



GARFIELD COUNTY HOUSING AUTHORITY

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Garfield County Housing Authority Regular Meeting – Teleconference February 23, 2022 -- Minutes

1. Call to order, Roll Call, Introduction of Guests:

Monique Speakman, Board Chair, called the meeting to order at 12:02 p.m. via Zoom.

Roll Call: Commissioners Dave Roberts, Linda Hansen, Jack Palomino, and Stephen Huber, were present.

Staff present: Executive Director Cheryl Strouse

2. Minutes *

Minutes of the January 26, 2022, Zoom (regular) meeting were previously submitted to the board for reading prior to the meeting. Commissioner Palomino moved, and Commissioner Roberts seconded the motion to accept the minutes of the regular January 2022 meeting minutes. Motion passed unanimously.

3. Financial Reports

- a. * **Financials Statements.** Executive Director Strouse indicated that year end financials are not clean. Executive Director Strouse has indicated that she will have them ready for review by the March meeting.
- b. * **Accounts Payable: 1/20/2022 – 2/20/2022.** Checks paid for the prior period were emailed to the Board in advance of the meeting for review. After discussion and review of the ledger, Commissioner Palomino moved, and Commissioner Hansen seconded the motion to approve February Accounts Payable. Motion passed unanimously.
- c. **Two-year Forecasting:** Executive Director Strouse presented a two-year forecast based on realistic projections of the PUC changes. The agency has continued to drop in vouchers filled. Executive Director and Commissioner Roberts will be meeting with HUD on March 3rd to get an update on HUD's position and considerations regarding the housing authority's unique situation of having no rental stock.

4. Unfinished Business

- a) **Valley Senior Housing:** Commissioner Palomino and Executive Director Strouse updated the Board on the progress with Phase I and Phase II of the construction at Valley Senior Housing and rehab of Unit #104. They have discovered that there are issues with the electrical contractor – no permit pulled and he cannot do so as he is not a “Master” as required by Colorado. Also, there are possible issues with the stucco work that has been performed so far. Commissioner Palomino and Executive Director Strouse are working to get additional bids and permits for continued work.
- b) **Additional Board Member:** Commissioner Hansen brought to the Board's attention that before the Board would be able to approve Danell Kelly's request to become a member of the Board, first a new seat must be created. Commissioner Palomino moved, and Commissioner Roberts seconded a motion to table the vote to add an additional Board seat until the April March Board meeting. The motion passed unanimously.

- c) **Yardi:** Executive Director Strouse reported that the new Yardi Breeze platform may not be all it seemed to be. Commissioner Roberts expressed concerns that Yardi may be the next acquisition in MRI's line of acquisitions. Commissioner Palomino proved a web link that confirmed that "Breeze" is new and still has issues. After discussion, the Board decided to remain with TenMast as the 2022 support invoice had already been paid.
- d) **Executive Director's Report:** The February Executive Directors Report was previously submitted to the Board for reading prior to the meeting.

5. **New Business**

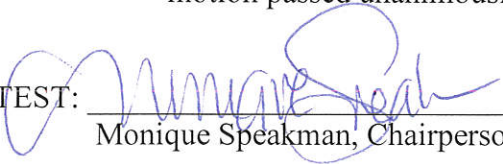
- a) **Valley Senior Housing:** Based on a spreadsheet prepared by Commissioner Roberts regarding funding and spending for the Valley Senior Housing remodel, Commissioner Roberts made a motion to move \$122,901.00 from the agency's money market account to the Valley Senior Housing operation account as a short-term loan in advance of constructions costs to be returned to the agency with Federal Mineral Leasing Districts funds once construction is completed in 2022. Commissioner Hansen seconded the motion. Commissioner Palomino abstained from the vote as the General contractor of the remodel. The motion passed unanimously.
- b) **2022 Utility Allowances:** Commissioner Hansen moved, and Commissioner Roberts seconded a motion to approve the 2022 Utility Allowance. The motion passed unanimously.
- c) **2022 Admin Budget:** Commissioner Hansen moved, and Commissioner Huber seconded a motion to approve the 2022 revised Admin Budget with changes for additional staffing. The motion passed unanimously.
- d) **Greater Roaring Fork Housing Coalition:** Executive Director Strouse updated the Board a request for \$10K in start-up fees for the Coalition, to expiate the setting up of a non- profit with a focus on obtaining 242 government funding for affordable housing. After discussion, the Board decided to table the issue until the Board of County Commissioners voted on the request in March.
- e) **Executive Director Review:** Based on Executive Director Strouse's review from the Board, Commissioner Hansen moved, and Commissioner Huber seconded a motion to retroactively raise Executive Director Strouse from a Step 1 to a Step 4 pay schedule.
- f) **Executive Session:** Commissioner Hansen moved, and Commissioner Huber seconded a motion to move to Executive Session to review personal issues. The motion passed unanimously.
- g) **Executive Session:** Commissioner Hansen moved, and Commissioner Roberts seconded a motion to adjourn from Executive Session. The motion passed unanimously.

6. **Other**

- a) **Next Regular meeting:** March 23, 2022

7. **Adjourn:** Commissioner Hansen moved, and Commissioner Huber seconded a motion to adjourn. The motion passed unanimously.

ATTEST:



Monique Speakman, Chairperson

APPROVE:



Cheryl Strouse, Executive Director