

MINUTES

Grand Junction Housing Authority
Board of Commissioners' Meeting

Monday, June 25, 2007
Housing Authority Offices
1011 North Tenth Street
11:30 a.m.

1. **Call to Order**

Attending the regular June Grand Junction Housing Authority (GJHA) Board Meeting, called to order by Board Vice Chair Steve Heinemann at 11:35 a.m., included the following individuals: Board Members Erin Ginter, Gi Moon, and Ora Lee; GJHA staff members Executive Director Jody Kole, Voucher Program Supervisor Debbie Armenta, Executive Assistant Kristine Franz, Development Director Don Hartman, Operations Director Lori Rosendahl, Accounting Supervisor Cheryl Sweers, and Development Officer Jon Wickre. Board Member Tisha Petelo joined the group later.

2. **Adoption of Minutes of May 21, 2007**

The Board Minutes of May 21, 2007 were approved as submitted with a motion by Erin, a second by Ora and a unanimous vote.

3. **Public Hearing for the GJHA Agency Plan/Annual Plan Update**

The GJHA Agency Plan/Annual Plan Update is a collection of information of all the GJHA Housing Programs. Annual updates are recommended and are based on past experiences and rule changes. Projected Plan changes were presented for Board consideration upon completed internal review processes between GJHA staff members and also with the Resident Advisory Board.

As a requirement of the U.S. Department of Housing and Urban Development (HUD), a public hearing must be held for community comments on the GJHA Agency Plan/Annual Plan Update, so at this time the Meeting was opened for a Public Hearing and comments. No additional community members were present for this hearing. Lori Rosendahl noted that no public comments had been received during the mandated 45-day public review period either where the public has the opportunity to review the Plan at the Mesa County Public Library or at the GJHA office at 1011 North Tenth Street.

Tisha Petelo arrived at 11:43 a.m.

Lori reviewed the Proposed Policy Changes, addressing the current policy, the recommended change, and the rationale for the change. The Staff and the Resident Advisory Board have a difference of opinion on only two recommendations and asked the Board to make the final decision.

Note: The recommendations are bolded and underlined. GJHA's recommendations are listed first, the Resident Advisory Board's suggestions second, and the Board's decision third.

- ❖ *Chapter 18 – Denials/Terminations.* Any registered sex offender or any person with a sexually based criminal charge in the past **5** years will not be allowed on the Program (Resident Advisory Board recommended **10** years). Board Members decided to go with the past **7** years.
- ❖ *Chapter 18 – Denials/Terminations.* Anyone with violent or drug related felony charges in the past **3** years will be denied (Resident Advisory Board recommended **5** years). Board Members opted to go with **3** years.

With discussion completed and the Board in agreement with the remaining recommended changes, the Public Hearing was closed and *Resolution No. 2007-08 Adopting the Agency Streamlined Annual Plan Update for Fiscal Year 2007/2008* was passed with a motion by Erin, a second by Ora, and a unanimous vote.

4. Approval of Resolution No. 2007-09 Authorizing the Executive Director of the Grand Junction Housing Authority to Proceed with the Public Housing Demolition Disposition Process

Previously, the Grand Junction Housing Authority Board voted unanimously to seek authorization from HUD to dispose of all 30 units of Public Housing (24 units at Capital Terrace and 6 single-family units along North 14th Street), with the intent to use the proceeds to finance land and develop new affordable housing units so desperately needed in the Grand Valley.

In alignment with the City's growth plan, The Grand Junction City Council recently approved this action. Lori explained that the next step in the demo/dispo process is Board approval of *Resolution No. 2007-09 Authorizing the Executive Director of the Grand Junction Housing Authority to Proceed with the Public Housing Demolition Disposition Process*, which is necessary prior to application submittal to HUD.

Resolution No. 2007-09 was unanimously approved with a motion by Gi and a second by Erin.

