

MINUTES

Grand Junction Housing Authority
Board of Commissioners' Meeting

Monday, April 25, 2005
Linden Pointe Clubhouse
1975 Barcelona Way
11:30 a.m.

Linden Pointe Presentation

While waiting for individuals to arrive and the meeting to convene, Joe Suarez, Property Manager, briefed the assembled group on the lease up and activities status of Linden Pointe, highlighting that 54 units have been leased with 4 units scheduled for a May lease-up, meeting the required to date lease-up numbers.

Jody Kole, Executive Director, informed everyone that a photograph and corresponding article of Linden Pointe appeared on the front page of the *Nation's Cities Weekly*, the newspaper of the National League of Cities. Copies are available.

Joe left at 11:40 a.m., prior to the start of the meeting.

GJHA Property Occupancy Statistics

The occupancy statistics for the first 6 months of Fiscal Year 2005 for each Grand Junction Housing Authority (GJHA) property were reported by Jody and are as follows:

- Capital Terrace Townhomes - 98.2% occupied
- Crystal Brook Townhomes - 86.3% occupied
- Lincoln Apartments - 91.6% occupied
- Ratekin Tower Apartments - 99.5% occupied
- Walnut Park Apartments - 99.6% occupied

1. Call to Order

At 11:42 a.m., the regular April GJHA Board Meeting was called to order by Steve Heinemann, Board Chair, with Board Members Kathleen Belgard, Harry Butler, Gabe DeGabriele, Erin Ginter, and Gi Moon present. GJHA staff members Jody Kole, Kristine Franz, Mary Gregory, Greg Hancock, Jon Lindman, Lori Rosendahl, Becki Tonzzi, and Jon Wickre along with the Assistant to the Grand Junction City Manager, Sheryl Trent, were also in attendance.

A welcome was extended to Sheryl Trent. Harry Butler was acknowledged for the completion of his two-year term as the Grand Junction City Council Representative to the GJHA Board of Commissioners and commended for his dedication and service to the Agency and its mission. Harry, in turn, expressed his gratitude to the Board for serving with “a good group for the last two years”.

2. Adoption of Minutes of March 28, 2005

There being no corrections to the Minutes, the March 28th Meeting Minutes were adopted by a motion from Gabe, a second from Gi, and unanimously approved.

3. Discussion of Recommended Policy Changes in Agency Administration Plan for Fiscal Year 2005

The review order of the proposed Administration Plan Changes was slightly rearranged to accommodate Gi’s request to discuss the Project-Based Voucher Program criteria of the Administrative Plan first.

Project-Based Voucher Program Criteria

Lori Rosendahl, the Section 8 Supervisor, summarized that the GJHA proposes to designate a portion of its available Tenant-Based Voucher funding for Project-Based Assistance. This Project-Based Assistance will be applied to Housing Choice Voucher units up to a maximum of 20% of the allocated units leased during the most recently completed fiscal year, but won’t exceed 176 units per month.

The Family Unification Program (FUP) has been selected as the pilot program for the Project-Based Assistance. Landlords that have units available will be asked to submit a bid to receive a commitment of vouchers for their rental units. Since the site-based assistance will stay with the unit for a period of three to five years, it is hoped that this agreement will encourage landlords to lower rental costs. In the past, monthly rental costs for families being served under the FUP typically have been higher than other Voucher-households. It is hoped with better control of costs, more FUP families can be served.

Progression of this entire process was outlined for the group with discussion following.

Administrative Policy Changes

The proposed changes to the Administration Plan were outlined in a memorandum dated April 25, 2005 written by Mary Gregory, Administrative Director. Referencing this memorandum, Mary thoroughly explained the proposed changes and answered Board questions, as requested.

