

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY

April 25, 2023

Santa Fe, New Mexico

I. This regular meeting of the Santa Fe County Housing Authority was called to order by Chair Anna Hamilton at approximately 1:05 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 achieved with the following members present:

Members Present:

Commissioner Anna Hansen, Chair
Commissioner Hank Hughes, Vice Chair
Commissioner Anna Hamilton
Community Member Joseph Lowey
Commissioner Camilla Bustamante [1:22 arrival]

Member(s) Excused:

Commissioner Justin Greene
Resident Member Cathy Hurtado

County Staff Present:

Jordan Barela, Housing Authority Director
A.J. Coughlin, Housing Authority Senior Accountant
Adriana Velasquez, Deputy Housing Authority Director
Denise Benavidez, Affordable Housing Administrator
Greg Shaffer, County Manager
Jeff Young, County Attorney
Leandro Cordova, Deputy County Manager
Paul Olafson, Community Development

C. Approval of Agenda

Commissioner Hughes moved to approve the agenda as published and Commissioner Hamilton seconded. The motion carried by unanimous 4-0 voice vote. Commissioner Bustamante was not present for this action.

SFC CLERK RECORDED 07/18/2023

D. Approval of Minutes: March 28, 2023

Mr. Loewy moved to approve the March minutes. Commissioner Hamilton seconded and the motion carried by unanimous 4-0 voice vote. [Commissioner Bustamante was not present for this action.]

2. Consent Agenda

A. Resolution No. 2023-03HB, a Resolution Approving the Santa Fe County Housing Authority's Fiscal Year 2024 Civil Rights Certification

Upon motion by Mr. Loewy and second by Commissioner Hughes, the Consent Agenda was approved by unanimous 4-0 voice vote. [Commissioner Bustamante was not present for this action.]

3. Discussion/Information/Presentations

A. Executive Director's Report

Staffing Vacancies and Trainings: Mr. Barela stated they have advertised for the executive manager position and that will close this week.

Development and Grant Opportunities: Both grant agreements from congressionally directed spending from FY 23 have been approved by the BCC. They will be finalized by HUD before the funding becomes available. Congresswoman Leger Fernandez selected the Housing Authority's request for FY24 for consideration in the appropriations bill. This is for \$4.1 million for upgrades on capital needs.

An application for a grant for improved energy efficiency at administrative facilities as well as charging stations will be submitted to the Department of Energy. Work continues with Forth Mobility.

Tenant/Landlord Issues: Two eviction hearings resulted in findings for eviction and restitution in favor of the Housing Authority.

Administrative, Technical Issues & Reporting: Staff is updating the Admin Plan and Admissions and Continued Occupancy Policy (ACOP) as required by HUD. Mr. Barela anticipates bringing the Admin Plan for Board approval in May or June. The ACOP is being revised and will be presented to the Board for approval by resolution.

Nueva Acequia: Mr. Barela indicated Project Moxie is helping to determine which type of tax credit they will pursue. Staff is working on a purchasing order for \$20,000 for cost estimating and value engineering. A consulting attorney may be brought on board as well.

A meeting with New Mexico Mortgage Finance Authority was held to determine how large of a funding gap remains. The project may need to be phased.

Proposed Amendment to the New Mexico Municipal Housing Law – Senate Bill 398. In spite of passing both houses unanimously, the bill was pocket vetoed based on a potential conflict of interest. Mr. Barela said federal regulations are unclear about the make-up of boards. There are two potential options. One, an independent Housing Authority Board with a separation between the board and Santa Fe County. A financial feasibility study would be needed. The second option would be to re-establish the board by resolution removing ambiguities. They are currently using a hybrid model. Federal law requires advertising for a resident member.

Regarding Nueva Acequia, Commissioner Hughes asked if home sales income was included in the equation. Mr. Barela said that it was. Commissioner Hughes spoke in favor of keeping the composition of the board the same, and Mr. Barela stated they will pass everything by HUD.

Mr. Barela explained that an independent board would have nothing but community members. An oversight board would consist of all elected officials, with the required resident member.

[Commissioner Bustamante joined the meeting.]

B. Presentation of Housing Authority Strategic Dashboard for Calendar Year 2022

The strategic dashboard consists of internal initiatives, projects and goals. Mr. Barela referred to the memo that lists the five priorities with 86 action items. During 2022 approximately a quarter of all action items were completed and substantial progress was made on 30 additional items.

C. Capital Fund Program Report – April 2023

Ms. Coughlin listed the projects in process, including work on sidewalks at all three sites, remediation and restuccoing, and reroofing. The only quote for fencing at Santa Cruz came in 400 percent over budget so this project will be phased. An additional \$600,000 in capital outlay funding is anticipated.

D. Financial Monthly Reports – April 2023

Ms. Coughlin noted HUD accepted the FY22 audit which closes out the requirements. She pointed out BARs for the FSS grant and ROSS matching funds. The operating budget will be presented to the Board in May. Additionally, a resolution on debt write-offs will be presented in June.

E. Resident Opportunity and Self-Sufficiency (ROSS) and Family Self-Sufficiency Reports – April 2023

Ms. Velasquez stated there were no additional clients for ROSS which has 60 participants. The coordinator made 73 resident contacts and 36 referrals for service. For FSS, one client was added and three clients graduated. The coordinator made 28 resident contacts with 41 referrals for service. In response to a question from Commissioner Hughes, she said FSS graduates can spend

their escrow money as they see fit. Mr. Loewy congratulated Donna Dean, FSS Coordinator on the graduates.

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

Ms. Velasquez stated voucher utilization in March was 91 percent and overall average is 93 percent. Mainstream vouchers increased slightly. Staff pulled 130 vouchers, four of which resulted in Mainstream vouchers and 23 for HCV. More applications will be pulled in April.

Public housing occupancy is at 99 percent. Several vacancies are pending through eviction. HQS inspections were conducted, 11 for public housing and 21 for HCV.

Accounts receivables are at \$5,719 and staff continues to issue late payments and past due balances.

G. Affordable Housing Monthly Report – April 2023

Ms. Benavidez stated the affordable housing plan has been finalized with an addition about evictions as suggested by Commissioner Hughes, and an additional program that will target rentals. Once the plan is finalized and the ordinance reviewed by Legal the ordinance will go to MFA and be moved forward. Three developments are moving forward and seven contracts are in the pipeline for Colibri. The clients are approved and will be able to move in once the units are built. Eight more clients, four of whom are Santa Fe County employees are pre-approved. Homes in Rancho Viejo are pending. Other projects and programs will be coming before the board soon.

Commissioner Hughes asked about Tierra Bello, and Ms. Benavidez said she has been meeting with the new owner who hopes to do a mix of duplexes and single-family. Tierra Bello and Cimarron Village have been in the works for many years.

4. Matters from the County Attorney

None were brought forward.

5. Matters from the Board

None were offered.

6. Matters from the Public

None were presented.

7. Concluding Business

- A. Announcements**
- b. Adjournment**

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

Approved by:



Anna Hansen, Chair
Housing Authority

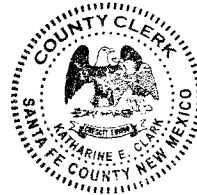
Respectfully submitted by:

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 18TH Day Of July, 2023 at 11:49:44 AM
And Was Duly Recorded as Instrument # **2015886**
Of The Records Of Santa Fe County

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



SFC CLERK RECORDED 07/18/2023