

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY

August 30, 2022

Santa Fe, New Mexico

1. A. This regular meeting of the Santa Fe County Housing Authority was called to order by Chair Anna Hamilton at approximately 1:02 p.m. on the above-cited date. The meeting was conducted in a hybrid fashion, in person and on the Webex platform.

B. Roll call indicated a quorum as follows:

Members Present:

Commissioner Anna Hamilton, Chair
Commissioner Rudy Garcia
Commissioner Anna Hansen
Commissioner Hank Hughes
Commissioner Henry Roybal [Via Webex]
Community Member Joseph Loewy
Resident Member Cathy Hurtado

Member(s) Excused:

None

County Staff Present:

Jordan Barela, Housing Authority Executive Director
Joseph Montoya, Community Development Director
Jeff Young, County Attorney
Denise Benavidez, Affordable Housing Administrator
Adrianna Velasquez, Administrative Manager
Paul Olafson, Community Development Projects Manager
Leandro Cordova, Deputy County Manager

C. **Approval of Agenda**

Commissioner Hansen moved to approve the agenda as published and Mr. Loewy seconded. The motion passed by unanimous [7-0] voice vote.

D. **Approval of Minutes: July 26, 2022, Regular Meeting**

Commissioner Hansen moved to approve the minutes. Commissioner Hughes seconded. The motion passed by unanimous [7-0] voice vote.

SFC CLERK RECORDED 10/11/2022

E. Approval of Minutes: August 9, 2022, Special Meeting

Mr. Loewy moved approval and Commissioner Hughes seconded. The motion passed by unanimous voice vote.

2. **Consent Agenda** – No items were presented.

3. **Discussion/Information/Presentations**

A. **Executive Director’s Monthly Report – August 2022**

Staff and Vacancies and Training: The maintenance technician position is anticipated to be filled by September. Mr. Barela stated he and Ms. Coughlin were able to take several of HUD’s Community Project Funding program trainings to assist in grant compliance. A grant of \$1,044,000 was received through the work of Representative Theresa Fernandez-Leger for roofing.

Development and Grants Opportunities: Ten additional Mainstream vouchers were received which will bring the total to 39 and that four additional Section 8 vouchers were also added. Commissioner Hansen indicated she has been receiving numerous calls and emails from seniors with vouchers looking for housing. “There’s no place for them to go.” He agreed with Commissioner Hansen that the availability of units continues to be an ongoing problem. Applicants are provided a list of landlords who comply with payment standards. Commercial landlords constitute 75 percent of the list and 25 percent mom and pop.

During the pandemic many tenants stop complying with leases and stopped paying rent. Due to this some landlords are refusing to take vouchers.

A Notice of Funding Opportunity came out August 1st for an FSS grant and this will be pursued soon.

Tenant and Landlord Issues: Compliance has become a concern at the public housing sites, due in part to HUD regulatory waivers in inspections, income verification, etc. Some tenants have been continuing to fail to comply. In July 20 tenants did not pay rent and nine did not pass inspection or comply with income recertification. Tenants get at least 90 days to comply. High receivables results in a bad management score in PHAS as does a high number of failed inspections.

Commissioner Hansen asked if eviction notices were issued. Mr. Barela said they have not issued eviction notices for non-payment of rent, and he described the timelines involved. Five eviction notices have been issued this month, but they want to avoid a mass exodus because with the staffing issues, turning around many units can lead to a lower occupancy rate, something they strive to avoid. They generally try to work with people.

Mr. Loewy noted there are 1,200 people waiting for one-bedroom units and several hundred waiting for two bedrooms. In other words, it might be time to be more rigid in enforcement.

Administrative, Technical Issues and Reporting: Mr. Barela said he plans to do a full power point presentation on the REAC at the next meeting. A great deal of resources were devoted to the inspection. They passed the REAC but with a lower score than hoped for, so staff will request an additional inspection within a year to avoid having a low score for potentially many years.

Following an initial rejection of the financial audit for 2021, some items were restated and it has now been approved. The FY 22 unaudited financial statement is due to HUD tomorrow. The FSS action plan draft has been done and should be finalized and presented to the Board and to HUD for approval soon.

