

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

February 25, 2025

Santa Fe, New Mexico

1. A. This regular meeting of the Santa Fe County Housing Authority was called to order by Chair Camilla Bustamante 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.

B. A quorum was present with the following members in attendance:

Members Present:

Commissioner Camilla Bustamante, Chair
Commissioner Lisa Caracri Stone, Vice Chair
Commissioner Justin Greene
Commissioner Hank Hughes
Commissioner Adam Johnson
Resident Member Cathy Hurtado

Member(s) Absent:

None

County Staff Present:

Leandro Cordova, Deputy County Manager
Walker Boyd, County Attorney
Denise Benavides, Interim Housing Authority Director
Adrianna Velasquez, Deputy Housing Authority Director
Sarah Meadows, Affordable Housing Administrator
Alicia Store, Senior Accountant
Paul Olafson, Community Development Director

C. Approval of Agenda

Ms. Benavidez noted that the Affordable Housing report would be given by Sarah Meadows.

Commissioner Hughes moved approval and Commissioner Cacari Stone seconded. The motion carried by unanimous 5-0 voice vote. [Member Hurtado was not present for this action.]

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D. Approval of the January 14, 2025, Housing Authority Special Meeting Minutes

Commissioner Hughes moved to approve the minutes of the special meeting and Commissioner Johnson seconded. The motion passed by unanimous [5-0] voice vote. [Member Hurtado was not present for this action.]

E. Approval of the January 28, 2025, Housing Authority Regular Meeting Minutes

Upon motion by Commissioner Johnson and second by Cacari Stone, the November 26th minutes were unanimously approved. [Member Hurtado was not present for this action and arrived immediately thereafter.]

2. **Consent Agenda** - No items were presented for consent.
3. **Miscellaneous Action Items** - There were no items presented.
4. **Discussion/Information/Presentations**
 - A. **Executive Director's Monthly Report – February 2025**

Ms. Benavidez stated the executive director position has been reposted and HR has received two candidates. The posting will be up for another week and a half. If there are no appropriate possibilities it will be reposted. The administrative manager position has 13 applicants and that will close next week.

Ms. Benavidez introduced Alicia Store, the new senior accountant who has been reconciling grants.

A meeting has been scheduled with the YARDI software representative in order to maximize utilization and automation. A training will occur in April. A meeting with the Finance Department is scheduled to review the budget proposal. An update on the finances will take place at the next meeting, along with a review of the audit by CliffordLarsonAllen which showed nothing out of the ordinary.

Ms. Benavidez mentioned a workforce housing presentation that will feature a rent-to-own program. A resolution and an MOU will be forthcoming and entail around 58 townhomes. The Housing Trust is the partner and there will be a rental period of four years wherein participants will be prepared for ownership.

Chair Bustamante asked for details on YARDI. Ms. Benavidez said this is utilized by HUD users and they have yet to learn everything that it can do. It will eventually be able to do things like track work orders.

B. Capital Fund Program Report – February 2025

Ms. Velasquez reviewed the ongoing projects at the housings sites, including reroofing and rehabilitation. In response to a question from Commissioner Hughes, Ms. Velasquez said mold is involved in the rehabilitation efforts.

C. Resident Opportunity and Self-Sufficiency (ROSS) and Family Self-Sufficiency Reports – February 2025

Ms. Velasquez indicated ROSS now has 61 participants with the addition of two. The resident coordinator made 70 contacts and provided 27 resident referrals.

For FSS, no clients were added and there are currently 37 active participants. The FSS coordinator made 20 contacts and provided 11 referrals for service.

D. Housing Choice Voucher, Vacancy, Waitlist and Accounts Receivable Reports – February 2025

Ms. Velasquez noted the voucher utilization rate decreased from 93 to 91 due to six clients no longer needing vouchers. Twelve households are searching for placement.

Occupancy decreased to 96 percent.

There are 1,498 applicants on the waitlist for public housing. For the HCV program there are 2,824, and in total there are 2,076 independent households on the waitlist.

Accounts receivable decreased from \$7,985 to \$1,152. Staff continues to issue three-day notices for non-payment of rent.

A table of demographics of those receiving services and those on waitlist is provided in the packet.

Commissioner Cacari Stone asked how long placement takes once a voucher has been issued. Ms. Velasquez said it varies. Typically they are allowed 120 days with a possible extension of an additional 30 days. Staff assists by providing lists of apartment complexes and homeowners who are taking Section 8.

Commissioner Greene asked how many people with vouchers are able to find placement within the 120 days and 150 days. Ms. Velasquez said she would review the data and provide a percentage in the future. Hardships take all forms and occur on a case-by-case basis. She will provide information on that as well.

Referring to the demographics table, Commissioner Hughes asked what “New Mexico residents” means. Ms. Velasquez said that category was added because out-of-state people have been applying, but they do not have a preference.

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Commissioner Greene noted that some of the residents of Vista del Rio in Española had to take their vouchers out of state. New Mexicans should be given priority as should Santa Fe County residents. It is important to take this into account when building affordable housing.

E. Affordable Housing Monthly Report – February 2025

Sarah Meadows spoke of the HREE – Home Rehabilitation and Energy Efficiency program. Applications are being processed and over 250 have been qualified of 300 submitted. She continues to work with the applicants and a third-party administrator is being brought in to help enlisting contractors. Esencia has broken ground and D.R. Horton will be starting in a few months. Four sales closed in Colibri.

Commissioner Greene asked if the TDRs involved in the D.R. Horton project have been resolved. Ms. Benavidez said she believed that question has been resolved. It is the first such case. Commissioner Greene applauded the program. Deputy Manager Cordova indicated details are being worked out relating to water rights. He said he would follow up.

5. **Matters from the County Attorney** - None were offered.

6. **Matters from the Board**

Chair Bustamante asked if there was any news as far as federal funding and potential cuts. Ms. Benavidez said nothing has been heard following the initial scare. They continue to work closely with HUD.

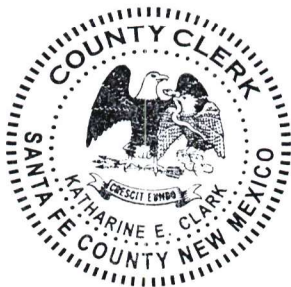
7. **Matters from the Public** - None were presented.

8. **Concluding Business**

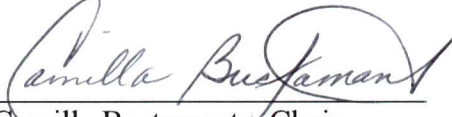
A. **Announcements**

B. **Adjournment**

This meeting was declared adjourned at approximately 1:28 p.m.



Approved by:


Camilla Bustamante, Chair
Housing Authority

Respectfully submitted by:

Debbie Doyle, Wordswork

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

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[Hereby Certify That This Instrument Was Filed for
Record On The 30TH Day Of April, 2025 at 01:43:35 PM
and Was Duly Recorded as Instrument # 2057927
Of The Records Of Santa Fe County

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