

Gunnison Valley Regional Housing Authority

Regular Board Meeting Minutes
January 11, 2017
3:00 pm – GVRHA Conference Room

MEMBERS PRESENT

Kelly McKinnis; (President) Gunnison County
John Messner; Gunnison County; **phone**
Ellen Harriman, City of Gunnison; **phone**
Richard Hagan, City of Gunnison; **phone**
Margot Levy, Town of Crested Butte; **phone**
Jim Schmidt, Town of Crested Butte; **phone**
Carlos Velado, Town of Mount Crested Butte
Matt Feier, County At-Large

STAFF PRESENT

Paula Swenson; GVHRA Interim Executive Director
Shannon Frias; GVRHA Housing Program Manager

CALL TO ORDER

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

Minutes Approval:

Ellen Harriman moved to approve the December 2016 minutes, Carlos Velado seconded. The motion passed unanimously.

CONSENT ITEMS

Minutes Approval:

Ellen Harriman moved to approve the December 2016 minutes, Carlos Velado seconded. The motion passed unanimously.

2017 Minute Calendar:

Paula Swenson explained to the board that the meeting schedule for 2017 will continue to be the second Wednesday of each month with the exception of February. February's meeting will be held on the first Wednesday, February 1, 2017. The February 1, 2017 meeting is being held on the 1st to accommodate Stan Quy's visit to Gunnison County. Stan Quy is the hired firm for the Executive Directors position.

Anthracite Management Report:

Chris Peterson joined the meeting to report on Anthracite Place Apartments. Chris Peterson proposed a new lease addendum and a policy addendum to the board.

The lease addendum states specifics concerning winter parking during snow removal. APA policy already states that all vehicles are to be moved by 8 am on days of a "Major Event", which is defined as accumulation of 6" or more of snow. Chris is proposing a set of consequences if the policy is not followed. 1st offense – written notice, 2nd offense the vehicle will be towed and the tenant will receive a lease violation, and the 3rd offense the vehicle will be towed, the tenant will receive a lease violation and the tenant will lose their parking permit. Carlos Velado moved to approve the lease addendum. Ellen Harriman seconded. The motion passed unanimously.

The policy addendum is regarding the snow removal at APA. Chris Peterson is proposing that when the snow depth on the roof reaches 3 or more feet, a contractor will be called for removal. All residents will be notified in writing of the date of snow removal from the roof and it is the residents responsibility to have their vehicle moved from the parking areas. APA assumes no liability for vehicle damage or towing fees if the tenant does not move their vehicle. Ellen Harriman moved to approve the snow removal policy addendum for APA. Jim Schmidt seconded. The motion passed unanimously.

ADDITIONAL ITEMS & PUNBLIC COMMENT

Election of Officers:

Paula Swenson informed the board that that since she has stepped down from the board there is only one officer, Kelly McKinnis, president. Paula Swenson asked the board for any volunteers for vice president and secretary/treasurer. Carlos Velado volunteered to be vice president and Matt Freier volunteered for the secretary/treasurer. Ellen Harriman moved to approve Carlos Velado as vice president of the GVRHA board and Matt Feier as the secretary/treasurer for the GVRHA board. Margot Levy seconded. The motion passed unanimously.

Public Comment:

OZ and John O'Neil spoke to the board about wanting to know more about the Housing Authority and wanting to possibly partner with the HA. Paula Swenson suggested to OZ and Mr. O'Neil that they schedule an appointment with her. Both agreed and they will schedule an appointment for next week.

ADMINISTRATIVE ITEMS

Strategic Planning:

Paula Swenson informed the board that she headed up the strategic planning for the airport last year and would like to use the same format/plan. Paula Swenson will interview 60 people from all municipalities, including elected officials who attended the meeting on the needs assessment. Paula Swenson will get a feel of where each municipality is wanting to go with housing. Then a day and half retreat will be planned with the GVRHA board and all funding partners. The goal at the end of the retreat is to have all municipalities set with goals and a plan to accomplish the goals. Paula Swenson informed the board that she will send out an email to all members with the dates for the retreat.

Paula Swenson informed the board that she will get a formal letter out to the Housing Foundation requesting funds to contribute to the strategic plan.

Office Update:

Paula Swenson informed the board she has been working through files to get the office organized. It has come to Paula's attention that the Housing Authority has not had worker's compensation insurance for a year. This was her first priority. The insurance will be in place tomorrow, January, 12, 2017. Paula Swenson stated to the board that her and Shannon Frias will be bringing back the accounting in house. Paula Swenson informed the board that the Housing Authority needs to get their own credit card. In the past the ED used their personal credit card to purchase items. Paula Swenson proposed to the board that the board approves the Housing Authority getting their own credit card. She will compose a letter to the bank that Kelly McKinnis, president, will sign. Jim Schmidt moved to approve Paula Swenson to apply for a credit card through Bank of the West. Matt Freier seconded. The motion passed unanimously.

COMMITTEES:

Paula Swenson proposed to the board that a personnel and financial committee be created to help streamline the Housing Authority. Kelly McKinnis suggested that these 2 committees be tabled until the executive director is hired. All board members agreed.

Executive Director search committee:

Paula Swenson suggested to the board that this committee is a must. The committee would meet with the consultant to discuss what the board believes the needs are for an ED. John Messner, Ellen Harriman, Jim Schmidt, and Kelly McKinnis volunteered to be on this committee. Ellen Harriman moved to approve an executive director search committee. Carlos Velado seconded. The motion passed unanimously.

ANTHRACITE PLACE APARTMENTS CONSTRUCTION UPADTE:

Sales & Use Tax Refund:

Paula Swenson informed the board that this tax refund is due to the Housing Authority. The amount due is about \$45,000. This refund comes from the taxes that contractors paid and the HA is exempt.

8609 process:

Paula Swenson explained to the board that the HA will need to hire someone to complete about 100 hours on finishing the 8609 for APA. This will cost approximately 10,000 – 15,000. Paula Swenson informed the board that once this is filed in April the HA will get development fees.

EXECUTIVE SEARCH RECOMMENDATION:

Paula Swenson asked the board to vote to approve the transition committee's recommendation to hire Stan Quy and to vote to approve the GVRJA president to sign the contract with Stan Quy. A few questions were asked about the contract. Who drafted the contract and do we need an attorney to look at the contract? Paula Swenson answered that it is a contract written to us by Stan Quy and she will take the contract to the county attorney to look at before the president signs it. Matt Feier moved to approve the hiring of Stan Quy and the signing of the contract by the board president after the count attorney has reviewed. Ellen Harriman seconded. The motion passed unanimously.

AUDIT APPROVAL:

Paula Swenson brought it to the board that 2015 audit needs to be approved. The audit was brought to the board at the December meeting. Paula Swenson is proposing that the audit be approved as presented then it be amended once a few issues with the county accounting is settled. Carlos Velado moved to approve the audit as presented then amended once some accounting issues are cleared up with the county. Ellen Harriman seconded. The motion passed unanimously.

PERFORMANCE INCENTIVE REVIEW FOR KARL FULMER:

It was decided that this was not a good venue to be discussing this issue. The board unanimously decided to table this topic until the 2/1/2017 meeting. Jim Schmidt will inform Karl Fulmer of the tabling of the topic until the February 1, 2017 meeting.

ADJOURN


Carlos Velado moved to adjourn the meeting at 4:28 pm. Margot Levy seconded.

Minutes Prepared By: Shannon Frias



Shannon Frias, Housing Program Manager

Approved on February 1, 2017



Kelly McKinis, Board President