

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

August 27, 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
Commissioner Justin Greene
Commissioner Anna Hamilton
Commissioner Anna Hansen
Resident Member Cathy Hurtado

Member(s) Absent:

None

County Staff Present:

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
Jeff Young, County Attorney [via Webex]

C. **Approval of Agenda**

Upon motion by Commissioner Hansen and second by Commissioner Hamilton, the agenda was unanimously [5-0] approved as published. [Member Hurtado was not present for this action.]

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D. Approval of Minutes: July 30, 2024

Commissioner Bustamante moved to approve and Commissioner Hamilton seconded. The motion passed by [4-0] voice vote. Commissioner Hansen abstained and Member Hurtado was not present for this action and arrives shortly thereafter.

2. **Consent Agenda** – There were no items on Consent.
3. **Miscellaneous Action Items** – None were presented.
4. **Discussion/Information/Presentations**
 - A. **Executive Director's Monthly Report – August 2024**

Mr. Barela offered the following information:

Training and Staffing: Mr. Barela said the Project Manager William “Billy” Baca will retire at the end of September. The position has been posted and will close in a couple of weeks.

Staff is working with the Community Development Department to schedule a Narcan training for all Housing Authority staff.

HUD Asst. Deputy Peter Hunter visited the Housing Authority and requested Santa Fe County partner in a new program. Albuquerque HUD field office is opening 10 new positions in its call center and attempting to hire Section 8 or public housing residence to fill those positions. Santa Fe Civic Housing is also participating in the project.

Home Rehabilitation and Energy Efficiency, HREE, Program: Staff has received 35 applications to date and six home assessments. The home assessment documents the need for the project and a scope of work is developed and prioritizes the project. Six projects will go out to bid next week. Additionally, a resolution will be presented to the BCC today requesting a delegation of signature authority to the County Manager or his designee for documents related to the HREE Program. There are 29 projects in the pipelines and 191 applications partially completed.

Staff have drafted the County’s first Notice of Funding Opportunity, NOFO, for the Developer Assistance Program. In FY25, the County has allocated \$4 million to fund this program. The NOFO will make available low-interest loans for affordable rental developments that serve households at or below 80 percent of the area median income for Santa Fe County. Applicants can qualify for \$10,000 per unit, up to \$2 million per project, to finance construction, renovation, conversion or infrastructure associated with affordable housing development in the County. Funds are available to for- and non-profits. Applications for this NOFO will be due on September 13, 2024, and the Developer Assistance Review Committee will make formal recommendations to the BCC in October of 2024 of potential awards.

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Nueva Acequia Project: The MOUs with TWG have been fully executed for both the 4 percent and 9 percent projects. The project team is evaluating its project timeline, proformas, and capital stacks, and will present these preliminary estimates to the Housing Board during its regular meeting in September. Staff will be presenting a resolution to the BCC to request the delegation of signature authority for documents related to the tax credit applications. Staff believes the delegation of signature authority for the purposes of submitting a completed application will aid in our ability to efficiently and effectively process documents.

The Forth Mobility Electric Vehicle Car Sharing Program is advancing with both of the charging stations installed. The Chevy Bolts have been ordered and are anticipated in September.

Commissioner Greene asked if the charging stations were in secure locations. Mr. Barela said the Jacobo station is in front of the administrative office. Valle Vista is directly in front of the maintenance office. Commissioner Greene suggested cameras at the two sites, adding he has heard that the cables are stolen for copper.

B. Capital Fund Program Report – August 2024

Deputy Director Adrianna Velasquez reporting on the following:

Valle Vista Re-Roofing Project. PPC Solar has begun removing solar panels in preparation for the project to begin by J3 Systems who has an executed contract. Staff are waiting on a revision to the original purchase order but anticipate work beginning in early September.

Unit Rehabilitation for 135 and 138 Camino de Quintana has begun by Southwest Construction. Staff anticipates a four-month construction window for project completion. Rehabilitation of 106 and 156 Camino de Quintana will be done by Naru Construction. Staff anticipates a September start date.

