



## GARFIELD COUNTY HOUSING AUTHORITY

1430 F Railroad Avenue  
Phone (970) 625-3589 or (888) 627-3589

Rifle, CO 81650  
Fax (970) 625-0859



### Regular Monthly Board Meeting

Rifle Office

April 25, 2018 - 12:00 Noon

Monique Speakman, Chair, called the meeting to order at 12:15. Roll Call: Commissioners Jack Palomino, Stephen Huber, Dave Roberts, and Linda Hansen were present.

Staff present: ED Kate Gazunis, CFO Cheryl Strouse and VISTA Bo Blodgett

1. Introductions: Bo was introduced to the Board and gave an overview of the work he is doing to establish a Housing and Financial Counseling Program.
2. Minutes: Minutes of the March 28, 2018 Annual and Regular meetings were previously submitted to board for reading prior to meeting. Commissioner Huber moved and Commissioner Roberts seconded the motion to accept the minutes of both the March regular meeting. Motion passed unanimously.
3. Financial Reports
  - a. March 2018 financial statements were previously submitted to board for reading prior to meeting, with notes from CFO Strouse. Commissioner Roberts requested CFO Strouse go ahead and enter the 10-month VSH budget into the management program (TenMast) so that they can review expenses to budget. The Commissioners instructed staff to merely amend the budget in the software program once the final is approved by RD and brought to them for review. Commissioner Huber moved and Commissioner Hansen seconded the motion to adopt the month-end February and March financials, subject to audit. Motion passed unanimously.
  - b. Accounts Payable 3/24/2018 to 4/20/2018: Checks payable for the prior month were emailed to the Board in advance of the meeting. After review of the ledger, Commissioner Roberts moved and Commissioner Huber seconded the motion to approve the AP's subject to audit. Motion passed unanimously.
  - c. Two-year forecasting: The two-year forecasting tool shows that the success rate is averaging 75%, the utilization rate is currently at 101.8%. The forecast indicates that 100% utilization of vouchers and 96.8% utilization of BA should be achievable for 2018. ED Gazunis explained that the BA utilization may increase slightly if HUD increases the FMR's at the end of the year - usually effective October 1.
4. Unfinished Business
  - a. HUD's *Lead The Way* training. Staff and Board reviewed the "Priorities at Your PHA" worksheet. As a result of the review, staff is to assemble any policies that need formal approval to the next couple of Board meetings. All of the approved policies such as travel, credit card use, purchase, etc., are posted on the website in the <Employee Portal> which the Board can sign into.
  - b. MPG grant/loan application. ED Gazunis requested approval of an additional \$18k match for the MPG application to USDA RD for renovations at VSH from the Uncle Bob Foundation. The funding would be transferred from the rehab account to Uncle Bob for the match. Commissioner Roberts moved and Commissioner Huber seconded a motion to increase the matching amount by \$18k to leverage the RD grant/loan. The application, before the Capital Needs Assessment, estimates the cost of renovation to be a total of \$443, 049, but the CNA will provide a final cost estimate.

c. ED's Unfinished Business Report. The report was previously submitted to board for reading prior to meeting. The request for an increased in matching dollars for the MPG application was moved to the regular agenda for discussion and vote. No other action items were needed. The report included updates on the regional housing needs survey, Microgrid Energy approval with the Town of Parachute, staff training, and the need to re-submit an RFP for the officer remodel.

5. New Business

a. ED's New Business Report: The report was previously submitted to board for reading prior to meeting and no action items were included. HUD has accepted the 2017 SEMAP report which again scored 100% resulting in a designation as High Performing Agency. Staff will attend the USDA RD multi-family training in Colorado Springs, and the CONAHRO training in Vail, both in mid-May. ED Gazunis is preparing a referral for the proposed Lake Springs Ranch PUD housing plan for Garfield County.

6. Other: The next meeting will be on May 23 at the Rifle Office.

7. Adjourn: Commissioner Roberts moved and Commissioner Huber seconded the motion to adjourn the regular meeting at 2:00 pm.

ATTEST:

  
\_\_\_\_\_  
Monique Speakman, Chair

APPROVE: \_\_\_\_\_

Katherine Gazunis, Secretary