

MINUTES

Grand Junction Housing Authority
Board of Commissioners' Meeting
September Board Meeting

Monday, September 26, 2011
1011 North 10th Street
11:30 a.m.

1. **Call to Order**

The regular September Board Meeting for the Grand Junction Housing Authority (GJHA) convened at 11:34 a.m. with Vice Chair Ora Lee calling the Meeting to order. Board Members, Staff, and guests in attendance included: Board Members Patti Hoff, Paul Marx, C.B. McDaniel, and Christian Mueller; Staff members Operations Director Lori Rosendahl, Development Director Don Hartman, Finance Director Cheryl Sweers, and Compliance Coordinator Racquel Wertz; GJHA Attorney Rich Krohn of Dufford, Waldeck, Milburn, and Krohn; and Doors 2 Success Board Members Kevin Bray, Joe Gudorf, David Nelson, and Kimberly Wheeler.

2. **Welcome/Introduction of Guests**

With the completion of self-introductions, Agenda items were addressed as follows.

3. **Adoption of Resolution No. 2011-13 Appointing Lori Rosendahl as Assistant Secretary for the Period September 25 – October 4, 2011**

Rich explained that one responsibility of Jody Kole as Executive Director and Secretary of GJHA is to attest to the Board signature on Resolutions passed by the Board.

GJHA Bylaws allow the Board to appoint an Assistant Secretary to perform some or all of the duties of the Secretary in the absence of that Officer.

With the out-of-town absence of Jody through October 4th and the requested adoption of two Resolutions on today's Agenda, the appointment of Lori Rosendahl as Assistant Secretary through October 4th was requested for Board approval.

In response to Ora's question regarding what other pending decisions or duties might there be for Lori to act upon other than the Resolutions, Rich stated he wasn't aware of any.

With a motion by Patti, a second by Paul, and a unanimous vote, *Resolution No. 2011-13 Appointing Lori Rosendahl as Assistant Secretary for the Period September 25 - October 4, 2011* was approved.

4. Adoption of Resolution No. 2011-14 Approving the Bookcliff Squire Apartments Loan Refinance

Cheryl reminded the group that at the August Board Meeting, the Board approved using \$97,284 from the Pre-2004 Voucher Admin Fee Reserve to reduce the principal mortgage on Bookcliff Squire Apartments (Bookcliff), as part of a property refinancing process in an effort to make Bookcliff more self-sustaining while deciding how to best utilize the property.

Rich mentioned that when Bookcliff was purchased almost five years ago, seller-carried financing with a balloon payment was part of the financing package. That balloon payment is coming due in early 2012.

In reviewing a refinance of Bookcliff, the Bank of Colorado has expressed willingness to loan GJHA funds amortized over a period of 13 years, with the interest rate reduced to an adjustable 3.5% for five years.

Rich stated Resolution No. 2011-14 would approve the Bookcliff refinance and authorize Ora, as Board Vice Chair, to sign bank loan documents in Tim's absence.

With no further discussion, the motion made by Chris and seconded by Patti to adopt *Resolution No. 2011-14 Approving Bookcliff Squire Apartments Loan Refinance* was unanimously approved.

5. Adoption of Resolution No. 2011-15 Adopting Revisions for GJHA Budget for Fiscal Year 2010-2011

Referencing her September 21st memo previously distributed, Cheryl gave a brief recap of revisions to the GJHA Fiscal Year 2010-2011 Budget, noting there were no new issues to review. The Board was kept apprised as the year progressed of projections versus actuals and aware of Board-approved and staff activities affecting financials. The net effect on the Operating Cash Flow is a positive \$129,573.

Lori voiced two concerns regarding anticipated Budget revisions for Fiscal Year 2011-2012. The Voucher Budget proration of Admin Fees could be reduced further as it is based on the 2012 proposed fee which is based on the 2012 proposed U.S. Senate and U. S. House of Representatives' budgets. Also, the federal budget elimination of homeownership funding may dictate a future reduction in staff in the Homeownership Program.

