

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

January 30, 2024

Santa Fe, New Mexico

1. A. This regular meeting of the Santa Fe County Housing Authority was called to order by Chair Hank Hughes at approximately 1:03 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 Hank Hughes, Chair
Commissioner Camilla Bustamante, Vice Chair
Commissioner Justin Greene
Commissioner Anna Hamilton
Commissioner Anna Hansen [1:15 arrival]
Resident Member Cathy Hurtado

Member(s) Absent:

None

County Staff Present:

Greg Shaffer, County Manager
Jordan Barela, Housing Authority Executive Director
Adrianna Velasquez, Deputy Housing Authority Director
Anjala Coughlin, Senior Accountant
Estrella Martinez, Administrative Manager
Denise Benavidez, CCD Deputy Director
Mark Pierce, Affordable Housing Administrator
Jeff Young, County Attorney
Paul Olafson, Community Development Director
Leandro Cordova, Deputy County Manager

C. **Approval of Agenda**

There were no changes and Commissioner Hamilton moved approval. Commissioner Bustamante seconded and the motion carried by unanimous voice vote. [Commissioner Hansen was not present for this action.]

SFC CLERK RECORDED 03/01/2024

D. Approval of Minutes: November 28, 2023

Commissioner Hamilton moved to approve the minutes as presented and Commissioner Bustamante seconded. The motion carried by [5-0] voice vote. [Commissioner Hansen was not present for this action.]

2. Consent Agenda

No Consent Agenda items were presented.

3. Miscellaneous Action Items

A. Resolution No. 2024-01-HB, a Resolution Requesting a Budget Increase to the Housing Capital Improvement Fund (301) in the Amount of \$2,341

Housing Authority Director Jordan Barela stated this resolution would provide an increase to the capital improvement fund for 2018 for \$1,499.19, and \$841.99 for the 2019 grant. This request will bring the cash in the grant into alignment with the 2024 budget to make sure they have access to these funds. The 2018 grant needs to be expended by April. He added this item is also on the BCC agenda.

Commissioner Greene moved to approve the resolution and Commissioner Bustamante seconded. The motion carried by [5-0] voice vote. [Commissioner Hansen was not present for this action and arrived shortly thereafter.]

4. Discussion/Information/Presentations

A. Executive Director's Monthly Report – January 2024

Mr. Barela said the internal goals are to increase customer service and operational efficiencies. To this end, several initiatives are underway including a text-blasting service similar to that used by the public schools. This should be operational by the end of February and will increase ability to communicate with tenants, partners and landlords. Account balance statements will be provided to tenants. The work order process will be streamlined.

Regarding staff training:

- The administrative assistant and public housing manager will be attending a customer service training boot camp
- The inspector and maintenance supervisor will attend an HCV training in Socorro
- Administrative and Section 8 staff will attend the annual NELROD conference focusing on HOTMA regarding federal HCV requirements

Development and grant opportunities: The Authority in conjunction with the Sustainability Division is applying for an energy efficiency block grant in the amount of \$77,000 to retrofit the administrative offices and maintenance shop in Valle Vista with solar. This will help support the EV car sharing agreement with Forth Mobility, which is scheduled for implementation in mid-February.

Mr. Barela stated the congressionally directed funding project for stuccoing and reroofing has undergone environmental review and is awaiting HUD approval.

Five proposals have been received for Nueva Acequia and have gone through initial evaluations. A Developer Assistance Review Committee will conduct interviews on February 6th. Mr. Barela hoped to bring a candidate to the Board soon.

Tenant and landlord issues: Eviction hearings were decided in favor of the Authority and these orders will be executed towards the end of the month.

Mr. Barela noted that challenges in placing vouchers is a statewide issue and the state has issued a contract to Carmichael and Associates to put together a landlord research program to alleviate some of the issues.

The County has received \$375,000 through DFA for eviction prevention through the junior bill. CONNECT will work to leverage these funds and administer the funds rapidly.

