

## GARFIELD COUNTY HOUSING AUTHORITY

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### Garfield County Housing Authority Regular Meeting – Teleconference February 22, 2023 -- Minutes

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

Monique Speakman, Board Chair, called the meeting to order at 12:09 p.m. via Zoom.

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

Staff present: Executive Director Cheryl Strouse

Guest:

#### 2. Minutes \*

- a. Minutes of the December 7, 2022, Zoom (regular) meeting were previously submitted to the Board for reading prior to the meeting. Commissioner Roberts moved, and Commissioner Palomino seconded the motion to approval of the December 7<sup>th</sup> minutes. The motion passed unanimously. The minutes of the January 25, 2023, Zoom (regular) meeting were previously submitted to the Board for reading prior to the meeting. Commissioner Roberts moved, and Commissioner Huber seconded the motion to approval of the January 25<sup>th</sup> minutes. The motion passed unanimously.

#### 3. Financial Reports

- b. **\* Financials Statements.** Financial statements for January 2023 were submitted to the Board for review prior to the meeting. Commissioner Roberts moved, and Commissioner Huber seconded to approve the January financials. The motion passed unanimously.
- c. **\*Accounts Payable: 1/21/2023 thru 2/20/2023.** Accounts Payable were previously submitted to the Board for reading prior to the meeting. Commissioner Roberts moved, and Commissioner Palomino seconded the motion to approve accounts payable. Motion passed unanimously.
- d. **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. The staff have leased up all the Emergency Housing Vouchers, and all but nine of the Mainstream Vouchers.
- e. **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:** Executive Director Strouse reported to the Board that the final billing for the siding project (Grant #1) would be completed and submitted no later than February 28, 2023. Executive Director Strouse would make out the final payments and have the lien release signed. In addition, Executive Director Strouse reported that the Electrical Inspector had viewed Unit #104 and approved all of the work completed by both Matt Wouton and Aways On Electric, and that internal construction could begin.

- b) **GCFMLD Meeting:** Executive Director Strouse reported that she would be attending the March 8<sup>th</sup> meeting to give the FMLD Board an update on the progress at Valley Senior Housing construction project. The FMLD Board has stated that the Grant #1(Phase #1) project be needs to be completed by the March 8<sup>th</sup> Board meeting. In addition, The FMLD Board has extended the completed of Grant #2 (Phase #2) – Unit #104 kitchen and bedroom be completed no later than May 31, 2023.
- c) **Next Insurance:** After a lengthy discussion and careful consideration, the Board made the decision not to continue to pursue Next Insurance to recoup some of the loss incurred to the agency due to the mismanagement of construction by High Country Construction. Due to the high cost of legal action and the high probability that High Country Construction did not have insurance until after they had already completed faulty work as of September 2021, when the Town of Parachute request their construction license and insurance certification. Additionally, High Country had most likely let their insurance lapse by the time they did concrete work in January of 2022. Commissioner Huber moved, and Commissioner Roberts seconded the motion to discontinue legal action against Next Insurance. The motion passed with “yea” from Commissioner Roberts, Commissioner Huber, and Chairperson Speakman, as Commissioner Palomino abstained.
- d) **Utility Allowances:** The 2023 Utility Allowances were submitted to the Board for reading prior to the meeting. Commissioner Huber moved, and Commissioner Roberts seconded to approve the 2023 utility allowances. The motion passed unanimously.
- e) **Executive Director’s Report:** The February Executive Directors Report was previously submitted to the Board for reading prior to the meeting. No questions were posed by the Board.
- f) **Audit:** The Board requested that Executive Director Strouse contact Blair and Associates by February 27<sup>th</sup>, to make sure that the 2022 unaudited audit be entered on time (no later than March 1, 2023).
- g) **VSC Lease Renewal:** Executive Director Strouse updated the Board on her conversation with Fred Jarman, Garfield County Manager, regarding the upcoming lease expiration of Valley Senior Center to the Valley Senior Center, LLC. Mr. Jarman was going to research the property and get back the Executive Director Strouse on his findings. Commissioner Roberts requested that Executive Director Strouse research the existing lease to determine if a lease was required, and report to the Board as soon as possible. Commissioner Roberts also requested that Executive Director Strouse determine what the Housing Authority costs dedicated to the Center since her hire date prior to going to the County Commissioners for a work study.

## 5. New Business

- a) **End of PHEL & HFWA** Executive Director Strouse updated the Board on Executive decision to rescind the federal PHEL COVID 19 directive effective May of 2023. In addition, the Colorado HFWA law for 49 hours of sick time for employees will remain in effect until such time that the Colorado Governor decides otherwise. Executive Director requested Board input on staff’s request to continue “work form home”. The Board directed Executive Director to make requests a management decision, not a Board decision.
- b) **Nelrod Conference:** Executive Director Strouse reported to the Baord that the staff would not be attending the Nelrod Convention in Las Vegas this year as there was nothing on the agenda that would be of use to the Housing Authority this year.
- c) **2023 VSH Budget:** Executive Director Strouse reported to the Board that the Valley Senior Housing budget for 2023 would remain the same as 2022’s budget and requested Board approval.

Commissioner Huber moved, and Commissioner Roberts seconded a motion to approval the Valley Senior Housing 2023 Budget. The motion passed unanimously.

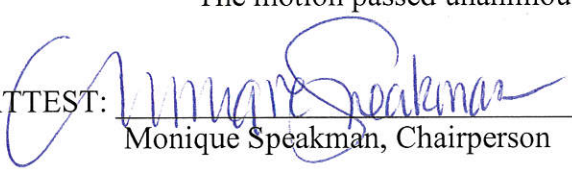
- d) **CEBT Refund:** Executive Director Strouse reported to the Board that the agency would once again this year receive a refund from CEBT – an amount ~\$ 3,955.00
- e) **VSC Lease Renewal:** Executive Director Strouse updated the Board on the renewal of the Valley Senior Center lease renewal that is scheduled for March 30, 2023. After discussion, the Board requested that Executive Director Strouse contact the Garfield County Manager, Fred Jarman, to inquire if the County Commissioners would have input for the Housing Authority on possible changes to a new lease.
- f) **HUD Inflation Factor:** Executive Director Strouse informed the Board that HUD had assigned an inflation factor to HAP payments of 7.5% , which would increase the amount of funding for landlord payments in 2023. With the agency allowing a 120% of AMI for rental payments across the board, this would assist the Housing Authority in paying higher rents and assist in bringing down to HUD held reserves.
- g) **New Hire:** Executive Director Strouse informed the Board that she had hired a new staff member to take over the intake specialist position, Shantelle Ouiroz, in order to begin training Yolanda Martinez in the account position at the agency.
- h) **GCHA Deed Restrictions:** Executive Director Strouse informed the Board that she had been contacted by John Kuersten regarding the possibility of having the Housing Authority create a deed restriction for homes that his company will be developing. The Board requested that Executive Director Strouse invite Mr. Kuersten to the March Board meeting to expand on his vision for the involvement in his developments.

6. **Other**


- a) **Next Regular meeting:** March 22, 2023

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

ATTEST:

  
Monique Speakman, Chairperson

APPROVE:

  
Cheryl Strouse, Secretary