

## **Gunnison Valley Regional Housing Authority**

### **Regular Board Meeting Minutes**

July 11, 2018

202 E. Georgia Avenue, Gunnison, CO

#### **Call to Order**

Kelly McKinnis called the meeting to order at 3:04 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  
John Messner, Gunnison County  
Ellen Harriman, City of Gunnison  
Carlos Velado (Vice-Chair), Mt. Crested Butte

#### **Members Absent**

Todd Barnes, Mt. Crested Butte

#### **Staff Present**

Jennifer Kermode, Executive Director

#### **Public Present**

Chris Haver, Crested Butte Alternate  
Darin Higgins, GVHF  
Cathie Pagano, Community Builders Task Force  
Julie Baca, Community Builders Task Force

#### **Public Comment**

There were no public comments.

Kelly McKinnis noted that the GVRHA Board may go into Executive Session pursuant to C.R.S. 24-6-402(4)(f) Personnel Matters – Protected Discussion Regarding the Annual Work Review for the Executive Director.

#### **Consent Agenda:**

Jim S. questioned about the Uncategorized Income and Uncategorized Expenses showing on the APA P&L – Jennifer explained that those figures represent transfer of funds between Bank of the West and Community Banks of Colorado – these funds aren't really income or expenses and we will get them reconciled.

John asked about the HEAT QB P&L vs the excel spreadsheet and the grants from CARE and ESC – it could be interpreted that all those grants are going to Lotus Engineering. Jennifer explained that this is not the case, the QB version only goes back to January 2018 so the excel spreadsheet is best reflective of Lotus not getting all the CARE and ESC funds. Lotus submits a monthly invoice to HEAT and ESC, then we pay Lotus and ESC refunds us. We are close to paying the last remaining funds from ESC to Lotus.

Matt moved to approve the consent agenda, Ellen seconded. Motion passed unanimously.

#### **Administrative Items:**

##### **a. Staff Reports:**

Mountain View – Jennifer read through the report

Section 8 – Jennifer read through the report.

Anthracite Place – Jennifer read through the report.

GV-HEAT – Jennifer read through the report.

##### **b. Advisory Group/OVPP Update**

Jennifer introduced the topic to the Board, noting that it is time to align the OVPP housing strategies with the Board strategies. Jim S. recalled a discussion he had with Karl Fulmer at the time the OVPP housing strategies were being developed where Karl stated that the GVRHA was already doing the same work as the OVPP strategies. He wanted clarification of the role of the OVPP strategies over the GVRHA Board.

Cathie Pagano reviewed the OVPP process and the four thematic areas of focus that came from that, housing being one of them. For the other three areas, broader community coalitions have been established to push forward their strategies, whereas there isn't one for the housing theme. The Community Builders Task Force (CBTF) wants to bring more energy and support to the GVRHA efforts on the strategies. Julie noted that Karl was part of developing the OVPP strategies and led the charge on implementation of some of the strategies.

Jim G. acknowledged that the Board has had discussion about creating an advisory group but has not moved too far on that. His City Council recently suggested contacting the people that were on the OVPP Housing Action Group to see if they are still interested in serving in a similar capacity as the advisory committee. He feels that such a committee would be valuable to the GVRHA.

John talked about how the housing group needs to bring more elements of the community into working on the OVPP strategies to have the biggest impact on addressing the housing needs in the community.

Ellen stated that there is no point in creating a whole new structure if we can use the people who have already committed to working on the OVPP. Ellen expressed concern about conflict arising from two groups that have very specific tasks in mind – one needs to take the lead. Jennifer explained that's why she envisioned the OVPP housing team as morphing into an advisory group with other community involvement. Cathie noted the OVPP housing team has

no authority to require any particular entity or agency to do anything specific to the OVPP strategies, but rather provide resources and energy in completing them.

Michael noted that two tasks that stood out in the staff report from Jennifer were the property tax ballot question and the multijurisdictional housing plan. For that plan, we want community stakeholders at the table. Even if the GVRHA initiated the housing plan we would solicit input from the community. He thinks that a sort of advisory group would be very helpful in getting these two things done.

