

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

June 30, 2026

Santa Fe, New Mexico

1. Opening Business

A. Call to Order: This special meeting of the Santa Fe County Housing Authority was called to order by Chair Justin Greene 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. Roll Call: A quorum was present with the following members in attendance:

Members Present:

Commissioner Justin Greene, Chair
Commissioner Adam Johnson , Vice Chair
Commissioner Camilla Bustamante
Commissioner Hank Hughes
Commissioner Lisa Cacari Stone

Member(s) Excused:

Gaytha Romero, Resident Member

Staff Present:

Walker Boyd, County Attorney
Leandro Cordova, Deputy County Manager
Jonathan Butler, Community Development Department, Director
LaToya Ricketts, Housing Authority, Executive Director
Adrianna Velasquez, Housing Authority, Deputy Director Operations
Denise Benavidez, Community Development Department, Deputy Director
Cliff Bourque, Affordable Housing Administrator

C. Approval of Agenda

Ms. Velasquez noted that she would be presenting item 4.B rather than Alicia Storer.

Commissioner Cacari Stone moved approval of the agenda. Commissioner Johnson seconded and the motion passed by unanimous [5-0] voice vote.

D. Approval of the May 12, 2026 Housing Authority Board Special Meeting Minutes

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

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E. Approval of the May 26, 2026, Housing Authority Board Regular Meeting Minutes

Commissioner Hughes moved to approve as presented. 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. 2026-05-HB, a Resolution Approving the Write-Off of Uncollectable Tenant Accounts Receivable for the Santa Fe County Housing Authority's Public Housing and Housing Choice Voucher Program

Ms. Velasquez said that Housing Board Resolution #2011-07 is an uncollectable tenant account receivable write-off policy for the Housing Authority. The Write-Off Policy requires the Santa Fe County Housing Authority evaluate its tenant account receivables annually to determine which tenant accounts should be deemed uncollectable. The policy further states that the Santa Fe County Housing Authority shall take reasonable measures to collect outstanding debt by sending a final billing notice to the tenant's last known mailing address and attempt to contact the tenant at their last known telephone number.

Ms. Velasquez noted that it has been approximately three years since the Housing Authority processed its last tenant account write-off. This extended delay was primarily due to staff shortages and ongoing administrative turnover, which limited the agency's capacity to review and process eligible accounts. Staff identified all accounts determined to be eligible for write-off pursuant to the Housing Authority's Write-Off Policy for Fiscal Years 2024 through 2026. A total of 34 tenant accounts have been identified for inclusion in the Fiscal Year 2026 write-off resolution, representing collective outstanding balances of \$97,598.50.

Commissioner Johnson moved to approve the resolution and Commissioner Hughes seconded.

Chair Greene asked what action staff was taking to ensure this is addressed annually. Ms. Velasquez said uncollectables have been added to the department's Outlook calendar and staff is meeting quarterly to review uncollectables. The policy is to prevent uncollectables to exceed \$2,000 and Chair Greene remarked many of these are over \$10,000.

The motion passed by unanimous [5-0] voice vote.

B. Resolution No. 2026-06-HB, a Resolution Establishing the Santa Fe County Housing Authority's 2026 Utility Allowance Schedule for the Housing Choice Voucher Program.

Ms. Velasquez said the utility allowance schedule establishes the amount of support Housing Choice Voucher holders receive for applicable utilities. A Public Housing Authority is required to review its schedule of utility allowances each year and must revise its allowance for a utility

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category if there has been a change of 10 percent or more in a utility rate since the last time the utility allowance schedule was revised. Following review, staff determined that a change is merited based on current local utility rates. As a matter of practice, staff has completed a comprehensive utility allowance schedule adjustment for each utility category, regardless of whether the rate exceeded the federally required 10 percent threshold. Staff believes this approach provides an annual Utility Allowance Schedule that better reflects true market conditions.

