

## GARFIELD COUNTY HOUSING AUTHORITY

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### Garfield County Housing Authority Regular Meeting – Teleconference January 31, 2024 -- Minutes

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

**Call to Order:** Jack Palamino, Board Vice-Chair, called the meeting to order at 12:03 p.m. via Zoom.

**Roll Call:** Commissioners Dave Roberts, Stephen Huber, and Linda Hansen were in attendance. Chair Moniques Speakman was unable to attend.

**Staff present:** Executive Director Cheryl Strouse

**Guest(s):** None

#### 2. Minutes \*

- a. Minutes of the November 15, 2023, Zoom (regular) meeting were previously submitted to the Board for reading prior to the meeting. Commissioner Hansen moved, and Commissioner Huber seconded the motion to approve of the November 15<sup>th</sup> minutes. The motion passed unanimously.

#### 3. Financial Reports

- b. **\* Financial Statements.** November and December Admin/Voucher and Valley Senior Housing financial statements were previously submitted to the Board for review prior to the meeting. Commissioner Roberts moved, and Commissioner Hansen seconded the motion for approval of the November and December 2023 financials subject to audit. The motion passed unanimously.
- c. **\*Accounts Payable: 11/14/2023 thru 1/19/2024.** 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 was able to meet the 98% lease up requirement to obtain High Performer standard for 2023. Additionally, the agency was able to spend down HUD reserve funds because of receiving a 2023 Payment Standard increase to 120% of HUD posted Fair Market rents.
- 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 has leased up all but one Emergency Housing Vouchers and all but one Mainstream voucher. There are seven VASH vouchers to be filled.

#### 4. Unfinished Business

- a) **Valley Senior Housing:** Executive Director Strouse reported to the Board that she had submitted final completion documentation for Unit #104 to the Garfield County Federal Mineral Leasing District and requested payment of the Mini Grant. As of this time she has not received confirmation of the payment decision. Executive Director Strouse also submitted to the Board bids

for replacement of unit patio fencing and concrete ramping for Unit #104 (ADA unit). The Board requested that the bids be updated to reflect more exact material information.

- b) **2023 Auditor:** Executive Director Strouse reported that the 2022 audit had finally been approved by HUD at the end of December.
- c) **Valley Senior Center:** Executive Director Strouse replayed a discussion with the Garfield County Commissioners and the Town Management of Parachute that indicated that the Valley Senior Center, LLC could pay the Housing Authority more than a \$1 monthly rent. Discussion centered on getting an idea of what the center property would be worth, and a survey of the parcel that the center is on for purposes of relining the boundary lines. Commissioner Hansen volunteered to follow up. All additional discussion was tabled until more information was available and possibly until the Annual meeting in March.
- d) **DPA New Terms:** New guideline for Down Payment assistance was once again tabled until Commissioner Roberts had an opportunity to review the email information from Impact development and bring discussion back to the Board at the February Board meeting.
- e) **Executive Director's Report:** The December Executive Directors Report(s) was previously submitted to the Board for reading prior to the meeting. No questions were posed by the Board,

## 5. New Business

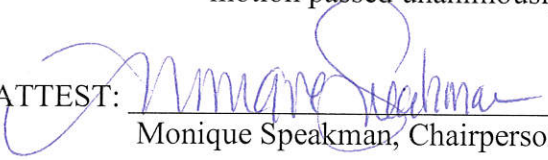
- a) **2023 Audit:** Executive Director Strouse reported that the agency's new audit firm Hawkins/Ash would be in the agency's office February 20th through February 22<sup>nd</sup> to perform the 2023 single audit.
- b) **Glenwood Meadows renewal of PBV contract:** Commissioner Roberts moved, and Commissioner Hansen seconded the motion to approve a renewal of the Project-Based HAP contract with Glenwood Meadows Apartment 1 for an additional ten (10) years. The motion passed unanimously.
- c) **VSH 2024 Budget:** Executive Director Strouse consulted with the Board on whether to adjust the 2024 budget to reflect the increase in audit expenses from 2023 to 2024. After discussion, the Board chose to keep the budget as approved in 2023.
- d) **Scanning:** Executive Director Strouse informed the Board that the price of third-party scanning of Agency documents was to increase over 100% for 2024, as there are no companies on the western slope that support this type of business. After discussion, the decision was made to rent storage to accommodate the large number of files.
- e) **Silt Veteran Housing:** Executive Director Strouse updated the Board on information provided in her December Director's report regarding a possible Project-Based VASH housing project slated for development in Silt, Colorado. The Garfield County Commissioners have requested that the Housing Authority take the lead on applying for a Community Grant for the Garfield County Federal Mineral Leasing District. Following discussion, the Board directed Executive Director Strouse to go forward with the County's Commissioners request. Executive Director Strouse will work with the Town of Silt, the Western Slope Veterans Coalition, and Kursten Construction (General), and will keep the Board apprised of any developments.
- f) **Developers:** Executive Director Strouse informed the Board that the developer/owner of the Benedict project, a senior project in Glenwood Springs, would be addressing the Board at the February meeting with a request to receive seven (7) project-based vouchers for their development. All required documentation for the development was forwarded to the Board in the January Board packet.

- g) **Annual Meeting:** Commissioner Roberts moved, and Commissioner Huber seconded the motion to hold the March regular meeting and the 2024 Annual meeting in person instead of via Zoom. The motion passed unanimously.

6. **Other**

- a) **Next Regular meeting:** February 28, 2024

7. **Adjourn:** Commissioner Huber moved, and Commissioner Hansen seconded a motion to adjourn. The motion passed unanimously. Conclusion at 2:42 pm.

ATTEST:   
Monique Speakman, Chairperson

APPROVE:   
Cheryl Strouse, Secretary