Commissioner Hamilton asked for details on the bids on the Nueva Acequia project. Mr. Barela said they varied in their approach to a land-lease, but otherwise, they generally advocated splitting the project in two.

Chair Hughes was gratified to hear that good bids were received. Mr. Barela said Moxie continues to help with the project and they were happy to see the number of bids.

B. Capital Fund Program Report – January 2024

Deputy Director Adrianna Velasquez reported on the following:

- They continue to work with Forth Mobility on the EV project
- Bohannon Huston has completed 75 percent of the design on the Camino de Jacobo roads and awaits an additional core sample
- Work continues on modernization, mold remediation and reroofing efforts throughout all three sites

C. Financial Monthly Reports – January 2024

Senior Accountant Anjala Coughlin indicated REDW will be submitting the final audit which is due March 30th. They are working on a BAR for the public housing fund due to an increase in escrow payments through the successful FSS program. And another BAR will be required to cover unpaid utility bills. An account transfer is planned to reimburse the general fund for expenses that went out from the Housing Authority.

D. Resident Opportunity and Self-Sufficiency (ROSS) and Family Self-Sufficiency (FSS) Program Reports – January 2024

Ms. Velasquez said there was one client added to the ROSS program bringing it to 61 participants. The ROSS Coordinator made 84 resident contacts and provided 51 referrals. Two new clients were added to FSS in December and one participant graduated. The total is now 42 active participants. The FSS Coordinator made 25 resident contacts, providing seven referrals for service. FSS escrow accounts are growing and six clients graduated in 2023, double the amount of the two prior years. She congratulated graduate Paula Scappichio for her success through the FSS program. Mr. Barela commended FSS Coordinator Donna Dean for helping FSS clients meet their self-sufficiency goals.

E. Housing Choice Voucher, Vacancy, Waitlist, and Accounts Receivable Reports – January 2024

Administrative Manager Estrella Martinez said the HCV utilization was at 92 percent. Two voucher-holders are searching for housing. One hundred applications were pulled from the HCV waitlist. Mainstream utilization is at 83 percent. There is currently 97 percent occupancy with five units being turned around and seven on modernization. Three more vacancies are anticipated due to evictions. The wait list for public housing is at 1,283 and 1,967 for Section 8.

Regarding accounts receivable, the balance is at \$1,283, which is the lowest in a year.

F. Affordable Housing Monthly Report – January 2024

Deputy Community Development Director Denise Benavidez introduced Mark Pierce, the new affordable housing administrator, who spoke of his experience in banking and commercial and residential real estate lending.

Ms. Benavidez gave the following updates:

- The developers assistance program has been approved and they are seeking funding
- Down payment assistance is ready to go
- The affordable housing loan program has been drafted and work on the energy efficiency program is underway
- They are working with Community Services on the eviction prevention program
- They are working with Growth Management to clear up discrepancies in inclusionary zoning and Chapter 13. Changes to the code will be coming before the Board soon
- Questions will be submitted to two multi-family projects and an inducement resolution will be coming forward
- More affordable housing agreements are in the pipeline including D.R. Horton, Conejo Hills and Terra Bello
- A new software package, Neighborly, is being implemented which will automate many processes
- Two Colibri homes closed and three are pending in February

5. Matters from the County Attorney

None were offered.

6. Matters from the Board

None were brought forward.

7. Matters from the Public

None were presented.

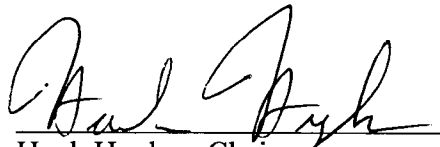
8. Concluding Business

A. Announcements

B. Adjournment

This meeting was declared adjourned at approximately 1:39 p.m.

Approved by:


Hank Hughes, Chair
Housing Authority

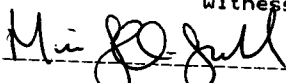
Respectfully submitted by:


Debbie Doyle, Wordswork



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 March, 2024 at 03:55:46 PM
And Was Duly Recorded as Instrument # 2029239
Of The Records Of Santa Fe County

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

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