

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY

October 26, 2021

Santa Fe, New Mexico

I. A. This regular meeting of the Santa Fe County Housing Authority was called to order by Chair Henry Roybal at approximately 1:06 p.m. on the above-cited date at the Santa Fe County Commission Chambers, John Gaw Meem Historic Building, 102 Grant Avenue, Santa Fe, New Mexico.

B. The following members were present:

Members Present:

Commissioner Henry Roybal, Chair
Commissioner Anna Hamilton, Chair
Commissioner Anna Hansen
Commissioner Hank Hughes
Community Member Joseph Loewy
Resident Member Cathy Hurtado [late arrival via Webex]

Member(s) Absent:

Commissioner Rudy Garcia

County Staff Present:

Jordan Barela, Housing Authority Director
Joseph Montoya, Director of Community Services Department
Katherine Miller, County Manager
Greg Shaffer, County Attorney
A.J. Coughlin, Housing Accountant

C. **Approval of Agenda**

Director Barela noted that the printed agenda listed the August minutes, which were previously approved, so item D. was stricken. Commissioner Hughes moved approval of the agenda as corrected, with seconds from Mr. Loewy and Commissioner Hamilton. The motion carried unanimously. [Ms. Hurtado was not present for this action.]

E. **Approval of Minutes: September 28, 2021**

. Mr. Loewy moved approval. Commissioner Hansen seconded and the minutes were unanimously approved. [Ms. Hurtado was not present for this action.]

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2. **Consent Agenda**

- A. **Resolution No. 2021-12-HB, a Resolution Requesting a Budget Increase for the Housing Authority's Section 8 Housing Choice Voucher Fund (227) in the Amount of \$22,647, Public Housing Fund (517) in the Amount of \$133,239, and the Capital Program Fund (301) in the Amount of \$35,018 Due to Increases in Grant Eligibility Provided to the Housing Authority by the US Department of Housing and Urban Development**

Director Barela stated there were three separate budget adjustments, all increases. The first is for the Housing Choice Voucher program, an increase of \$22,647 reflects ARPA funding. The Public Housing Fund shows a budget increase of \$133,239 released by HUD for the ICAST project. The third is an increase of \$35,018 to the capital fund due to a reconciliation between budgets.

Commissioner Hansen moved approval and Commissioner Hamilton seconded. The motion carried without opposition. [Ms. Hurtado was not present for this action.]

3. **Discussion/Information/Presentations**

- A. **Executive Director's Monthly Report**

Director Barela indicating they will be re-advertising for the technician assistant position in the next few weeks. Regarding staff training, Maintenance Tech Manuel Lovato completed his HQS certification, meaning all of the techs are HQS certified inspectors which provides staffing flexibility. Both Housing Program Specialists for the voucher program will be taking a Fair Housing certification course in November. He and a community housing planner have taken trainings for the low income housing tax credit program through MFA. This is a requirement prior to applying for the new apartment complex on Camino de Jacobo.

Regarding development and grant opportunities, Director Barela mentioned the Foster Youth to Independence program, designed for youth between 18 and 24 at risk of being homeless. CYFD submitted two referrals and the grants were awarded. However, the youth were no longer in need of the vouchers. In spite of the mandate to house youth within 90 days the process took five months. They are working to iron out the administrative issues.

Approximately \$13,000 in CARES Act funding is still available, \$7,000 of which is for public housing. This expires December 31, 2021 and it is anticipated all will be spent.

The ICAST funding is complete and allocated.

The grant agreement for the Camino de Jacobo sidewalks was executed in September and a BAR will come before the Housing Authority in November. Commissioner Hansen thanked Director Barela for helping with the sidewalk project; residents are grateful as well. Director Barela noted the deadline for completion is June 30, 2025.

Regarding landlord-tenant issues, three 30-day notices to vacate have been issued in Santa Cruz. Following the COVID hiatus in May normal inspections resumed and warnings issued for

violations. Notices were sent out to those with past-due balances with information about the state's Emergency Rental Assistance program. However, three tenants remain out of compliance in multiple areas – failed inspections, unreported income, failure to comply with recertification, etc. The notices are “last ditch” efforts prior to eviction.

Santa Cruz cleanup day occurred October 19th and staff assisted those needing help.

Administrative and technical issues: Following a voting process, the new Camino de Jacobo project has been named Nueva Acequia. There were no responses to the RFP for a financial consultant and advertising will resume October 31st. The contract date is planned for December for the second round of procurement.

Commissioner Hamilton asked why there was no response to the first RFP. Director Barela said two vendors came to the pre-proposal meeting and the scope has been adjusted subsequent to their input. Commissioner Hansen said she appreciated looking outside the state and asked if the level of compensation would be raised and Director Barela said that was not part of the proposal project and does not appear to be an issue.

Mr. Loewy asked about the status of work orders. Director Barela indicated that during the height of the pandemic they were only responding to emergencies. Staffing continues to be an issue.

