



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

Glenwood Springs Office
August 28, 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, Dave Roberts, and Jack Palomino were present. Staff present: ED Kate Gazunis and CFO Cheryl Strouse
Guest: Jonathan Reed, White River Apartments
- 2) Minutes: Minutes of the July 24, 2019, Regular Meeting were previously submitted to board for reading prior to meeting. *Commissioner Roberts moved, and Commissioner Hansen seconded the motion to adopt the minutes. Motion passed unanimously.
- 3) Financial Reports:
 - a) July 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 July financials for VSH, Admin and S8, subject to audit. Motion passed unanimously.
 - b) Accounts Payable 7/19/2019 – 8/23/2019: 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 showed a success rate of 75%, a current utilization rate at 99.4%, and a forecast indicating 100% utilization of vouchers and budget authority. The turnover rate for the prior 12 months was 14%.
- 4) Unfinished Business:
 - a) White River Apartment Partnership: (Chairperson Speakman recused herself for this discussion, citing a potential conflict of interest. Vice-Chairman Palomino conducted this discussion.) Jonathan Reed explained that he was in partnership with a LIHTC investor at White River Village in Rifle and is requesting the housing authority enter into a limited partnership for the 29 low-income townhouse units when the investor exits the deal in 2020. The purpose of the partnership would be for the property to incur lower operating costs, specifically to be property tax exempt. Reed explained that the cost savings would help keep the property maintained a higher level despite its very low rents.
 - b) VSH/VSC renovation: There has been little to no response to the RFP advertised in the Grand Junction and Glenwood newspapers. Jack will continue to work with the director to secure a general contractor.
 - a) Employee Handbook Update. Finance Director Strouse reviewed several sections of the handbook that need to be updated. *Commissioner Hansen moved, and Commissioner Roberts seconded the motion to authorize spend \$500 to secure the services of an employment attorney, Michael Santo, to update the handbook. Motion passed unanimously.
 - b) Lakota Ridge: Director Gazunis provided an update on the delays faced by Lakota Ridge

and their lack of Certificate of Occupancy but expressed hope that all of the issues would be resolved, and that the CO would be approved by the town the first week in September. Executive Director's Unfinished Business Report: The written report included updates on grass fire in Parachute, an OIG Finding, Renovations in Parachute and the GCFMLD Grant and USDA RD funding, the Regional housing needs survey, status of the proposed LIHTC partnerships, the status of the Bylaws, and the status of the FSS and MTW Applications. The Board had a brief discussion regarding the OIG finding stating that we had incorrectly housed a participant and our response.

No Board action was required for the updates in the report.

2) New Business:

- a) 2020 Health Insurance: Director Gazunis reported that the PO 4 plan was increasing 4.5% to \$738/mo. per employee. The deductible jumps by \$1,000 to go to the PO 5 plan, so she is not recommending that. Increasing the Health Account for each employee would increase company costs more than the insurance cost and therefore she is recommending staying at the PO 4 level.
- b) New Voucher/Program Opportunities:
 - i) *After a presentation by staff and discussion, Commissioner Roberts moved, and Commissioner Hansen seconded a motion to approve an application to HUD for an allocation of Foster Youth to Independence (FYI) vouchers, authorizing the executive director to apply for these special vouchers.
 - ii) *After a presentation by staff and discussion, Commissioner Palomino moved, and Commissioner Roberts seconded a motion to approve an application to HUD for an allocation of Veterans Administration Supportive Housing (VASH) vouchers.
 - iii) Director Gazunis described a new opportunity for regional collaboration between members of the Continuum of Care in Pitkin, Eagle and Garfield Counties that helps communities eliminate chronic and veteran homelessness. This program will require a time and training commitment, with a housing role for the authority to be determined.
- c) Silt Senior Housing: The Town of Silt desires to sell the SSH property to the Authority. Director Gazunis presented a preliminary 10-year proforma for financing the purchase of the property and a description of how the management of the property might work. The Board instructed staff to invite Joe Rowan of the Impact Development Fund (a CDFI serving the state) to the September meeting for a more thorough presentation.
- d) *Executive Session: Commissioner Hansen moved, and Commissioner Palomino seconded a motion to discuss entering into a contract with the proposed White River Village apartment LLLP, and potential purchase of SSH.

Note: There was no New Business in the Executive Director's report.

3) Other:

- a) Next meeting: The next meeting will be the regularly scheduled monthly meeting on September 25 in the Rifle office.

- 4) Adjourn: *Commissioner Palomino moved, and Commissioner Hansen seconded the motion to adjourn the regular meeting at 3:15 pm. Motion passed unanimously.

ATTEST:

Monique Speakerman, Chair

Jack Palomino, Vice Chair

Katherine Gazunis, Secretary

APPROVE:

[Signature]