

MINUTES

Grand Junction Housing Authority
July Board of Commissioners' Meeting

July 22, 2019 10:00 a.m.
8 Foresight Circle

Call to Order

The GJHA Board of Commissioners' meeting was called to order at 5:05 pm by John Howe, Board Chair. Attendance was taken by roll call with the following present:

Commissioners: John Howe, Chair
Ivan Geer, Vice Chair
Chris Launer
Rick Taggart

GJHA Staff: Jody Kole, CEO
Scott Aker, COO
Jill Norris, General Counsel
Suzy Keith, Asset Manager
Sheila Brubacher, Accounting Supervisor
Margaret Ellrick, Supportive Services Supervisor
Krista Ubersox, HR Director
Racquel Wertz, Voucher Supervisor
Jane Hart, Executive Assistant

Guests: None

Consent Agenda

The consent agenda consisted of a Request for Adoption of Minutes for the May 30, 2019 Regular Board Meeting. The Consent Agenda received approval with a motion by Ivan Geer, a second by Chris Launer, and a unanimous vote.

Finance Team Update

Sheila Brubacher stated that GJHA has approximately 35 open bank accounts, each with Board Officers listed as signatories. From only six of the accounts can checks be written. Each time Board Officers have changed; new signature cards have been required for all accounts.

In practice, the Board Chair or Vice Chair could be called upon to sign checks when both Jody and Scott are unavailable. Since there is rarely occasion for Board Officers to sign checks, and in those occasions the payment would be made from the General Fund, staff proposed that the Main Operating Account be the only account on which Board Members are listed as signatories going forward. After a brief policy discussion regarding GJHA operating accounts, and assurance from staff that appropriate controls are in place, a motion was made by Chris Launer to require Board Members to be listed as signatories only on the Main Operating account. Jill Norris clarified that this motion would not require that checks be signed by Board Members. The motion passed with a 2nd by Rick Taggart and a unanimous vote.

Next, Sheila discussed the following 2020 budget items:

- The Highlands 2 Developer Fee is expected early in 2020 as the construction is complete, final work is being done and the cost certification process is finalized.
- Pre-development work is beginning for the 2814 Patterson property.

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- The budget anticipates the addition of new full-time positions including that of a Housing Specialist to help meet the high and increasing workload of the Voucher Program, two Service Coordinators to expand services to Voucher holders in the community, a Housing Advocate to be funded with grant money from Mesa County Department of Human Services, and a CareerWise apprentice.
- In the coming weeks, staff will issue a Request for Proposals for property/liability insurance brokerage to begin in 2020. The current broker is HUB International.
- Capital expenditures being considered include balcony upgrades at Lincoln Apartments, additional offices at the Foresight building, repairs to second floor walkways and exterior paint at Linden Pointe, completion of exterior painting at Arbor Vista, and improvements in two phases at Walnut Park, the first being the installation of consistent patio areas for all units this year and parking lot improvements and other possible capital improvements in 2020.
- Scott Aker noted that a search has been underway for a suitable buyer for the Courtyard Apartments. Executive staff is currently in negotiations with a potential buyer, which includes an agreement that the new owner will continue to serve low-income clients. Courtyard needs some work that has been put on hold until the path forward is determined but there are no safety concerns at this time.
 - To answer Chris Launer's question, Scott Aker said that there is no estimate of costs at this time as the above list of potential expenditures is in the process of being compiled. Before moving forward, staff will look for grant opportunities as well as consider using equity from Walnut Park Apartments.
- The purchase of one vehicle through Voucher program is included, to replace the car used by the Housing Quality Standards (HQS) Inspector. The HQS inspector is doing more work in remote locations in the county and needs a vehicle more suitable to those conditions. In turn, the vehicle currently being used will be placed in the general fleet for use by the new Service Coordinators.
- Scott mentioned the scholarship fund that GJHA established last year. Four applicants were selected, and each awarded \$2,500. A discussion will be needed to determine renewability of the scholarships already awarded and determine a budget for new awards.

