

## MINUTES

Grand Junction Housing Authority  
Board of Commissioners' Meeting

August 30, 2004  
Conference Room  
1011 North Tenth Street: **11:30 a.m.**

---

### 1. **Executive Session – C.R.S. 24-6-402(4)(a)**

The August 30, 2004, Grand Junction Housing Authority Board (GJHA) Meeting was called to order by Board Chair Steve Heinemann at 11:35 a.m. Board Members present included Kathleen Belgard, Harry Butler, Gabe DeGabriele, Erin Ginter, and Gi Moon. Also present were GJHA staff members Jody Kole and Greg Hancock, and the Executive Director of the Downtown Development Authority, Harold Stalf.

At 11:38 a.m., Gi moved to go into Executive Session for the purpose of discussing potential real estate acquisition for future housing development. Gabe seconded the motion and it carried with a unanimous roll call vote.

A motion was made by Gabe at 12:20 p.m., with a second by Erin, to exit the Executive Session. The motion carried with a unanimous roll call vote.

The group took a break for lunch.

### 2. **Call to Order**

The regular portion of the August 30<sup>th</sup> Board Meeting was called to order at 12:38 p.m. by Chairperson Steve Heinemann. In addition to the above listed individuals, GJHA staff members Kristine Franz, Virginia Garcia, Mary Gregory, Jon Lindman, Lori Rosendahl, Becki Tonozzi, and Jon Wickre participated in the meeting.

### 3. **Consent Calendar**

There was no additional information/clarification requested pertaining to adopting the July 26<sup>th</sup> Board Minutes or *Resolution No. 2004-08 Writing Off Bad Debts*; however, there was additional dialogue regarding *Resolution No. 2004-07 Approving the Grand Junction Housing Authority Procurement Policy*. Mary Gregory, Administrative Director, highlighted specific changes and clarified Board questions regarding the proposed Revised Procurement Policy. Feeling that further discussion was necessary, Gi requested that the Procurement Policy be removed from the Consent Calendar.

A motion to adopt the amended Consent Calendar was made by Gabe, a second was made by Gi, and the vote was unanimous.

Gi's suggestion that the Professional Services Contracts be re-bid every two years instead of every three years prompted a lengthy discussion which included identifying the various professional services within this category and potential contractual issues.

At the end of discussion, a motion was made by Gi to amend Paragraph Five of *Resolution No. 2004-07 Approving the Grand Junction Housing Authority's Revised Procurement Policy* to read that the Professional Services Contracts be re-bid **every two years** instead of **every three years**, with the remaining verbiage reading the same. With a second from Gabe, the motion carried with five in favor and one opposed (Kathleen).

#### **4. Presentation of Fiscal Year 2004/2005 Annual Budget**

Prior to the Fiscal Year 2004/2005 Annual Budget presentation, Becki Tonozzi, Finance Director, distributed the *Summary of Cash Activity* document showing by months, from October 2003 through July 2004, the overall cash available. She talked to each Program line item and answered Board questions as the numbers were reviewed. The second document to be handed out and discussed was the *Preview of Expenses Before Recurring Entries* showing expenses by Program through August 2004 prior to posting recurring entries such as accounting fees, computer fees, maintenance labor fees, etc. Again, each Program line item was thoroughly discussed.

During the review of the proposed Fiscal Year 2004/2005 Annual Budget, Becki informed the Board how the U.S. Department of Housing and Urban Development (HUD) funding cuts in the Vouchers Program were being absorbed. By moving allocations of payroll expenses and increasing accounting and computer fees to other Programs that can handle the expenses, the General Fund has the revenue needed. However, the possibility exists that other Programs might need to help subsidize the General Fund in case the budget is overrun, and she asked for Board input to prioritize what Programs to draw from.

Extensive discussion was held pertaining to such topics as the use of the Housing Advocate grant monies, building inventory and generating revenue with the rental houses purchased for the Homeownership Program, purchasing computers for the Vouchers Program and the FSS Program, and when future budget variances will be reported in the coming year.

*Resolution 2004-09 Adopting Consolidated Budget for Fiscal Year 2004-2005* was distributed for Board review and consideration. Since the budget for Crystal Brook Townhomes will be presented at a later date, it was requested that reference to Crystal Brook be deleted from the Resolution. With that deletion, Gi made a motion to adopt *Resolution 2004-09*, a second was made by Gabe, and the motion passed unanimously.

