

MINUTES

Grand Junction Housing Authority
Board of Commissioners' Meeting

Monday, May 21, 2007
Housing Authority Offices 1011
North Tenth Street **11:30 a.m.**

1. Call to Order

The May Board Meeting for the Grand Junction Housing Authority (GJHA) was called to order by Board Chair Kathleen Belgard at 11:40 a.m. Individuals attending included the following: Board Members Teresa Coons, Erin Ginter, Steve Heinemann, and Ora Lee; GJHA staff members Executive Director Jody Kole, Family Self-Sufficiency Coordinator Shawnda Bodey, Executive Assistant Kristine Franz, Property Management Supervisor Virginia Garcia, Property Maintenance Supervisor Walter Garcia, Development Director Don Hartman, Tenant-Based Rental Assistance Case Manager Timothy Ledna, Operations Director Lori Rosendahl, Accounting Supervisor Cheryl Sweers, and Development Officer Jon Wickre.

Board Member Tisha Petelo arrived at 11:41 a.m.

2. Consent Calendar

The Consent Calendar, consisting of the *Adoption of the Board Minutes of April 23, 2007* and the *Adoption of the Board Minutes of May 9, 2007* was approved with a motion by Erin, a second by Steve, and a unanimous vote.

- 1 **Presentation of GJHA Audit for Fiscal Year Ended September 30, 2006 and**
- 2 **Presentation of Crystal Brook LLLP and Linden Pointe LLLP Audits for Calendar Year 2006**

A reminder to Board Members that they reviewed the year-end financials on all projects/properties earlier in the year prefaced Cheryl's announcement that the Audit Report for GJHA for Fiscal Year Ended September 30, 2006, and the Audit Reports for Crystal Brook LLLP and Linden Pointe LLLP for Calendar Year 2006 **showed no findings**. The Board congratulated Cheryl and GJHA personnel for a job well done.

The GJHA Audit Report was accepted with a motion by Teresa, a second by Ora, and a unanimous vote.

The Crystal Brook and Linden Pointe Audit Reports were accepted with a motion by Teresa, a second by Kathleen, and a unanimous vote.

5. Real Estate Update

Don spoke to the group, giving a detailed report on recent GJHA's real estate activities. Highlights are as follows:

Village Park

☞ Village Park is now owned by the GJHA. Weed control and obsolete sign dismantling have begun by the Maintenance Department. ☞ Work on a Request for Proposal (RFP) for the Design/Build Team will begin shortly. ☞ The Dawn Subdivision's Homeowner's Association (HOA) adjacent neighborhood meeting was held on April 23rd.

☞ May 31st is the scheduled Village Park HOA meeting. These HOA meetings are held to inform interested individuals of GJHA's intentions. Mentioned were the newly created posters showing GJHA properties and tenants that will be used as visual aids.

Hayashi property

☞ Bookcliff Squire, the original name of the Hayashi property, will now be used when referencing this property.

Elm Avenue

☞ The RFP for a Market Analyst is due May 25th. Eighteen requests were mailed with three responses received so far.

☞ Tenants of the small, old houses were mailed a 90-day notice to vacate their units with an August 2nd deadline. Staff is working extremely hard to find comparable units. Challenges include finding affordable houses, as there are very scarce; keeping children in the same schools; and finding units that will accept pets.

Site Plan Approval for Elm Avenue

☞ Due to the August 1st deadline for the submittal of the Elm Avenue Redevelopment Project Tax Credit Application to the Colorado Housing and Finance Authority (CHFA), staff requested Board approval of Site Plan Scheme 13. Discussion ensued, with staff addressing Board questions/comments concerning building placement and easements; grass reduction for water conservation and alternate landscaping options; proposed building unit mix and Area Median Family Income (AMFI) mix; and the importance of the unit mix for scoring and overall ranking of the Application by CHFA. With Board questions answered, Teresa moved to accept the preliminary design and unit mix as presented. With a second by Kathleen and a unanimous vote, the motion carried.

