



HOUSING AUTHORITY AGENDA

Thursday, April 16, 2026 at 8:30 AM

MEETING LOCATION

1101 Broad Street, Meeting House, Milliken, CO 80543

Zoom Meeting Details

To Join via Zoom

<https://us02web.zoom.us/j/82526845289?pwd=ImiyC5NpxQ8htBUuE3MNOagn2nHHnj.1>

Meeting ID: 825 2684 5289

Passcode: 865282

One tap mobile: +17193594580,,82526845289#,,,,*865282# US

Join https://us02web.zoom.us/join/82526845289/invitations?signature=oDHymOwkmlo_VciSVF60kfxR-tyntH2nptFS7mMFkMQ
instructions:

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Agenda Approval**
 - a. **For Consideration and Approval of the Meeting Agenda for April 16, 2026**
5. **Citizen Comments**
6. **Minutes of Previous Meetings**
 - a. **For Consideration and Approval of the Meeting Minutes for February 19, 2026**
Sloane Hawes, Housing Authority Chair
 - b. **For Consideration and Approval of the Meeting Minutes for March 19, 2026**
Sloane Hawes, Housing Authority Chair
7. **Loveland Housing Authority Updates**
 - a. **LHA's Monthly Written Report**
 - b. **Dove Valley Waitlist Update**
 - c. **Update on LHA Developer Fee and Limited Partner Distribution**
8. **Action Agenda**

- 9. Discussion Agenda**
 - a. May MYCL - Dove Valley Shed Painting Event**
- 10. Informational Agenda**
 - a. 2026-2028 Strategic Plan Update**
- 11. Officer Reports**
- 12. Future Business**
 - a. Quarterly Treasurer Report at May Meeting**
 - b. Officer Elections at May Meeting**
- 13. Adjournment**



Town Of Milliken
Milliken Housing Authority
Milliken Meeting House
1201 Broad Street

Meeting Minutes for February 19, 2026

1. Call to Order

Chair Hawes called the meeting to order at 8:34 am.

2. Pledge of Allegiance

Chair Hawes led the Authority in the Pledge of Allegiance

3. Roll Call

Those Present: Chair Sloane Hawes, Commissioners Kellie Matthews (Zoom), and Lori Vandiveer (Zoom)

Those Absent: Vice Chair Chad Wilson and Commissioner Michelle Bauer

Also in attendance: Loveland Housing Authority (LHA) Jess Hinze, Director of Asset Management, Maira Vasquez, Housing Coordinator, and Misti Hudson, Accounting Manager.

4. Agenda Approval

a. For Consideration and Approval of the Meeting Agenda for February 19, 2026

Commissioner Matthews motioned to approve the agenda as presented. Commissioner Vanderveer seconded.

All in Favor. None Opposed. Motion Carried.

5. Citizen Comments

There were none.

6. Minutes of Previous Meetings

a. For Consideration and Approval of the meeting Minutes for January 15, 2026

Tami Burns, Administrative Assistant

Commissioner Matthews motioned to approve the minutes from January 15, 2026, as presented. Commissioner Vandiveer seconded.

All in Favor. None Opposed. Motion Carried.

7. Loveland Housing Authority Updates

a. Dove Valley Report

Sloane Hawes, Housing Authority Chair

Housing Coordinator Maira Vasquez provided an operational update on the Dove Valley units, focusing on occupancy and compliance.

After an extensive multi-month project, Maira confirmed that all resident accounts are fully reconciled. This provides a clean slate for the new software.

A project-based voucher unit at Dove Valley remains vacant. Because the unit is project-based, Greeley Weld typically manages the placement. However, after they failed to find a tenant, Maira has taken over the search using the local Milliken waitlist. Once a candidate is identified locally, they will be sent to Greeley Weld for final voucher approval.

Maira committed to email the Authority with updated waitlist totals categorized by preference/need by the end of the day.

b. Dove Valley December 2025 Financials

Sloane Hawes, Housing Authority Chair

Director of Asset Management Jess Hinze noted that the end-of-year period has been exceptionally difficult due to a simultaneous software conversion. This transition is intended to automate ledger accuracy and prevent the manual reconciliation issues faced in 2025.

Finance Manager Misti Hudson presented the unaudited 2025 year-end financials, highlighting a massive accounting adjustment required to correct historical errors. Misti explained a significant revenue discrepancy for December 2025. This was due to correcting the inflated prepaid balances. Before the cleanup, the system showed a prepaid balance of roughly \$50,000 to \$60,000 because the software wasn't charging the residents correctly. The money was sitting in the bank, but because the system didn't show a bill, it just labeled the money as Prepaid.

The 2025 Year-End Review shows cash flow remains tight due to the upfront payments LHA paid out for the hail-damaged roof claim. A \$71,000 receivable is expected from the insurance company to close out once 2026 insurance reimbursements are processed.

c. Dove Valley 2026 Budget

Misti presented a short summary of the 2026 Budget to the Authority. The Projected Debt Service Coverage Ratio is 1.17. This does not include the recent insurance payments and salary adjustment.

