

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

March 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 Cacari Stone, Vice Chair
Commissioner Justin Greene
Commissioner Hank Hughes
Commissioner Adam Johnson
Resident Member Cathy Hurtado

Member(s) Absent:

None

County Staff Present:

Greg Shaffer, County Manager
Walker Boyd, County Attorney
Denise Benavides, Interim Housing Authority Director
Adrianna Velasquez, Deputy Housing Authority Director
Sarah Meadows, Housing Accountant
Lora Chavez, Administrative Manager
Leandro Cordova, Deputy County Manager

C. **Approval of Agenda**

Denise Benavidez noted that the affordable housing report would be given by Saran Meadows. Commissioner Greene moved to approve the agenda and Commissioner Johnson seconded. The motion carried by unanimous [6-0] voice vote

D. **Approval of the February 25, 2025, Housing Authority Meeting Minutes**

Upon motion by Commissioner Cacari Stone and second by Commissioner Hughes, the February 25th minutes were unanimously approved.

SFC CLERK RECORDED 04/30/2025

2. Consent Agenda

A. Resolution No. 2025-03-HB, a Resolution Requesting a Budget Increase to the Section 8 Housing Choice Voucher Fund (227) in the Amount of \$42, 833

Commissioner Hughes made the motion to approve the resolution. Commissioner Greene seconded and the motion carried without opposition.

3. Miscellaneous Action Items

None were brought forward.

4. Discussion/Information/Presentations

A. Executive Director's Report – March 2025

Ms. Benavides gave the following staffing updates:

- Staff is taking numerous trainings and this will continue, along with cross-trainings
- There were 18 applicants for the administrative manager position. Of those 13 were qualified and four were interviewed. Internal applicant Lora Chavez was selected and has begun
- The executive director position was reposted and three of the five applicants were qualified. All three were Housing and Urban Development applicants and will be interviewed. Those applicants will be forwarded to the BCC

The Home Rehabilitation and Energy Efficiency (HREE) program is starting to move forward. An RFP was issued and Homewise will be helping with assessments. To date there are 67 qualified applicants. Those submitting incomplete applications are being assisted. Twenty-nine applicants were denied due to over-income.

Ms. Benavides stated Ms. Meadows is making automation improvements to the software.

Staff is working on an application to be submitted to Senator Lujan for congressionally directed funding. All three housing sites are undergoing improvements with more to come given additional funding.

Ms. Benavides announced that the application for Nueva Acequia nine percent project was approved, and the four percent is highly ranked and they are confident of approval for that as well.

Commissioner Greene asked for details on the Nueva Acequia project. Ms. Benavides said Jennifer Lopez will discuss that in depth at the coming BCC meeting. They hope to hear soon about the four percent project which is not as competitive.

In regards to congressionally directed funds, Commissioner Greene pointed out that Representative Leger Fernandez' Office requested a proposal that was not housing related, since that has been a perennial request. Ms. Benavides said she has been in contact with

Representative Leger Fernandez' assistant and she agreed it is important to spread the funding around.

B. Financial Report – March 2025

Ms. Velasquez stated senior accountant Alicia Store has completed the FY 26 budget entry for the Housing Department. There are two mid-year BARs going to Finance, one to reconcile negative accounts in 2022-23 capital fund program grants, and the other is to fix negative accounts within the 517 public housing fund and the 227 HCV program. Once that is done it will be presented to the Board.

C. Capital Fund Program Report – March 2025

Ms. Velasquez reviewed the projects in progress at the housing sites including reroofing and unit rehabilitation.

Commissioner Cacari Stone asked for details on the reroofing projects, particularly at Camino de Jacobo. Ms. Velasquez explained that this project was a bit over \$1 million in congressionally directed funding. The remaining funds will be used on the remaining roofs.

D. Resident Opportunity and Self-Sufficiency (ROSS) and Family Self-Sufficiency Reports – January 2025

Ms. Velasquez indicated ROSS has 61 participants and no additional participants have been added. The resident coordinator made 70 contacts and provided 37 resident referrals. She sent out a text blast advising residents on what services are provided.

For FSS, two new clients were added and there are currently 39 active participants. The FSS coordinator made 13 resident contacts and provided seven referrals for service. HUD awarded the grant award of \$85,666 mentioned in today's resolution. These funds will go to administrative and salary expenses associated with the FSS program.

E. Housing Choice Voucher, Vacancy, Waitlist and Accounts Receivable Reports – March 2025

Ms. Velasquez noted the HCV increased from 91 to 92 percent and two new voucher holders were added. The VASH program lost one voucher due to the client no longer needing it. Ten households are searching for placement. In total, 262 vouchers were utilized in February.

