

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY

December 1, 2020

Santa Fe, New Mexico

1. A. This regular meeting of the Santa Fe County Housing Authority was called to order by Vice Chair Anna Hansen at approximately 1:00 p.m. on the above-cited date.

In accordance with the Public Health Emergency Order issued by the State of New Mexico, this meeting was conducted on a platform for audio/video meetings.

B. The following members were present:

Members Present:

Commissioner Anna Hansen, Vice Chair
Commissioner Rudy Garcia
Commissioner Anna Hamilton
Commissioner Hank Hughes
Community Member Joseph Loewy

Member(s) Excused:

Commissioner Henry Roybal, Chair
Resident Member Cathy Hurtado

County Staff Present:

Joseph Montoya, Housing Authority Executive Director
Jordan Barela, Housing Deputy Director
Katherine Miller, County Manager
Greg Shaffer, County Attorney
Daniel E. Fresquez, Media Coordinator
Tessa Jo Mascarenas, Operations Manager
Yvonne Herrera, Finance Director
Penny Ellis-Green, Land Use Administrator
Carmelina Hart, Communications Coordinator
Anjala Coughlin, Housing Senior Accountant

C. **Approval of Agenda**

Commissioner Hamilton moved to approve the agenda as published. Mr. Loewy seconded and the motion passed by unanimous [5-0] roll call vote.

SFC CLERK RECORDED 03/09/2021

D. Approval of Minutes: October 27, 2020

Mr. Loewy moved to approve the minutes and Commissioner Hamilton seconded. The motion passed by unanimous [5-0] roll call vote.

2. Consent Agenda

No items were presented.

3. Discussion/Information/Presentation

A. Executive Director's Monthly Report

Director Montoya reported on the following items:

- The Authority hired Rodney Martinez, a long-term employee, to fill the inspector position
- ICAST and PNM contracts are moving forward in a positive manner
- The youth voucher program is being aligned with the state procedures and should move forward with referrals in the near future. The program will assist youth in housing
- The safety and security grant was submitted to HUD for \$250,000 for Camino de Jacobo
- The Santa Cruz office and senior citizens room are close to completion
- A private foundation is looking to provide rental assistance in Santa Fe
- The Santa Fe Board of Realtors are developing an information sheet regarding housing in Santa Fe
- The ROSS position has been filled and the individual will start next week
- Staff is developing a progress report for the Strategic Workplan to present monthly to the Board. The Authority will coordinate with the City which is also working on updates to their workplan

Recognizing that the Board will not meet again until late January 2021, Mr. Loewy requested that staff email the workplan update for Board input.

Commissioner Hughes was pleased to learn of the coordination with the City regarding the trust funds. Regarding the strategic plan updates, he recommended including target dates for completion of tasks.

Director Montoya noted that he has been in conversation with a state senator regarding counties bringing in additional funds for housing trust funds. Once legislation is developed, the BCC will be requested to review and support the bill.

Commissioner Garcia asked for confirmation regarding the conversion of a shopping center and/or a Residence Inn to affordable housing. Director Montoya said there is a proposal to reformat a portion of the development where Lowe's is located. Currently, it is in very preliminary stages. The movie theaters may be converted to a family center which includes activities and a food court. The Authority is participating in those discussions. The City has inclusionary zoning for multi-family properties; however, there is an in-lieu of clause. The City

does not mandate Section 8. The County proposes rental properties for lower income individuals who are receiving Section 8 vouchers. That could be a win-win for the developer as well as County Section 8 clients.

Commissioner Garcia commented on the volume of apartments going up within the City that appear to lack affordability and adequate parking. Director Montoya said the City is promoting development near Loew's where there is "walkability" to grocery stores, entertainment centers, etc.

B. Capital Fund Program (CFP) Report

Mr. Barela provided the following information:

- The ICAST energy-rehab project solar component continues to move forward. Contractors are working with PNM and JMEC for final solar installation inspections
- The security camera project is pending
- The landscape project is moving forward at Valle Vista this week
- The reroofing for two duplex units in Valle Vista will be completed by the end of January 2021
- A PO has been opened for renovation of unit #126 Santa Cruz and work will begin this week
- The upgrade of electrical panels, a key component for the solar project, is 80 percent complete
- The modernization project of unit #18 Camino de Jacobo received bids and once a contract is in place a completion date will be provided

C. Financial Monthly Report

Mr. Barela said the percentage of remaining budget versus the percentage of the remaining fiscal year provides an indication of fiscal soundness. He noted that many Housing Choice Voucher people no longer have employment and cannot pay a portion of the rent or utilities. HUD maintains a reserve budget and currently there is \$221,709 which the Authority can request which would cover a month and a half of HAP (Housing Assistance Program) funding. The money is available and would require BAR approval from the BCC. HUD has issued a number of Covid-related extensions for inspections which will not expire until June 2021. The obligation deadline for CFP 18 is the end of November 2021.