Most notable are the capital allocations for 2026, which include the following:
\$12,000 for exterior painting
\$8,000 for concrete and;
\$7,000 for tree trimming.

Solar revenue was down due to the solar panels being damaged by hail and squirrel-related wiring issues. Repairs are complete, and solar credits should return to 100% in 2026.

Misti noted an over-accrual for salaries at the end of the year. While the impact on Dove Valley is minor, roughly \$1,000, she will provide updated, unaudited financials once this is corrected.

d. Timeline for Payment of Developer Fee and Limited Partner Distribution
Loveland Housing Authority

Limited Partner Distribution — Misti stated that there is ongoing discussion with auditors regarding the 2024 distribution. Because Dove Valley operates under a Rural Development (RD) loan, there are strict rules about paying out distributions in a different calendar year than they were earned. Misti will copy the Authority on the final auditor recommendation.

8. Action Agenda

There are none.

9. Discussion Agenda

a. Draft of 2026 Event Schedule
Sloane Hawes, Housing Authority Chair

Chair Hawes presented a draft of the 2026 Event Calendar. The Authority engaged in a discussion regarding minimal marketing and low community turnout. Commissioner Matthews emphasized that for an event to be successful, it must appear in the Town Newsletter for two consecutive months leading up to the date.

Revised Schedule:

Q1: The March workshop was deemed too last minute and was canceled due to insufficient planning time.

Q2: Shed Painting Social (May) Chair Hawes will set this up with Silvia, the coordinator for Milliken Young Community Leaders (MYCL). Paws and Property Resource Event (June). Chair Hawes will plan this event. The board discussed hosting an informational table at the local Market Days to advertise future events.

Q3: Beef and Bean Day (August) and Fall Social (September). Commissioner Matthews will plan this event.

Q4: Year-end Community Workshop (October). A pole will be taken at earlier events to decide the topic and Holiday Gift Baskets (November–December)

Future event calendars will be set in November/December of the prior year to ensure the Q1 events have enough marketing lead time. Events will also be assigned to Authority members at that time going forward.

10. Informational Agenda

a. Commissioner Recruitment

Chair Hawes stated that she has a meeting with a potential candidate for coffee tomorrow, but that the potential candidate is also running for a position on the Town Board. She will decide once elections are over in April.

They would like to keep the ad in the newsletter going forward.

b. 2026-2028 Strategic Plan Update

Sloane Hawes, Housing Authority Chair

While the Authority didn't dive into a formal Strategic Plan during this meeting, they plan to add this to the second half of the work session on March 2nd. The work session will begin with guests from Windsor Housing Authority (WHA).

Commissioner Matthews requested that questions for WHA be submitted by Tuesday, February 24th so that they may prepare for the meeting.

11. Officer Reports

There are none.

12. Future Business

There are none.

13. Adjournment

Commissioner Vandiveer motioned to adjourn the meeting. Commissioner Matthews seconded the motion. Meeting adjourned at 9:23 am.

Motion passed unanimously.

Prepared By:

Approved By:

Tami Burns, Admin. Assistant II

Sloane Hawes, Housing Authority Chair



Town Of Milliken
Milliken Housing Authority
Milliken Meeting House
1201 Broad Street

Meeting Minutes for March 19, 2026

1. Call to Order

Chair Hawes Called the Milliken Housing Authority to Order at 8:30 a.m.

2. Pledge of Allegiance

Chair Hawes led the Pledge of Allegiance.

3. Roll Call

Those Present: Chair Sloane Hawes, Vice Chair Chad Wilson, Commissioners Kellie Matthews, Michelle Bauer, and Lori Vandiveer.

Town Staff: Administrative Assistant II, Tami Burns.

Absent: None

Those present from Loveland Housing Authority (LHA): Director of Asset Management Jess Hinze, Regional Property Manager Ashley Wade, Housing Coordinator Meira Vasquez, and Finance Manager Misti Hudson.

4. Agenda Approval

a. To Consider and Approve the Agenda for March 19, 2026.

Commissioner Vandiveer motioned to approve the agenda as presented. Commissioner Bauer seconded.

All in favor. None Opposed. Motion Carried.

5. Citizen Comments

There were none.

6. Minutes of Previous Meetings

a. To Consider and Approve the Minutes from February 19, 2026

Chair Hawes asked to table the approval of the February 19, 2026, meeting minutes for additional review. Commissioner Matthews seconded.

All in Favor. None Opposed. Motion Carried.