Cathie mentioned that the CBTF discussed having a community housing forum to educate the public about housing and the challenges in solving the problem. Michael concurred and expressed that if we don't inform the public and hear them their thoughts the tax measure would fail. Kelly agreed, stating an advisory group would provide those that aren't electeds the opportunity to bring ideas and concerns forward. Cathie stated that the CBTF would like to take the initiative at bringing a group together to bringing the conversation to the community. Jennifer expressed her support of having a coalition of community stakeholders helping in completing the OVPP and GVRHA strategies. Michael asked about funding for facilitation of getting a housing plan done.

Jennifer asked the Board for direction on having Chris Haver and her continue working with the CBTF on formulating an advisory group with an initial focus on getting the multijurisdictional housing plan completed. Cathie reminded the Board of CBTF's willingness to arrange a housing forum should the Board desire.

Matt cautioned against using the term 'advisory' as it could spin the wrong idea in people's minds about the capacity of the GVRHA Board. It was agreed that a different term should be used.

Cathie asked the Board if they would like her to bring this idea to the CBTF at their next meeting (July 19, 2018) or wait until after the ballot initiative is passed. Jennifer stated that she wants to start immediately but wanted Darin's input as he is heading up the tax campaign. Darin believes starting now is critical to show a united, regional plan to the voters. Board members agreed that starting now is favorable.

Kelly asked for a motion to continue the discussion at the CBTF to provide resources and energy to a community-wide housing discussion and assist Jennifer and Chris H. in developing a coalition to drive the regional housing plan. Jim G. made a motion to have staff continue collaboration with the CBTF and prioritize developing the regional housing plan. Ellen seconded. Kelly informed Cathie and Julie that they are not setting anything in stone today as this is the first conversation the Board has had about this. A vote was called on Jim G.'s motion and passed unanimously.

**c. Mountain View Apartments Smoke-Free Policy**

HUD has regulated that a new Smoke-Free Policy be implemented in every one of its properties, which includes Mountain View Apartments. It was discussed that the policy applies to everyone in the building. Jennifer explained that a smoking area would be designated that is suitable as long as it is 25' from the building exterior. The new policy applies to all HUD properties across the country.

Jim G. moved to adopt the Smoke-Free Policy for Mountain View, John seconded. The motion passed unanimously.

**d. Tax Revenue Administration Policy**

Jennifer introduced the topic, letting the Board know she asked the Yampa Valley Regional Housing Authority how they structured their administration of their property tax dollars. They have not created any formal guidelines for that, but they did develop a strategic plan.

1. How revenues are collected – Jennifer suggested if funds come directly to the GVRHA a separate bank account and QB account should be created for it. Tax revenues would be distributed to the GVRHA after the three dates each year that property taxes are paid to the County.
2. Prioritization of projects to be supported by tax revenues – Jennifer suggested the regional housing plan and pipeline of projects would direct this as private partnership opportunities come in front of us.
3. Determination of amounts of revenues allocated to each project – Jennifer suggested using a score sheet to weigh the merits of proposals as they come forward. John stated that the regional housing plan and pipeline should be tools that help figure out how many dollars go to each project. Michael suggested that the Board establish set points in time where projects are reviewed (1 meeting per year or two, etc) and keep in mind when government budgeting processes begin. Jim G. suggested defining something similar to an application process with deadlines for proposals due to coordinate with budget season. Darin asked about the possibility of the GVHF loaning money to the GVRHA if a funding need exceeded the amount in the tax revenue coffers and then get repaid with future tax revenues. It was agreed that we would have to comply with TABOR in this event but that can be done.
4. New programs and services that could be funded with the tax – Jennifer described the programs that Summit County created with their sales tax revenues to address incomes over 80% AMI: down payment assistance for 81-160% AMI, rehab loan program for 81-160% AMI, landlord/tenant educational program, master-lease program, post-homebuyer education.
5. Administrative costs covered by tax revenues – Carlos felt this was not an appropriate use of these funds -it's perceived as a disingenuous use. Kelly cautioned against not allowing this use as increased housing and programs in the county would create a burden on the housing authority. John said that internally we could dedicate these funds initially to programs and construction and redirect them down the road as needed. Matt recalled that one of the earlier discussions about this was tax revenues would provide protection from future GVRHA members that may not want to fund the housing authority.
6. Depositing of funds: checking accounts, investments – this will flesh out depending on who will be the fiscal agent and the vessel the revenues are held in.
7. Accounting – John will check with the County about the possibility of the County being the fiscal agent for the funds.
8. Other: Jennifer suggested adding reporting requirements to the GVRHA members and the public.

