

## MINUTES

On the 20th day of October 2022 at 1:00PM, the Colorado Springs Housing Authority Board of Commissioners met in Regular Session.

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

The following members of the body attended:

**COMMISSIONERS:** Eric Phillips, Chair  
 Eddie Rodriguez, Vice Chair  
 Jesse Spaeth, Commissioner  
 Karen Anderson, Commissioner  
 John Vasilakis, Commissioner  
 Cathi Sullivan, Commissioner  
 Laura Nelson, Commissioner

**STAFF:** Paul Spencer, Deputy Director

**EXCUSED:** Chad Wright, Executive Director  
 Trudy Harper, Finance Director  
 Patrick Hensley, Maintenance Supervisor  
 Jeff Kunkle, IT Supervisor  
 Nadine Garcia, Section 8 Supervisor

**VISITORS:** Ms. Fields, Ms. Hays

**EX OFFICIO:** Chad Wright, Secretary (Excused)

Chair Phillips called the meeting to order at 1:00 PM.

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

Chair Phillips called for the motion to approve the minutes of the September 15, 2022; Regular Meeting as presented. Commissioner Spaeth so moved; Commissioner Nelson seconded. The motion carried with unanimous approval.

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

Ms. Fields and Ms. Hays presented concerns via Teams Meeting call in. Staff will follow through with communication.

*Chair Phillips 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 August 2022
  - 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 inquired about the following:*

**C. Operations/4. b. /PHAS Scoring Update/Page 19:**

Commissioner Vasilakis asked about the dip in the score and whether the score can be increased. Mr. Spencer provided information about the scoring process.

There was no further discussion on the Consent Calendar and Chair Phillips called for a motion to approve it. Commissioner Sullivan so moved; Vice Chair Rodriguez seconded. Motion carried with unanimously.

**V. ACTION ITEMS:**

**RESOLUTION 2520: Approval of the 2023 Annual Agency Plan to be Submitted to HUD October 21, 2022**

Mr. Spencer provided information about the Plan. Chair Phillips called for the motion to approve. Commissioner Vasilakis so moved; Commissioner Spaeth seconded. Motion carried unanimously.

**RESOLUTION 2521: Approval of the Utility Allowance Schedule for Single Family to include Semi Detached, Duplex, Detached House, and Mobile Home to take effect January 1, 2023**

Mr. Spencer gave information about the utility allowances, noting that Nelrod, a national consulting firm that specializes in housing programs, determines the allowances for Housing Authorities annually. Chair Phillips called for the motion to approve. Commissioner Sullivan so moved; Commissioner Nelson seconded. Motion carried unanimously.

**RESOLUTION 2522: Approval of Utility Allowance Schedule for Public Housing Single Family to include Semi Detached Duplex Detached House and Mobile Home to take effect January 1, 2023**

Chair Phillips called for the motion to approve. Commissioner Sullivan so moved; Commissioner Nelson seconded. Motion carried unanimously.

**RESOLUTION 2523: Approval of Flat Rent Proposal for 2023**

Mr. Spencer provided information on Flat Rent and brief discussion followed. Chair Phillips called for the motion to approve. Commissioner Vasilakis so moved; Vice Chair Rodriguez seconded. Motion carried unanimously.

**RESOLUTION 2524: Approval of Bad Debt Report for month ending September 30, 2022**

Chair Phillips called for the motion to approve. Commissioner Nelson so moved; Commissioner Vasilakis seconded. Motion carried unanimously.

**RESOLUTION 2525: Approval of Bad Debt Report for Homeownership Program for month ending September 30, 2022**

Chair Phillips called for the motion to approve. Commissioner Vasilakis so moved; Commissioner Nelson seconded. Motion carried unanimously.

**RESOLUTION 2526: Approval of SAFMR (Small Area Fair Market Rent) Payment Standard by ZIP Code for Families effective January 1, 2023**

Mr. Spencer provided information the history of the Small Area Fair Market Rent. Chair Phillips called for the motion to approve. Commissioner Spaeth so moved; Vice Chair Rodriguez seconded. Motion carried unanimously.

**RESOLUTION 2527: Approval for Hendricks Communities LLC/MJT Properties, Inc. (the “Co-Developer”) to assume *Industry Standards Activities* for the Village at Homewood Point II (VHPH):**

Resolution was approved by majority vote electronically October 12, 2022. Signature only.

**VI. EXECUTIVE DIRECTOR’S REPORT:**

There was no Executive Director’s Report.

**VII. OLD BUSINESS:**

There was no Old Business to come before the Board.

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

There was no new or other business to come before the Board.

At 1:39PM, Chair Phillips called for the motion to adjourn the meeting to convene in Executive Session. Vice Chair Rodriguez so moved; Commissioner Nelson seconded. Motion carried unanimously.

**IX. EXECUTIVE SESSION:**

The Board convened in Executive Session at 1:40PM.

**X. ADJOURNMENT:**

There being no further business to come before the Board, Chair Phillips called for the motion to adjourn the meeting 3:10PM. Commissioner Nelson so moved; Commissioner Sullivan seconded, and the motion carried with unanimous approval.

---

ERIC PHILLIPS, CHAIR

---

PAUL SPENCER, DEPUTY DIRECTOR