

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

July 30, 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 1:04 p.m. on the above-cited date at the Santa Fe County Commission Chambers, 102 Grant Street, Santa Fe, New Mexico. The meeting was conducted as a hybrid with people participating in person and on line.

B. A quorum was present with the following members in attendance:

Members Present:

Commissioner Hank Hughes, Chair
Commissioner Camilla Bustamante, Vice Chair
Commissioner Justin Greene
Commissioner Anna Hamilton
Resident Member Cathy Hurtado [via Webex]
Commissioner Anna Hansen [arrives during Executive Session]

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
Denise Benavidez, Deputy Community Development Director
Leandro Cordovan, Deputy County Manager
Paul Olafson, Community Development Director

Others Present:

Jenn Lopez, Project Moxie
Dan Pick, Contract Attorney

C. **Approval of Agenda**

Director Jordan Barela said he would be presenting item 4. E. Commissioner Hamilton moved approval and Commissioner Bustamante seconded. The motion carried by unanimous [4-0] voice vote. [Member Hurtado and Commissioner Hansen were not present for this action.]

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D. Approval of Minutes: June 25, 2024

Upon motion by Commissioner Hamilton and second by Commissioner Bustamante, the minutes were unanimously approved as published. [Member Hurtado and Commissioner Hansen were not present for this action and joined the meeting shortly thereafter.]

2. Consent Agenda

There were no items on Consent.

3. Miscellaneous Action Items

None were presented.

4. Discussion/Information/Presentations

A. Tax Credit 101 Nueva Acequia Development Presentation

Jenn Lopez from Project Moxie shared a power point presentation. She explained that Project Moxie works on issues such as workforce housing and homelessness primarily in New Mexico and Colorado. The Low Income Housing Tax Credit program is the most popular subsidized housing program in the country, generating thousands of units every year. Credits are allocated at the state level and in New Mexico is centered at Housing New Mexico, previously called the Mortgage Finance Authority.

Credits pay for acquiring, constructing or rehabbing affordable housing. It is a strategy for increasing a county's housing stock and eventually owning that stock. To mitigate risk a strong development team is needed, which includes a lawyer familiar with the complexities. Other consultants include third party market and environmental experts. For Santa Fe County, an RFP was issued for a developer that garnered five respondents and the final selection was TWG. Much of the risk comes in the pre-development phase and MOUs establish legal entities for dealing with the ins and outs.

Applying for the tax credits is competitive and the credits are sold to investors which provides cash to construct the project. The greater the amount of initial equity the less debt incurred which translates to lower rents. She explained the difference between the four percent and the nine percent programs; the latter is more competitive. New Mexico gets around \$5 to \$6 million per year to distribute. The deal between the various entities is complex but fairly standardized. The general partner – the legal entity consisting of the County and TWG – owns .01 percent and the investors own the remainder. Nueva Acequia Apartments, LLP will be the limited partnership.

Project Moxie recommends strategies for making the application as competitive as possible. Positive factors include donated land, set-asides for special needs groups, and a non-profit structure or housing authority. There will be a training in October to assist the application process.

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Ms. Lopez spoke about a 20 percent set-aside in both buildings.

The MOU outlines roles and responsibilities for each entity and the developer fee split. Since the developer provides the financial guarantees and incurs more risk they get a higher developer fee. As far as local participation, the architect who has been working on the design will continue to be involved, along with Project Moxie.

TWG has a great deal of experience in the field. Once the MOUs are approved Project Moxie will start packaging and assembling the application.

Commissioner Hamilton said the presentation was very helpful.

In response to Chair Hughes questions, Ms. Lopez said the 20 percent set-aside for permanent supportive housing for the homeless services must be provided for a long time. This will encompass 20 to 30 units. There will be project-based vouchers. He suggested the City's services funding could help.

Commissioner Greene asked about the \$5 million state allocation. Ms. Lopez said that this is a given out over a period of years and they will be requesting over \$1 million. Mr. Barela said the County has been completed and paid for by the County.

Ms. Lopez noted they would be returning to the Board periodically with updates or changes needed to improve the score prior to submitting the application in January. A decision comes forth a few months after that. She added they would provide a timeline and a draft pro forma.

Commissioner Bustamante asked about the workings of the legal entity. Dan Pick said a single member limited liability will be established for the purpose of owning the County's general partner interest. It provides a layer of protection.

4. B. Executive Director's Monthly Report – July 2024

Training and Staffing: Mr. Barela stated they are fully staffed. However, Project Manager William Baca will retire at the end of October. They are working with HR to get that position filled.

Audit Season: A full file audit is being prepared on all of the public housing and Section 8 clients. Starting August 1st the FY 24 unaudited financial statements are being developed for submission to HUD by August 30th. The CMPA assessment that covers 16 indicators relative to Section 8 is also required by HUD.

