

DRAFT

ROOSEVELT CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS MINUTES OF MEETING September 2, 2026

COMMISSIONERS PRESENT:

Harold Huff, Vice-Chairperson
Lynn Snow, Commissioner
Audry Goodrich, Commissioner

COMMISSIONERS EXCUSED:

Beau Hancock, Chairperson
Joshua Bake, Commissioner

OTHERS PRESENT:

Margaret Chatwin, Executive Director

1. CALL TO ORDER. The meeting was called to order by Vice-Chairperson Harold Huff, Roll Call of Commissioner's in attendance was made.
2. PUBLIC HEARING – (As Necessary)
3. APPROVAL OF PUBLIC HEARING - (As Necessary)
4. APPROVAL OF MINUTES – JULY 1, 2026 – Regular Session

Vice-Chairperson Harold Huff, inquired if the board had received the minutes for the July 1, 2026, meeting, and if there were any questions, comments, or changes. There was no questions, comments, or changes.

MOTION: Motion by Commissioner Lynn Snow to approve the July 1, 2026, minutes as written.

SECOND: Second by Commissioner Audry Goodrich.

VOTE: Unanimous

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5. APPROVAL OF EXPENDITURES – JUNE AND JULY 2026

Commissioner Lynn Snow inquired about the increase in deposits for July 2026 to the Voucher Program. Executive Director Margaret Chatwin explained that it is the amount HUD gives RCHA and if the HAP amounts were higher the prior month, HUD will issue more funds the following month.

Commissioner Lynn Snow inquired about the Admin Expenses being higher in July 2026. Executive Director Margaret Chatwin explained that there was a payment to Utah Local Government Trust for \$5,096.20 for the annual liability insurance.

Commissioner Lynn Snow inquired about the increase in expenses for Country Haven for July 2026.

Executive Director Margaret Chatwin explained that there was an A/C repair cost for \$1,350.34.

Commissioner Lynn Snow inquired about the increase in expenses for Meadowlark Acres for July 2026.

Executive Director Margaret Chatwin explained that only the construction interest had been being paid, but now that the project had been finalized, the payments were now for the loan as well as escrow, and that it would continue going forward.

Vice-Chairperson Harold Huff inquired why one of the monthly deposits for rents for Meadowlark Acres is \$1,300 while the other five are \$1,287.

Executive Director Margaret Chatwin explained that one of the residents pays extra each month, therefore accumulating a credit. Executive Director Margaret Chatwin stated that she has repeatedly asked the resident to pay the correct amount and use up the credit.

The board suggested this be brought to a zero credit by the end of the 2026 year.

MOTION: Motion by Commissioner Lynn Snow to approve the June and July 2026 payments as presented.

SECOND: Second by Commissioner Audry Goodrich.

VOTE: Unanimous.

6. FORMAL ACTIONS- SALARY REVIEW – 2026 COLA

Executive Director Margaret Chatwin stated that Roosevelt City had approved a 2% COLA increase for employees and inquired if her income could also reflect that change.

Commissioner Audry Goodrich stated that she had spoken to Commissioner Josh Bake about it and approved of the increase.

MOTION: Motion by Commissioner Audry Goodrich to approve the 2026 COLA increase of 2%.

SECOND: Second by Commissioner Lynn Snow

VOTE: Unanimous.

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7. OTHER- CHANGE TO ADMIN PLAN

Executive Director Margaret Chatwin stated that due to HOTMA changes made by HUD that asset verifications for checking accounts would be based off of current amounts and that the admin plan has been reworded to reflect that change.

MOTION: Motion by Commissioner Lynn Snow to change the wording to the Admin Plan as presented.

SECOND: Second by Commissioner Audry Goodrich.

VOTE: Unanimous.

7. OTHER continued - UNCLEARED CHECKS

Executive Director Margaret Chatwin presented a list of all checks that had been issued by RCHA but had not been cashed by the recipients, some dating back to 2020.

Commissioner Lynn Snow suggested that the recipients of the checks be contacted, the old check be voided and new checks be issued and that stop payment be issued with the bank for the old checks.

Executive Director Margaret Chatwin made the board aware that there is a \$20 fee for all Stop Payments with the bank.

Board asked that an update be given at next meeting.

MOTION: Motion by Commissioner Lynn Snow to issue new checks and void old checks and pay all needed Stop Payment fees.

SECOND: Second by Commissioner Audry Goodrich.

VOTE: Unanimous.

8. ADJOURNMENT

MOTION: Motion by Commissioner Lynn Snow to adjourn the meeting.

SECOND: Second by Commissioner Audry Goodrich.

VOTE: Unanimous.