

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY

September 27, 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 1:09 p.m. on the above-cited date at the Santa Fe County Commission Chambers, 102 Grant Street, Santa Fe, New Mexico.

B. The following members were present:

Members Present:

Commissioner Anna Hamilton, Chair
Commissioner Rudy Garcia, Vice Chair [1:30 arrival]
Commissioner Anna Hansen
Commissioner Hank Hughes
Commissioner Henry Roybal [1:16 arrival]
Community Member Joseph Loewy
Resident Member Cathy Hurtado

Member(s) Absent:

None

County Staff Present:

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

C. **Approval of Agenda**

Commissioner Hansen moved approval as published and Mr. Loewy seconded. The motion carried unanimously [5-0]. Commissioners Garcia and Roybal were not present for this action.

SFC CLERK RECORDED 11/03/2022

**D. Approval of Minutes
Approval of the August 30, 2022, Housing Authority Regular Board Meeting Minutes**

Upon motion by Commissioner Hansen and second by Commissioner Hughes, the August 30th minutes were unanimously [5-0] approved. Commissioners Garcia and Roybal were not present for this action.

E. Approval of the August 16, 2022, Housing Authority Board Special Meeting Minutes

Mr. Loewy moved approval. Commissioner Hughes seconded and the August 16th special meeting minutes were unanimously [5-0] approved. Commissioners Garcia and Roybal were not present for this action.

2. Consent Agenda

A. Resolution No. 2022-09HB, a Resolution Requesting a Budget Increase for the Housing Authority's Section 8 Housing Choice Voucher Fund (227) in the Amount of \$124,875 for the Award of Additional Vouchers for the Section 8 and Mainstream Voucher Programs and a Budget Increase for the Housing Administration Fund (517) in the Amount of \$234,376.00 to Budget Additional Administrative Revenue

Upon motion by Mr. Loewy and second by Commissioner Hughes the motion to approve carried unanimously 5-0. Commissioner Garcia and Commissioner Roybal were not present for this action.

3. Discussion/Information/Presentations

A. 2022 Real Estate Assessment Center ("REAC") Property Inspection for the Santa Fe County Housing Authority

Director Barela provided a power point outlining highlights of what the REAC is, preparation, findings and plans to address findings. REAC is a comprehensive inspection required by HUD of all public housing developments. It includes interior, exterior and administration facilities. It is one of the PHAS 4 indicators and makes up 33 percent of the overall score. The last REAC inspection occurred five years ago and standards have changed. Only three to four weeks of preparation occur before the actual inspection and focus was on catching up with back-logged work orders from the pandemic. A contractor was hired to deal with the common areas and trailers were provided where the tenants would dispose of trash; 14 trailers were removed from the three sites. Tenants were advised of the importance of the inspections and priority was given to living areas.

Director Barela noted that a passing score of 62 was achieved; the previous score was 72. Fifteen percent of the units were inspected internally and all exterior areas were covered. Nine interior items needed immediate attention and were cured within 24 hours. Blocked egress was an issue,

but exterior was the greater problem. Out of 20 possible points they got zero. He shared photos of instances of exterior and common area flaws, including erosion and stucco.

All three housing sites are considered together so problems in one site, such as damaged sidewalks or fences, count against all. The inspector relayed that more attention was paid to the outdoors whereas staff had put emphasis on the living areas.

In order to get a better score, inspections are being made to the units, as well as the exterior. The capital plan may need to be adjusted to make fences and sidewalks a priority. Director Barela stated the plan is to address the issues and request that HUD re-inspect, since a score rolls over for many years. Under optimum conditions, it might be possible to secure a score of 80. However, this may be the last REAC inspection since a new system is contemplated that would require all units be inspected in a 30-day period.

Commissioner Hansen suggested trying for a beautification grant and be more creative in landscaping.

Mr. Loewy thanked the director for the presentation and said if 17 inspections are done over a 12-month period units will only be inspected once a year. HUD's scoring system has always been somewhat arbitrary. He recommended looking into staffing levels for inspections and maintenance. Director Barela noted they have contemplated a different sampling schedule to make inspections more frequent.

Chair Hamilton said the recommendations seem responsive to the scoring system. She asked if it would be possible to split the three sites so they are considered separately. Director Barela said that would have the advantage of individualizing the waitlist to specific sites. However, funding through legislation is done as a single entity and separation would make financial reporting more complex. She asked if remedying some of defects would involve funding or staffing. Director Barela said currently there are only four people on the maintenance crew plus one supervisor. One new worker is scheduled to start in October. A maintenance plan is in place that was thrown off by the pandemic. Regarding the zero rating, Director Barela said that does not reflect the true situation. Funding for stucco is in the works but it will require a substantial amount. He noted the inspector never checked the roofs, which is where a great deal of time and effort had been spent.

