

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

**January 25, 2022**

**Santa Fe, New Mexico**

I. This regular meeting of the Santa Fe County Housing Authority was called to order by Chair Anna Hamilton at approximately 1:07 p.m. on the above-cited date.

The meeting was conducted remotely on the Webex platform.

II. The following members were present virtually:

**Members Present:**

Commissioner Anna Hamilton, Chair  
Commissioner Anna Hansen  
Commissioner Hank Hughes  
Commissioner Henry Roybal  
Community Member Joseph Lowey

**Member(s) Absent:**

Commissioner Rudy Garcia, Vice Chair  
Resident Member Cathy Hurtado

**County Staff Present:**

Jordan Barela, Housing Authority Executive Director  
A.J. Coughlin, Housing Staff  
Denise Benavidez, Affordable Housing Administrator  
Greg Shaffer, County Attorney  
Katherine Miller, County Manager  
Joseph Montoya, Community Development Director

1. C. **Approval of Agenda**

Mr. Barela said there were no changes to the published agenda. Commissioner Hughes moved to approve and Commissioner Hansen seconded. The motion carried by unanimous [4-0] roll call vote. [Commissioner Roybal was not present for this action.]

D. **Approval of Minutes: November 30, 2021**

Commissioner Hansen moved to approve the minutes. Mr. Lowey seconded and the motion carried by unanimous [4-0] roll call vote. [Commissioner Roybal was not present for this action.]

SFC CLERK RECORDED 04/01/2022

2. **Consent Agenda**

A. **Request Approval of the Notice for the Regular Meeting Schedule of the Santa Fe County Housing Authority Board to be Held from January 1, 2022 to December 31, 2022**

Mr. Lowey moved approval of the meeting schedule and Commissioner Hansen seconded. The motion passed by unanimous [4-0] roll call vote. [Commissioner Roybal was not present for this action.]

3. **Discussion/Information/Presentations**

A. **Executive Director's Report**

**Staff and Training:** Mr. Barela said the maintenance technician position remains vacant. They expect to make an offer within the next few weeks. Once filled full staffing will be achieved. The FSS coordinator has completed her training. Both voucher specialists will be undergoing a Fair Housing Training Course this month.

**Development and Grant Opportunities:** The Housing Authority has been asked to partner with Forth Mobility. The plan is to put electric vehicles at charging stations in affordable housing developments. The concept paper was approved by DOE and the grant remains to be discussed and agreement should be in place by February 25<sup>th</sup>, after which they will contact the Housing Authority. The grant will cover vehicles, charging stations, and maintenance. The Housing Authority would provide two designated parking spaces per site and staff time for general vehicle upkeep. The County would have to provide the make-ready infrastructure for the charging stations. The Office of Sustainability is to put together a scope of work for the infrastructure and a capital request has been made.

Mr. Barela said the 2022 FSS grant has been received and this will cover the FSS coordinator for the next calendar year and this has been budgeted. The senior accountant is compiling all the utility consumption and expense for the operating subsidies. That is due the second week of February.

**Tenant and Landlord Issues:** There were no new evictions in November and December. The ROSS and FSS coordinators have been working with the Food Depot to organize food distribution events. A mobile food bus will be coming monthly to Valle Vista and Santa Cruz. Camino de Jacobo is close to the Food Depot.

**Administrative and Technical Issues:** The 2021 FSS grant was closed out as of December 31<sup>st</sup> and they are working on the HUD paperwork. There will be a mid-year budget request for fencing for the Nueva Acequia parcel. Homeless encampments, brush fires, and illegal dumping have become problems.

**National News and Trends:** CARES Act waivers expired December 31<sup>st</sup>, so there is no more latitude for inspections voucher extensions. However, Housing Authorities may request to extend waivers on a case-by-case basis. HUD is endeavoring to get all authorities on the same schedule for submitting five-year plans so the plan will now be due in April. This will require a public

comment period and public hearing. Mr. Barela said he will bring a more complete report on this next month.

Commissioner Hansen asked if the electric vehicles would be for staff use. Mr. Barela said the intent is to make them available to staff as well residents. Details remain to be worked out. Everything is done through apps.

Noting that the PHA five-year plan is complicated, Mr. Lowey asked that board members be sent copies before the public review. Mr. Barela said it will be a discussion item at the next meeting.

### **B. Capital Fund Program Report**

In response to a request for more information from Commissioner Garcia, Mr. Barela said the report now lists projects under way or soon to be underway, along with funding information. He listed which units were undergoing modification and their respective costs. The Santa Cruz safety and security project will see the installation of 783 feet of concrete retention wall and carbon monoxide detectors and security doors in all units.

