

GARFIELD COUNTY HOUSING AUTHORITY

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Regular Monthly Board Meeting

Glenwood Springs Office

November 20, 2019 - 12:00 pm

- 1) **Call to Order:** Jack Palomino, Vice Chair, called the meeting to order at 12:30 pm.
Roll Call: Commissioners Linda Hansen, Dave Roberts, and Stephen Huber were present.
Staff present: ED Kate Gazunis and CFO Cheryl Strouse
- 2) **Minutes:** Minutes of the October 2019, Regular Meeting were previously submitted to board for reading prior to meeting. *Commissioner Huber moved, and Commissioner Roberts seconded the motion to adopt the minutes as presented. Motion passed unanimously.
- 3) **Financial Reports:**
 - a) **October 2019 Financials:** Financial statements were previously submitted to board for reading prior to meeting, with notes from CFO Strouse. *After discussing the notes and variances Commissioner Roberts moved, and Commissioner Hansen seconded the motion to adopt the month-end October financials for VSH, Admin, and S8, subject to audit. Motion passed unanimously.
 - b) **Accounts Payable 10/26 – 1/15/2019:** 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 Palomino seconded the motion to accept the APs subject to Audit. Motion passed unanimously.
 - c) **Two-year forecasting:** The two-year forecasting tool showed a success rate of 76%, a current utilization rate at 100.1%, and a forecast indicating 100.2% utilization of vouchers. The turnover rate for the prior 12 months dropped to 8% but is expected to increase by the end of the year. ED Gazunis informed the Board that in the unlikely event the year-end utilization rate exceeds 100% the Board will need to vote to authorize spending authority funds to pay for the excess unit nights (9 over as of November 1.)
- 4) **Unfinished Business:**
 - a) **Employee Handbook:** *Commissioner Robers moved, and Commissioner Hansen seconded a motion to table approval of the employee handbook until the annual meeting in January.
 - b) **Parachute Water Easement:** *Commissioner Huber moved, and Commissioner Roberts seconded the motion to approve Option 3 presented by Jeff Conklin, attorney for the Town of Parachute, for the installation and easement of an irrigation line to the adjacent Knox property line in the event that the Authority does not purchase the Knox property. The Board included a change to the language of the proposal, changing the word “waterline” to an “irrigation” line so that future parties could not construe the waterline to mean potable water. The motion passed unanimously
 - c) **2020 Budget:** The budget presented by ED Gazunis includes a \$10,000 increase in the IGA contract from Garfield County, a 3.5% increase to payroll that included a 4.5% increase in the cost of health

insurance but keeping overall total expenses flat. *Commissioner Roberts moved, and Commissioner Huber seconded a motion to approve the final 2020 budget as presented. The motion passed unanimously.

- a. **2019 Bonuses.** *Commissioner Roberts moved, and Commissioner Huber seconded a motion to pay \$1,000 in bonuses to each employee for 2019. The motion passed unanimously.
- d) **White River Apartments:** After discussion *Commissioner Roberts moved, and Commissioner Huber seconded the motion to decline Mr. Jonathan Reed's request to enter into an LLLP to own .01% of the White River Village Apartments LIHTC project in Rifle. The motion passed unanimously.
- e) **Executive Director's Report:** The ED report provided a written update on the status of both the Carbondale & Rifle tax credit awards, the FYI vouchers, the award of 5 VASH vouchers, the lack of notice regarding the MTW application, the regional effort to end homelessness (Built for Zero,) and the status of a potential eviction of a tenant from SSH. There was a brief discussion of the new FYI and VASH voucher programs, and ED Gazunis reported that the first two FYI vouchers were expected to be issued before December 15, 2019.

5) **New Business**

- a) **Silt Senior Housing Rent Increase:** *After discussion, Commissioner Huber moved, and Commissioner Roberts seconded the motion to amend the HAP contract with the Town of Silt to increase the rents to the 2020 Fair Market Rents set by HUD to be effective February 1, 2020. The motion passed unanimously.
- b) **Knox Parcel purchase:** ED Gazunis informed the Board that the Knox family is interested in selling the parcel they own at 440 N. Parachute, adjacent to property currently owned by the Authority. The Board directed staff to do additional research included determining the property value and identifying sources of finance which could be used to purchase the property. The Board would like to discuss this further at the annual meeting in January.
- c) **VASH Voucher Award:** With an award of 5 VASH vouchers, ED Gazunis withdrew her request for the Board to consider adding a preference to the Admin Plan for Homeless Veterans.
- d) **Executive Director's Report:** The written ED report included notice to the Board that they will need to authorize additional specific funding to pay for any excess nights associated with Unit Months Leased (UML) if they exceed 100% by year-end. The ED also advised the Board that a revised Admin Plan will be subject to a 45-day public notice period and will be provided to them on December 1 for a vote at the January annual meeting. No action was taken at this time.

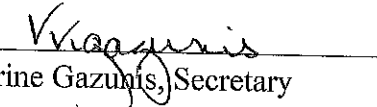
6) **Other:**

- a) **Next meeting:** The next regularly scheduled meeting is for January 22 in the Rifle office. Staff was instructed to update the website to reflect that the January meeting as the date of the Annual Meeting as public notice.
- b) **Christmas Party:** The company Christmas party will be at the Miner's Claim in Silt on December 12.
- c) **Adjourn:** *Commissioner Roberts moved, and Commissioner Hansen seconded the motion to adjourn the meeting at 2:15 pm. Motion passed unanimously.

ATTEST:


Monique Speakman, Chair

APPROVE:


Katherine Gazunis, Secretary