CR Refrigeration will replace the HVAC system at the Camino de Jacobo maintenance office in early September.

Staff is processing a priority bathroom remodel project in the Santa Cruz Development. Due to a broken tub floor, the bathroom in this unit is inoperable. A purchase order for the project is already in place and work has begun.

C. Financial Monthly Report – August 2024

Mr. Barela indicated that staff continues to prepare for the FY24 single audit. Moss Adams will be the auditor. The start date is anticipated in October. Staff is completing its FY24 unaudited financial statements due to HUD this week.

The Section Eight Management Assessment Program, SEMAP, internal audit was completed. Staff did not note any SEMAP findings related to any of the indicators.

On July 30, 2024, the Santa Fe County Treasurer processed a transfer request to reimburse the

County general fund for operational expenses incurred by the Housing Authority for the first half of FY24. In total, the Housing Authority transferred \$2,442,415.08 in cash from our HUD account to the County general fund account.

Next month, staff will present its FY24 Tenant Account Receivable Write-Off Resolution.

Commissioner Greene recommended developing incentives to promote the voucher program to property owners to keep people housed.

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

Ms. Velasquez noted there were no additional clients to the ROSS program. The program is currently at 59 participants. During the month, the coordinator made 73 resident contacts and provided 68 service referrals. No additional clients were added to the FSS program. The program has 37 active participants. The FSS coordinator made eight resident contacts and provided one service referral.

Ms. Sally Gonzales graduated from the FSS program July 2024. Ms. Gonzales has received federal assistance since 2010, transferred to the voucher program and now has graduated from FSS. She has purchased a home with the help of an FSS escrow payment in the amount of \$10,023. The funds were used to purchase property and locate a mobile home on it and she no longer receives assistance. The Board congratulated Ms. Gonzales on her accomplishments.

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

Estrella Martinez, Administrative Manager, said the utilization rate for HCV/Section 8 decreased from 95 percent to 93 percent. Section 8 staff conducted a client orientation, during which they issued 21 additional vouchers.

The occupancy rate for the month of July increased to 97 percent. Currently, four units are under modernization status. Staff anticipates these units will be back on line within the next few months. The waitlist for Public Housing is currently at 1,377, and the waitlist for HCV/Section 8 is currently at 2,006. The month-to-month accounts receivable balance increased from \$947 to \$1,780 mainly due to two tenants who did not pay rent during the month.

F. Affordable Housing Monthly Report – August 2024

Denise Benavidez, CDD Deputy Director, reported on the following:

- Another family has been housed
- There are currently three County employees approved for the program
- The software, Neighborly, is still in implementation process
- Interviews are occurring for an Affordable Housing Administrator
- The development table provided within the report will be expanded upon to show the progress of the development(s)

- Cresta Ranch is closing on their package in November

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

Appearing remotely, County Attorney Jeff Young outlined the matter to be discussed as permitted by Section 10-15-1(H)(2) NMSA 1978 to include the performance evaluation.

Commissioner Hansen moved to go into executive session for the purpose 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 Hansen	Aye
Commissioner Hughes	Aye
Member Hurtado	Aye

[The Commission met in executive session from 1:30 to 2:13.]

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

6. Matters from the Board - None were presented.

7. Matters from the Public - None were presented.

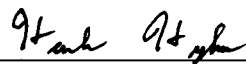
8. Concluding Business

A. Announcements

B. Adjournment

Commissioner Greene moved to adjourn and Commissioner Hamilton seconded. This meeting was declared adjourned at approximately 2:15 p.m.

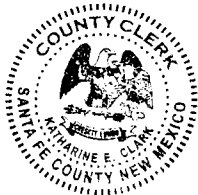
Approved by:



 Hank Hughes, Chair
 Housing Authority

Respectfully submitted by:

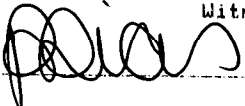

 Karen Farrell, Wordswork



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 25TH Day Of September, 2024 at 08:41:34 AM
And Was Duly Recorded as Instrument # **2042501**
Of The Records Of Santa Fe County

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

SFC CLERK RECORDED 09/25/2024