John informed the Board that there is a movement within resort counties to get legislation to make adjustments to the Gallagher Amendment to move short term rentals into the commercial property tax category and/or change the tax rates on residential versus commercial tax revenues. He will provide more information as it is generated.

Jennifer let the Board know they can expect to see this Tax Revenue Administration Policy on next month's agenda and to think about ways to expand each of these sections or send ideas to her on additional sections.

**e. Landlord/Tenant Issues in the Valley**

Jennifer put this into the agenda as a general discussion item because the calls and contacts that staff receives from tenants with landlord issues are increasing. Staff refers these people to Northwest Colorado Legal Aid, the Warranty of Habitability law and the [Coloradohousingconnects.org](http://Coloradohousingconnects.org) website. Kelly and Jim G. informed Jennifer of the City's Renters Rights Guide. Jim G. will find out how residents should report to the City when they feel their rights are being compromised.

Eventually Jennifer would like to establish a 'landlord/tenant' educational program in the county.

**f. Executive Session Pursuant to C.R.S. 24-6-402(4)(f) Personnel Matters – Protected Discussion Regarding the Annual Work Review for the Executive Director**

Kelly informed the Board that she has modified the evaluation form from earlier versions and included the goals listed in Jennifer's contract. She asked if the Board members felt they had sufficient time to review, comment and score the evaluation so the Review Committee has all comments prior to making their recommendations back to the Board.

Jim G. asked if it would be helpful to have comments from each governing body, so the Board members can include them in their comments to the Review Committee. Michael agreed with that idea.

Kelly asked for the comments to come back to her by July 18<sup>th</sup> and the Review Committee will meet shortly after that date.

The Board of Directors did not enter in to an Executive Session. It will likely occur during the August 8, 2018 meeting.

**Other Business:**

Jim G. informed the Board that on August 14<sup>th</sup> CHFA will be at City Council to inform about how LIHTC works and invited the Board to attend; the City will be promoting the meeting to the public. The City is also looking at a plan that would reduce for one year its property tax mills that residents pay to the City if the tax passes to reduce the burden on fixed-income and low-income households. This would also mean savings to businesses who could then invest those savings back into their businesses to grow them. This should be brought forth for Council to approve at an August Council meeting.

Jim S. asked about the likelihood of Gunnison being eligible for another LIHTC award. Kelly informed him that the County has been targeted by CHFA for applications to be submitted by developers. There

aren't many suitable land parcels in the City for another project; Jim G. noted that many developers want/need to build sizeable projects (70 – 100) units to make a deal work for them. A discussion ensued about affordability periods – Anthracite will always be available to low-income households after its 30-year affordability period through the Town's underlying land use agreement.

Jim S. asked if the Brush Creek parcel was listed in the Opportunities for Housing spreadsheet (aka the pipeline). Jennifer explained that the pipeline generally includes only publicly-owned parcels. Jim S. expressed that it should be listed should the current application for development not come to fruition. John did not see it as a problem to include it. Kelly voiced concern about the push-back voters may have (regarding the tax measure) if they see Brush Creek in the pipeline, considering the division around the current application. Jim S. added that there may be more support in the north end if it is at least listed. It was agreed to include the parcel in the pipeline without reference to any application for development on it.

**Adjourn:**

The meeting was adjourned at 5:13 pm.

Minutes prepared by:

  
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Jennifer Kermode, Executive Director

