

## GARFIELD COUNTY HOUSING AUTHORITY

1430 F Railroad Avenue

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

Rifle, CO 81650

Fax (970) 625-0859



### Garfield County Housing Authority Regular Meeting – Teleconference January 25, 2023 -- Minutes

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

Monique Speakman, Board Chair, called the meeting to order at 12:00 p.m. via Zoom.

Roll Call: Commissioners Linda Hansen, Dave Roberts, and Stephen Huber were present.

Staff present: Executive Director Cheryl Strouse

Guest:

#### 2. Minutes \*

Minutes of the December 7, 2022, Zoom (regular) meeting were not previously submitted to the Board for reading prior to the meeting. Commissioner Hansen moved, and Commissioner Roberts seconded the motion to hold approval of the December 7<sup>th</sup> minutes until the February Board meeting. Motion passed unanimously.

#### 3. Financial Reports

- a. \* **Financials Statements.** Financial statements for September through December were submitted to the Board for review prior to the meeting. Commissioner Roberts moved, and Commissioner Hansen seconded to approve the September through December financials. The motion passed unanimously.
- b. \* **Accounts Payable: 11/28/2022 thru 1/20/2022.** Accounts Payable were previously submitted to the Board for reading prior to the meeting. Commissioner Hansen moved, and Commissioner Roberts seconded the motion to approve accounts payable. Motion passed unanimously.
- c. **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 but one of the Emergency Housing Vouchers, and all but ten of the Mainstream Vouchers.
- d. **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 Building A was completed, except for the handrail on Unit #104, Building B was completed except for unit numbers, the Commons was completed except for the downspouts, and work had started on Building C. The Senior Center should be finished by the February 28<sup>th</sup> deadline.
- b) **GCFMLD Meeting:** Executive Director Strouse reported that she would be attending the February 8<sup>th</sup> meeting to give the FMLD Board an update on the progress at Valley Senior Housing construction project.
- c) **Next Insurance:** A letter was sent to Next Insurance regarding filing a claim against the insurance company for High Country Construction following the work done at Valley Senior

Housing. A claim was opened by the insurance company and a representative of the insurance company has ask for details to be sent.

- d) **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.
- e) **Audit:** The Board requested that Executive Director Strouse contact Blair and Associates to inquire as to when they would be able to address the Board regarding the 2021 Audit.

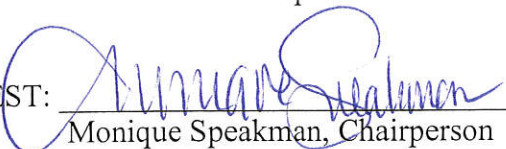
## 5. New Business


- a) **Admin Plan:** Executive Director Strouse presented to the Board Administrative Plan revisions to be added to the 2021 Admin Plan. Commissioner Huber moved, and Commissioner Roberts seconded a motion to approve 2023 additions to the Administrative Plan. The motion passed unanimously.
- b) **Developers:** Approval of Letters of Request for PVB vouchers and Special Limited Partnership from developers BlueLine, LLC and Cohen-Esrey Development Group were submitted to the Board. The Board accepted both requests (7 PBV units and additional HCV units for BlueLine, LLC – 8 PBV units for Cohen-Esrey Development Group); however, GCHA will only authorize approval of units based on Developers' acquisition of funding and acceptable final proposed Special Limited Partnership contracts.
- c) **2023 Budget:** Executive Director Strouse presented a final draft of the 2023 Budget to the Board for approval. Commissioner Hansen moved, and Commissioner Huber seconded a motion to approval the 12023 Budget as submitted. The motion passed unanimously.
- d) **Utility Allowance:** Executive Director Strouse requested that the Board table the approval of the 2023 Utility Allowance until such time as he was able to check with the third-party supplier of the 2023 rates regarding the amounts listed for propane costs.
- 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) **.2022 Audit:** Executive Director Strouse informed the Board that Blair & Associates would be performing the 2023 Audit on the 14<sup>th</sup> and 15<sup>th</sup> of February.

## 6. Other

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

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

ATTEST:   
Monique Speakman, Chairperson

APPROVE:   
Cheryl Strouse, Secretary