

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

May 27, 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

Member(s) Absent:

Resident Member Cathy Hurtado

County Staff Present:

Greg Shaffer, County Manager
Walker Boyd, County Attorney
Denise Benavides, Interim Housing Authority Director
Adrianna Velasquez, Deputy Director Housing Authority
Alicia Storer, Accountant Senior
Anne Wodarczyk, Affordable Housing Senior Planner
Leandro Cordova, Deputy County Manager

C. **Approval of Agenda**

Commissioner Greene moved approval as presented. Commissioner Hughes seconded. The motion passed by unanimous [5-0] voice vote.

D. **Approval of Minutes: April 22, 2025 Special Meeting Minutes**

Noting she was not present at that meeting, Chair Bustamante said she would abstain.

The following corrections were noted:

SFC CLERK RECORDED 06/25/2025

Page 2, AI was rendered incorrectly listed as A1.
Page 4, Walker was incorrectly spelled.

With those corrections, Commissioner Cacari Stone moved approval. Commissioner Johnson seconded and the motion carried by unanimous [4-0] voice vote. [Chair Bustamante abstained.]

E. Approval of Minutes: April 29, 2025 Meeting

Commissioner Hughes moved to approve as published. Commissioner Johnson seconded and the motion passed by unanimous [5-0] voice vote.

2. Consent Agenda - No items were presented

3. Miscellaneous Action Items

A. Resolution No. 2025- 05HB, a Resolution Approving the Santa Fe County Housing Authority's 2025 Utility Allowance Schedule for the Housing Choice Voucher Program

The resolution before the Housing Authority Board approves the 2025 utility allowance schedule for the HCV program. Ms. Velasquez said HUD requires housing authorities to annually revise the schedule of utility allowances. Staff has reviewed the utility allowance data in accordance with regulations and determined that several utility rates require an adjustment. Staff has applied the appropriate changes to the utility allowance schedule for 2025. With approval, the new rate will be effective on July 1, 2025.

Commissioner Greene noted that the HCV recipients would not be paying the utilities: the County Housing Authority does.

Ms. Velasquez said all of the utilities utilized were included in the calculations. Regarding NM Gas, last year's computation was incorrect and that accounts for the 58 percent increase in this year's schedule. She offered to forward the worksheet to the Board for further clarification.

Commissioner Greene moved to approve the Utility Allowance Schedule for the Housing Choice Voucher Program, Resolution 2025-05HB. Commissioner Hughes seconded and the motion passed by unanimous [5-0] voice vote.

4. Discussion/Information/Presentations

A. Executive Director's Monthly Report – May 2025

Under training and staffing, Ms. Benavidez reported on the following:

- The YARDI system is being utilized for all work orders and training continues
- Staff continues to receive cross-training
- LaToya Ricketts, the recently hired Executive Director, will begin in late July
- The housing administrator position is vacant and the position will be posted this week
- A program housing specialist position was recently posted
- The contract with Homewise has been finalized for the HREE Program

Referring to data cleanup, Ms. Benavidez said it is ongoing and began with those on the waitlist for over a five-year period.

HUD's allocation to the Housing Authority was higher than last year.

Manager Shaffer pointed out that the County does not have a residency requirement for employees. He understood that Ms. Ricketts's intent is to be a full-time resident of New Mexico and will be a full-time on-site employee.

Commissioner Cacari Stone said it was important for County officials to have lived-experience in the community.

Ms. Benavidez said the Authority has expanded their job posting platforms; however, those that have charges are not routinely utilized. Commissioner Cacari Stone recommended LinkedIn Professional which has a broad reach.

Commissioner Greene recommended that staff contact everyone on the waitlist with the simple inquiry of, "Do you still need housing?"

B. Strategic Workforce Housing Program

Ms. Benavidez said the program will be presented for action at the next meeting. The program partners with Thompson and Santa Fe Community Housing Trust. Santa Fe Public Schools will be advised of the program and the current four homes in the program are rented to teachers. The program will include teachers, firefighters, police, retail, restaurant, government workers, etc. and those at AMI <120 percentage.

Ms. Benavidez said upon initial qualification staff will be looking for the AMI <120 percentage, however, if there is a shift and the tenant's income has increased they can stay in the unit up to 150 percent AMI, the cap per MFA's guidelines. The average area income in Santa Fe County is \$99,500.

