

GARFIELD COUNTY HOUSING AUTHORITY

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Regular Monthly Board Meeting

Rifle Office

July 24, 2019 - 12:00 pm

- 1) Call to Order: Monique Speakman, Chairperson, called the meeting to order at 12:20 pm. Roll Call: Commissioners Linda Hansen, Dave Roberts, Steven Huber, and Jack Palomino were present. Staff present: ED Kate Gazunis and CFO Cheryl Strouse
- 2) Minutes: Minutes of the June 26, 2019, Regular Meeting were previously submitted to board for reading prior to meeting. *Commissioner Palomino moved, and Commissioner Huber seconded the motion to adopt the minutes. Motion passed unanimously.
- 3) Financial Reports:
 - a) June 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 Roberts moved, and Commissioner Palomino seconded the motion to adopt the month-end June financials for VSH, Admin and S8, subject to audit. Motion passed unanimously.
 - b) Accounts Payable 7/19/19 – 8/23/19: 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 APs subject to Audit. Motion passed unanimously.
 - c) Two-year forecasting: The two-year forecasting tool showed a success rate of 75%, a current utilization rate at 99.1%, and a forecast indicating that 100% utilization of vouchers and BA are reasonably achievable for 2019. The turnover rate for the prior 12 months was 13%.
- 4) Unfinished Business:
 - a) VSH/VSC Renovation
 - i) Scope of Work: Jack has finished the scope of work, it is being advertised, and a walk through is scheduled for potential contractors in July.
 - ii) CDOH Grant Resolution: Director Kate is applying for another grant, this one from the Colorado Division of Housing and needs a resolution from the Board to finish the application. *Commissioner Hansen moved, and Commissioner Roberts seconded the motion to approve **Resolution 2019-01.1** to support the grant application, and the State's **Resolution 7.1-24** form to apply for the grant and give signatory authority to the director. Motion passed unanimously.
 - iii) USDA: USDA RD state office missed the deadline to submit the full application but is requesting a grant to pay for the needed UFAS improvements to the property. The result of the request should be announced by August 30th.
 - b) White River Apartment partnership proposal: The Board reviewed the notes from the authority's attorney, Matthew Trinidad, which explained that there is no barrier to the authority joining a new limited partnership for an existing project. The Board instructed the director to continue working on the partnership and to invite Jonathan Reed, the principal, to the August board meeting to discuss his proposal.

- c) Uncle Bob Foundation: The work session with the Board of County Commissioners is scheduled for August 6. The Board discussed using an "DBA" for the nonprofit. The Board instructed staff to use the simplest name possible for ease of understanding and register the DBA as the "Garfield County Housing Family Self Sufficiency" program.
- d) Down Payment Assistance Policy Discussion: The DPA policy discussion continued from the July 24 Board meeting. It was agreed that the DPA program would be administered under the Uncle Bob/GCHFSS nonprofit structure and the director would keep the board updated regarding any key changes or obligations. The current funds being reserved for the RfV homes will not be held past the end of the year.
- e) Executive Director's Unfinished Business Report: The written report included updates on grass fire in Parachute, the renovations at VSH/VSC, the regional housing survey, the proposed Rifle and Carbondale LIHTCs, the proposed bylaws meeting with the BOCC, the status of the MTW and FSS applications, and the disposition of the Lake Creek Ranch AH agreement. The update on the renovations, the work session with the BOCC, and the proposed White River Apartment partnership were discussed by the Board. No action was required for any other updates in the report.

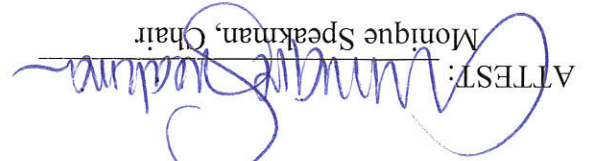
2) New Business:

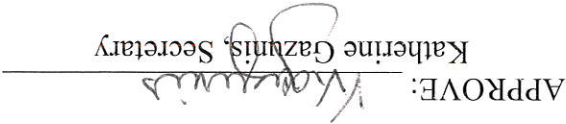
- a) HUD Mainstream HCV Program: The director asked the Board for approval to apply for HUD's Mainstream voucher program. These vouchers are intended to provide funding to assist non-elderly persons with disabilities who are transitioning out of institutional or other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless. The program encourages partnerships with health and human service agencies that provide support individuals to live independently in the community. Commissioner Roberts moved, and Commissioner Huber seconded the motion to approve an application for Mainstream vouchers to HUD. Motion passed unanimously.
- b) Employee Handbook Updates: CFO Strouse reported that there have been some changes to labor law that need to be addressed in an updated employee handbook and requested authorization to employ our employment law attorneys, Bechtel & Santos, to bring our handbook into compliance. The Board instructed staff to follow-up with a bid from the firm. Director Gazunis also informed the Board that the authority and the staff contributions to the PERA fund will increase in 2020 and that she will request a meeting with PERA to understand these implications to the payroll budget.
- c) Executive Director's New Business Report: The report included the need for an updated employee handbook which was discussed in the meeting, and a notification that the Director would be working closely with the county's planning staff regarding their AH section in the following month.

3) Other:

- a) Next meeting: The next meeting will be the regularly scheduled monthly meeting on August 28 in the Glenwood office.

- 4) Adjourn: *Commissioner Roberts 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