Acquisition of Adjacent Property to Elm Avenue Redevelopment Project

☞ A “letter of interest for acquisition” was sent from the GJHA to the two adjacent property owners of the Elm Avenue Redevelopment Project. One owner expressed interest in selling, the other did not. GJHA staff recommended acquiring 2817½ Elm Avenue and provided supportive rationale for the request along with identifying multiple possibilities for the property’s use. Upon further discussion, a motion from Teresa, a second by Kathleen, and a unanimous vote authorized staff to pursue acquisition of the property.

(Note: The GJHA and the property owners entered into a Contract on June 8th to purchase this property for \$170K. The closing is scheduled for August 7th.)

Finalization of the Architectural Contract

☞ GJHA is asking for the Architectural Contract on the Elm Avenue Redevelopment Project to be revised by the Architect to include **all** the surfaces for the civil engineer instead of a certain portion, as originally submitted. Surveying with a topo won’t be done so GJHA prefers to keep these services under the Architectural Contract.

Finalization of the Construction Management Services/General Contractor Contract

☞ GJHA is waiting for feedback upon the review of the Contract by the General Contractor for the Elm Avenue Redevelopment Project. Shaw prefers to work toward construction/building permit stage when a Construction Management/General Contractor Contract would be signed for a clearly-defined scope of work.

Engineering Contract

☞ Three engineering firms were solicited for their services on the Elm Avenue Redevelopment Project, with two responding with proposals. As requested by GJHA staff, the proposals were reviewed by the General Contractor who recommended Lambert Engineers be selected. Lambert Engineers will be awarded the Contract.

New Name for the Elm Avenue Redevelopment Project

☞ “Name the Elm Avenue Redevelopment Project” contest was held for GJHA staff participation, awarding the winner a \$25 Mesa Mall Gift Certificate. Out of 32 submittals, a staff committee of four chose the name “*Arbor Vista*”, and is submitting the name for Board approval. With the Board’s concurrence, congratulations were extended to Margaret Ellrick for her winning entry!

6. Authorization to Proceed with Selection of Contractor to Repair/Replace Asphalt at GJHA Main Office and Crystal Brook Townhomes

The GJHA has released a RFP for parking lot asphalt repair/replacement at Crystal Brook Townhomes and the GJHA main office with a deadline of June 4th. To date, two bids have been received with a possibility of a third.

Referencing her previously distributed May 16th memorandum and noting that time constraints are of concern, Lori requested Board authorization to award a “not to exceed contract” for parking lot asphalt repair/replacement at Crystal Book Townhomes for \$45K and at the Main Office for \$31K. It was mentioned that the cost could be considerably less, depending on the bids.

Extensive discussions followed regarding the extent of repair needed, either a 2” overlay or a complete replacement, as well as what account the funds would be drawn from for Crystal Brook Townhomes.

Walter briefed the group on the GJHA’s main office parking lot, reporting that asphalt repair is not an option - the entire lot will have to be replaced. Drainage issues affecting the parking lot and basement, along with where the funds would be drawn from were discussed.

With discussions complete, Steve made a motion that was seconded by Teresa and unanimously approved authorizing a “not to exceed” expenditure of \$45K for asphalt repair/replacement at Crystal Brook Townhomes and a “not to exceed” expenditure of \$31K for asphalt replacement at the GJHA’s Main Office noting that the dollars could be significantly less upon bid opening, and clarifying that if a 2” overlay repair estimated to be between \$15K-\$16K is sufficient for the parking lot at Crystal Brook Townhomes, the overlay work is to be done and funds will be drawn from the Replacement Reserve Account. The cost of replacing the parking lot at the main office is to be paid from the General Fund.

7. Activities Update for the Family Self-Sufficiency Program

Developing an improved tracking system that will record more accurate statistics, defining “measurable” success markers, exploring different funding avenues, and creating individual/family stability are just some of the topics being addressed in the Family Self-Sufficiency Program. Shawnda noted that the Program now has new training requirements indicating that clients are required to attend 11 mandatory training classes along with the completion of personal goals to fulfill graduation requirements. Reported statistics included 30+ Program participants by week-end, five clients are trying to obtain Homeownership Vouchers, 11 are accruing escrows, and eight clients graduated in 2006.

Shawnda and Walter left the meeting at 12:40 p.m.

