

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY

May 25, 2021

Santa Fe, New Mexico

1. A. This regular meeting of the Santa Fe County Housing Authority was called to order by Chair Henry Roybal at approximately 1:10 p.m. on the above-cited date in the Santa Fe County 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, Vice Chair
Commissioner Anna Hansen
Commissioner Hank Hughes
Community Member Joseph Loewy

Member(s) Excused:

Commissioner Rudy Garcia
Resident Member Cathy Hurtado

County Staff Present:

Joseph Montoya, Housing Authority Executive Director
Katherine Miller, County Manager
Elias Bernardino, Deputy Manager
Greg Shaffer, County Attorney
Jordan Barela, Housing Authority Deputy Director
Sara Smith, Constituent Liaison
Olivia Romo, Constituent Liaison

C. **Approval of Agenda**

The agenda was accepted by consensus.

D. **Approval of Minutes: April 27, 2021**

On page 4, Chair Roybal was incorrectly referred to as Chair Montoya.

Upon motion by Hansen and second by Mr. Loewy, the minutes were unanimously [5-0] approved as corrected.

SFC CLERK RECORDED 07/21/2021

2. **Consent Agenda**

A. **Resolution 2021-09HB, a Resolution Requesting a Budget Increase for the Section 8 Housing Choice Voucher Fund (227) to budget the 2021 Family Self-Sufficiency Program Grant**

Commissioner Hansen moved to approve the Consent Agenda. Commissioner Hughes seconded and the motion passed by unanimous [5-0] roll call vote.

3. **Discussion/Information/Presentation**

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

Director Montoya expressed his pleasure that the Board was able to meet together in the County Chambers. He provided the following additions to his written report:

- A senior project planner has been hired
- The ICAST contract has been completed
- The Authority with Manager Miller's assistance will be seeking to reduce their loan rate and increase the budget
- Staff is developing RFPs
- The Authority has developed a congressional application for roofing
- The youth vouchers application was approved and two additional stages are required before HUD releases the vouchers
- Staff was addressing aggressive, too many and too large of pets at the sites
- The affordable housing plan continues to be underway with UNM developing the data portion. An RFP will be released in July for writing the narrative section

Mr. Loewy requested that staff email an update on the reroofing grant.

B. **Capital Fund Program (CFP)**

Mr. Barela reported on the following:

- The security camera project remains a Priority 3 pending additional sources of funding
- Both the modernization at 18 Camino Jacobo and bathroom remodel at 22 Camino Jacobo have been completed
- The PO has been issued for the bathroom remodel at 67 Camino Jacobo and work will begin this week
- The reroofing at 11A and 11B Valle Vista will be completed by June 1st
- The PO has been issued for the parapet work at 18 Camino Jacobo
- The safety and security project will be budgeted for FY22 and the scope is being finalized
- The sidewalk project and fence replacement project will be budgeted in FY22

C. **Financial Monthly Report for Month ending April 30, 2021**

Mr. Barela referred to what appeared to be budgeting issues and said the BCC provided budget adjustments on April 27th. Those adjustments addressed Fund 227 and Mainstream vouchers.

HUD published a notice on May 5th extending the Covid waivers. Mr. Barela said there were no concerns regarding budget percentage remaining at the end of the year.

D. Resident Opportunity and Self-Sufficiency (ROSS) Report

Mr. Barela advised the Board that the ROSS Coordinator added an additional client to the program bringing the total number of participants to 52. Staff is working with HUD and the County Community Services Department to develop a comprehensive client needs assessment survey.

Mr. Barela said the non-profit organization Coalition of Sustainable Communities contacted staff regarding a program to promote the use of electric vehicle by low-income tenants in affordable housing developments. The Coalition will be applying for a grant through DOE to expand the program that is currently running in Oregon. The funding could pay for the vehicle(s), insurance, maintenance and install charging stations at affordable housing developments. Staff is reviewing a concept paper that the Coalition is preparing to send to DOE. He explained there was a nominal fee (\$4/hour) associated with the use of the vehicle and staff may be able to use the vehicle as well.

Mr. Loewy said he sees tremendous potential with the electric vehicle program.

E. Housing Choice Voucher (HCV) Vacancy, Inspection, Waitlist, Accounts Receivable, Evictions and Utility Reimbursement Reports (URP)

Director Montoya said vouchers will be over budgeted in order to take advantage of the HUD regulation that stipulates that the Authority uses 100 percent of what was budgeted and a portion (40 percent) of the reserve. The Section 8 report depicts 97.31 percent usage and the occupancy rate is 100 percent. The only units not currently rented are those that are under construction/remodeling.

The Mainstream program is designed for the non-elderly with disabilities and that waitlist has increased. Staff is working with a few tenants to develop a payment plan for past due rent.

Commissioner Hughes asked whether people were still having trouble finding rentals to use their vouchers. Director Montoya said that continues to be a problem and the production of new units will be the answer for low income as well as middle class people.

Commissioner Hansen asked whether there were ongoing discussions regarding the old Public Works property on Galisteo. Director Montoya said currently there is design work on Camino Jacobo which will be followed up with an RFP for a financial package. Pre-development of the Galisteo project will start once Camino Jacobo is moving in a vertical manner.

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**

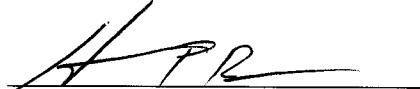
Director Montoya introduced Maxx Hendren, the new senior project planner, who has a wealth of experience in project management. Ms. Hendren said she was happy to be with the County.

A. **Adjournment**

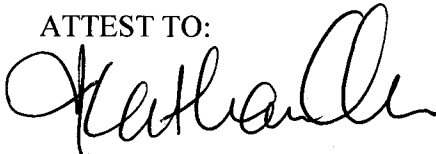
Upon motion by Mr. Loewy and second by Commissioner Hamilton, this meeting was declared adjourned at approximately 1:50 p.m.



Approved by:


Henry Roybal, Chair
Housing Authority

ATTEST TO:



KATHARINE E. CLARK
SANTA FE COUNTY CLERK

COUNTY OF SANTA FE) HOUSING MINUTES
STATE OF NEW MEXICO) ss PAGES: 4

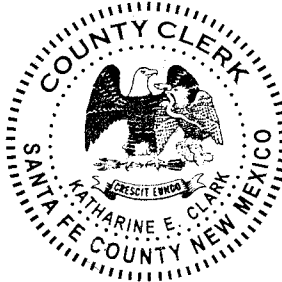
I Hereby Certify That This Instrument Was Filed for
Record On The 21ST Day Of July, 2021 at 02:54:38 PM
And Was Duly Recorded as Instrument # 1960114
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Katharine E. Clark

Deputy  County Clerk, Santa Fe, NM

Respectfully submitted:

Karen Farrell, Wordswork



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