

**FRUITA HOUSING AUTHORITY  
IN PERSON AND VIRTUAL MEETING  
JANUARY 17, 2023  
6:30 P.M.**

**1. CALL TO ORDER AND ROLL CALL**

The first regular meeting of the Fruita Housing Authority was called to order by Joel Kincaid, designated Chairman of the Authority, at 6:30 p.m. The meeting was held both in person and with virtual access provided through Zoom.

**Present:** Chairman Joel Kincaid  
Vice-Chairman Matthew Breman  
Commissioner Jeannine Purser  
Commissioner Ken Kreie (virtual)  
Commissioner Amy Miller  
Commissioner Aaron Hancey

**Excused Absent** Commissioner James Williams  
Secretary Deb Woods

**Authority staff present:** Director Mike Bennett  
Treasurer Margaret Sell  
Assistant Director Shannon Vassen  
Housing Authority Attorney Mary Elizabeth Geiger (virtual)  
Communications and Engagement Specialist Ciara DePinto

**2. AGENDA – ADOPT/AMEND**

**COMMISSIONER MILLER MOVED TO ADOPT THE AGENDA AS PRESENTED. COMMISSIONER PURSER SECONDED THE MOTION. THERE WERE FIVE YES VOTES.**

**3. ADOPTION OF BYLAWS FOR FRUITA HOUSING AUTHORITY**

Mary Elizabeth Geiger, City Attorney, presented the changes in the by-laws since reviewed by the City Council at their November 22, 2022 workshop. Changes include limiting the scope of the Authority to low-income housing tax credit projects and designating the positions of Mayor and Mayor Pro Tem of the City Council as Chairman and Vice-Chairman of the Housing Authority. Officers of the Authority were designated to mirror the City Council operations with the City Manager serving as the Housing Authority Director, the City Finance Director as the Treasurer and the City Clerk/Deputy City Clerk as Secretary. Additional minor changes were made to clean up the language and organization of the by-laws.

**COMMISSIONER HANCEY MOVED TO ADOPT THE BY-LAWS FOR THE FRUITA HOUSING AUTHORITY AS PRESENTED. COMMISSIONER PURSER SECONDED THE MOTION. THERE WERE FIVE YES VOTES.**

#### **4. CERTIFICATE OF FRUITA HOUSING AUTHORITY COMMISSIONERS FOR FILING WITH THE COLORADO DEPARTMENT OF LOCAL AFFAIRS**

Margaret Sell stated that the Certificate of the Fruita Housing Authority is a document which is filed with the Colorado Department of Local Affairs to officially document the creation of the Fruita Housing Authority. The Certificate is signed by Commissioners of the Housing Authority and sets forth the facts by which the Authority was created. Corrections were noted to spelling of Commissioner Purser's name and adding "Vice Chairman" to Matthew Breman's signature line.

- **VICE-CHAIR BREMAN MOVED TO ADOPT THE CERTIFICATE OF FRUITA HOUSING AUTHORITY COMMISSIONERS AS AMENDED. COMMISSIONER HANCEY SECONDED THE MOTION.**
- **VICE-CHAIRMAN BREMAN AMENDED HIS MOTION AS FOLLOWS:**
- **VICE-CHAIRMAN BREMAN MOVED TO ACCEPT THE CERTIFICATE OF FRUITA HOUSING AUTHORITY COMMISSIONERS WITH AN AMENDMENT TO A TITLE AND A CORRECTION TO THE SPELLING OF A NAME AND AUTHORIZE THE FILING OF THE CERTIFICATE WITH THE COLORADO DEPARTMENT OF LOCAL AFFAIRS. COMMISSIONER HANCEY SECONDED THE MOTION. THERE WERE FIVE YES VOTES.**

#### **5. OTHER BUSINESS**

Commissioner Breman suggested that Commissioners be assigned email addresses specific to the Housing Authority and separate from their City Council email addresses. This would assist in responding to open records requests for communication of the Authority and also organizing communications specific to business of the Authority.

Commissioner Breman asked about whether the Fruita Housing Authority should have its own website and City Attorney Mary Elizabeth Geiger advised that it could have its own landing page on the City of Fruita website at [www.fruita.org](http://www.fruita.org).

With no further business to come before the Fruita Housing Authority, the meeting was adjourned at 6:46 p.m.

Respectfully submitted,

Debra Woods  
Secretary  
Fruita Housing Authority