

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

September 28, 2021

Santa Fe, New Mexico

1. Opening Business

A. This regular meeting of the Santa Fe County Housing Authority Board was called to order by Chair Roybal at approximately 1:05 p.m. on the above-cited date in the County Chambers, John Gaw Meem Historic Building, 102 Grant Avenue, Santa Fe, New Mexico.

This meeting was conducted as a hybrid with both in-person and virtual attendance.

B. The following members were present:

Members Present:

Commissioner Henry Roybal, Chair
Commissioner Anna Hamilton, Vice Chair
Commissioner Anna Hansen
Commissioner Hank Hughes [virtually]
Community Member Joseph Loewy

Member(s) Excused:

Resident Member Cathy Hurtado
Commissioner Rudy Garcia

Others Present:

Joseph "Jordan" Barela, Housing Authority Director
Greg Shaffer, County Attorney
Anjala Coughlin, Housing Senior Accountant
Denise Benavidez, Housing Administrator
Paul Olafson, Community Development Department Deputy Director

C. Approval of Agenda

Upon motion by Commissioner Hamilton and second by Commissioner Hansen, the agenda was approved as presented by unanimous [5-0] voice vote.

D. Approval of Minutes: August 31, 2021

Commissioner Hansen moved to approve the minutes. Mr. Loewy seconded and the motion passed without opposition.

SFC CLERK RECORDED 11/04/2021

2. **Consent Agenda**

- A. **Resolution No. 2021-10-HB, a Resolution Seeking Authorization from the United States Department of Housing and Urban Development to allow the use of proceeds realized under the Santa Fe County Housing Authority 5(h) Homeownership Program for Pre-Development and Construction Costs Associated with the Camino de Jacobo Multifamily Project, a new construction, mixed-income, affordable housing project located in Santa Fe, NM**

Commissioner Hamilton moved to approve and Commissioner Hamilton seconded. The motion passed by unanimous voice vote.

3. **Discussion/Information/Presentation**

- A. **Executive Director's September 2021 Report**

Housing Director Barela reported on the following:

- The maintenance technician position is again vacant
- A tenant through the Section 3 job training program will serve as the assistant maintenance technician
- The senior accountant has completed a course in Housing Choice Vouchers and continues training in public housing financial management
- The ROSS coordinator completed training offered by the US Department of Treasury to assist tenants in ARPA navigation
- The FSS coordinator has completed necessary certifications
- A power point has been prepared for DFA to support CDBG funding for the reroofing project
- The grant application to HUD for FSS funding was submitted on time and in the amount of \$50,000
- Community forums continue although tenant participation has been low. Outreach will increase and with the inclusion of a theme, participation may increase
- Staff is developing a standard process for tenant complaints. A new complaint form has been developed and management will respond to complaints in writing within 10 working days
- The Camino de Jacobo project continues and solicitations for naming the new project are underway
- The unaudited financial data schedule was sent to HUD prior to the deadline and HUD indicated acceptance of the report without comment

B. **Capital Fund Program (CFP) Report**

Mr. Barela identified new items in the report that included quotes for sidewalk repair and unit renovation in Valle Vista that is currently on hold until the unit is vacant. A couple of reroofing projects and modernization of a unit to be ADA compliant will occur. Staff is focused on making more of the Authority's units ADA compliant. The safety and security project in Santa Cruz continues; fence replacement and sidewalk repair will begin once the grants are received.

C. Financial Monthly Reports

Anjala Coughlin, Senior Accountant, advised the Board that there is an over expense in the 517-1930 and the 227-1949. The over expense is due to being a month ahead in paying vouchers. In July, two months of vouchers were paid. There are some funds rolling over from the last fiscal year. The Authority was approved for the ARPA funding in the amount of \$22,647.

D. Resident Opportunity and Self-Sufficiency (ROSS) Program and Family Self-Sufficiency Program (FSS) Reports

Director Barela reported that in August, the ROSS program added an additional client to the program bringing the total number of participants to 61. The ROSS coordinator made referrals – for rent and utility assistance – and continued to make contacts throughout the month. The new FSS coordinator added two clients to the program while two clients left the program. There are 36 active participants with 13 receiving monthly escrow payments. One of the FSS clients, Ms. Baca, graduated from the program and is closing on her new home today.

Mr. Loewy asked that the Board’s congratulations be extended to the FSS client who is closing on her home today. Director Barela said staff provides a graduation certification and letter.

E. Housing Choice Voucher (HCV) Vacancy, Waitlist, Inspection, Accounts Receivable and Evictions

Mr. Barela said the voucher utilization for the Section 8 program was almost 99 percent utilization with 281 units leased. There are six clients awaiting inspection of rental units. The Mainstream program utilization is 93 percent. The additional ARPA money will assist the Mainstream program. The housing occupancy is 99 percent with two units in modernization. The waitlist remains relatively steady. There are 17 people searching to use vouchers.

August inspections included 32 voucher inspections and 25 for public housing.

Staff reached out to all tenants with past due balances for resource assistance. Many clients have taken advantage of the program and the Authority has received money from DFA. There are still a few tenants who have not followed through and staff will continue to work with them. There are no evictions to report.

Mr. Loewy noted that the waitlist holds steady at around 1,200 to 1,300 of which almost 90 percent are requesting one bedroom. Director Barela said although discussions are preliminary, the Jacobo project design would have 25 percent studios, 50 percent one bedroom, and 25 two bedrooms.

F. Easement Agreement for the Camino de Jacobo Multifamily Project

In Joseph Montoya’s absence, Director Barela stated that staff is working to finalize the easement agreement. The agreement will provide adjacent landowners a utility easement to the City sewer line which runs east and west along Camino de Jacobo and an access point on the

north side of the property thus creating two access points. He noted there would be open space and playground areas within the new development.

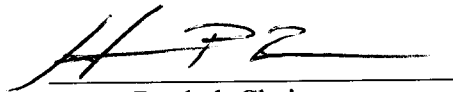
G. Affordable Housing Strategic Plan Update

Denise Benavidez, Housing Administrator, said an LOI was released for the housing plan. A vendor responded with a cost analysis. In reference to a rehab program, it is being finalized for legal review.

- 4. **Matters from the County Attorney** – None were presented
- 5. **Matters from the Board** – None were presented
- 6. **Matters from the Public** – None were presented
- 7. **Adjournment**

Chair Roybal declared this meeting adjourned at approximately 1:50 p.m.

Approved by:



Henry Roybal, Chair
Housing Authority

ATTEST TO:



KATHARINE E. CLARK
SANTA FE COUNTY CLERK

Respectfully submitted:

Karen Farrell, Wordswork

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 4TH Day Of November, 2021 at 08:07:32 AM
And Was Duly Recorded as Instrument # 1970740
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Katharine E. Clark

Deputy Destiny Romero County Clerk, Santa Fe, NM

