by:



Mike Anaya, Chairman
Housing Authority Board



ATTEST TO:



VALERIE ESPINOZA
COUNTY CLERK

Respectfully submitted,

Karen Farrell, Wordswork