



GARFIELD COUNTY HOUSING AUTHORITY

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Garfield County Housing Authority Regular Meeting – Teleconference March 22, 2023 -- Minutes

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

Monique Speakman, Board Chair, called the meeting to order at 12:09 p.m. via Zoom.

Roll Call: Commissioners Jack Palomino, Commissioner Linda Hansen and Stephen Huber were present. Commissioner Dave Roberts was unable to attend.

Staff present: Executive Director Cheryl Strouse

Guest:

2. Minutes *

- a. Minutes of the February 22, 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 approval of the February 23rd minutes. The motion passed unanimously.

3. Financial Reports

- b. * **Financials Statements.** Financial statements for February 2023 were moved to the April Board meeting.
- c. * **Accounts Payable: 2/20/2023 thru 3/20/2023.** Accounts Payable were previously submitted to the Board for reading prior to the meeting. Commissioner Hansen moved, and Commissioner Palomino seconded the motion to approve accounts payable. Motion passed unanimously.
- d. **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 the Emergency Housing Vouchers, and all but nine of the Mainstream Vouchers.
- e. **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 Direction Strouse reported to the Board that the final billing for the siding project (Grant #1) was submitted to the FMLD at the March FMLD Board for final approval and payment, and that lien releases had been signed by both Colorado Maintenance Group, and Santa Fe Stucco. Executive Director Strouse reported that the FMLD had set a final completion date of May 31, 2023, to have the kitchen and bath in Unit #104 remodeled. Executive Director Strouse requested that the Board allow the storm doors at Valley Senior Housing be removed for the summer as the doors are cheap and in poor shape. The Board approved the removal and suggested that maintenance purchase and replace the doors in the late summer.

- b) **ED Report:** The Executive Director's report was previously submitted to the Board for reading prior to the meeting. No questions were raised by the Board.
- c) **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.
- d) **Audit:** The agencies Single audit was completed and submitted to HUD on March 3, 2023. During our March Board meeting I received an email from HUD that our Unaudited Audit had been rejected. The Board requested that the Executive Director follow up with the auditor to ensure that they were appraised of the rejections and what steps were being taken to correct the audit.
- e) **VSC Lease Renewal:** Executive Director Strouse updated the Board on her email information from Fred Jarman, Garfield County Manager, on the ownership and lease of the Valley Senior Center. It was discovered that the County never owned the Senior Center building and was only involved as a proponent of the sell of the building to the Housing Authority. The County feels that the Housing Authority can develop any lease=e that we see fit and charge and rent we see necessary to maintain the upkeep of the property.

5. **New Business**

- a) **Valley Senior Housing Patio Fencing:** Executive Director Strouse presented to the Board a bid to replace all the fencing around the Valley Senior Units. The Board made the decision to table the replacement of the fencing until later in the year due to financing.
- b) **Valley Senior Housing Plumbing:** Executive Director Strouse presented to the Board the bid to move/replace the plumbing in unit #104 to meet UFAS standards, and as the bid was below \$5,000, Executive Director approved the bid with A-1 Heating & Cooling.
- c) **Annual & Uncle Bob Meetings:** Executive Director Strouse made a request to the Board to review and possibly change the By Laws for both the agency's annual meeting and the Uncle Bob quarterly meetings. She felt that the annual meeting was no longer productive as goals had not been set since two previous Director's, and that the Uncle Bob Foundation currently has only Down Payment Assistance activities. The Board requested that Executive Director forward the existing By Laws to them for review prior to the next Board meeting.

6. **Other**

- a) **Propersition123:** Executive Director informed the Board that Colorado Proportion 123 was going to be approved by Colorado Congress soon, and it had provisions for our agency to increase the amount of Down Payment Assistance funding available for qualified applicants. Executive Director Strouse will investigate further when the law was approved and bring back to the Board a recommendation in the future.
- b) **Next Regular meeting:** April 26, 2023

7. **Adjourn:** Commissioner Palomino moved, and Commissioner Huber seconded a motion to adjourn. The motion passed unanimously.

ATTEST:


Monique Speakman, Chairperson

APPROVE:


Cheryl Strouse, Secretary