

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

November 26, 2024

Santa Fe, New Mexico

1. A. This meeting of the Santa Fe County Housing Authority was called to order by Chair Hank Hughes at approximately 2:56 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 Hank Hughes, Chair
Commissioner Camilla Bustamante
Commissioner Justin Greene [remotely]
Commissioner Anna Hamilton
Commissioner Anna Hansen

Member(s) Absent:

Resident Member Cathy Hurtado

County Staff Present:

Greg Shaffer, County Manager
Denise Benavidez, Interim Housing Authority Executive Director
Adrianna Velasquez, Deputy Director Housing Authority
Paul Olafson, Community Development Director
Sarah Meadows, Community Development Department
Jeff Young, County Attorney [remotely]

C. **Approval of Agenda**

Commissioner Hansen moved to approve the agenda. Commissioner Bustamante seconded and the motion passed by unanimous [5-0] voice.

D. **Approval of October 29, 2024, Housing Authority Board Meeting Minutes**

Commissioner Hamilton moved to approve the October 29th minutes. Commissioner Bustamante seconded and the motion passed by unanimous [5-0] voice

SFC CLERK RECORDED 04/30/2025

2. **Consent Agenda**

A. **Resolution No. 2024-10-HB, a Resolution Approving the Santa Fe County Housing Authority's 2025 Voucher Payment Standard Schedule**

Commissioner Bustamante moved to approve the Consent agenda. Commissioner Hamilton seconded and the motion passed by unanimous [5-0] voice

3. **Miscellaneous Action Items**

A. **Request Approval of the Santa Fe County Housing Authority's Capital Fund Program Five-Year Action Plan**

Ms. Velasquez said that this five-year plan will be effective from 2025 through 2029. Per federal regulations, the Housing Authority must submit a CFP Five-Year Action Plan to HUD for review and approval every five years. The plan currently in place will expire on December 30, 2024. The Plan must identify all capital projects that the Housing Authority wishes to undertake during the next five-year period, including a yearly timetable for the initiation of projects, to include non-capital expenditures such as operational costs, salaries, and training that are allowable under CFP grant guidelines.

Ms. Velasquez said that staff completed the required public notice comment period, and are now in the process of submitting the CFP Five-Year Action Plan, which includes increased project costs previously identified by staff.

Ms. Velasquez reviewed the changes in cost from initial submission by a yearly basis.

Commissioner Hamilton thanked staff for the detailed plan, and asked whether the plan is built with an integrated inflation cost. Ms. Velasquez said that inflation is taken into account and staff can revisit the plan to ensure it keeps track with changes.

Commissioner Greene asked whether the plan includes induction burners. Ms. Velasquez offered to check the regulations regarding that appliance. Commenting on the importance of shade, Commissioner Greene asked whether landscaping and water harvesting was included within the plan. Ms. Velasquez said when upgrading the three housing sites, staff will consider vegetation and irrigation.

Commissioner Hansen moved to approve the Authority's Capital Fund Program Five-Year Action Plan, Commissioner Bustamante seconded and the motion passed by unanimous [5-0] voice vote.

B. **Request Approval of the Notice for the Regular Meeting Schedule of the Santa Fe County Housing Authority Board to be held from January 1, 2025 to December 31, 2025**

Deputy Director Velasquez said the Housing Authority Board is required to establish and publish meeting schedules available to the public for review. The Board will meet on the last Tuesday of each month, except December, at 1 p.m.

Commissioner Hansen thanked staff for their hard work for the County. Commissioner Hamilton added that it has been a pleasure to work with this professional staff team.

Commissioner Hansen moved to approve the 2025 calendar and Commissioner Bustamante seconded. The motion passed by unanimous [5-0] voice vote.

C. Request Approval of Request for Proposals for Project-Based Vouchers

Ms. Benavidez said that staff is requesting approval to issue an RFP under the Project-Based Voucher (PBV) for property owners and/or developers who would like to attach federal subsidies to provide affordable housing via new construction or existing units.

The PBV is part of the Housing Authority's Housing Choice Voucher program. In essence, PBVs are allocated to specific projects rather than tenants. There are a variety of benefits to including PBVs as part of the Housing Authority's HCV program, including further incentivizing the development of affordable housing, and improving access to supportive housing.

At the special November 15, 2024, Housing Authority Board Meeting, this Board approved the revised PBV. The PBV ensures a higher voucher utilization rate because the voucher is attached to the unit. It also guarantees operating funds for each unit, allowing for special needs populations with fixed or limited incomes to be housed sustainably. She added that PBVs are competitive in the 9 percent application realm. The County has contracted with Jonathan Zimmerman of Section 8 and Associates to draft the necessary documents that will manage the process.

Chair Hughes asked whether Santa Fe County has issued any PBV,s and Ms. Benavidez said they have not. She anticipated some would be issued within the Nueva Acequia.

Recognizing this as a very important program, Commissioner Hamilton moved to approve the request to issue the RFP for the PBV program. Chair Hughes seconded and the motion passed by unanimous [5-0] voice vote.

4. Discussion/Information/Presentations

A. Executive Director's Monthly Report – November 2024

Ms. Benavidez provided the following updates:

- The Project Manager position has been filled internally
- The interview process for the Executive Director Position has been completed and an offer extended
- The senior accountant position has not yet been filled and the idea of brining on a mid-level accountant will suffice the Housing Authority needs
- The Nueva Acequia Project team meets weekly, as well as meeting with Project Moxie who is assisting with the application process. The project is moving very quickly

Commissioner Hansen said that she looked forward to Nueva Acequia's ribbon cutting event.

