



GARFIELD COUNTY HOUSING AUTHORITY

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Garfield County Housing Authority

Regular Meeting – Glenwood Springs

February 26, 2020 – 12:30 p.m.



Monique Speakman, Chair, called the meeting to order at 12:15.

Roll Call: Commissioners Stephen Huber, Jack Palomino, Dave Roberts, and Linda Hansen were present. Staff present: ED Kate Gazunis. CFO Cheryl Strouse joined the meeting late.

Guests: Natalie Bowman, Rifle Housing Authority and Sheri Sanzone, Aspen Pitkin Employee Housing, Inc.

Minutes *¹

Minutes of the January 22, 2020 Regular Meeting were previously submitted to board for reading prior to meeting. Commissioner Huber moved, and Commissioner Roberts seconded the motion to accept the minutes of the regular January 2020 meeting. Motion passed unanimously.

Minutes of the January 22, 2020 Annual Meeting and Annual Goals were previously submitted to board for reading prior to meeting. Commissioner Roberts moved, and Commissioner Palomino seconded the motion to accept the minutes of the annual 2020 meeting. Motion passed unanimously.

Financial Reports *

- a. * **Financials:** January 2020 financial statements were previously submitted to board for reading prior to meeting, with notes from CFO Strouse. Following discussion, Commissioner Roberts moved, and Commissioner Palomino seconded the motion to adopt the month-end January financials, subject to audit. Motion passed unanimously.
- b. ***Accounts Payable 1/18/2020-2/20/2020.** Checks paid for the prior period were emailed to the Board in advance of the meeting for review. After discussion and questions regarding the ledger, Commissioner Roberts moved, and Commissioner Palomino seconded the motion to approve the checks paid, subject to audit. Motion passed unanimously.
- c. **Two-year Forecasting:** The two-year forecasting tool reflects a 75% success rate, 15% turnover rate, and an anticipated \$643 PUC. The forecast indicates 101.3% utilization of vouchers for 2020 year-end and 102.1% of funding. These numbers will be managed to prevent over leasing throughout the coming months.

Unfinished Business

- a. **Maxfield Heights PBV:** Natalie Bowman, Executive Director of the Rifle Housing Authority provided an update on the status of the 50-unit senior LIHTC project adjacent to their existing senior property in Rifle. They are planning to close on their financing in March and hoping to break ground on the project in April. GCHA is planning to place eight Project Based Vouchers at the property upon verification of compliance with all HUD regulations.
- b. ***Red Hill Lofts PBV:** Sheri Sanzone, Executive Director of Aspen Pitkin Employee Housing, Inc. provided an update on the status of the 30-unit multi-family LIHTC project near the transportation center in Carbondale. GCHA is planning to place 12 Project Based Vouchers at the property upon verification of compliance with all HUD regulations. Sanzone presented a Draft Term Sheet of the proposed LLLP between APEHI and the Authority and asked the Board to sponsor a grant application to GCFMLD for construction. *Commissioner Huber moved, and

¹ Starred items indicate agenda items requiring Board action.

Commissioner Roberts seconded the motion to approve a resolution to sponsor the application to the leasing district for a grant to the Lofts. The motion passed unanimously.

- c. **Valley Senior Housing:** Commissioner Palomino updated the Board on the progress of the renovation of unit 104. The first step will be to demo sections of the unit that need alteration and contractor has been selected to do that work. After that step, both electricians and plumbers will be hired to provide bids on the cost of those needed alterations.
- d. **Executive Director's Report:** The written report included a brief update on payment standards for the proposed LIHTC PBVs, a report on the administrative requirements for the renovations at VSH; the status of the Foster Youth to Independence and the VASH vouchers. There is STILL no word on MTW yet. No topics in the written update required Board action.

New Business

- a. **2019 Audit Draft:** Director Gazunis provided written copies of the draft audit for the Board to review prior to the presentation of the final audit at the March regular board meeting.
- b. **Executive Director's Report:** The written report included a report on the administrative changes to the voucher program as a result of HOTMA rulings (new policies and regulations); the new phone system that was purchased after months of hacking had disrupted the old system; and, the purchase of a new copier contract which will be a cost savings. No topics in the written update required Board action.

Adjourn: Commissioner Huber moved, and Commissioner Roberts seconded the motion to adjourn the regular meeting at 1:45pm. Motion passed unanimously.

ATTEST:



Monique Speakman, Chair

APPROVE:



Katherine Gazunis, Secretary