

RESOLUTION NO. 2020 - 01

**BEFORE THE
SUMMIT COUNTY HOUSING AUTHORITY
OF THE
COUNTY OF SUMMIT
STATE OF COLORADO**

A RESOLUTION APPOINTING OFFICERS FOR THE AUTHORITY AND OTHER ADMINISTRATIVE MATTERS INCLUDING AUTHORIZING THE EXECUTION OF DOCUMENTS, RATIFICATION OF ACTIONS, POSTING OF NOTICES AND AMENDMENT OF BYLAWS

WHEREAS, the Summit County Housing Authority (“Authority” or “SHA”) is a County Housing Authority formed by the Board of County Commissioners pursuant to Part 5, Article 4, Title 29 of the Colorado Revised Statutes with such powers and duties as provided thereunder; and

WHEREAS, the Board of County Commissioners has amended the membership of the Authority and reinstated the Board of County Commissioners as the ex officio commissioners of the Authority as originally provided in Resolution No. 79-90; and

WHEREAS, the Authority desires to select officers and appoint staff to exercise the powers and fulfill the duties of the Authority and take such other administrative actions deemed appropriate; and

WHEREAS, public notice of this meeting of the Authority has been duly provided.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SUMMIT COUNTY HOUSING AUTHORITY:

1. The Board of County Commissioners has amended the method of appointing the membership of the Authority and reinstated the Board of County Commissioners as the ex officio commissioners of the Authority. The terms of office of such Authority commissioners shall be coterminous with their term of office on the Board of County Commissioners.
2. The Chair of the Authority shall be the Chair of the Board of County Commissioners and the following officers, agents and representatives of the Authority are hereby selected:

Chair: Karn Stiegelmeier

Vice Chair: Thomas Davidson

Secretary/Executive Director: Scott Vargo

Financial Officer: Martina Ferris

Asst. Executive Directors: Jason Dietz

Sarah Vaine
Bentley Henderson

Attorney:

Summit County Attorney's Office

3. The officers, directors, agents and representatives of the Authority, their designees and representatives are hereby authorized to execute and deliver for and on behalf of the Authority any and all certificates, documents and other papers and to perform all other acts that they may deem necessary or appropriate in order to implement and carry out the transactions and other matters authorized by the Authority. The Board further ratifies, approves and confirms all actions heretofore taken by the Authority, its officers, directors, agents, designees and representatives,
4. The Summit Combined Housing Authority has previously designated the foyer of the Summit County Courthouse as the official location for the posting of public notices by the Authority and desires to continue such designation for all notices posted in calendar year 2020 and thereafter until changed by resolution of the Authority
5. The above-referenced Chair, Vice Chair, Executive Director, and Financial Officer are hereby authorized to open and maintain such additional financial accounts as deemed necessary to conduct the affairs of the Authority and to execute legal and financial documents on behalf of the Authority, including negotiable instruments and warrants of the Authority.
6. The Amendments to the Authority Bylaws as set forth in the attached Exhibit A are hereby approved and adopted.
7. This Resolution shall take effect immediately upon its adoption by the Authority.

ADOPTED THIS 28TH DAY OF JANUARY, 2020

**SUMMIT COUNTY HOUSING AUTHORITY
BY AND THROUGH ITS
BOARD OF DIRECTORS**


Karn Stiegelmeier, Chair

ATTEST:


Scott Vargo, Secretary

EXHIBIT “A”

**AMENDED AND RESTATED BYLAWS
OF THE SUMMIT COUNTY HOUSING AUTHORITY
COUNTY OF SUMMIT
STATE OF COLORADO**

ARTICLE 1 - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the “Summit County Housing Authority.”

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.

Section 3. Office of Authority. The location and address of the authority is P.O. Box 68, 208 Lincoln Ave, Breckenridge, Colorado, 80424, or such other place in the county of Summit, State of Colorado, as the Authority may from time to time designate by resolution.

Section 4. Membership. The members of the Board of County Commissioners have been appointed as the ex officio commissioners of the Authority. The powers of the Authority shall be vested in the commissioners and they shall have general supervision, direction, and control over the business and affairs of the Authority.

Section 5. Terms. The terms of office of the commissioners of the Authority shall be coterminous with their terms of office on the Board of County Commissioners.

ARTICLE 2 – OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chair, a Vice Chair, Secretary and Financial Officer. The Chair and Vice Chair shall be commissioners of the Authority. The Secretary may be either a commissioner or employee of the Authority.

Section 2. Chair. The Chair shall be the Chair of the Board of County Commissioners and shall preside at all meetings of the Authority unless the Chair is absent.

Section 3. Vice chair. The Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair.

Section 4. Secretary. The Secretary or his/her designee shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the authority in a journal of proceedings to be kept for such purpose, and shall perform all duties to his/her office. The Secretary shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments

authorized to be executed by the Authority. The Secretary may also be the Executive Director of the Authority. The Secretary shall possess those powers which are delegated to such office.

