

**MINUTES
REGULAR MEETING
JANUARY 19, 2023**

On the 19th day of January, 2023, the Housing Authority of the City of Fountain held its Regular Meeting of the Board of Commissioners in the Community Room of Grinde Manor, 906 Grinde Drive, Fountain, Colorado 80817.

I. ROLL CALL.

On roll call the following were present as named:

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

ALSO PRESENT: Mayor Sharon Thompson, City Manager Scott Trainor and 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 DECEMBER 15, 2022.

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

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

III. HEAR FROM THE PUBLIC.

There were 13 Residents of Grinde Manor present at the meeting. The Chairperson opened the public portion of the meeting and introduced the Mayor of the City of Fountain, Sharon Thompson and the City Manager, Scott Trainor.

The Chairperson then turned the meeting over to Mayor Thompson who expressed her appreciation for the time to meet with Residents of Grinde Manor. The Mayor provided the Residents with her business card and several copies of the City's Strategic Plan.

The Mayor stated that she would like to hear from the Residents about any concerns or questions they might have about the City of Fountain.

Ms. Cokeley expressed her concern over the condition of a street adjacent to Grinde Manor, Iris Drive. The street has a lot of pot holes and is used by fire trucks and ambulances almost daily. The potholes get patched but, due to wear and tear, the patches do not last.

The Mayor asked if the residents knew how much it cost to rebuild a road from the dirt. As no one had a guess, the City Manager stated that the cost several years ago was \$1,000,000 per mile. That cost has increased by around 25% since that time. There are 89 miles of road in the City of Fountain and due to the cost, roads are normally patched.

Ms. Cokeley stated that she thought the City would have a list of roads that have more wear and tear and that those roads would receive priority for repair or replacement.

Mr. Trainor stated that the City has a focus group comprised of citizens that look at problems with roads in the City from a citizen's point of view. The City is divided into quadrants and the focus groups evaluate roads within the quadrants. Mr. Trainor will bring the issue of Iris Drive to the focus group for their evaluation.

Ms. Furlong raised the issue of a bus stop. The current bus stop is located on Santa Fe and residents that ride the bus have to cross a busy road to reach the bus stop. Ms. Furlong requested a cross walk with lights be installed by the bus stop so that people could cross Santa Fe safely.

The Mayor stated that Santa Fe is Colorado State Highway 85/87 and that installing a crosswalk would be up to the Colorado Department of Transportation (CDOT). The Mayor continued by stating that seniors and disabled people are eligible for transportation services through Silver Key and the Fountain Valley Senior Center. Those services will drop people off at the front door of Grinde Manor. The use of the transportation services requires some advance planning as they need a 48 hour notice to schedule.

Ms. O'Keefe stated that years ago there was a bus stop located across the street from Grinde Manor. The Mayor replied that the old bus stop was part of the Mountain Metro system that no longer operates in Fountain. The City of Fountain now has its own transportation system.

The Mayor asked how many people regularly rode the bus. There was no clear response but several Residents indicated that they no longer ride the bus as it is inconvenient. The City Manager asked how many people would ride the bus if the stop was closer to Grinde Manor. Residents expressed their desire to have a bus stop located closer to Grinde Manor.

The Mayor stated that the City Manager would could look at the question of bus stop location. The City Manager stated that the Transit Department would likely want to conduct a survey of residents to determine how many people would actually ride the bus. He further explained that the current system is a loop through town, up to Pikes Peak Community College and back. Any diversion in the current system impacts every other rider in the system. The City Manager stated he would follow up with the Transportation Department and the Housing Authority on a survey of residents to determine ridership.

Ms. Cokeley requested cameras for Grinde Manor. The Mayor referred her to the Housing Authority Board on that issue.

Councilman Hinton responded by stating that the issue was being looked at but, as stated at the last meeting, the installation of cameras involved costs for wiring and upkeep.

The Mayor stated that the City has cameras in various locations but the issue is one for the Housing Authority to determine.

Ms. Cokeley stated that she would like it if cameras were installed throughout El Paso County like the traffic cameras used to catch traffic violations.

The Mayor asked if the residents had any other questions about the City of Fountain. Mayor Thompson continued by stating that the City is always trying to improve by upgrading the parks and streets. The Mayor mentioned the new public safety efforts that were approved by the voters in November that will add police officers and fire fighters in 2024. The Mayor thanked those residents that voted for the initiative.

