

## MINUTES

Grand Junction Housing Authority  
Board of Commissioners' Meeting

Monday, April 28, 2008  
Housing Authority Offices  
1011 North Tenth Street  
**11:30 a.m.**

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Prior to the start of the meeting and as the group finished lunch, on behalf of the Grand Junction Housing Authority (GJHA) Erin Ginter presented Tisha Petelo with a plaque thanking her for her service and dedication to the Housing Authority. This is Tisha's last meeting, as she will be moving out of the country. Thank you, Tisha, and best of luck – you will be missed.

### **1. Call to Order and Welcome to Guests**

The regular April GJHA Board Meeting was called to order at 11:48 a.m. by Vice Chair Erin Ginter with 13 individuals in attendance: Board Members Kathleen Belgard, Patti Hoff, Ora Lee, and Tisha Petelo; Staff Members Executive Director Jody Kole, Executive Assistant Kristine Franz, Development Director Don Hartman, Operations Director Lori Rosendahl, Accounting Supervisor Cheryl Sweers, and Finance Director Andre' van Schaften; and guests Mary Hefley and Danielle Corbin, who were invited to come and observe the Meeting to see if either were interesting in applying for the vacant resident Board seat created by Tisha's departure.

### **2. Consent Calendar**

With no questions or comments regarding the Consent Calendar, consisting of the *Adoption of Minutes of January 28, 2008, Adoption of Minutes of February 15, 2008, and Adoption of Resolution No. 2008-05 Authorizing the Write-Off of Bad Debts*, the Consent Calendar was approved with a motion by Patti, a second by Kathleen, and a unanimous vote.

### **3. Presentation of Quarterly Financial Statements Ended March 31, 2008 for all GJHA Programs**

Referencing the April 28<sup>th</sup> memo and financial packet that was previously distributed for review, Board questions were addressed. Erin asked for staff to refresh her memory regarding the use of Capital Terrace proceeds. Jody explained that in the Demolition/Disposition Application to U.S. Department of Housing & Urban Development (HUD), the Housing Authority specified that proceeds would be used to acquire land, to build additional affordable units, to acquire and rehab existing units, and to put together a services facility for either child care or other services for households receiving assistance from GJHA. Those funds, therefore, were budgeted for acquisition and development. Currently, a definite answer from HUD is being sought regarding acceptable uses, with constraints, of the proceeds of approximately \$2.4MM.

GJHA received more net proceeds than anticipated due to lower actual costs (less tenant relocation costs and no realtor services). Noted also was the fact that both the Capital Terrace Operating and Capital Funds are continuing to be received, but at a decreased rate. These funds are compensation for close-out work on-going.

Ora asked about the absence of the Financial Indicators Report. Due to time constraints, this Report wasn't ready for this Meeting so Cheryl will update and e-mail it to Board Members.

Ora asked for a summarization of the quarterly financial highlights. Andre' stated that Arbor Vista and Village Park development activities along with the use of the Capital Terrace proceeds would be the focal points.

It was noted that the GJHA financial information ending March 31, 2008 will be shared with the Finance Committee at the earliest opportunity, following "tax time".

Ora asked that some training be provided for her in understanding how to read and interpret the Housing Authority's financial documents. Andre' will take the lead on scheduling a training session. Other Board Members are invited to attend as well.

**4. Adoption of Resolution No. 2008-06 Adopting Revisions to the Consolidated Budget for Fiscal Year 2007-2008**

Andre' referenced his April 28<sup>th</sup> memo and attachments regarding the 2008 Budget Revision Request, to which staff answered several Board questions. Addressing Erin's question concerning the vacancies and increase in vacancy rate adjustments at Lincoln Apartments, Lori explained that a two-tier rent increase occurred – one in November and again one in January. The increase was necessary to get the units up to market rate. Some tenants left due to this increase and then it took time to re-rent (upstairs units were not as desirable due to the stairs). Bathroom upgrades were done to the vacant units prior to re-renting.

Erin's questions pertaining to the reduction of \$32K in anticipated funding sources for Calling Mesa County Home were answered by Andre' who said the reduction was due to several factors:

- Budgeted revenues can only be received through the Grand Valley Housing Initiatives (GVHI), as a 501(c)3 organization, and this adjustment was to eliminate the duplication of funds being accounted for in both GJHA and GVHI budgets.
- Employer recruitment to the Program hasn't happened as rapidly as originally anticipated.
- Several two-year participating employers have opted to not contribute to the administrative sponsor fee.