Section 5. Financial Officer. The Financial Officer shall have care and custody of the funds and all other financial instruments or securities owned by the Authority and shall be responsible for the preparation and filing of financial documents. He/she shall receive all moneys paid to the Authority and, subject to any limits imposed by the Authority, shall have authority to give receipts and vouchers, to process checks and warrants in the Authority's name and give full discharge for the same. The Financial Officer shall also have charge of disbursement of the funds of the Authority, shall keep full and accurate records of the receipts and disbursements, and shall deposit all moneys and other valuable effects in the name of and to the credit of the Authority, with such powers, and duties as are appropriate and customary for a financial officer.

Section 5. Executive Director. The Authority may appoint an Executive Director who shall be the chief executive officer of the Authority, shall supervise the activities of the Authority, shall see that all policies, directions and orders of the commissioners are carried out and shall, under the supervision of the Authority, have such other authority, powers or duties as may be prescribed by the Authority.

Section 6. Duties. Unless otherwise provided by rule of the Authority, any document that requires the written approval of the Authority may be executed by the Chair, or in absence of the Chair, by the Vice Chair. In the event that both the Chair and the Vice Chair are absent or are unavailable at the same time, the Executive Director or Assistant Executive Director of the Authority may lawfully sign such document on behalf of the Authority. The officers of the Authority shall perform such other duties and functions as may from time to time be authorized or required by the Authority, these Bylaws, or any other applicable law, rule, regulation, or contract.

Section 7. Appointment/Election of Officers. The Vice Chair, Secretary, Financial Officer, and other officers or officials of the Authority shall be appointed by the commissioners at the first meeting of the Authority and annually thereafter as determined reasonable and necessary by the Authority. All officers, officials, representatives and agents of the Authority shall hold office until their successors are elected or appointed, unless such appointment is revoked by the Authority at a regular or special meeting.

Section 8. Additional personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions. The election and compensation of the personnel of the Authority shall be determined by the Authority, the Executive Director and their designees.

ARTICLE 3

AUTHORITY MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held on the fourth Tuesday of January at 3:00 p.m. or as soon thereafter as the meeting can be held, at the regular meeting place of the Authority, or such other date, time, and location as may be acceptable to the Authority.

Section 2. Other Regular Meetings. Other regular meetings of the Authority may be held at such times and places as may from time to time be determined by the Authority.

Section 3. Special Meetings. The Chairperson of the Authority, may, when he or she deems it expedient, and shall, upon the written request of two commissioners of the Authority or the Executive Director, call a special meeting of the Authority for the purpose of transacting any business designated in the call of the meeting. The call for a special meeting may be personally delivered to each commissioner of the Authority or e-mailed to each commissioner of the Authority, at least two days prior to the date of the special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the commissioners of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4. Emergency Meetings. An emergency meeting of the Authority may be called in the event of an emergency that requires the immediate action of the Authority. At such emergency meeting, any action within the power of the Authority that is necessary for the immediate protection of the public health, safety and welfare may be taken; provided, however, any action taken at an emergency meeting shall be effective only until the first to occur of: (i) the next regular meeting of the Authority, or (ii) the next special meeting of the Authority at which the emergency issue is on the public notice of the meeting. At such subsequent meeting the Authority may ratify any emergency action taken. If any emergency action taken is not ratified by the conclusion of the next regular meeting, then such action shall be deemed rescinded. As used in this section, the term "emergency" shall mean an unforeseen combination of circumstances or the resulting state that calls for immediate action.

Section 5. Notice of Meetings. Unless otherwise provided by resolution of the Authority, notice of any meeting may be personally delivered to each commissioner of the Authority or e-mailed to each commissioner of the Authority, at least two days prior to the date of the meeting. A commissioner of the Authority may waive the requirement of notice of any meeting, and a commissioner's attendance at a meeting shall be a waiver of the requirement of the notice of that meeting unless the commissioner objects to the holding of the meeting at the time the meeting is convened.

Section 6. Quorum. A majority of all of the commissioners of the Authority then in office shall constitute a quorum for the purpose of conducting its business and exercising its power and for all other purposes, but a lesser number may adjourn a meeting from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

Section 7. Resolutions. All resolutions of the Authority shall be in writing and maintained in the permanent records of the Authority.

Section 8. Attendance at Special or Emergency Meeting By Telephone or Other Electronic Means.

A. A Commissioner may attend a meeting of the Authority by telephone or other electronic means, including, but not limited to, audio or video conferencing, if:

1. during the meeting all Commissioners may hear each other and the public who desire to address the Authority; and
2. the Commissioner attending the meeting by telephone or other electronic means has received the agenda packet for the meeting.

B. A Commissioner participating in a meeting pursuant to this Section is deemed to be present in person at the meeting for all purposes.

Section 9. Manner of voting. The voting on all questions coming before the authority shall be by roll call, and the ayes and nays shall be entered upon minutes of such meeting by name, except on the election of officers which may be by ballot.

ARTICLE 4 – MISCELLANEOUS

Section 1. Amendments to bylaws. The bylaws of the authority shall be amended only with the approval of at least two of the commissioners of the authority at a regular or a special meeting of the Authority.

Section 2. Advisory Council. The Authority may appoint a housing advisory council or panel as deemed necessary or convenient to advise the Authority on matters pertaining to the operation of the Authority or housing issues in Summit County generally.