

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

**May 30, 2023**

**Santa Fe, New Mexico**

1. A. This regular meeting of the Santa Fe County Housing Authority was called to order by Chair Anna Hansen at approximately 1:06 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 Anna Hansen, Chair  
Commissioner Hank Hughes, Vice Chair  
Commissioner Anna Hamilton  
Commissioner Camilla Bustamante  
Commissioner Justin Greene  
Community Member Joseph Loewy  
Resident Member Cathy Hurtado

**Member(s) Absent:**

None

**County Staff Present:**

Greg Shaffer, County Manager  
Jordan Barela, Housing Authority Director  
Adrianna Velasquez, Deputy Housing Authority Director  
Jeff Young, County Attorney  
Paul Olafson, Community Development Director  
Leandro Cordova, Deputy County Manager

C. **Approval of Agenda**

Mr. Barela noted that Denise Benavidez was not present today so he would be making the affordable housing presentation. Commissioner Greene moved to approve the agenda and Commissioner Hughes seconded. The motion passed by unanimous [7-0] voice vote.

D. **Approval of Minutes: April 25, 2023**

Mr. Loewy moved approval and Commissioner Hamilton seconded. The motion passed by unanimous [6-0] voice vote. [Commissioner Greene abstained.]

SFC CLERK RECORDED 07/18/2023

2. **Consent Agenda**

- A. **Resolution No. 2023-04-HB, A Resolution Requesting a Budget Increase to Fund 227 in the Amount of \$81,697 for the 2023 Resident Opportunity and Self-Sufficiency Grant Match Funding and the 2023 Family Self-Sufficiency Grant**

Commissioner Hughes moved to approve the Consent Agenda. Commissioner Greene seconded and the motion passed by unanimous [7-0] voice

3. **Discussion/Information/Presentations**

- A. **Presentation on the Admissions and Continued Occupancy Policy and the Housing Choice Voucher Administrative Plan 2023 Policy Updates**

Mr. Barela referred to documents in the packet including the ACOP (Admissions and Continued Occupancy Program), which is the governing document for the public housing program, and the admin plan is the governing policy for the voucher choice program. They outline the HUD regulations and need to be updated about every five years. It's been ten years since they were presented to the Board. There are over 1,000 pages of attachments and staff has reviewed them highlighting critical areas.

Ms. Velasquez noted the changes in ACOP :

- Tenants with income over 120% AMI for over 24 consecutive months would lose their tenancy
- A housekeeping policy will be implement to ensure compliance with the lease agreement, with five days to reach compliance after inspection
- Wait list was updated for Santa Fe County residents
- Tenants will have five business days to claim hardship, instead of the previous 10 days
- Residents will get parking permits
- An interim adjustment request form is being developed
- For tenants claiming zero income, verification will be required every 30 days
- Maximum allowable security deposit for elderly and disabled resident would be reduced from \$150 to \$50
- Second incidence of unreported income would result in no second repayment agreement
- The legal standard in criminal background checks would change from conviction to preponderance of evidence in order to deny admission

Changes to the admin plan regarding the vouchers include:

- Waitlist would include a preference for Santa Fe County residents
- Domestic violence victims can be away from subsidized units for 180 days
- Orientation will be done remotely
- Justification requirements for voucher extensions would be modified
- As above, hardship requests must be made within five business days
- Verification for zero income would be required every 120 days
- Temporary visitors may stay 14 days for adults and 90 days for children

- If there is more than \$10,000 in unreported income no repayment agreement is required from the Housing Authority and immediate termination could occur
- The legal standard would change to preponderance of evidence

Ms. Velasquez added changes to ACOP would also include HUD compliance lease, grievance procedures, termination and eviction policy, transfers and waitlist policy and housekeeping standards.

Mr. Barela said updates to the policies listed above go hand in hand with the other changes, all of which must be approved by resolution, which will be coming forward in the future with more details.

Commissioner Hamilton asked if staff had any concerns with the changes and Mr. Barela said he did not foresee any problems and some changes are already in practice. He noted about 15 percent of the policies are discretionary and 85 percent mandatory.

Commissioner Greene asked about windfall increases to income. Mr. Barela agreed income fluctuations occur and excess income over 80 percent AMI for 24 months would cause the subsidy to be lost. If sufficiently over AMI they could move to market rate rent.

Commissioner Greene asked who decides what a preponderance of evidence is background checks. Mr. Barela gave an example of someone with multiple felony arrests but no convictions indicating a pattern of behavior.

Mr. Loewy asked if future updates would be mandated more regularly. Mr. Barela said every five years is recommended and they can write that into the document.

### **3. B. Executive Director's Report**

**Staffing Vacancies and Trainings:** Mr. Barela said Ms. Velasquez' previous position will be filled starting June 3<sup>rd</sup>. Five staff members attended the Nelrod conference and some received HVAC certifications.