5. Development Update and Approval of Resolution No. 2007-10 Authorizing the Acquisition of 2817 ½ Elm Avenue

Referencing his previously distributed Development Update, Don summarized the Agency's activities as follows:

2817½ Elm

- ❖ Adjacent to the newly acquired Elm property, recently given the name of Arbor Vista, is the property of 2817½ Elm Avenue, which is landlocked. As previously discussed, Don outlined various options considered for this property, should it be purchased by the Agency. First, it might serve as a construction office during the Arbor Vista property development; second, as a leasing office for the units; and third, either as a maintenance office or as an on-site property management office. It could be incorporated into the development or kept as a separate property. After owner negotiations, the Board was asked to approve the purchase of this property for \$170K, noting that the Agency is currently in the process of due diligence. Gi asked that property designation be made at a later date, keeping all options open. With a motion by Erin, a second by Gi, and a unanimous vote, *Resolution No. 2007-10 Authorizing the Acquisition of 2817½ Elm Avenue* was approved.

Arbor Vista

- ❖ A Letter of Intent was submitted to the Colorado Housing and Finance Authority (CHFA) advising that the Tax Credit Application will be submitted by August 1st.
- ❖ The Colorado Division of Housing (CDOH) will submit a letter to CHFA in support of our Tax Credit Application.
- ❖ A pre-application meeting has been scheduled with the City for next Monday, July 2nd. Site Plan Scheme 18 will be proposed to the City and was briefly discussed, noting the proposed realignment of Court Road. The Board will be kept apprised of the outcome.
 - **Note:** The outcomes of this meeting were mostly positive and were discussed at the July 10th Board Workshop.
- ❖ Work is continuing on the Tax Credit Application and staff is confident of meeting the August 1st deadline.
- ❖ Limited conversation was held regarding contingency costs and City Site Plan approval.

Village Park

- ❖ Don attended a very constructive homeowner's association meeting with residents of Village Park on May 31st, where the Agency's plans for property development were explained.
- ❖ A draft Request for Proposal (RFP) for a design/build team is in process.

Bookcliff Squire

- ❖ Improved access to a unit for a disabled tenant has been completed by installing an Americans with Disabilities Act (ADA) ramp on the east side of the property.

- ❖ Don and Jody met with representatives from CHFA to discuss the Agency's plans for near-homeless seniors and the possibility of building units at this property for them. They were excited to learn of this intent and indicated that CHFA may have some funding to assist with this project.

6. Present and Request Approval to Increase the Payment Standards for 1, 2, 3, and 4-Bedroom Rentals to 110% of the HUD-Published Fair Market Rents

Prior to discussion of the request to increase the Payment Standards for 1, 2, 3, and 4-bedroom rentals, Lori made a brief announcement. In January of this year, HUD based the Agency's 2007 funding on a "three-month snap shot in time" from 2004 information. Later in the year, Congress dictated that funding would be allocated on the previous year's expenses times an annual adjustment factor, to be determined by HUD. The Agency received notification today from HUD of its final Calendar Year 2007 funding. Due to a 105% pro-ration factor, the Housing Assistance Payment (HAP) amount given to the GJHA was an increase of \$235,811. The Administrative Fees were also increased \$24,989.

HUD allows Public Housing Authorities (PHA) to set their payment standards between 90% and 110% of the HUD-established Fair Market Rents (FMR). Lori's June 14th memo, explaining the request to increase the payment standards, cited that clients are unable to locate a unit within the current payment standard; that Voucher holders are paying more than 30% of their income for rent due to the low payment standard; and that there has been an enormous increase in rental amounts in Mesa County over the past year. Because of this, the Agency can better accommodate clients if the payment standards are increased to 110% of the FMR.

A motion was made by Erin and seconded by Gi to increase the Payment Standards for 1, 2, 3, and 4-bedroom rentals to 110% of the HUD-published FMR, as presented. Limited discussion pertaining to the implementation of the increases warranted Erin to amend her motion to include an effective date of July 1st. With no further discussion, the motion passed unanimously.

7. Voucher Program Utilization Presentation

The generation of a quarterly *Housing Choice Voucher Program Report* was proposed by Lori, as she referenced her June 14th sample Report. The *Utilization Report* along with a Programmatic narrative was deemed very helpful by the Board so its distribution will continue. A *Voucher Program Terminations Report* detailing the termination reason and numbers by month for Fiscal Year 2006-2007 was distributed for Board review.