The Santa Fe County Housing Authority has finalized the proposed utility allowance schedule adjustments for Fiscal Year 2026. These adjustments ensure that the utility allowances directly mirror shifts in local average utility rates. The baseline schedule incorporates rate shifts for natural gas, electricity, and trash removal. Additionally, updated calculations were applied to the water and sewer categories to reflect current rates.

Commissioner Hughes moved to approve the resolution and Commissioner Cacari Stone seconded. The motion passed by unanimous [5-0] voice vote.

C. Request Approval of the Annual FY 2027 Maximum Target Pricing Chart for Santa Fe County Affordable Housing Programs

Ms. Benavidez presented the annual update to the Maximum Target Pricing Matrix used in administering Santa Fe County's affordable housing programs. The matrix is updated annually based on HUD's annual update. The matrix is used by Santa Fe County to calculate a client's AMI to determine what they can pay for an affordable home and advises the developer of the amount a home can be sold for. The calculation utilizes the average mortgage interest rate from the previous year. Affordable home prices and the AMI went up this year for Santa Fe County.

Chair Greene reminded staff of the importance of building studio and one-bedroom apartments.

In an effort to be innovative, manufactured and mobile homes are being considered via the Code update for affordability.

Commissioner Cacari Stone moved to approve the Annual FY 2027 Maximum Target Pricing Chart for Santa Fe County Affordable Housing Programs. Commissioner Bustamante seconded and the motion passed by unanimous [5-0] voice vote.

D. Request Approval of a Memorandum of Understanding Between Santa Fe County Housing Authority and the Turquoise Trail Resident Advisory Board, the Jacob D. Martinez Resident Advisory Board, and the Valle de Esperanza Resident Advisory Board for Fiscal Year 2027

Ms. Velasquez said this MOU establishes the terms governing the use of resident participation funding provided through HUD and outlines the responsibilities of the Housing Authority and Resident Advisory Boards related to resident engagement activities, stipends, and program administration. Per the CY2026 Operating Subsidy submittal, the Housing Authority has been allotted a total of \$4,675 in resident participation funding. These funds are distributed across the

three sites based on the HUD-mandated rate of \$25 per occupied unit. As outlined in HUD Notice PIH 2021-16(HA), these funds are restricted to specific activities, including: Resident Advisory Board Member Stipends, compensation for active council leadership; and HUD-approved initiatives designed to foster resident engagement and self-sufficiency.

Commissioner Cacari Stone asked whether the funds could be used for leadership training regarding housing and resident housing rights. Commissioner Cacari Stone said there is a knowledge gap that she'd like to see addressed between the housing residents and staff regarding HUD and their rights. With education/training, the residents would be able to lead on their own behalf. Ms. Velasquez said staff will be initiating meetings with the three housing resident boards to discuss assistance staff can offer them.

Commissioner Cacari Stone requested that staff investigate external trainers with HUD and housing advocacy backgrounds to work with the resident boards and inform them of their rights, opportunities, etc. She asked that that be accomplished for Camino de Jacobo.

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

E. Request Approval of the Santa Fe County Housing Authority's FY 2027 Budget

Ms. Ricketts presented the proposed FY 2027 operating budget reflects SFCHA's continued commitment to maintaining safe and affordable housing, strengthening operational performance, supporting resident services, and ensuring long-term financial sustainability. HUD requires the Board of each Public Housing Authority adopt and approve Form HUD-52574, Operating Budget Resolution, prior to the beginning of each fiscal year. The Operating Budget Resolution formally approves the Housing Authority's annual operating for Public Housing, Capital Fund, Housing Choice Voucher, and resident supportive services programs. The proposed 2027 budget reflects HUD funding allocations, operational priorities, staffing needs, capital improvement activities, and ongoing efforts to strengthen operational and financial performance.

