

MINUTES

Grand Junction Housing Authority
Board of Commissioners' Meeting

Monday, April 23, 2007
Housing Authority Offices
1011 North Tenth Street
11:30 a.m.

1. Call to Order

Board Chair Kathleen Belgard called the April Board Meeting for the Grand Junction Housing Authority (GJHA) to order at 11:12 a.m. with the following individuals in attendance: Board Members Teresa Coons, Steve Heinemann, Gi Moon, Erin Ginter (she was out-of-town but requested to be contacted by telephone so she participated through the aid of a speaker telephone); GJHA staff members Executive Director Jody Kole, Development Director Don Hartman, Operations Director Lori Rosendahl; and GJHA attorneys Rich Krohn and Chris McAnany, both with Dufford, Waldeck, Milford and Krohn.

Board Member Tisha Petelo joined the meeting during the Executive Session, and GJHA Accounting Supervisor Cheryl Sweers arrived during the regular Board Meeting.

The group immediately moved into Executive Session with a roll call vote.

2. Adjourn the Executive Session and Move into the Regular Board Meeting

Upon exiting the Executive Session at 11:49 a.m. with a motion by Gi, a second by Teresa, and a unanimous roll call vote, the regular Meeting convened.

3. Consent Calendar

With no discussion, the Consent Calendar consisting of *Adoption of Minutes of March 26, 2007, Resolution No. 2007-05 Authorizing Expenditure of Laundry Funds at Ratekin Tower, Approval of Internal Policy for Check Signatories on Grand Junction Housing Authority Bank Accounts as Backup to Previously Adopted Resolution No. 2007-04, and Request Approval of Proposed Reporting on HUD Foreclosure Properties* was accepted with a motion by Teresa, a second by Gi, and a unanimous vote.

At this point in the meeting, Agenda Items were slightly rearranged due to presenters not in attendance.

4. Discuss the Contract for Services of Architectural Support for the Elm Property

Don discussed the draft *AIA Document B181-1994*, which is the standard agreement between the owner and the architect for housing services, compiled by O'Dell Architects, P.C., the Elm Property architectural firm. Additional time was spent reviewing the fee breakdown numbers. The total fees are \$262,000, excluding costs for mechanical, plumbing, and electrical engineering, as well as a survey with a topo. A quick comparative analysis of Linden Pointe showed that \$599,000 was paid for the same services, illustrating the cost effectiveness of using the existing drawings and same architect. Don continued to expound on additional *Document* details such as:

- the civil engineer's estimated fees of \$70,000 is a not-to-exceed estimate, and;
- the engineering services have been included in the Architectural Contract, thereby eliminating a separate engineering bidding process, and;
- with the engineering services included in the Architectural Contract, there will be only one firm responsible - the architectural firm, and;
- reimbursables are in addition to the base fee and a suggested allowance of \$20,000 be established

With limited discussion regarding overages, Gi made a motion to approve the Architectural Contract as presented, with the addition of allowing the GJHA staff to approve additional costs of up to 5% leeway on any one line item before having the Board address additional costs. Steve made an amendment to the motion of making the figure 5% leeway of the total contract value of \$282,000. Teresa seconded the amended motion and with a unanimous vote, the motion carried.

Cheryl Sweers joined the meeting at 11:45 a.m.

5. Resolution No. 2007-06 Adopting Revisions to Consolidated Budget for Fiscal Year 2006-2007

The Board was asked to approve a Fiscal Year 2006-2007 Budget Revision which would correct a few staff errors and to record costs that weren't anticipated during the previous budgeting process. Cheryl stated that with this revision, a more accurate financial picture would be recorded and there will be fewer variances to address, making the financial statements easier to understand.

Cheryl prepared and distributed a *Variances on Properties* Sheet showing a comparison of actual versus budgeted carrying costs on five projects (Ultronics, Village Park, Elm, Hayashi, and Houses). Jody indicated that the 2007 budgeted carrying costs were \$216,512 versus the anticipated actual carrying costs of only \$86,900, a savings of \$129,612.

With a motion presented by Teresa to adopt *Resolution No. 2007-06 Adopting Revisions to Consolidated Budget for Fiscal Year 2006-2007* and a second by Steve, the motion carried with a unanimous vote.

