

## MINUTES

**Grand Junction Housing Authority  
Board of Commissioners Meeting  
Rescheduled August Meeting**

**September 3, 2003  
Conference Room  
1011 North Tenth: 11:30 a.m.**

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

Gabe DeGabriele, Board Chair, called the rescheduled August Board Meeting to order at 11:30 a.m. on September 3, 2003 for the Grand Junction Housing Authority (GJHA). Normally, this meeting would have been held on August 25<sup>th</sup>, but was rescheduled to today because of the annual GJHA/Grand Junction City Council joint meeting was held on August 25<sup>th</sup>. Harry Butler, Erin Ginter, Steve Heinemann, Cory Hunt, Jody Kole, Kristine Franz, Mary Gregory, Greg Hancock, Becki Tonozzi, and Jon Wickre were in attendance. Gi Moon and Virginia Garcia joined the meeting later.

### **2. Consent Calendar**

The Consent Calendar was adopted as presented with a motion from Steve, a second from Erin, and a unanimous vote.

Gi Moon arrived at 11:32 a.m.

### **3. Authorization of Supplemental Purchases and Adopting Related Budget Revisions**

Jody Kole, Executive Director, discussed her August 28<sup>th</sup> memorandum (memo) written to the Board regarding the proposed asset purchases. Currently, three network servers are used as the heart of the “circulatory system” handling the computer business needs of the GJHA. They are older and beyond their capacity so maintenance problems are becoming more and more frequent which, of course, means increased expenses. In order to stabilize this situation, we are requesting approval to update and upgrade the network by replacing two of the old servers with new ones and reutilizing the remaining server which will give us the ability to separate out the terminal server and the dial-up server.

The Agency’s outside computer consultant has taken a full time position and is phasing out his clients, but has agreed to assist us with stabilizing the network prior to his full departure and his replacement coming on board. Request for Proposals have been sent soliciting a new computer hardware/software support person, and the final selection has been made. After weighing out options, the decision was made to choose this individual charging a lower labor rate with possibly a better response time in trade for firms with a much higher labor cost due to more experience but the likelihood of a slower response time due to a prior established client base. The successful candidate doesn’t have vast knowledge and experience with systems like ours so the more stable the network environment can be, the easier the transition will be with less technical support calls.

There are also eight personal computer systems (PCs) that are antiquated and need replacing so these need to be upgraded as well. It is thought that these old systems could still be utilized as “extras”, however, by moving them into our interview rooms. Board Members suggested that possibly they could be moved to our properties and used by the residents. Since a computer lab is already established at Ratekin Tower, staff will determine if there are additional needs there and/or if there is a desire by the residents at Walnut Park for computers and a lab setup.

Jody discussed the decision to relocate the Property Managers to the 1011 North Tenth Street office and the justifications behind the decision. Among the reasons supporting this decision are the beliefs that it would be easier and more efficient for the Managers to complete their compliance paperwork if they had improved access to the network through the main office (network service is slower off-site), they will have access to other support services at the main office (such as front desk telephone and clerical support), and they will have better training accommodations for the newer Property Managers requiring assistance. Several Board Members expressed concerns that the Property Managers should not relocate away from their properties, but stay on-site to be available for the residents’ needs. These concerns prompted additional discussions on work-arounds which might include considering split-day schedules, establishing certain days on-site/off-site, etc. In the interest of time and staying focused on the specific Agenda item, Gabe suggested that discussion of the office placement for Property Managers be added to *Agenda Item Number Five, Other Business*. Board Members agreed.

Jody and Becki Tonozzi, Finance Director, continued to answer Board Members’ questions pertaining to the funding of these capital expenditures by explaining the anticipated costs, allocated amounts to various Programs, and the funding sources drawn from currently available funds.

Steve made a motion to authorize the supplemental purchases and related budget revisions. A second to the motion was made by Erin, and the motion was unanimously approved.

#### **4. Linden Development Update**

Greg Hancock, Development Director, presented an overview of the project status beginning with general comments. Within the next couple of weeks, the contractor will be close to having a final construction budget. The Preliminary Plan was submitted to the Grand Junction Planning Department with their comments expected back around September 16th and a final submittal is anticipated to following within a couple of weeks. The Club House is being redesigned to a smaller size while striving to maintain the maximum benefit of the facility. The financial side of the project was also updated with general comments. The Community Development Block Grant (CDBG) funds received from the City of Grand Junction, roughly in the amount of \$42,000, have been received

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and have been spent. Another \$271,050 in funds from the City will be received in October and will be used for public improvements to the site such as streets, curbs, sidewalks, etc. An application has been submitted to the Colorado Division of Housing for \$900,000 which should be available in November and will be used for construction costs. Greg emphasized that in moving through this predevelopment activity, money is being spent that we don't physically have yet but will eventually have through the sale of the Tax Credits. It is estimated that the Tax Credit Partnership Agreement will close around mid-December with the negotiations completed for a construction loan and the pay-in from the investor to the developer. Therefore, the issue for Board consideration today is to bridge the financial gap between the predevelopment money received from the City and the actual cost to get through the predevelopment phase before receiving the additional funding.

Greg distributed a handout, *Linden Part 1 Agreement Costs*, that illustrated costs associated with the predevelopment. This listing showed initial services with work ending April 1, 2003 that have been paid for. It also identifies services and related costs after April 1<sup>st</sup> that haven't been billed/paid for. He also handed out a draft *Resolution* for Board consideration that authorizes staff to continue working through the receipt of funding from the City and State and an Affordable Housing Program Application as well as seeking a predevelopment loan to enable the development to continue to move forward.

