

**September Board of Commissioners Regular Meeting Minutes**  
Grand Junction Housing Authority (“GJHA”)

8 Foresight Circle, Grand Junction, CO 81505

**September 10, 2024 at 5:00 p.m.**

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**1. Call to Order and Roll Call**

The GJHA 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  
John Howe  
Bill Johnson  
Ivan Geer (Virtually)  
Randall Reitz

GJHA Staff:

Jody Kole, CEO  
Scott Aker, COO  
Sheila Brubacher, Controller  
Jill Norris, General Counsel  
Krista Ubersox, Asset Manager  
Ashleigh O’Leary, HR Director  
Brian Rusche, Development Director  
Racquel Wertz, Voucher Supervisor  
Kate Schaneman, Business Operations Assistant

**2. Disclosure of Direct or Indirect Conflict of Interest**

None mentioned.

**3. Consent Agenda**

The Consent Agenda consisted of Minutes of the July 9, 2024, Regular Board of Commissioners Meeting.

With a motion by John Howe, a second by Bernie Buescher and a unanimous vote of the members present, the Consent Agenda was approved. Ivan Geer abstained as he missed this meeting.

**4. Re-Appoint Doors 2 Success Board Members**

Scott Aker gave a summary of Chris Mueller and David Nelson’s history with the *Doors 2 Success* Board. There were no questions nor discussion. Bernie Buescher moved to adopt and approve Resolution 2024-09-01 Re-Appointing Chris Mueller and David Nelson to the *Doors 2 Success* Board. Bill Johnson seconded the motion. There was a unanimous roll call vote, and the Resolution was approved. Rich Krohn suggested to the Board to consider designating a liaison from the GJHA Board to attend the *Doors 2 Success* Board Meetings in the future and suggested that it would be ideal to have a GJHA Board Member on the *Doors* Board. Scott Aker gave a brief review of the *Doors 2 Success* Annual Report.

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**5. Finance Items**

Although the 2025 budget is still a work in progress Sheila Brubacher wanted to give an initial overview of the budget so the Board would have the opportunity to discuss and ask questions. The normal budget increases will be in salaries, utilities, insurance and bad debt. GJHA has budgeted for the interest earned on its Certificate of Deposits.

Compensation is planned to increase by 3.2% as the market adjustment for 2025. This percentage increase arrived upon after considering increases for the City of Grand Junction and other Housing Authorities. GJHA’s contribution to the employee’s health insurance will also increase by 3.2%. The CFO position, a Development Legal Assistant, and a new Maintenance Technician are in the budget as well. Staff has been looking closely at salary splits and the Voucher Program since there have been many instances in past years where Voucher Administrative money was utilized to fill funding gaps, primarily in Supportive Services. Staff reported the Voucher Administrative funds will no longer be able to fill those gaps, as the total administrative costs associated with the core Voucher program will fully utilize anticipated funding provided by HUD. GJHA will fill future gaps with a combination of funding through Doors2Success, the properties and, if needed, the General Fund.

GJHA’s rental income increase is budgeted at 5% and GJHA’s interest income will go from 5% to about 4%. Bernie Buescher believes it will be a tight budget. Scott Aker stated that with the properties doing so well, the budget may be tighter in some areas, but he is not worried about the financial health of the organization overall. A big part of the tighter budget is because GJHA will be putting a significant cash infusion into the development of The Current.

Bernie Buescher asked if GJHA anticipates expenses related to the Confluence Subdivision having an impact on the budget. Scott Aker stated that many of the expenses will get reimbursed but will not necessarily get capitalized. Scott added that there will be some negative numbers within the budget. Racquel Wertz does a great job about looking ahead and anticipating what HUD is going to do, but in the end what they decide to do is subject to change. There will be fluctuation, but Staff is taking it very seriously. Jody Kole added that the budget presented in October will not include the costs of development for The Current. Staff will put together a budget specific to The Current and it will be brought to the Board separately from the 2025 budget, likely in a Special Board Meeting in the first quarter of 2025.

GJHA will be increasing their maintenance labor rate as well as their internal legal charge rate.

**6. 50 Year Anniversary Update**

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When staff was putting the 2024 budget together last year, they unintentionally did not consider the costs for celebrating GJHA’s 50<sup>th</sup> anniversary. Teri Cavanagh with Sync Strategic was hired to coordinate the planning. About 25% of the expenses that were done for the 50<sup>th</sup> anniversary could be considered operating items or typical business. Staff separate the expenses into two categories. The first category is Marketing for the things that fell into the celebration of GJHA’s 50<sup>th</sup> anniversary, such as the employee event at Suplizio Field. The second category is “Other Admin” for expenses that could be considered typical operating items, such as new letterhead and the Annual Meeting. The Marketing category will be the category that will certainly need a revision. Other Admin may need a revision, but staff is not sure if a revision will be necessary. Sheila Brubacher gave some preliminary numbers.