B. Update of Flat Rents for the Public Housing Program

Director Barela said a resolution will come before the Board next month on establishing flat rents. HUD yearly publishes fair market rates (FMR). These are evaluated and reduced to 80 percent for applicable household sizes. Utility allowances are then deducted. The final figure is the flat rent. Per HUD, flat rents cannot be less than 80 percent of the FMR rates. These need to be updated as soon as possible. Tenants can choose to pay the flat rate or a rate based on income. No tenant pays more than 30 percent of their income. Increases over 35 percent must be phased.

Mr. Loewy asked about the impact of ICAST on rent. Director Barela noted that with increased energy efficiency, energy bills and thus utility allowances will be diminished.

C. Capital Fund Program Report – October 2021

Director Barela reported on the following:

- A packet for the Safety and Security project has been sent to Procurement. A contract needs to be place within six months. Completion must be reached by April 2023
- The scope of work for the sidewalk project is completed and once the BAR is approved by the Housing Board and BCC on November 30th funding will become available
- The grant agreement for fence replacement is pending
- In anticipation of a REAC inspection, remediation of sidewalk trip hazards is awaiting a contractor and may entail the County doing the work
- 5-A Las Lomas unit renovation will begin once the temporarily relocated tenant can return to his unit at Camino de Jacobo

- Quotes have come in for 5 San Mateo Way and 17 Camino de Jacobo reroofing and packets will be going to Procurement this week
- The scope of work for 17 Camino de Jacobo modernization, the scope of work, including ADA compliance interior and exterior is being finalized and will go out to bid
- Quotes are pending on tree removal at the Boys and Girls Club
- Vendors have been contacted on two other renovations and quotes are pending

Commissioner Hughes asked if there would be any requests coming before the legislature. Director Barela stated there are no particular projects scheduled but in the future the Excel ICIP tool will be used.

D. Financial Monthly Reports – October 2021

Ms. Coughlin referred to the monthly reports and noted they are two months ahead in the services category since two months are paid out in July. Funds will be going into the Mainstream account. She provided obligation expenditure dates for various years' accounts.

E. Resident Opportunity and Self-Sufficiency (ROSS) and Family Self-Sufficiency (FSS) Program Reports – October 2021

Director Barela reported no new clients were added to the ROSS program in September so the total remains at 61. He thanked the new ROSS coordinator for increasing the number of participants by a factor of six in one year.

There were no changes in the FSS program participation with 36, 13 of which are receiving escrow payments. The FSS coordinator has completed the UniteUs training and is now a County navigator.

The Santa Cruz community forum was held September 23rd with seven households participating and voicing their concerns. Security continues to be on the top of the list. Camino de Jacobo will hold a similar forum in the coming month.

An evaluation committee will be awarding prizes and certificates for the Halloween decoration contest.

Mr. Loewy asked if there was a resident officer at Santa Cruz, and Director Barela said the resident officer is affiliated with the City of Espanola who helps with troubleshooting but the County of Santa Fe is outside of his jurisdiction, thus has no enforcement powers.

F. Housing Choice Voucher, Vacancy, Waitlist, Inspection, Accounts Receivable and Eviction Reports – October 2021

Voucher utilization remains steady. Two VASH vouchers are awaiting unit inspection which will bring the number to 282. Mainstream has 28 with one awaiting inspection. Director Barela stated there is one vacancy due to the temporary relocation situation, and one unit is undergoing ADA compliance updates. He referred to the August/September accounts receivable report which

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shows a substantial increase. This is due to three tenants approved for rental assistance but whose payments have yet to come in.

G. Affordable Housing Program Strategic Plan Update – October 2021

Community Services Director Montoya spoke of the Nueva Acequia project, noting an architect is under contract and preliminary design work is complete. They have been working with the Legal Department on details regarding appropriation of funds. As previously mentioned, the financial consultant position has yet to be filled, but once this is done tax credit and debt allocations through MFA can be accomplished.

Mr. Montoya mentioned \$200,000 in capital funds will be coming in from HUD from a law suit. This will be used for deferred maintenance issues.

An oversight committee is being formed to provide feedback on the affordable housing plan. This can be underway once a planning consultant is on board.

Commissioner Hughes asked about freeing up the money from home sales that occurred several years ago. Director Barela said that resolution was approved at the last meeting and will accompany a letter to HUD’s special application center.

- 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. **Concluding Business**
 - A. **Announcements**
 - B. **Adjournment**

This meeting was declared adjourned at approximately 1:56 pm.

Approved by:



Henry Roybal, Chair
Housing Authority



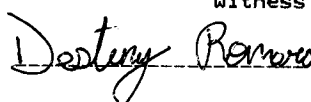
Respectfully submitted by:

Debbie Doyle, Wordswork

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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 8TH Day Of December, 2021 at 04:07:27 PM
And Was Duly Recorded as Instrument # 1973925
Of The Records Of Santa Fe County

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

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