

**MINUTES OF THE**  
**SANTA FE COUNTY**  
**HOUSING AUTHORITY**

**November 30, 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 1:07 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, Vice Chair  
Commissioner Rudy Garcia  
Commissioner Anna Hansen  
Commissioner Hank Hughes  
Community Member Joseph Loewy  
Resident Member Cathy Hurtado

**Member(s) Absent:**

None

**County Staff Present:**

Jordan Barela, Housing Authority Director  
Joseph Montoya, Community Development Director  
Katherine Miller, County Manager  
Greg Shaffer, County Attorney  
Denise Benavidez, Affordable Housing Administrator  
A.J. Coughlin, Housing Staff

C. **Approval of Agenda**

Commissioner Hamilton moved approval of the agenda as published, with a second from Commissioner Garcia. The motion carried unanimously.

D. **Approval of Minutes: October 26, 2021**

Commissioner Hansen moved approval. Mr. Loewy seconded and the minutes were unanimously approved.

SFC CLERK RECORDED 02/23/2022

2. **Consent Agenda**

- A. **Resolution No. 2021-013-HB, a Resolution Adopting the 2022 Flat Rent Schedule for the Public Housing Program**
- B. **Resolution No. 2021-014-HB, a Resolution Requesting a Budget Increase to Fund 318 in the Amount of \$150,000 for the State of New Mexico Department of Transportation Appropriation Project to Plan, Design and Construct Sidewalks for Accessibility Compliance at the Jacob D. Martinez Public Housing Development**

Housing Authority Director, Jordan Barela, explained that tenants have two options for the calculation of rent – income-based rent or flat rent. HUD requires the flat rents to be established at 80 percent of fair market rent (FMR). The Authority takes the rent and subtracts the utility allowance. The new FMRs will take effect January 1, 2022. The current rents are below 80 percent and therefore out of compliance. The calculations have been redone and the schedule is presented for approval.

In response to questions from Commissioner Garcia, Mr. Barela stated this is generally done annually, but the flat rents have not been updated since 2019. The rates are higher this year. Only about 20 households pay by the flat rent method. With income-based rent tenants pay 30 percent of their income. New tenants or existing tenants are subject to the rates. For those recertifying in December the rates will be locked in for a year. Notice of changes will be hand-delivered to affected tenants and posted in the newsletter.

Regarding item 2. B, Commissioner Garcia asked where the sidewalks in question are located. Mr. Barela state they are within the development.

Commissioner Hamilton moved to approve the Consent Agenda and Commissioner Hughes seconded. The motion carried by unanimous voice vote.

3. **Discussion/Information/Presentations**

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

Staff and Training: Mr. Barela said the maintenance technician assistant position is still open and posted. The senior accountant participated in a week-long HUD training in financial management. A new training on energy performance contracts will be attended by Mr. Barela, the senior accountant and the administrative manager in December.

Development and Grant Opportunities: Issues remain with the Foster Youth to Independence Program. Staff is meeting with HUD and CYFD monthly. There could be four referrals before the year is up. The expenditure deadline for CARES funding is December 31<sup>st</sup> and an internal BAR will ensure that gets spent. \$7,800 will be dedicated to Yardi software. They will be paying down the debt service on the ICAST project. In early 2022 a new utility allowance schedule will be calculated using actual usage instead of national consumption averages. This will show the impact of the energy savings measures.

**Tenant and Landlord Issues:** There were no evictions in the month of October. The three tenants given notice in September will be leaving by the end of November. In cases where tenants have installed gates, they are required to remove those in order to give access to PNM for meter reading. A majority of the gates have been removed. Staff is evaluating the needs assessments generated by surveys; 51 tenants responded.

**Administrative and Technical Issues:** The annual ROSS Standard for Success Report has been submitted. The Nueva Acequia multi-family process went out to RFP and no responses were received. Since this was the second attempt it is now possible to negotiate in the open market.

**National News and Trends:** If the Build Back Better Act passes there will be repercussions for various programs. These are detailed in the packet.

Mr. Loewy asked about the status of work orders. Mr. Barela said there has been a substantial decrease. A tenant has been hired to work as a maintenance technician assistant who is handling upkeep and has established a community library.

Commissioner Hughes noted that he may know a candidate for the financial consultant.

### **3. B. Capital Fund Program Report – November 2021**

Mr. Barela referred to the packet and reported on the following:

- DFA will not be accepting housing set-aside CDBG applications
- The million dollars for reroofing requested by Congress Representative Theresa Fernandez Leger is held up in the appropriations bill
- The application to be a site location for electric vehicles from Forth Mobility is still pending. There is a requirement for two parking spaces for charging stations in addition to staff time
- A solar powered camera with steady-state hard drive could be the solution to the need for security cameras. They are looking at that option
- There are two requests in the ICIP request: the roads project for Camino de Jacobo with ADA sidewalks, and a shovel-ready restucco project for all three developments
- A request for vendors for the safety and security project and one contractor is interested
- The sidewalk project grant agreement has been executed and the scope of work is complete. Once the budget is available it will go out to bid.
- The Santa Cruz fence project grant agreement has been received from the state. That will require a BAR
- Again, no contractor is interested in removing sidewalk trip hazards and this might have to be done in-house
- 5A Las Lomas renovation is delayed due to a tenant being temporarily relocated into that unit
- 17 Camino de Jacobo and 5 San Mateo Way are being reroofed pending a quote from the solar company
- Modernization at 17 Camino de Jacobo is in Procurement and will need to go out to bid

- 27 Camino de Jacobo renovation was completed, as well as bathroom renovations for 26 Camino de Jacobo and Camino 142 Camino de Quintana. Planned are renovations at 48 Camino de Jacobo and 132 Camino de Quintana
- The PO is in place for tree removal in Santa Cruz

Mr. Barela said in January or February a report will be issued on all the projects in addition to a timeline.

