

**Gunnison Valley Regional Housing Authority**

Regular Board Meeting Minutes

June 13, 2018

500 Maroon Avenue, Crested Butte, CO 81224

**Call to Order**

Kelly McKinnis called the meeting to order at 3:10 pm.

**Members Present**

Matt Feier; (Treasurer) Member-at-Large

Kelly McKinnis, (Chairperson) County-at-Large

Jim Gelwicks, City of Gunnison

Michael Yerman, Crested Butte

Jim Schmidt, (Secretary), Crested Butte (arrived @ 3:15)

John Messner, Gunnison County

Ellen Harriman, City of Gunnison

Todd Barnes, Mt. Crested Butte

Carlos Velado (Vice-Chair), Mt. Crested Butte

**Staff Present**

Jennifer Kermode, Executive Director

**Public Present**

Chris Haver, Crested Butte Alternate

Darin Higgins, GVHF

Jim Starr, GVHF

**Public Comment**

There were no public comments.

**Consent Agenda:**

Jennifer stated that the Minutes from the May 9<sup>th</sup> and May 29<sup>th</sup> meetings needed to be amended to change Matt Feier's title to Treasurer, Member-at-Large. Carlos pointed out that for the 9<sup>th</sup>, he was present by phone, and his title is Vice-Chair. John pointed out that the language used in the May 29<sup>th</sup> meeting minutes (5<sup>th</sup> paragraph) should be reworded to correctly reflect John's request that the Board be aware that property tax exemptions are not the only form of contributions we should consider in future developments. Property taxes are used to fund services to residents and as we add residents, should only be exempted after careful consideration of all merits of a project. There was discussion about the name change suggested previously of the pipeline of projects and no one could offer a definitive answer if it had been formally changed.

Jim S. asked if we are looking at other opportunities for investing our money market funds. Jennifer has a few contacts from companies that handle investments specifically for government entities. John asked

if the percentages on the budget reflected YTD budget estimates or if that is for the year. Jennifer clarified that it is for the year-to-date.

Jim G. noted that the process for notifying Jennifer of allocations of the City's rebates contribution to the GV-HEAT program of \$20,000. John recommended noting in our records when rebates from any of the utility providers are received.

Jim G. moved to approve the Consent Agenda as amended, Michael Yerman seconded. No further discussion followed and the motion was passed unanimously.

Also, Jennifer noted that she changed the word "four" to "five" on page 2 of the Housing Tax Plan where the five main needs of the funding are listed.

**Administrative Items:**

**a. Staff Reports:**

Mountain View – Jennifer read through the report. There is one vacancy right now; the previous tenant has relocated successfully to an assisted living facility and her unit needs substantial updates and cleaning. The new Non-Smoking Policy will come before the Board for adoption at the July Board meeting. Carlos wondered if the new policy would be affected by the Stage 2 Fire Ban that will go into effect on 5.10.18. Jim G. stated that the City has not adopted the Stage 2 Fire Ban within the City limits. Jim S. asked if other facilities provide smoking rooms for residents. The new HUD rule that goes into effect September 1 will apply to all HUD buildings everywhere, so any existing smoking rooms would be dismantled. We are hoping to go to a 3-year certification process with Colorado Division of Housing. John thanked the City for putting a crosswalk on Spruce Street as the residents asked; they feel it adds to their safety when crossing the street.

Section 8 – Jennifer read through the report.

Anthracite Place – Jennifer read through the report.

HEAT – Jennifer read through the report and identified that an Admin Assistant has been found – Christian Arel, a WSCU/MEM graduate, who will be working jointly with Coldharbour interns. She also recapped the meeting with Energy Smart Colorado, Colorado Residential Affordable Energy (CARE) and the HEAT staff/consultant team on May 30<sup>th</sup>, and how pleased the providers are with our progress.

