

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

**February 22, 2022**

**Santa Fe, New Mexico**

1. This regular meeting of the Santa Fe County Housing Authority was called to order by Chair Anna Hamilton at approximately 1:03 p.m. on the above-cited date. The meeting was conducted remotely on the Webex platform.
2. The following members were present virtually:

**Members Present:**

Commissioner Anna Hamilton, Chair  
Commissioner Anna Hansen  
Commissioner Hank Hughes  
Commissioner Henry Roybal [1:10]  
Community Member Joseph Loewy

**Member(s) Absent:**

Commissioner Rudy Garcia, Vice Chair  
Resident Member Cathy Hurtado

**County Staff Present:**

Jordan Barela, Housing Authority Executive Director  
Denise Benavidez, Housing Staff  
Greg Shaffer, County Attorney  
Katherine Miller, County Manager  
Joseph Montoya, Community Development Director

1. C. **Approval of Minutes: January 25, 2022**

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

- D. **Approval of Agenda**

Mr. Barela noted he would be making the financial reports instead of Ms. Coughlin. With that change, Commissioner Hughes moved to approve the minutes. Commissioner Hansen 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 Agreement 2022-0085 HA/KE Between Santa Fe County and Pluma Construction, LLC, for Construction Services at the Santa Cruz Public Housing Development in the amount of \$289,398**

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

**3. Discussion/Information/Presentations**

**A. Presentation of the Santa Fe County Housing Authority Five-Year PHA Plan**

Mr. Barela provided background and a preliminary report on the plan. Public hearing and approval will take place at next month's meeting. HUD requires all PHAs in the country to submit a five-year plan on HUD form 500755Y which contains several sections including the mission statement, administrative goals and objectives, progress reports on previous goals and submittals, Violence Against Women Act policy, definition of significant amendments, and certification that the plan is in alignment with the state consolidated plan. For the latter the New Mexico Mortgage Authority must review the plan and verify its alignment.

The plan will also include several documents, most of which have been completed with the exception of HUD form 4050075SN, and that will be the official resolution that will be up for approval at the March public hearing. The 45-day comment period has already begun with public notice in the *New Mexican*. A draft plan is on the webpage with an email address for input. Additionally, it is posted at the administrative offices and the resident advisory boards will review the plan.

Mr. Barela indicated the program is broken down according to objectives: public housing capital fund program, housing choice voucher programs, and FSS and ROSS programs. Goals include maintaining 98 percent occupancy, rapid turnaround for vacancies, and maintaining the vouchers at 98 percent, which are carryovers from previous plans. A new section pertains to engaging in new development and the creation of a non-profit as seen in the Nueva Acequia project. The current plan does not expire for another year but HUD has requested that all PHAs adhere to the same schedule, which will require Santa Fe County to submit this April. Although Nueva Acequia is a tax-credit project and not under HUD's purview they are requesting home ownership funds for pre-development costs, which is why it is included in PHA plan.

Mr. Loewy asked about the due date for submission. Mr. Barela said it is due April 14<sup>th</sup>, which will provide adequate time to address comments from the public hearing.

**B. Executive Director's February 2022 Monthly Report**

**Staff and Training:** Mr. Barela said an offer has been made for the last remaining vacancy, maintenance technician position. He is scheduled to start February 28<sup>th</sup>. Once filled full staffing will be achieved.

**Development and Grant Opportunities:** The Housing Authority met with Forth Mobility on February 8<sup>th</sup> regarding the electric vehicle project, along with PNM and several non-profits. The final grant agreement is to be executed with the Department of Energy on March 1<sup>st</sup> and the intent is to have everything ready by June 2023. The grant is for three years.

The public housing operating subsidy application was submitted early. This includes debt service paid to ICAST for the energy performance contract. The initial estimate is for \$602,841 for calendar year 2022, an increase over last year. ICAST's energy audit identified an energy savings of \$134,000 per year.

A further grant possibility exists in regard to radon testing and mitigation. PHAs can apply for up to \$600,000. Santa Fe County is considered most at risk for elevated radon levels. Cost estimates are being assembled.

Mr. Barela pointed out an increase in criminal activity, including vehicle theft and vandalism. A County backhoe was stolen. Game cameras will be deployed.

**Administrative and Technical Issues:** Nueva Acequia continues forward with Autotroph working on the schematic design. They are looking into securing a financial consultant to review project costs. A letter of support was submitted to Congresswomen Leger Fernandez supporting affordable housing provisions of the Build Back Better Bill.

**National News and Trends:** The House passed a continuing resolution to fund the government through March 11<sup>th</sup>. Until the budget is set block grant funding amounts are uncertain. Reroofing funding was contingent upon the passage of the Appropriations Act. A request has been submitted to extend two CARES Act waivers that expired December 31<sup>st</sup>. One request is for SEMAP verification having to do with inspections. Delays have occurred due to the pandemic. The second request is to extend vouchers. Due to the tightness of the local housing market it is almost impossible to secure housing within the 120-day time period.

Utility allowances schedule will need to be updated along with payment standards for the Housing Choice Voucher Program will be on the March agenda.