A discussion ensued about the need for the removal of solar units in preparation for reroofing. The panels were placed on skids and will be reinstalled after the new roof is in place. The plan is to do many roofs at the same time.

### **3. C. Financial Monthly Reports – November 2021**

Ms. Coughlin referred to the monthly reports and noted there is nothing pending. Funds have been received from the MainStream program. They are anticipating some internal BARs, including to facilitate the payment of resident advisory boards.

Commissioner Garcia asked why the budgets had not been paid down more given they are half-way through the year. Ms. Coughlin noted that for some line items such as the insurance deductibles, they tend to be charged in one lump sum at the end of the fiscal year. No capital purchases need to be made at the moment.

Mr. Barela added that the report reflects expenditures rather than encumbrances, as occurred in years past.

### **3. D. Resident Opportunity and Self-Sufficiency (ROSS) and Family Self-Sufficiency (FSS) Program Reports – November 2021**

Mr. Barela reported there are three new clients in the ROSS program for a total of 65. The ROSS Coordinator made 124 residents contacts and provided 21 referrals for service. For the FSS program two clients were added for a total of 38, 13 of which are receiving escrow. Community forums continue and security continues to be the primary concern. He thanked Ms. Hurtado for her role in securing the mini-library which is being used regularly.

Returning to the clients' needs assessment, Mr. Barela said the results showed needs for financial literacy and education in general, healthcare, food, and items for minor children. They are working to come up with solutions such as coordinating with local banks, working with the Santa Fe Community College to fund GED programs, referrals for Medicare and Medicaid, and working with the Food Depot. They are also looking into a scholarship fund for supplies.

Mr. Barela said they are sending out 600 letters with the aim of moving towards email communication, and there is ongoing collaboration with IT to streamline applications.

He referred to the packet for pictures of the Halloween decorations contest. A holiday food drive for Santa Cruz will be occurring December 11<sup>th</sup>.

Commissioner Hansen lauded the mini-library and noted Reunity Resources has food give-aways, and it is close to Camino de Jacobo.

**3. E. Housing Choice Voucher, Vacancy, Waitlist, Inspection, Accounts Receivable and Eviction Reports – November 2021**

Mr. Barela said the voucher program is at 97 percent utilization. Mai Stream is also at 97 percent. Finding units continues to be a problem and around 50 Section 8 vouchers are set to expire. One unit is undergoing modernization and two units are vacant with tenants lined up. The wait list is relatively steady. Accounts receivable is relatively high but steady. There were no new evictions.

Commissioner Hughes asked about the highest range for a one-bedroom voucher. Mr. Barela said the numbers are established at the 40 percentile of the community and they go up ten percent over that. This means that many of the properties involved are already receiving a subsidy. Any vacant units tend to be too expensive.

In response to questions from Commissioner Garcia. Mr. Barela explained how the voucher waitlist operates. Although there are 18 people with vouchers searching for housing the waitlist is substantially longer. Those with vouchers have a certain amount of time to find a place and even with extensions many people fail to meet the deadline and lose the voucher. He anticipated they would pull 50 applications for vouchers in December.

Joseph Montoya clarified that the number of people with vouchers is much less than the people on the waiting list.

Commissioner Garcia pointed out that apartment complexes are being built without provisions for water or school sites.

**3. F. Affordable Housing Program Strategic Plan Update – November 2021**

Ms. Benavides stated there is a vendor on board for the housing plan, Site Southwest. She and Director Montoya met with them and a review committee has been established. A meeting is scheduled for December 8<sup>th</sup>. Additionally there is a new rehab program and ordinances are being reviewed.

Commissioner Hansen requested that there be money in the plan for sewers, grinder pumps, and water metering. Ms. Benavides said those issues have been discussed with Site Southwest, and many members of the review committee have expertise in those areas. The initial research has been completed by UNM Research, so the plan may be done within the anticipated six months. She said timelines will be added to each of the priorities on the list.

Commissioner Hughes asked if the plan must be approved before action can be taken and Ms. Benavides said that was the case.

4. Matters from the County Attorney

None were presented.

5. Matters from the Board

None were presented.

6. Matters from the Public

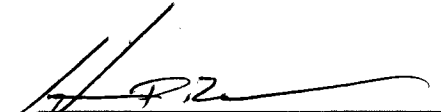
None were presented.

7. Concluding Business

- A. Announcements
- B. Adjournment

Following a motion by Commissioner Hansen and second by Commissioner Hughes, this meeting was declared adjourned at approximately 2:09 pm.

Approved by:

  
Henry Roybal, Chair  
Housing Authority

Respectfully submitted by:

  
Debbie Doyle, Wordswork

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

I Hereby Certify That This Instrument Was Filed for  
Record On The 23RD Day Of February, 2022 at 08:21:28 AM  
And Was Duly Recorded as Instrument # 1981222  
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office  
Katharine E. Clark

Deputy  County Clerk, Santa Fe, NM