Bernie Buescher chimed in to say that although he does think the expenses should have been approved before hand, he also believes that these were reasonable and necessary expenses. All the 50-year anniversary celebrations have publicly evidenced the positive efforts of GJHA. Historically GJHA has tried to keep a low profile. Things have changed and Staff believes it is now crucial for GJHA to raise its profile, which comes with a financial cost.

**7. Voucher Program Updates**

Racquel Wertz stated that the Vouchers Team is working toward minimizing the overspending of the Housing Assistance Payments (HAP) allocation from HUD. They are currently not issuing most vouchers, other than specialty programs. The current waitlist statistics total in and out of Mesa County as of August 9, 2024, was provided to the Board. The waitlist for households outside of Mesa County has increased likely because GJHA now has an online application. A good portion of these households on the waitlist is families. Out of the 2,135 households in Mesa County, 72% of the waiting list is at 30% AMI or below. HUD just came out with updates to the VASH program increasing the income limit with the intention of housing more veterans.

GJHA’s Payment Standards for 2024 are currently set at 120% of the Fair Market Rents published by HUD. If GJHA maintains the 2024 Payment Standards at the current levels, the Payment Standard is just below 110% of HUD’s published fair market rents for 2025. Because HOTMA will be implemented in January of 2025, GJHA will likely be paying a bit more in HAP. GJHA is proposing that the Payment Standards stay the same for most of Mesa County. The only exceptions where the Payment Standards will increase are in the 81505, 81507, and 81521 zip codes.

A motion was made by Bernie Buescher to adopt *Resolution 2024-09-02 Approving Payment Standards for the Housing Choice Voucher Program Effective January 1, 2025*. Following a second by Bill Johnson, a roll call vote was taken. The motion was approved unanimously.

**8. Development Update**

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The Development team will submit their building permit application to Mesa County on September 11, 2024. GJHA has 85% complete drawings from which Shaw will do their pricing exercise. The Federal Earmark has been making things more and more difficult, so there is still a lot to do before construction can begin. Staff expects to issue the debt and equity Requests for Proposals within the next couple weeks.

GJHA submitted the grant application to the Federal Home Loan Bank of Topeka for \$810,000 on August 15. Staff should know by Christmas if this application is accepted. GJHA will not break ground on the Current in 2024. Jody Kole is hopes to break ground in the first quarter of 2025. Staff will continue to strategize to keep costs down and there are a lot of moving parts. The work with the City’s planning department has been exceptional.

Each year, Housing Colorado provides a design charrette for only a few developments which takes place before the Housing Colorado Conference. The outcomes are presented at the Conference as a method to teach architecture students and people new to the profession to advance and share ideas. GJHA was awarded a design charrette for the Matchett Park property that will be held in Denver September 26-28, in Denver. Staff will also be bringing some of the architects and students down from Denver to Grand Junction for a three-hour session at 2814 to give them the opportunity to see the property as well as the surrounding area.

The VASH program’s intention is to end veteran homelessness. They recently came out with some new rules, such as higher income and disregarding some of the service-related disabilities. In addition, , and they have decided to take some VASH vouchers and parking them somewhere without having to go through a competitive process. The northwest corner of the Salt Flats will likely be an ideal location to do this. Jody Kole would like GJHA to partner with the VA and use this property to park some VASH vouchers at and really focus on the needs of veterans.

**9. Other business, if any**

Jill Norris reminded the Board about the mandatory *Lead the Way* training that will need to be done within the next 30 days. Board members have been asked to email their certificate of completion to Jill Norris or Racquel Wertz.

Krista Ubersox notified the Board that the Maintenance Supervisor will be resigning at the end of September. The Property Management Supervisor position is also still vacant. The postings for both of these positions will be closing on September 16, 2024.

Scott Aker enlightened the Board that tomorrow, September 11, 2024, marks 32 years of Jody Kole at Grand Junction Housing Authority.

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**10. Adjourn**

With no further business or discussion, Bill Johnson made a motion to adjourn. With a second by Bernie Buescher, and unanimous roll call vote, the meeting was adjourned at 6:31 p.m.

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