They have received \$150,000 in state appropriations for the Camino de Jacobo sidewalks. It will be going out to bid soon. The fencing at the Santa Cruz has a legislative appropriation of \$452,000. Any extra money will go to refurbishments and the Boys and Girls Club. The items listed on the report will use up the 2018, 2019, and 2020 grants, and approximately \$70,000 of the 2021, leaving a remaining balance of \$229,000. If money comes in through CDBG a \$100,000 match would be required, so they are delaying obligating remaining funds to be sure they have sufficient for the match.

Six projects on the Excel list have been completed.

Commissioner Hughes asked how much money would be required to complete the remaining projects. Mr. Barela said approximately \$10 million. They are looking into sources of funding, including ARPA.

Mr. Lowey asked if the projects scheduled for January were almost completed. Mr. Barela said the mold remediation is underway; tree removal may go into February.

### **C. Financials**

Ms. Coughlin stated they are shuffling items around to prevent overdrawing. Commissioner Hamilton asked if the anticipated BAR would remedy the situation. Ms. Coughlin said internal BARs go quickly. Mr. Barela noted obligation and expenditure deadlines have been added in for all the CFP grants. He added HAP funding is tight and they are monitoring that.

SFC CLERK RECORDED 04/01/2022

**D. Resident Opportunity and Self-Sufficiency (ROSS) and Family Self-Sufficiency Reports January 2022**

Mr. Barela indicated there were no new ROSS clients so the number remains at 65. The ROSS coordinator made 125 resident contacts per month for November and December and provided 40 referrals for service. FSS has one new participant, bringing the number to 39, 14 of whom receive escrow payments.

Commissioner Hughes asked if coordinators use CONNECT. Mr. Barela said both coordinators are CONNECT navigators.

**E. Housing Choice Voucher, Vacancy, Waitlist, Inspection, Accounts Receivable and Eviction Reports**

Mr. Barela said there was a slight dip in utilization from over 97 percent to just under 97 percent for November and December. Eight people are seeking Section 8 accommodations. They have pulled an additional 40 applications for the Section 8 program and there will be an orientation next week. Mainstream is at 97 percent, with one person still searching.

For vacancies, two units are undergoing modernization and three being prepared for occupancy. However, the occupancy rate was at 100 percent for the month of December. It is anticipated the wait list numbers will be going down next month. Inspections are going smoothly. Regarding receivables, there has been a slight dip and they continue to reach out to past-due residents to encourage them to make use of available resources. Around \$47,000 comes in monthly. As previously stated, there were no new evictions, but a 30-day notice was issued in October and the tenant has not complied. There may have to be a court filing.

**F. Affordable Housing Program Strategic Plan Update – January 2022**

Denise Benavidez stated they have been discussing possible programs with the vendor. They have been meeting monthly with the committee. The Sustainability Office has joined in to help the rehab program. They plan to present all three updated ordinances at the same time, possibly in late summer. They will be seeking more sources of funding.

Manager Miller noted that while the affordable housing strategic plan has not been formally approved a presentation on the goals was made by Mr. Montoya and those goals have been converted into a document similar to the overall strategic plan.

Commissioner Hughes asked about the MFA-approved affordable housing plan. Mr. Montoya said Santa Fe County will have an all-encompassing plan and it will be reviewed by the New Mexico Mortgage Finance Authority as well as the Board. The plan will be in compliance with the Affordable Housing Act which will allow the use of general funds towards the development of affordable housing, once the plan is passed. The plan and implementation strategies will be presented for approval simultaneously.

**4. Matters from the County Attorney – None were offered**

5. Matters from the Board

Mr. Lowey mentioned that while staffing levels have been challenging throughout the country, the Housing Authority seems to be maintaining programs and training as before, and he commended staff.

Commissioner Roybal also thanked staff for their work.

6. Matters from the Public - None were presented

7. Concluding Business

- A. Announcements
- B. Adjournment

Upon motion from Commissioner Roybal, second from Commissioner Hughes, and unanimous roll call vote, this meeting was declared adjourned at approximately 2:00 p.m.

Approved by:

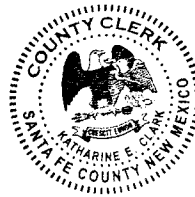
  
 Anna Hamilton, Chair  
 Housing Authority


Respectfully submitted by:

Debbie Doyle, Wordswork

SFC CLERK RECORDED 04/01/2022

COUNTY OF SANTA FE ) HOUSING MINUTES  
 STATE OF NEW MEXICO ) ss PAGES: 5  
 I Hereby Certify That This Instrument Was Filed for  
 Record On The 1ST Day Of April, 2022 at 03:26:07 PM  
 And Was Duly Recorded as Instrument # 1984919  
 Of The Records Of Santa Fe County



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