

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

October 28, 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 9:10 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
Walker Boyd, County Attorney
Leandro Cordova, Deputy County Manager
Jonathan Butler, Community Development Division Director
LaToya Ricketts, Housing Authority, Executive Director
Adrianna Velasquez, Deputy Director Housing Authority
Alicia Storer, Housing Accountant Senior
Lora Chavez, Housing Administrative Manager
Ruben Macias, Affordable Housing Administrator
David Padilla, Housing Project Manager

C. **Approval of Agenda**

Commissioner Greene moved approval and Commissioner Johnson seconded. The motion passed by unanimous [5-0] voice vote.

D. **Approval of Minutes: September 30, 2025 Meeting Minutes**

Commissioner Cacari Stone moved to approve the minutes. Commissioner Hughes seconded.

SFC CLERK RECORDED 12/04/2025

The motion to approve the September 30, 2025 minutes carried by unanimous [5-0] voice vote.

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

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

4. **Discussion/Information/Presentations**

A. Executive Director's Monthly Report – October 2025

Executive Director Ricketts provided the following information for October:

- Staff continues to focus on planning, compliance and reporting matters
- Staff continues to stay in close coordination with HUD and County leadership
- Work continues on the 30-60-90 Days Onboarding Plan which is on track
- Two internal promotions for Housing Specialist positions occurred
- The Maintenance Specialist position has not closed and candidates are expected to be interviewed in November
- Staff professional development and capacity building is ongoing, as well as several trainings
- Ongoing monitoring and quality control of program operations continues and improves recordkeeping and transparency
- The HCV/Section 8 waitlist closed on September 26th
- There are two FSS participants preparing for graduation
- HCV and public housing inspections are ongoing
- Toss No Mas was a successful event
- The FSS and ROSS grants are being updated
- The Authority's unaudited financials await HUD's approval for drawdowns
- Staff is working with the Finance Department to implement a new system for rent payment
- Even being short staffed, maintenance continues with new log-ins and scheduling
- Resident outreach to recruit tenants to attend Housing Resident meetings
- The Authority received a high performance SEMAP score of 150
- The FORTH Carshare Program's funding is still on hold from DOE and is currently operating with alternative funds. The County will need \$14,000 to maintain the program through June 2026

Ms. Ricketts said that all staff activities continue while being proactive for potential federal impact.

In response to a concern raised by Commissioner Greene, Ms. Ricketts stated that the elm tree and shrubs were removed from the Santa Cruz site. Stumps will be cleared to address any drainage issues.

The HCV wait list contains over 2,000 individuals and was recently closed. It is standard practice in public housing to periodically close the wait list. Once vouchers can be offered again,

the wait list will reopen. Commissioner Greene noted that although it may be a standard elsewhere it is not in Santa Fe County and people are disappointed. He recommended that staff keep the wait list as an ongoing dialogue for the public.

Commissioner Greene requested that staff provide data about the waitlist, e.g., average wait time before receiving a voucher, demographics of individuals on the list, etc.

Commissioner Cacari Stone said that it was her understanding that the irrigation system at Camino Jacobo has not functioned for years and there is concern about the trees on the site. Ms. Ricketts said that her staff will be working on this issue with Public Works. Manager Shaffer offered to look into potential funding opportunities to address this issue.

Commissioner Cacari Stone noted that she has had additional calls regarding mold from Authority residents and requested a meeting with Ms. Ricketts and Mr. Butler. Ms. Ricketts said that staff reviewed the mold reports back to 2020 and confirmed those issues have been addressed. Tenants have been advised to reach out to staff and the next newsletter will contain an about mold. A mold and remediation policy is being developed.

Commissioner Hughes congratulated staff for the recent SEMAP score.

Ms. Ricketts said that HUD will address the shortfall once the government reopens. HUD will distribute funding up through December to cover operational expenses. A contingency plan will be developed if the shutdown continues into 2026. Manager Shaffer said that he understood HUD, regarding the government shutdown, has not looked beyond December. If there is a cash flow issue to cover operational expenses with the public housing communities and the voucher programs, the County can step up to cover several months with the expectation of reimbursement. The Board will be kept apprised of the situation.

