

MINUTES

On the 21st day of September, 2017 at 2:30 PM, the Colorado Springs Housing Authority Board of Commissioners met in Regular Session at the Colorado Springs Housing Authority located at 831 S. Nevada Avenue, Colorado Springs, Colorado 80903.

I. ROLL CALL:

The following members of the body attended:

COMMISSIONERS:	James D. Ringe, Chair Brian Colvert, Vice Chair Roland Laning, Commissioner Sharon King, Commissioner Cheryl Dingwell-Keckritz, Commissioner Steve Powell, Commissioner
STAFF:	Jeff Kunkle, I.T. Manager Paul Spencer, Maintenance Supervisor Kelly Padilla, Human Resources Manager Nadine Garcia, Section 8 Supervisor
ABSENT:	Jackie Jaramillo, Commissioner Mike Burks, Deputy Director Trudy Harper, Finance Director
EX OFFICIO:	Chad E. Wright
RECORDING SECRETARY:	Katherine C. Santucci

Chair Ringe called the Regular Meeting of the Board of Commissioners to order at 2:33 PM.

II. APPROVAL OF MINUTES:

Chair Ringe called for the motion to approve the minutes of the Regular Meeting of August 17, 2017 as presented. Commissioner Dingwell-Keckritz so moved, Commissioner King seconded. Motion carried with unanimous approval.

III. CITIZEN DISCUSSION/PUBLIC HEARING FOR 2018 AGENCY PLAN:

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

Chair Ringe called for discussion of the Consent Calendar.

Mr. Wright discussed the following:

- **Public Housing Occupancy** is currently 99%.
- **PHAS** is above 93.
- **Section 8** staff continue to send letters to applicants. Commissioner King asked how many vouchers were returned during August; Ms. Garcia stated the monthly average is 20. Mr. Wright stated utilization should increase in November with the new FMR (Fair Market Rent) rates, effective November 1. Chair Ringe asked how many clients are leasing up each month. Ms. Garcia stated there have been 25 over the past two months. Mr. Wright stated the Authority is hoping to reach 96% utilization by the end of the year.
- **COMCAP Asset Management:** Referring to Commissioner Laning's request (08/17/17) for comparative data for Managed Properties, Mr. Wright noted the Authority is still working on YTD using the same methodology for both asset management properties; it should be available soon.

This concluded discussion of the Consent Calendar.

Staff was excused.

V. ACTION ITEMS:

Resolution 2257: Approval of Submittal of 2018 Agency Plan to HUD:

Following brief discussion, Chair Ringe called for the motion to approve. Commissioner Dingwell-Keckritz so moved; Commissioner Powell seconded. Motion carried with unanimous approval.

Resolution 2258: Approval of Account Write offs for month ending August 31, 2017:

Chair Ringe called for the motion to approve. Vice Chair Colvert so moved; Commissioner Powell seconded. Motion carried with unanimous approval.

Resolution 2259: Approval of Homeownership Program debt write offs for month ending August 31, 2017:

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

Resolution 2260: Approval of Change to ACOP Policy regarding Unreported Income Repayment: Tabled until October 19, 2017 pending additional material.

Resolution 2261: Approval of Changes to the CSHA Utility Allowance for Public Housing: Chair Ringe called for the motion to approve. Commissioner Powell so moved; Commissioner King seconded. Motion carried with unanimous approval.

Resolution 2262: Approval of Adoption of HUD Fair Market Rents (FMR) to take effect November 1, 2017: *Resolution was passed by electronic vote September 8, 2017.*

Resolution 2263: Approval of 2018 CSHA Operating Budget: See Executive Director's Report.

VI. EXECUTIVE DIRECTOR'S REPORT:

1. **CSHA 2018 Operating Budget:**

Mr. Wright stated the 2018 Budget (Characteristics and Assumptions, along with Entity Wide Budgeted Revenues and Expenditures) was delivered electronically to the Body September 18. Referring to last year's process, Mr. Wright stated a Continuing Resolution is in place until December; 2018 funding levels will not be available until later. Typically, the budget would be presented for Board approval in October (after first reading in September), however, because the Authority does not anticipate significant changes, ***Resolution 2263 approving the CSHA 2018 Operating Budget*** was offered 9/21/2017. Prior to the vote, Mr. Wright outlined the following parameters:

- **Net Surplus:** The Authority used current year actuals as the foundation for building the budget.
- **Restricted Cash Numbers:** The numbers are good in both Replacement Reserves and Operating Funds; some are required and some are not. Though some reserve funds are not required, they are essential to sound operations.
- **Operating Reserves:** The numbers are vastly improved over the past five years for the property categories. Mr. Wright stated the balances are healthy, while the quality of the buildings is improving, particularly in the PHA managed category.
- **Concerns:** Mr. Wright stated funding levels for Section 8 and Public Housing are uncertain. Earlier in the year the Authority was forced to reduce the number of full-time employees and temporary personnel currently assist in clerical roles. As in the past four years, the Authority will examine numbers after the first quarter of 2018; Mr. Wright noted capital, infrastructure or I.T. investments will depend on financial position.

Additional Discussion:

Commissioner Dingwell-Keckritz asked how net surplus is booked at the end of the year. Mr. Wright explained the pathway for the funds, and emphasized the significance of holding reserves for repairs, improvements and upkeep of properties.

Commissioner Laning asked about restrictions and how the funds are allocated. Mr. Wright cited examples of upcoming repairs to properties: painting, deck replacements, etc. Commissioner Laning stated the Authority's properties look very good.

Chair Ringe asked about compensation for 2018; Mr. Wright assured it is the intent to provide additional compensation, however, the Authority cannot project until mid-year (after 1st quarter numbers are available).

Commissioner King asked if Congress can pass a budget after passing a Continuing Resolution; Mr. Wright stated it should happen, but timing could have negative impact on the Authority.

Chair Ringe asked what the City does regarding compensation. Mr. Wright stated he doesn't know what their approach is, but discussed methods that other large corporations utilize.

Commissioner Powell asked about percentages and accountability of additional expenditures. Mr. Wright replied there is not a set percentage and expenditures are determined according to needs. Commissioner Powell also asked how the net surplus for 2017 compares to previous years. Mr. Wright stated the information would be provided at the October Board Meeting.

There was no further discussion regarding the 2018 Operating Budget, therefore, Chair Ringe called for the motion to approve Resolution 2063. Commissioner Laning so moved; Commissioner King seconded. Motion carried with unanimous approval.

This concluded Mr. Wright's report.

VII. OLD BUSINESS:

Commissioner Dingwell-Keckritz referred to an earlier concern brought before the Board regarding a situation at one of the Authority's properties, and stated she received a phone call from someone about it. Mr. Burks will report at the October meeting.

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

There was no new business to come before the Board.

At 3:20 PM, Chair Ringe called for the motion to adjourn from Regular Session. Commissioner King so moved; Vice Chair Colvert seconded. Motion carried with unanimous approval.

IX. EXECUTIVE SESSION:

Executive Session convened at 3:20 PM.

At 3:58 PM, Chair Ringe called for the motion to adjourn Executive Session and re-convene in Regular Session. Commissioner Dingwell-Keckritz so moved; Commissioner King seconded. Motion carried with unanimous approval.

X. ADJOURNMENT:

At 3:58 PM, Chair Ringe called for the motion to adjourn Regular Session. Commissioner Powell so moved; Commissioner King seconded. Motion carried with unanimous approval.

JAMES D. RINGE, CHAIR

CHAD E. WRIGHT, SECRETARY