B. Executive Director's Monthly Report – September 2022

Director Barela mentioned the following:

- A new maintenance tech should be on board in October
- The senior accountant just took raining on PHA accounting in Ft. Myers, Florida
- A grant application for FSS will be submitted this week
- In response to questions on the compliance policy, four eviction notices have been issued to tenants that have been out of compliance for a lengthy time period. He listed criteria for eviction
- HUD payment standards for vouchers have increased significantly, around \$219 per unit size. A resolution will be coming forward soon. The increased amounts should bring in more landlords

Commissioner Garcia asked for clarification on the voucher amounts. Director Barela said tenants pay a percentage based on their income, but the greater amounts will broaden the number of eligible units. Among the new developments only Siler Yard is participating; others are using fee in lieu.

In response to questions from Commissioner Garcia, Mr. Montoya explained the fee in lieu monies go into the City's housing trust fund, which is used for rehabilitation, down payment assistance and other programs.

Mr. Loewy stated he was glad enforcement of compliance was becoming more aggressive. He noted there are still 1,400 people on the waiting list for public housing.

C. Capital Fund Program (CFP) Report – September 2022

Ms. Velasquez reported the following

- The security doors in Santa Cruz project is 98 percent complete
- The Camino de Jacobo roads and sides project received an A&E proposal from Bohannon Huston and is pending a professional services agreement
- The upgrade of Santa Cruz Boys & Girls Club fences has legislative funding
- A site visit was held at Valle Vista for reroofing; two vendors attended
- A scope of work will go out for unit modernizing at Santa Cruz
- At Camino de Jacobo unit modernization projects are underway

Commissioner Garcia asked if it was going to take a year to put fencing up at the Boys & Girls Club. Director Barela said a state price agreement was approved by since these are federal funds an RFQ process is required with site visits.

D. Housing Authority Financial Management and Reporting Overview

Noting the presentation was lengthy, Director Barela recommended deferring this to a later meeting.

E. Resident Opportunity and Self-Sufficiency (ROSS) and Family Self-Sufficiency (FSS) Program Reports – September 2022

Ms. Velasquez stated there were no new clients in the ROSS program; two clients passed away. There are currently 61 participants. The ROSS coordinator made 85 resident contacts and provided 52 referrals. The FSS program has 38 clients enrolled and the coordinator made six client contacts and provided 36 referrals. The FSS action plan is being finalized and will be sent to HUD for initial review. Staff is working with Homewise to conduct training on credit issues, and staff will conduct training for tenants on résumé building.

Director Barela pointed out FSS has a five-year program so there is a rotation period.

F. Housing Choice Voucher, (HCV), Vacancy, Waitlist, Inspection, Accounts Receivable and Eviction Reports – September 2022

Ms. Velasquez reported the HCV utilization rate was steady at 94 percent. Mainstream added to vouchers and is at 100 percent utilization. The local VASH program has the highest utilization rate in New Mexico. Staff is focused on leasing current vacancies. Six units are under lease and will be occupied by the end of September, leaving five pending vacancies. Occupancy rate at the end of the month was 97 percent.

For the wait list, staff pulled 121 applications. More are anticipated in October. A total of 46 HQS inspections were completed, 15 for public housing and 31 for HCV. Thirteen exterior/yard violations were issued.

There was a 390 percent decrease in receivables during August due to increased enforcement of lease violations from non-payment of rent. Four eviction notices were issued in Santa Cruz and Camino de Jacobo.

Commissioner Hughes asked what level of occupancy was expected and Director Barela said they shoot for 98 percent. Assumptions have changed due to the lack of housing. Only 16 percent of the people responded to the application pool. He explained the purging process.

3. G. Affordable Housing Program Strategic Plan Update – September 2022

Ms. Benavidez stated they have been meeting weekly with vendors regarding the housing plan which is scheduled for completion in October. There are eight new programs getting underway. She is working on closing loans to get people into affordable housing. Rising interest rates have complicated matters. There are nine contracts out of a total of 18 for Colibri being worked on, and she is working with Habitat on a request for Oshara Village.

Mr. Loewy asked about the status of Nueva Acequia. Mr. Montoya said it is moving along. There are two weekly meetings and the financing package is being pulled together. Architectural designs should be completed next week. Mr. Loewy asked for updates in the monthly report.

4. Miscellaneous Action Items

None were presented.

5. Matters from the County Attorney

None were presented.

6. Matters from the Board

None were presented.

7. **Matters from the Public**


None were presented.

8. **Concluding Business**

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

This meeting was declared adjourned at approximately 2:04 p.m.

Approved by:


 Anna Hamilton, Chair
 Housing Authority

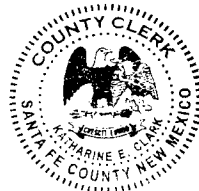
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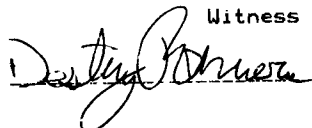
Debbie Doyle, Wordswork

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 3RD Day Of November, 2022 at 01:12:30 PM And Was Duly Recorded as Instrument # **2000791** Of The Records Of Santa Fe County



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