

GARFIELD COUNTY HOUSING AUTHORITY

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Garfield County Housing Authority Regular Meeting – Teleconference February 28, 2024 -- Minutes

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

Call to Order: Monique Speakman, Board 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. Commissioner Jack Palomino was unable to attend.

Staff present: Executive Director Cheryl Strouse

Guest(s): Darcy McLure – BlueLine Development; Rob Kohl – Catholic Charities – The Benedict Project.

Presentation: Darcy McLure of BlueLine Development and Rob Kohl of Catholic Charities presented the Board with financial and site plan documentation, and a request for Project-Based vouchers at The Benedict project. The presenters gave an overview of The Benedict project slated to begin groundbreaking in 2024 of a 34-unit senior housing complex in Glenwood Springs. The presenters requested 7 project-based units for a 20-year HAP term. Additionally, a request was made for a Special Limited Partnership with the Housing Authority. Commissioner Roberts moved, and Commissioner Hansen seconded a motion to approve both the unit request and the Special Limited Partnership with the Denver Catholic Archdiocese for The Benedict project. The motion passed unanimously.

2. Minutes *

- a. Minutes of the January 31, 2024, Zoom (regular) meeting were previously submitted to the Board for reading prior to the meeting. Commissioner Roberts moved, and Commissioner Huber seconded the motion to approve of the January 31st minutes. The motion passed unanimously.

3. Financial Reports

- b. * **Financial Statements.** January 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 January 2024 financials subject to audit. The motion passed unanimously.
- c. * **Accounts Payable: 1/19/2024 thru 2/25/2024.** Accounts Payable were previously submitted to the Board for reading prior to the meeting. Commissioner Roberts 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 is currently able to meet the 98% lease up requirement to obtain High Performer standard. Additionally, the agency should be able to spend down HUD reserve funds because of receiving a 2024 waiver in Payment Standard to reflect an 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 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 the agency had received the final payment (\$25K) from the Garfield County Federal Mineral Leased District for the rehab of the VSH ADA unit #104.
- b) **Valley Senior Center:** Discussion centered on getting an idea of what the Center property would be worth relining the boundary lines to include the solar field with Valley Senior Housing and removing it from the Center parcel. Commissioner Hansen volunteered to follow up with Kyle Knot to get possible market information on the Senior Center as well as the vacant lots, and Valley Senior Housing/Solar field. Commissioner Hansen also suggested that the agency should seriously consider having the boundary line of the Center parcel removing the Solar field. All additional discussion was tabled until more information was available and possibly until the Annual meeting in March.
- c) **DPA New Terms:** New guidelines for Down Payment assistance were presented to the Board by Commissioner Roberts to include changes to the maximum Loan amount, the Debt-to-Income ratio, and the lease term. Commissioner Huber moved and Commissioner Hansen seconded a motion to update the agency's Down Payment Assistance program to reflect the changes suggested by Commissioner Roberts. The motion passed unanimously.
- d) **Hawkins/Ash – 2023 Audit:** Executive Director Strouse reported to the Board that Hawkins/Ash the agency's 2023 audit firm had completed the 2023 Annual Single audit. There will be 2 audit findings for the 2023 year. One, as in 2022, will reflect a material weakness in financial reporting due to an overstatement of payables not caught in the 2022 audit; and a overpayment transfer of funds to cover payroll. A second finding reflects the agency's lack of a second party to review the auditors' work. Additionally the Board requested that Executive Director Strouse supply them with the HUD notification of the 2022 Audit finding and Executive Director's Response at the March Board meeting.
- e) **VSH RD Loan:** After discussion, the Board directed Executive Director Strouse to contact Rural Development to withdraw the 2017 Rural Development MPR loan requested by Former Executive Director Gazunis.
- f) **Executive Director's Report:** The January 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

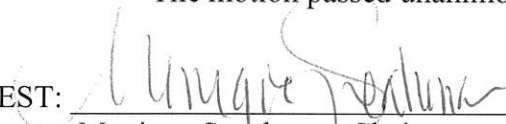
- a) **SEMAP Resolution:** Executive Director Strouse reported that the agency's new audit firm Hawkins/Ash required a Board resolution affirming the agency's submission of the 2023 SEMAP certification. Commissioner Roberts moved, and Commissioner Hansen seconded the Resolution for the submission of the 2023 SEMAP.
- b) **Carbondale Affordable Housing IGA:** Executive Director Strouse brought to the Board's attention that the Town of Carbondale added a total of 36 new affordable housing units to their Deed Restricted program that the Housing Authority administers for them. Commissioner Roberts suggested a \$6,000 annual increase to the Town of Carbondale IGA. The Board directed Executive Director Strouse to contact the town of Carbondale with information requesting an increase in the 2025 IGA.

c) **Annual Meeting:** Executive Director Strouse informed the Board that a room at the Glenwood Spring Community Center had been rented for the March 2024 Regular and Annual meetings. The Commissioners agreed on a 11:00 a.m. start time on the 27th.

6. **Other**

a) **Next Regular meeting:** March 27, 2024

7. **Adjourn:** Commissioner Roberts 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