Ms. O'Keefe asked whether there was a law that required snow removal on private property. The City Manager stated that there was an ordinance requiring snow removal on sidewalks but, due to limited staff, it is enforced sporadically. Ms. O'Keefe asked who she should call when she finds a sidewalk that is difficult to walk on. The City Manager advised her to call City Hall. The City Manager stated that the ordinance also applies to tree limbs that interfere with sidewalks.

The City Manager invited the residents to call City Hall with any concerns or issues they have with the City and ask for Scott.

The Chairperson then thanked Mayor Thompson and City Manager Trainor for attending the meeting and proceeded to the next item on the agenda, the amendment to the Five Year Capital Action Plan.

Ms. Cokeley brought up the topic of cameras inside of Grinde Manor stating that they did not need to be monitored and that the only time staff would need to look at the footage was when something happened.

The Chairperson stated that the camera system would still need to be monitored. Ms. Roby added that currently the building does not have Wi Fi. Residents may have independently purchased internet access in their unit but currently the Housing Authority does not have Wi Fi in the building.

Ms. Cokeley stated that some residents have cameras so she thought it would be a good idea if they were installed in the building. The Chairperson stated that residents are welcome to install ring doorbells or cameras at their unit and that the Housing Authority would look at Wi Fi service next year.

Ms. Roby stated that the Five Year Capital Action Plan was put together in 2019. The Plan is required by HUD for all public housing facilities. The improvements proposed in the original plan were projected in 2019. Over time the needs of the building have changed requiring an amendment to the Plan. For example, the intercom system has developed problems and that are no longer repairable. As a result, the Housing Authority needs to replace the intercom system with new technology. This need prompted the amendment to the Five-Year Capital Plan. It is proposed that the new intercom system would have both an audio and visual component so that residents with hearing issues or vision issues can tell who is at their door.

Ms. Roby further explained that the Five Year Plan is somewhat confusing as, due to Covid, HUD changed the deadlines for projects proposed for each funding year. Capital Funds issued in 2021 had to be obligated by February of 2023 while funds issued in 2020 need to be obligated by March of 2024. To date, no funds have been approved by HUD for 2023 and 2024.

Mr. Kenyon asked about the timing for replacement of the intercom system. Ms. Roby stated that the Plan Amendment had to complete the approval process which requires a public comment period of 45 days followed by a public hearing. The Public Hearing is scheduled for March 16, 2023. After that date, the Housing Authority may proceed with bidding out the project to replace the intercom.

To address concerns about stolen packages, Ms. Roby stated that the Plan contains a project to replace the mail station in the building. As part of that project, the Housing Authority will look to add a parcel box so that packages could be secured until a resident is able to pick it up.

Ms. Roby again reviewed the approval process and encouraged residents to review the Plan, and to call or email any questions or comments they may have over the next 45 days. The Housing Authority is always trying to improve the property so that residents have a nice place to live.

Ms. Pearsall stated that the west door was not working. Ms. Roby stated that the Housing Authority will call the automatic door contractor for repairs. Ms. Furlong also complained about the south door. Ms. Roby stated that when maintenance problems occur in the building they should call the office for a repair work order.

Ms. Furlong asked about the landscaping. Ms. Roby stated that the other major amendment to the Plan provided for a project to install water conserving landscaping at the property. The plan would xeriscape the area between the parking lot and building while preserving the south and west lawns.

Ms. Cokeley again raised the issue of the cameras and possibly budgeting for Wi Fi in the future. Ms. Roby stated that currently the Housing Authority pays electric, gas, water and sewer for the property adding Wi Fi would be another monthly expense that would need to be reviewed as part of the budget process.

The Chairperson stated that it was a priority for the Housing Authority that residents feel safe in their home. However, the building is quite old and any new system will require wiring and updates to the technology that were not around when the building was new.

Ms. Phillips asked about funds to create a smoking area. Ms. Roby stated that it is a federal requirement that the building be smoke free. At the time that the Housing Authority implemented the smoke free policy, residents were provided with a one year notice along with the resources to help residents quit. In addition, the Housing Authority conducted a survey of residents and held several community meetings on the implementation of a smoke free policy. During that process, it was determined that there would be no smoking area created at Grinde Manor. As a result, there have been no funds budgeted for a smoking area.

Ms. Furlong stated that one resident is unable to leave the building to smoke and as a result smokes in their apartment. Ms. Roby stated that the resident is in violation of the smoke free policy and is subject to the penalties in that policy. The policy provides for a warning for the first violation, a fine for the second and a possible eviction for the third. Colorado courts have upheld evictions that are based on a Housing Authority's smoke free policy.

