

March Board of Commissioners' Regular Meeting Minutes

Grand Junction Housing Authority ("GJHA")

8 Foresight Circle, Grand Junction, CO 81505

March 12, 2024 at 5:00 p.m.

1. Call to Order and Roll Call

GJHA's Board of Commissioners' Regular Meeting was called to order at 5:03 p.m. by Rich Krohn, Board Chair. Attendance was taken by roll call with the following present:

Board of Commissioners:

Rich Krohn, Chair
Bernie Buescher, Vice Chair (Virtually)
Bill Johnson
Randall Reitz

GJHA Staff:

Jody Kole, CEO
Scott Aker, COO
Sheila Brubacher, Controller
Krista Ubersox, Asset Manager
Ashleigh O'Leary, HR Director
Kevin Sperle, IT Supervisor (Virtually)
Brian Rusche, Development Director
Kate Schaneman, Business Operations Assistant

John Howe joined the meeting in person at 5:05 p.m. and Ivan Geer joined the meeting in person at 5:15 p.m.

2. Disclosure of Direct or Indirect Conflict of Interest

None mentioned.

3. Consent Agenda

The Consent Agenda consisted of Minutes of the:

- April 11, 2023, Regular Board of Commissioners Meeting;
- May 9, 2023, Regular Board of Commissioners Meeting;
- July 18, 2023, Special Board of Commissioners Meeting;
- August 8, 2023, Regular Board of Commissioners Meeting;
- October 17, 2023, Special Board of Commissioners Meeting.

With a motion by Bill Johnson, a second by Randall Reitz and a unanimous vote, the Consent Agenda was approved.

4. Finance and Audit Items and Fourth Quarter Celebrations

There was no Finance and Audit Committee Meeting this month, so Sheila Brubacher presented the Finance and Audit items to the Board today. Sheila briefly reviewed the Cash Reserve Analysis as of December 31, 2023, for both the GJHA owned properties as well as the Tax Credit properties.

March Board of Commissioners' Regular Meeting Minutes
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The Family Service Coordinators worked with their clients and helped prevent twelve (12) evictions in the fourth quarter. That meant, they limited the number of evictions to only 5 in 2023.

The camera system was installed at Walnut Park and the camera system at Ratekin Tower was replaced. Door access upgrades were installed at Walnut Park, Ratekin Tower and Nellie Bechtel.

GJHA closed on The Confluence Subdivision property on 24 Road.

GJHA property operating revenues were \$398,000 positive to budget for 2023 due to authorized rent increases and the Energy Outreach Colorado Grant for the Walnut Park capital improvements. The offsetting expenses were either capitalized or expensed to replacement reserve expense. GJHA operating expenses for 2023 were \$1.6 million favorable to budget. Much of that was due to compensation savings, repairs and maintenance expense savings, vacancy savings and professional fees due to budgeted expenses for the preservation property which were not utilized.

All of the tax credit properties have net operating income that is positive to budget and debt service coverage ratios that exceed the 1.15x minimum required ratio. All properties ended 2023 with surplus cash available for payments to investors, GJHA for management fees, and GJHA's soft loans.

GJHA will start doing bad debt write-offs monthly rather than quarterly. The trending past due report was reviewed. The overall outstanding rent is \$51,780. Linden Pointe is the only property with vacancies over 5% due to the SWAT units and the fire unit. Overall, the average annual occupancy is 96.89%. There was a motion by John Howe to accept the fourth quarter financials which was seconded by Bill Johnson. After a voice vote, the motion was unanimously approved.

Sheila Brubacher reviewed some early 2024 budget revisions. A request for a General Fund budget revision included compensation for a maintenance position, as it was initially missed. Scott Aker mentioned that having 14 employees is a sweet spot in the maintenance department. Back when GJHA had 17 staff members on the maintenance team, they were paid less. Now GJHA is paying their staff more and are getting better results from their employees and are needing to fill that 14th position.

Another requested compensation revision was in the Voucher program. One employee was budgeted in Voucher Client Support Family rather than Voucher Client Support Senior. Staff is asking for compensation revision to get this position moved to the correct program so staff can better track grant sources and uses. A motion to approve Resolution No. 2024-03-

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01 Adopting Amended Consolidated Budget for Fiscal Year 2024 was made by Randall Reitz and seconded by Ivan Geer. After a roll call vote, the motion was approved unanimously.

Sheila Brubacher reviewed the Cash Projections for 2024. The forecast has been updated to reflect the \$3,000,000 cash contribution for The Current, Walnut Park capital improvements, Ratekin Tower elevator repairs and other items. These adjustments indicate an opening cash balance in January 2024 of \$11,254,390 and a projected year-end 2024 cash balance of \$6,844,471.