C. Capital Fund Program Monthly Report – May 2025

Ms. Velasquez reviewed the following:

- Units on Camino Quintana are prepared for occupancy
- Reroofing quotes for Jacobo, Santa Cruz and Valle Vista are being obtained and will be forwarded to Purchasing
- ADA sidewalks are being constructed as part of the Camino Jacobo road improvement project

D. Monthly Financial Report – May 2025

Senior Accountant Storer said the FY26 budget was presented to the BCC on May 7th and staff continues to work with HUD on two grants that will be impact the three housing sites. Those

grants address electrical upgrades and restuccoing. The documentation regarding the grants will be presented July 2025. Staff is closing out purchase orders and preparing for close out of FY25. The account reconciliation is complete for the housing fund. CFPs from earlier years will be spent down to close out those years. The Housing Authority will have \$402,000 from CFP 2023 and \$628,983 from CFP 2024. CFP 25 was recently awarded.

E. Resident Opportunity and Self-Sufficiency (ROSS) and Family Self-Sufficiency (FSS) Program Reports – May 2025

Ms. Velasquez provided the statistics for the ROSS and FSS programs. Ten clients were recently removed from the ROSS program because they no longer required assistance. ROSS has 52 participants and the coordinator made two resident contacts and provided 7 referrals for service. The ROSS coordinator has worked to ensure the proper data was being generated and properly reported which accounts for the decrease in numbers. The FSS program added two clients and there are currently 37 active participants. The FSS coordinator made three resident contacts with nine referrals for service.

F. Affordable Housing Monthly Report – May 2025

Ms. Benavidez provided the May information noting that:

- Dominium is on track, their bond has been extended and construction funding obtained.
- Cresta Ranch will have a ground breaking May 29th
- Nueva Acequia partners attended an MFA Housing meeting where the 9 percent tax credit and Gap financing was announced. The 4 percent award will be announced in August. Santa Fe County was the star of the meeting
- Two loans closed this month

Anne Wodarczyk is working on Chapter 13 and inclusionary zoning updates with the SLDC. Project Moxie is also participating in that process.

Commissioner Cacari Stone suggested developing a map that would identify where affordable housing units are located. Ms. Benavidez said she and Ms. Wodarczyk are working on a project similar to the City's mapping and a consultant has been hired. Once physical addresses are provided to Santa Fe County GIS the mapping process will begin. Chair Bustamante asked that staff be sensitive to any stigma that could be associated with affordable housing.

Mentioning that the City was having trouble hiring for its affordable housing division, Commissioner Greene suggested that the County consider assisting the City. Ms. Benavidez said the City reached out last week for technical assistance regarding the max target pricing schedule. At this point, the City has one person within their affordable housing division and the County has extended an offer to assist where they can.

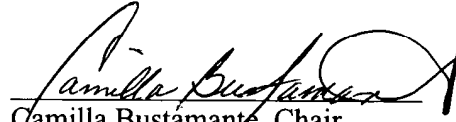
Commissioner Cacari Stone said she attended a panel sponsored by the Santa Fe Human Rights Alliance, LGBTQ+ Center, where she listened to individuals with the lived-experience of those without housing. One of the speakers recommended that public housing consider offering

trainings to those living with disabilities: Prevention is always better than a cure. She requested additional information on case management from the Authority and how people are kept housed. Ms. Benavidez said many of those programs are in place and are educational, especially financial literacy. The Authority is in the process of building a services coordinator-type approach. Chair Bustamante requested a full report on those services.

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

This meeting was declared adjourned at approximately 1:50 p.m.

Approved by:


Camilla Bustamante, Chair
Housing Authority

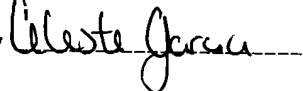
Respectfully submitted by:

Karen Farrell, Wordwork

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss HOUSING MINUTES
PAGES: 5

I Hereby Certify That This Instrument Was Filed for
Record On The 25TH Day Of June, 2025 at 11:57:41 AM
and Was Duly Recorded as Instrument # 2061470
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office

Deputy  County Clerk, Santa Fe, NM
Katharine E. Clark

