

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

**February 27, 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 1:04 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 [virtually]  
Commissioner Justin Greene  
Commissioner Anna Hamilton  
Commissioner Anna Hansen  
Resident Member Cathy Hurtado

**Member(s) Absent:**

None

**County Staff Present:**

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

C. **Approval of Agenda**

Commissioner Greene moved to approve the agenda as presented and Commissioner Hansen seconded. The motion carried by unanimous [6-0] voice vote.

SFC CLERK RECORDED 03/27/2024

**D. Approval of Minutes: January 30, 2024**

Commissioner Hansen moved approval. Commissioner Bustamante seconded and the minutes were unanimously approved.

**2. Consent Agenda**

**A. Resolution No. 2024-02-HB, a Resolution Approving the Santa Fe County Housing Authority's FY 2025 Civil Rights Certification**

There being no discussion, Commissioner Hamilton moved to approve the Consent Agenda. Commissioner Greene seconded and the motion passed by unanimous [6-0] voice vote.

**3. Miscellaneous Action Items**

**A. Resolution 2024-03-HB, a Resolution Approving the Santa Fe County Housing Authority's 2024 Utility Allowance Schedule for the Housing Choice Voucher Program**

Director Jordan Barela stated this is a yearly requirement of HUD. There was a minor change this year in how the allowance schedule is calculated. The cost of natural gas went up by 76 percent, electricity by one percent, and trash services by 15 percent. The rate for water went down 15 percent due to tiered rates based on usage. HUD allows only one rate so an average of the lower rates is used.

Commissioner Greene asked if the presence of solar is reflected in the rates. Mr. Barela explained there are two separate utility allowance schedules, one for vouchers and one for public housing. ICAST is still under contract performing analysis and issuing a yearly report. Savings can be seen in the public housing units.

Chair Hughes asked why gas went up so much. Mr. Barela said this has to do with a new PNM rate rider.

Upon motion by Commissioner Greene and second by Commissioner Hansen, the resolution was unanimously approved.

**4. Discussion/Information/Presentations**

**A. Executive Director's Report**

Regarding impacts on housing from the legislative session, Mr. Barela reported that many of the proposed bills did not make it through, including \$500 million for the housing trust fund and a bill prohibiting income discrimination. However, House Bill 2 allocated \$50 million for the New Mexico Mortgage Finance Authority and House Bill 95 will provide \$125 million for eligible costs and housing-related expenses, and \$17.5 million for affordable housing projects.

Mr. Barela announced that the Nueva Acequia parcel is once again designated as a QCT, qualified census tract, which will aid in the tax credit application, both financially and in favorability.

Paperwork on the congressionally directed funding is with HUD and they are awaiting response. There were two eviction appeal hearings, in one the appeal was upheld and the other rescheduled for this week.

Mr. Barela noted that the Affordable Housing Office is working with their new Neighborly software and the Housing Authority is contemplating using this for digitizing applications. They hope to have this rolled out by the end of June.

Commissioner Greene noted that the QCT designation denotes a slip further into poverty for that area, possibly due to the end of the federal child tax credits during COVID. He recommended Jotform as a potentially useful software for Housing Authority needs.

**B. Capital Fund Program Report – February 2024**

Deputy Director Adrianna Velasquez indicated the EV agreement with Forth Mobility has gone to the County Manager’s Office. She listed units undergoing modernization, one of which will be leased to a County deputy, State Policeman, or Española policeman.

In response to Chair Hughes’ questions about mold, Mr. Barela said remediation is done on an as-needed basis. He explained the process, which involves Risk Management. Testing costs around a thousand dollars so this is only done where there is a potential for mold.

**C. Financial Monthly Reports – February 2024**

Senior Accountant Anjala Coughlin stated the County Finance Director has reviewed and entered the audited financial statements in the HUD system. The statements are currently with REDW and will be submitted to HUD by March 30<sup>th</sup>. A BAR allocating funds from the capital fund program grant to salaries and benefits and to capital expense will be introduced. Once approved by Finance it will go to the Housing Board and the BCC. The \$85,666 FSS grant will cover the cost for an FSS coordinator. HUD agreements will be coming at the end of March and will be in the next year’s budget.

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

Ms. Velasquez reported there were no additional ROSS clients which remains at 61 participants. The Ross Coordinator made 70 resident contacts with 36 referrals for service. No clients were added to the FSS program but three clients’ contracts expired, leaving 39 active participants. There are four potential new clients. The FSS Coordinator made 25 resident contracts with seven referrals.

**E. Housing Choice Voucher, Vacancy, Waitlist and Accounts Receivable – February 2024**

Administrative Manager Estrella Martinez stated for January the HCV utilization rate went from 92 percent to 96 percent with the placement of 14 Section 8 vouchers. HAP expenditures

SFC CLERK RECORDED 03/27/2024

increased to \$191,000, meaning the voucher program is progressing forward. Occupancy is at 97 percent. Seven units are undergoing modernization.

Ms. Martinez said the public housing wait list is at 1,291 and HCV is at 1,904. Mainstream is at 117. The accounts receivable balance is at the lowest ever at \$600. She thanked staff for their work.

Commissioner Greene asked if the units of evicted tenants tend to require more work. Ms. Martinez said it is case by case, and Mr. Barela stated that is often true; damage often leads to eviction. Restitution and back rent is sometimes granted by the courts but collection is problematic.

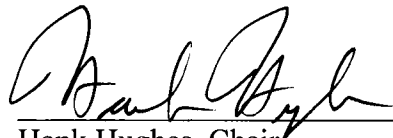
**F. Affordable Housing Monthly Report – February 2024**

Affordable Housing Administrator Mark Pierce indicated staff continues to work on programs in the plan, such as the developers assistance program. The Inclusionary Zoning Ordinance is being reviewed for possible modifications. Agreements are pending T.R. Horton for 21 affordable units; 560 units are in the offing for the next few years. Nine units of Colibri have closed with 16 under contract.


- 5. **Matters from the County Attorney** - None were offered.
- 6. **Matters from the Board** - None were offered.
- 7. **Matters from the Public** - None were presented.
- 8. **Concluding Business**
  - A. **Announcements**
  - B. **Adjournment**

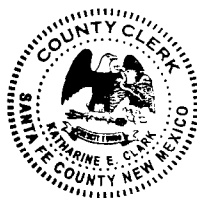
This meeting was declared adjourned at approximately 1:47 p.m.

Approved by:

  
 \_\_\_\_\_  
 Hank Hughes, Chair  
 Housing Authority

Respectfully submitted by:


  
 Debbie Doyle, Wordswork



COUNTY OF SANTA FE )  
 STATE OF NEW MEXICO ) ss

HOUSING MINUTES  
 PAGES: 4

I Hereby Certify That This Instrument Was Filed for  
 Record On The 27TH Day Of March, 2024 at 01:14:47 PM  
 And Was Duly Recorded as Instrument # 2030700  
 Of The Records Of Santa Fe County

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