

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

September 24, 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. 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

Member(s) Absent:

Resident Member Cathy Hurtado

County Staff Present:

Jordan Barela, Housing Authority Director
Adrianna Velasquez, Deputy Housing Authority Director
Estrella Martinez, Housing Administrative Manager
Denise Benavidez, Deputy Community Development Director
Leandro Cordova, Deputy County Manager
Paul Olafson, Community Development Director
Jeff Young, County Attorney [via Webex]

C. **Approval of Agenda**

Upon motion by Commissioner Bustamante and second by Commissioner Hamilton, the agenda was unanimously [5-0] approved as published.

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

Commissioner Bustamante moved to approve and Commissioner Hamilton seconded. The motion passed by [5-0] voice vote.

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2. **Consent Agenda** – There were no items on Consent.

3. **Miscellaneous Action Items**

A. **Resolution No. 2024-06-HB, A Resolution Approving the Fiscal Year 2024 Write-Off of Uncollectable Tenant Accounts Receivable for the Santa Fe County Housing Authority’s Public Housing and Housing Choice Voucher Program**

Mr. Barela said this resolution is presented to the Board on an annual basis at the end of the fiscal year. This allows the Authority to write off delinquent tenant account receivables. Eligibility for the write-off requires that the account be delinquent for over one year and the tenant is no longer a client of either program. The Housing Authority is also required to take reasonable steps to collect the debt. The tenants account receivable ratio is an important component to the Public Housing Assessment Score (PHAS) calculated by HUD. FY 24 there were 21 tenant accounts eligible totaling \$22,041.25. Mr. Barela noted that 67 percent of the total is attributable to three tenants evicted from the Santa Cruz development in 2022.

Commissioner Hansen moved to approve Resolution 2024-06HB. Commissioner Greene seconded and the motion passed by unanimous [5-0] voice vote.

4. **Discussion/Information/Presentations**

A. **Executive Director's Monthly Report – September 2024**

Mr. Barela said the project manager position has been posted and will be reposted until filled. Senior accountant Anjala Coughlin recently resigned and that position will be advertised. He noted that all financial statements met the deadline and have been accepted by HUD.

Noting this was his last meeting Mr. Barela said an interim director is critical because approval functions within the federal system can only be executed by a director or interim director.

Update of 5-Year Capital Action Plan: The current plan will December 31, 2024 and staff has begun the posting and public comment process for the new 5-year Capital Action Plan that will be effective until December 31, 2029. The Action Plan covers all upcoming and potential projects and expenses for HUD’s Capital Fund Program for the next five-year period. Housing Authority will include all potential projects that the Housing Authority may need to execute in the upcoming years. Items included in the plan do not have to happen; however, if not included within the Action Plan the plan will need to be amended. He highlighted some items addressed in the plan to include fire extinguishers, removal and reinstallation of solar panels, and carbon monoxide detectors.

The Housing Authority is currently posting the Action Plan online for a 60-day public comment period. The Action Plan will also be presented to the Resident Advisory Boards, and tenants will be notified of its posting. Following the public comment period, the Action Plan will require a public hearing prior to action being taken by the Housing Authority Board. Staff anticipates this public hearing occurring in November of 2024.

Nueva Acequia Project: On September 11, 2024, the entire project team met with the New Mexico Mortgage Finance Authority for a project kick-off meeting. The project team is working to submit the 4 percent tax credit application prior to December 1st. Currently, TWG is estimating a collective gap of approximately \$8 million for both projects. Project Moxie has identified approximately nine sources of gap financing that would be available for the projects. Staff believes the project gap can successfully be filled.

Forth Mobility Electric Vehicle Car Sharing Program: The EV charging stations have been installed and are running at the Camino de Jacobo and Valle Vista housing sites. Forth Mobility will be attending a ribbon cutting event in October.

Commissioner Hansen cautioned that if a City permit is necessary for Nueva Acequia, staff needs to apply right now. Paul Olafson stated that staff has met with City planning and the pre-application material has been shared with the team. The team has experience with the City's process and are aware of the process challenges. He said they were confident that the project funding and initiation of construction will be successful. The zoning of the property was verified as correct for the project. Commissioner Greene encouraged staff to work closely with City planning and schedule a pre-pre-meeting. Mr. Olafson said that meeting has occurred and repeated that staff is aware of the challenges within the process.

Commissioner Hansen congratulated staff on the car sharing EV program. She congratulated Mr. Barela on his new job and offered that he will be missed at the County.

B. Capital Fund Program Report – September 2024

Deputy Director Adrianna Velasquez reporting on the following:

Valle Vista Re-Roofing Project contract has been executed with J3 Systems. Work is scheduled to begin in late September/early October.

Unit Rehabilitation of 135 and 138 Camino de Quintana: Southwest Construction has begun work on these two units in the Santa Cruz development.

Unit Rehabilitation of 106 and 156 Camino de Quintana: Naru Construction was awarded the contract for this project. Staff anticipates a start date in late September/early October.

CR Refrigeration: CR Refrigeration has replaced the HVAC system at the Camino de Jacobo Maintenance Office, closing out this project. The final invoice has been submitted to AP for payment.