7. Loveland Housing Authority Updates

a. Written Report

Ms. Wade provided an update on the Project-Based Voucher (PBV) program, noting that one PBV unit remains vacant. LHA staff continues working with Greeley/Weld Housing Authority to identify an eligible tenant. A potential placement recently fell through, and recruitment efforts are ongoing. It was clarified during discussion that the vacant unit is a two-bedroom, and that LHA applicants from the Milliken preference waitlist are being considered for placement.

b. Dove Valley Resident Survey Results

Cory Mitchell, LHA Staff

Ms. Mitchell presented the results of the 2025 Dove Valley Resident Survey, which was conducted in August. Eight (8) residents out of twenty (20) responded, and while the small sample size makes the results directional, overall satisfaction and likelihood to recommend both scored 100 percent. High satisfaction was reported in housing quality, safety, and cleanliness.

Improvements were noted in maintenance and service quality compared to the prior year, while lower scores related primarily to staff turnover and tenant conflict occurring at the time of the survey.

Additional survey feedback highlighted appreciation for staff, particularly the property manager, and strong satisfaction with the quiet and peaceful environment. Areas identified for improvement included resident behavior, unit upkeep, and maintenance responsiveness. Planned next steps include continued community events, additional staffing support, painting of select units, and implementation of a new maintenance software system to improve transparency and communication.

Discussion followed regarding the new maintenance software. LHA staff explained that the system will allow residents to submit and track work orders through a resident portal, improve reporting, and provide clearer insight into maintenance response times.

c. Dove Valley Waitlist Numbers

Chair Hawes shared a waitlist update, explaining that the purge of the housing waitlist is still in progress. February numbers remain in effect, showing 39 one-bedroom and 35 two-bedroom Milliken preference applicants.

Once the LHA's purge is complete, they will provide the Authority with updated figures at the April 16th meeting.

d. Follow-Up Questions Regarding 2026 Dove Valley Budget and Email Response

The Authority discussed reinvesting the distributed funds exclusively in painting units that have not been repainted since construction. Further discussion regarding the number of units to be painted and associated terms is scheduled for the April 6th work session, with a corresponding action item planned for the April 16th meeting. Painting timelines were reviewed, and summer was identified as the optimal period for completion. Ms. Hinze recommended initiating vendor

outreach within the next month to secure scheduling. The Authority expressed a preference for completing the project in as few phases as practicable to minimize disruption and control costs.

e. Timeline for Payment of Developer Fee and Limited Partner Distribution

Ms. Hudson recommended distributing the full available developer fee and limited partner funds, totaling \$89,637.00, to MHA to improve audit clarity. Although distributions have typically been made following completion of the audit, the 2025 audit is already underway and is expected to be completed sooner than in prior years. No significant distribution is anticipated from the 2025 audit due to roof repair costs that were paid prior to receiving insurance reimbursement, which was resolved in January 2026. The Authority may subsequently reinvest these funds into the property, either as equity or as a loan, with or without interest.

8. Action Agenda

There were none.

9. Discussion Agenda

a. May MYCL - Dove Valley Shed Painting Event

Kellie Matthews, Housing Authority Secretary & Treasurer

Commissioner Matthews provided an update on the Dove Valley shed painting project involving the Milliken Young Community Group (MYCL). Coordination is ongoing, and the Authority discussed having young people develop design concepts incorporating Dove Valley and/or MHA's logo. The goal is to have multiple design options ready for review at the April 6th work session. Once the designs have been presented, the residents of Dove Valley will have the option to choose the design for the shed. The project is planned for completion in May.

10. Informational Agenda

a. 2026-2028 Strategic Plan Update

Chair Hawes provided a Strategic Plan update, noting that a Commissioner Skills Audit will be distributed prior to the next work session. The audit will help assess the strengths of current commissioners, highlight opportunities for additional training, and guide future recruitment to address any identified gaps, which is part of the Strategic Plan six (6) to twelve (12) month goals.

Planning for Commissioner training is underway, with implementation expected later in the year. A strategic progress update will be provided to the Board of Trustees in May or June.

11. Officer Reports

There were none.

12. Future Business

a. Quarterly Treasurers Report at the April Meeting

Kellie Matthews, Housing Authority Secretary & Treasurer

Upcoming meetings were reviewed. The next work session is scheduled for April 6th, and the next regular meeting is scheduled for April 16th at 8:30 a.m. Commissioner Matthews noted she would be unable to attend the April 16th meeting, so the quarterly budget will be presented in May.

13. Adjournment

Commissioner Matthews moved to adjourn the meeting at 9:07 a.m., Commissioner Bauer seconded.

All in Favor. None Opposed. Motion Carried. Meeting Adjourned.

Prepared By:

Approved By:

Tami Burns, Admin. Assistant II

Housing Authority Chair



MHA Monthly Report-

1. **General Updates:** (Greeley/Weld, policy/staffing changes)

2. **Dove Valley Residents:** (vacancies, resident complaints)

3. **Maintenance & Facilities Updates:** (WO requests, routine maintenance)

4. **Finance:** (Quarterly financials, variance notes)

5. **Other Updates:**
