

## MINUTES

On the 20th day of May 2021 at 2:33PM, the Colorado Springs Housing Authority Board of Commissioners met in Regular Session via tele-conference.

### I. **ROLL CALL:**

The following members of the body attended:

#### COMMISSIONERS:

Brian Colvert, Chair  
Cheryl Dingwell-Keckritz, Vice Chair  
Jesse Spaeth, Commissioner  
Eddie Rodriguez, Commissioner  
John Vasilakis, Commissioner  
Sharon King, Commissioner  
Eric Phillips, Commissioner

#### STAFF:

Paul Spencer, Deputy Director

#### EXCUSED:

Trudy Harper, Finance Director  
Patrick Hensley, Maintenance Supervisor  
Nadine Garcia, Section 8 Supervisor  
Jeff Kunkle, IT Manager  
Valerie Switzer, Human Resources Generalist

#### ABSENT:

None

#### VISITORS:

No visitors

#### EX OFFICIO:

Chad Wright, Secretary

#### RECORDING SECRETARY:

Katherine C. Kuchera

### II. **APPROVAL OF MINUTES:**

Chair Colvert called for the motion to approve the minutes of the Regular Meeting of April 15, 2021 as presented. Vice Chair Dingwell-Keckritz so moved; Commissioner King seconded. Motion carried with unanimous approval.

### III. **CITIZEN DISCUSSION:**

There was no Citizen Discussion.

### IV. **CONSENT CALENDAR:**

#### A. **Housing Project Development**

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

**B. Finance/Administration**

1. Combined Financials
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

*Commissioner Vasilakis called the following:*

**Page 3. / Finance/Administration/1. Combined Financials April 2021:**

Commissioner Vasilakis requested clarification for various items contained in the Combined Financials:

- Annual budget/net income or loss
- Tax Credit partnerships; how are they set up? (*example: Creek at Cottonwood vs. other properties*).
- Comparative net income: what are the differences between budgeted amounts for different properties.

Mr. Wright stated we negotiate a fee approximate to 35% of the total property tax liability. The fee is then paid with an up-front and an annual fee. Sometimes, a different agreement is negotiated.

This concluded discussion of the Consent calendar.

**V. ACTION ITEMS:**

***Resolution 2459: Approval to open waiting list for Senior Heritage Plaza Apartments-Senior and/or disabled June 8-9, 2021:***

Commissioner King inquired how residents are notified of waiting list openings; Mr. Spencer replied. Chair Colvert then called for the motion to approve. Commissioner King so moved; Commissioner Rodriguez seconded. The motion carried with unanimous approval.

***Resolution 2460: Approval of account write offs for the period ending April 30, 2021:***

Chair Colvert called for the motion to approve the motion. Mr. Spencer stated there were six units included in the write offs. Commissioner Vasilakis so moved; Vice Chair Dingwell-Keckritz seconded. The motion carried with unanimous approval.

***Resolution 2461: Approval of account write offs for the Homeownership Program ending April 30, 2021:***

Chair Colvert called for the motion to approve. Commissioner Rodriguez so moved; Vice Chair Dingwell-Keckritz seconded. The motion carried with unanimous approval.

**VI. EXECUTIVE DIRECTOR'S REPORT:**

**1. Progress on Shook's Run:**

Mr. Wright stated weather has hindered some progress. Also, excavation uncovered a tank buried under ground, so some time was lost. We followed all environment requirements prior to removal. It was determined to be an old water tank. We are now projecting a completion date of November. Shingles and brick are being applied.

**2. Annual Budget:**

Mr. Wright discussed results of the audit which was completed on site this year. Mr. Wright expressed kudos to the staff for our result; we received an unmodified clean audit for the 8<sup>th</sup> year in a row. Ms. Harper and her team did a very good job. Ms. Garcia and the Section 8 department also did a great job; there were no audit findings.

**3. Cost increase of building materials:**

Mr. Wright said the cost of materials has increased substantially; it is becoming an inhibiting factor to some of the things we want or need to do, such as repairs. Lumber has been impacted greatly due to mills closing, high Canadian tariffs, lack of transportation, and of course COVID. Commissioner Spaeth asked what the affect is: are plans are changing? Mr. Wright offered that further discussion would take place during the closed session. Commissioner Vasilakis said projects are increasing 6% per month impacting the cost of projects greatly. Pricing changes weekly, which is challenging.

*This concluded the Executive Director's Report.*

*Chair Colvert asked if there was any further discussion.*

Commissioner Vasilakis stated he saw an article about a new affordable housing partnership (*Partnership for Collaborative Housing*) and asked if the Authority had been approached to participate. Mr. Wright stated he had conversations with the principals.

**VII. OLD BUSINESS:**

There was no Old Business to come before the Board.

**VIII. NEW BUSINESS/OTHER BUSINESS:**

There was no New Business or Other Business to come before the Board.

At 2:55PM, Chair Colvert called for the motion to adjourn from Regular Session and convene in Executive Session. Commissioner King so moved; Vice Chair Dingwell-Keckritz seconded. Motion carried with unanimous approval.

**IX. EXECUTIVE SESSION:**

At 2:55PM Executive Session convened for the purpose of discussing property development.

At 4:55PM, Chair Colvert called for the motion to adjourn Executive Session and reconvene in Regular Session. Vice Chair Dingwell-Keckritz so moved; Commissioner Spaeth seconded; motion carried with unanimous approval.

**X. ADJOURNMENT:**

There being no further business to come before the Board, Chair Colvert called for the motion to adjourn Regular Session. Commissioner Spaeth so moved; Commissioner King seconded. Motion carried with unanimous approval; the Board adjourned at 4:57PM.

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BRIAN COLVERT, CHAIR

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CHAD WRIGHT, SECRETARY