

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

September 30, 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 Justin Greene
Commissioner Hank Hughes
Commissioner Adam Johnson

Member(s) Excused:

None

County Staff Present:

Greg Shaffer, 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 Greene moved approval and Commissioner Hughes seconded. The motion passed by unanimous [5-0] voice vote.

D. **Approval of Minutes: August 26, 2025 Meeting Minutes**

Commissioner Johnson moved to approve and Commissioner Cacari Stone seconded. The motion to approve the August 26th minutes carried by unanimous [4-0] voice vote. Noting he

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was absent at the August meeting, Commissioner Greene abstained.

2. **Consent Agenda** - None were presented.

3. **Miscellaneous Action Items** - None were presented.

4. **Discussion/Information/Presentations**

A. Executive Director's Monthly Report – September 2025

Executive Director Ricketts provided a report highlighting staffing, operations, resident engagement as well as program funding. She conducted one-on-one meetings with staff, and currently there is a focus on hiring a housing specialist and a maintenance specialist. Staff participated in a number of training activities during the month. The Camino de Jacobo road and sidewalk project has been completed and met with positive feedback from tenants.

Ms. Ricketts also reported that,

- The waitlist for the Housing Choice Voucher/Section 8 program has been closed to new applicants
- A new resident newsletter has been developed to improve engagement with the community
- Data cleansing and validation continues and an updated format will be presented soon
- The FORTH car share program continues to experience financial challenges. The Department of Energy suspended funding of the program and alternative funding is being sought. Staff continues to promote the program

Ms. Ricketts said staff has acknowledged the concerns regarding mold as a high priority health issue and implemented a mold mitigation action plan. At this point, nine units have been identified with mold and those issues have been addressed. An official mold remediation policy is being developed for this Board's approval in the future. The Authority has a formal system for residents, anonymous or not, to submit concerns. The goal is to respond to the complaint within 48 hours.

Regarding the FORTH program, Ms. Ricketts said this month within Camino Jacobo there were eight drivers with 29 trips completed. Valle Vista has seven drivers, 1,972 miles with 21 trips completed. Commissioner Johnson requested that staff forward FORTH reports to the Commission.

Commissioner Johnson asked about the Section 8 waitlist closing. Ms. Ricketts said the waitlist contains 2,397 individuals. Staff is working with HUD to address the financial shortfall. Staff has a report due to HUD on October 3rd regarding the program.

Deputy Housing Director Valesquez noted that a component of the data cleanup includes working through the HCV waitlist. She said staff would reach out to people on the list, identify and correct errors, such as, duplicate data. Commissioner Greene requested more information on what data is available and what data may be useful to obtain.

In terms of government shutdown, Ms. Ricketts said programs will continue to run; however, there will be no access to HUD by email or phone.

B. Capital Fund Program Monthly Report – September 2025

Ms. Velasquez highlighted her written report:

- Biohazard Remediation is necessary at 4 Val Verde Drive because the tenant was found deceased in the unit
- Elm tree removal in the amount of \$7,048 has been submitted to Purchasing
- Renovations continue on units
- During mold abatement and remediation the tenant was temporarily relocated to vacant unit.
- A BAR resolution will be presented to the BCC to address re-roofing at Valle Vista, Santa Cruz and Camino de Jacobo via the Community Project Funding
- The electrical meter replacement and panel upgrade project for all three sites will come forward in October.

In response to Commissioner Cacari Stone, Ms. Velasquez said staff addresses mold work orders as soon as possible and Risk Management is involved in the process. Commissioner Cacari Stone asked to see historical data on the mold issue noting that respiratory issues are more prevalent in those with low income. She recommended the County consider addressing the mold issue systemically rather than case-by-case.

C. Monthly Financial Report – September 2025

Senior Accountant Alicia Storer said that during a recent reconciliation it was revealed that the ROSS Grant which had a total award of \$255,750 covering June 1, 2023 to May 31, 2026 was not properly managed creating a \$65,000 shortfall to cover the ROSS coordinator's salary and benefits.

The financial data schedule for submission of the unaudited FY25 was submitted to HUD before the August 31st deadline.

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

Administrative Manager Lora Chavez reported that no new clients were added to the ROSS program which has 52 participants. The coordinator provided 18 resident contacts and five referrals. The ROSS coordinator is working with tenants to plan community events. No new clients were added to the FSS program. Forty-six service referrals were offered and 39 resident contacts occurred. There are currently 38 active participants in FSS.

E. Affordable Housing Monthly Report – September 2025

Ms. Benavidez provided the September updates:

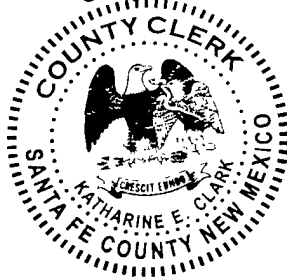
- The recently approved Strategic Workforce Housing Program has already generated interest with the workforce
- A meeting with La Vida Estates in Las Campanas, 24-lot development, is in early stages and considering ADUs and four affordable units. They may implement a fee in lieu of and build two homes. Also discussed was an all affordable, 260 unit modular work force housing development
- The Down Payment Assistance Program will be presented in October for approval
- The HREE third-party provider contract will be coming forward
- First National Bank has expressed an interest in working with the County in developing a developer program and other partnership possibilities

Staff has reviewed a number of developments and works with Growth Management to move developments through the process.

Commissioner Cacari Stone asked about the mapping identifying affordable and expressed an interest in using the maps at community meetings to identify where gaps are in the community. A staff representative said they were working with County GIS and the City to connect the mapping systems together.

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 Cacari Stone and second by Commissioner Greene, Chair Bustamante declared this meeting adjourned at approximately 1:45 p.m.



Approved by:

Camilla Bustamante
Camilla Bustamante, Chair
Housing Authority

Respectfully submitted:
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 29TH Day Of October, 2025 at 11:47:07 AM
and Was Duly Recorded as Instrument # 2070332
Of The Records Of Santa Fe County

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

