

## MINUTES

Grand Junction Housing Authority  
Board of Commissioners' Meeting

Monday, March 26, 2007  
Housing Authority Offices  
1011 North Tenth Street  
**11:30 a.m.**

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### 1. Call to Order

The regular March Board Meeting for the Grand Junction Housing Authority (GJHA) was called to order by Board Chair Kathleen Belgard on March 26<sup>th</sup> at 11:45 a.m. with the following Board and Staff present: Board Members Teresa Coons, Ora Lee, Gi Moon; and Staff Members Jody Kole, Executive Director; Kristine Franz, Executive Assistant; Virginia Garcia, Property Management Supervisor; Walter Garcia, Property Maintenance Supervisor; Don Hartman, Development Director; Lori Rosendahl, Operations Director; Cheryl Sweers, Accounting Supervisor; and Jon Wickre, Development Officer.

### 2. Consent Calendar

At the request of Gi Moon, Consent Calendar Item F *Resolution No. 2007-03 Writing Off Bad Debts*, and Item G *Resolution No. 2007-04 Authorizing Signatories on Grand Junction Housing Authority Bank Accounts* were removed from the Consent Calendar for further discussion. With a motion by Gi and a second by Teresa, the remaining Consent Calendar items, *Adoption of Board Meeting Minutes for September, October, November 2006 and January 2007* along with *Resolution No. 2006-14 Approving Low Rent Housing Assessment System (PHAS) Management Operations Certification*, were unanimously approved.

Consent Calendar Item F, *Resolution No. 2007-03 Writing Off Bad Debts*, was addressed by Gi, who was concerned about a couple of high uncollectible debts that staff was proposing to write-off. Lori Rosendahl provided additional explanation by informing the group that five Voucher Program clients owe money to the agency for unreported income and/or security deposit loans. During a client's annual re-certification process, GJHA receives the client's income report, covering their income for the last year, from the U.S. Department of Housing and Urban Development (HUD). This report serves as a tool for identifying unreported income. The Agency also has access through the Department of Human Services to information in the Department of Labor and Employment's Colorado Unemployment Benefits (CUB) System to check a client's income. Because these clients didn't inform the GJHA of extra income, the clients received more assistance than they were entitled to and now must repay the agency. Collection attempts by GJHA have failed (the clients haven't agreed to a repayment plan and have chosen to be terminated from the Voucher Program), so these individuals have been terminated, turned over to a collection agency, and now need to be cleared from the agency's accounting system. As HUD's Inspector General's Office won't assist in collections with amounts under \$10K (to be increased to \$15K in the near future), the agency must collect on its own. Monies recovered are split between the Housing Authority and HUD.

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With a motion by Gi, a second by Teresa, and a unanimous vote, *Resolution No. 2007-03 Writing Off Bad Debts* was approved.

(Note: The collection agency being used has closed its Grand Junction office so GJHA will be soliciting bids for this collection service in the near future.)

The request supporting Consent Calendar Item G, *Resolution No. 2007-04 Authorizing Signatories on Grand Junction Housing Authority Bank Accounts*, was explained by Jody Kole who stated that banks typically prefer to have a Resolution in their files listing authorized signatories on bank accounts. Because there are rare occasions when the Board Chair and Vice Chair as well as the Executive Director are out-of-town at the same time, leaving the Agency with no authorized check signer available, it is proposed that Lori Rosendahl be added to the list of authorized check signers, signing checks only in the absence of the other three. With limited discussion, the Board felt additional internal procedures should be established, so a policy will be drafted and forwarded on to Board Members for review.

With the understanding that an internal protocol for check signatories will be developed, Teresa made a motion to adopt *Resolution No. 2007-04 Authorizing Signatories on Grand Junction Housing Authority Bank Accounts*. With a second by Kathleen and a unanimous vote, *Resolution No. 2007-04* was adopted.

