

## AGENDA

Grand Junction Housing Authority  
October Board Meeting

Monday, October 27, 2014  
Linden Pointe Community Center  
1975 Barcelona Way  
11:30 a.m.

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*Time Estimate*

1. Call to Order
2. Roll Call Vote to Move into Executive Session to Discuss Personnel Issues – Specifically Executive Compensation – C.R.S. 24-6-402(4)(f)(I) *15 Minutes*
3. Roll Call Vote to Move out of Executive Session and Return to Open Meeting
4. Congratulations to GJHA Staff as Recipient of Housing Colorado’s Eagle Award
5. Consent Calendar *5 Minutes*
  - Adoption of Minutes of July 28, 2014, August 25, 2014, September 5, 2014 and September 22, 2014 (attached)
  - Resolution No. 2014-10-01 Approving an Exemption from Audit for Fiscal Year 2014 for the Downtown Housing Effort, a Joint Venture Between the Housing Authority of the City of Grand Junction, Colorado and the Grand Junction, Colorado Downtown Development Authority (attached)
6. Resolution No. 2014-10-02 Approving Revised Policy for Write-off of Bad Debts (attached) – Lori Rosendahl, COO *5 Minutes*
7. Discussion and Request a Budget Revision for Walnut Park Roofing and Cooler Replacement for \$19,500 over the Originally Anticipated \$175,000 (meeting distribution) – Tim Spach, Development Director *10 Minutes*
8. Strategic Plan Progress Report (attached) – Jody Kole, CEO and Lori Rosendahl, COO *20 Minutes*
9. Request Board Input on Format of Quarterly Dashboards and Financials – Karla Distel, CFO *15 Minutes*
10. Design Charrette Update – Jody Kole, CEO *10 Minutes*
11. Other Business *10 Minutes*
  - Report on Housing Colorado Conference and NAHRO National Conference – Jody Kole, CEO and Lori Rosendahl, COO
12. Adjourn

## REVISED MINUTES

Grand Junction Housing Authority  
Board of Commissioners' Meeting  
**October Board Meeting**

Monday, October 27, 2014  
Linden Pointe Community Center  
11:30 a.m.

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### 1. **Call to Order**

Grand Junction Housing Authority (GJHA) Board Chair Chris Launer called the regular October Board Meeting to order at 11:30 a.m. with the following Board Members present: Scott Aker, Tami Beard, Chuck McDaniel, Chris Mueller, and Barbara Traylor Smith. A quorum was present.

### 2. **Roll Call Vote to Move into Executive Session to Discuss Personnel Issues – Specifically Executive Compensation**

With a unanimous roll call vote, Board Members immediately went into Executive Session.

### 3. **Roll Call Vote to Move out of Executive Session and Return to Open Meeting**

The group moved out of Executive Session with a unanimous roll call vote.

At 12:00 Jody Kole joined the meeting. Chris Launer spoke for the Board, expressing appreciation of Kole's strong work performance in this fiscal year, particularly the progress made on the two "stretch goals" in the Strategic Plan – completion of the Village Park development and making significant progress on consolidating all staff in a new office location. Launer advised that the Compensation Committee had recommended to the Board that Kole be awarded the full incentive compensation for the fiscal year 2013-2014, in the amount of 10% of her base salary or \$14,280. The Committee also recommended that the incentive compensation be paid out of the General Fund and included in the 2013-2014 budget and accounts. Chris Mueller offered a motion to accept the recommendation of the Compensation Committee, which was seconded by Chuck McDaniel, and was unanimously approved by the Board.

Board Members and Kole discussed the progress made on Strategic Plan objectives this year and the Incentive Compensation allowances for the COO Lori Rosendahl (10%) and CFO Karla Distel (7%). Kole will review with each of them their progress on goals and will make awards of incentive compensation to each, based on their individual performance.

At 12:15 p.m., GJHA staff joining the meeting included Lori Rosendahl, COO; Karla Distel, CFO; Sheila Brubaker, Senior Accountant; Kristine Franz, Executive Assistant; Tim Spach, Development Director; and Kevin Sperle, Systems Administrator.

**4. Congratulations to GJHA Staff as Recipient of Housing Colorado's Eagle Award**

Jody Kole informed Board Members that one of the Agency's Supportive Services Programs, the Next Step Program, received Housing Colorado's prestigious Eagle Award this year. Honored at the Housing Colorado Conference in October, staff accepted the Eagle sculpture award. This award recognizes the extraordinary accomplishments and outstanding leadership in housing and support services. The Board extended congratulations to the staff and the Eagle sculpture was admired by all.

