

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

July 25, 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 1:08 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

Member(s) Absent:

Resident Member Cathy Hurtado
Commissioner Justin Greene

County Staff Present:

Greg Shaffer, County Manager
Jordan Barela, Housing Authority Director
Adrianna Velasquez, Deputy Housing Authority Director
Denise Benavidez, Affordable Housing Administrator
A. J. Coughlin, Housing Staff
Jeff Young, County Attorney
Paul Olafson, Community Development Director

C. Approval of Agenda

Commissioner Hughes moved to approve the agenda and Commissioner Hamilton seconded. The motion passed by unanimous [4-0] voice vote.

D. Approval of Minutes: June 27, 2023

Commissioner Hamilton moved approval and Commissioner Hughes seconded. The motion passed by unanimous [4-0] voice vote.

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2. **Consent Agenda**

There were no items under Consent.

3. **Miscellaneous Action Item**

A. **Request Approval to Solicit Services for the Development of an Affordable Housing Project at the Nueva Acequia Development Site**

Housing Director Jordan Barela stated this item is requesting approval to solicit services regarding Nueva Acequia. He described various hurdles they have faced in the approach to Nueva Acequia, the principal one being removal of the site from a QCT area designation, which created a funding gap of \$4 million. In late June two basic issues were identified. One, the County, as the presumed co-developer lacks expertise in building low income houses, and secondly, staff capacity is lacking. Project Moxie, initially brought on as a financial consultant and now are on board as a general tax credit consultant have been looking at options for proceeding.

Project Moxie has identified three options: One, to go out for RFP for a private market developer to undertake the entire project, including securing tax credits. This presents the least financial risk for the County and would not burden staff, but the County would have little control. Two, the County could be co-developer under a limited liability company and partner with Interfaith Housing. This would provide the County with hands-on experience, but there is greater financial risk and the County would have to put up pre-development funding. Third, the County could act as sole developer, which neither staff nor Project Moxie recommend. Staff recommends going with the first option.

Commissioner Hughes asked if the development would be required to accept County vouchers. Mr. Barela said that would be negotiated. Project-based vouchers are being discussed. Commissioner Hughes asked if the County would establish income levels. Mr. Barela indicated they have talked about doing mixed development. Currently, Camino de Jacobo is primarily under 30 percent of AMI. All options are on the table, pending tax credit requirements. The County will be able to establish design features and energy efficiency requirements, but affordability is key.

Commissioner Hamilton asked about the various kinds of vouchers and Mr. Barela explained that a private market landlord can agree to accept the vouchers, and the tenant has a choice of where to use the voucher. Project-based vouchers are tied to a particular site.

Chair Hansen asked about the long-term ramifications of securing a private developer. Mr. Barela said the one variable would be the choice of a developer and the County could still play a role in setting the framework. If the RFP yields no good candidates co-development could still be pursued.

Commissioner Hughes moved to accept the first option and seek proposals from private developers for Nueva Acequia. Commissioner Hamilton seconded and the motion carried by

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unanimous [4-0] voice vote. Chair Hansen said she support this for now but would like to see as much County involvement as possible.

4. Discussion/Information/Presentations

A. Executive Director's Monthly Report – July 2023

Staffing Vacancies and Trainings: Mr. Barela said Ms. Quintana who was taken on as administrative manager chose to take another job. They will be re-advertising for that position in July. All the paperwork for the congressionally directed funding for roofing and stucco is now with HUD.

Landlord and Tenant Issues: Two evictions were underway. One has been rescinded since Life Link has stepped in to help with home services. The second, a tenant in Santa Cruz has filed an appeal that will be heard in August.

Administrative and Technical Issues: HUD has increased the proration for administrative fees which will increase the revenue from Section 8. HUD has published the scoring notice for the NSPIRE program, which will change the priorities in scoring REAC inspections. This will benefit the County in achieving higher scores. There is discussion about hiring an NSPIRE consultant to update staff on the changes in the standards.

Staff is working on increasing the voucher utilization rate which fell to 91 percent from the 93 percent average. The average in the state is 70 percent. This leaves administrative fees on the table. Project-basing vouchers would help.

Due to the high cost of housing in Santa Fe, HUD has agreed to increase payment standards to 120 percent of fair market rents, up from 110.

Mr. Barela commended Ms. Velasquez and the Section 8 staff for completing the CMAP assessment, which is an annual voucher audit, the first held since the pandemic.

Vista del Rio Apartments: A pro forma was reviewed and there has been an uptick in acquisition costs by \$250,000, so total cost at this point is almost \$1 million. The capital needs assessment is now at \$50,000 to \$68,000 for a total of approximately \$3.3 million. It's still a fluid situation.