At this time, the public portion of the meeting ended and the Board of Commissioners proceeded with the items on the agenda.

IV. FINANCIAL STATUS REPORTS FOR THE MONTH OF DECEMBER 2022.

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of December 2022 for the below listed projects:

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

Ms. Roby stated that all programs except for the Housing Choice Voucher Program ended the year with a deficit. The Board Members were reminded that the statements prepared for the Board are on a cash basis. Financial statements are prepared on an accrual basis by Lindsey and Company.

After the Commissioners reviewed the monthly financial reports, Commissioner Terry made a motion, seconded by Commissioner Lavelle, to approve the monthly financial reports for December 2022.

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. REPORT ITEMS FOR DECEMBER 2022.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 163 units (67%) of the authorized 244 units under lease for the month of December 2022. The report indicated that 100% of the HAP funds received were expended through the end of December 2022. The waiting list is currently carrying 84 applicants. The report also indicated a current lease-up of 164 units (67%). Portables: In-0, Out-0.

Grinde Manor

The report indicated 39 units (98%) under lease for the month of December 2022. The waiting list is currently carrying 19-1BR applicants. The report also indicated a current lease-up of 39 units (98%). Ms. Roby stated that Grinde Manor was filled earlier in the day.

Fountain Townhomes

The report indicated 11 units (79%) under lease for the month of December 2022. The report also indicated a current lease-up of 11 units (79%). The waiting list is currently carrying 64 applicants.

Ms. Roby stated that the Townhomes still has vacancies but the unit that was damaged by the El Paso County SWAT team is ready for occupancy. The resident that lives next door will be moving into that unit at the first of February due to a reduction in family size. This creates an additional turn for the project.

Fountain Mesa Court Townhomes

The report indicated 60 units (94%) under lease for the month of December 2022. The waiting list is carrying 14-2BR applications and 4-3BR applications. The report also indicated a current lease-up of 60 units (94%). The vacant units at the Fountain Townhomes are ready for occupancy.

b. Maintenance

The report indicated that, during the month of December 2022, 28 work orders were processed at the Fountain Mesa Court Townhomes, 20 at Grinde Manor and 16 at the Fountain Townhomes. A move out occurred in Unit 214 at Grinde Manor that was prepared for rental. An additional day of trash pick-up was added at Grinde Manor beginning in January. New water heaters were replaced in units 421 and 431 at the Fountain Mesa Court Townhomes. Several pipes froze at the Fountain Mesa Court Townhomes but were thawed by Maintenance without any damaged pipes. Snow removal was performed as necessary.

c. Capital Report

During December 2022, DB Custom Contracting completed the replacement of the vinyl fence at Grinde Manor under the 2019 CFP grant. The Executive Director prepared an amendment to the Five Year Capital Action Plan for the years 2020-2024. No other capital improvements were performed.

Commissioner Lavelle made a motion, seconded by Councilman Hinton, to approve the report items a, b and c for December 2022.

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. OTHER BOARD BUSINESS.

- a. Set-Aside Funding Award. Ms. Roby stated that the Housing Authority had received an award of additional CY 2022 funding under the Housing Choice Voucher Program in the amount of \$249,736. Ms. Roby applied for these funds last June and was notified of the award on January 13, 2023. The Housing Authority anticipates that it will be able to assist an additional 20 families with the award. Since notification of the award, the Housing Authority has sent 27 applicants offer letters.
- b. Family Development Zimmerman Properties. Ms. Roby shared an email she received from Melissa Forster of Zimmerman Properties concerning the development of a tax credit project for families in Fountain. Zimmerman encountered obstacles with the property ownership and will not be submitting an application for tax credits. Zimmerman restated its commitment to developing a family property in Fountain.

The Board members expressed their disappointment and the Chairperson asked Councilman Hinton if the City would be able to facilitate the project. Councilman Hinton stated that the City had a good experience with the developer on the Villas at Mesa Ridge project so he would discuss the family project with the City Manager.

The Board members then discussed all of the development on Fountain's Mesa area, the associated congestion and traffic problems and the need to alleviate those issues while still promoting development.

- c. Ms. Roby stated she wanted to advise the Board that HUD notified Housing Authorities that they should anticipate a 10% increase in funding for the Voucher Program in 2023. There has been no notification on the funding for the Public Housing Program. While the 2023 budget has been adopted, the new Congress is threatening budget cuts in exchange for an increase in the debt ceiling so final funding is not known.

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



Synda A. Chalou
Chairperson

2-23-2023
Date

Katherine Kody
Secretary