**5. Consent Calendar**

Prior to consideration of the Consent Calendar approval, Scott Aker requested a correction be made to *Resolution No. 2014-10-01 Approving an Exemption from Audit for Fiscal Year 2014 for the Downtown Housing Effort, A Joint Venture Between the Housing Authority of the City of Grand Junction, Colorado and the Grand Junction, Colorado Downtown Development Authority*. On the first page of the Resolution, it reads "the Downtown Housing Effort was dissolved by the partners in December 2014". The date will be corrected to December 2013.

With a motion by Scott Aker, a second by Barbara Traylor Smith, and a unanimous vote, the Consent Calendar was approved as amended.

**6. Resolution No. 2014-10-02 Approving Revised Policy for Write-off of Bad Debts**

At the September 22, 2014 Board Meeting, Chuck McDaniel suggested and the Board concurred that revising the current Bad Debts Write-off Policy was in order, authorizing an increased amount for CEO approval before submittal to the GJHA Board for write-off approval.

Staff proposed to submit bad debt write-offs to the Board only if the total write-offs required for any property exceed 10% of the property or program's quarterly budgeted revenue OR if the total write-offs required for any property exceed \$10,000 per quarter for each individual GJHA program and property. The Board received history information on bad debt write-off figures for the last two fiscal years for reference.

Chuck McDaniel requested clarification on the 10% rule to which Karla explained further. Also, the bad debt figure will be shown in the quarterly financials as a separate line item under Expenditures.

With no further discussion, *Resolution No. 2014-10-02 Approving Revised Policy for Write-off of Bad Debts* received unanimous approval with a motion by Barbara Traylor Smith and a second by Chuck McDaniel.

**7. Discussion and Request a Budget Revision for Walnut Park Roofing and Cooler Replacement for \$19,500 over the Originally Anticipated \$175,000**

With the distribution of his memorandum dated October 27, 2014, Tim Spach summarized the scope of work, previous 2013 bid response and solicitation cancellation history, and recent bid solicitation for roofing and cooler replacement at Walnut Park.

Due to a significant cost differential between the GJHA budgets for the work and the bids received, GJHA chose to enter into negotiations with the bidders in an attempt to reduce the gap. Details are listed below:

<i>Firm</i>	<i>Original Bid</i>	<i>Negotiated Price</i>	<i>Cost Savings</i>
Hurst Roofing for roofing replacement	\$147,292	\$132,292	\$15,000
Jag Plumbing & Heating for cooler replacement	\$ 72,368	Bidder chose not to negotiate; solicitation cancelled; reissued	
Arctic Cooling & Heating for cooler replacement	\$ 61,320	No negotiation necessary	

The GJHA budget for the total cost of the work is \$175,000, based on bid responses to a previous 2013 solicitation for the same scope of work. Staff requested a Budget adjustment in the amount of \$18,612 to cover the increase. Walnut Park Replacement Reserves will fund \$142,612 of this project with the balance funded by the recently awarded City of Grand Junction Community Development Block Grant (CDBG) in the amount of \$50,000.

After addressing Board questions pertaining to work commencement dates prior to the onset of winter, endorsement of recommended contractors, and increased documentation

requirements of the CDBG, a motion to authorize this Budget adjustment made by Chris Mueller and seconded by Tami Beard received unanimous approval.

At this point in the Meeting, Chris Launer asked to deviate from the Agenda to address additional topics.

**8. Other Business**

Village Park Apartments

Jody Kole explained that the savings created on the Village Park Development by GJHA allowed \$8,381 in additional tax credits to be requested and included in the submittal of the Final Tax Credit Application for Village Park to the Colorado Housing and Finance Authority (CHFA) for approval.

Jody briefed the group on the effect of additional tax credits, should they be awarded. Additional savings created in a tax credit development creates less basis to generate tax credits and, therefore, reduces the investment by equity investors to GJHA.

That in turn, increases the proportioned Development Fee which is deferred over time. GJHA received notice today of the approval by CHFA of the requested increased tax credits, allowing for less of a Deferred Development Fee. Thus, Village Park will receive an extra \$85,000.

Other topics discussed included the budgeted Development Fee figure, receipt to date of the amount of Development Fee allocated out over time, being successful in qualifying for the Partnership Agreement incentive amount for early lease up, and repayment of soft loans.

Bookcliff Squire

Lori Rosendahl informed the group that a long-term tenant living at Bookcliff Squire Apartments experienced a sewer backup that flooded the tenant's apartment with toilet water. GJHA staff relocated the elderly tenant to a hotel and put her personal belongings in a storage pod. GJHA contacted a rapid response firm, giving direction to only pump out the black water immediately. However, with no prior authorization and no asbestos testing done, the firm removed some affected drywall in the adjoining vacant unit, contaminating that vacant unit. Secondary contamination occurred in the tenant's unit and on portions of the ground outside. Attorneys are now involved, and the response firm assumed full responsibility for the asbestos contamination. The response firm hired an asbestos remediation team. The Board will be kept apprised of progress.

