

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

March 26, 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, Vice Chair
Commissioner Justin Greene
Commissioner Anna Hamilton
Commissioner Anna Hansen

Member(s) Excused:

Resident Member Cathy Hurtado

County Staff Present:

Greg Shaffer, County Manager
Jordan Barela, Housing Authority Director
Adrianna Velasquez, Deputy Housing Authority Director
Estrella Martinez, Community Development
Mark Pierce, Affordable Housing Administrator
Denise Benavidez, Deputy Community Development Department Director
Jeff Young, County Attorney
Paul Olafson, Community Development Department Director

C. **Approval of Agenda**

Mr. Barela mentioned item D would be presented by Ms. Velasquez and item E by Ms. Benavidez. Commissioner Greene moved to approve the agenda and Commissioner Hamilton seconded. The motion passed by unanimous voice vote.

D. **Approval of Minutes: February 27, 2024**

Commissioner Bustamante made a motion to approve the February minutes. Commissioner Hamilton seconded and the motion carried by unanimous 56-0 voice vote.

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2. Consent Agenda

A. Resolution No. 2024-04-HB, a Resolution Requesting a Budget Increase to the Housing Capital Improvement Fund (301) in the Amount of \$620,247

Commissioner Hamilton moved to approve the Consent Agenda. Commissioner Greene seconded and the motion passed by unanimous [5-0] voice

3. Discussion/Information/Presentations

A. Executive Director's Report

Mr. Barela announced they are fully staffed and many members of staff will be attending a training from Forth Mobility on implementation and user interface.

Regarding grants, Mr. Barela noted there is a time contingency on the potential \$100 million in capital outlay funds from the Governor's Office for rehabilitation of 37 units. Due to the tight timeline, a number of steps need to be taken immediately, including passage of a resolution on today's agenda and reaching out to vendors. The deadline for expenditure is June 30, 2024.

There was a kick-off meeting with TWG (Together We Grow) the vendor selected for Nueva Acequia and negotiations are ongoing. TWG, the fifth largest developer of affordable housing in the country, is recommending a two-phase approach, one phase incorporating the competitive nine percent tax credit for seniors and one for the non-competitive four percent approach for families. Additionally, 15 percent of the units would be market rate, since mixed income is looked upon favorably. Project Moxie's contract has been renewed and they will continue assisting through the post-award phase.

Commissioner Greene applauded the mix of targeted tenants. He asked if the two phases would require more than one building. Mr. Barela said two structures are contemplated under this proposal. It is not recommended doing one single nine percent project with more than 60 units. Redesign would be required and TWG has in-house architects who could cooperate with Autotroph, the previous architects.

Commissioner Greene pointed out two buildings would eliminate efficiencies. An additional downside would be that since the nine percent is competitive, there is no guarantee it would succeed. Mr. Barela agreed those were considerations.

Mr. Barela stated the congressionally directed funding for electrical upgrades was approved. The project has been sent to HUD for processing. The environmental review process has begun.

Mr. Barela described an incident in March at Camino de Jacobo involving an altercation of three separate tenants where a gun was fired. No one was injured but criminal charges were filed. The Legal Department will determine what enforcement action will be taken.

HUD is rolling out new inspection standards which will now require fire extinguishers in all federally subsidized units. Failure to provide operational extinguishers will result in an automatic

fail. The cost is anticipated to be around \$11,000 for 215 fire extinguishers. Capital funds can be used and long-term funding has been identified.

Commissioner Hansen recommended training be provided to tenants, perhaps with tenants signing off a recognition they have taken the training.. Mr. Barela agreed there would be a public information process involved.

Commissioner Greene suggested tenants be required to notify the Authority if the extinguisher is discharged for any reason.

Commissioner Greene asked if it would be possible to create gun-free zones in the public housing areas. Mr. Barela mentioned those involved were not on the lease. All federal housing is a gun-free zone and there is a provision in the lease that no firearms will be kept on the property. Commissioner Greene suggested signs notifying visitors that this is a gun-free zone, and reminding tenants they are responsible for their guests.

Regarding Nueva Acequia, Chair Hughes asked which phase would come first. Mr. Barela stated the four percent would come first, hopefully before the end of 2024 to ensure they can take advantage of the current QCD designation.