Chair Hansen asked how they could take on project management with this site with so many problems and not be prepared to do so with Nueva Acequia. Mr. Olafson pointed out this is strictly presented as follow-up/background information and there is no recommendation at this point. No decision has been made by the City of Española.

Commissioner Hughes said the benefit is not losing 49 units of affordable housing.

4. B. Capital Fund Program Report – July 2023

Ms. Velasquez spoke of the Camino de Jacobo roads projects. Staff met with Bohannon Huston about the design of roads, sidewalks and traffic calming and the design should be available mid-

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August. They are working with NMMFA on the environmental review for the stuccoing of Santa Cruz. Modernization projects and reroofing continue.

4. C. Financial Monthly Reports – July 2023

Ms. Coughlin indicated staff is working with Finance to close out and reconcile fiscal year 23. All grant draws have been completed. They are processing the account write-off for the year and there are no significant findings. The unaudited financial statements are due to HUD on August 31st. The budget for the capital program grant is being finalized, which once approved will free up funds.

4. D. Resident Opportunity and Self-Sufficiency (ROSS) and Family Self-Sufficiency (FSS) Program Reports – July 2023

Ms. Velasquez reported there were no additional clients for ROSS or FSS this month. ROSS is at 60 participants and the coordinator made 74 resident contacts with 39 referrals. The FSS has 41 participants. The coordinator made 16 resident contacts with five referrals for service. A full-time FSS coordinator position is being posted.

4. E. Housing Choice Voucher, Vacancy, Waitlist, Inspections, Accounts Receivable and Eviction Reports – July 2023

Ms. Velasquez indicated the HCV utilization rate fell to 91 percent for June and the twelve month average is 93 percent. MainStream voucher utilization rate decreased from 72 percent to 64 percent and three clients were evicted. Fifty-six households have been issued vouchers and are looking for placement. Occupancy rate is at 97 percent with five vacant units and they will be under lease this month. Four units are under modernization. The utilization rate remains at 98 percent. The waitlist is steady and year-to-date 1,016 applicants have been pulled.

The accounts receivable balance increased by \$1,903 due to unpaid rent.

4. F. Affordable Housing Monthly Report – July 2023

Ms. Benavidez said a resolution and an ordinance to adopt the affordable housing plan will be before the Commission this afternoon. Additionally, they are working on changes to the inclusionary zoning ordinance, and they continue to work on streamlining software. There were two intent-to-sells and they have closed. Interest rates are still high. There are around 12 developments in the pipeline with prospects for affordable housing. Housing prices have gone down slightly and they continue to work to get clients into homes with creative solutions.

Chair Hansen brought up the issue of fee-in-lieu, which she does not support. The price should be raised or it should be abolished altogether. Ms. Benavidez stated that that would discourage developers. In one case, a developer eligible for a residual fee is actually planning on building an affordable home.

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5. **Matters from the County Attorney**

- A. **Executive Session. Limited Personnel Matters as Allowed by Section 10-15-1(H)(2) NMSA 1978, Including Performance Evaluation of the Executive Director**

Attorney Young asked for a close session as described above. Commissioner Hamilton moved to go into executive session and Commissioner Bustamante seconded.

The motion to go into executive session passed by unanimous roll call vote as follows:

Commissioner Bustamante	Aye
Commissioner Hamilton	Aye
Commissioner Hughes	Aye
Commissioner Hansen	Aye

Commissioner Hamilton moved to adjourn following executive session without returning to open session. Commissioner Hughes seconded and the motion carried by unanimous roll call vote as follows:

Commissioner Bustamante	Aye
Commissioner Hamilton	Aye
Commissioner Hughes	Aye
Commissioner Hansen	Aye

5. **Matters from the Board** - None were presented.

6. **Matters from the Public** - None were presented.

7. **Concluding Business**

- A. **Announcements**
B. **Adjournment**

This Housing Authority went into executive session at 2:01 p.m. and adjourned therefrom.

Approved by:

Anna Hansen
Anna Hansen, Chair
Housing Authority

Respectfully submitted by:

Debbie Doyle, Wordswork

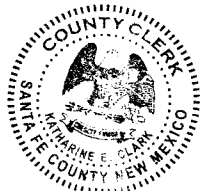
COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

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I Hereby Certify That This Instrument Was Filed for
Record On The 13TH Day Of September, 2023 at 12:06:12 PM
And Was Duly Recorded as Instrument # **2019592**
Of The Records Of Santa Fe County

Santa Fe County
Housing Authority: July 25, 2023

Witness My Hand And Seal Of Office
Katharine E. Clari
County Clerk, Santa Fe, NM
Deputy *Destey Romero*



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