Approved on

8.8.18  
  
\_\_\_\_\_  
Kelly McKinnis, Chair

# GVRHA

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

January - July, 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
04 County Contribution	46,750.00	54,541.69	-7,791.69	85.71 %
05 City of Gunnison Quarterly	26,500.00	30,916.69	-4,416.69	85.71 %
06 Town of Crested Butte Quarterly	29,376.00	34,270.81	-4,894.81	85.72 %
07 Town of Mt CB Quarterly	43,500.00	25,375.00	18,125.00	171.43 %
10 APA Managment Fees	8,729.00	8,729.00	0.00	100.00 %
11 Anthracite Place Salary Reimbursement	15,104.00	16,116.94	-1,012.94	93.72 %
12 Mtn View - mgmt Fee	9,800.00	28,641.69	-18,841.69	34.22 %
Mtn View - Ops Subsidy	12,504.00		12,504.00	
Mtn View - Perf Incentive	9,474.00		9,474.00	
<b>Total 12 Mtn View - mgmt.Fee</b>	<b>31,778.00</b>	<b>28,641.69</b>	<b>3,136.31</b>	<b>110.95 %</b>
13 Stallion Park - mgmt	3,809.40	4,382.00	-572.60	86.93 %
16 Interest Income	697.75		697.75	
26 Section 8 Admin Fee	8,615.36	9,800.00	-1,184.64	87.91 %
29 RE Commissions		2,916.69	-2,916.69	
30 Application Fees		583.31	-583.31	
Uncategorized Income	999.95		999.95	
<b>Total Income</b>	<b>\$215,859.46</b>	<b>\$216,273.82</b>	<b>\$-414.36</b>	<b>99.81 %</b>
<b>GROSS PROFIT</b>	<b>\$215,859.46</b>	<b>\$216,273.82</b>	<b>\$-414.36</b>	<b>99.81 %</b>
<b>Expenses</b>				
35 Accounting Services	457.00	6,778.31	-6,321.31	6.74 %
36 Advertising & Legal Notices	581.53	1,750.00	-1,168.47	33.23 %
37 Admin Expense	1,014.01	2,333.31	-1,319.30	43.46 %
40 Computer Hardware		991.69	-991.69	
42 Software		291.69	-291.69	
43 Computer Tech Support		583.31	-583.31	
45 Copier Lease	1,029.14	1,029.00	0.14	100.01 %
46 Copier Services	577.16	379.19	197.97	152.21 %
47 Telephone - Service	690.68	542.50	148.18	127.31 %
48 Admin Assistant	3,205.41	10,616.69	-7,411.28	30.19 %
49 Dues & Memberships	855.00	700.00	155.00	122.14 %
50 Schools & Training	849.95	3,791.69	-2,941.74	22.42 %
51 Insurance & Bonds	2,150.00	2,625.00	-475.00	81.90 %
53 Internet Service Provider	960.40	542.50	417.90	177.03 %
54 Internet Subscriptions	1,094.50	1,458.31	-363.81	75.05 %
55 Legal Services		8,166.69	-8,166.69	
56 Office Supplies	2,633.29	2,158.31	474.98	122.01 %
57 Postage	216.50	525.00	-308.50	41.24 %
59 Professional Services	2,353.05	15,166.69	-12,813.64	15.51 %
60 Rent Blue House	5,684.00	5,687.50	-3.50	99.94 %
61 Salaries	91,128.43		91,128.43	
62 Salaries - Benefits	11,956.46		11,956.46	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
64 Travel - Meals	189.42	1,020.81	-831.39	18.56 %
65 Travel - Transportation	1,464.79	5,804.19	-4,339.40	25.24 %
66 Travel - Lodging	501.12	3,295.81	-2,794.69	15.20 %
67 Automobile Expense	1,121.33	875.00	246.33	128.15 %
68 Website		700.00	-700.00	
<b>Total Expenses</b>	<b>\$136,713.17</b>	<b>\$77,813.19</b>	<b>\$52,899.98</b>	<b>167.98 %</b>
NET OPERATING INCOME	<b>\$85,146.29</b>	<b>\$138,466.63</b>	<b>\$-53,314.34</b>	<b>61.49 %</b>
NET INCOME	<b>\$85,146.29</b>	<b>\$138,466.63</b>	<b>\$-53,314.34</b>	<b>61.49 %</b>



# GVRHA

## BALANCE SHEET

As of July 31, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Development fund	89,756.60
GV-HEAT	39,531.15
Money Market	402,426.58
Operational Fund	281,245.84
<b>Total Bank Accounts</b>	<b>\$812,960.17</b>
Accounts Receivable	
11000 Accounts Receivable	145,274.00
<b>Total Accounts Receivable</b>	<b>\$145,274.00</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>\$958,234.17</b>
<b>TOTAL ASSETS</b>	<b>\$958,234.17</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	549.85
Accounts Payable (A/P)	0.00
<b>Total Accounts Payable</b>	<b>\$549.85</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>\$-3,786.55</b>
<b>Total Liabilities</b>	<b>\$-3,786.55</b>
Equity	
30000 Opening Balance Equity	35,005.88
32000 Retained Earnings	739,706.32
Net Income	187,308.52
<b>Total Equity</b>	<b>\$962,020.72</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$958,234.17</b>