

## **Gunnison Valley Regional Housing Authority**

Regular Board Meeting Minutes  
December 14, 2016  
3:00 pm – Crested Butte Town Hall

### **MEMBERS PRESENT**

Kelly McKinnis; (President) Gunnison County, arrived at 3:10 pm  
Paula Swenson; Gunnison County  
Ellen Harriman, City of Gunnison;  
Richard Hagan, City of Gunnison;  
Jim Schmidt, Town of Crested Butte  
Carlos Velado, Town of Mount Crested Butte  
Todd Barnes, Town of Mount Crested Butte  
Matt Feier, County At-Large

### **STAFF PRESENT**

Karl Fulmer; GVHRA Executive Director  
Shannon Frias; GVRHA Housing Program Manager  
Chris Peterson; GVRHA Property Manager

### **CALL TO ORDER**

Kelly McKinnis, president, called the meeting to order at 3:05 pm

**MINUTES APPROVAL:** Paula Swenson asked for motion to approve the November 2016 minutes. Paula Swenson moved to approve the minutes, Ellen Harriman seconded. The motion passed unanimously.

### **ADMINISTRATIVE ITEMS**

#### **2015 Draft Audit:**

Karl Fulmer informed the board that he is OK with the 2015 audit. Karl Fulmer believes that the numbers are good. Mr. Fulmer does disagree with the audit on the revenues from Mountain View. The Housing Authority has had problems with the documentation of the county accounting, payments have not been clarified. The auditors also had a hard time differentiating the county payments. Karl Fulmer informed the board that the audit will need to be amended. Paula Swenson stated to the board that one of her first tasks of the interim Executive Director will be working with the county on the Housing authority's contract and to streamline the management of paying bills. Karl Fulmer informed the board that the audit does show the Housing Authority is on the right track.

**2016 Needs Assessment:**

Karl Fulmer informed the board that the 2016 Needs Assessment is complete. Mr. Fulmer is working on invoicing all entities. The final cost for each entity is \$13,067, which Karl Fulmer explained is under the cost that was originally estimated. Karl Fulmer stated to the board that all the meetings were well attended. Melanie Rees requested that a strategic plan be produced from the Needs Assessment. Karl Fulmer explained to the board that a strategic plan will be Paula Swenson's responsibility. Paula Swenson informed the board that she went before the Housing Foundation to request money for a strategic plan. Mrs. Swenson explained that the housing Foundation is receptive to donating but they requested a formal request. Paula Swenson asked the board to approve a formal letter for the request be sent to the Housing Foundation. Ellen Harriman moved that Paula Swenson send a formal letter to the Housing Foundation requesting funds to support the creation of a strategic plan from the Needs Assessment. Matt Feier seconded the motion. The board was unanimous on approving the motion.

**Karl Fulmer's Final Payout:**

Karl Fulmer asked the board if they would consider paying his COBRA for 2 months. Mr. Fulmer explained that he was going to originally forgo all payouts but he is now working an extra week without pay and will still need to complete a few projects. Richard Hagan moved to approve that the Housing Authority pay 2 months of Karl Fulmer's COBRA payment due to the extension of Karl Fulmer's work load without pay. Jim Schmidt seconded the motion. The board approved the motion unanimously.

**PROGRAM UPDATES**

**Housing Choice Vouchers/Section 8:** Shannon Frias updated the board on the Housing Choice Voucher Program. Shannon Frias explained to the board that there is still a state-wide freeze on the vouchers though at this time we are able to reissue and End of Participation voucher that took place after August 1, 2016.

**Mountain View:** Shannon Frias informed the board that Mountain View is completely leased up. There are no other changes or concerns at this time.

### **Anthracite Place Apartments:**

**Leasing Update** –Chris Peterson informed the board that as of November 30, 2016 Anthracite Place is completely leased up. Chris Peterson informed the board that there is a pending 30-days' notice. Chris did explain that she does have a waiting list. There are 4 applicants on the waiting list for the 1 bedroom and 2 for the 2 bedroom. Carlos Velado asked if the heating situation is better at AP. Chris Peterson responded that it is getting there. AP had a transformer that blew so it had to be replaced. Chris explained that they had to even out the air flow and bleed the lines on the west side of the building.

Karl Fulmer informed the board that the certificate of occupancy/Bank final inspection was done on October 11, 2016. And the close out for construction will be 12-12-2016.

### **GVRHA Chair Items:**

**Formal request to Housing Foundation for strategic planning-** This item was discussed during the Needs Assessment.

**Changes to Fiscal Control Policy** – Kelly McKinnis explained to the board that there needs to be an amendment to the email vote on changing signers on the bank accounts. It is suggested that the Housing Authority keeps Karl Fulmer on the accounts until the end of the year. It was also suggested that Kelly McKinnis is the only one added to the bank accounts as well as leaving both Shannon Frias and Chris Peterson on the accounts. Ellen Harriman moved that Kelly McKinnis is added to all bank account for the Housing Authority and Shannon Frias and Chris Peterson are both left on the accounts. And that Karl Fulmer is removed from the accounts as of December 31, 2016. Jim Schmidt seconded the motion. The board voted unanimously to approve the motion.

Paula Swenson asked for Shannon Frias and Chris Peterson to send any thoughts they have regarding the Fiscal Control Policy to her.

**Transition & Hiring Update** – Paula Swenson informed the board that they have received 9 proposals for an agency to conduct a search for the Executive Director. The committee will rank the proposals and if they cannot make a decision they will bring the rankings to the board to help with the decision. The committee will make a decision by 1-3-2017 and they will get their choice to the board by Friday, January 6, 2017.

**Scope of Work for Paula Swenson** – Kelly McKinnis informed the board that a draft copy of the scope of work for Paula Swenson was included in the board packet. Kelly McKinnis asked for any comments. Jim Schmidt asked if we or the county wanted to completely sever relations? Karl Fulmer and Paula Swenson responded that the HA only manages properties for the county and we need to get a clarification of the relationship. This will be one item that Paula Swenson will work on in January. Kelly McKinnis stated that the Housing Authority needs to get an updated management agreement with the county.

### **Budget Discussion:**


2017 Draft Budget – Karl Fulmer explained to the board a few changes to the budget. There was a spike of 10% in insurance premiums, which was a little less than originally estimated. An emergency phone line item needed to be added. Half of the emergency phone cost will come out of the APA budget and ½ will come out of Operations. Richard Hagan moved to approve the 2017 budget with the emergency phone changes. Matt Feier seconded. The board approved the motion unanimously.

Karl Fulmer proposed to the board a bonus system for the APA property manager. Karl Fulmer explained that this bonus would not be part of the budget, it would generate from the APA revenue. The property manager would have to maintain a 97% lease up rate to receive bonus. The bonus would be 5% of the net revenues after the debt service. Karl Fulmer explained that the proposal has the starting in 2017. Jim Schmidt moved to approve the bonus for the APA property as proposed by Karl Fulmer. Ellen Harriman seconded. The board passed the motion unanimously.

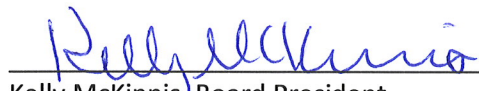
### **ADJOURN**

Carlos Velado moved to adjourn the meeting at 4:48 pm. Paula Swenson seconded.

Minutes Prepared By: Shannon Frias

  
Shannon Frias, Housing Program Manager

Approved on 1-11-17

  
Kelly McKinnis, Board President