

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

August 26, 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 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 Hank Hughes
Commissioner Adam Johnson

Member(s) Excused:

Commissioner Justin Greene
Resident Member Cathy Hurtado

County Staff Present:

Greg Shaffer, County Manager
Leandro Shaffer, Deputy County Manager
Denise Benavides, Community Development Division Deputy Director
Adrianna Velasquez, Deputy Director Housing Authority
Jonathan Butler, Community Development Division Director
LaToya Ricketts, Housing Authority, Executive Director
Alicia Storer, Housing Accountant Senior
Lora Chavez, Housing Administrative Manager

C. **Approval of Agenda**

Commissioner Cacari Stone moved approval and Commissioner Johnson seconded. The motion passed by unanimous [4-0] voice vote.

D. **Approval of Minutes: July 29, 2025 Meeting Minutes**

Commissioner Johnson moved to approve and Commissioner Hughes seconded. The motion to approve the July 29th minutes carried by unanimous [4-0] voice vote.

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2. **Consent Agenda** - None were presented.
3. **Miscellaneous Action Items** - None were presented.
4. **Discussion/Information/Presentations**

A. Executive Director's Monthly Report – August 2025

Ms. Benavidez reported on the following:

- The Administrative Manager is cross-training staff to assess training needs and identify opportunities for process automation. Procedures will be updated accordingly
- Position posting include the Housing Specialist Senior position, Housing Specialist Junior and Maintenance Specialist
- Staff are conducting a comprehensive data cleanup to ensure the accuracy of all waitlist figures New reports will also feature a more visual format and will include methodological clarifications where needed

Ms. Benavidez said the AMP FORTH program was able to fund this month but may not be able to next month. The program cost approximately \$2,800 monthly and if DOE funding is not provided, staff will investigate other avenues. Staff is developing ideas to get more tenants involved in the program.

B. Capital Fund Program Monthly Report – August 2025

Deputy Housing Director Velasquez highlighted her written report:

- The Camino de Jacobo repaving road improvements project is completed
- A gas meter pressure leak test has been conducted on some units
- Southwest Construction received the purchase order for two unit renovations and a unit upgrade; work will begin in September
- Mold abatement and remediation is occurring on a unit in Valle Vista
- HUD approved the grant for the electrical meter and panel upgrade projects – total estimate for project is \$640,000

C. Monthly Financial Report – August 2025

Senior Accountant Alicia Storer said that FY2020 and FY2025 budget reconciliation indicated they were overbudgeted due to the timing of budget submissions which did not account for late fiscal year spending. The correction will be made in FY26 to include projected expenditures through June 30th. She noted that HUD drawdowns did not align with the actual expenditures and to correct that, HUD draws will be submitted on a quarterly basis along with quarterly meetings with the Finance Department.

The FY26 budget has officially begun with a clean slate. The Housing Authority received \$653,454 for CFP 2025 and \$1,212,000 for the DRGR grant. BARs are being prepared for presentation to the Board in September 2025.

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

Administrative Manager Lora Chavez reported that no new clients were added to the ROSS program which has 52 participants. The ROSS coordinator implemented a ROSS participation interest form for inclusion in the Public Housing Recertification packet. The monthly newsletter was resumed by the coordinator on July 1st. No new clients were added to the FSS program. Nine service referrals were offered and 25 resident contacts occurred. There are currently 38 active participants in FSS.

E. Affordable Housing Monthly Report – August 2025

Ms. Benavidez provided the August updates:

- The Strategic Workforce Housing Program will be presented to the BCC next month
- Two loans were closed this month for homes in the Colibri Subdivision, totaling 45 affordable units in that subdivision
- The Down Payment Assistance Program is in its final draft and will also be presented to the BCC next month
- Home Rehabilitation & Energy Efficiency (HREE) Program: The County is currently finalizing contract details with its third-party partner to begin home assessments for approved program participants
- Staff is reviewing two new developments

Commissioner Hughes asked about the SLDC updates to support affordable housing. Ms. Benavidez said there is some progress; however, meetings with the Growth Management team have stalled. Project Moxie is assisting with the updates and has been working on Chapter 13. A meeting occurred with the Regional Housing Coalition and a report is forthcoming. She added that zoning is a statewide issue.

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**

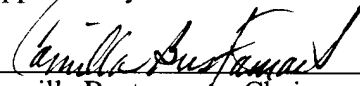
B. **Adjournment**

Upon motion by Commissioner Hughes and second by Commissioner Hughes, Chair Bustamante declared this meeting adjourned at approximately 1:17 p.m.

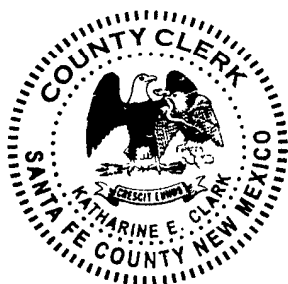


Respectfully submitted: Wordswork.

Approved by:


Camilla Bustamante, Chair
Housing Authority

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COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

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I Hereby Certify That This Instrument Was Filed for
Record On The 1ST Day Of October, 2025 at 08:40:51 AM
And Was Duly Recorded as Instrument # **2068294**
Of The Records Of Santa Fe County

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

