

## 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

November 15, 2023 -- Minutes



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

Jack Palamino, Board Vice-Chair, called the meeting to order at 12:02 p.m. via Zoom.

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

**Staff present:** Executive Director Cheryl Strouse

**Guest(s):** None

### 2. Minutes \*

- a. Minutes of the October 26, 2023, Zoom (regular) meeting were previously submitted to the Board for reading prior to the meeting. Commissioner Huber moved, and Commissioner Hansen seconded the motion to approval of the October 26th minutes. The motion passed unanimously.

### 3. Financial Reports

- b. **\* Financials Statements.** October Admin/Voucher financial statements were previously submitted to the Board for review prior to the meeting. Commissioner Palomino moved, and Commissioner Huber seconded the motion to approval of the October financials subject to audit. The motion passed unanimously. October Valley Senior Housing financial statements were previously submitted to the Board for review prior to the meeting. Commissioner Palomino moved, and Commissioner Huber seconded the motion to approval of the October financials subject to audit. The motion passed unanimously.
- c. **\*Accounts Payable: 10/21/2023 thru 11/13/2023.** Accounts Payable were previously submitted to the Board for reading prior to the meeting. Commissioner Palomino moved, and Commissioner Huber 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 95% of units' months leased. Housing Assistance payments are at 97.9% of funding which is helping to bring down the HUD held excess reserve that will be recaptured if not used. The agency currently has 44 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 one Mainstream vouchers. There are eight 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, which will not be available until after Thanksgiving. All appliances have been purchased but are not yet installed due to the lack of countertops. The

sinks and toilet have been purchased. The project is about 85% complete and should be done prior to the required FMLD December 31<sup>st</sup> deadline.

- b) **2024 Auditor RFP:** Executive Director Strouse reported that the 2024 Auditor RFP had been issued; however, no responses at this time. Deadline for responses is November 30, 2023.
- c) **Valley Senior Center:** Specific discussion regarding the Valley Senior Center included the inability to get comps. Commissioners Hansen will contact Kyle Knot regarding getting a market analysis. Executive Director Strouse will contact the Town of Parachute regarding the steps that would need to be taken to subdivide the VSC parcel from the Solar Field. Discussion on the renewal of the Valley Senior Center lease was suspended allowing input from Commissioner Roberts who could not attend the November Board meeting.
- d) **DPA New Terms:** Commissioner Huber moved, and Commissioner Hansen seconded the motion table a decision on revising the Down Payment Assistance guidelines until Commissioner Roberts had an opportunity to review the DPA changes. Motion passed unanimously.
- e) **2024 Budget:** Executive Director approached the Board regarding making changes to the 2024 Budget due to known changes to budget items. After discussion, it was decided to leave the 2024 Budget to stand.
- f) **Executive Director's Report:** The November 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

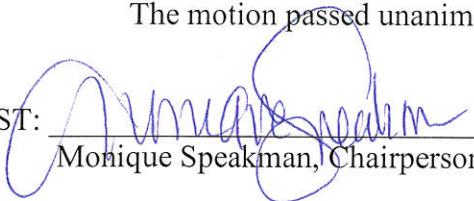
- a) **VSH 2024 Budget:** Executive Director Strouse previously submitted to the Board the 2024 Valley Senior Housing Budget for approval. Commissioner Hansen moved, and Commissioner Palomino seconded the motion to approve the 2024 Valley Senior Housing Budget. Motion passed unanimously.
- b) **Letter of Permission:** Executive Director Strouse brought to the Board a request from Mary Watson for a Letter of Permission to be presented to the Town of Parachute to re-zone the vacant lots that the Housing Authority owns at the Valley Senior Housing Complex for possible future development of those vacant lots. Commissioner Hansen moved, and Commissioner Palomino seconded to deny providing a Letter of Permission to Mary Watson at this time. Motion passed unanimously.
- c) **2024 Staff Bonuses:** Commissioner Hansen moved, and Commissioner Huber seconded a motion to approve 2023 staff Bonuses in the amounts of \$1,000 for staff, and \$1,500 for Executive Director Strouse.
- d) **Renewal of Board Term – Monique Speakman:** Commissioner Huber moved, and Commissioner Hansen seconded a motion to accept Commissioner Speakman's desire to remain on the Board for the next five (5) years. Motion included renewal of Commissioner Speakman as Board Chair and Commissioner Palomino as Vice-Chair for the 2024 year. Motion passed unanimously.
- e) **Christmas Luncheon:** Executive Director Strouse invited the Board to attend the annual Christmas Luncheon to be held that the Miners Claim in Silt on December 14<sup>th</sup>.

## 6. Other

- a) **Next Regular meeting:** January 24, 2024

7. **Adjourn:** Commissioner Palomino moved, and Commissioner Hansen seconded a motion to adjourn.  
The motion passed unanimously. Conclusion at 1:51 pm. .

ATTEST:

  
\_\_\_\_\_  
Monique Speakman, Chairperson

APPROVE:

  
\_\_\_\_\_  
Cheryl Strouse, Secretary