Lori informed the Board that three Voucher Program/Supportive Services staff members have resigned in the past month for various reasons (moving, returning to college, and attending graduate school) and addressed how those positions would be filled.

8. Discuss Scheduling Monthly Board Workshop Sessions

Noting lengthy agendas of late, Jody reminded the group of earlier suggestions to hold monthly workshops, as needed, and requested that this be reconsidered. Brief discussion of workshop topics, dates, and times were addressed. July 10th at 4:00 p.m. and August 9th at 4:00 p.m. were scheduled for Fiscal Year 2007-2008 budget discussions. An e-mail reminder will be sent to Board Members.

9. Report from Grand Valley Housing Initiatives on the Use of Contributions from GJHA

Responding to Erin's request for a report from Grand Valley Housing Initiatives (GVHI) on how the financial support from the Agency is being used, a *Summary of Housing Initiatives' Past Year's Activity* was submitted, by the GVHI Board President and previously distributed for Board review, outlining the year's activities. Two charts for the "Calling Mesa County Home" Program were distributed during the Meeting; one illustrating the number of inquiries, participants, and homeowners; and the second, showing the breakdown of the various income levels of people participating in the Program.

Jon mentioned that no one below 70% of the Area Median Income has completed the Program or become a homeowner. The Housing Choice Voucher Homeownership Program has five Vouchers that are being allocated for disabled families. Five of the Federal Home Loan Bank's Grants need to be used with disabled families. Seven disabled families have inquired about the Program.

As a side note, Jon mentioned that a special outreach event is being held at St. Mary's Hospital June 27th – 29th to promote the "Calling Mesa County Home" Program. Jon and GVHI Director of Counseling Merle Allen have organized and are aggressively involved in this activity.

Board Members were pleased with the progress made by the GVHI, acknowledging that Merle now has a year's worth of counseling experience and that GVHI can now apply to become a HUD-certified entity, thereby qualifying GVHI to apply for future SuperNOFA grants.

Discussions ensued regarding future funding support from GJHA while analyzing funding generated by GVHI itself. A Board decision was made to contribute \$40K for the next fiscal year, beginning October 1st, with the intention of reducing or eliminating the funding support in the third year. As the GJHA Board representative on the GVHI Board, Erin will share this decision with the GVHI Board.

10. Report from Ad Hoc Committee on Finance Committee

Last month an internal Ad Hoc Subcommittee (Erin, Ora, and Tisha) of the Board was established to decide the function of and set goals for the Finance Committee. Erin reported that she talked with two outside individuals concerning participation on the Finance Committee. One positive response was received, while waiting on the second. It is hoped that Committee recruitment will be finalized shortly and that a July meeting can be held.

Cheryl contacted the GJHA auditors for their recommendations on ratios and other indicators of financial help in preparation of the Finance Committee. They compiled approximately 10 basic ratios with instructions on how to apply them.

Even though her term limit expires in October, Gi has volunteered her services in any way that would be helpful to the Board and Agency, especially with the Finance Committee. Thank you Gi for your continued commitment.

11. Other Business

DeBeque House

Jody reported that during the closing process on the DeBeque house, a significant glitch regarding title issues has been encountered, but is in the process of being resolved.

Finance Director Interviews

A positive outcome came from local recruitment efforts for a Finance Director. On June 28th, six candidates will be interviewed for the GJHA position, and the Board will be kept apprised of the results.

- ❖ **Note:** Out of the six applicants, four participated in an Assessment Center on said date at the Agency's main facility (two pulled their applications prior to interviews). Mr. Andre' van Schaften was selected and will report July 23rd.

Maintenance Staff Appreciation Letter

Earlier in the Meeting, Lori distributed a letter from the GJHA Resident Advisory Board, recognizing the entire Maintenance Staff and complimenting them on their job performance. "Thanks for a job well done" goes out to a superior group of individuals!

12. Adjourn

With no further business, the Meeting was adjourned at 1:10 p.m. with a motion by Erin, a second by Gi, and a unanimous vote.