### **3. Proposal for Office Space/Furniture Purchase for Supportive Services Staff at Ratekin Tower**

Referencing her March 22<sup>nd</sup> memorandum, Lori encouraged dialogue on the proposed relocation of the Supportive Service staff to Ratekin Tower. Currently, three Supportive Service staff members have office space at the main GJHA building. Their supervisor has an office at Ratekin Tower, as she is also the Service Coordinator for Ratekin Tower. The goal is to provide staff with a “team” environment and to provide a comfortable more private atmosphere for clients away from the main office. With limited discussion, Teresa moved to adopt the proposal for office space/furniture purchase in support of the move of the Supportive Services staff to Ratekin Tower. The proposal was approved with a second by Ora and a unanimous vote.

(Note: In the above referenced March 22<sup>nd</sup> memorandum, Board approval was being requested to use Ratekin Tower Laundry Funds to cover some expenditures necessary to facilitate this move. Verbal notification was also given that the Ratekin Tower laundry room drain needs to be replaced with a larger pipe. These laundry funds may only be used at Ratekin Tower with a Board approved Resolution, so the Board was advised that a Resolution will be forthcoming.)

### **4. Presentation of Financial Statements Ended February 28, 2007**

Financial Summaries/Statements for the GJHA for the five months ended February 28, 2007 were presented to the Board by Accounting Supervisor Cheryl Sweers.

Cheryl's presentation included the following highlights:

- The Summary of Cash Activity shows a healthy balance, but she cautioned that not all funds are unrestricted;
- The cash balance will increase with the payoff/pay down from Linden Pointe for the developer's fee loan, accrued interest on the developer's fee loan, and the operating loan. There was limited discussion regarding if the need still exists to split out \$100K from the \$350K Linden Pointe Developer's Fee and move it into the General Fund as restricted, but not earmarked funds, as previously agreed to with the adoption of the 2007 GJHA Annual Budget. Board direction was to take the \$100K out as per the Budget adoption;
- Cheryl requested that line item #3 under Deposits on her March 26<sup>th</sup> memorandum Summary of Cash Activity be deleted, as it was the total of the two lines above;
- The main activity represented on the Balance Sheet is due to acquisitions and development - the purchase of the Elm property and the sale of two residential properties (Elm and Margi);
- As requested by Gi, Cheryl will e-mail to Board Members information on pre-purchase due diligence costs spent on the Ultronics property;
- Cheryl was commended by the Board for all her hard work on the financials.

Also discussed were the rising rents in the local area that is making it increasingly difficult to serve Voucher holders. Currently, there are over 80 households looking to lease up with a Voucher. Jody briefly explained HUD's two assistance parameters: 1) household income limits, and 2) a Fair Market Rent for what HUD thinks are reasonable rents for units in this market. Because this Fair Market Rent number hasn't increased sufficiently to cover rental costs, she mentioned the possibility of asking the Board, in the near future, to authorize a Random Digital Dialing Survey where a third party studies the local market and informs HUD what the rents are in the market, and requests instead of allowing the past maximum rent amount, to allow the new market rent amount. Board Members voiced strong support for the Random Digital Dialing Study.

In response to a Board question, Lori answered that the Agency does have an active Landlord Program and further explained its activities and outreach efforts.

## **5. Discussion of SuperNOFA**

Once a year, HUD announces its Notice of Funds Available (SuperNOFA) for the fiscal year. Jon Wickre indicated that out of the 40 different programs listed in the SuperNOFA publication for Fiscal Year 2007, GJHA qualifies for only one – the Family Self Sufficiency (FSS) Program, and that the agency's application will be submitted prior to the May 18<sup>th</sup> deadline.

(Note: There aren't any Main Stream Vouchers to apply for this year.)

