

MINUTES OF THE
SANTA FE COUNTY
HOUSING AUTHORITY BOARD

October 29, 2024

Santa Fe, New Mexico

1. A. This regular meeting of the Santa Fe County Housing Authority was called to order by Chair Hank Hughes at approximately 1:00 p.m. on the above-cited date at the Santa Fe County Commission Chambers, 102 Grant Street, Santa Fe, New Mexico. The meeting was conducted as a hybrid with people participating in person and on line.

B. A quorum was present with the following members in attendance:

Members Present:

Commissioner Hank Hughes, Chair
Commissioner Camilla Bustamante
Commissioner Anna Hamilton
Commissioner Anna Hansen
Resident Member Cathy Hurtado

Member(s) Excused:

Commissioner Justin Greene

County Staff Present:

Denise Benavidez, Interim Housing Executive Director
Adrianna Velasquez, Deputy Housing Authority Director
Estrella Martinez, Housing Administrative Manager
Paul Olafson, Community Development Director
Jeff Young, County Attorney [via Webex]
Sarah Meadows, Affordable Housing Administrator

C. **Approval of Agenda**

Upon motion by Commissioner Hansen and second by Commissioner Hamilton, the agenda was unanimously [5-0] approved as published.

D. **Approval of Minutes: September 24, 2024**

Commissioner Hamilton moved to approve and Commissioners Bustamante and Hansen seconded. The motion passed by [5-0] voice vote.

SFC CLERK RECORDED 11/27/2024

2. **Consent Agenda** – There were no items on Consent.
3. **Miscellaneous Action Items**
 - A. **Resolution No. 2024-07-HB, a Resolution Authorizing the Dissolution of Nueva Acequia Developers, LLC and Authorizing the Executive Director of the Housing Authority to Execute all Documents Necessary to Accomplish the Dissolution**

Mr. Olafson said the resolution dissolves a previously created LLC for the Nueva Acequia project. The project has evolved and this instrument is not longer necessary to advance the project.

Commissioner Hansen moved to approve the resolution. Commissioner Hamilton seconded and the motion passed by unanimous [5-0] voice vote.

4. **Discussion/Information/Presentations**
 - A. **Executive Director's Monthly Report – October 2024**

Ms. Benavidez thanked Ms. Velasquez and Ms. Martinez for their tremendous support during this transition period. She provided the following updates:

- The Project Manager position has been reposted and an offer was extended to a current employee
- The Executive Director Position was posted and of the four applicants two were deemed strong and second interviews with senior management will occur soon
- HUD representatives will be onsite tomorrow and the Board will be updated on that next month
- The update of the 5-Year Capital Action Plan is complete and will come forward next month
- The Nueva Acequia Project is moving well. Meetings with the architect, the developer and Project Moxie are ongoing.
- The EV cars are being utilized and are a huge plus for the tenants

Commissioner Hansen said she was pleased that the Housing Authority had one of the EV cars at the plaza for the EV show.

B. Capital Fund Program Report – September 2024

Deputy Director Adrianna Velasquez reported on the following:

- Valle Vista Re-Roofing Project, the contract for J3 Systems has been executed and the work began last week
- Unit rehabilitation of 135 and 138 Camino de Quintana, Southwest Construction continues to work on the units and the four-month construction window is on target
- The contract for rehabilitation of 106 Camino de Roberto and 156 Camino de Quintana was awarded to Naru Construction. The contract amount is \$249,500.00
- Bathroom remodel for 104 Camino de Roberto has been completed

- A sewer line backup occurred at the Santa Cruz Boys and Girls Club on September 27, 2024. The Club was closed for two days due to this sewer line break. A Declaration of Emergency was approved by Purchasing on September 27, 2024. B&D Industries was the vendor to take the emergency call out and resolved the issue on Monday, September 30, 2024. Staff are awaiting a final invoice

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

Ms. Velasquez informed that for the month of September, there were no additional clients added to the ROSS program’s 59 participants. There were 73 resident contacts and a total of 68 referrals for service by the coordinator. One new client was added to the FSS program. There are currently 38 active participants in FSS. The coordinator made 11 resident contacts during the month and provided three referrals for service.

The FSS Coordinator completed an FSS escrow audit of the HCV program and Public Housing Programs.

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

Ms. Martinez reported on the following:

- The utilization rate for the HCV is at 96 percent. There are there are 19 households who have been issued vouchers and are searching for placement
- The Public Housing occupancy rate for the month of September increased to 98 percent
- There are four units under modernization status. The units are expected to be ready for rent within the next four months
- The waitlist for Public Housing is currently at 1,359, and the waitlist for HCV is currently at 1,967
- The month-to-month accounts receivable balance decreased from \$1,478 to \$425 for this month.

E. Affordable Housing Monthly Report

Ms. Benavidez introduced Sarah Meadows, the recently hired Affordable Housing Administrator. Ms. Meadows said she has been a resident of Santa Fe for 28 years and previously worked for CYFD as a director conducting quality assurance and data analytics. She said she has always been passionate about the housing situation and is happy to be contributing as part of the solution. Ms. Benavidez noted that Ms. Meadows is a recipient of an affordable home.

Ms. Benavidez reported that the meetings on inclusionary zoning have been reinitiated to make changes to the code and move more developments forward faster.

Development-wise, Cresta Ranch is moving forward and on schedule to close before the end of the year with development starting first quarter 2025. Dominion is also on target and hopes to

close second quarter 2025. Nueva Acequia is on track. There are 12 single-family developments in process. Five more families are scheduled to close on homes in Colibri.

There are 307 applications in the queue for the HREE program through the Neighborly software. Ms. Benavidez was confident that staff would work through the majority of the applications by next month.

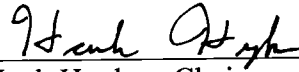
Last year, nine clients were assisted with down payments and 18 clients were assisted with soft seconds. She was confident the numbers would increase this year.

Ms. Benavidez said Cresta Ranch is all affordable and there are 240 units as well as Dominium that has 312. Nueva Acequia will have 158 units with a portion for seniors.

5. **Matters from the County Attorney** – None were offered.
6. **Matters from the Board** - None were presented.
7. **Matters from the Public** - None were presented.
8. **Concluding Business**
 - A. **Announcements**
 - B. **Adjournment**

Commissioner Hamilton moved to adjourn and Commissioner Bustamante seconded. This meeting was declared adjourned at approximately 1:30 p.m.

Approved by:



Hank Hughes, Chair
Housing Authority

Respectfully submitted by:

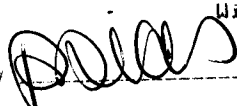
Karen Farrell, Wordswork



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 27TH Day Of November, 2024 at 02:37:58 PM
And Was Duly Recorded as Instrument # **2047746**
Of The Records Of Santa Fe County

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

DRAFT

SUBJECT TO APPROVAL

SFC CLERK RECORDED 11/27/2024