Occupancy increased to 97 percent. Two units in Santa Cruz were leased and one in Valle Vista.

There are 1,536 applicants on the waitlist for public housing. For the HCV program there are 2,363, and in total there are 2,113 independent households on the waitlist for all programs.

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Accounts receivable increased from \$1,152 to \$6,517, 60 percent of that increase is due to three tenants paying flat rent and are considered non-compliant. Once they are certified their rent will go back to income-based rent. Staff continues to issue three-day notices for non-payment.

Ms. Velasquez referred to the demographic tables in the packet. Commissioner Greene said he appreciated the table and asked how the preference system works. Ms. Velasquez said there is overlap in the categories; the YARDI system breaks it down.

Chair Bustamante confirmed that a household could be in more than one category. She noted there are quite a few out of state applicants. Ms. Velasquez said that is typical and there are many applicants from out of state who want to be in Santa Fe specifically.

Commissioner Cacari Stone asked how often those on the waiting list are communicated with. She also asked if there were trends for the waiting lists. Ms. Velasquez said they do not track the trends. It is usually easier to fill the units in the summer. She added notifications are sent out via when an applicant is put on the waitlist. Some clients call in, but the only communication staff makes is when someone is selected for housing. Commissioner Cacari Stone pointed out that many of the applicants don't have stable housing so mail may not be the best way to contact them. Ms. Velasquez said if they specify on the application, they can be advised by phone or email.

Ms. Benavides stated they want to start reaching out to apartment complex managers to find more ways to trim down the waitlist.

Commissioner Cacari Stone suggested summer interns could be used to review the lists and contact the clients. Ms. Velasquez said that is something that could be discussed.

Commissioner Hughes asked how many people have been unable to find housing even with a voucher. Lora Chavez said they closed out four vouchers this month due to inability to find housing after 120 days.

Referring to the demographics, Commissioner Hughes asked if 1,256 applicants are from out of state, since only 411 claimed New Mexico residency. Ms. Velasquez said it varies but that appears to be true. Commissioner Hughes said this implies that people are applying from all over. Ms. Velasquez said many apply to Santa Fe Civic, Rio Arriba, Bernalillo, etc.

Ms. Benavides said they verify that the applicant is a New Mexico resident before issuing a voucher. Ms. Velasquez indicated that in order to take advantage of the preference, they have to prove residency.

In response to questions from Commissioner Johnson, Ms. Velasquez said those with multiple preferences are moved up faster on the list than those without preferences.

Commissioner Greene pointed out that the core number of those seeking housing consists principally of the smaller number of locals. The numbers on the waiting lists gives a distorted idea of how much housing is needed.

F. Affordable Housing Monthly Report – March 2025

Ms. Meadows said February did not have many home sales as Colibri have very few units left. The department has been doing high level planning with Project Moxie on an investment strategy for a pro-active role in increasing the stock of affordable housing. Project Moxie facilitated a meeting of staff to foster the idea that affordable housing spans multiple departments. The Approval Committee met in February so HREE projects are moving forward. They are now finalizing the paperwork. Once the software is fully deployed it will reduce the need for third-party administrators.

Ms. Meadows stated a new proposal has come forward, Envuelo, which will have six affordable homes. This would be in the Village of Agua Fria, District 2.

Commissioner Greene noted that the D.R. Horton project, with 21 units of affordable housing has been cancelled. It's unclear how this came to pass and Ms. Meadows said a debrief has been discussed.

5. Matters from the County Attorney

None were offered.

6. Matters from the Board

None were offered.

7. Matters from the Public

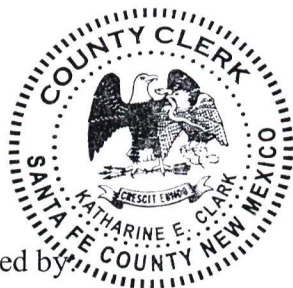
None were presented.

8. Concluding Business

A. Announcements

B. Adjournment

Commissioner Greene moved to adjourn and Commissioner Hughes seconded. This meeting was declared adjourned at approximately 1:38 p.m.

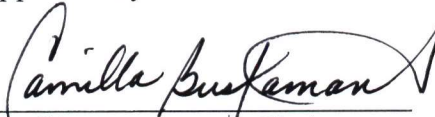


Respectfully submitted by:

Debbie Doyle, Wordswork


Santa Fe County
Housing Authority: March 25, 2025

Approved by:


Camilla Bustamante, Chair

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss HOUSING MINUTES
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[Hereby Certify That This Instrument Was Filed for
Record On The 30TH Day Of April, 2025 at 01:48:15 PM
and Was Duly Recorded as Instrument # 2057936
Of The Records Of Santa Fe County

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