



**Minutes of Meeting
February 28, 2012**

1. CALL THE MEETING TO ORDER

The meeting was called to order at 4:00 p.m. by Chair BRUNGARDT in the City Council Chambers of the Municipal Building, 7500 West 29th Avenue, Wheat Ridge, Colorado.

2. ROLL CALL OF MEMBERS

Authority Members Present: Cheryl Brungardt
Joe DeMott
Kathy Nuanes
Katie Vanderveen

Authority Members Absent: Janice Thompson

Also Present: Sally Payne, Deputy Director
Henry Wehrdt, JCHA
Doug Knopp, JCHA
Larry Nelson, Cornerstone Realty
Betty Maybin, Cornerstone Realty
Dick Matthews, WRHA Accountant
Ann Lazzeri, Recording Secretary

Chair Brungardt introduced Gayle Miller who has been appointed to serve on the Housing Authority beginning with the March meeting.

3. APPROVAL OF MINUTES – January 24, 2012

It was moved by Kathy Nuanes and seconded by Katie Vanderveen to approve the minutes of January 24, 2012 as written. Motion carried 4-0.

4. PUBLIC FORUM

No members of the public wished to address the Commission at this time.

5. **NEW BUSINESS**

A. Resolution 02-2012 Amending the 2011 Budget by Restatement and Approval of 2012 Budget

Dick Matthews explained that an amendment to the 2011 budget is necessary due to a number of factors including stipulations necessitated by grants received by the Authority and the fact that the Authority had planned on \$160,000 in sales for 2011 that didn't happen.

Resolution No. 02-2012 was read into the record by Chair Brungardt.

It was moved by Katie Vanderveen and seconded by Joe DeMott to approve Resolution 02-2012, a resolution amending the 2011 Budget by restatement and enacting a budget and appropriation for the year 2012. Motion carried 4-0.

B. Engagement Letter (Audit)

Sally Payne introduced this item. Due to grants received by the authority, the audit will be more involved than usual. It is necessary to sign an engagement letter with Swanhorst & Company to proceed with the audit.

It was moved by Kathy Nuanes and seconded by Katie Vanderveen to use Swanhorst & Company LLC to perform an administrative audit not to exceed \$5,000; and, if Swanhorst is required to perform a single audit, the cost shall not exceed \$3,000, resulting in a total of no more than \$8,000 for the total audit. Motion carried 4-0.

C. Final Year-end Report

Sally Payne distributed copies of the WRHA Year End Report for 2011. She expressed appreciation to Kathy Field for preparing the report.

D. Yarrow Street Bids (JCHA)

Henry Wehrdt and Doug Knopp reviewed the bid results for 4530 Yarrow Street. Henry will check on the fencing, roof and door bids and report back to Authority by email.

E. Update on Property Sales

Larry Nelson gave an update on the Nelson and Moore properties. He reported that the High Court property has sold. There was agreement that 90-day notices should be sent to all three rental properties in order to ready them for sale.

6. UNFINISHED BUSINESS


Chair BRUNGARDT announced that the NAHRO Conference will be held May 15-16 in Ft. Collins. There are funds in the budget for those members who wish to attend.

7. OTHER

Sally Payne expressed appreciation to Kathy Nuanes for her eight years of service on the Housing Authority.

8. ADJOURNMENT (To tour Moore Street and Nelson Street properties)

It was moved by Katie Vanderveen and seconded by Kathy Nuanes to adjourn the meeting at 4:50 p.m. Motion carried 4-0.



Cheryl Brungardt, Chair



Ann Lazzeri, Recording Secretary