B. Affordable Housing Monthly Report

Ms. Benavidez said Sarah Meadows was still in the learning phase, but quickly becoming proficient and a great addition to Housing Authority staff. Ms. Benavidez reported that the down payment assistance program will be moving forward. The HREE (Home Rehab and Energy Efficiency) program is moving forward under Ms. Meadows' management.

Ms. Benavidez noted that Esencia will be providing 700 units. Two other large developments are going through Growth Management. SLDC revisions are moving forward with a team from both departments. Three loans were closed last month at Colibri. The developer of Calle Monte Vista has opted to pay a fee in lieu, and staff is working hard to get housing rather than a fee.

Regarding a Homewise development on Rufina and Agua Fria, Commissioner Hamilton strongly recommended that Homewise contact the Agua Fria Village Association.

C. Capital Fund Program Monthly Report – November 2024

Ms. Velasquez reported on the following:

- Valle Vista Re-Roofing, J3 Systems is currently working on the project
- Unit rehabilitation of 135 and 138 Camino de Quintana, Southwest Construction has begun work on these two units in the Santa Cruz development. The project is scheduled to take four months
- Unit rehabilitation of 106 and 156 Camino de Quintana, the contractor updated their
- Reroofing Project for the three sites has a fully executed FY22 grant agreement for the re-roofing project which is part of a congressional direct spending award in the amount of \$1,044,000. A budget adjustment will occur to complete the project

D. Housing Choice Voucher, Vacancy, Waitlist, and Accounts Receivable Reports

Ms. Velasquez provided the report as follows:

- The utilization rate for the HCV decreased from 96 percent to 95 percent. That was attributed to two clients no longer needing vouchers. Currently, there are there are 14 households who have been issued vouchers and are searching for placement
- The Public Housing occupancy rate for the month of October was 98 percent
- There are four units under modernization status. The units are expected to be ready for rent within the next two months
- Staff is working with HUD to place two units under modernization status due to mold issues
- The waitlist for public housing is 1,358 and the waitlist for the HCV program is 2,036
- The month-to-month accounts receivable balance increased from \$425 to \$5,541. The increase was attributed to tenants for non-compliance

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

Ms. Velasquez informed that for the month of October, there were no additional clients added to the ROSS program's 59 participants. There were 73 resident contacts and a total of 70 service referrals by the coordinator. One client dropped off the FSS program which currently has 37 active participants. The coordinator made 33 resident contacts during the month and provided six referrals for service.

Staff is developing an outreach text blast to all tenants reminding them of the FSS and ROSS programs.

5. Matters from the County Attorney

A. Statement for Inclusion in Meeting Minutes Concerning November 15, 2024, Executive Session

Noting that at the special November 15, 2024 meeting, the Board did not return to open session, County Attorney Young requested a motion, as required by the Open Meeting Act, indicating that discussions during the closed meeting were limited to those specified in the motion for closure. Commissioner Hansen moved to include the statement as provided by Mr. Young. Commissioner Hamilton seconded and the motion passed by unanimous [5-0] voice vote.

B. Executive Session. Limited Personnel Matters, as Allowed by Section 10-15-1(H)(2) NMSA 1978, Including: (1) Discussion of hiring Executive Director of the Housing Authority Position.

Attorney Young asked for a motion to go into executive session to discuss limited personnel matters as allowed by Section 10-15-1(H)(2) NMSA 1978, including discussion of hiring Executive Director of the Housing Authority Position.

Commissioner Hansen so moved as indicated by Attorney Young and Commissioner Hamilton seconded.

The motion to go into executive session passed by unanimous roll call vote as follows:

Commissioner Bustamante	Aye
Commissioner Greene	Aye
Commissioner Hamilton	Aye
Commissioner Hughes	Aye
Commissioner Hansen	Aye
Member Hurtado	Not Present

[The Board met in Executive Session from 1:37 to 1:45]

Commissioner Hamilton moved to return to open session, acknowledging that the only item discussed was that mentioned in the motion to go into executive session. Commissioner Bustamante seconded and the motion passed by unanimous [5-0] voice vote.

C. Appointment of Executive Director of the Housing Authority

Commissioner Hansen moved that, subject to customary pre-employment due diligence and his acceptance of a formal offer of employment, Aaron Ronald Magezi be appointed as the Housing Authority Executive Director, effective his first day of actual work at the county. Between now and that date, Denise Benavidez shall continue to serve as Interim Executive Director. Commissioner Hamilton seconded and the motion passed by unanimous [5-0] voice vote.

6. **Matters from the Board** – None were presented.

7. **Matters from the Public** - None were presented.

8. **Concluding Business**

A. Announcements

B. Adjournment

This meeting was declared adjourned at approximately 1:48 p.m.

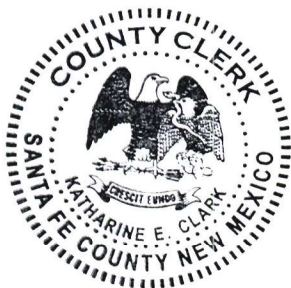
Approved by:



Hank Hughes, Chair
Housing Authority


Respectfully submitted by:

Karen Farrell, Wordswork



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 01:33:53 PM
and Was Duly Recorded as Instrument # 2057924
Of The Records Of Santa Fe County

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