Overall, the proposed FY 2027 budget maintains current housing assistance and public housing operations while supporting ongoing capital improvements, resident services, staffing needs and reflects a modest increase in certain HUD funding sources; continued use of available grant reserves where necessary, and addresses the loss of the ROSS grant funding.

Although PHA continues to experience financial pressures, staff believes the proposed budget will meet HUD requirements while providing quality service to the residents. Staff will continue to monitor revenues, expenditures, and grant opportunities throughout the fiscal year to ensure long-term program sustainability.

Commissioner Hughes asked about the ROSS funding loss and Ms. Ricketts said the grant was very competitive this year with more housing authority's applying for the program. Staff met with the local HUD office and was advised only one authority in New Mexico received funding.

Commissioner Hughes moved to approve the budget as presented. Commissioner Cacari Stone seconded. The motion passed by unanimous [5-0] voice vote.

4. Discussion/Information/Presentations

A. Executive Director Monthly Report – June 2026

Ms. Ricketts offered an overview of the Housing Authority operation for the month of June noting a continued effort to strengthen operations, improving compliance, preserving housing assets, and preparing the Housing Authority for long-term success.

Ms. Ricketts said there was a focus on strategic initiatives, the adoption of the County's strategic goals, resident services, housing assets and compliance. She discussed mold remediation, asset preservation, landscape irrigation, HUD compliance reporting, resident engagement, partnerships with other County departments, staff recruitment and development, etc. Regarding the Forth car-share program, Ms. Ricketts said the program continues through the end of this fiscal year. Staff is working with Forth to continue the program and better evaluate the program.

Commissioner Cacari Stone said Camino de Jacobo identified the dying of trees as an issue. Ms. Ricketts said with the assistance of the Sustainability Division, an irrigation system throughout Camino de Jacobo has been procured and an automated system will be installed. The vendor is onsite and she estimated it would be completed with the next few months. Commissioner Cacari Stone requested that during the interim, the trees get watered.

Chair Greene advocated for an irrigation green plan for the three housing sites that includes shade and fruit trees. Ms. Ricketts said that an irrigation plan is being developed with capital improvement staff and sustainability. She offered to present that once completed.

B. Financial Monthly Report

Ms. Velasquez said the data is based on information from May 1st through May 31st. Staff submitted a yearend BAR to Finance. She reviewed the monthly report noting that the County provided PHA with general fund assistance in the amount of \$74,000 for mold abatement.

C. Operations Monthly Report

Ms. Velasquez said the report is based on data collected from May 1st through May 31st. The department is experiencing personnel gaps within their field and office teams. Current staff is absorbing duties for those vacant positions and teams are actively shifting focus to critical, time-sensitive tasks to keep operations running smoothly.

- The HCV program reached 94 percent.
- During this reporting period, staff have remained focused on balancing tenant transitions and expedited unit turnarounds to maintain high occupancy levels
- Eight specific offline inventory units are currently designated for intensive modernization and safety updates
- Five units require comprehensive asbestos, mold, or biohazard remediation before occupancy

- Three units are undergoing structural or design upgrades to facilitate mandated tenant unit transfers
- Staff are prioritizing these units to ensure they are returned to safe, habitable condition and meet all compliance standards for future occupancy
- A voucher utilization study is ongoing
- Waitlist as of May 31st 1,719 for the voucher program; 1,671 for public housing and; 217 mainstream vouchers applicants

Regarding the waitlist data, Chair Greene asked that only unique applicants be included in the count and remove individuals on more than one list for the count.

D. Affordable Housing Update

Mr. Bourque provided the update for the month of May. He reviewed the affordable housing programs noting that applicant submissions were received for the Developer Assistance Program Notice of Funding Opportunity and an award recommendation is anticipated for the July 2026 meeting. Staff received training from Project Moxie; working on a soft second for one county employee; finalized two Affordable Housing Agreements for Uno Mas LLC and La Vida Estates; began updates and templates for Affordable Housing documents; and, participated in the City of Santa Fe-led Homelessness Summit Steering Committee. He reviewed his activities that have occurred through May 31st.

