

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

May 22, 2019 - 12:00 pm

- 1) Call to Order: Monique Speakman, Chairperson, called the meeting to order at 12:30 pm. Roll Call: Commissioners, Linda Hansen, and Jack Palomino were present. Staff present: CFO Cheryl Strouse and KT Gazunis
- 2) Minutes: Minutes of the April 24, 2019, Regular Meeting were previously submitted to board for reading prior to meeting. *Commissioner Palomino moved, and Commissioner Hansen seconded the motion to adopt the minutes. Motion passed unanimously.
- 3) Financial Reports:
 - a) April 2019 financial statements were previously submitted to board for reading prior to meeting, with notes from CFO Strouse. *After discussing the notes and variances Commissioner Palomino moved, and Commissioner Hansen seconded the motion to adopt the month-end April financials for VSH, Admin and S8, subject to audit. Motion passed unanimously.
 - b) Accounts Payable 4/19/2019 to 5/17/2019: Checks payable for the prior month were emailed to the Board in advance of the meeting. *After review of the ledger, Commissioner Palomino moved, and Commissioner Hansen seconded the motion to approve the APs subject to Audit. Motion passed unanimously.
 - c) Two-year forecasting: The two-year forecasting tool shows a success rate of 74%, the utilization rate is currently at 98.5% and the forecast indicates that 100% utilization of vouchers and BA are reasonably achievable for 2019. The EOP rate for the prior 12 months is as 16%.
- 4) Unfinished Business:
 - a) Garfield County Federal Mineral Leasing District has requested a new resolution to enter into a contract for their \$150,000 grant award utilizing Option 1 (50% payment at start of grant.) *Commissioner Hansen moved, and Commissioner Palomino seconded the motion, to ratify GCGA **Resolution 5.1.19** which was voted on via email on May 22, 2019. Motion passed unanimously.
 - i) The Board discussed the grant timeline. Commissioner Palomino will work with the executive director to draft a Scope of Work and publish an RFP by the end of June.
 - b) MTW Application Status: The Board voted unanimously to update the resolution to apply for the MTW program via email on 6/5/19. *Commissioner Palomino moved, and Commissioner Hansen seconded the motion, to ratify GCGA **Resolution 6.1.19**. Motion passed unanimously.
 - c) Executive Director's Unfinished Business Report: The written report included an update from USDA RD that the state office never submitted our grant application to Washington and the program was now out of money. No action was required for any updates in the report.

2) New Business:

a) HUD FSS Grant: The executive director announced that HUD has issued a request for funding to become a Family Self-Sufficiency agency. FSS is a HUD program designed to help Housing Choice Voucher participants increase their earnings and build assets and financial capability. Because of the tight timeline, she asked for an additional expenditure of \$1k to hire someone to apply for \$72k for the program. *Commissioner Palomino moved, and Commissioner Hansen seconded the motion, to authorize the additional expenditure and apply for the FSS program. Motion passed unanimously.

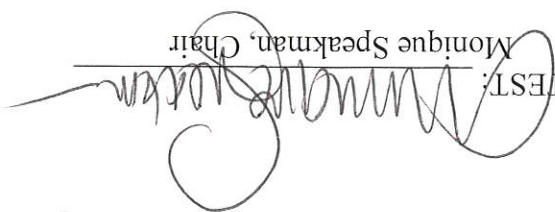
b) Down Payment Assistance: The Board reported that they had heard that GCHA had committed its balance of loan funds to Habitat for Humanity Homes. ED Gazunis explained that this was incorrect, but that she had reserved up to \$70k of the remaining funds for low-income school district employees (for homes being built by HFFH but were not HFFH families). In the meantime, with those funds reserved, Gazunis asked the Board to authorize borrowing funds from the Rehab and Uncle Bob account, in combination with the remaining DPA funds, for two current applications. *Commissioner Hansen moved, and Commissioner Palomino seconded the motion, to authorize the DPA payments from the Rehab and Uncle Bob accounts for the loans, and further moved to have the ED apply to CAR for additional DPA funds using \$25k of GCHA money as match. Motion passed unanimously.

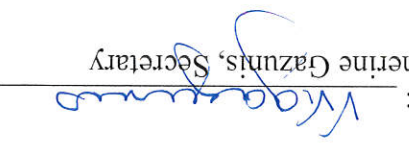
Commissioner Hansen stated that she did not feel that the ED had the authority to reserve virtually all the remaining DPA funds for one group of applicants without Board approval. Commissioner Hansen asked that this topic be included on the June Agenda for further policy discussion.
*Commissioner Roberts moved via email, and Commissioner Palomino seconded the motion to accept the adjusted pay-off amount from Impact Development Fund for the States loan. This adjusted amount will be \$8,670 in Principal and \$2848.40 in Equity Shared Appreciation for a total of \$11,518.40.
c) White River/Jonathan Reed Partnership Request: Jonathan Reed has asked the authority to enter into a limited partnership with him to own a .01% ownership of the White River Apartments in Rifle. The ED was directed to refer the request to the authority's transactional attorney, Matthew Trinidad, for his opinion before continuing.
d) Executive Director's New Business Report: There were no topics in the written ED update.

3) Other:

a) The Commissioners briefly discussed the Garfield County commissioners denied a proposal to build tiny homes, townhouses, senior care facilities and a small commercial center near Riverview School on the Roaring Fork River south of Glenwood Springs on May 20.
b) Next meeting: The next meeting will be the regularly scheduled monthly meeting on June 26th. Assistant Director and CFO Strouse will substitute for Gazunis.

4) Adjourn: *Commissioner Hansen moved, and Commissioner Palomino seconded the motion to adjourn the regular meeting at 2:30 pm. Motion passed unanimously.

ATTEST: 
Monique Speakman, Chair

APPROVE: 
Katherine Gazunis, Secretary