

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY

April 27, 2021

Santa Fe, New Mexico

1. A. This regular meeting of the Santa Fe County Housing Authority was called to order by Chair Henry Roybal 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 Henry Roybal, Chair
Commissioner Anna Hamilton, Vice Chair
Commissioner Anna Hansen
Commissioner Hank Hughes
Resident Member Cathy Hurtado
Community Member Joseph Loewy

Member(s) Excused:

Commissioner Rudy Garcia

County Staff Present:

Joseph Montoya, Housing Authority Executive Director
Katherine Miller, County Manager
Elias Bernardino, Deputy Manager
Greg Shaffer, County Attorney
Jordan Barela, Housing Authority Deputy Director
Daniel E. Fresquez, Media Coordinator
Tessa Jo Mascarenas, Operations Manager
Penny Ellis-Green, Land Use Administrator
Ajay Coughlin, Housing Senior Accountant
Yvonne Herrera, Finance Director
Denise Benavidez, Housing Administrator
Sara Smith, Constituent Liaison

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C. Approval of Agenda

Commissioner Hughes moved approval of the agenda as published. Mr. Loewy seconded and the motion passed by unanimous [6-0] roll call vote.

D. Approval of Minutes: March 30, 2021

Commissioner Hansen moved to approve the minutes and Commissioner Hamilton seconded. The motion passed by unanimous [6-0] roll call vote.

2. Consent Agenda

- A. Resolution 2021-07HB, a Resolution Approving the Santa Fe County Housing Authority’s 2021 Civil Rights Certification.**
- B. Resolution 2021-08HB, a Resolution Requesting a Budget Increase for the Section 8 Housing Choice Voucher Fund (227) in the Amount of \$248,687**

Commissioner Hansen moved to approve the Consent Agenda. Mr. Loewy seconded and the motion passed by unanimous [6-0] roll call vote.

3. Discussion/Information/Presentation

A. Executive Director’s Monthly Report

Director Montoya provided the following additions to his written report:

- The maintenance position remains vacant
- The ICAST grant will be concluded
- The Authority received the Capital Fund Emergency Safety and Security Program grant. He congratulated Deputy Jordan Barela on writing the grant application. The funds, \$250,000, will be used for the Santa Cruz site
- The FSS grant has been extended for one year
- Administrative technical issues – an architectural firm has been hired to move forward with the Camino Jacobo project

Mr. Barela was congratulated on his grant application writing skills.

B. CFP Report – Safety and Security Grant Project Presentation

Mr. Barela reported on the following:

- The security camera project remains a Priority 3 pending additional funding
- Modernization at 18 Camino Jacobo has been completed ahead of schedule
- One bathroom remodel in Camino Jacobo will start in April and the other is in the quote phase
- A PO was submitted for the reroofing of a duplex in Valle Vista with a start date in June
- The Authority was awarded \$453,000 for general public housing upgrades through the state. The funds will be used to improve the Santa Cruz site
- The state also appropriated \$150,000 for the Camino Jacobo road projects which will be used to improve and make the sidewalks ADA compliant

- An application was submitted to Representative Leger Fernandez for a reroofing project that would address 76 public housing units

Director Montoya acknowledged Manager Miller's assistance in obtaining the state appropriations.

Mr. Barela shared his screen to present information on the Safety and Security grants that are CFP set-asides. HUD retains approximately 10 percent of the CFP allocations for safety and security measures. PHAs can apply for these funds for projects that specifically address safety and security issues which normally these agencies would not have adequate funding to accomplish. Approximately 10 percent of the PHAs that apply for these grants receive the award. He indicated that Santa Fe County received the maximum grant of \$250,000. These are one-time grants designated for a particular site. The grant is time sensitive with 24 months to obligate and expend the funds. The cost estimates for the project are slightly higher than the grant amount and additional CFS money will be used to complete the project.

The safety and security issues at the Santa Cruz site include criminal activity, foot traffic from non-residents as well as site erosion. Although a police officer resides at the site, there have been incidents of auto and residential burglaries, break-ins at the Boys and Girls Club, and narcotic usage and paraphernalia.

Fixing a damaged fence will mitigate the foot traffic for non-residents which may address the narcotic-related issues as well as drainage/erosion issues. The project will include the removal of 783 feet of chain link fencing on the north end of the property and replacing it with a 6-foot retention block wall.

Each unit will be fitted with a new security door, locks and deadbolts as well as carbon monoxide detectors.

The Board thanked staff for their attention to the Santa Cruz site.