6. **Resolution No. 2007-07 Authorizing the Land Use Application and Expenditure of Funds Including Acquisition for the Elm Property from which the Grand Junction Housing Authority will Receive Reimbursement from the Newly Created LLLP, and;**
7. **Resolution No. 2007-08 Authorizing the Land Use Application and Expenditure of Funds Including Acquisition for Village Park from which the Grand Junction Housing Authority will Receive Reimbursement from the Newly Created LLL**

For better clarification, Jody explained that a resolution is one of the first steps in the process of applying for tax credits, that it documents that the Authority expects to be reimbursed for the upfront costs that are incurred in the transaction, and that it's the Board's authorization for GJHA staff to move forward with the development.

Rich continued by reporting that the same outside tax counsel who assisted with Linden Pointe will be engaged to assist in the preparation of resolutions for the Elm property and Village Park. Unfortunately, his schedule didn't allow for a finished product in time for this meeting, but the Resolutions will be presented to the Board as soon as possible.

Teresa made a motion to table *Resolution No. 2007-07 Authorizing the Land Use Application and Expenditure of Funds Including Acquisition for the Elm Property from which the Grand Junction Housing Authority will Receive Reimbursement from the Newly Created LLLP, and; Resolution No. 2007-08 Authorizing the Land Use Application and Expenditure of Funds Including Acquisition for Village Park from which the Grand Junction Housing Authority will Receive Reimbursement from the Newly Created LLL*. With a second by Gi and a unanimous vote, the motion past.

8. **Discuss Recommendation from Selection Committee for the Construction Management Services/General Contractor on the Elm Property**

Don indicated that three responses to the Request for Qualifications (RFQ) for Construction Management Services/General Contractor for the Elm Property had been received, of which two firms were chosen by the Selection Committee to be interviewed. The Committee recommended to contract with Shaw Construction, and referencing his April 13th memorandum, Don cited rationale for the selection.

With the association of this Agenda item and the next Agenda item, the group moved on for discussion.

9. Discuss the Contract for Construction Management Services/General Contractor for the Elm Property

Because of the very preliminary stage of the Elm property and the unique situation of needing to move ahead rapidly to meet deadlines and financing windows prior to the completion of the design phase, GJHA staff ask for Board approval of the draft contract for the overall general contractor concept and requested comments or changes.

Mr. Chris McAnany explained that this draft contract says that GJHA will enter into an agreement with Shaw Construction for the construction of a project to be designed, that the design is not yet finalized by the architect, and that the general contractor, Shaw Construction, will provide limited assistance. He continued by clarifying the “nuts and bolts” of the contract, stressing that this is a preliminary contract with dialogue yet to happen with Odell Architects and Shaw Construction.

10. Discuss Downtown Housing Effort

With Board Members expressing their frustrations on the lack of movement of downtown housing efforts, extensive discussion ensued about looking at different options. Board Members asked for an updated map of the Downtown Housing Effort (DHE) district. Erin encouraged the Board to consider smaller projects as well as larger development opportunities. She suggested that a proposal be presented to the Downtown Development Authority for their consideration. Gi suggested that a realistic goal would be six-eight months, and asked that this topic be considered at the next Real Estate Meeting.

11. 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

Jon indicated that all Grand Valley Housing Initiatives Board Members desire to be re-appointed to another term. One individual, Lori Ferguson, is interested in filling the one Board vacancy created by Gene Kinsey’s resignation. The Initiatives Board has also expressed the desire to revise its Bylaws, institute staggered Board Member terms, and establish a self-perpetuating selection of new board members by the Initiatives Board, rather than appointment by the Housing Authority Board. No action was taken on these appointments.

Minutes (contd.)

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Gi made a motion to approve the Memorandum of Understanding Between the Grand Valley Housing Initiatives and the Grand Junction Housing Authority. With a second by Steve, and a unanimous vote, the motion carried.

12. Other Business

Executive Director's Annual Review

In response to Gi's inquiry regarding Jody's Annual Review, Kathleen responded that she and Jody have met, and that Jody was encouraged to respond in writing. Jody agreed to complete this prior to the May Board Meeting.

Reschedule May Board Meeting

Because of the Memorial Day Holiday on the regular Board Meeting day, the meeting has been rescheduled to May 21st.

Board Website

The Board was informed that a website is in the process of being created for their access to information such as board meeting agendas, meeting minutes, upcoming agenda items, etc. More information will be available at the May Board Meeting.

13. Adjourn

There being no further business, the meeting was adjourned at 1:00 p.m. with a motion by Teresa, a second by Gi, and a unanimous vote.