A motion to purchase four computers for the Vouchers Program and the FSS Program was made by Erin. With a second by Kathleen and a unanimous vote, the motion passed.

**5. Discuss GJHA Travel Per Diem Allowance**

Jody referenced her August 24<sup>th</sup> memo and attachment regarding the current GJHA Per Diem Travel Allowance Policy. She stated that comments continue to surface by both staff and Board Members that the Agency's per diem travel advance amount is inadequate in high cost areas. It is not uncommon, therefore, for individuals to cover some of their travel expenses out of pocket. Saving the receipts with a full explanation of the costs would allow reimbursement, however, but is generally considered too much of a "paper inconvenience".

In looking for some assistance with this matter, the General Services Administration's (GSA's) Per Diem Policy was discovered. Jody referenced this Policy noting that it was very comprehensive and would be an easy way for GJHA to stay current with travel costs, as the Policy is updated regularly. She recommended that the Board approve the use of the GSA's Meals and Incidental Expenses Per Diem allowance (excluding lodging as government rates are not applicable for the Agency) beginning with Fiscal Year 2004. After brief discussion, with a motion by Erin and a second by Gi, this Policy was unanimously adopted and will be implemented immediately.

**6. Discuss Fair Market Rent/Voucher Payment Standard**

The Agency's newest employee, Jon Lindman, was introduced to the group by Lori Rosendahl, the Section 8 Supervisor. Jon will assume the newly created Housing Counselor's position which will combine the roles of both the GJHA's Family Self-Sufficiency Coordinator and the Grand Valley Housing Initiatives's (GVHI) Homebuyers Education Coordinator.

HUD has recently published its Proposed 2005 Fair Market Rents (FMRs). Lori noted that the FMRs reflected an increase in all categories except the two-bedroom unit, which decreased slightly. She further explained how the proposed FMRs would affect the GJHA. She also cited the GJHA's proposed payment standards for the 2004/2005 Fiscal Year stating that there will be no increase/decrease from the current payment standard, except for one category – the three bedroom unit. Because families are having a much more difficult time finding three-bedroom units outside high poverty areas, staff has chosen to increase the three-bedroom payment standard by \$20 which still allows the Agency to stay within the monetary amounts allocated by HUD.

*Note: New Payment Standards are attached to these Meeting Minutes.*

**7. Linden Pointe Update**

Development Director, Greg Hancock, gave brief highlights of the Linden Point development and mentioned that current pictures will be e-mailed to Board Members. He referenced his August 25<sup>th</sup> memo showing the status of various construction activities and building occupancy date projections. Also noted was that all carryover allocation requirements have been met, and that current expenditures represent approximately 30% of the development budget.

A total of 36 pre-lease applications have been received and the “NOW LEASING” banner will go up on the property perimeter fence within a few days.

From the site plan, Greg identified the flow of construction completion by area, stressing the importance of unit occupant safety that will be implemented as construction progresses.

General Board questions were answered and the formal follow-up application process involving the pre-lease applicants was outlined for Board clarification.

**8. Other Business**

*Report on City of Grand Junction's Affordable Housing Forum*

Jody announced that approximately 140 people attended the City of Grand Junction's Affordable Housing Forum. She reported that the electronic voting went extremely well providing instant feedback on comments. She also mentioned that strong interest was expressed by some attendees to establish a multi-jurisdictional housing authority under State statutes, which prompted further group discussion.

*Note: The notes and slides from the Forum are available on the City's website at [www.gjcity.org](http://www.gjcity.org).*

Harry Butler left the meeting at 2:10 p.m.

*Update on Board's Goal-Setting Retreat*

Jody distributed a handout from the Rensselaerville Institute and noted that she has received nothing from the National Association of Housing and Redevelopment Officials (NAHRO) to date. The Board reviewed the document entitled *Strategic Mapping Primer*, and Jody will present additional information regarding possible facilitators at the next Board Meeting. Dates for the Retreat were again discussed but nothing specific was scheduled.

*Linden Pointe Property Manager Position Filled*

Joe Suarez, previously GJHA's HQS Inspector, was hired as the Property Manager for Linden Pointe.

**9. Adjourn**

The August Board Meeting was adjourned at 2:15 p.m. with a motion from Erin, a second from Kathleen, and Board consent.