3. B. Capital Fund Program Report – March 2024

Ms. Velasquez reviewed the following:

- Modernization continues for the unit designated for a law enforcement officer
- Four of five mold remediation projects are complete; \$48,385 has been expended on these projects.
- Three bids have been received for reroofing in Valle Vista and J-3 Systems has been selected
- A purchase order has been requested for the Santa Cruz Boys and Girls Club boiler, which is the primary heating source. It is anticipated to cost \$16,000
- \$150,000 needs to be obligated by March 14th for the CFP grant; staff is proposing to complete the first phase of the electrical upgrades project with those funds

Commissioner Greene asked if the sources of mold is determined when remediation takes place. Ms. Velasquez said the causes are addressed.

3. C. Resident Opportunity and Self-Sufficiency (ROSS) and Family Self-Sufficiency Reports – March 2024

Ms. Velasquez indicated there were no additional ROSS clients which remains at 61 clients. The coordinator made 70 resident contacts with 36 referrals. The FSS program had no new clients which stands at 39. Four potential clients are being screened. The FSS coordinator made 21 contacts with nine referrals for service.

The ROSS and FSS coordinators are contacting all clients to ensure they have working and correct phone numbers for the Bright Arrow Tenant Communication System.

3. D. Finance Report

Ms. Velasquez stated the FY 23 audited financial statements have been reviewed by REDW and no issues were found and will soon be submitted to HUD. Staff is working on budget requests and presentations will be made to the Housing Authority Board in the coming months.

Grant deadlines are coming up and staff is in the process of encumbering all funds. Following encumbrance there is an addition 24 months to complete expenditure.

Commissioner Greene asked if the funds could be used for solarization projects. Mr. Barela said the residential units' solar projects were completed by ICAST. An application has been submitted for the EECBG grant for \$77,000 to solarize the administrative and maintenance offices.

3. E. Housing Choice Voucher, Vacancy, Waitlist, Accounts Receivable and Eviction Reports

Ms. Martinez stated the HCV usage fell from 96 percent to 91 percent in February, having lost two VASH tenants and 13 Section 8 clients. Five clients are searching for placement. The occupancy rate is at 98 percent. Seven units are undergoing modernization and the maintenance crew is working HCV is at 1,904.

Accounts receivable balance increased from \$600 to \$1,655 due to a tenant being injured and having a diminished workload.

Mr. Barela stated most people on the waitlist are looking for one-bedroom units.

3. F. Affordable Housing Monthly Report – March 2024

Ms. Benavidez said the developer assistance program has been approved, and the down payment assistance program is ready to go to the Legal Department. The affordable housing loan program is in draft form, as is the home rehab and energy efficiency program. This latter has been expanded to cover hazard and groundwater contamination mitigation, and residential hookup to public utilities. The eviction and foreclosure prevention program should be moving to the Community Services Department. They are working with Growth Management on inclusionary zoning.

Work continues on county affordable multi-family housing from TT2, Dominion, Horton, and Colibri. In Colibri, nine units have closed, 16 are under contract. Two units are available and eight have yet to be constructed. She provided details on the appraised value of the homes versus the price the client will be required to pay. A first tier client (57 percent AMI) was able to get housing.

Staff is working with Terralogic on the scanning project, along with the Neighborly software which will automate and streamline many procedures.

4. Matters from the County Attorney

None were offered.

5. Matters from the Board

None were presented.

6. Matters from the Public

None were presented.


7. Concluding Business

A. Announcements

B. Adjournment

This meeting was declared adjourned at approximately 1:53 p.m.

Approved by:



Hank Hughes, Chair
Housing Authority

Respectfully submitted by:

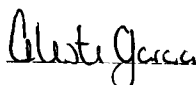
Debbie Doyle, Wordswork

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COUNTY OF SANTA FE) HOUSING MINUTES
STATE OF NEW MEXICO) ss PAGES: 5

I Hereby Certify That This Instrument Was Filed for
Record On The 2ND Day Of May, 2024 at 01:36:28 PM
And Was Duly Recorded as Instrument # 2033059
Of The Records Of Santa Fe County

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