

Gunnison Valley Regional Housing Authority

Regular Board Meeting Minutes

August 8, 2018

500 Maroon Avenue, Crested Butte, CO

Call to Order

Kelly McKinnis called the meeting to order at 9:05 *pm. a.m.*

Members Present

Kelly McKinnis, (Chairperson) County-at-Large

Jim Gelwicks, City of Gunnison

Michael Yerman, Crested Butte (arrived at 9:57)

Jim Schmidt, (Secretary), Crested Butte

John Messner, Gunnison County (left at 10:25)

Ellen Harriman, City of Gunnison (via phone, left at 10:50)

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

Todd Barnes, Mt. Crested Butte

Members Absent

Matt Feier; (Treasurer) Member-at-Large

Staff Present

Jennifer Kermode, Executive Director

Public Present

Chris Haver, Crested Butte Alternate

Kevin Donovan, GVHF

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.

Jim S. noted that Michael would be present for the Executive Session.

Kelly stated that she and Jennifer discussed moving Staff Reports into the Consent Agenda to allow more time during the meeting to cover matters of importance to the Board and the operations.

Consent Agenda:

Kelly called for the Board to bring forth any questions about the Consent Agenda. Jim G. asked how many applicants were on the Mountain View waitlist. Jennifer replied that there were sixteen and it is

staying very consistent. Jim S. asked a similar question about Anthracite, Jennifer noted that it is a pretty consistent waitlist size and told Jim S. that we would be sending the bill for the mold clean-up in one apartment to the builder. Todd asked if we have single persons waiting for two-bedroom apartments, Jennifer replied that it is not allowed. Carlos had a question on the financials: why are expenses \$53,314 over budget? John noticed that the line items for Salaries and Benefits were blank. Jennifer will get that resolved in Quick Books.

Jim S. moved to approve the consent agenda, Carlos seconded. Motion passed unanimously.

Administrative Items:

a. Regional Housing Plan (the Plan) Update

As directed by the Board at the August 8, 2018, 2018 meeting, Jennifer and Chris Haver began putting a table of contents together and looking for a facilitator to assist with developing the Plan. She noted that the Fiscal Control Policies require a minimum of two bids for expenses over \$5,000 so she sent two RFPs out for a facilitator. They should be back by the end of this week. She asked the Board to consider re-allocating \$12,000 from the Professional Services line item of the budget that was originally intended to cover the cost of a survey for the tax measure to covering the cost of a facilitator.

Jim S. stated that the original people on the OVPP housing action committee has not been active for a very long time and was wondering where the OVPP strategies came from. John explained how the OVPP strategies were developed and that when Karl Fulmer left the valley, the housing "silo" never materialized. The Community Builders Task Force (from the OVPP) is supportive of the housing action committee reconvening to address the OVPP strategies since housing was identified as the most important element to come out of the OVPP process.

Jennifer explained that her process for the Plan is to begin with bringing community members together to review the strategies from the OVPP and the GVRHA, review the Publicly-Owned Areas for Potential Development (aka the pipeline) and weigh in on how the strategies can be met and how the pipeline projects fit in. The Plan will be more comprehensive on tools to build and sustain housing and housing programs than just the pipeline. John thought the list of community members targeted was thorough. There will be a general invitation in the media to the public to join the meeting as well. Todd asked how the public was going to provide feedback to Jennifer; she explained that responses would be in writing using an implications-type system. Todd asked where we are in getting a map created that shows where housing is and where the pipeline parcels are, and is this something the facilitator should be doing? Jennifer will be talking with the County GIS department to see if they can help. Todd also suggested making more than one map so each jurisdiction could display it in their office. John asked if Jennifer had reached out to the Community Builders and Clark Anderson for technical assistance. Jennifer had not, citing their schedules and costs might be prohibitive. John said his understanding was that they had interest to provide services at no charge. Jennifer will connect with them.

Jim G. asked when we were anticipating a product be available. Jennifer would like at least a table of contents together by early October. Jim G. wanted some confirmation that a Plan may have budgetary implications to each of the jurisdictions. In 2020, which means a full Plan should be done by spring of 2019.

A discussion ensued about the timing of the first community meeting, Jennifer has announced that it has been in the paper to happen the week of August 20 – 24th. Carlos noted that it would be extremely difficult to plan a community meeting for an evening that meets all board member schedules and since Jennifer is planning on updating each member during the process, the community meeting should be planned to fit her and her facilitator's schedule.

Ellen moved to re-allocate the \$12,000 to paying the facilitator. John seconded the motion with an amendment to the motion that the funds to the facilitator should not exceed \$12,000 for the regional housing plan scope of work. Jim G. would like the facilitator to understand that they should be open-minded and think outside of the scope of work. The motion passed unanimously.

Jim S. asked for Jennifer to send an email with the name of the facilitators to the Board.

b. Tax Revenue Administration Policy

Jennifer re-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.
 - a. We should update total property valuations with the County Assessor through the years to better estimate what revenues we should expect.
 - b. No other ideas were presented at the meeting.
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.
 - a. No additional ideas were presented at the meeting.
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.