Paul's motion, seconded by Chuck, to adopt *Resolution No. 2011-15 Adopting Revisions for GJHA Budget for Fiscal Year 2010-2011* was unanimously approved.

6. Review Bid Responses Regarding the Installation of New Stairs and Balcony Railings at Courtyard Apartments and Request Board Approval of Recommendations

Community Development Block Grant (CDBG) funding through the City of Grand Junction (City) was awarded to GJHA for the replacement of the stairs and balcony railings at Courtyard Apartments.

Sealed bids were solicited, through two notices in the Daily Sentinel Newspaper and a listing on the Western Colorado Contractors Association bid room, with only one response received – Tusca Construction (Tusca), whose bid was \$114,652.75 for the stairs and railings. An optional/additional bid request for the replacement of the balcony flooring and floor covering was also included in the bid documents. This bid request included two alternates as follows:

1. Alternate #1 - 10% replacement of plywood and 100% replacement of indoor/outdoor carpet – Tusca's bid - \$5,950.00
2. Alternate #2 - 100% replacement of plywood and 100% replacement of indoor/outdoor carpet – Tusca's bid - \$11,817.00

Don's September 23rd memo and attachments were distributed, outlining his recommendation of Tusca Construction as the contractor for replacing the stairs and balcony railings at \$114,652.75, and accepting Tusca's Alternate #1 bid of \$5,950.00, noting that any additional damaged plywood above the 10% bid allocation would be treated as a Change Order and calculated at the unit cost per sheet. Don also mentioned that prior confirmation was received from a City representative familiar with CDBG regulations that because proper advertising procedures were adhered to, proceeding with only one bidder response was agreeable with the City for use of CDBG funds.

A response was given to Paul's question regarding why there was only one bid received. It is possible many companies shied away from bidding due to additional regulations and paperwork involved with CDBG funding. With this project being very specific due to the steel fabrication of the stairs, that also might have been a factor.

With a motion by Patti, a second by Chris, and a unanimous vote, Board approval was given to accept both Tusca's bids for Courtyard Apartments.

7. Other Business

A. Housing Colorado Conference

Board Members were encouraged to attend the Housing Colorado Conference in Vail October 11th – 14th. The Conference is well worth the time and Jody is the out-going Board President for Housing Colorado.

B. Proposed Rescheduling October's Board Meeting to October 31st Due to Staff Attending NAHRO Conference

With Jody and Lori out-of-town on the regular October Board Meeting date of October 24th attending the National Association of Housing & Redevelopment Officials (NAHRO) National Conference in St. Louis, Missouri, Board Members were in agreement to reschedule October's Board Meeting to October 31st.

C. Discussion with Doors 2 Success Board Members

In an effort to become acquainted with the Doors 2 Success Board, the Doors Board was invited to attend this GJHA Board Meeting.

The efforts and focus of the Doors 2 Success Board was briefly highlighted by Kevin who talked to topics including the recent Retreat; budget cuts; proactive ways to generate additional income; past fund raising efforts along with new opportunities; and increased advocacy by the Board to legislators, the public, etc.

With the review of GJHA financials, Kevin asked if consideration had been given to energy efficiency upgrades at GJHA properties to which Don answered that energy audits have been done on all GJHA properties by an outside consultant. As a result of those audits, GJHA has moved forward with efficiency upgrades to both Ratekin Tower and Courtyard Apartments. In addition, a grant request through Energy Outreach Colorado has been submitted for Walnut Park upgrades, and discussions have been held with three solar companies regarding their solar proposals. Due to certain HUD restrictions, the solar company proposal won't move forward but specific ideas were gleaned from the discussions for future in-house consideration.

8. Adjourn

With business complete, the regular September Board Meeting was adjourned at 12:27 p.m. with a motion by Paul, a second by Chuck, and a unanimous vote.

