

**Gunnison County Housing Authority  
Advisory Board Meeting  
Minutes  
May 22, 2008 (Rescheduled from May 8, 2008)  
(approved 6/12/08)**

**Present:** Denise Wise, Executive Director, GCHA  
Eileen McVicar, Essential Housing Administrator, GCHA  
Wendy Albers, Administrative Assistant, GCHA  
Kelly McKinnis, Gunnison County  
David Owen, Gunnison County  
Christi Matthews, Town of Crested Butte  
John Sale, Town of Mt. Crested Butte  
Ellen Harriman, City of Gunnison  
Paul Duba, City of Gunnison

**Absent:** Michael Potoker, Alternate Gunnison County  
Reed Betz, Town of Crested Butte  
Neil Windsor, Alternate Town of Crested Butte  
William Buck, Town of Mt. Crested Butte  
Susan Eskew, Alternate Town of Mt. Crested Butte

**Guests:** None

**Call to Order and Welcome:** The meeting was called to order at 6:11 p.m.

**I. Consent Agenda:**

*March 13, 2008 Minutes:*

*Ellen Harriman motioned to approve minutes with an amendment to correct Susan Eskew as **Alternate** Member from the Town of Mt. Crested Butte and Christi Matthews seconded the motion. There was unanimous consent.*

*April 10, 2008 Minutes:*

*There was not a quorum (5 or more members) for the April 10<sup>th</sup> meeting and the meeting was rescheduled for April 24, 2008 given the business to be conducted. The meeting on the 24<sup>th</sup> did not have a quorum and therefore a meeting of the Advisory Board to conduct business was not held and no minutes were recorded. A general discussion ensued for the members present. Members in attendance included: Ellen Harriman, City of Gunnison; Christi Matthews, Town of Crested Butte; John Sale of Town of Mt. Crested Butte; and GCHA staff-Denise Wise, Eileen McVicar and Wendy Albers.*

## **II. Introduction & Status Updates**

### **Needs Assessment:**

The board was updated on the status of the survey instruments for the needs assessment. Those members who attended the April 24, 2008 meeting provided suggestions and wording to incorporate in the resident questionnaire that would provide more clarity to what is being asked. Denise Wise and Eileen McVicar had a preliminary meeting with Dr. Mitchell to discuss recommendations for a residential survey. There was a specific request from the Town of Crested Butte that exact income be asked on the survey, thus making that question a fill-in response. Specific to that request the income category question may be tightened by income increments was discussed. Eileen McVicar explained the database to be used:

- 1) utilize City of Gunnison utility billing;
- 2) Post Office Boxes (Rural Routes);
- 3) Post Office Boxes in CB/Mt.CB;
- 4) Property owner records from Assessors Office; and
- 5) Voter Registration (RTA did not have much success with

voter registration records for their survey).

The needs assessment survey will start with a representative sample of 20,000 to poll 30% of the population. The return rate of 10% would only be expected and should target 6% of total. Dove Graphics would be able to print, send out and provide return envelope at an average of \$.50 per item. Advisory board members were asked to review the resident survey and email any additional comments or suggestions.

**Needs Assessment Grant-Public Hearing May 20, 2008 at 10:15 am:** The grant request for the Needs Assessment was submitted to Colorado Division of Housing; however, HUD requires that a Public Hearing be held when funds are requested. Several advisory board members were in attendance in addition to the few citizens. Questions were asked regarding the scope of the Request for Proposal (RFP) and the selection process that will be used to select the Consultant. An RFP was sent to the list of qualified contractors listed on the CDOH website. The staff is currently collecting data for Gunnison County rental and homeowner survey. Davina Ray is inventorying the rental market for rental survey. Stephanie Aeschliman is preparing an inventory of Deed Restricted units.

**Wild Wood Mobile Home Park-Progress on Owner Conversion:** The progress is continuing and the homeowners are meeting and looking to engage an attorney (pro-bono) to get on tract with the details of articles of incorporation and by-laws non-profit HOA. They are pursuing funding sources from subsidies and grants.

### **Discussion:**

**Administrative Guidelines- Linkage Fee Exemption:** Workforce Housing Fee Fund Administrative Guidelines (draft) were given to the members for their review and comments. The exemption criteria were summarized and the issue of exemptions for Co-



**These are the proceedings of the Advisory Board meeting to the best of my recollection.**

**Respectfully submitted,**

**Wendy Albers  
Administrative Assistant**