**Development and Grant Opportunities:** CPF grants are being finalized for roofs and stucco. An EECBG application would support the installation of solar panels at Camino de Jacobo and Valle Vista to support the electric vehicle sharing program. They continue to work with Forth Mobility.

**Landlord and Tenant Issues:** An eviction order was issued in March and one order was appealed. A request for an expedited hearing has been issued. Then tenant is six months in arrears.

**Administrative and Technical Issues:** There is a plan to install individual water meters at Santa Cruz to promote water conservation. \$53,000 is spent yearly for the entire development including the Boys & Girls Club and Abedon Lopez Senior Center. The senior center is being rebuilt and initial fears that the public housing office would have to be torn down to make way for parking, but this proved to be unfounded.

General Fund Transfer: \$10.7 million is being transferred to the County general fund to bring reimbursements up to date.

Nueva Acequia: Contracts are in the works for Project Moxie and the Mendel, Blumenfeld & Pulido, PLLC law firm, both of whom have expertise on the tax credit situation.

Potential Resolution on Housing Board Composition: HUD has presented two options: One from Section 4 of the Municipal Housing Law where the Authority is a division of local government; or under Section 5, an independent entity appointed by the BCC. Currently the Board is operating as a hybrid. The resolution would make clear that the Board would operate under Section 4. State law prohibits having a non-elected official as a voting member. However, federal statute requires a resident member. There may not be a possibility of having a community member. A draft resolution will be presented to HUD and then to the Board for approval.

Commissioner Hughes lamented the vetoing of the bill that would have cleared up the Board composition situation. Mr. Barela described the review process the draft resolution would undergo.

Commissioner Greene lauded the work of Project Moxie for helping out with the Vista del Rio in Española.

Regarding individual water meters for Santa Cruz, Mr. Loewy suggested using the software EyeOnWater to monitor leaks. Mr. Barela indicated there are interesting technology options available.

Commissioner Hamilton suggested having non-voting members to secure input while adhering to the provisions of statute.

### **3. C. FY 2024 Budget Presentation**

Mr. Barela stated HUD requires the Board to adopt an operating budget for FY 24. He provided highlights of revenue and expenses. Section 8 revenue has increased by \$192,000 and expenses increased by \$280,000. They have cut some expenses such as travel and training. The deficit arises principally from the class and compensation study adjustments. FSS grant revenue increased by \$35,000 which will be budgeted into salaries and benefits. They will be advertising for a full-time service provider for FSS. The ROSS grant increased and match funding will be budgeted for the next three years. A BAR will cover all operational costs.

HAP revenue increased for the Mainstream program by \$86,000. A small deficit will be filled by program reserves. The budget for the Foster Youth to Independence program has been cut in half due to there only being two referrals from the state.

Balances are being carried over for capital funds. Twenty percent of the grants are allowed for administrative expenditures. Old grants will all be tied to projects to ensure spending deadlines are met. A \$618,000 grant is available for the capital fund. Due to rent increases, enforcement,

and grant funding \$218,000 in revenue is expected for the public housing fund. There was an increased expense due to higher water and sewer rates from the City of Española.

**3. D. Capital Fund Program Report – May 2023**

Ms. Velasquez reported on projects in progress including sidewalk repair, fencing replacement, community park upgrade, restuccoing and reroofing, in addition to renovations and remediation in units

Commissioner Greene asked about the fencing at Santa Cruz and Ms. Velasquez responded that due to budget constraints the work will proceed in phases. Mr. Barela said the five-foot fences in front of the units will provide privacy for tenants and screen the yards. Commissioner Greene said backyards are for privacy and front yards should be more public spaces and are safer. Mr. Barela replied inspections are still carried out to ensure yard maintenance. Prospective tenants tend to be put off by messy front yards.

**3. E. Resident Opportunity and Self-Sufficiency (ROSS) and Family Self-Sufficiency Reports – May 2023**

Ms. Velasquez reported there were no additions to ROSS and it remains at 60 participants. The coordinator made 73 residents contacts and provided 36 referrals. There were no additional clients for FSS and it holds steady at 39 participants. The coordinator made 48 residents contacts with 41 referrals for services. FSS graduated one client who met many goals over five years and got \$13,728 in escrow.

**3. F. Affordable Housing Monthly Report – May 2023**

Mr. Barela announced the approval letter for the affordable housing plan has come in from NMFA and they have drafted the associated ordinance which has been reviewed by both the County Legal Department and by NMFA. He anticipated bringing it to the Board within the next two months. The adoption of the ordinance adopts the plan.

Additionally, they have entered into a contract with Site Southwest to develop implementation strategies, and have formed a working group consisting of staff from Affordable Housing, the Housing Authority, Community Development, Growth Management and Public Works. Deliverables include a timeline, costs and impacts.

**4. Matters from the County Attorney**

None were offered.

**5. Matters from the Board**

Commissioner Hughes noted this is Mr. Loewy's last meeting and they appreciate all he has done. Mr. Loewy made a statement expressing his honor at serving on the Housing Authority for ten years. He thanked all those associated with the program.

