

GARFIELD COUNTY HOUSING AUTHORITY

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Garfield County Housing Authority

Regular Meeting – Teleconference

October 26, 2022 -- Minutes



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

Monique Speakman, Board Chair, called the meeting to order at 12:07 p.m. via Zoom.

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

Staff present: Executive Director Cheryl Strouse

Guest: John Starr – Colorado Maintenance Group

2. Minutes *

Minutes of the September 28, 2022, Zoom (regular) meeting were previously submitted to the Board for reading prior to the meeting. The minutes were tabled until the November meeting to account for changes made after the minutes were submitted.

3. Financial Reports

- a. *** Financials Statements.** Financial statements for June through September were submitted to the Board for review prior to the meeting. Commissioner Roberts moved, and Commissioner Hansen seconded to approve the June and July financials. The motion passed unanimously. The August and September financials were tabled until Executive Director could research the payment to Santa Fe Stucco.
- b. ***Accounts Payable: 9/26/2022 thru 10/22/2022.** Accounts Payable were previously submitted to the Board for reading prior to the meeting. Commissioner Roberts moved, and Commissioner Hansen seconded the motion to approve 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 but has continued to lease up those we have lost.
- d. **Rental Housing Assistance:** Executive Director Strouse presented the Board with an update spreadsheet for all voucher types and Division of Housing numbers to support the Two-year forecasting.

4. Unfinished Business

- a) **Valley Senior Housing:** John Starr owner, of Colorado Maintenance Group attended the meeting to update the Board on the progress of the siding project at Valley Senior Housing. Building A wainscoting and roofing repairs are complete. Stucco is complete except for final cleanup. Building B wainscoting and roofing repairs are complete, and stucco is scheduled to begin next week. Building C wainscoting and roof repair is scheduled to begin next week. John also reported that there should not be any more change orders as the building inspector is happy with the changes and progress made so far.

- b) **GCFMLD Meeting:** Executive Director Strouse reported that she would be attending the November 9th meeting to give the FMLD Board an update on the progress at Valley Senior Housing construction project.
- c) **Executive Director's Report:** The October Executive Directors Report was previously submitted to the Board for reading prior to the meeting. Commissioner Hansen commented on the report that homeowners of the deed restricted units at IronBridge Development had requested that Executive Director Strouse send a strongly worded email to the HOA and management company to comply with the homeowners demands. Commissioner Hansen stated that the request was outside of the Housing Authorities duties. Executive director Strouse informed the Board she had attended the BOCC meeting at the County Commissioners request on the IronBridge matter and that the BOCC was of the same opinion as the GCHA Board.
- d) **Cross Training:** Executive Director resubmitted an update to her cross-training schedule to the Board with an explanation on what items will no longer be on Executive Director Strouse's to do list.
- e) **Auditor Response:** Executive Director Strouse reported to the Board that she had received a letter from the State with a deadline regarding the 2021 Single Audit which had not been completed. Executive Director Strouse had submitted all information to the GCHA auditor; however, had not heard back when that audit would be ready. It was also noted that the current auditor had failed to notify the GCHA that he had NOT received an extension of the original deadline. The Board instructed Executive Director Strouse to contact Blair & Associates immediately to get the audit completed and issued to the State by the required deadline.

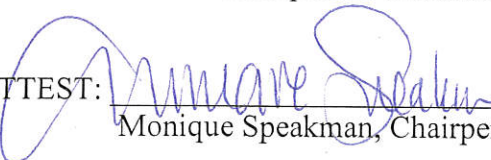
5. **New Business**

- a) **ADMIN Plan:** Approval of the 2021 Admin Plan was tabled in order for Executive Director Strouse to contact Nan McKay regarding any significant changes required prior to year 2022.
- b) **Developers:** Approval of Letters of Request for PVB vouchers and Special Limited Partnership from developers Headwaters and Evergreen were previously submitted to the Board. The Board accepted both requests (8 PBV units and additional HCV units for Headwaters – 14 PBV units for Evergreen); however, GCHA will only authorize approval of units based on Developers' acquisition of funding and acceptable final proposed Special Limited Partnership contracts.

6. **Other**

- a) **Next Regular meeting:** November 16, 2022

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

ATTEST: 
Monique Speakman, Chairperson

APPROVE: 
Cheryl Strouse, Executive Director