

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

April 30, 2024

Santa Fe, New Mexico

1. A. This regular meeting of the Santa Fe County Housing Authority Board was called to order by Chair Hank Hughes at approximately 1:02 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) Absent:

Resident Member Cathy Hurtado

County Staff Present:

Greg Shaffer, County Manager
Jordan Barela, Housing Authority Director
Adrianna Velasquez, Deputy Housing Authority Director
Denise Benavidez, Deputy CDD Director
Estrella Martinez, Housing Authority Administrative Manager
Jeff Young, County Attorney
Paul Olafson, Community Development Director
Leandro Cordova, Deputy County Manager

C. **Approval of Agenda**

Housing Authority Director Jordan Barela noted two staff members were out and their reports would be presented by others. Commissioner Bustamante moved approval and Commissioner Greene seconded. The motion carried by unanimous voice vote

D. **Approval of Minutes: March 26, 2024**

Upon motion by Commissioner Hamilton and second by Commissioner Bustamante, the minutes were unanimously approved as published.

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2. **Consent Agenda** - None.
3. **Miscellaneous Action Items** - None.
4. **Discussion/Information/Presentations**
 - A. **Executive Director's Report – April 2024**

Staff Training: Mr. Barela announced two staff members traveled to Las Vegas for the NELROD Conference to learn about changes to HOTMA (Housing Opportunity Modernizations Act). Most administration staff attended a Forth Mobility training.

Development and Grant Opportunities: Everything is on track to have a contract in place by May 1st in order to take advantage of the \$1.5 million from the Department of Finance and Administration. These funds will go to reroofing 37 units and restuccoing 31 units in Camino de Jacobo. He thanked the Finance and Purchasing divisions for their help.

Nueva Acequia: Mr. Barela stated a new tax credit attorney, Dan Pick, will be coming on board to aid in negotiations. A request to apply for up to \$2 million for gap financing for each phase from the Federal Home Loan Bank will be on today's BCC agenda. The application is due today and is ready, pending BCC approval of the enabling resolution.

Tenant/Landlord Issues: An eviction notice was issued for a tenant in Camino de Jacobo who was cited for having a pit bull on the property. Subsequent to the dog killing a goat and biting another resident it was discovered there was an unauthorized person living in the unit. Staff will be filing in Magistrate Court to effectuate the eviction.

Administrative, Technical Issues and Reporting: Due to updates to HOTMA, amendments need to be made to ACOP. Mr. Barela provided details on the Rehab Program which will provide grants for eligible homeowners to cover improvements to: the building envelope, energy efficiency upgrades, hookups to public utilities, and hazard remediation and mitigation. The grants would be up to \$50,000 per household. Households up to 100 percent AMI would be eligible.

Commissioner Hansen asked if improvements such as grinder pumps will be included in the program. Mr. Barela indicated that would fall under residential hookups to public utilities, which is specifically identified.

In response to a question from Commissioner Greene, Mr. Barela said the Rehab grants would be done on a reimbursable basis. Commissioner Greene referred to the report saying that there had been an unauthorized live-in for a number of years. The implication is the Authority wasn't doing its job. Mr. Barela said tenants are required to report who is living in the unit, but without proof there is little that can be done. If it is discovered that there is income not being reported a repayment schedule can be arranged. In this case, due to all the circumstances, eviction was warranted. The problem could be alleviated by the placement of access gates, key cards, and cameras. The process of permitting vehicles has begun.

Commissioner Greene noted a number of red flags and asked about the animal incident. Mr. Barela provided details. Commissioner Hamilton said there are times when circumstances preclude complete control despite policies and rules being in place. Mr. Barela stated when someone is in violation of the pet policy a seven-day notice is issued before a 30-day eviction notice. In this case this was not possible. Generally, Animal Control takes charge where possible.

4. B. Capital Fund Program Report – April 2024

Deputy Director Adriana Velasquez listed the projects undergoing modernization, unit turnaround, and remediation. Additionally, a boiler is being replaced at the Santa Cruz Boys & Girls Club. The New Mexico Mortgage Authority is assisting staff with environment review for the electrical meter upgrades project.

