

**MINUTES  
REGULAR MEETING  
SEPTEMBER 21, 2023**

On the 21st day of September, 2023, the Housing Authority of the City of Fountain held its Regular Meeting of the Board of Commissioners at the Office of the Housing Authority, 501 E. Iowa Avenue, Fountain, Colorado 80817.

**I. ROLL CALL.**

On roll call the following were present as named:

PRESENT: Andria Terry, Councilman Fred Hinton, Roberta Sohnrey, Michelle Lavelle and Linda Chalou.

ALSO PRESENT: Katherine Roby, Secretary.

A quorum being present, the Chairperson called the meeting to order.

**II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD AUGUST 17, 2023.**

After the Commissioners reviewed the minutes, Commissioner Terry made a motion, seconded by Commissioner Lavelle, to approve the minutes.

AYES: Terry, Lavelle, Hinton, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

**III. FINANCIAL STATUS REPORTS FOR THE MONTH OF AUGUST 2023.**

Ms. Roby stated that HUD had approved the Reserve for Replacement request for the Fountain Townhomes. It will take approximately one week for the check to be processed and, once received, the Fountain Townhomes will be in a position to pay the back the Fountain Mesa Court Townhomes.

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of August 2023 for the below listed projects:

- a. Grinde Manor CO071001.
- b. Section 8 New Construction, Fountain Townhomes, CO99-H001-104.
- c. Fountain Mesa Court Townhomes.
- d. Section 8 Housing Choice Voucher Program CO071VO.

After the Commissioners reviewed the monthly financial reports, Commissioner Lavelle made a motion, seconded by Councilman Hinton, to approve the monthly financial reports for August 2023.

AYES: Lavelle, Hinton, Terry, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

#### IV. REPORT ITEMS FOR AUGUST 2023.

##### a. Occupancy

###### Section 8 Rental Vouchers

The report indicated 171 units (71%) of the authorized 244 units under lease for the month of August 2023. The report indicated that 102% of the HAP funds received were expended through the end of August 2023. The waiting list is currently carrying 889 applicants. The report also indicated a current lease-up of 174 units (71%). Portables: In-0, Out-2.

###### Grinde Manor

The report indicated 38 units (95%) under lease for the month of August 2023. The waiting list is currently carrying 18-1BR applicants. The report also indicated a current lease-up of 39 units (98%).

###### Fountain Townhomes

The report indicated 13 units (93%) under lease for the month of August 2023. The report also indicated a current lease-up of 13 units (93%). The waiting list is currently carrying 240 applicants.

###### Fountain Mesa Court Townhomes

The report indicated 62 units (97%) under lease for the month of August 2023. The waiting list is carrying 6-2BR applications and 6-3BR applications. The report also indicated a current lease-up of 63 units (98%).

##### b. Maintenance

The report indicated that, during the month of August 2023, 41 work orders were processed at the Fountain Mesa Court Townhomes, 33 at Grinde Manor and 9 at the Fountain Townhomes. A move-out occurred in unit 426 that was prepared for rental. Yard work was performed at all sites as necessary.

##### c. Capital Report

Work began on replacement of the intercom system at Grinde Manor. New carpet was installed in units 411 and 426 at the Fountain Mesa Court Townhomes as part of the unit turn over. No other capital improvements were performed.

Commissioner Terry made a motion, seconded by Commissioner Sohnrey, to approve the report items a, b and c for August 2023.

AYES: Terry, Sohnrey, Hinton, Lavelle and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. RESOLUTION NO. 812 ESTABLISHING AND ADOPTING A CONSOLIDATED OPERATING BUDGET FOR THE HOUSING AUTHORITY COVERING THE FISCAL YEAR ENDING DECEMBER 31, 2024.

Ms. Roby stated that she had revised the budget work sheets to ensure adequate funds were available for the new hire. In addition, there was an ongoing error with the Grinde Manor sewer charges and, once resolved, a revision to the utility costs for the property was needed. No other changes were made to the Consolidated Budget.

After the Commissioners reviewed the Consolidated Budget, Commissioner Terry made a motion, seconded by Commissioner Lavelle, to approve Resolution No. 812.

AYES: Terry, Lavelle, Hinton, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. RESOLUTION NO. 813 ESTABLISHING AND ADOPTING AN OPERATING BUDGET FOR GRINDE MANOR CO071 COVERING THE FISCAL YEAR ENDING DECEMBER 31, 2024.

Resolution No. 813 sets forth the individual budget for Grinde Manor. The individual budget is derived from the Consolidated Budget for the Housing Authority.

After the Commissioners reviewed the budget for Grinde Manor, Commissioner Terry made a motion, seconded by Commissioner Lavelle, to approve Resolution No. 813.