Development and Grant Opportunities: The Department of Energy approved the submission for the Energy Efficiency Community Block Grant, which will translate to \$77,200 in reimbursable funding to retrofit the administrative building and the Valle Vista office with solar. The Sustainability Division helped with compiling the necessary information.

4. C. Capital Fund Program Report – July 2024

Deputy Director Adrianna Velasquez listed projects underway in the housing sites and the Boys & Girls Club. Projects include reroofing, rehabilitation and replacing the boiler system at the Santa Cruz Boys & Girls Club and the HVAC system at the Camino de Jacobo maintenance office.

Commissioner Greene asked if the work would conflict with early voting at the Boys & Girls Club. Mr. Barela said they anticipate the work will be completed prior to early voting.

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

Ms. Velasquez noted there were no additional clients to the ROSS program, however, one client was removed. There are now 60 participants. The ROSS coordinator made 55 resident contacts with 52 referrals for service. FSS has one additional client and there are currently 37 active participants. The FSS coordinator made eight resident contacts and provided eight referrals for service.

4. E. Housing Choice Voucher, Vacancy, Waitlist, and Accounts Receivable Reports – July 2024

Mr. Barela said the utilization rate for HVC increased from 92 percent to 95 percent in June. They continue to pursue project-based vouchers. They are working on a contract with Section 8 & Associates to get vouchers out, aiming at 100 percent utilization. “We are moving in a positive direction.”

Occupancy rate for June was 96 percent with many people moving out. Four units are under modernization.

The public housing waitlist is at 1,335 and Section 8 is at 1,962. There are 2,001 independent households on the waitlists.

The accounts receivable balance went from \$463 to \$947 and they continue to work on noticing and following up on rent collection. They are under the goal of two percent of total rent amount.

Chair Hughes asked if voucher holders are succeeding in finding housing. Mr. Barela said the situation has improved over the COVID era and they are working with landlords. Eight vouchers are intended for Nueva Acequia; any more than that number comes up against federal regulations. The situation can change later.

Commissioner Greene noted that the 20 percent of voucher use is still low and he asked what could be done. Mr. Barela said 40 to 50 percent would be preferable. However, the utilization rate is better than that of the state overall. There is a landlord referral program in place to

encourage acceptance. More marketing needs to be done to get them on board. The rehab program could be used as an incentive to bring rentals up to inspection standards.

4. F. Affordable Housing Monthly Report – July 2024

Denise Benavidez reported on projects underway:

- Cresta Ridge is moving forward
- Dominion is being put on a two-week schedule of meetings
- Esencia will provide 78 affordable homes in Phase 1 and 82 in Phase 2

Additionally, four loans closed last month and Pulti is being encouraged to build more homes. A number of families have qualified and are waiting for homes. Two of these are employees of the County.

More and more aspects of operations are being added to the new software so that everything can be tracked including budget. The developer assistance and inclusionary zoning programs are being incorporated.

Chair Hughes asked where Terra Bello stood. Ms. Benavidez said it is not ready to be presented yet. Issues remain to be clarified.

5. Matters from the County Attorney

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

1. Performance Evaluation of the Executive Director

Attorney Jeff Young outlined the matter to be discussed. Commissioner Hamilton moved to go into executive session for the purpose as listed in the agenda, and Commissioner Greene seconded.

The motion to go into executive session passed by unanimous roll call vote as follows:

Commissioner Bustamante	Aye
Commissioner Greene	Aye
Commissioner Hamilton	Aye
Commissioner Hughes	Aye
Member Hurtado	Aye

[The Commission met in executive session from 1:51 to 2:12.]

Commissioner Hansen joined the executive session in progress.

Commissioner Greene moved to come out of executive session having discussed only the matter listed on the agenda. Commissioner Hamilton seconded and the motion carried by unanimous [6-0] voice vote.

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6. Matters from the Board

None were presented.

7. Matters from the Public

None were presented.

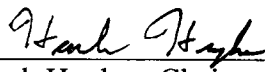
8. Concluding Business

A. Announcements

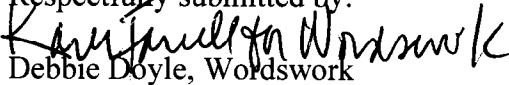
B. Adjournment

Commissioner Greene moved to adjourn and Commissioner Hamilton seconded. This meeting was declared adjourned at approximately 2:12 p.m.

Approved by:


Hank Hughes, Chair
Housing Authority


Respectfully submitted by:


Debbie Doyle, Wordswork



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 29TH Day Of August, 2024 at 11:03:04 AM
And Was Duly Recorded as Instrument # 2040588
Of The Records Of Santa Fe County

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

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