

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY

July 27, 2021

Santa Fe, New Mexico

1. Opening Business

A. This regular meeting of the Santa Fe County Housing Authority was called to order by Vice Chair Anna Hamilton at approximately 1:10 p.m. on the above-cited date in the County Chambers, John Gaw Meem Historic Building, 102 Grant Avenue, Santa Fe, New Mexico.

B. The following members were present:

Members Present:

Commissioner Henry Roybal, Chair [1:55 arrival]
Commissioner Anna Hamilton, Vice Chair
Commissioner Rudy Garcia
Commissioner Anna Hansen
Commissioner Hank Hughes
Resident Member Cathy Hurtado
Community Member Joseph Loewy

Member(s) Excused:

None

Others Present:

Joseph Montoya, Housing Authority Executive Director
Katherine Miller, County Manager
Greg Shaffer, County Attorney
Jordan Barela, Housing Authority Deputy Director

C. Approval of Agenda

Upon motion by Commissioner Hansen and second by Commissioner Hughes, the agenda was approved by unanimous [6-0] voice vote. [Commissioner Roybal was not present for this action.]

D. Approval of Minutes: June 26, 2021

Mr. Loewy moved to approve the minutes. Commissioner Hansen seconded and the motion passed without opposition. [Commissioner Roybal was not present for this action.]

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2. **Consent Agenda** – No items

3. **Discussion/Information/Presentation**

A. **Executive Director’s Monthly Report**

Director Montoya updated his written report indicating that an offer has been extended to an individual for the maintenance technician position. If accepted, all Authority positions will be filled. Additional training opportunities have been available to staff through HUD and the New Mexico Mortgage Finance Authority. He offered the following additional updates:

- Staff is working with the DFA and the Local Government Division to identify a set-aside for CDBG funds to continue with the roofing projects
- DFA is currently working on a rental assistance program
- The Authority received notice through Representative Leger Fernandez’ office that some federal funding would be granted for housing – a press release and opening is being planned
- An eviction has occurred – the tenant threatened staff and other residents

Mr. Loewy congratulated staff for obtaining the federal money. Director Montoya said it was a long shot but the quality of the application and information provided made a strong case for the County.

B. **Public Housing Needs Assessment Tool**

Mr. Barela said staff has been developing a system to reevaluate how internal capital planning is handled. Many housing authorities hire a consultant to produce a capital needs assessment which would review all of the units and provide information on making them viable into the future. The cost of such a contract would be \$125,000 and that money would not be available to fund the actual project. Staff has devised a system for a comprehensive review process for all public housing capital projects.

- Evaluate the capital needs for all of the projects per development
- Identify which projects were eligible for the CFP program
- Establish internal mechanism for prioritizing the projects
- Identify projects’ costs
- Identify available gap and other funding to complete project
- Establish a single cost estimate for each public housing site

An internal capital needs assessment tool was developed from the above list. The Authority plans on presenting this list of projects and costs to the Board annually. The general CFP report identifies projects underway as well upcoming projects but does not provide a holistic view of the public housing capital needs in general.

The projects are divided by priorities and development. The priorities are based on three phases: 1) healthy and safety as it pertains to the habitability of the units; 2) site infrastructure and residential and commercial construction – sidewalks, roads, fencing, etc.; and, 3) site development and beautification. Mr. Barela discussed the tool/spreadsheet and highlighted that the cost estimates are soft and lack details. The overall need for the public housing

developments was estimated at \$12.9 million. Currently, \$1.2 million is available with CFP grants. The tool will serve as strategic planning and will assess which projects to fund, etc.

Mr. Loewy said the assessment tool should be used as a living document that is continually updated and presented to the Board.

Commissioner Garcia asked whether staff met with the residents to discuss their priorities. Mr. Barela said they did not for this particular assessment, although 90 percent of the projects are derived from the Authority's HUD capital five-year plan, which requires resident input. The plan is required to be posted and presented to the resident advisory boards.

Commissioner Garcia asked about affordable housing within the Las Soleras development. Director Montoya said there is a housing deficit estimated at 5,000 affordable rental dwellings. Projects in the pipeline will provide 2,500 affordable units. At the time of annexation affordable housing was included in the Las Soleras development agreement; however, with the market conditions and lack of financing the affordable housing was allocated to a multi-family development. The current developers in the project are not providing affordable housing. Commissioner Garcia said the lack of affordability greatly concerns him.

Commissioner Hansen said the annexation requires greater scrutiny especially in regards to affordable housing. The City's fee in lieu of affordable housing does not serve the citizens.

Mr. Barela confirmed that \$12.9 million was the total need based on in-house estimates. The assessment tool will assist staff in seeking additional funding. Director Montoya reminded the Board that there is a great deal of deferred maintenance on the units. Plumbing is over 30 years old and the low-quality copper used is deteriorating. Staff has identified every funding opportunity available and he commended Manager Miller for providing additional opportunities. Commissioner Hughes said while the County develops new affordable housing, it is important to maintain the existing units. Director Montoya concurred and said the Housing Authority will be involved in the County's Affordable Housing Plan.

