

## GARFIELD COUNTY HOUSING AUTHORITY

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### Regular Monthly Board Meeting

Glenwood Springs office  
June 26, 2019 - 12:00 pm

- 1) Call to Order: Monique Speakman, Chairperson, called the meeting to order at 12:25 pm. Roll Call: Commissioners, Dave Roberts, Steven Huber, and Jack Palomino were present. Staff present: CFO Cheryl Strouse
- 2) Minutes: Minutes of the May 22, 2019, Regular Meeting were previously submitted to board for reading prior to meeting. \*Commissioner Palomino moved, and Commissioner Huber seconded the motion to adopt the minutes. Motion passed unanimously.
- 3) Financial Reports:
  - a) May 2019 financial statements were previously submitted to board for reading prior to meeting, with notes from CFO Strouse. \*After discussing the notes and variances Commissioner Palomino moved, and Commissioner Roberts seconded the motion to adopt the month-end May financials for VSH, Admin and S8, subject to audit. Motion passed unanimously.
  - b) Accounts Payable 5/18/2019 to 6/20/2019: Checks payable for the prior month were emailed to the Board in advance of the meeting. \*After review of the ledger, Commissioner Palomino moved, and Commissioner Huber seconded the motion to approve the APs subject to Audit. Motion passed unanimously.
  - c) Two-year forecasting: The two-year forecasting tool shows a success rate of 77%, the utilization rate is currently at 100% and the forecast indicates that 100% utilization of vouchers and BA are reasonably achievable for 2019. The EOP rate for the prior 12 months is as 14%.
- 4) Unfinished Business:
  - a) Garfield County Federal Mineral Leasing District has requested a new resolution to enter into a contract for their \$150,000 grant award utilizing Option 1 (50% payment at start of grant.)
    - i) Commissioner Palomino reported on the scope of work which included replacement of siding, windows, air conditioners, and flipping of the handicap unit #104. Bids due by the end of July, construction slated for August.
  - b) MTW Application Status: The Board voted unanimously to ratify the resolution to apply for the MTW program voted on electronically via email on 6/5/19. \*Commissioner Huber moved, and Commissioner Roberts seconded the motion, to ratify the updated GCGA **Resolution 6.1.19**. Motion passed unanimously.
  - c) Executive Director's Unfinished Business Report: The written report included updates on FFS Grant, MTW, and FSS Grant. No action was required for any updates in the report.
  - d) White River/Jonathan Reed Partnership Request: Counsel, Matthew Trinidad, rendered his opinion of the partnership agreement and recommendation via email. His response

was submitted to the Board via email. Discussion to resume at July monthly scheduled meeting.

2) New Business:

a) Colorado DOH Grant: The Executive Director's New Business Report documented the positive response for a DOH grant to assist in the renovations to Valley Senior Housing. The executive director will meet with DOH staff member Jenn Stepleton on June 28, 2019, to complete the required application. The Executive Director will update the Board to progress of the application

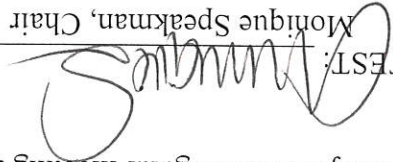
b) Down Payment Assistance: Commissioner Speakman opened discussion regarding the agency's Down Payment Assistance program. Commissioner Speakman reviewed Commissioner Hansen's concern regarding the ED's authority to reserve DPA funding, and concerns that the Board did not have prior knowledge of the reserved funds. CFO Strouse presented back ground information from email correspondence and the May 22<sup>nd</sup> regular meeting for those Commissioners that were not in attendance. Commissioner Roberts expressed concerns regarding Habitat for Humanity's involvement in the project and possible project delays. Commissioner Huber raised questions on the length of time the DPA funds would be on hold.

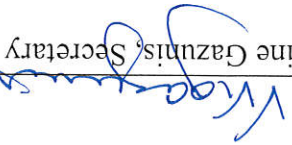
\*Commissioner Huber moved, and Commissioner Roberts seconded a motion to table the discussion until the July regular meeting when Director Gazunis and Commissioner Hansen would be able to attend.  
Commissioner Roberts emailed on June 26, suggesting that a more extensive review of the DPA program be slated for an upcoming Board Meeting.  
c) Executive Director's New Business Report: There were no topics in the written ED update.

3) Other:

a) Next meeting: The next meeting will be the regularly scheduled monthly meeting on July 24<sup>th</sup> at the Rifle office.

4) Adjourn: \*Commissioner Palomino moved, and Commissioner Huber seconded the motion to adjourn the regular meeting at 1:27 pm. Motion passed unanimously.

ATTEST:   
Monique Speakman, Chair

APPROVE:   
Katherine Gazunis, Secretary