Commissioner Garcia asked that an update be given at the next meeting on tenants behind on rent. He noted the number of apartment complexes being built and asked if Housing staff was working with those developers and landlords. Mr. Barela said he understood the newly constructed units would be at market rate. While they could accept vouchers, rent would have to be within payment standards. They work with Siler Yard, a tax-credit property that accepts low-income people, and they will have conversations with the other developers regarding Section 8.

Mr. Montoya pointed out the City of Santa Fe has an inclusionary zoning program, however, of the last 12 projects, only one has chosen to put housing onsite. The others have availed themselves of the buy-out option. There is no mandate that forces landlords to accept vouchers although this could be changed by legislation.

Commissioner Hansen lamented that the City was holding a housing meeting that coincides with the Commission meeting so that they will be unable to attend. Fee-in-lieu minimized the amount of affordable housing, but buying motels for the use of the homeless is an option.

Commissioner Hughes said a bill has previously been introduced in the legislature to outlaw income source discrimination and could be introduced again in the coming session.

B. Capital Funding Program (CFP) August 2022

Mr. Barela reported that:

- The safety and security project in Santa Cruz is about 80 percent complete and is estimated to be done at the end of October
- Bohannon Huston has submitted a proposal for the Camino de Jacobo roads and sidewalk project and they are executing a new professional services agreement
- The Santa Cruz fence replacement for the Boys & Girls Club has been submitted to Procurement and should go to the BCC at the end of September with the possibility of using a state price agreement
- A site visit is scheduled for the reroofing project
- Three vendors showed up for a site visit for the modernization projects at Santa Cruz and bids are due September

C. Financial Monthly Report – August 2022

Mr. Barela said they are on pace to submit the unaudited financial statement for FY22 tomorrow. BARs will be coming to the BCC and the Housing Board at the end of September to budget the additional \$121,000 for the newly received vouchers. The \$234,000 from a lawsuit settlement will be used to replace the stolen backhoe as well as other uses. \$120,000 has been paid out to the safety and security project, so 40 percent of the federal grant has been spent. The deadline for expenditure is April 2, 2023.

In response to a question from Commissioner Garcia, Mr. Barela said drawdown on budget items fluctuate throughout the year. He pointed out a misprint on the ROSS line item.

D. Resident Opportunity and Self-Sufficiency (ROSS) and Family Self-Sufficiency (FSS) Reports – August 2022

Mr. Barela noted no new clients were added to the ROSS program in July. Due to deaths, it is now down to 61. The ROSS coordinator made 79 resident contacts and provided 47 referrals for service. Food insecurity is a major issue given the higher costs of foods. FSS is at 40 participants and no new clients will be added until the action plan is updated and approved by HUD. The FSS coordinator made 24 resident contacts and 13 participants are currently receiving escrow payments.

The Fire Union hopes to do a backpack drive and want to coordinate with the Housing Authority. Additionally, they want to hold another Christmas event, hopefully in person this year.

Commissioner Garcia encouraged coordinating with the Boys & Girls Club and other non-profits. Mr. Barela said the facilities at the Boys & Girls Club are the best for holding events. He added that Ms. Hurtado brought up the issue of programs for seniors in order to reach out to every demographic.

Chair Hamilton asked about their relationship with the Food Depot. Mr. Barela said they do onsite food delivery once a month. The problem is disposable income is shrinking.

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

Ms. Velasquez reported that:

- The HCV utilization rate is 95 percent; 15 households have been issued vouchers
- Mainstream program lost two vouchers and the utilization rate is 93 percent
- Maintenance staff has been focusing on unit turnarounds. Three tenants have left and four have died. Occupancy-wise, the program is at 97 percent
- 20 Mainstream applications will be pulled from the wait list along with 100 HVC applications
- 46 HQS inspections were completed, 15 for public housing and 31 for the HVC program. Twenty yard violations were issued
- Accounts receivables saw a dramatic increase in July

- There were no 30-day eviction notices issued in July but some are prepared for August, as well as other notices for non-compliance