As the Board reviewed both documents, Jody and Greg answered questions and gave additional clarification. It was requested that further research be conducted identifying the difference between Construction Management and CM Fee listed on the *Linden Part 1 Agreement Costs* document as well as *Item Number Three* of the draft *Resolution* be amended with the removal of the wording "and closing" and the Resolution number be corrected. (Note: For future reference, the Resolution will be identified as *Resolution 2003-16*.)

Gi made a motion to adopt this Resolution as amended above. Cory seconded the motion and it passed unanimously.

There was limited dialogue concerning the development site groundbreaking date and ceremony. Discussions will continue as the appropriate time gets closer.

Virginia arrived at 12:12 p.m.

5. **Other Business**

**Election of GJHA Board Chair**

Gabe reminded everyone that his term as Chairperson of the GJHA will be expiring in October. Cory expressed interest in serving as Chair, Steve expressed interest in serving as Vice Chair. Election will be at the November 18<sup>th</sup> Annual Meeting.

**Board Vacancies for the Grand Valley Housing Initiatives**

With the resignation of Toby Cummings, the Grand Valley Housing Initiatives currently has two vacant positions on its Board of Directors. Toby has accepted a position in Texas and will be moving. Darin Carei has expressed an interest in serving on the Board which might fill one vacancy. Active recruiting will continue for anyone that might be interested in serving the community in this capacity.

**Homeownership Program**

The loan closing is today on the 830 North 5<sup>th</sup> Street property. A family has been selected to rent the house and will be moving in October 1<sup>st</sup>. It is hoped that the family will be in a position to purchase the house in a couple of years.

Steve informed the group that there is a vacant lot zoned for a three-plex between 11<sup>th</sup> and 12<sup>th</sup> Street on Belford that might be worth investigating.

**Update on HomewardBound of the Grand Valley, Inc.**

With the resignation of the Director, John Mok-Lamme, the Board has been seriously searching for a replacement. Out of 16 applicants, 4 were interviewed and an out-of-town candidate was chosen for the position. However, it appears the family won't be able to move to Grand Junction to accept the position after all so the search will resume. In the interim, Kathy Capps, who is the Director of the Transitional Program at the Grand Junction Community Homeless Shelter, will be the Acting Director.

**Grand Junction Community Homeless Shelter**

The annual fund-raising event for the Grand Junction Community Homeless Shelter, *The Journey Home*, is scheduled for September 27<sup>th</sup> from 6:00 p.m. to 9:00 p.m. at the Two Rivers Winery. Tickets are \$30. Everyone was encouraged to come enjoy the evening of fun with live music, wine tasting, hors d'oeuvres, a silent auction, and an opportunity to win a \$500 downtown shopping spree.

### **Updates on Community Outreach Efforts and Fundraising Efforts**

Jon Wickre, Outreach Coordinator, distributed the Grand Valley Transit System Maps and Timetables brochure and announced that we have vacancy ads for Lincoln Apartments and Crystal Brook Townhomes on pages 6 and 13. The outside banners for Lincoln Apartments and Crystal Brook Townhomes that say, "NOW LEASING" with the appropriate telephone number will be ready to pick up today. It is hoped that the banners and these ads will generate more public visibility and interest to help with the vacancy issues. Additionally, of the 1,004 names on the Waiting List, names of families that met the income limits were pulled and property brochures were sent to them hoping to create some interest in the vacancies. There was no response received from anyone, however.

The "Building Hope for the Homeless" local fundraising effort for the Grand Junction Community Homeless Shelter has accumulated about \$10,000 to date. Presentations continue to be given to service organizations and churches. When locally raised funds reach the \$25,000 mark and the already committed matching funds from various funding sources are counted, the total dollar figure will be at approximately \$140,000.

Because of the changes in some of the meetings with the Grand Junction City Council, the Affordable Housing Committee, etc., it appears the focus of the message presented with the *Faces of Affordable Housing* poster needs to be stronger. Therefore, the next planned poster will be reworked with a more powerful message illustrating the need for affordable housing.

### **Office Placement for Property Managers**

As a continuation of the earlier discussion pertaining to the location of the offices for Property Managers, Jody asked Virginia Garcia, Asset Manager, if she would like to express her thoughts on the subject since she wasn't in attendance during the earlier discussion. Virginia told the group that because of the tenant interruptions (particularly at Ratekin Tower), it is very difficult to get the U.S. Department of Housing and Urban Development (HUD) and Colorado Housing and Finance Authority (CHFA) compliance portions of the files completed accurately. Monitoring of the files has become necessary and critical in order to assure complete compliance, and that task would be easier if the files were centrally located instead of at several sites. Ratekin Tower is very busy and the tenants require more attention, so it seems that the Service Coordinator would be the appropriate person to be on-site to provide services to the residents thereby freeing up the Property Manager to concentrate on paperwork.

As Board Members requested discussing these personnel issues privately, Erin made a motion at 12:48 p.m. to enter into Executive Session. Gi seconded the motion and it was passed unanimously with a roll call vote.

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The Executive Session ended at 1:05 p.m. with a motion by Gi, a second by Erin, and a unanimous roll call vote.

**6. Adjourn**

Gi made a motion to adjourn the Board Meeting at 1:06 p.m. with a second by Gabe. The motion passed with a unanimous vote.