Commissioner Hansen thanked the Governor for her help with affordable housing, and also thanked staff for their prompt work.

Commissioner Greene asked if insulation is added when re-roofing is done. Mr. Barela said complete re-roofing is done involving a roofing tear-down, installation of a TPO system and insulation.

4. C. Resident Opportunity and Self-Sufficiency (ROSS) and Family Self-Sufficiency (FSS) Reports – April 2024

Ms. Velasquez said no additional clients were added to the ROSS program which remains at 61 participants. The ROSS coordinator made 70 resident contacts and provided 39 referrals for service. Eighty-five percent of the referrals were in reference to rent and utility bills. One client was added to the FSS program for a total of 40 participants. The FSS coordinator made 22 resident contacts with 34 referrals for service.

The Great American Cleanup Day was held April 13th. It was coordinated by the Camino de Jacobo Resident Council and was well attended. Large items were disposed of free of charge.

CONNECT is using junior bill funding from the legislature in the amount of \$375,000 for the Emergency Rental Assistance program. The funds must be expended by June 30, 2024.

4. D. Financial Monthly Reports – April 2024

The Housing Authority has submitted the audited FY 23 financial statements to HUD. Ms. Velasquez mentioned the grant deadlines: remodels at Santa Cruz will be used to draw down the CFP 2022 grant. The FSS grant of \$85,666 will be used for administrative FSS costs and will cover all 2024 expenses.

Commissioner Hansen commended staff for their hard work.

4. E. Housing Choice Vouchers, Vacancy, Waitlist and Accounts Receivable Reports – April 2024

Estrella Martinez, Administrative Manager, gave the following updates:

- HCV utilization decreased from 91 percent to 90 percent; three clients were lost. There are 15 active vouchers and staff anticipates seven will find placement
- Occupancy is at 98 percent. Sixteen units are being modernized and two units are under lease. Three vacant units are undergoing turnaround
- Public housing waitlist is at 1,318 and HCV’s waitlist is 1,938. Fifty applications were pulled in March. The two-bedroom waitlist is now at zero, but 34 new applications came in
- Accounts receivables balance increased to \$2,829 due to non-payment of rent. Staff is working on adjustments for some tenant.

4. F. Affordable Housing Monthly Report – April 2024

Denise Benavidez stated MFA has approved an increase in AMI to 150 percent for down payment assistance. The Legal Department will be reviewing language changes in the regulations proposed by MFA. This will be a huge benefit in housing people. She spoke of the Inclusionary Zoning Ordinance as a priority and will help provide affordable housing. Several developments with affordable housing agreements are in the pipeline, including at Colibri and TT2 Cresta.

Ms. Benavidez said staff continues to implement the new Neighborly software. Compliance certification has been completed.

Commissioner Greene asked about the Saleh development, which appears to have only ten units. Ms. Benavidez said she says been speaking to Ms. Guerrerortiz and it could be that this refers only to the first phase. Commissioner Hansen said that development has quite a bit of commercial.

Commissioner Greene asked if assisted living facilities are subject to affordability requirements. Ms. Benavidez said that is not addressed. She offered to look into it.

5. **Matters from the County Attorney** - None were offered.
6. **Matters from the Board** - None were offered.
7. **Matters from the Public** - None were presented.
8. **Concluding Business**
 - A. **Announcements**
 - B. **Adjournment**

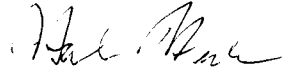
This meeting was declared adjourned at approximately 1:55 p.m.

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 5TH Day Of June, 2024 at 04:45:54 PM
And Was Duly Recorded as Instrument # 2035215
Of The Records Of Santa Fe County

Approved by:

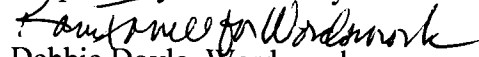


Hank Hughes, Chair
Housing Authority

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

Deputy  County Clerk, Santa Fe, NM

Respectfully submitted by:


Debbie Doyle, Wordswork



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