Regarding GJHA's investment strategy, Jody Kole informed the Board the CD's in which GJHA has invested are performing well, and staff have rolled them over for another 90 days. Staff will continue to evaluate the investments' performance and cash needs, and make necessary adjustments

5. Tenant Account Reconciliation

Krista Ubersox reviewed the Property Management team's restructuring and approach to tenant account reconciliation in 2023. The former Asset Manager and the current members of the Property Management team set GJHA up for the success of the recent Tenant Account Financial Review. Some errors were found in some of the tenants' accounts. After staff went through about 50 tenant accounts, they realized there was a bigger problem. This led staff to review all tenant files. Staff acknowledged that tenants owed GJHA money from time to time depending on the situation, but they also found that GJHA owed some tenants money as well. Staff did what was necessary to get those tenants paid back. 750 tenant accounts were audited and out of those 750 households, 14% of those entered into repayment agreements with GJHA. Tenants are noticing that staff is paying attention, so they are paying more attention as well, resulting in much better ongoing tenant account maintenance. Bill Johnson gave his positive perspective as a tenant regarding this process.

6. GJHA 50th Anniversary Celebration

Scott Aker explained that staff is partnering with Teri Cavanagh to plan the 50th Anniversary celebration. There will be a temporary change to the logo and there will be some upcoming events, both public and community related, as well as staff related. The QHN Healthier Together Summit will be the first event. Teri Cavanagh and the GJHA team will collaborate on the 2023 Annual Report. Staff intends to do a formal presentation of the Annual Report as well as a larger event that will be more of a community celebration. Staff is also looking to standardize email signatures, update and standardize GJHA's letterhead and font. It will be an opportunity to share the organization's impact with the community. There will be some earned media and public service announcements with the focus on 50 years of service, but also a focus on the future. There will also be resident barbeques to which board members will be invited.

March Board of Commissioners' Regular Meeting Minutes
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7. Mesa County Collaboration for the Unhoused

The whole issue of the need for affordable housing, and lack thereof, has become a lot louder since COVID began. Scott Aker stated that a colleague from Quality Health Network (QHN) approached him with an idea from the Anschutz Medical Center of a strategic framework that could be adopted by communities to bring service providers together to collect data as a community rather than organizations doing this individually. In June of 2023, these ideas came over to the Western Slope. CU-Anschutz, which created the Collaborative Community Resource Initiative (CCRI) said if your interest is real, they would give each community \$100,000 and the conceptual model they had been working on. The group from Mesa County that had been approached decided they were going to accept the offer and begin to move forward with the collaboration and call themselves Mesa County Collaboration for the Unhoused (MCCUH). Scott has agreed to be the Chair of this organization. QHN will be the backbone support and the fiscal agent. GJHA will be able to assist with this organization and their efforts. This organization may need to apply for grants at some point and QHN may or may not take charge of that. There is no interest in hiring staff and becoming a service provider. The intention is to be a convener and facilitator of better coordination and collaboration amongst myriad direct service providers to homeless individuals and families.

Jody Kole stated that she was proud of Scott for taking this leadership role. He brings people together even if they don't get along. It may take away from his time in the office a bit, but if this is a success, it will be a good thing for everyone in the community. It took this community decades to get where it is, and it will probably take the same amount of time to get back out. Ivan Geer mentioned that it may need to be a forever thing if it is successful. Randall Reitz, Bernie Buscher, John Howe and Rich Krohn extended their support to Scott and for the devotion of his time in an area that our community.

8. Other business, if any

GJHA was approached by an out of state individual wanting to do a 4% tax credit deal with GJHA as a Special Limited Partner and possibly as property manager. Staff has been walking him through how tax credits work. Jody Kole stated that staff is not ready to bring a recommendation to the Board but may next month. The individual has been having conversations with the State, the City, CHFA, Mercy Housing, Delta County and Montrose County. However, the risk is potentially higher than the reward. GJHA has not taken on income averaging, but that is what this individual is intending to do. There is some urgency to develop some criteria as to who GJHA will partner with on deals such as this.

March Board of Commissioners' Regular Meeting Minutes
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GJHA may or may not have an opportunity to apply for an additional grant for infrastructure costs that could be applied to the Confluence subdivision.

9. Adjourn

With no further business or discussion, Ivan Geer made a motion to adjourn. With a second by Bill Johnson, and unanimous roll call vote, the meeting was adjourned at 6:59 p.m.

All Board packet documents and documents distributed during the Board Meeting are retained at GJHA.