Ms. Benavidez said Nueva Acequias is back on track and will be going to the Finance Authority in July for bonds. Closing is scheduled for late August.

Commissioner Cacari Stone offered a “shout-out” to all those who participated in the Homelessness Summit.

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

7. **Matters from the Public**

Appearing virtually, Jennifer Zavon, program manager at Forth Mobility, a non-profit that works to electrify transportation. Forth members include over 100 organizations. She provided an update on the affordable mobility platform (AMP) in partnership with Santa Fe County Housing. AMP is funded by the US DOE to provide affordable car-sharing with electric vehicles in communities across eight states. Affordable housing sites serve as car share host sites to increase access to EVs and charging in communities that can benefit from these technologies. The fee is \$5 an hour or \$50 for the day. The program is ongoing at Camino de Jacobo and Valle Vista since October 2024. Since that time, there have been 12 drivers who used the program, 66 trips, 1,156 hours and 7,261 miles driven.

Ms. Zavon said Forth Mobility did not receive DOE funding during FY 26; however, another program sustained the program through January 2026 and then the County’s Sustainability program funded it through June 30th. The DOE approved this next fiscal year. She thanked County staff for their continued support.

Appearing virtually, Chris Mechels questioned the Chair discretion to allow Ms. Zavon to speak past the customary two-minute period. He advised the Board of their violations of OMA, rules of order, and County Resolution 2013-120 which calls for public input in regards to action items. Further, there are erroneous dates in Authority resolutions.

There were no other speakers and that concluded matters of public concern

4. **Concluding Business**
A. **Announcements**

Chair Greene thanked the recording secretary for her service.

5. **Matters from the County Attorney**

During the course of an open meeting, the Housing Authority Board may go into Executive Session at any time to discuss any item on the agenda that falls within the enumerated exceptions to the open meetings requirement of the Open Meetings Act, upon a motion stating the authority and reason for closure (with reasonable specificity) and approval by a majority vote of a Housing Authority Board quorum. NMSA 1978, §10-15-1(I). While the Housing Authority Board has a practice of listing on its agendas for its open meetings specific items to be discussed during for Executive Session, the Open Meeting Act does not require executive sessions be listed on the agenda at all or that executive sessions be listed on the agenda multiple times for multiple executive sessions to occur (so long as the subject to be discussed in executive session is on the agenda). If a closed meeting is called when the Housing Authority Board is not in an open meeting, the Board will provide public notice stating the specific provision of the law authorizing the closed meeting and stating with reasonable specificity the subject to be discussed.

A. **Executive Session. Limited Personnel Matters, as Allowed by Section 10-15-1(H)(2) NMSA 1978, Including: (1) Potential Breach of Contract Action Concerning Agreement No. 2019-0279-HA.**

Commissioner Johnson moved to enter executive session and adjourn. Commissioner Hughes seconded and the motion passed by unanimous roll call vote as follows:

Commissioner Bustamante	Aye
Commissioner Cacari Stone	Aye
Commissioner Hughes	Aye
Commissioner Johnson	Aye
Chair Greene	Aye

B. **Adjournment**

Upon motion by Commissioner Johnson and second from Commissioner Hughes, Chair Greene declared this meeting adjourned at 2:12 p.m.

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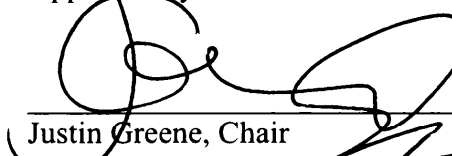
COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

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Hereby Certify That This Instrument Was Filed for
Record On The 29TH Day Of July, 2026 at 01:13:52 PM
and Was Duly Recorded as Instrument # 2088600
of The Records Of Santa Fe County

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

Approved by:


Justin Greene, Chair
Housing Authority Board