Commissioner Johnson asked about the FORTH program and Ms. Velasquez said at this point, FORTH has not formally requested assistance.

Chair Bustamante recommended a press-type release on newly hired Executive Director Ricketts highlighting her experience and innovative approach to public housing. The release provides an opportunity to educate the public on the wait list, vouchers, etc. Manager Shaffer offered to work with the County's communications team on outreach.

B. Capital Fund Program Monthly Report – October 2025

David Padilla highlighted his written report:

- Biohazard Remediation at Valle Vista has been completed
- An elm tree was removed and efforts were made to contact the non-housing authority tenant
- A couple of unit renovations have been completed
- Three unit renovations in Santa Cruz are awaiting a PO
- Reroofing at the three sites is moving through the procurement system and once a notice to proceed is issued, the work will be scheduled

- All three sites are scheduled for electrical meter and panel upgrades and once the funding is in place, the project will proceed

Commissioner Cacari Stone said that seven residents of Camino Jacobo advised her of mold issues adding that is a health issue especially for the vulnerable population. Mr. Padilla said that at one of the units, a roof leak was addressed, and next step is mold remediation. He assured the Commissioner that staff checks out these issues as soon as they are advised of a problem, and County Risk is also involved.

Ms. Velasquez stated that the November newsletter advises tenants to reach out to the office with concerns, and another Meet & Greet has been scheduled.

C. Monthly Financial Report – October 2025

Senior Accountant Alicia Storer reminded the Board that, at the September meeting, staff reported a funding shortfall in the ROSS grant related to the ROSS coordinator's salary and benefits. The Executive Director and the CDD Director agreed to reallocate a portion of the FY25 salary and benefits expenditures to the Public Housing Fund 517 to cover the deficit. Staff will work with HR to update the position's role as it takes on more responsibilities.

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

Administrative Manager Lora Chavez reported that the ROSS coordinator performed data cleanup within the Family Metrics software. Three new clients were added, seven resident contacts and five referrals for services were made. There are currently 50 participants in the program. The coordinator is currently preparing the submission of the ROSS annual report due on October 31st. Application for 2026 funding is due December 2nd.

Ms. Chavez said that no new clients were added to the FSS program and that the coordinator provided a total of 37 referrals for service and engaged with 10 residents. The program has 37 participants.

E. Affordable Housing Monthly Report – October 2025

Ruben Macias, Affordable Housing Administrator reported on the following key activities:

- Partnered with Community Services to assist two homeowners to address household needs impacted by natural incidents
- The final draft of regulations for the Downpayment Assistance Program are under review
- The office continue to engage with nonprofit partners and housing developers to advance projects that align with the County's Strategic Plan and housing priorities
- Three affordable homebuyers were qualified last month through the Inclusionary Housing Program, two of whom are County employees
- Participated in training with the Growth Management Department on new GeoCivix processes for reviewing developments which include affordable housing components

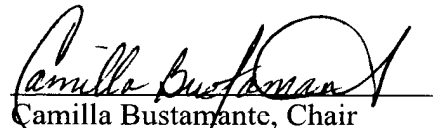
Mr. Macias confirmed that the CONNECT navigators were working with Housing Administration as were non-profits throughout the community. Former County CDD Director is currently working Community Housing & Homelessness Partnership through the Santa Fe Community Foundation.

Commissioner Greene mentioned a fire at La Vista del Rio project in Española, where residents were on voucher and USDA rural development grants. He wanted the Housing team to be aware of the situation and if possible provide assistance.

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

Approved by:


Camilla Bustamante, Chair
Housing Authority

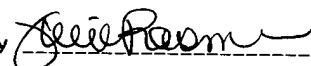
Respectfully submitted:
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COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

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I Hereby Certify That This Instrument Was Filed for
Record On The 4TH Day Of December, 2025 at 05:07:42 PM
and Was Duly Recorded as Instrument # 2072775
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office

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