Board Members' major comments are identified below:

- In Chapter 5, 'Applying for Admission', the added statement reads, "*the GJHA will provide general program information in Braille to a sight impaired applicant*". Gi requested that the additional verbage, "*and enlarged print*" be included in this statement.
- In Chapter 6, 'Establishing Preferences/Maintaining the Waiting List', Gabe expressed concern with the *proposed employment status change for families who have children under the age of 6 years who get the Working Preference on the Waiting List*. With the 20-hour per week working requirement, the reality of minimum wages, and the fact that work schedules and child care hours aren't necessarily compatible, Gabe felt that the lack of affordable child care could be a real issue for families. Mary and Lori explained that the previous policy needed to be changed because it included that a two-parent household was required to work a minimum of a 20-hour work week. It is felt that in a two-parent household, more hours could be worked. Therefore, the recommended change would state that for a two-parent household, a 30-hour work week would be required but for a single-parent household, a 20-hour work week would be required.
- In Chapter 6, 'Establishing Preferences/Maintaining the Waiting List', extensive discussion transpired as Board Members requested further clarification on the proposed *policy of what happens when an applicant's circumstance changes while awaiting housing assistance*. Several scenarios were sited for clearer understanding.

Mary referenced her April 25th memorandum requesting approval of a new ranking preference system for the Housing Choice Voucher and Capital Terrace Townhomes Programs and the associated Resolution No. 2005-03. The memorandum and Resolution had been previously issued for review and there weren't any questions or comments.

- In Chapter 6, 'Establishing Preferences/Maintaining the Waiting List', adding the policy that the *Project-Based Voucher Program will be required to be under the same income targeting requirement as the Tenant-Based Voucher Program, which is -- 75% of new admissions shall not exceed 30% of the area media income*, prompted Steve to voice his concern that this policy was in direct conflict with what the Agency is trying to accomplish. Jody explained that, at this time, it is a federal requirement, but that the new introduced legislation would change this substantially. She proposed that the requirements for the Project-Based Vouchers be the same as the Tenant-Based Vouchers so that when the requirements do change for the Tenant-Based Vouchers, the Project-Based Voucher requirements will automatically change too. The Board felt this was acceptable.

The Tenant Selection Plan

The Tenant Selection Plan is a policy that the Agency can use to deem an applicant eligible to live in one of the GJHA properties. The changes to this Plan included occupancy, rules of occupancy and house rules, and pet policies and were reviewed with the Board. A Board Member's comment is listed below:

- In Chapter 7, 'Determination of Rent/Reexamination of Tenant Income' a policy that states that *a family who has willfully or voluntarily quit their employment due to an increase in their rent portion will not receive a reduction in their rent portion until the first day of the second month following the reported decrease in income* and *"GJHA will verify the family has intentionally quit their employment through a third party verification"*, had Gabe asking who is the third party and voicing a comment. If only basic employment information is given out by the employer and the Agency is not able to verify through the employer that the employee voluntarily quit, additional costs could be incurred by the Agency because of this.

There being no other discussion, Resolution No. 2005-03 Revising Waiting List Preferences for the Housing Choice Voucher Program and Capital Terrace Townhomes was adopted unanimously with a motion by Gi and a second by Gabe.

Gi led the Board in complimenting and thanking the Subcommittee comprised of GJHA staff and Resident Advisory Board Members on the extensive work done on the Administration Plan updates.

4. Presentation of Financial Statements for the Six Months Ended March 31, 2005 for the Grand Junction Housing Authority

The financial recap given by Becki Tonozzi, Finance Director, represents the first two quarters of Fiscal Year ended March 31, 2005. Previously distributed *Summary of Cash Activity*, *Combined Balance Sheet* and *Combined Operating Statement* along with supporting data, and *Balance Sheets* and *Operating Statements* for each of the GJHA programs were reviewed with the Board.

Referencing and explaining line items on the *Summary of Cash Activity Report*, Becki reiterated that the fluctuations were largely due to Linden Pointe activity.

Balance Sheets by programs were presented in a comparative format to show changes in balances since Fiscal Year ended September 30, 2004. Items bringing about the largest increase/decrease changes were summarized.

Budget variances shown on the *Combined Operating Statement* were pointed out and explained.

Balance Sheets and *Operating Statements* for the Grand Valley Housing Initiatives and the Downtown Housing Effort were reviewed.

5. Presentation of Financial Statements for the Three Months Ended March 31, 2005 for Crystal Brook LLLP and Linden Pointe LLLP

Copies of the Audits for both Crystal Brook and Linden Pointe for the calendar year ended December 31, 2004 are available for those who would like them.

