

**MINUTES
REGULAR MEETING
JULY 20, 2023**

On the 20th day of July, 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 JUNE 15, 2023.

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

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

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

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of June 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 during the month of June, the annual audit cost and the annual accounting fees were paid resulting in a deficit in all projects. Ms. Roby stated that the Housing Authority was running a deficit in the Voucher Programs Housing Assistance Payments (HAP) fund for the year. A request was made to HUD for the release of HAP reserves held by HUD on behalf of the Housing Authority. HUD approved the request and

\$75,000.00 in HAP funds were deposited in the Housing Authority's account on July 14, 2023. In addition, Ms. Roby applied for additional funds from HUD to cover the cost of increased rents resulting in fewer units leased during the year. The Housing Authority has applied for these funds the last three years and received the additional funding for 2022. These funds are disbursed based on needs throughout the country so, while the Housing Authority is eligible, it may not receive these additional funds this year.

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

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. REPORT ITEMS FOR JUNE 2023.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 176 units (72%) of the authorized 244 units under lease for the month of June 2023. The report indicated that 110% of the HAP funds received were expended through the end of June 2023. The waiting list is currently carrying 914 applicants. The report also indicated a current lease-up of 174 units (71%). Portables: In-0, Out-0.

Grinde Manor

The report indicated 37 units (93%) under lease for the month of June 2023. The waiting list is currently carrying 24-1BR applicants. The report also indicated a current lease-up of 39 units (98%).

Fountain Townhomes

The report indicated 12 units (86%) under lease for the month of June 2023. The report also indicated a current lease-up of 13 units (93%). The waiting list is currently carrying 248 applicants.

Fountain Mesa Court Townhomes

The report indicated 63 units (98%) under lease for the month of June 2023. The waiting list is carrying 17-2BR applications and 6-3BR applications. The report also indicated a current lease-up of 61 units (95%).

b. Maintenance

The report indicated that, during the month of June 2023, 20 work orders were processed at the Fountain Mesa Court Townhomes, 24 at Grinde Manor and 15 at the Fountain Townhomes. A move-out occurred in unit 216 at Grinde Manor that was prepared for rental. A move-out occurred in unit 118 at the Fountain Townhomes that was prepared for rental. Yard work was performed at all sites as necessary.

c. Capital Report

Exterior building lights were replaced as part of the 2019 Capital Action Program. The Housing Authority contacted several companies to submit proposals to replace the intercom system at Grinde Manor. The Housing Authority received proposals from three landscaping companies concerning the project to xeriscape Grinde Manor. New carpet and vinyl were installed in unit 118 at the Fountain Townhomes as part of the unit turn. 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 June 2023.

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. RESOLUTION NO. 804 APPROVING THE HOUSING AUTHORITY'S AUDIT REPORT FOR THE YEAR ENDING 2022.

Ms. Roby provided a short memo along with notice of the meeting that summarized the audit report for the Housing Authority for the year 2022. In addition, a letter from the auditor AB Khar was provided to all Board Members with the notice. There were no audit findings in 2022 and the Housing Authority's net position increased by \$62,462 during the year.

After the Commissioner's reviewed the audit report, Councilman Hinton made a motion, seconded by Commissioner Lavelle, to approve the report.

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. RESOLUTION NO. 805 APPROVING THE AUDIT REPORT FOR THE FOUNTAIN MESA COURT TOWNHOMES FOR THE YEAR ENDING 2022.

Ms. Roby stated that the Colorado Housing and Finance Authority (CHFA) requires that projects with a CHFA mortgage have a separate audit report. The report is derived from the overall audit report for the Housing Authority.

After the Commissioner's reviewed the audit report, Councilman Hinton made a motion, seconded by Commissioner Lavelle, to approve the report.

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VII. RESOLUTION NO. 806 APPROVING THE AUDIT REPORT FOR THE FOUNTAIN TOWNHOMES FOR THE YEAR ENDING 2022.

Ms. Roby stated that Resolution No. 806 approves the separate audit report required by CHFA for the Fountain Townhomes.

After the Commissioner's reviewed the audit report, Councilman Hinton made a motion, seconded by Commissioner Lavelle, to approve the report.

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VIII. RESOLUTION NO. 807 APPROVING A CONTRACT TO REPLACE THE INTERCOM SYSTEM AT GRINDE MANOR WITH LVW ELECTRONICS.

Ms. Roby provided the Board with a memorandum discussing the Housing Authority's efforts to obtain contractors to replace the intercom system at Grinde Manor. Newer systems generally function through smart phones, a technology that is not familiar to all residents. The Housing Authority looked to have its current system updated to include both audio and visual interfaces on a wired system familiar to all tenants. As a result, it was difficult to find contractors to provide a system that did not require residents to own a smart phone. LVW electronics was the only contractor that provided a proposal to replace the intercom system.

After the Commissioners reviewed the memorandum, Commissioner Terry made a motion, seconded by Commissioner Sohnrey to approve Resolution No. 807 authorizing a contract to replace the intercom system with LVW electronics.

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

IX. OTHER BOARD BUSINESS.

a. CHFA review of the Fountain Townhomes. Ms. Roby stated that CHFA conducted the review on July 11, 2023. The review went well pending the final report. CHFA has 30 days to prepare the report and the Housing Authority will have 30 days to respond.

b. Fountain Townhomes Section 8 Contract. The 20 year Section 8 contract providing rent subsidy at the Fountain Townhomes expires November 30, 2023. All paperwork necessary to renew the contract has been submitted to CHFA for processing.

c. Ms. Roby prepared a comparison between internet and phone service currently used by the Housing Authority and the quote provided by Underline, the new fiber optic company in the area, for the same services. After review, the Commissioner decided to defer any change in providers until a future date.

d. Ms. Roby shared the landscaping proposals received by the Housing Authority to xeriscape parts of the Grinde Manor grounds with the Board members. The proposals ranged from \$35,614 to \$71,352 and were above the \$32,500 budgeted for the project. Based on the large disparity between the proposals, Ms. Roby stated that she thought the Housing Authority should refine the scope of work and rebid the project next spring. Funding is set forth in the 2020 Capital Fund Program year but once a five year plan has been approved, funds may be moved between years within an approved plan. Ms. Roby suggested that the 2020 funds be used to pay for the intercom system with the xeriscape project moved to the 2022 Capital Fund Year.

e. Executive Director Job Description. A copy of the job description was provided to the Board Members. Ms. Roby stated that she received an email from the City Manager, Scott Trainer, stating that he was going to serve as the City's point person for the replacement of the Executive Director. The Board Members reviewed the job description and felt that the description captured the job functions and requirements. The Board approved the transmittal of the job description to the City.

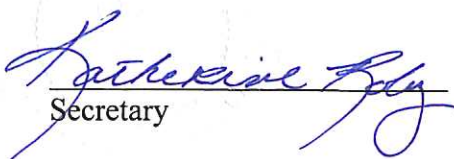
There being no further business to come before the Board, on motion made, and seconded, the meeting was adjourned.



Vice Chairperson

August 17, 2023

Date



Secretary