We are currently looking for other contractors to perform insulation and air sealing work, as Global Linings (who we'd been using) will no longer be in business. John recommended including John Cattles in this effort and at other group meetings since he was instrumental in putting the program together. Kelly recommended talking with John Stock with High Mountain Concepts as well.

**b. Consideration of a Resolution Submitting to the qualified Electors of the Gunnison Valley Regional Housing Authority, at the Election to be held November 6, 2018, a Ballot Question Authorizing a Tax Increase**

Jennifer pointed out that the ballot language has been amended to include the words “not more than” as discussed last month. Jim G. asked if this is the language that will be in the jurisdiction Resolutions, Jennifer acknowledged that it is. She will forward to each jurisdiction an executed copy of this document for that purpose.

Michael Yerman made a motion to adopt the Resolution Submitting to the qualified Electors of the Gunnison Valley Regional Housing Authority, at the Election to be held November 6, 2008, a Ballot Question Authorizing a Tax Increase specifically for a tax increase of 1.5 mills, to be decreased to not more than .5 after ten years. Jim G. seconded. Carlos made a correction that the actual Election date is November 6, 2018, not 2008. The motion passed unanimously with the date correction. John asked if the Tax Plan document was a part of the Resolution and it is not. It’s a tool to use to form conversations and answer questions.

Jim G. offered that as the authorizing entity, we are allowed to make statements prior to the election supporting the reasons why the Board made this decision. Any formal document to this effect should be noted in the minutes, and if there are questions of interpretation that statement can be used in court cases to help resolve any interpretations in court. Statements issued after the election cannot, and statements which are not from the authorizing agent cannot be used in court. Jim Starr agreed with this and said any formal statement would be in the form of a Resolution. The list of housing opportunities (fka the Pipeline of Projects) would be included as supporting documentation of such a Resolution.

The Board agreed the Tax Plan should be word-smithed to more clearly show that this a GVRHA ballot measure, which includes all the jurisdictions, not just the County’s. The Board thanked the Foundation for their leadership of the education and campaigning for the tax question. Darin Higgins outlined progress to date. Jim Starr said that the biggest need for the effort is funding. The preliminary budget is at \$12,500.

Jim G. ran through some data about demographics in the city – with longevity as a residence and as age increases, voters do not see the housing issue as a crisis, but younger and newer residents strongly agree. Kelly offered that the stress on housing is more dire than last year. Since the Vail Resorts news of purchasing CBMR, she has witnessed an increase in prices from 5-10%.

**c. Consideration of a request by the Met Rec District for a Joint Survey to County Residents**

Jennifer informed the Board that the Met Rec District has contacted her about the possibility of joining in on the costs of a community voter survey with the GVRHA. She questioned the Board about their thoughts on doing a survey at all and said she didn’t think we needed to. Jim G. explained what the Met Rec District is asking for. He said the City is doing a community survey in conjunction with their strategic plans, Michael said CB is doing one also. Any entity is welcome to submit a question to the City for review and possible inclusion in their survey. John

asked how a question directly relating to the ballot issue could be posed. The survey is planned for September at the latest. The CB survey is in the draft phase and expect to run it in August. Michael expressed concerns about too many surveys being out during the campaign season and causing people to not respond.

Jim S. commented that for this particular agenda item, he doesn't think we need to do a survey and therefore should not be considering a joint survey. The Board agreed. Jennifer will inform the Met Rec District of the Board decision.

**d. Public Education Strategy for the Referred Measure**

It was determined that this item has been discussed in detail already with the Tax Plan; Jennifer asked for any public comments about the tax be forwarded to Darin so they can be addressed in the education efforts. Kelly pointed out how many workers and businesses are touched by one house being built. Michael suggested scrapping the bottom portion of the Tax Plan and replace it with the Opportunities for Housing Solutions spreadsheet. There was additional discussion about the parcels owned by each jurisdiction.