C. Capital Fund Program (CFP)

Mr. Barela highlighted his written report and identified the progress of different projects. With the completion of smaller projects, the project manager and maintenance supervisor will focus on the state appropriations and the safety and security project in Santa Cruz.

D. Financial Monthly Report

Mr. Barela said the packets included end of the year reports. Public housing retained about 24 percent of its budget. That money does not revert to HUD but go into a reserve account. The Housing Choice Voucher Fund had about two percent of its budget left. MainStream had approximately six percent left in its budget. The CFP accounts were carefully monitored and because of the pandemic travel and training was all conducted by webinars. There were savings during the year which included a vacant position, and fewer travel, training and vehicle expenses. For CFP 18 the expenditure date is November 2023 and he was confident those funds

would be utilized. There are projects lined up that CFP 19 funds may be used to cover as well as other projects. The ROSS grant was extended through December 2022 and should be spent down by the deadline. The next ROSS grant application will be sent out in September 2021. The ROSS match funds need to be spent down and that money is available for tenant services.

Director Montoya mentioned that the local HUD office is very keen on making sure all of the funding is spent because they too get rated by the main office.

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

Mr. Barela advised the Board that the Authority received permission from HUD to hire a temporary employee to oversee the FSS program. She has been overseeing the program for 12 months on an interim basis and grant funding is being used to pay for her services. The ROSS coordinator added five additional clients to the program bringing the total number of participants to 60. She has been working with tenants who have past due balances to find financial assistance. In fact, through the DFA program approximately \$10,000 was made available for rental assistance. Two additional FSS clients have been added to the program which totals 37 participants.

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

Director Montoya said he had hoped to report that the voucher utilization was over 100 percent; however, at this point it is 98.25 percent. There are 26 individuals looking for units and it is obvious production of new units is necessary. There are five individuals looking for housing through the MainStream program. Authority occupancy rate is 99 percent. The public housing waitlist has gone down slightly.

Staff has been very diligent in working with tenants to find financial assistance for rent.

G. Santa Fe County Strategic Plan – Affordable Housing Work Items

Director Montoya referred to the written report and indicated that staff is working to revamp the Happy Roof program, and amend the down-payment assistance program. Data on the strategic plan is being finalized by UNM and paperwork to hire a consultant to finalize the plan is underway.

Commissioner Hansen asked that staff consider including sewers and grinder pumps within the rehabilitation program. Director Montoya said rather than addressing roofs on an emergency basis, the idea is to go unit by unit and upgrade them to current code. He said that in terms of energy use, the plan will exceed code.

4. Matters from the County Attorney

A. Executive Session: Limited Personnel Matters, as allowed by Section 10-15-1(H)(2) NMSA 1978 Including: 1) Executive Management Personnel Matters

Mr. Loewy moved to meet in executive session to discuss limited personnel matters as allowed by Section 10-15-1(H)(2) NMSA 1978 as outlined above. Commissioner Hamilton seconded and the motion passed by unanimous roll call vote:

Commissioner Garcia	Yes
Commissioner Hamilton	Yes
Chairman Roybal	Yes
Commissioner Hughes	Yes
Commissioner Hansen	Yes
Mr. Loewy	Yes
Ms. Hurtado	Yes

[The Board met in Executive Session from 2:05 – 2:47 p.m.]

Commissioner Hansen moved to return to open session adding that the only thing discussed was limited personnel matters as shown in the agenda. Mr. Loewy seconded and the motion passed by unanimous [7-0] voice vote.

Manager Miller stated that Jordan Barela will serve as interim Authority Director and an action item will be listed on the next month's agenda regarding personnel changes.

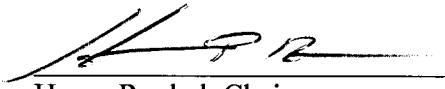
- 5. **Matters from the Board** – None were presented
- 6. **Matters from the Public** – None were presented
- 8. **Adjournment**


Upon motion by Commissioner Hughes and second by Commissioner Hamilton, this meeting was declared adjourned at approximately 2:50 p.m.

SFC CLERK RECORDED 09/17/2021




Approved by:


 Henry Roybal, Chair
 Housing Authority

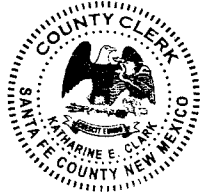
ATTEST TO

 KATHARINE E. CLARK
 SANTA FE COUNTY CLERK

COUNTY OF SANTA FE) HOUSING MINUTES
 STATE OF NEW MEXICO) ss PAGES: 6
 I Hereby Certify That This Instrument Was Filed for
 Record On The 17TH Day Of September, 2021 at 04:21:22 PM
 And Was Duly Recorded as Instrument # 1966036
 Of The Records Of Santa Fe County

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

Respectfully submitted:
Karen Farrell, Wordswork

Santa Fe County
Housing Authority: July 27, 2021



D R A F T

SUBJECT TO APPROVAL