- a. The timing of review of applications for funding contributions was discussed: Jim G. cautioned that applicants may have short timelines for a decision from the Board which makes for a rushed decision. Jim S. prefers to keep the application submission process loose so we can take advantage of unforeseen opportunities. John is agreeable to having allocations rotate between the members. Todd expressed that having projects identified for future years is a reasonable expectation.
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.
 - a.
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.
 - a.
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.
 - a. Jennifer asked if we wanted to establish a reserve for anything – for example, if we set aside \$30,000 per year to eventually fund a down payment assistance fund.
 - b. No additional ideas or comments were presented at the meeting.
7. Accounting – John will check with the County about the possibility of the County being the fiscal agent for the funds.
 - a. If the County is fiscal agent, we need an agreement to address #6 above. Kelly asked if the GVRHA could hold the money ourselves and would we need to be bonded to do so. If we held the funds ourselves, we won't have to pay a fee to the County. Kelly stressed that if the County is our choice, our agreement needs to be very tight. Jim S. asked what downside there could be to holding our own funds. Jennifer doesn't see any; Michael and Carlos believe it's better for us to hold it ourselves.
 - b. Kelly directed Jennifer to speak with the County Finance Department to see what their pros and cons would be.
 - c. Michael wants Jennifer to contact Lois Rossman (former CB Finance Director) after getting pros and cons from the County for an unbiased evaluation.
8. Other: Jennifer suggested adding reporting requirements to the GVRHA members and the public.

- a. Monthly reporting would be in the Board packet financials; how and when would we want to report it to the public? Carlos believes that since our meetings are public we are reporting to the public. Other methods to inform the public include having the financials posted to the GVRHA website with the Minutes and at the annual reports to the jurisdictions on GVRHA business, where the papers would pick it up. Michael suggested the reporting be done in September-October during budget season. Todd recommends reporting when councils are hearing reports from other grantees.

Jennifer and Kelly discussed with the Board having some additional work sessions to continue discussions on this admin plan. Jennifer noted that she will need input from the Board on the elements of the plan in between and at meetings. Carlos and Michael support this. Jennifer will send a Doodle Poll for meeting times when the majority of the Board can make it.

c. Agenda Modifications

Jennifer and Kelly introduced the idea of modifying the agenda for the Board meetings to allow matters of importance relative to policies, projects and administrative work to be more thoroughly discussed. They suggest moving the Staff Reports into the Consent Agenda so Jennifer doesn't have to read them to the Board. Michael is an advocate of having quarterly financials and would like the consent agenda to include a calendar of housing events in each jurisdiction for the month. This will require that the jurisdictions keep Jennifer informed of what is going on related to housing.

Carlos is supportive of the members providing monthly updates on what is happening in their housing world so each member knows what is happening all around the county, and should be drivers of what should be discussed at the Board meetings. There was verbal support for this.

We would also like to ask the Housing Foundation to submit a report on what is going on with their housing efforts and the marketing for the ballot measure.

d. 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 will record the Executive Session per Jim S.' request. At 9:57 am Kelly announced that the Board will move into Executive Session with the following Board members present: Jim Schmidt, Jim Gelwicks, John Messner, Ellen Harriman (by phone), Carlos Velado, Michael Yerman, Kelly McKinnis and Todd Barnes.

The Board ended the Executive Session at 10:42 am.

Carlos moved to authorize Kelly, Ellen and Jim S. to finalize the Performance Evaluation with Jennifer at a time that works best for them. Michael seconded, the motion passed unanimously.

Carlos moved to schedule a 6-month assessment with Jennifer to evaluate how she is meeting the goals that came out of the evaluation discussion. This would not be a formal performance

evaluation but a 'check-in' on how Jennifer is meeting the goals. Jim S. seconded, the motion passed unanimously.

Carlos moved to approve the bonus for Jennifer as stipulated in her contract. Michael seconded, the motion passed unanimously.

Jennifer thanked the Board for their show of confidence in her work.

Other Business:

Jim S. mentioned that their Council and participants from Mt. Crested Butte discussed the Long Lake land trade between the USFS, the Crested Butte Land Trust and the Housing Foundation.

Jim S. noted that they have picked three of four developers that responded to an RFQ for completion of Block 76 and will hold a community meeting to get feedback on thoughts on density, unit type, amenities, etc. with the developers present.

Michael briefed the Board on the housing survey the Town completed: 184 responses, 126 provided qualified responses, and only 38 had enough down payment to not need mortgage insurance. Thus, down payment assistance programs are going to be critical in the future. Many respondents were between 100 – 160% AMI. Kelly discussed that years ago the Board talked about using the Workforce Linkage Fee funds (once it is over \$1M) as a revolving loan fund for down payment assistance, and should this be revisited with the County?

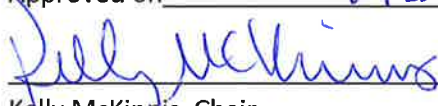
Adjourn:

The meeting was adjourned at 11:44 am.

