

Gunnison Valley Regional Housing Authority

Regular Board Meeting Minutes

September 21, 2016

3:00 pm – GVRHA Office

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;

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

Paula Swenson called the meeting to order at 3:04 pm

MINUTES APPROVAL: Paula Swenson asked for motion to approve the June and July 2016 minutes. Carlos Velado and Matt Feier commented on some grammatical changes needed to the minutes. Carlos Velado moved to approve the minutes with corrections, Ellen Harriman seconded.

ADMINISTRATIVE ITEMS

2016 Needs Assessment: Karl Fulmer disbursed 5 \$100 gift cards to randomly selected people who took the online survey. All recipients were from Crested Butte. Karl Fulmer informed the board that there was a decent response to the survey though Crested Butte South had a low number of surveys. The Crested Butte South surveys will be put into the North Valley group. The employer responses to the survey were good. Ellen Harriman asked if we were on track for the needs assessment. Karl Fulmer responded yes. Karl Fulmer informed the board that we should have a rough draft of the needs assessment by November 14, 2016 with the full report by the end of November.

2017 Draft Budget:

2015 End of Year – There is a balance of \$135,000 end of year balance. This is a non-audited balance. Karl Fulmer informed the board that the projected end of year balance was \$132,000. Karl Fulmer informed the board that the equity group requires \$150,000 by the end of 2017. Karl Fulmer stated that it is important to have excess of \$150,000 because the \$150,000 has to be maintained for 5 years.

2017 Draft Budget – Karl Fulmer informed the board that his proposal for the 2017 budget includes staff income increases. Mr. Fulmer stated that this because of staff having an increase in work time and duties. Karl Fulmer informed the board that his proposal includes a 5% increase for Shannon Frias, 14.5% increase for Chris Peterson and a 6% increase for the Executive Director, Karl Fulmer. Mr. Fulmer also informed the board that he spoke with Gary Shondeck regarding increases in insurance premiums for 2017. Mr. Shondeck is projecting an increase of 15-20% statewide. Karl Fulmer stated that he would like the Housing Authority to pay this increase to keep the employees % down. Mr. Fulmer also informed the board that he added a part time administrative assistant position to the budget for 2017. This would be beneficial to the Housing Authority to take on some of the added work load. Other changes to the budget that Karl Fulmer pointed out to the board were travel expenses due to the travel to Crested Butte, an increase in office rental due to the possibility of the county increasing the rent, and a 5% increase to the computer lease because the lease is up in January 2017. Paula Swenson asked if Mr. Fulmer has been to all municipalities yet to discuss their contributions. Karl Fulmer responded that he has not talked to Mount Crested Butte, the City of Gunnison or Gunnison County. Karl Fulmer stated to the board that he felt that the key to municipalities was to keep the funding at a level that the Housing Authority can continue to do what it does. Paula Swenson stated that the Town of Crested Butte is requiring more of the Housing Authorities time now due to the building of Anthracite Place. Richard Hagan asked Mr. Fulmer what the numbers he requested from each municipality were based on. Karl Fulmer responded that it is based on their capacity to pay, the staff time dedicated to programs in the municipality and what they paid the previous year. Karl Fulmer informed the board that he will begin the process to meet with all municipalities. Paula Swenson stated that Karl needs to let the board know if he needs anyone from the board to attend any meetings with him.

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. At this time, we have 37 vouchers that are active in Gunnison County.

Mountain View: Shannon Frias informed the board that she is having a huge issue regarding smoking at Mountain View at this time. Shannon Frias explained to the board that the non-smokers feel like they do not have anywhere that is “theirs” outside of the building. Shannon Frias sectioned off a place that would

be a non-smoking area and sent a memo out to all residents that explained to them that smokers are not a protected class and if all residents could not respect each other, she may have to resort to making the property non-smoking. The memo seemed to stop the bickering. Other than the smoking issue there seems to be a good dynamic between most residents.

