

**MINUTES
REGULAR MEETING
JUNE 15, 2023**

On the 15th day of June, 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 and Linda Chalou.

ALSO PRESENT: Katherine Roby, Secretary and Troy Johnson, Attorney for the City of Fountain.

ABSENT: Robert Sohnrey and Michelle Lavelle

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

II. APPROVAL OF THE MINUTES OF THE PUBLIC HEARING AND THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD MAY 18, 2023.

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

AYES: Terry, Hinton and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

III. FINANCIAL STATUS REPORTS FOR THE MONTH OF MAY 2023.

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of May 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.

Ms. Roby stated that the mortgage on the Fountain Mesa Court Townhomes had been paid and all remaining reserve funds held by the Colorado Housing and Finance Authority released to the Housing Authority. The Fountain Townhomes is in arrears to the Fountain Mesa Court Townhomes in the amount of \$30,127.94 for capital work performed as part of unit turns. Unit 118 needs new flooring and once that work is completed, a request for funds from the Fountain Townhomes Reserve Account will be made. Once the reserve funds are received, Fountain Townhomes will repay Fountain Mesa Court.

Ms. Roby stated that three payroll periods were paid during May and the annual property insurance premium for Grinde Manor was paid.

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

AYES: Hinton, Terry and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

IV. REPORT ITEMS FOR MAY 2023.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 176 units (72%) of the authorized 244 units under lease for the month of May 2023. The report indicated that 110% of the HAP funds received were expended through the end of May 2023. The waiting list is currently carrying 932 applicants. The report also indicated a current lease-up of 176 units (72%). Portables: In-0, Out-0.

Ms. Roby stated that she would soon request HUD held reserves for Housing Assistance Payments (HAP) that will balance the difference between the HAP funds paid and HAP funds received for the year. In addition, HUD sets aside a certain amount of funding each year for special categories of need. One of those categories is lower than average lease rates as a result of high rent rates in a community. Fountain Housing Authority qualifies for those funds and Ms. Roby submitted a request for the additional funds on June 8, 2023.

Grinde Manor

The report indicated 37 units (93%) under lease for the month of May 2023. The waiting list is currently carrying 25-1BR applicants. The report also indicated a current lease-up of 37 units (93%).

Fountain Townhomes

The report indicated 11 units (79%) under lease for the month of May 2023. The report also indicated a current lease-up of 12 units (86%). The waiting list is currently carrying 252 applicants.

Fountain Mesa Court Townhomes

The report indicated 64 units (100%) under lease for the month of May 2023. The waiting list is carrying 17-2BR 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 May 2023, 19 work orders were processed at the Fountain Mesa Court Townhomes, 14 at Grinde Manor and 5 at the Fountain Townhomes. A move-out occurred in unit 110 at Grinde Manor that was prepared for rental. A move-out occurred in unit 115 at the Fountain Townhomes that was prepared for rental. Yard work was performed at all sites as necessary.

c. Capital Report

The interior painting project at Grinde Manor was completed. The Housing Authority met with several landscaping companies concerning the project to xeriscape of Grinde Manor. Old playground equipment was removed from the Fountain Townhomes and the Fountain Mesa Court Townhomes. No other capital improvements were performed.

Commissioner Terry made a motion, seconded by Councilman Hinton, to approve the report items a, b and c for May 2023.

AYES: Terry, Hinton and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. RESOLUTION NO. 803 AMENDING THE PERSONNEL POLICIES OF THE HOUSING AUTHORITY.

Ms. Roby stated that the issue of standby pay had been raised by Maintenance Staff and that the Board Members had several discussions concerning standby pay and requested Ms. Roby to prepare an Amendment to the Personnel Guidelines that provided for standby pay in the amount of \$20.00 per day.

The Amendment is based on the City of Fountain Personnel Guidelines but reflects the compensation suggested by the Board of Commissioners and requires certain documentation of call out work performed

This issue along with the planned retirement of the Executive Director prompted a discussion by the Board as to the responsibility for personnel matters. As currently structured, the Executive Director has the primary responsibility for all personnel matters and the Board of Commissioners has oversight responsibility for the Executive Director.

Troy Johnson, the City Attorney, was invited to the meeting to provide advice to the Board, as authorized by the Housing Authority's by-laws, as it determines how to proceed.

Councilman Hinton suggested that the Housing Authority consider having the City provide personnel services. The Board Members discussed this possibility and several issues were raised by members to include: the relationship between the Housing Authority and the City of Fountain; the funding constraints on the Housing Authority; concern for the Housing Authority's constituency;

confusion of employees as to the chain of command; the employee complaint process; the accountability of the Executive Director; the capacity of the Housing Authority and the Board to conduct the hiring process; and the chance to shape the structure of the Housing Authority with a new Executive Director.

After the discussion, the Board decided to schedule a special meeting of the Board for July 13, 2023 at 6:00 p.m. where the Board will consider the structure of personnel administration moving forward.

The Board then considered the Amendment to the Personnel Policies that provides standby compensation and revises the holiday schedule for the Housing Authority. After review of the Amendment, Councilman Hinton made a motion, seconded by Commissioner Terry, to approve Resolution No. 803 Amending the Housing Authority Personnel Policies.

AYES: Hinton, Terry and Chalou.


NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VII. OTHER BOARD BUSINESS.

- a. Colorado Housing and Finance Authority (CHFA) Review. Ms. Roby informed the Board that CHFA notified the Housing Authority that it would be conducting a Section 8 management review of the Fountain Townhomes on July 11, 2023. The review will be conducted in person for the first time since the pandemic.
- b. Fountain Townhomes Section 8 Contract. The 20 year Section 8 contract providing rent subsidy at the Fountain Townhomes expires November 30, 2023. The process to renew the contract has started and it is anticipated to be complete this summer.
- c. Ms. Roby completed an eviction of a tenant from the Fountain Mesa Court Townhomes due to nonpayment of rent.
- d. The 2022 financial audit is currently in process.

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


Shirley Chalou
Chairperson

7-20-2023
Date

Katherine Roby
Secretary