

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

**September 26, 2023**

**Santa Fe, New Mexico**

1. A. This regular meeting of the Santa Fe County Housing Authority was called to order by Chair Anna Hansen at approximately 1:09 p.m. on the above-cited date at the Santa Fe County Commission Chambers, 102 Grant Street, Santa Fe, New Mexico.

B. A quorum was present with the following members in attendance:

**Members Present:**

Commissioner Anna Hansen, Chair  
Commissioner Hank Hughes, Vice Chair  
Commissioner Camilla Bustamante  
Commissioner Justin Greene  
Commissioner Anna Hamilton  
Resident Member Cathy Hurtado

**Member(s) Absent:**

None

**County Staff Present:**

Greg Shaffer, County Manager  
Jordan Barela, Housing Authority Director  
Adrianna Velasquez, Deputy Housing Authority Director  
Denise Benavidez, Affordable Housing Administrator  
Jeff Young, County Attorney  
Paul Olafson, Community Development Director  
Leandro Cordova, Deputy County Manager  
Estrella Martinez, Administrative Manager

**C. Approval of Agenda**

Commissioner Hughes moved to approve the agenda and Commissioner Hamilton seconded. The motion passed by unanimous [6-0] voice vote.

**D. Approval of Minutes: August 29, 2023**

Commissioner Hamilton moved approval and Commissioner Bustamante seconded. The motion passed without opposition.

SFC CLERK RECORDED 12/27/2023

2. **Consent Agenda** - No items

3. **Discussion/Information/Presentations**

A. **Executive Director's Monthly Report – September 2023**

Director Barela highlighted the following items:

- Staffing-wise, a Maintenance Technician Senior has been promoted from Maintenance Tech, and an offer has been extended for the vacant position
- Interviews are ongoing for the FSS Coordinator and a temp employee is currently serving as the program administrator
- A resolution is anticipated for presentation in October to approve the Developer Assistance Program. This program may provide grant opportunities and assistance to the Pathway Shelter
- An eviction hearing was rescheduled until October 6<sup>th</sup> for the tenant to obtain legal counsel
- The Section 8 annual audit was submitted ahead of the federal deadline and the Authority received a high status
- HUD published PH Notice 2023-20, which is a federal designation allowing PHAs to waive specific regulations for the purpose of administering the voucher program and to better address local community needs. Staff is evaluating the potential waivers that would benefit County residents
- The FY23 unaudited financial statement was submitted to and approved by HUD. The next step is the audited financial statement due in March 2024
- HUD has not advised the agency whether they will allow the requested changes for fair market value; however, HUD's FY24 fair market rents for Santa Fe County show a substantial increase. Hopefully, this will enable an increase of voucher utilization
- A new payment standard resolution will be brought to this Board in November
- La Vista del Rio Apartments: On September 14<sup>th</sup> staff met with the La Vista del Rio team to discuss project updates. A new buyer has been identified and there was no interest in the transfer of the purchase. Staff will continue to engage with the project team and provide appropriate assistance
- Nueva Acequia: The RFP has been finalized with Project Moxie who is currently with Purchasing

Commissioner Greene said he supported the idea of the developer assistance and grant program and offered to sponsor the resolution. Commissioner Hughes said he too supported the program and asked whether the County has considered workforce housing for its employees. Mr. Barela said the County has looked at its parcels with that in mind as well working with Rancho Viejo for affordable rentals. Commissioner Bustamante said the Santa Fe Public Schools owns vacant lots but lacks a program to build affordable housing for teachers, and Commissioner Greene noted that they are currently developing a 40-unit project in an area off of Airport Road for a teacherage village.

**B. Presentation on Grievance Procedure Policy**

Deputy Director Velasquez said that staff, in conjunction with Nelrod, Inc. have established grievance procedure policies for implementation with the ACOP in November 2023. The policy provides an administrative plan as required by HUD to ensure adequate due process regarding actions against public housing residents. Mandated by the Housing Act of 1937, the Santa Fe County Housing Authority has adopted and maintained a grievance procedure policy; however, it requires revisions to ensure consistency with ACOP. She reviewed the different sections of the policy and offered that once approved, each Authority resident will receive a copy.

**C. Presentation on Termination and Eviction Policy**

Ms. Velasquez said that staff and Nelrod have established Termination and Eviction policy and procedures for implementation with the revised ACOP plans. The purpose of this policy is to establish administrative procedures related to evictions on the termination of the lease agreements for public housing residents and consistency with federal law. This policy does not circumvent the Uniform Landlord-Tenant Relations Act. The agency's current termination and eviction policy is outdated. She reviewed the sections of the policy.

Commissioner Bustamante asked whether the agency residents would have an opportunity to review the new rules. Ms. Velasquez said the ACOP has been posted. The period to offer changes and/or comments is open until October 31, 2023. Notice was published in the newsletter and notification was provided to all residents.

Mr. Barela said the majority of the language within the policies comes directly from the federal code and HUD guidance.

The documents are provided in Spanish and English. Commissioner Greene asked whether there were any workshops for the tenants. The Resident Boards have received an in-depth review of the documents and staff is available for further review stated Mr. Barela.

**D. Affordable Housing Monthly Report**

Affordable Housing Administrator Denise Benavidez updated the Board on current developments: Apache Springs and Arroyo Hondo are moving forward with Affordable Housing Agreements. Loan-wise, there are a five new families moving into affordable homes. She said she was working with 20 County employees to get them qualified for homes.

Chair Hansen said she was pleased to hear that County employees would be benefitting from the affordable housing program.

Ms. Benavidez pointed out the demand is greater than the supply. She noted that disclosure statement drafts are being requested prior to closing to review and negotiate the fees mortgage lenders are imposing. Guidelines will be developed to prevent mortgage companies from charging high fees. Reducing closing costs is very important for affordability.

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4. **Matters from the County Attorney** - None were presented

5. **Matters from the Board**

Commissioner Greene updated the Board regarding the coalition working on Vista del Rio apartment complex in Española. An Española-based private buyer is working with the seller. He noted that the buyer has no obligation to continue anything beyond the six months that the USDA leases guarantee. He was hopeful the buyers might exhibit some civic responsibility. The coalition has offered assistance to the buyer but it appears the project will not be preserved as affordable units.

6. **Matters from the Public** - None were presented.

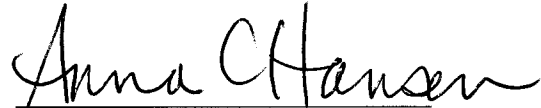
7. **Concluding Business**

A. **Announcements**

B. **Adjournment**

Upon motion by Commissioner Greene and second by Commissioner Hamilton, Chair Hansen declared this Housing Authority meeting adjourned at 1:45 p.m.

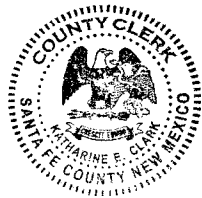
Approved by:



Anna Hansen, Chair  
Housing Authority

Respectfully submitted by:


Karen Farrell, Wordwork



COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

HOUSING MINUTES  
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I Hereby Certify That This Instrument Was Filed for  
Record On The 27TH Day Of December, 2023 at 01:47:20 PM  
And Was Duly Recorded as Instrument # **2025667**  
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office  
Katharine E. Clark  
Deputy  County Clerk, Santa Fe, NM