

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

**November 28, 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 1:03 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 Anna Hansen, Chair  
Commissioner Hank Hughes, Vice Chair  
Commissioner Anna Hamilton  
Commissioner Justin Greene

**Member(s) Excused:**

Commissioner Camilla Bustamante  
Resident Member Cathy Hurtado

**County Staff Present:**

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

C. **Approval of Agenda**

Commissioner Greene moved to approve the agenda and Commissioner Hughes seconded. The motion passed by unanimous [4-0] voice vote.

D. **Approval of Minutes: October 31, 2023**

Commissioner Hamilton moved approval and Commissioner Greene seconded. The motion passed by unanimous [4-0] voice vote.

SFC CLERK RECORDED 02/01/2024

2. **Consent Agenda**

- A. **Approval of the Notice for the Regular Meeting Schedule of the Santa Fe County Housing Authority Board to be Held from January 1, 2024 to December 31, 2024.**
- B. **Resolution No. 2023-10-HB, A Resolution Approving the Santa Fe County Housing Authority's Admission and Continued Occupancy Policy, Dwelling Lease, Grievance Procedures Policy, Housekeeping Policy, Transfers and Transfer Waitlist Policy, and Termination and Eviction Policy for The Public Housing Program.**
- C. **Resolution No. 2023-11-HB, A Resolution Approving the Santa Fe County Housing Authority's 2024 Voucher Payment Standard Schedule.**

Commissioner Greene moved to approve the Consent Agenda as presented. Commissioner Hughes seconded and the motion passed by unanimous [4-0] voice

3. **Miscellaneous Action Items**

- A. **Resolution No. 2023-12-HB, a Resolution Adopting the 2024 Flat Rent Schedule for the Public Housing Program**

Director Barela stated this is a standard resolution approved every year. Although it appears to be a rental rate increase, which it is, but it's not applicable to all tenants. Flat rents are established based on fair market rents published by HUD. The new FMRs take effect January 1<sup>st</sup> and are about 21 percent higher. Flat rents are required to be no less than 80 percent of fair market rent. Generally they are kept at 80 percent, but at this percentage the rents would be far below what's allowable by the federal code. He explained how this is calculated subtracting the utility allowance. Tenants can choose to pay the flat rental rate or income-based – no more than 30 percent of adjusted income. Extremely low income tenants tend to choose income-based rent. The breaking point is around 62 percent AMI.

Commissioner Greene moved approval and Commissioner Hamilton seconded. The motion carried unanimously.

4. **Discussion/Information/Presentations**

- A. **Executive Director's Report**

*Staffing Vacancies and Trainings.* Mr. Barela stated there were six qualified applicants for FSS Coordinator and all will be interviewed by the end of this week.

The senior accountant will attend a training in Las Vegas, Nevada. The training covers GAAP, GASB and HUD regulations related to accounting and reporting.

*Development and Grant Opportunities:* All operating subsidy grants and submission requirements have been submitted and HUD has accepted all paperwork. This provides around half of the operating funding.

*Nueva Acequia:* Mr. Barela stated the RFP was issued November 12<sup>th</sup> and a mandatory pre-

proposal conference will be held December 5<sup>th</sup>. Proposals are due January 8<sup>th</sup>. A Developer Assistance Review Committee will evaluate the proposals. Project Moxie will hold trainings in the tax credit process and what the proposals should contain.

*Tenant/Landlord Issues:* Subsequent to the eviction hearing, the Housing Authority was awarded damages just over \$3,100 along with a writ of restoration as of November 30<sup>th</sup>.

Mr. Barela indicated they are looking into getting “text-blasting” software to enable communication with tenants regarding site events, construction projects, utility outages, policy updates, office closures or other notifications of emergency situations. This could be extended to voucher clients and landlords.

*Administrative, Technical Issues & Reporting:* All audit documents have been submitted to REDW. The Housing Authority will be present at the audit exit conference tomorrow morning along with the Audit Committee.

The five-year capital action plan update is underway. This will include the installation of access gates with security cameras at Santa Cruz and Camino de Jacobo. This will allow for identification of non-tenants on the property as well as unauthorized live-ins. This will be tied into the vehicle permitting now in place. The update will require public comment and a public hearing.

The Housing Authority in conjunction with Affordable Housing is working on a home rehabilitation and energy efficiency program. This will ensure long-term livability, upgraded appliances to make housing more affordable due to a reduction in utility costs, better utility connections and mitigate residential hazards.

Commissioner Greene asked about efforts toward improving broadband access in the housing sites. Mr. Barela said they have looked at options and initiated a 5G program with T-Mobile. They continue to look at options at Santa Cruz..

Commissioner Hughes asked if there were any companies interested in Nueva Acequia. Mr. Barela said it is too early to know. The RFP was sent to 12 entities, four local and others operating in the Southwest. The situation will become clearer at the pre-proposal conference. Chair Hansen asked if there were no respondents, would the option be open for the County doing the project with additional legislative money. Mr. Barela said if there is no interest they will have to re-evaluate the situation.

### **3. B. Capital Fund Program Report – November 2023**

Mr. Barela said a number of projects are underway, including the Forth Mobility EV projects, the host site agreement for car sharing has been finalized. This will allow for charging stations at Camino de Jacobo and Valle Vista, installed in early 2024.

Regarding the Camino de Jacobo roads and sidewalks projects, the plans are 75 percent complete and are now being evaluated by Public Works. This will deal with ADA requirements, traffic

calming and pedestrian access. Modernization, mold remediation and roofing projects all are underway.

**3. C. Affordable Housing Monthly Report – November 2023**

Denise Benavidez stated they have been conducting interviews for the affordable housing administrator position and hope to have someone hired the first week in December. Additionally, they continue to work on down payment assistance and foreclosure programs. The loan program will be in conjunction with the rehab/energy efficiency program mentioned earlier.

A meeting is scheduled with Growth Management to discuss inclusionary zoning with an aim of bringing something forward to the Authority soon.

TT2 and Dominion have submitted applications and a committee will be formed. An affordable housing plan for Saleh has just been assembled, and the D.R. Horton is in process. Two more loans have been completed for Colibri, completing the first nine and the all of second tranche is under contract.

The new software is being implemented and should streamline many processes. Ms. Benavidez said she is working with Erle Wright to map out all the affordable housing built in Santa Fe County since 2006.

Commissioner Greene welcomed the mapping project.

5. Matters from the County Attorney - None were offered.

6. Matters from the Board

Commissioner Greene said he anticipated some positive news coming soon from Vista del Rio.

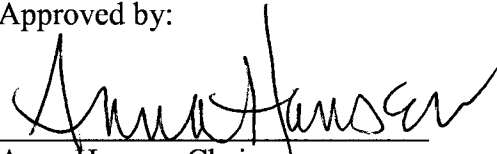
7. Matters from the Public - None were offered.

8. Concluding Business

- A. Announcements
- B. Adjournment

This meeting was declared adjourned at approximately 1:35 p.m.

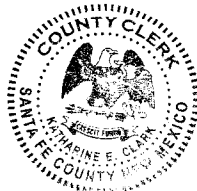
Approved by:



Anna Hansen, Chair  
Housing Authority

Respectfully submitted by:  
Debbie Doyle, Wordswork


Santa Fe County  
Housing Authority: November 28, 2023



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 1ST Day Of February, 2024 at 03:12:16 PM  
And Was Duly Recorded as Instrument # 2027607  
Of The Records Of Santa Fe County

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