With eight current participating employers, there are several more in the pipeline who have received presentations and are considering participation. Jody has asked Don Hartman to assume the Program responsibilities until a recovery plan is formulated.

In answer to Ora's question regarding the Housing Advocate and Family-Self Sufficiency (FSS) Programs' decreased need for funding due to lower costs and if that will affect HUD funding to the Housing Authority next year, Lori assured the Board that the funding wouldn't be affected. Andre' and Lori cited the following reasons for the decrease:

- During the budget process last year, various programs were shown to be self-sufficient by including the expected revenue.
- Lower employee compensation for partial unfilled positions and lower compensations for new hires.
- Budgeted FSS grant monies can't be used for anything other than compensation and benefits, such as office supply expenses.

Lori clarified Erin's inquiry regarding the following items:

- Since HUD funded the Random Digit Dialing Survey, the \$20K originally budgeted for this task wasn't needed.
- The \$36K increase adjustment for repairs and maintenance for Ratekin Tower move-outs is due to the remodeling of the downstairs common areas (installed new floor tile, painted walls, built bookshelves) plus an increased number of move-outs (tenants passed away, went to assisted living facilities, etc.). Twelve move-outs were budgeted for the entire year, and eight have already occurred. (As a side note, Tisha commented that the remodeled area downstairs looks very nice.)

With no further clarification requested, *Resolution No. 2008-06 Adopting Revisions to the Consolidated Budget for Fiscal Year 2007-2008* was approved with a motion by Kathleen, a second by Patti, and a unanimous vote.

**5. Request \$5,000 for GJHA Contribution to Develop Grand Valley Housing Strategy in Partnership with Grand Junction Area Chamber of Commerce, City of Grand Junction, Mesa County, and Others**

Jody informed the Board that there are a lot of planning efforts going on around the community. The City's Comprehensive Plan, the Housing Strategy, and Downtown Strategic Plan are underway. The Grand Valley Housing Partnership has decided it needs an updated Needs Assessment Plan, and at the same time the City decided it needed more information on housing issues particularly because both the City and County have incentives to encourage more affordable housing developments but these incentives seem inadequate. The Downtown Development Authority Partners are also looking at housing as a workforce issue and need more data and a strategy to deal with this. With all entities joining forces, a housing strategy will be developed by a consultant who will

address the market, what different housing needs exist, locations, price ranges, what the current supply is and what the capacity is to increase the supply to keep up with demand, what the financial feasibility is for developing new workforce housing, and where might there be needs for gap fillers to make this happen. The budget for this project has been established at \$58K. Half of the funds have already been raised and sponsorships are being sought from many different Valley organizations to meet the goal.

Jody asked that the Board approve the request for a contribution of \$5K. Patti continued, supporting Jody's presentation by noting that from an economic development perspective, workforce housing is one of the biggest challenges faced today.

A donation of \$5K to develop a Grand Valley Housing Strategy in partnership with numerous Grand Valley entities was unanimously approved after the motion was made by Tisha, and a second by Ora.

## **6. Review Development Update**

With reference to the Development Update document, Don's briefing included status on the following projects:

### *Arbor Vista*

- Under construction and the contractor is ahead of schedule.
- Change orders; met with Odell Architects to discuss displeasure in performance – Odell will correct.
  - Export native soils – civil engineer miscalculated excess dirt left over and bid as balanced site – negotiations underway.
  - Storm drainage inlets – targeted savings to reduce the number of storm inlets but can't decrease number– GJHA will pay.
  - During application process to Colorado Housing and Finance Authority (CHFA), the Governor's Energy Office had a partnership with CFHA on Energy rebates; majority of these energy efficiency upgrades were overlooked in Shaw's pricing; amount of money to get back depends on charges orders that Shaw is working on.
- Concrete forming underway; anticipate pouring concrete first part of May with framing going up end of May.
- Energy Impact Assistance Application completed/submitted; good opportunity for funding; if expedited/received by end of May, could sell the land and reduce the loan interest. This was necessary because Colorado Division of Housing (CDOH) recommended that the \$1.1MM grant awarded to Arbor Vista be funded from a different source than originally planned.
  - Jody noted this would get GJHA to Carry-Over Application process quicker as ten percent of anticipated projects costs would be spent – currently at eight percent of costs spent.