C. Financial Monthly Report for Month ending March 31, 2021

Mr. Barela highlighted the housing choice and Mainstream voucher programs noting they were currently very tight but a BAR will be going before the BCC to address that issue. HUD retains a percentage of the Authority's total available funding in reserve; however, if the reserve is not utilized it can be reduced in future fiscal years. The voucher/leases will be increased to 285.

Mr. Barela reviewed BARs anticipated for future meetings to include the FSS and Safety and Security measures.

D. Resident Opportunity and Self-Sufficiency (ROSS) Report

Mr. Barela advised the Board that two additional clients joined the program and the total number of participants is now 51. ROSS Coordinator Catanach is doing a "fantastic" job in outreach and

recruiting participants. Ms. Catanach is taking the Housing Counselor training and will take the certification exam in May. With a certified counselor on staff, HUD will recognize the agency as an approved Housing Counseling Agency availing the agency of additional financial opportunities.

The Authority held a coat drive on April 14th at the Camino Jacobo site where 100 coats and jackets were distributed. Another event will be held in Santa Cruz. The Santa Fe County Fire Union provided 300 coats and jackets and additional coats will go to the senior centers and local shelters in the area.

E. Housing Choice Voucher (HCV) Vacancy, Inspection, Waitlist, Accounts Receivable, and Utility Reimbursement (URP) Reports

Director Montoya said under the HCV Section 8, and Mainstream programs there is 97 percent occupancy. There are currently 18 people looking to use vouchers, mostly two- and three-bedroom units. Regarding vacancies, two were because of death and two moved out. He noted that unit maintenance was on somewhat of a hold during Covid. Outside work is occurring. He recognized Board member Hurtado for her assistance at the Camino Jacobo site for cleanup day. The waitlist is fairly steady.

4. Matters from the County Attorney

A. Statement for Inclusion in Meeting Minutes Covering March 30, 2021, Executive Session

In compliance with the Open Meetings Act, County Attorney Shaffer requested a motion to reflect that the matters discussed during the March 30, 2021 executive session were limited only to those specified in the motion for closure.

Commissioner Hansen moved to include the statement as provided above. Mr. Loewy seconded and the motion passed by unanimous [6-0] roll call vote.

4. B. Executive Session – Limited Personnel Matters as Allowed by Section 10-15-1(H)(2) NMSA 1978, including (1) Performance Evaluation of Executive Director

Mr. Shaffer said the executive session is regarding limited personnel matters as listed above. He suggested addressing items five through seven and then adjourning the open meeting within the same motion to meet in executive session.

Chair Montoya asked whether there were any items under Matters from the Board, Matters from the Public and/or Concluding Business. None were brought forward.

Commissioner Hansen moved to go into executive session and adjourn this meeting. Commissioners Hughes and Hamilton seconded. The motion passed by unanimous roll call vote:

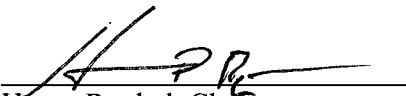
Commissioner Henry Roybal, Chair Yes

Commissioner Anna Hamilton	Yes
Commissioner Rudy Garcia	Not Present
Commissioner Anna Hansen	Yes
Commissioner Hank Hughes	Yes
Community Member Joseph Loewy	Yes
Resident Member Cathy Hurtado	Yes


7. Adjournment

This meeting was declared adjourned at approximately 1:45 p.m.

Approved by:

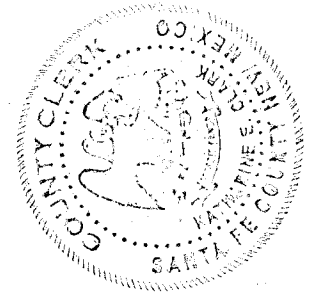

 Henry Roybal, Chair
 Housing Authority

ATTEST TO:

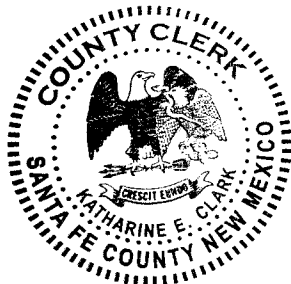

 KATHARINE E. CLARK
 SANTA FE COUNTY CLERK

Respectfully submitted:

Karen Farrell, Wordswork



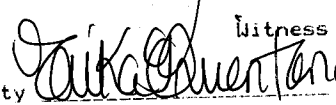
SFC CLERK RECORDED 06/11/2021



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 11TH Day Of June, 2021 at 11:03:04 AM
 And Was Duly Recorded as Instrument # **1956100**
 Of The Records Of Santa Fe County

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

DR A F T

SUBJECT TO APPROVAL

SFC CLERK RECORDED 06/11/2021