

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

May 28, 2024

Santa Fe, New Mexico

1. A. This regular meeting of the Santa Fe County Housing Authority was called to order by Chair Hank Hughes at approximately 1:00 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 Hank Hughes, Chair
Commissioner Camilla Bustamante
Commissioner Justin Greene
Commissioner Anna Hamilton
Commissioner Anna Hansen
Resident Member Cathy Hurtado

Member(s) Absent:

None

County Staff Present:

Greg Shaffer, County Manager
Jordan Barela, Housing Authority Director
Adrianna Velasquez, Deputy Housing Authority Director
Estrella Martinez, Administrative Manager
Jeff Young, County Attorney
Paul Olafson, Community Development Director
Kimberly Serrano, Building & Development

C. **Approval of Agenda**

Mr. Barela noted he would be presenting the affordable housing report in the absence of Ms. Benavidez.

Commissioner Bustamante moved approval of the agenda and Commissioner Greene seconded. The motion carried by unanimous voice vote

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D. Approval of Minutes: April 30, 2024

Upon motion by Commissioner Hamilton and second by Commissioner Greene, the minutes were unanimously approved as published.

2. **Consent Agenda** - None were presented.

3. **Miscellaneous Action Items** - None were presented.

4. **Discussion/Information/Presentations**

A. Discussion on the Modification of the Santa Fe County Housing's Governing Board

Mr. Barela provided a history of the Housing Authority's governing body which was established in 1971. In 1982 the board was by resolution set up as an independent entity with community members appointed by the BCC. The Authority was in troubled status and the independent board was dissolved and in 1996 authority returned to the County. Since that time, the Housing Authority has been a division of the County. In 2000, due to a change in federal statute, a resident member was added, and in 2010 a community member was added.

Mr. Barela described the options available to how Housing Authorities operate. Santa Fe County lobbied for a change in the Municipal Housing Law to allow elected officials to sit on an independent board. This passed the legislature but was vetoed by the Governor. HUD sees no problem with the current makeup of the board and he and County Attorney Young have been developing a resolution to:

- Explicitly declare the Housing Authority a division of Santa Fe County
- Exclude the community member
- Insure compliance with federal regulations by having a resident member
- Consolidates previous amendments into a single resolution
- Amends the duties of the executive director

Chair Hughes noted this was affirming the current status and Commissioner Hansen said it was a good solution.

Commissioner Greene asked when this resolution would come before the BCC, and whether there would be public comment. Mr. Barela said it would be on the next agenda and public comment was not required, but stakeholders would be notified.

B. Executive Director's Monthly Report – May 2024

Staff Vacancies & Training: Mr. Barela indicated staff, including the FSS coordinator would participate in mandatory HUD training.

Development and Grant Opportunities: Dan Pick will be the attorney for Nueva Acequia and will be drafting an MOU and development agreement with TWG.

Federal Home Loan Bank (“FHLB”) Grant: The applications for both the four percent and nine percent projects have been submitted for Nueva Acequia. The Federal Home Loan Bank has requested additional follow-up and clarification has been provided. It was his understanding both applications scored relatively high.

Administrative, Technical Issues and Reporting: The Admin Plan and ACOP are being updated to account for changes to HOTMA. This will modify income and asset calculation. In the future all household members over the age of 18 will be required to give written consent, and assets will be calculated differently. A public comment period is required.

Commissioner Greene asked if there was a timeline for groundbreaking at Nueva Acequia. Mr. Barela outlined the process beginning with the award of tax credits. For the four percent project, the application will be submitted before the end of FY2025. For the nine percent project applications open January 2025. Ground could be broken 12 to 24 months after that. For the four percent, the award could happen at the end of 2025, early 2026 and the nine percent would be on a similar cycle. If the application is not approved there is a one-year wait to resubmit.

Commissioner Greene asked if the County contributing funds improved the chances of getting the nine percent. Mr. Barela said that is a factor, but he was not aware of the optimum percentage of contribution. TWG has internal mechanisms for gap financing. More will be known once the development agreement is signed. He added the higher projected cost is due to the two phases and 23 more units contemplated.

C. Capital Fund Program Report – May 2024

Deputy Director Adriana Velasquez listed the various projects underway at Camino de Jacobo, including mold remediation, which is the final one. Staff is working on environmental reviews for electrical upgrades. CFP grants will be used.

Commissioner Hansen thanked staff for getting in under the deadline on the reroofing and restuccoing projects, give the short amount of time. Mr. Barela gave his thanks to the Finance Department for their help.

D. Resident Opportunity and Self-Sufficiency (ROSS) and Family Self-Sufficiency (FSS) Program Reports – May 2024

Ms. Velasquez noted there were no additional clients to the ROSS program, which remains with 61 participants. The ROSS coordinator made 74 resident contacts with 50 referrals for service. FSS remains at 37 active participants. The FSS coordinator made 20 resident contacts and provided nine referrals for service.