Bathroom Remodel for 140 Camino de Quintana: Southwest Construction completed the bathroom remodel project closing out this project.

Bathroom Remodel for 104 Camino de Roberto: Staff are processing a purchase order for a bathroom remodel project in the Santa Cruz Development, due to a broken tub. Once the purchase order is received work will begin.

C. Resident Opportunity and Self-Sufficiency (ROSS) and Family Self-Sufficiency (FSS) Program Reports

Ms. Velasquez said no additional clients were added to the ROSS program and there are 59 participants. During the month, the ROSS Coordinator made a total of 73 resident contacts and provided a total of 68 referrals for service. For the month of August, no new clients were added to the FSS program. There are currently 37 active participants. The FSS Coordinator made 30 resident contacts during the month and provided nine referrals for service.

Ms. Velasquez announced FSS client Andres Lujan graduated from the program. Mr. Lujan started receiving assistance from the Housing Authority in 2006 under the Public Housing program. In March of 2019, he joined the FSS Program. Mr. Lujan completed his GED and gained employment with local government. Achieving these goals led to Mr. Lujan purchasing his own home for himself and his family. As a result, Mr. Lujan is no longer receiving any type of federal subsidy from the Housing Authority. The Housing Authority issued Mr. Lujan his FSS escrow payment in the amount of \$5,030.20. Staff wants to publicly acknowledge Mr. Lujan for all of his effort and hard work in achieving his FSS goals.

The Board congratulated Mr. Lujan for his accomplishments.

D. Housing Choice Voucher, Vacancy, Waitlist, and Accounts Receivable Reports

Estrella Martinez, Administrative Manager, provided the report noting that the Housing Choice Voucher program had a utilization rate of 93 percent. Currently, there are 20 households who have been issued vouchers and are searching for placement. In addition, the Housing Authority submitted the FY24 SEMAP submission and received a high performance rate of 145 out of 145 possible points. The HCV specialists are spending 97 percent of the overall federal voucher budget.

The occupancy rate for August was 97 percent. There are four units under modernization status. Maintenance Staff believes these units will be ready for rent within the next few months. There are four other units that maintenance is working on.

The waitlist for Public Housing is currently at 1,414, and the waitlist for HCV is currently at 2,046. No additional application pulls were completed in August.

The month-to-month accounts receivable balance decreased from \$1,780 to \$1,476. The delinquent tenants have been issued 3-Day Notices for non-payment of rent.

Mr. Barela commented that the Housing Authority accepts applications from all over the U.S.

Responding to Commissioner Greene, Mr. Barela stated that the Authority periodically conducts a purge process where everyone on the list receives a letter requesting confirmation of whether they still are seeking housing. Non-responders are removed from the list.

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F. Affordable Housing Monthly Report

Denise Benavidez said staff is working with the Growth Management team on the revisions to the code. Affordable housing training will occur for Growth Management and meetings are occurring with Growth Management Director Ladd to improve and streamline processes. Several developments are in process.

Two loans were closed last week with two families moving into homes.

The Neighborly Software system continues to be worked on to ensure everything is tracked properly and effectively.

An offer was extended to a qualified individual for the affordable housing administrator position.

5. Matters from the County Attorney

A. Executive Session. Limited Personnel Matters, as Allowed by Section 10-15-1(H)(2) NMSA 1978, Including: Appointment of Interim Executive Director of the Housing Authority

Appearing remotely, County Attorney Jeff Young outlined the matter to be discussed as permitted by Section 10-15-1(H)(2) NMSA 1978, specifically to appoint an interim executive director of the Housing Authority.

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

[The Commission met in executive session from 1:45 to 1:52.]

Commissioner Greene moved to come out of executive session having discussed only the matter listed on the agenda. Commissioner Hamilton seconded and the motion carried by unanimous [5-0] voice vote.

B. Appointment of Interim Executive Director of the Housing Authority

Commissioner Greene moved to appoint Denise Benavidez as interim Executive Director. Commissioner Bustamante seconded and the motion passed by unanimous [5-0] voice vote.

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6. **Matters from the Board**

The Board thanked Mr. Barela for his service to Santa Fe County.

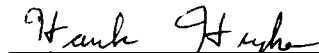
7. **Matters from the Public** - None were presented.

8. **Concluding Business**

- A. **Announcements**
- B. **Adjournment**

Commissioner Bustamante moved to adjourn and Commissioner Hamilton seconded. This meeting was declared adjourned at approximately 1:55 p.m.

Approved by:



 Hank Hughes, Chair
 Housing Authority

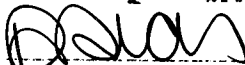
Respectfully submitted by:


 Karen Farrell, Wordswork



COUNTY OF SANTA FE) HOUSING MINUTES
 STATE OF NEW MEXICO) ss PAGES: 6

I Hereby Certify That This Instrument Was Filed for
 Record On The 30TH Day Of October, 2024 at 04:11:01 PM
 And Was Duly Recorded as Instrument # 2045737
 Of The Records Of Santa Fe County

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

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