

MINUTES

On the 15th day of August 2024, the Colorado Springs Housing Authority Board of Commissioners met in Regular Session at 831 S. Nevada Ave., Colorado Springs, CO 80903.

I. ROLL CALL:

The following members of the body attended:

COMMISSIONERS:	Eddie Rodriguez, Chair Laura Nelson, Commissioner Karen Anderson, Commissioner John Vasilakis, Commissioner (via Teams)
STAFF:	Paul Spencer, Deputy Director Peter Carlson, Finance Director Patrick Hensley, Maintenance Supervisor Heather Bailey, Section 8 Supervisor John Gaster, IT Supervisor Valerie Switzer, Human Resources Generalist
ABSENT:	Jesse Spaeth, Vice Chair Cathi Sullivan, Commissioner
VISITORS:	President Nelson of Pikes Peak Civil Rights
EX OFFICIO:	Chad Wright, Secretary
RECORDING SECRETARY:	Katherine Kuchera

II. APPROVAL OF MINUTES:

Chair Rodriguez called Regular Session to order at 2:35PM. Chair Rodriguez then called for the motion to approve the minutes of the meeting held June 20, 2024. Commissioner Vasilakis so moved; Chair Rodriguez seconded. The motion passed with unanimous approval.

III. CITIZEN DISCUSSION:

Chair Rodriguez called for Citizen Discussion. President Nelson referred to complaints he has received regarding delays within the Section 8 Program. Mr. Nelson provided his contact information, and he will be contacted shortly.

This concluded Citizen Discussion.

Chair Rodriguez called for questions or comments on the Consent Calendar:

IV. CONSENT CALENDAR:

A. Housing Project Development

1. Modernization
2. Maintenance
 - a. Housing Authority Work Order Totals

B. Finance/Administration

1. Combined Financials June 2024

2. Affordable Housing Projects
 - a. ComCap Asset Management
 - b. Team Asset Management Managed Properties
3. Loan Payments
4. Accounts Payable - Payment Detail Report
5. Information Technology
- C. Operations**
 1. Human Resources
 2. Intake/Eligibility Monthly Report
 3. Section 8
 - a. Housing Choice Vouchers - Leasing Data
 - b. Special Programs
 - c. Home Ownership Program
 4. Asset Management
 - a. Public Housing Occupancy Report/Managed Properties
 - b. PHAS Scoring Update

There being no questions or comments, Chair Rodriguez called for the motion to approve the calendar. Commissioner Nelson so moved; Commissioner Anderson seconded. The motion passed with unanimous approval.

V. ACTION ITEMS:

Resolution 3006: Approval of account write offs for month of June 2024

Resolution 3007: Approval of Homeownership account write offs for the month of June 2024

Resolution 3008: Approval to open Public Housing four-bedroom wait list August 13-15, 2024, Approved electronically July 30; *signature only*

Resolution 3009: Approval to open Public Housing two-bedroom wait list August 20-22, 2024, Approved electronically July 30; *signature only*

Resolution 3010: Approval of account write offs for month of July 2024

Resolution 3011: Approval of Homeownership account write offs for month of July 2024

Prior to Chair Rodriguez calling for the motion to approve all resolutions as presented, Mr. Spencer spoke briefly about each one. Commissioner Nelson then moved to approve; Commissioner Anderson seconded. Motion carried with unanimous approval.

Chair Rodriguez excused the staff at 2:40PM.

VI. EXECUTIVE DIRECTOR'S REPORT:

1. 2025 Federal Budget:

Mr. Wright stated we are in the process of developing the 2025 budget. Indicators lead us to believe that a budget will not be approved by Congress by the end of the fiscal year. As in the past dozen years, CSHA will present a conservative plan for the Board to review at its September meeting. We are required to submit a budget prior to yearend.

2. Tax Credit Project:

We were informed by CHFA that the current project will not close in September as planned; the closing has been moved up to early December. Nothing will happen in November due to the election. Mr. Wright stated he requested an extension of the closing date from DOH due to the delay with CHFA. Chair Rodriguez asked the amount we are receiving from CHFA;

Mr. Wright stated approximately 60+%. Due to the delay, construction costs will be re-priced in addition to many of the financials that were locked into a September closing. Hopefully interest rates will continue to come down to help lower costs.

3. Voucher Program:

Mr. Wright stated the Section 8 Program is in the process of contracting with Nan McKay to administer 500 vouchers. Nan McKay is a company that provides numerous services to PHAs throughout the country, one of which is case file management. Due to ongoing staffing shortages in Section 8, Nan McKay will administer the 500 vouchers. This coincides with the refreshed Section 8 wait list with over 3,300 new pre-applications received in July.

4. 2023 Audit:

We just received the finalized 2023 audit reports. Once again, the CSHA received an unmodified clean audit. We are classified as a 'high performer', 'low risk' agency.

Mr. Wright referred to the ongoing problems with recruiting and retaining staff, stating it is a nationwide problem. Mr. Spencer stated we utilize temp agencies and we're trying to be creative in attracting new employees. We also contracted out selected services, such as painting and grounds services and we will continue to try different things in hopes of bringing in staff.

This concluded the Executive Director's report.

VII. OLD BUSINESS:

SLP Discussion:

Mr. Wright reminded the board of the in-depth discussion (at the May meeting), regarding the SLP (Special Limited Partner) guidelines. During that discussion, there weren't strong thoughts about changing the guidelines, however, Mr. Wright asked about including language regarding the southeast part of the city, where projects may be located within close proximity to others. Chair Rodriguez suggested a statement regarding over-concentration in any area of the city. Commissioner Nelson stated that affordable housing is more successful in areas that offer public transportation, school districts, etc.

VIII. NEW BUSINESS/OTHER BUSINESS TO COME BEFORE THE BOARD:

Bylaws:

Mr. Wright stated our attorney went through the document carefully; Chair Rodriguez called for comments and discussion. The copy provided to the Board was the finalized version from the attorney, ready for board review. Mr. Wright went over the changes and noted that the attorney made a few changes to accurately reflect updated CRS code. Commissioner Nelson moved to approve the amended Bylaws as presented; Chair Rodriguez seconded. The motion passed.

Apartment Trends:

Commissioner Nelson opened a discussion on Apartment Trends throughout southern Colorado. She distributed a summary packet of information, including the number of new units coming online and vacancy rates, now up to 7.2% on average. The average rent is down to \$1,450, which factors in the extremely high and low rates. Commissioner Nelson also stated that evictions are at an all time high. Discussion continued on the complexities of the rental industry.

IX. EXECUTIVE SESSION:

At 3:31PM, Chair Rodriguez called Executive Session for the purpose of discussing time sensitive real estate and legal matters.

X. ADJOURNMENT:

Chair Rodriguez called to adjourn the Executive Session at 4:41PM. Commissioner Nelson so moved; Commissioner Vasilakis seconded. There being no further business, the meeting was adjourned.



EDDIE RODRIGUEZ, CHAIR



CHAD WRIGHT, EXECUTIVE DIRECTOR