2015 Audit: Karl Fulmer explained to the board that we have an extension for the Housing Authority audit. The Housing Authority has until October 31, 2016 to complete the audit. Karl Fulmer spoke with the auditors, Blair and Associates, today and the audit is underway.

Anthracite Place Apartments:

Leasing Update –

Chris Peterson informed the board as of September 22, 2016, Anthracite Place will have 17 units leased up, 5 pending approval, and 8 units vacant. Chris Peterson informed the board that there have been some issues with the compliance company and it is slow to get approvals. They seem slow to process and are non-responsive. Chris Peterson stated that once her or Karl Fulmer talk to the compliance company things seem to get better for a while. Karl Fulmer explained to the board that the Housing Authority is not happy with the compliance company and he has been in contact with Richmond to begin a new contract with a new compliance company. Ellen Harriman asked what is the bottom line of having the building leased up. Karl Fulmer responded that September 30 is Richmond's date. Karl Fulmer explained to the board that he has spoken to Richmond and explained to them that he doesn't believe we will be leased up by September 30th. Karl Fulmer does not think it will be a huge penalty, maybe \$4,000-\$5,000, which we will make up once completely leased up. Richard Hagan asked what the number 1 reason is that applicants are being denied. Chris Peterson responded that most denials are for income, incomplete application and no follow through. Richard Hagan asked if Chris had any idea of how many of the leased up units are workers. Chris Peterson stated that 2/3 are workers.

There will be a new print ad coming out in the Crested Butte paper on Thursday, September 23rd. Karl Fulmer is hoping this will spur applicants.

Operating Budget-

Karl Fulmer explained to the board that equity has a lot to do with the budget. Mr. Fulmer explained that maintenance is the main part of the budget. Kelly McKinnis asked why contracts are under maintenance. Karl Fulmer explained that contracts for most of the building are the companies maintaining their work. Crested Butte Electric and the landscaping company are examples of contracts that are under the maintenance line item.

Construction Budget-

Karl Fulmer explained to the board that there has not been a draw since mid-August. Mr. Fulmer explained that the only money left in the budget is for retainers and that there is a lot of work that

needs to be done, there is a big punch list. Kelly McKinnis asked if there were any deadlines in place for the work to be completed. Karl Fulmer responded that there isn't, Karl stated that they just won't get paid until the work is done. Karl Fulmer also explained to the board that the bank examiners will need to see the CO next week. If the Housing Authority gets an OK from the bank perspective the rest will be between Coburn and the Housing authority. Karl Fulmer also stated that the loan with Richmond can be closed out at any time.

Finalization of full CO –

Karl Fulmer stated that we did receive the Temporary Certificate of Occupancy on July 29, 2016. The Certificate of Occupancy seems to be dragging, but Karl Fulmer believes it should be Monday, September 26th. There is one item that Coburn needs to complete before we can get the CO. A low voltage data box needs to be installed.

Cost Certification, LURA and 8609 Conversion –

Karl Fulmer explained to the board he is working on the cost certification with Novogradic. It is due at the end of the year to the IRS. Karl Fulmer informed the board that in the contract with CHFA we must serve 50 – 60% of AMI for the life of the building. Mr. Fulmer also informed the board that he is working on the 8609 IRS form to close out the loan with The Bank of the West and convert it to a CHFA loan.

Executive Session. Richard Hagan motioned to go into Executive Session at 4:35 pm with no records to be taken or decisions made while in Executive Session. Ellen Harriman seconded the motion.

Kelly McKinnis ended the executive session at 4:56 pm. The board stayed on task and no motions or decisions were made.

ADJOURN

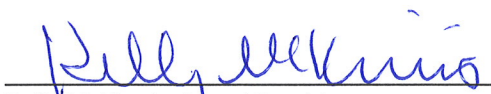
Paula Swenson moved to adjourn the meeting at 4:57 pm. Ellen Harriman seconded.

Minutes Prepared By: Shannon Frias



Shannon Frias, Housing Program Manager

Approved on 11-9-16



Kelly McKinnis, Board President