A recent Housing Choice Voucher audit resulting in findings. Housing will present a BAR at the December 15th BCC meeting to budget additional CARES Act funding.

Referring to the capital fund detail expense report, Mr. Barela said the funding can be used to support the ongoing capital needs of the public housing stock. He identified the shortcomings in funding and how the money will be utilized. Approximately 20 percent of the funding goes to administrative salaries and program operations. CFP 2020, at this point, has neither obligations nor expenses. Upcoming capitalized projects include the reroofing project, upgrades of electrical panels, and security cameras. There is a total available capitalized funding of \$623,000 the projects total \$639,000. The camera project was placed on hold until the deficient is resolved.

Modernization projects cost approximately \$85,000 per unit. There is approximately \$200,000 in available capital funding that can be utilized for emergency needs.

Commissioner Hamilton asked whether the additional CARES Act funding had to be spent by year end. Mr. Barela said HUD Secretary Carson has provided extensions for some through to December 31, 2021.

Manager Miller clarified that while the HUD funding for PHAs has until year-end 2021, the CARE Act funding from the state -- \$4 million for business grants and \$10 million for other functions and housing -- has a 12/30/2020. That includes the other CARES Act money that was appropriated last week in a special session that had additional housing funding, business grant and unemployment money.

Director Montoya said he understood the Biden administration may be providing additional funding for the voucher programs as well as CDBG funds.

Regarding the CARES Act money for rent and mortgage assistance Commissioner Hughes asked whether it was keeping up with the need and Director Montoya responded the need is huge and the County is working vigilantly to keep up with the processing.

D. HVC, Vacancy, Inspection, Accounts Receivable, Wait list, Evictions and URP (Utility Reimbursement) Reports

Director Montoya said voucher utilization is good. He was confident that the VASH vouchers would be better utilized once there is a full-time program person at the VA. Mainstream utilization appears down because more vouchers were made available through the CARES Act. Vacancy remains very low with a 99 percent occupancy rate. Santa Cruz units are more difficult to fill because of the distance from employment opportunities.

Mr. Loewy noted there were approximately 1,000 entries on the waitlist for one-bedroom units. He suggested staff consider studio rather than one-bedroom apartments in an effort to gain additional units and house more people. Director Montoya said that is a consideration at Camino de Jacobo's new development. While the per unit cost remains fairly consistent, the overall per square-footage cost increases with more plumbing, etc. He recognized that housing more people provides additional funding.

5. Matters from the County Attorney

None were presented.

6. Matters from the Board

None were presented.

7. Matters from the Public

None were presented.

8. Concluding Business

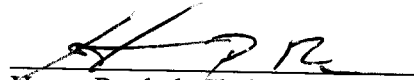
A. Announcements

New Year's and Christmas wishes were extended to all.

B. Adjournment

Upon motion by Commissioner Hamilton and second by Commissioner Hughes, this meeting adjourned at approximately 2:10 p.m.

Approved by:

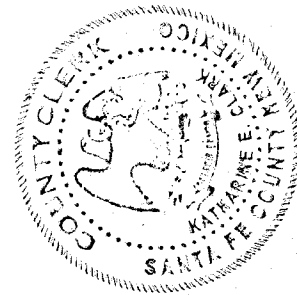

Henry Roybal, Chair
Housing Authority

ATTEST TO:


KATHARINE E. CLARK
SANTA FE COUNTY CLERK

Respectfully submitted:

Karen Farrell, Wordswork



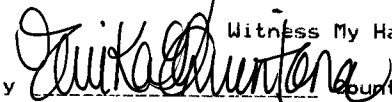
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COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

HOUSING MINUTES
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I Hereby Certify That This Instrument Was Filed for
Record On The 9TH Day Of March, 2021 at 10:19:51 AM
And Was Duly Recorded as Instrument # 1945903
Of The Records Of Santa Fe County

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