



GARFIELD COUNTY HOUSING AUTHORITY

1430 F Railroad Avenue

Rifle, CO 81650

Phone (970) 625-3589 or (888) 627-3589

Fax (970) 625-0859

Garfield County Housing Authority

Regular Meeting – Teleconference

October 25, 2023 -- Minutes



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

Jack Palamino, Board Vice-Chair, called the meeting to order at 12:05 p.m. via Zoom.

Roll Call: Commissioners Dave Roberts, Stephen Huber, Linda Hansen and Chair Monique Speakman in attendance.

Staff present: Executive Director Cheryl Strouse

Guest(s): Mary Watson & John Seybold

Presentation: Mary Watson & John Seybold requested an audience with the Board of Commissioners regarding the two empty lots that Garfield County Housing Authority own at Valley Senior Housing. Ms. Watson and Mr. Seybold are interested in possibly developing for sale affordable housing units on the site. After discussion, the Board requested that Ms. Watson and Mr. Seybold return at a future date to present to the Board a more comprehensive detail on their proposal for the property.

2. Minutes *

- a. Minutes of the September 28, 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 September 28th minutes. The motion passed unanimously.

3. Financial Reports

- b. *** Financials Statements.** September financial statements were previously submitted to the Board for review prior to the meeting. Commissioner Roberts moved, and Commissioner Speakman seconded the motion to approval of the September financials subject to audit. The motion passed unanimously.
- c. ***Accounts Payable: 9/23/2023 thru 10/20/2023.** 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.
- d. **Two-year Forecasting:** Executive Director Strouse presented a two-year forecast based on current Voucher Management System results. The Agency currently has 34 unfilled vouchers and is at 92% of units' months leased. Housing Assistance payments are at 101% of funding which is helping to bring down the HUD held excess reserve that will be recaptured if not used. The agency currently has 52 vouchers on the street; however, applicants are continuing to find it very difficult to find places to live in Garfield County.,
- e. **Rental Housing Assistance:** Executive Director Strouse presented the Board with an update spreadsheet for all voucher types and numbers to support the Two-year forecasting. The agency is leased up all but one Emergency Housing Vouchers, all but three Mainstream vouchers. There are seven VASH vouchers to be filled.

4. Unfinished Business

- a) **Valley Senior Housing:** Executive Director Strouse reported to the Board on progress with the VSH ADA unit (#104). Flooring and bathroom tiles are complete. Kitchen cabinets are in; however, we are still waiting on countertops. All appliances have been purchased but are not yet installed due to the lack of countertops. The sinks and toilet need to be purchased. The project is about 85% complete and should be done prior to the required FMLD December 31st deadline.
- b) **Audit:** The 2022 annual audit was completed and submitted to HUD, only to be rejected. Blair and Associates have addressed the issues that HUD identified. The annual audit has been resubmitted; however, no response from HUD as of today's meeting.
- c) **2024 Auditor RFP:** Executive Director Strouse requested that the Board of Commissioners approve the issuance of an RFP for auditing services for 2023 through 2025 annual single audits. Commissioner Roberts moved to approve, and Commissioner Hansen seconded the motion for Executive Director to issue a Request for Proposal for auditing services. Motion passed unanimously.
- d) **Valley Senior:** Commissioner Roberts requested that the Board revisit the Valley Senior Center property conversation. It has already been determined that the VCH property is free and clear. There are currently no comps that can be compared to commercial property. After discussion, Executive Director Strouse will contact the Town of Parachute to see what parcel that the Housing Authority's solar field sits on. Additionally, Commissioner Hansen offered to contact Mr. Jack Pretti to see if there is a possibility of getting a market analysis on the commercial property.
- e) **Extremely-low income:** Executive Director Strouse reported to the Board that the agency's HUD requirement for extremely-low income annual lease up rate rose from 69% to 74% as of September.
- f) **Executive Director's Report:** The October Executive Directors Report was previously submitted to the Board for reading prior to the meeting. No questions were posed by the Board,

5. New Business

- a) **HUD 2022 Admin:** Executive Director Strouse previously submitted to the Board changes to the 2022 Administrative Plan for approval (2023 Changes have not yet been posted to the agency). Commissioner Roberts moved to approve, and Commissioner Huber seconded the motion to approve the 2022 Admin Plan changes. Motion passed unanimously.
- b)
- c) **COC MOU:** Executive Director Strouse requested that the Board approve a Memorandum of Understanding between the local Community of Care association (Catholic Charities) to assist in a continued working relationship to work together to house disabled and homeless families. Commissioner Robert moved to approve, and Commissioner Hansen seconded the motion to enter into a MOU with the local COC. Motion passed unanimously.
- d) **2024 120% FRM's:** Executive Director Strouse requested that the Board approve an application to HUD to extend the 2023 waiver to increase the Fair Market Rents to 120% of the HUD posted FMR rates. Commissioner Roberts moved to approve, and Commissioner Speakman seconded the motion for Executive Director to apply to HUD to renew the 2023 120% of HUD FMR for 2024. Motion passed unanimously.
- e) **Extremely-low Income Qualifications:** Executive Director Strouse informed the Board the Agency is currently only at 69% of HUD regulations for newly leased extremely-low income families. Commissioner Huber moved, and Commissioner Roberts seconded a motion to utilize "income targeting" per HUD guidelines. Motion passed unanimously.

- f) **Inspector:** Executive Director informed the Board that the agency's inspector had submitted her registration. Possible solutions for the open position included advertising for an inspector and hiring a third-party inspection company. Executive Director Strouse will investigate options and update the Board as options present themselves.
- g) **Budget Review:** The draft 2024 agency Budget was previously submitted to the Board for review prior to the meeting. After discussion, Commissioner Roberts moved to approve, and Commissioner Huber seconded the motion to approve the 2024 agency Budget as submitted. Motion passed unanimously.

6. **Other**


- a) **Down Payment Assistance:** Executive Director Strouse informed the Board that she had received an email from Impact Development regarding possible changes that needed to be made to the agency's DPA guidelines because of changes to Fannie May/Freddie Mac guidelines on down payment assistance. Commissioner Hansen moved, and Commissioner Huber seconded a motion to table a decision on the change of guidelines until the Board had the opportunity to review the information sent to the agency from Impact Development.
- b) **Next Regular meeting:** January 24, 2024

7. **Adjourn:** Commissioner Huber moved, and Commissioner Roberts seconded a motion to adjourn. The motion passed unanimously. Conclusion at 2:52 pm. .

ATTEST:


Monique Speakman, Chairperson

APPROVE:


Cheryl Strouse, Secretary