**e. Belmont Partnership**

Jennifer provided the email from the Belmont Development team that their submission for the LIHTC allocation was completed and submitted on time. The project will be called the GardenWalk Apartments. Jim Starr said Belmont was expecting to pay close to \$10,000,000 for 36 units.

**Other Business:**

Kelly thanked the Gunnison Valley Housing Foundation for their willingness to provide contractual support to the Belmont Development proposal. The GVHF was poised to purchase the property on N. Colorado and then option it back to Belmont if the seller was unable to complete negotiations with Belmont prior to the CHFA 9% LIHTC submission date of June 1<sup>st</sup>. CHFA is requiring that the purchase contract be amended to include an assignment clause.

Jim G. reported on the status of the City's code revisions; he anticipates them to go before the Council by the end of the month.

Kelly informed the Board that a Realtor called her with concerns about working with the GVRHA on a deed-restricted property the Realtor had listed for sale. The Realtor was unaware that the deed restriction on her listing was different than others and did not comply with its noticing requirements and buyer qualifications prior to contract. Kelly remembered that Karl had wanted to put together a county-wide matrix with all the deed-restricted properties listed, Jennifer said that's been on her task board too. Jennifer has connected with the Gunnison Country Association of Realtors (GCAR) to inform their members of what processes should take place when representing buyers and sellers of deed-restricted homes. Jennifer would like to include information on deed-restricted neighborhoods on the GVRHA website, too. Kelly would like the Board to assist in figuring out how to create a matrix that identifies all the deed-restricted properties in the county. John suggested using the Housing Tech Team to help with

this, and Kelly suggested asking the GCAR for funds to help. As units come up for sale it is the right opportunity to replace old deed restrictions with the Master Deed Restriction.

Discussion ensued regarding how we protect transactions that we may not know about; Michael described the buyer qualification process for the Town, Jennifer discussed how the GVRHA listing process works.

**Adjourn:**

The meeting was adjourned at 4:47 pm.

Minutes prepared by:

  
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Jennifer Kermode, Executive Director

Approved on 7.11.18

  
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Kelly McKinnis, Chair

# GVRHA

## BUDGET VS. ACTUALS: 2018 - FY18 P&L

January - June, 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
04 County Contribution	46,750.00	46,750.02	-0.02	100.00 %
05 City of Gunnison Quarterly	26,500.00	26,500.02	-0.02	100.00 %
06 Town of Crested Butte Quarterly	29,376.00	29,374.98	1.02	100.00 %
07 Town of Mt CB Quarterly	43,500.00	21,750.00	21,750.00	200.00 %
10 APA Managment Fees	7,482.00	7,482.00	0.00	100.00 %
11 Anthracite Place Salary Reimbursement	13,216.00	13,814.52	-598.52	95.67 %
12 Mtn View - mgmt Fee	8,400.00	24,550.02	-16,150.02	34.22 %
Mtn View - Ops Subsidy	12,504.00		12,504.00	
Mtn View - Perf Incentive	7,390.00		7,390.00	
<b>Total 12 Mtn View--mgmt.Fee</b>	<b><del>28,294.00</del></b>	<b><del>24,550.02</del></b>	<b><del>3,743.98</del></b>	<b><del>115.25 %</del></b>
13 Stallion Park - mgmt	3,103.80	3,756.00	-652.20	82.64 %
16 Interest Income	697.75		697.75	
26 Section 8 Admin Fee	7,455.60	8,400.00	-944.40	88.76 %
29 RE Commissions		2,500.02	-2,500.02	
30 Application Fees		499.98	-499.98	
Uncategorized Income	999.95		999.95	
<b>Total Income</b>	<b><del>\$207,375.10</del></b>	<b><del>\$185,377.56</del></b>	<b><del>\$21,997.54</del></b>	<b><del>111.87 %</del></b>
<b>GROSS PROFIT</b>	<b><del>\$207,375.10</del></b>	<b><del>\$185,377.56</del></b>	<b><del>\$21,997.54</del></b>	<b><del>111.87 %</del></b>
<b>Expenses</b>				
35 Accounting Services	457.00	5,809.98	-5,352.98	7.87 %
36 Advertising & Legal Notices	562.40	1,500.00	-937.60	37.49 %
37 Admin Expense	842.17	1,999.98	-1,157.81	42.11 %
40 Computer Hardware		850.02	-850.02	
42 Software		250.02	-250.02	
43 Computer Tech Support		499.98	-499.98	
45 Copier Lease	968.43	882.00	86.43	109.80 %
46 Copier Services	457.77	325.02	132.75	140.84 %
47 Telephone - Service	690.68	465.00	225.68	148.53 %
48 Admin Assistant	3,205.41	9,100.02	-5,894.61	35.22 %
49 Dues & Memberships	630.00	600.00	30.00	105.00 %
50 Schools & Training	849.95	3,250.02	-2,400.07	26.15 %
51 Insurance & Bonds	1,997.00	2,250.00	-253.00	88.76 %
53 Internet Service Provider	715.43	465.00	250.43	153.86 %
54 Internet Subscriptions	1,094.50	1,249.98	-155.48	87.56 %
55 Legal Services		7,000.02	-7,000.02	
56 Office Supplies	2,521.17	1,849.98	671.19	136.28 %
57 Postage	216.50	450.00	-233.50	48.11 %
59 Professional Services	2,353.05	13,000.02	-10,646.97	18.10 %
60 Rent Blue House	4,872.00	4,875.00	-3.00	99.94 %
61 Salaries	91,128.43		91,128.43	
62 Salaries - Benefits	6,920.36		6,920.36	