AYES: Terry, Lavelle, Hinton, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VII. RESOLUTION NO. 814 ESTABLISHING AND ADOPTING AN OPERATING BUDGET FOR THE FOUNTAIN MESA COURT TOWNHOMES COVERING THE FISCAL YEAR ENDING DECEMBER 31, 2024.

Resolution No. 814 sets forth the individual budget for the Fountain Mesa Court Townhomes. The individual budget is derived from the Consolidated Budget for the Housing Authority.

After the Commissioners reviewed the budget for the Fountain Mesa Court Townhomes, Commissioner Terry made a motion, seconded by Commissioner Lavelle, to approve the Resolution No. 814.

AYES: Terry, Lavelle, Hinton, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VIII. RESOLUTION NO. 815 ESTABLISHING AND ADOPTING AN OPERATING BUDGET FOR THE FOUNTAIN TOWNHOMES, PROJECT NO. C099-H001-104, COVERING THE FISCAL YEAR ENDING DECEMBER 31, 2024.

Resolution No. 815 sets forth the individual budget for the Fountain Townhomes. The individual budget is derived from the Consolidated Budget for the Housing Authority.

After the Commissioners reviewed the budget for the Fountain Townhomes, Commissioner Terry made a motion, seconded by Commissioner Lavelle, to approve Resolution No. 815.

AYES: Terry, Lavelle, Hinton, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

IX. RESOLUTION NO. 816 ESTABLISHING THE SMALL AREA PAYMENT STANDARDS FOR THE HOUSING CHOICE VOUCHER PROGRAM.

Ms. Roby provided the Board Members with a memorandum that reviewed the factors considered in recommending that the Housing Authority adopt the HUD published fair market rents as the payment standard for Housing Choice Voucher Program beginning January 1, 2024.

After the Commissioners reviewed the Small Area Payment Standards, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve Resolution No. 816.

AYES: Lavelle, Terry, Hinton, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

X. RESOLUTION NO. 817 ESTABLISHING THE UTILITY ALLOWANCE SCHEDULE FOR TENANT PAID UTILITIES UNDER THE HOUSING CHOICE VOUCHER PROGRAM.

Ms. Roby stated that the Utility Allowance Schedule was revised due to the decrease in gas prices of 18% since last year. Whenever there is a change in cost of 10% or more, the Housing Authority is required to revise the Utility Allowance Schedule.

After the Commissioners reviewed the Utility Allowance Schedule, Councilman Hinton made a motion, seconded by Commissioner Sohnrey, to approve Resolution No. 817.

AYES: Hinton, Sohnrey, Lavelle, Terry, and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

XI. RESOLUTION NO. 818 ESTABLISHING THE FLAT RENT RATE FOR GRINDE MANOR.

Ms. Roby stated that the Housing Authority's Admission and Occupancy Policy requires that the flat rent rate for Grinde Manor equal 80% of the one bedroom payment standard for the area.

After the Commissioners reviewed the Flat Rent for Grinde Manor, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve Resolution No. 818.

AYES: Lavelle, Terry, Hinton, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

XII. Resolutions No. 819 and No. 820 were removed from the Agenda to be considered after the hiring of a new Executive Director.

XIII. OTHER BOARD BUSINESS.

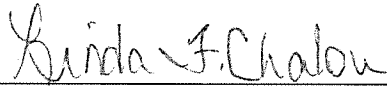
- a. The Housing Authority has been awarded an additional funds in the amount of \$585,932 for Housing Assistance Payments under the Housing Choice Voucher Program. These funds should support as additional 44 families under the Program.
- b. The Fountain Townhomes contract with HUD to subsidize the rents at the property has been renewed for a 10 year period beginning December 1, 2023.
- c. Executive Director Hire Update. Ms. Roby stated that she and Kathryn Pucci from the City's HR Department conducted phone interviews of seven candidates on September

19, 2023. After those interviews, four candidates were selected for personal interviews. Ms. Roby requested a volunteer from the Board to help with the in person interviews. Commissioner Terry volunteered to help conduct the interviews.


The Board Members discussed the transition due to the retirement of the Executive Director.

- d. Ms. Roby stated that the Housing Authority's audit contract had expired and that an RFP should be sent out soon in order to obtain proposals for auditing the 2023 year. Ms. Roby stated that she had an RFP prepared but wanted to know if the Board would like her to send it out or let the new Executive Director handle the process. The Board Members agreed that Ms. Roby should go ahead and send out the RFP.

There being no further business to come before the Board, on motion made, and seconded, the meeting was adjourned.

  
\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

  
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Secretary