

**Gunnison Valley Regional Housing Authority**

Regular Board Meeting Minutes

October 10, 2018

500 Maroon Avenue, Crested Butte, CO

**1. Call to Order**

Kelly McKinnis Called the meeting to order at 3:02 pm.

**Members Present**

Michael Yerman, Crested Butte (excused at 3:40)

Jim Schmidt (Secretary) Crested Butte

John Messner, Gunnison County

Ellen Harriman, City of Gunnison

Carlos Velado (Vice-Chair) Mt. Crested Butte

Matt Feier (Treasurer) Member-at-Large

Kelly McKinnis (Chairperson) ~~Member-at-Large~~ County

**Members Absent**

Jim Gelwicks, City of Gunnison

Todd Barnes, Mt. Crested Butte

**Staff Present**

Jennifer Kermode, Executive Director

**Public Present**

Chris Haver, Crested Butte Alternate

**2. Public Comment**

There were no public comments.

**3. Consent Agenda**

Jennifer noted that staff is having difficulty getting Quick Books to show the YTD budget numbers for Salaries and Benefits. Michael suggested looking for a filter that may be preventing this.

Matt noted that the Mtn View Management fees are showing lower than the budget indicates it should be. Jennifer will investigate and let the Board know.

Jennifer will send out the January – September 2018 financials to the Board.

The GV-HEAT budget was discussed; it was noted that there is currently no new funding in the foreseeable future, but the additional \$25,000 from CARE is still available.

Carlos asked about the damage to the APA unit with the hole in the sewer pipe; this was a contractor error. There was another unit that was damaged by the tenant upon lease termination; the GVRHA will send an invoice to the tenant and then to collections after 60 days.

Jim S. asked about emotional support animals in the building, two are puppies – one who is trained, one who is not. A hearing is scheduled for the second tenant after two lease violations with their puppy. The GVRHA will be searching for ways to educate and coach tenants to improve conditions and relations between the animals, the tenants and GVRHA.

Ellen noted the League of Women Voters Issues Forum is on the 16<sup>th</sup> and not the 17<sup>th</sup>. Jim S. moved to approve the Consent Agenda, Ellen seconded. The motion passed unanimously.

#### **4. Administrative Items**

##### **a. Member Updates**

Michael added to the CB update that the developer's budget on Block 76 has been cut by \$1M which enhances the affordability of the project.

John informed the Board that the IRS is still working on final guidelines to the Opportunity Zone program; several investors are eyeing the Gunnison area for when the program is up and running. He will keep us informed of how the program is going.

Ellen asked about what was going on with Western as their property next to Lot 22 looks like something is going on – is it connected to Lot 22? John said no. Jennifer explained that Lot 22 is still in the process of separating from the Rock Creek HOA.

Jim S. complimented the Board on all the activity going on around the county.

##### **b. Valley Housing Plan Update**

Jennifer informed the Board that the team has met with the BoCC, Carlos at Mt. CB and CB Council. The team felt that these meetings were very productive and added valuable information to the Plan. Jennifer also discussed how the vision statement and the roles of the GVRHA have morphed through those meetings. Next steps are to meet with the City, reconvene the employers for feedback on the plan, and hold one more community meeting before preparing a final draft to present to the Board in November.

##### **c. Tax Revenue Administration Policy**

This item was moved up in the agenda to the first Administrative Item discussed so that everyone present could be noted to vote on it, since Michael had to leave early.

Michael asked if we would be discussing the funding application form at a future date, Jennifer said yes, and that she had obtained the scoring that CHFA uses for consideration in our application. There was no further discussion; Ellen moved to adopt the Tax Revenue Administration Policy, Jim S. seconded. The motion passed unanimously.

##### **d. 2017 GVRHA Audit**

Jennifer informed the Board that the audit was submitted to the State Auditor on August 31<sup>st</sup>, the last day it can be submitted to the state, despite staff providing all requested information to the auditors in January and February. Jennifer requested the auditors to prepare a Management Discussion and Analysis for this audit as they had not done so in the past.

Jennifer will be putting out an RFP for a new auditing firm for next year.

Matt asked about the comments in Note 4 about government deposits being with banks that provide sufficient protection such as FDIC-member banks. Our deposits in Community Banks of Colorado are covered under the Public Deposit Protection Act. Carlos moved to adopt the 2017 GVRHA audit, Matt seconded. The motion passed unanimously.

**e. Procedural Changes for Client Re-Certifications**

Jennifer informed the Board that Chris has discovered that we have the allowance to have Anthracite tenants perform self-recertifications if they have been through their first third-party full recertification. The third-party full recertification is an onerous process for the tenants, the employers and banks and the GVRHA staff. Staff is requesting a decision from the Board on whether we can implement the self-recertification rule or not. Discussion followed about how long we let tenants do self-recerts; it was suggested that we draft a policy to allow self-recerts at GVRHA's discretion so we have flexibility to require a third-party full recert should we believe it is warranted.

The Board directed Jennifer to draft a policy for review and adoption by the Board.

**5. Other Business**

Kelly informed the Board that her office, Gunnison Real Estate and Rentals, has partnered with Benchmark Mortgage to offer free monthly home buyer seminars. These seminars will be informational and should help attendees position themselves to be ready to purchase a home in the future. Interested persons should contact Kelly's office to register.

John brought up the topic of employees retiring in place and putting additional pressure on housing supply in deed-restricted housing and that we need to figure out how to deal with this as we put more housing on the ground.