F. Affordable Housing Program Strategic Plan Update – August 2022

Denise Benavidez, Affordable Housing Administrator, highlighted the following:

- A new rehab program is underway
- The loan program and fund are complete
- The affordable housing plan is well underway and should be completed by the end of October and Site Southwest will give an update on the actual plan
- The inclusionary zoning ordinance is being worked on and the down payment assistance ordinance and resolution are complete. They should come to the BCC in October
- One loan was closed last month and three the previous month
- Several developments are moving through the paperwork phase. Six individual are under contract for the 18 affordable units in Colibri; seven more are in process. Loans are underway in Oshara and with Habitat

4. **Miscellaneous Action Items** – None were presented

5. **Matters from the County Attorney**

A. **Discussion of Housing Authority Board Organization and Structure**

Attorney Young stated that in light of anticipated projects, staff has been reviewing the Housing Authority’s structure. He reviewed the history of the Board starting in 1971 leading to its current composition of seven members. New Mexico Housing law has specific requirements of membership and terms, which he reviewed.

Regarding ownership of assets, Mr. Montoya indicated the current assets, namely the public housing sites, are under the name of the Housing Authority, with the exception of Camino Jacobo that was put in the County’s name four years ago in order to make use of funding for sewer works; this should be put back. For the upcoming apartment complex project certain services, such as construction manager and environmental consultant should be placed under the County Housing Authority and the LLC.

Chair Hamilton asked if there were conflicts that needed to be resolved. Mr. Montoya said the construction manager would be a contract position under the LLC who would be watching out for the interests of the County. Budgeting authority would be forwarded to the Housing Authority so that the LLC can contract for that position. He said the composition of the Housing Authority would need to change if there is no change to the law.

Chair Hamilton noted both options could be pursued given there is adequate time. Mr. Montoya said the state law has been changed a number of times in the past; legislators would have to be brought on board.

Mr. Montoya said it should be in place by the time the application for and acceptance of housing tax credit, which he estimated at six months, or at the most, eleven months.

Commissioner Hughes pointed out the advantage of the Housing Board's current makeup is that, as elected officials, they are responsive to the public. Additionally, the Board of County Commissioners controls the budget. He said he and Mr. Loewy spoke to Senator Wirth and he believed it would not be hard to change state law, but could take time. He recommended that any new board should be responsive to the community with representatives from the homeless service providers, affordable housing developers, and more resident members. He speculated that the Commissioners could serve in an *ex officio* capacity.

Commissioner Garcia noted the Housing Board was put under the Board of County Commissioners in order to oversee the budget and the County employees. He asked how that would differ. He added other counties have different systems and may not want the suggested changes.

Commissioner Hansen said the current structure has been successful and has provided benefit and protection to the constituents. If lobbying efforts begin early changes could be wrought in one session.

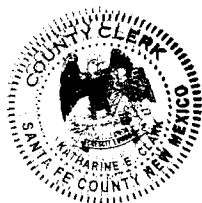
Mr. Loewy commended Commissioner Hughes' ideas and said a dual track would be prudent. Chair Hamilton agreed, and said they might nuance them yet to consider.

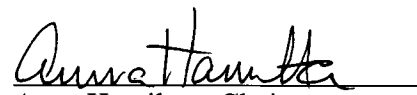
Mr. Montoya said they do not anticipate any operational changes in terms of County employees and administration. They would establish a 501(c)(3) under the Housing Authority, but this is a separate issue. Some counties have hybrid models.

6. **Matters from the Board** – None was brought forward.
7. **Matters from the Public** – None was brought forward.
8. **Concluding Business**
 - A. **Announcements**
 - B. **Adjournment**

This meeting was declared adjourned at approximately 2:12 p.m.

Approved by:




Anna Hamilton, Chair
Housing Authority

Respectfully submitted by:

Debbie Doyle, Wordswork

Santa Fe County
Housing Authority: August 30, 2022

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 October, 2022 at 09:11:01 AM
And Was Duly Recorded as Instrument # **1999156**
Of The Records Of Santa Fe County

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