**6. Discuss Appointment of Individual to Fill Vacancy on the Grand Valley Housing Initiatives Board and also Reappointment of Individuals to Board of Grand Valley Housing Initiatives**

Jody announced that no recommendations have been received from Board Members of the Grand Valley Housing Initiatives (GVHI) to fill the Board vacancy created by Gene Kinsey's resignation, even though the request has been made by the Housing Authority several times. It was also mentioned that the current term of all existing GVHI Board Members expired March 1<sup>st</sup>. As these Board seats are appointed/reappointed by the GJHA Board, Gi felt it was crucial that this issue be taken care of prior to the next agency Board Meeting, so requested that Jody continue to actively pursue this matter with the GVHI Board President.

**7. Other Business**

Healthy Aging Initiative

The Healthy Aging Initiative, funded by the Colorado Trust, is to assist elderly people maintain healthy life styles and live independently. Thanks to the partnership efforts of Kristy Westerman of the Mesa County Health Department and Lori Rosendahl, a Grant Application was submitted to Colorado Trust. The Housing Authority has agreed to be the fiscal agent and to actively partner in this Initiative if the grant is received.

Real Estate Update

Don Hartman updated the group on recent real estate activities. Highlights included the issuance of a Request for Qualifications (RFQ) for Construction Management Services/General Contractor on the Elm property with a response deadline of April 2<sup>nd</sup>, interviews scheduled for April 10<sup>th</sup> and notification of the selected firm by April 16<sup>th</sup>. The Selection Committee consists of Gi, Kathleen, Jody and Don with the hopes of finding one more volunteer. (Note: Kathy Portner, the Neighborhood Services Director for the City of Grand Junction, agreed to be the fifth person. Three responses were received, the Selection Committee met the morning of April 4<sup>th</sup> and two interviews were held April 10<sup>th</sup>.)

The outcome of several development meetings were briefly summarized noting that:

- Odell Architects would like to be chosen as the project architect and will submit a proposal;
- 64 units will be planned for the property with a possibility of up to 12 additional units;
- A three-story building option may be looked at due to density issues;
- The project is eligible for City infill incentives;
- Four families currently living on the Elm property don't qualify for any agency programs but are eligible for relocation benefits.

Jody recommended that a sole source selection be considered of Odell Architects. Since Odell Architects was the architectural firm for Linden Pointe and the same facility design is planned for Elm, site plans could be reused and not redrawn, thereby taking advantage of cost savings. Additionally, because of limited design sources, this process could be expedited with a sole source selection.

Finance Director

The Agency has received resumes from six candidates that are applying for the Finance Director position. With the fall out of individuals for various reasons (salary demands, unqualified, accepted other positions) one candidate remains. Alliance Resource Consultants has been contacted to repost the position advertisement with a new deadline of April 27<sup>th</sup>.

Renewal of WestCAP Lease

The lease for the office space at Ratekin Tower has been renewed with Western Colorado Aids Project (WestCAP) for a five-year term, with the same terms as the prior lease.

Air Conditioning Units at Crystal Brook Townhomes

During the meeting, the distribution of Lori's memorandum dated March 23<sup>rd</sup> regarding the air conditioning unit quotes for Crystal Brook Townhomes from three different vendors prompted some discussion. It appears that, in the opinion of the air conditioning experts, the suggested BreezAir coolers are too powerful for the small square footage of the townhome units. Because the bids to replace the eight units with regular coolers are now approximately six months old, updated bids will be obtained. Given the quickly approaching "sweltering season" and in essence of time, Jody requested of the Board, and it was put into a motion by Teresa, that staff be given authorization to purchase eight regular units for up to a total of \$10K, with the Board informed of the outcome. A second by Gi and a unanimous vote, approved the motion.

Gi asked for a status on the paving of Crystal Book's parking lot. Jody mentioned that it will be rebid this spring.

**8. Roll Call Vote to Move into Executive Session to Discuss Real Estate – C.R.S. 24-6-402(4)(a)**

With a motion by Gi, a second by Ora, and a roll call vote, the group moved into Executive Session at 12:56 p.m. to discuss real estate issues.

Teresa left the meeting at 1:10 p.m.

**9. Adjourn**

The Executive Session ended at 1:18 p.m. with a motion by Gi, a second by Kathleen, and a unanimous vote.