Mr. Loewy asked if trackers could be placed on County equipment. Mr. Barela stated the backhoe did not have a tracker but vehicles do. Regarding the electric vehicle program, Mr. Loewy suggested gathering data on who would be using the cars. Mr. Barela said since this is a pilot project, tracking usage is a big component.

Commissioner Hansen offered to provide NACo reports on infrastructure.

### **C. Capital Fund Program Report/Safety and Security Project Update**

- The Safety and Security project is moving forward and will be on the upcoming BCC meeting. Total project cost is \$289,000 and the entire grant will be obligated before the

deadline, with 12 months to complete the project. The contractor anticipates four months to finish

- A packet for the sidewalk project will be going out to IFB
- A grant agreement was executed on February 7<sup>th</sup> for fence replacement at the Santa Cruz Boys & Girls Club Park. A BAR will be coming forward soon. A quote for tree removal there has been received and work is expected to begin the first week in March
- A reroofing packet will be going to Procurement due to a number of leaks. Estimated cost is around \$121,000
- Modernization, remediation and renovation projects continue

Commissioner Hughes noted mold remediation is important; he asked if the problem was confined to one unit. Mr. Barela said they are aware of only one unit. Mold complaints are responded to rapidly but many times the tests come back negative.

#### **D. Monthly Financial Reports**

Mr. Barela said they are on pace to retain revenue, which can fall back into reserves. An extra \$161,000 in revenue is anticipated, which is up from previous years. As utility allowances go down, rent goes up. He reviewed the CFP accounts for years 18, 19, and 20, all of which are being spent down without issue.

#### **E. 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 62 participants. The ROSS coordinator made 65 resident contacts and provided 50 referrals for service. FSS has no new participants and the number remains at 39, 14 of whom receive escrow payments. The mobile food events continue, with one scheduled for Santa Cruz on March 9<sup>th</sup> from 2:00 to 3:30. The events are publicized widely to ensure maximum participation.

Mr. Loewy commended staff for working with the Food Depot. In response to Commissioner Hamilton's question, Mr. Barela mentioned food insecurity was the most prominent item mentioned on a resident survey.

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

Mr. Barela noted the following:

- Housing Choice vouchers stayed at 96.5 percent utilization
- Mainstream lost two clients and is down to 90 percent
- An application pull was done for Section 8. Six new vouchers were issued and 40 were pulled, with 40 more to be pulled in March
- There was one death and a few units were abandoned, resulting in four vacancies that are and being turned around

Commissioner Hansen asked if the units were immediately available. Mr. Barela said the abandoned units are held for 30 days.

Regarding accounts receivable, Mr. Barela said they are seeing a downward trend. Seven tenants had applied for and received rental assistance but the checks were sent to Santa Fe Civic by mistake and returned to DFA. Once this was rectified the checks were reissued with \$17,000 coming in. Luckily no evictions took place. There are no new evictions to report but one long-standing case will be going to Magistrate Court.

**G. Affordable Housing Program Strategic Plan Update – February 2022**

Denise Benavidez gave the following updates:

- The housing plan is scheduled for completion mid- to late summer. Monthly meetings are held with the Housing Plan Committee
- The rehab program is under review by the Sustainability Department with the intent of adding solar
- Ordinances on inclusionary zoning, down payment assistance, and Chapter 13 are scheduled for updates
- HUD has not yet issued current numbers for the AMI matrix
- Given the housing market in Santa Fe it is difficult getting people qualified. She is working on five new loans with Habitat
- An awareness campaign is scheduled regarding down payment assistance
- Staff is monitoring Senate Bill 19 to see what affordable housing funds become available

Mr. Montoya added two significant bills passed the legislature, one for rehabilitation, and the other for severance tax bonding capacity dedicated to the affordable housing trust fund.

**4. Matters from the County Attorney**

None were offered.

**5. Matters from the Board**

Mr. Lowey congratulated Manager Miller for her recognition and award from the Association of Government Accountants.

**6. Matters from the Public**

None were presented.

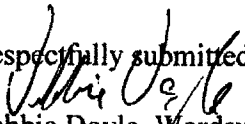
SFC CLERK RECORDED 04/01/2022

- 7. **Concluding Business**
  - A. **Announcements**
  - B. **Adjournment**

Upon motion from Commissioner Hansen, second from Mr. Loewy, this meeting was declared adjourned at approximately 2:03 p.m.

Approved by:

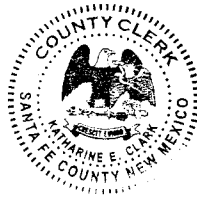
  
 Anna Hamilton, Chair  
 Housing Authority


Respectfully submitted by:  
  
 Debbie Doyle, Wordswork

COUNTY OF SANTA FE            )  
 STATE OF NEW MEXICO        ) ss

HOUSING MINUTES  
 PAGES: 6

I Hereby Certify That This Instrument Was Filed for  
 Record On The 1ST Day Of April, 2022 at 03:26:08 PM  
 And Was Duly Recorded as Instrument # **1984920**  
 Of The Records Of Santa Fe County



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

SFC CLERK RECORDED 04/01/2022