Housing Choice Voucher Program Update

Racquel Wertz reported that temporary staff will be added to the team to help issue vouchers through the end of the year as more than 100 families have been pulled from the Waitlist. The goal is to finish the year with 99.9% of available Vouchers in use.

HUD has released a Notice of Funding Availability (NOFA) for Mainstream Non-Elderly Disabled Vouchers. GJHA will apply for these Vouchers, to hopefully add to the 28 awarded in 2018. GJHA will also be reaching out to Garfield and Delta Counties to coordinate a regional request for between 25 and 50 Veterans Affairs Supportive Housing (VASH) Vouchers. The

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Voucher Team will administer 34 new state-funded Vouchers for an upcoming KARIS, Inc. development of 34 units.

Highlands 2 and 2814 Updates

Jody Kole explained that while the building is fully occupied, the work at Highlands 2 is not complete because there are still items that must be delivered to the property and a punch list remains to be completed by Shaw Construction. GJHA must operate the property at a break-even point or better for 90 days before converting from the construction financing to permanent financing. Then, a final tax credit application must be submitted to CHFA, with a full cost-certification audit, due by November 1, 2019.

The 2814 Tax Credit application was submitted and GJHA has been scheduled to make a presentation to Colorado Housing and Finance Authority (CHFA) on September 30, 2019. Due to this presentation date being later than expected, the construction, aside from a small amount of advance work, will be pushed into 2020, assuming the application is successful.

Other Business, if any

- Suzy Keith announced that the Real Estate Assessment Commission (REAC) will do a physical inspection of the Nellie Bechtel property on Wednesday. She said the score received during the 2017 inspection, 87 out of 100, was a good score. A score between 80-90 results in re-inspection in two years; a score of 90 or more results in re-inspection in three years.
- There is currently an open City Solicitation for Outside Agency Requests. Jody explained that now is the time to request funds from the City of Grand Junction and asked for input from the Board.
 - Rick Taggart advised the group to expect the City to be conservative with requesting agencies, while they try to make funds more available for capital needs and/or public safety. More information will be available after the City Council begins to look at the budget in October.
 - Last year, GJHA requested \$210k for development impact fees and were allocated \$105k.
 - Scott Aker pointed out that Community Development Block Grant (CDBG) and Economic Development funds are the only levers to grant funds. Without a City contribution, many grants will not be awarded. Scott suggested the Community Impact Council (CIC) could talk to City Council about the need for local match. Rick stated that with four new council members, a conversation could be beneficial. Ivan Geer suggested showing City Council a video from the GJHA Annual meeting to highlight the importance of the Social Determinants of Health conversation and its relationship to local match for grant funding requests.

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- Jody Kole and Scott Aker will work to submit a proposal by Friday.
- Jill Norris reminded the Board that the resignation of Scott Proper left a Resident Board Member Vacancy on the GJHA Board. A notice has been posted at GJHA and at the City and distributed to the GJHA Resident Advisory Board. Colorado law requires that residents/clients have an opportunity to apply. The City Council will then make the decision to appoint a new member. The goal is to have a new member in place by October 2019.
 - Rick suggested a letter be sent to council describing the desired skill set for the new member that they can reference as they interview candidates.
- GJHA applied for and received an EPA grant to be used for a Phase 2 Environmental Assessment of the Regional Center Property. The EPA visited the site a month ago. A signed access agreement is expected this week and testing should begin on July 29, 2019. Buildings will be grouped according to age, and representative samples will be taken in a manner not disruptive to the remaining tenants. A response should be given in approximately six weeks allowing the community a better sense of opportunities and challenges surrounding potential redevelopment.

Executive Session for a conference with GJHA General Counsel for the purpose of receiving legal advice on specific legal questions under C.R.S. § 24-6-402(4)(b) related to fees charged by other Governmental Entities was tabled until the next meeting to allow further preliminary discussions and to allow full Board participation.

Staff will reach out to schedule a meeting with Real Estate Committee next week.

With no further business, the meeting was adjourned with a motion by Ivan Geer, second by Chris Launer, and a unanimous vote at 6:17pm.

All Board Packet documents and documents distributed
during the Board Meeting are retained in the file