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
64 Travel - Meals	189.42	874.98	-685.56	21.65 %
65 Travel - Transportation	1,186.84	4,975.02	-3,788.18	23.86 %
66 Travel - Lodging	501.12	2,824.98	-2,323.86	17.74 %
67 Automobile Expense		750.00	-750.00	
68 Website		600.00	-600.00	
<b>Total Expenses</b>	<b><del>\$122,359.63</del></b>	<b><del>\$66,697.62</del></b>	<b><del>\$55,662.61</del></b>	<b><del>183.46 %</del></b>
NET OPERATING INCOME	<b><del>\$85,015.47</del></b>	<b><del>\$118,686.54</del></b>	<b><del>\$-33,665.87</del></b>	<b><del>71.63 %</del></b>
NET INCOME	<b><del>\$85,015.47</del></b>	<b><del>\$118,686.54</del></b>	<b><del>\$-33,665.87</del></b>	<b><del>71.63 %</del></b>

**GVRHA**  
**BALANCE SHEET**  
As of June 30, 2018

	TOTAL
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<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Development fund	89,756.60
GV-HEAT	39,531.15
Money Market	402,426.58
Operational Fund	323,244.75
<b>Total Bank Accounts</b>	<b>\$854,959.08</b>
Accounts Receivable	
11000 Accounts Receivable	90,826.00
<b>Total Accounts Receivable</b>	<b>\$90,826.00</b>
Other Current Assets	
12000 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$945,785.08</b>
<b>TOTAL ASSETS</b>	<b>\$945,785.08</b>
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<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	399.85
Accounts Payable (A/P)	0.00
<b>Total Accounts Payable</b>	<b>\$399.85</b>
Other Current Liabilities	
Payroll Liabilities	-4,336.40
<b>Total Other Current Liabilities</b>	<b>\$-4,336.40</b>
<b>Total Current Liabilities</b>	<b>\$-3,936.55</b>
<b>Total Liabilities</b>	<b>\$-3,936.55</b>
Equity	
30000 Opening Balance Equity	35,005.88
32000 Retained Earnings	739,706.32
Net Income	175,009.43
<b>Total Equity</b>	<b>\$949,721.63</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$945,785.08</b>
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