A review of the *Balance Sheets* and *Operating Statements* for Crystal Brook and Linden Pointe was done. Becki noted that there was nothing highly unusual for Crystal Book other than the vacancies were greater than anticipated.

Brief discussion was held pertaining to the previously addressed Crystal Brook pet policy. Jody informed the Board that staff held follow-up discussions regarding the pet policy and they desired to avoid allowing pets and dealing with the additional damage, but instead opted to offer a “move in special concession of one month’s free rent”. This has generated new lease-ups and staff would like to continue with this offer for another month to see if that helps resolve the vacancy issues. Gabe pointed out that people,

especially the elderly, who have pets generally consider them companions, so he would like to revisit this issue again next month.

For Linden Pointe, the costs to date really couldn't be allocated yet on a building basis so Becki explained how the snapshot of figures was derived.

6. Linden Pointe Update

The status of Linden Pointe activities was reported by the GJHA Development Director, Greg Hancock. In addition to reviewing his previously distributed April 21st memorandum, the following two additional items were mentioned:

- The playground equipment has been installed, but because of problems with the floor tile installation, this work hasn't been accepted. It is expected that the problem will be corrected shortly.
- The responsibility for the carpet pad fire in one of the units that occurred in January and the associated unit repair costs has yet to be determined. The general contractor for the development subcontracted the flooring work to another firm who in turn subcontracted the work to yet another company. At this point, the working subcontractor has recognized its presence in the unit prior to the fire but hasn't acknowledged liability for the fire. Discussions are continuing between insurance companies for a claim of approximately of \$10,000.

Greg announced that construction completion is scheduled for May 16th and that the balance of the month will be devoted to punch-list items and warranty work.

A local firm has been selected to provide window coverings for not only the clubhouse multipurpose room, which will help with the sound mitigation, but for all the building windows at a cost of approximately \$4,000.

7. Other Business

Community Relations

Gabe endorsed the GJHA hosting a Business After Hours event, which is a Grand Junction Chamber of Commerce networking event, that will be held at Linden Pointe next year. As a way to increase community awareness of the Agency's mission and to build strong partnerships, he also suggested that several staff members attend regularly monthly Business After Hours events, as well as encouraged the Agency to have various staff members belong to local service organizations. He felt the networking opportunities surrounding these events were well worth the organizational membership cost.

Downtown Housing Effort

During prior Board Meetings, Jody has shared with the Board the efforts of the Downtown Housing Effort (DHE) in negotiating for the purchase of a property. In lieu of the transaction recently “falling through”, Erin asked if there were other avenues that could be pursued to resurrect the deal. Jody responded by giving a detailed account of the “deal makers and deal breakers”. Erin suggested that it was time to invest the DHE funds rather than continue to hold the funds. The funding is designated to be used for housing opportunities within the downtown original square mile boundaries. Discussion ensued and various opportunities were explored with Jody suggesting that options be presented to the GJHA/DDA Boards for review.

Board Retreat

Gabe suggested that Board Members meet ahead of time to define topics for the Retreat, thus optimizing the facilitator’s time during the Retreat. The new Grand Junction City Council Board assignments will be made on May 4th, according to Sheryl Trent. The pre-retreat meeting was scheduled for May 5th at 5:00 p.m. at Steve Heinemann’s home with the hope that the new City Council Representative will be able to attend the meeting as well.

(Note: This meeting was later rescheduled to May 6th at Erin Ginter’s place of business, 300 Main Street, Suite 201.)

Harry Butler left the Board meeting at 1:30 p.m.

Lincoln Apartments

Jody informed the Board that the individual from whom the Agency purchased the 12-unit Lincoln Apartments contacted her and wants to purchase the apartments back with a trade of 8 units in Palisade plus \$60,000. It was suggested to him that it would be ill-advised to consider a transaction since the apartments were purchased partially with Agency money and partially with City Community Development Block Grant (CDBG) funds. In addition, the Lincoln Apartments are considered to be worth considerably more than the amount offered.

8. Adjourn

There being no further business, the Meeting was adjourned at 1:42 p.m. with a motion by Erin, a second by Gabe, and a unanimous vote.