8. Activities Update for the Tenant-Based Rental Assistance Program

For a second update on the Next Step Housing Program, Timothy chose to speak about accountability, growth, responsibility, and new success/old challenges. At the beginning of the Program in April of 2006, 50 housing assistance coupons were available to Program participants. Of those original slots, 35 clients continue to be active. As a result of per unit costs being lower than anticipated, GJHA requested and was authorized to expand the number of households served resulting in an increase, as of May 2007, to 56 families being assisted. Partner agencies have formed a stronger bond and a positive sense of responsibility to each other during the past months, and are continuing with regular quarterly meetings and in some cases have combined case management meetings with clients. Client achievements include maintaining employment, creating a resume, developing a budget, and paying down debt load. Challenges remain in having current contact information.

The Board thanked Timothy for all of his efforts and wished him good luck in future endeavors as he has resigned effective June 1st to go to Graduate School. Barbara Carson, Housing Specialist, will be his replacement.

Timothy left the meeting at 12:47 p.m.

9. Discussion Regarding Establishing a Finance Committee

One of the Board goals established at this year's Retreat, was to obtain training on how to establish financial guidelines to evaluate the financial standing of the Agency. With the budget process starting, Erin thought now would be an appropriate time to organize a Committee to get started so requested that this item be added to the Agenda for discussion.

Reporting that she and Jody have met a couple of times concerning this undertaking, Kathleen noted that she pulled the action item of finding eligible individuals and is instead suggesting a two-three person Agency committee plus a couple of individuals ad hoc. A couple of private sector individuals have been recommended for Committee participation.

As discussion continued, differences of opinion surface on this Committee's mission, prompting dialogue towards reconciling the different approaches.

Teresa suggested that an internal Ad Hoc Subcommittee of the Board be established to decide the function of and set goals for this Finance Committee. With general consensus, Erin, Ora, and Tisha volunteered to be this Subcommittee. Their meeting date will be set at a later time.

10. Other Business

Distribution of Downtown Housing Effort (DHE) Maps Outlining DHE District

As visuals are always helpful, Jody identified on a new map, produced by the Grand Junction City Geographic Information Systems (GIS) Department, the boundary of the Original Square Mile of Grand Junction, the original boundary for the Downtown Housing Effort (DHE), and the Downtown Development Authority (DDA) District, noting that all these areas are eligible for investment of the DHE monies. She also noted that the original purpose of this DHE fund was to improve and expand housing in the Original Square Mile. Board Members will review the map at their leisure for possible property interest/opportunities.

Finance Director Recruitment

Jody's update on the recruitment for a Finance Director was rather disappointing. The consultant, Alliance Resource Consulting, hasn't been successful in their recruitment process, indicating that 50% of the contacts don't want to move to Grand Junction, 25% want salaries over \$100K, and the remaining didn't have the necessary skill set or experience. Consequently, the relationship with the consultant has been terminated and a more targeted local recruitment has begun by Agency staff.

Board Web Site

In response to the Board's request for electronic Agenda packets, implementation of the GJHA Board Web Site has begun. Board Members were asked to experiment with the site and its features, providing feedback as necessary. It is intended to fully utilize the site beginning with the June Board Agenda packets, eliminating paper packets.

Grand Valley Housing Initiatives

In light of starting the budget process, Erin mentioned that she requested from Merle Allen, Director of Counseling for the Grand Valley Housing Initiatives (GVHI), a report informing the Board how the financial support from the Agency is being used, and would request that this report be discussed at the June Board Meeting.

Standard Voucher Program Reports

Ora asked to see the Standard Voucher Program Reports showing lease-ups, terminations, etc. This report has been inadvertently omitted from the quarterly financial reports and will be included in the next set of financial reports. In the meantime, staff will present updated information at the June Board Meeting.

**11. Roll Call Vote to Move into Executive Session to Discuss Personnel Issues –
C.R.S. 24-6-402(4)(f)(I)**

With the conclusion of this portion of the meeting, a motion was made at 1:15 p.m. by Teresa, seconded by Ora, and a roll call vote taken to move into Executive Session.

12. Adjourn

With a roll call vote to move out of Executive Session, the meeting was adjourned.