As required by HUD, a Fair Housing Day was held at all sites. Staff went door to door providing information on fair housing standards.

E. Financial Monthly Reports – May 2024

Mr. Barela said the FY23 audited financial statements were submitted to HUD and have been approved without requests for additional information. He added it was a team effort with the Finance Division and they now have a process in place for the future. All expenditure and obligation deadlines for previous CFP grants were met. Small adjustments are being made to the FY25 budget requests, including addition of a \$627,000 CFP grant, and \$13,000 to the public housing account to allow for the purchase and installation of fire extinguishers which will be accomplished early in fiscal year 2025 prior to the October 1, 2024 deadline. They will be requesting \$8,000 in contractual services for a project-based vouchers consultant. This will alleviate the underutilization of Section 8 vouchers. Developments going in on Highway 14 will get eight each.

HUD required their budget to be approved via a specific resolution which will be before the BCC shortly.

Commissioner Bustamante asked for details on the voucher consultant. Mr. Barela indicated the consultant will ensure compliance with all federal requirements. Different voucher program requirements vary.

Commissioner Hansen offered her congratulations on the clean audit.

F. Housing Choice Voucher, Vacancy, Waitlist, and Accounts Receivable Reports – May 2024

Estrella Martinez noted the housing choice voucher utilization rate dropped from 90 percent to 89 percent in April, where two clients were lost. Thirteen clients are actively searching for placement. Occupancy was at 97 percent. Some units undergoing modernization are back online and ready for leasing. Four units are being turned around in Valle Vista and Santa Cruz, with three in modernization status.

Public housing waiting list is at 1,365 and HCV is at 1,995. Staff has pulled 184 applicants year-to-date.

Accounts receivable balance went from \$2,829 to \$652. Staff is working on monthly late fee notices and account statements.

Chair Hughes asked if most people are both waiting list. Mr. Barela said that is generally true and there is a single application. Commissioner Greene asked that the number of unique applicants be provided in the future.

G. Affordable Housing Monthly Report – May 2024

Mr. Barela stated the application for the home rehabilitation and energy efficiency program has been approved by Legal and the qualified vendor list is being finalized. A temp employee will be functioning as a single point of contact for potential applicants. The application will be going out

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on June 3rd. An online application is in the works through the Neighborly software, but hard copy applications will still be available.

About \$4 million has been appropriated from the BCC for the developer assistance the Staff is working on an RFP in conjunction with Project Moxie. An evaluation process is required and a review committee is being developed.

The Community Development Department is assembling revised regulations for the down payment assistance program and these could be presented to the BCC in June for potential approval. Two adjustments are contemplated: maximum award would be changed from \$20,000 to \$40,000 due to the increase in real estate prices; and an increase to the income limit to 150 percent of AMI. The New Mexico Finance Authority has formally made that change. At 100 percent AMI homebuyers would generally not qualify for a loan. These changes will allow for greater public access.

Kimberly Serrano, a County employee, expressed her gratitude for this program which has allowed her to purchase a home. The Commissioners congratulated Ms. Serrano.

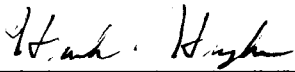
Commissioner Greene said the adjustment was good but wondered if there was a risk to lower income tiers. Mr. Barela said an allocation system could be looked at.

Commissioner Greene mentioned that 20 years ago the AMI changed when Los Alamos was taken out of Santa Fe's metropolitan statistical area, which skewed the statistics. This situation should be re-examined in light of the fact that many Los Alamos workers now live in Santa Fe.

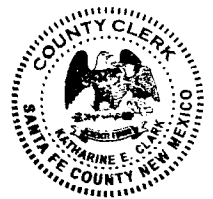
- 5. Matters from the County Attorney - None were offered.
- 6. Matters from the Board - None were offered.
- 7. Matters from the Public - None were presented.
- 8. Concluding Business
 - A. Announcements
 - B. Adjournment

Commissioner Greene moved to adjourn and Commissioner Hansen seconded. This meeting was declared adjourned at approximately 1:48 p.m.

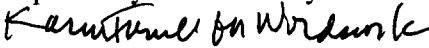
Approved by:



 Hank Hughes, Chair
 Housing Authority



Respectfully submitted by:

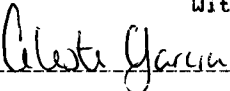

 Debbie Doyle, Wordswork

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 28TH Day Of June, 2024 at 07:03:08 PM
 And Was Duly Recorded as Instrument # 2036663
 Of The Records Of Santa Fe County

Santa Fe County
 Housing Authority: May 28, 2024

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

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