Chris Launer suggested pre-qualifying emergency repair companies, in case the need should arise in the future.

With the departure of Chris Launer at 12:40 p.m., Chris Mueller assumed Board Chair responsibilities. A quorum remained.

**9. Strategic Plan Progress Report**

With the previous distribution of the Strategic Plan document representing the close out of FY 2014, Chris Mueller stated that on Friday, October 31, 2014 Jody Kole, Lori Rosendahl, and he will meet to finalize the Fiscal Year 2015 version. After summarizing briefly some of the format changes and Fiscal Year 2015 objectives/goals, Chris Mueller circulated a draft copy of this new version, and stated the goal is to issue the Fiscal Year 2015 version following Friday's meeting.

As additional information, Lori Rosendahl distributed her memo dated October 27, 2014 showing a Fiscal Year 2014 total of the amount of financial support provided by GJHA in the form of rental assistance to each community partner agency which totaled \$1,904,419.

Scott Aker left the Meeting at 12:45 p.m. A quorum remained.

**10. Request Board Input on Format of Quarterly Dashboards and Financials**

As a reference tool, Karla Distel distributed the previous June Dashboard Reports applicable to each program/property, and requested Board input on future formatting and information changes/additions. Board Members also received a newly developed draft Summary-level Dashboard Report for review and input.

Jody Kole asked Board Members to identify what is the most meaningful information they need from the Quarterly Financial Reports.

The Board met GJHA Senior Accountant Sheila Brubaker who compiles the Dashboard Reports. Group discussion topics included relevance of milestones and indicators, acronym identification, tie together information from several reports with additional explanation, review consolidated information on a monthly basis with exception reporting as an agenda item, and resurrect the Board Finance subcommittee.

The Board agreed to review the handouts and send any comments to Karla Distel to be integrated into the next set of Dashboards.

The audited Financial Reports for Fiscal Year 2014 are scheduled to be presented at the joint November/December Board Meeting on December 8, 2014. A teleconference with the auditors is a proposed Agenda item as well.

Note: Both of these items have been moved to the January 2015 Board Meeting.

**11. Design Charrette Update**

Chosen to participate in Housing Colorado's 2014 Design Charrette, GJHA staff along with a team consisting of architects, engineers, contractors, property owners, and residents convened in Denver to develop a site plan to be presented at the Housing Colorado Conference. Jody's presentation highlighted the results of this intense Charrette work that focused on the development of the Epstein property. The overview included a video developed by Masters-degree students from the University of Colorado at Denver College of Architecture and Planning describing a charrette, a power point illustrating the site and design concept, and floor plans.

Presentation talking points included the:

- objective of the development - to achieve senior independent living with a health and wellness focus, provide amenities on site, create attractive and useful outdoor space, and give attention to sun/building orientation.
- lengthy prep work needed to educate students and professional designers
- work of an exceptional team representing GJHA consisting of three staff from the City of Grand Junction, five GJHA staff, two community members, two residents, and one colleague
- two-phase development approach
- site configuration plans
- floor plans for one and two-bedroom units
- cost figures
- vehicle parking
- final design model chosen for presentation at the Housing Colorado Conference

Jody said the next steps in the process include issuing a Request For Qualifications (RFQ) for a design/build team and working on the zoning issues and site plan submittal. She explained CHFA's formal process to allocate tax credits and its Qualified Acquisition Plan (QAP). In summary, CHFA will hold only one round of allocations in 2015, which means a Letter of Intent is due April 1, 2015 and the Application deadline is May 1, 2015. Jody is cautiously optimistic this challenging time frame can be met.

Sheila Brubaker left the meeting at 1:22 p.m.

**12. Other Business**

Report on Housing Colorado Conference and NAHRO National Conference

Lori Rosendahl commented on the Housing Colorado Conference noting that conference sessions were informative including a session pertaining to the new state tax credits. Grand Junction City Council Member Duncan McArthur attended the Conference to learn more about permanent supportive housing for formerly homeless people.

Issues that surfaced at the National Association of Housing and Redevelopment Officials (NAHRO) 2014 National Conference included streamlining the work process due to less available government funding and the Veterans Affairs Supportive Housing (VASH) Vouchers not leasing. Lori discussed the Colorado contingent's decision to address and resolve the Colorado VASH referral problem.

Chuck McDaniel left the meeting at 1:28 p.m. A quorum was not maintained.

**13. Adjourn**

With business completed, the regular October meeting adjourned at 1:30 p.m.