Jennifer talked to the Board about a question from Jonathan Houck at the BoCC about the GVRHA offering a follow-up Agency Review to a project if the proposal for the project has changed, such follow-up Review supporting or opposing the project. Jennifer said she has not offered a support or oppose letter in a Review before. John felt that the GVRHA should not be supporting or opposing a project but should be providing opinions on aspects of a project that have impacts on affordability and workforce living when asked by a jurisdiction. Chris agreed that an evaluation by the GVRHA provides more value than a support or oppose opinion.


The GVRHA will be holding another homebuyer class – currently planned for early February.

**6. Adjourn**

The meeting was adjourned at 4:27 pm.

Minutes prepared by:

  
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Jennifer Kermode, Executive Director

Approved on 11.14.18  
  
\_\_\_\_\_  
Kelly McKinnis, Chair

**2018 Budget Review YTD 10.31.18**

	A	B	D	F	G
1					
2	<b>INCOME</b>	<b>2018 Actual</b>	<b>2018 YTD Budget</b>	<b>Under Budget</b>	<b>% of Budget</b>
3	Community Contributions				
4	County	\$70,125	\$77,917	-\$7,792	90.00%
5	City	\$39,750	\$44,167	-\$4,417	90.00%
6	Crested Butte	\$44,064	\$48,958	-\$4,894	90.00%
7	Mt. Crested Butte	\$43,500	\$36,250	\$7,250	120.00%
8	Total Community Contributions	\$197,439	\$207,292	\$9,853	95.25%
9	Management Fees				
10	Anthracite Place Apts	\$16,211	\$12,470	-\$3,741	130.00%
11	Salary Reimbursement	\$26,432	\$23,024	-\$3,408	114.80%
12	Mountain View Apts	\$14,000	\$20,160	\$6,160	69.44%
13	Mtn View Ops Subsidy	\$20,840	\$20,840	\$0	100.00%
14	Performance Incentive	\$7,390	\$7,390	\$0	100.00%
15	Stallion Park Condos	\$5,445	\$6,260	\$815	86.98%
16	Other:				
17	Total Management Fees	\$90,318	\$90,144	-\$174	100.19%
18	Interest Income	\$1,173	\$0	-\$1,173	
19	Grants				
20	Administration Fees				
21	Section 8	\$11,929	\$14,000	-\$2,071	85.21%
22	Other:				
23	Total Administration Fees	\$11,929	\$14,662	-\$2,071	81.36%
24	Real Estate Commissions	\$3,853	\$4,167	-\$313	92.46%
25	Application Fees	\$0	\$833	-\$833	0.00%
26	<b>TOTAL INCOME</b>	<b>\$304,712</b>	<b>\$317,098</b>	<b>\$12,386</b>	<b>96.09%</b>
27					
28					
29	<b>EXPENSES</b>	<b>2018 Actual</b>	<b>2018 YTD Budget</b>	<b>Over Budget</b>	<b>% of Budget</b>
30	Accounting	\$7,357	\$9,683	-\$2,326	75.98%
31	Advertising & Marketing	\$1,645	\$2,500	-\$855	65.80%
32	Administrative Expense	\$2,201	\$3,000	-\$799	73.37%
33	Bank Fees	\$30	\$3,333	-\$3,303	0.90%
34	Computers			\$0	
35	Hardware	\$2,200	\$1,417	\$783	155.26%
36	Software Programs	\$0	\$417	-\$417	0.00%
37	Technical Support	\$375	\$833	-\$458	45.02%

**2018 Budget Review YTD 10.31.18**

	A	B	D	F	G
38	Contracted Services			\$0	
39	Copier Lease	\$1,470	\$1,470	\$0	100.00%
40	Copier Service	\$747	\$542	\$205	137.82%
41	Telephones	\$741	\$775	-\$34	95.61%
42	Dues & Memberships	\$1,025	\$1,000	\$25	102.50%
43	Education & Training	\$880	\$5,417	-\$4,537	16.25%
44	Insurance	\$3,934	\$3,750	\$184	104.91%
45	Internet Provider	\$1,695	\$775	\$920	218.71%
46	Internet Subscriptions	\$1,694	\$2,083	-\$389	81.33%
47	Legal Services	\$0	\$11,667	-\$11,667	0.00%
48	Office Supplies	\$3,164	\$3,083	\$81	102.63%
49	Postage	\$427	\$750	-\$323	56.93%
50	Meter	\$0	\$416	-\$416	0.00%
51	Professional Services	\$7,783	\$21,667	-\$13,884	35.92%
52	Rent	\$8,120	\$8,125	-\$5	99.94%
53	Jail Rent	\$1,200	\$0	\$1,200	
54	Salaries	\$164,759	\$168,820	-\$4,061	97.59%
55	Benefits	\$42,535	\$24,092	\$18,443	176.55%
56	Travel			\$0	
57	Meals	\$239	\$1,458	-\$1,219	16.39%
58	Mileage	\$2,878	\$8,291	-\$5,413	34.71%
59	Lodging	\$1,533	\$4,708	-\$3,175	32.56%
60	Auto Expense	\$1,771	\$1,250	\$521	141.68%
61	Website	\$0	\$1,000	-\$1,000	0.00%
62				\$0	
63	<b>TOTAL EXPENSES</b>	<b>\$260,403</b>	<b>\$292,322</b>	<b>-\$31,919</b>	<b>89.08%</b>
64					
65	<b>NET INCOME/(LOSS)</b>	<b>\$44,309</b>	<b>\$24,776</b>	<b>\$44,305</b>	