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#### 2817½ Elm Avenue

- House is leased.

#### Village Park

- Previously met with commercial and residential owners regarding potential for GJHA to build an office on site; owners supportive, requested a visual; design contract with Chamberlin Architects to develop conceptual design (both office/residential, and residential only).
- Homeowners Meeting set for May 31<sup>st</sup> to discuss options with visuals. Board attendance would be helpful.
- Meeting with City Planning Department on May 5<sup>th</sup> to discuss drainage issues.
  - Note: Meeting held; issues will be resolved during design development.

#### Bookcliff Squire

- Preliminary density design studies prepared by Odell Architects (“pro bono” services) were distributed to the group. Additional discussion to occur later.

#### 3257 1/2 Mesa Avenue

- Held dialogue several meetings ago; discussed selling property since intended use isn’t possible; Mesa State homes too large to be moved to this site.
- Waiting on input from Steve Heinemann after he visits the site.

## 7. **Schedule Meeting of Real Estate Committee**

With Arbor Vista underway, it’s time to focus on Bookcliff Squire and Village Park. In addition, opportunities exist to purchase more land, if the Board so chooses, so the Real Estate Committee will be reconvened to discuss future direction. The Real Estate Committee (consisting of Steve, Kathleen, Patti, Jody, and Don) will meet at 11:00 a.m. on May 20<sup>th</sup>.

## 8. **Other Business**

#### Report on NAHRO’s 2008 Legislative Conference

Erin and Steve attended NAHRO’s 2008 Legislative Conference in Washington, D.C. in March. Erin reported that the Conference was very good with interesting break-out sessions. Joining the group that met with Ken Salazar’s representative, Erin briefly shared issues discussed, stressing the importance of extensive contact with the Senators’ District Office, inviting D.C. Staff to local functions, etc.

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### Discuss Alternate Date for May Board Meeting Due to Memorial Day Holiday and Office Closure

Because Memorial Day Holiday falls on the regular May Board Meeting date, the meeting was rescheduled for May 29<sup>th</sup> at 11:30 a.m.

### Meeting Minutes

Erin requested that the previous Board Meeting's minutes be submitted for approval at the following meeting. Jody explained that the previous meetings were longer and more detailed than normal requiring lengthy documentation, and that she did agree with Erin's request.

### Annual Meeting

Erin asked if there was any more discussion on an Annual Meeting date. Jody explained that with everyone's demanding schedule with so much happening, it has been difficult to schedule a time that works for all. Staff will determine a date for the Annual Meeting.

### Ratekin Tower Refrigerators

Several staff members have been working with staff at the Housing Resources of Western Colorado writing a grant through the Governor's Energy Program for new energy-efficient refrigerators at Ratekin Tower, which will replace the old worn-out appliances.

Grant approval has been issued to purchase 92 refrigerators at half price. Half of the new refrigerators will be delivered tomorrow, April 29<sup>th</sup>.

Low-energy compact fluorescent light bulbs will also be received for distribution to Voucher households and for Ratekin Tower tenants.

Erin noted that partnering with another non-profit and helping the tenants save money would make a great story in the local papers.

### Ratekin Refinance

Jody mentioned that at the next meeting, staff will be presenting the Board with a request to refinance the first mortgage on Ratekin Tower down to a two percent interest rate, using the savings to affect some additional energy efficiencies at Ratekin.

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**9. Roll Call Vote to Move into Executive Session to Discuss Personnel Issues – Specifically the Performance Review of the Executive Director – C.R.S. 24-6-402(4)(f)(I)**

Adjourning the regular meeting at 12:43 p.m., the Board moved into an Executive Session with a motion by Erin, a second by Kathleen, and a unanimous voice vote.

**10. Roll Call Vote to Move out of Executive Session**

With a motion by Kathleen, a second by Patti, and a unanimous voice vote, the group moved out of Executive Session at 12:54 p.m.

**11. Adjourn**

With no other business, the regular April Board Meeting was adjourned at 12:57 p.m. with a motion by Tisha, a second by Kathleen, and a unanimous vote.