Minutes prepared by:



Jennifer Kermode, Executive Director

Approved on 9.12.18


Kelly McKinnis, Chair

GVRHA

BUDGET VS. ACTUALS: 2018 - FY18 P&L

January - September, 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
04 County Contribution	70,125.00	70,125.03	-0.03	100.00 %
05 City of Gunnison Quarterly	39,750.00	39,750.03	-0.03	100.00 %
06 Town of Crested Butte Quarterly	44,064.00	44,062.47	1.53	100.00 %
07 Town of Mt CB Quarterly	43,500.00	32,625.00	10,875.00	133.33 %
10 APA Managment Fees	9,976.00	11,223.00	-1,247.00	88.89 %
11 Anthracite Place Salary Reimbursement	16,992.00	20,721.78	-3,729.78	82.00 %
12 Mtn View - mgmt Fee	12,600.00	36,825.03	-24,225.03	34.22 %
Mtn View - Ops Subsidy	18,756.00		18,756.00	
Mtn View - Perf Incentive	7,390.00		7,390.00	
Total 12 Mtn View - mgmt Fee	38,746.00	36,825.03	1,920.97	105.22 %
13 Stallion Park - mgmt	4,939.60	5,634.00	-694.40	87.67 %
16 Interest Income	1,052.87		1,052.87	
26 Section 8 Admin Fee	10,893.46	12,600.00	-1,706.54	86.46 %
29 RE Commissions	3,853.44	3,750.03	103.41	102.76 %
30 Application Fees		749.97	-749.97	
Uncategorized Income	1,054.14		1,054.14	
Total Income	\$284,946.51	\$278,066.34	\$6,880.17	102.47 %
GROSS PROFIT	\$284,946.51	\$278,066.34	\$6,880.17	102.47 %
Expenses				
35 Accounting Services	7,207.00	8,714.97	-1,507.97	82.70 %
36 Advertising & Legal Notices	1,525.56	2,250.00	-724.44	67.80 %
37 Admin Expense	899.46	2,999.97	-2,100.51	29.98 %
40 Computer Hardware		1,275.03	-1,275.03	
42 Software		375.03	-375.03	
43 Computer Tech Support	75.00	749.97	-674.97	10.00 %
45 Copier Lease	1,323.18	1,323.00	0.18	100.01 %
46 Copier Services	629.07	487.53	141.54	129.03 %
47 Telephone - Service	716.06	697.50	18.56	102.66 %
48 Admin Assistant	0.00	13,650.03	-13,650.03	0.00 %
49 Dues & Memberships	1,025.00	900.00	125.00	113.89 %
50 Schools & Training	879.95	4,875.03	-3,995.08	18.05 %
51 Insurance & Bonds	4,060.21	3,375.00	685.21	120.30 %
53 Internet Service Provider	1,450.34	697.50	752.84	207.93 %
54 Internet Subscriptions	1,694.50	1,874.97	-180.47	90.37 %
55 Legal Services		10,500.03	-10,500.03	
56 Office Supplies	3,054.06	2,774.97	279.09	110.06 %
57 Postage	371.09	675.00	-303.91	54.98 %
59 Professional Services	2,603.05	19,500.03	-16,896.98	13.35 %
60 Rent Blue House	7,308.00	7,312.50	-4.50	99.94 %
61 Salaries	142,587.15		142,587.15	
62 Salaries - Benefits	38,121.62		38,121.62	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
64 Travel - Meals	239.18	1,312.47	-1,073.29	18.22 %
65 Travel - Transportation	2,878.30	7,462.53	-4,584.23	38.57 %
66 Travel - Lodging	642.77	4,237.47	-3,594.70	15.17 %
67 Automobile Expense	1,770.81	1,125.00	645.81	157.41 %
68 Website		900.00	-900.00	
Total Expenses	\$221,861.36	\$166,645.53	\$121,015.83	220.96 %
NET OPERATING INCOME	\$63,885.15	\$178,020.81	\$-114,135.66	35.89 %
NET INCOME	\$63,885.15	\$178,020.81	\$-114,135.66	35.89 %

GVRHA
BALANCE SHEET
As of August 31, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Development fund	89,756.60
GV-HEAT	39,531.15
Money Market	402,426.58
Operational Fund	330,649.18
Total Bank Accounts	\$862,363.51
Accounts Receivable	
11000 Accounts Receivable	148,409.00
Total Accounts Receivable	\$148,409.00
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$1,010,772.51
TOTAL ASSETS	\$1,010,772.51
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	792.20
Accounts Payable (A/P)	0.00
Total Accounts Payable	\$792.20
Other Current Liabilities	
Payroll Liabilities	-4,336.40
Total Other Current Liabilities	\$-4,336.40
Total Current Liabilities	\$-3,544.20
Total Liabilities	\$-3,544.20
Equity	
30000 Opening Balance Equity	35,005.88
32000 Retained Earnings	739,706.32
Net Income	239,604.51
Total Equity	\$1,014,316.71
TOTAL LIABILITIES AND EQUITY	\$1,010,772.51