

MINUTES

Grand Junction Housing Authority
Board of Commissioners' Meeting
Regular Meeting

Monday, March 22, 2010
1011 N. 10th Street
11:30 a.m.

1. **Call to Order**

At 11:31 a.m., the regular March Board Meeting for the Grand Junction Housing Authority (GJHA) was called to order by Board Chair Tim Hudner with the following individuals in attendance: Board Members Teresa Coons, Erin Ginter, Steve Heinemann, Patti Hoff, and Paul Marx; Staff Members Executive Director Jody Kole, Executive Assistant Kristine Franz, Development Director Don Hartman, Operations Director Lori Rosendahl, and Finance Director Cheryl Sweers; and guest Mr. Chris McAnany, Attorney with the firm of Dufford, Waldeck, Milburn, and Krohn. Board Member Ora Lee joined the meeting later.

2. **Consent Calendar**

With no changes or additions to the February 22nd and March 13th Board Minutes, the Consent Calendar, comprised of these two Meeting Minutes, was unanimously approved with a motion by Erin and a second by Teresa.

Ora Lee arrived at 11:33 a.m.

3. **Consider the Real Estate Committee's Recommendation for the Awarded Construction Contract for the Walnut Park Redevelopment Project**

The Walnut Park Expansion Project was released for bid on February 10th with five submittals received on March 9th. Referencing the previously distributed Bid Tabulation Sheet, Don mentioned there was one high bid, one low bid, and the three remaining contenders were generally in the same cost range.

A decision was made at the February GJHA Board Meeting for the GJHA Real Estate Committee to meet and make a contractor award recommendation to be presented to the full Board for consideration. A Committee Meeting was held on March 15th to review and discuss the submittals. Because part of this project is funded through the Grand Junction City (City) Community Development Block Grant (CDBG) and coupled with the fact that GJHA is a governmental entity, there is a requirement to accept the lowest responsible bid. Prior legal advice was sought from GJHA legal counsel on clarification of "a responsible bid", and Mr. Chris McAnany was in attendance to further address and clarify Board Members' questions.

4. Roll Call Vote to Move into Executive Session to Receive Legal Advice – Specifically Bids Received for the Walnut Park Expansion Project and to Confer with GJHA Attorney for Purposes of Receiving Legal Advice on the Legal Criteria for and Implications of Acceptance and Rejection of Bids Received for the Walnut Park Expansion Project C.R.S. 24-6-402(4)(b)

Cheryl and Kristine left the Meeting.

At 11:35 a.m., Steve made a motion to move into Executive Session to receive legal advice with regards to bids received for the Walnut Park Expansion Project. With a second by Teresa, and a unanimous verbal roll call vote, the group entered into an Executive Session.

5. Roll Call Vote to Move out of Executive Session and Return to the Open Meeting

At 12:08 p.m., the group returned to the open Meeting with a motion by Erin, a second by Patti, and a unanimous roll call vote.

Cheryl and Kristine rejoined the group at 12:10 p.m.

On motion by Teresa and seconded by Erin, the Board unanimously voted to reject the bid received from McCauley Constructors as non-responsive/non-responsible, and to award the Contract to the second-lowest bidder, Shaw Construction.

Attorney Chris McAnany left the Meeting at 12:15 p.m.

6. Consider Staff Recommendation for the IT Contract

Lori stated that seven bid submittals were received for the Information Technology (IT) Services Contract, including two from out-of-state. The Purchasing Director and the IT Department Manager from the City of Grand Junction were asked to participate as part of the review team in evaluating the submittals. Uncomfortable with the responses, City personnel made two recommendations that would improve participation of more qualified companies. Suggestions included rewriting the Request For Proposal (RFP) and upgrading GJHA's current network to newer technology.

Staff made the decision to reject all bids at this time and place this process on hold for 60-90 days in lieu of a possible office relocation. The Board concurred.

7. Presentation and Formal Acceptance of GJHA Audit for Year Ending September 30, 2009

Prior to the presentation, Cheryl note that only acceptance of the GJHA Audit is being requested as audits for all three tax credit properties have not yet been received.

The GJHA staff requested acceptance of the following Statements and Reports:

- Financial Statements with Independent Auditors' Report for the Grand Junction Housing Authority.
- Independent Auditors' Report on Communications with those Charged with Governance for the Grand Junction Housing Authority.

GJHA received an unqualified opinion, which means that GJHA's Financial Statements present fairly in all material respects, the financial position of the Housing Authority on September 30, 2009.

There was one finding, which was resolved immediately, for overlooking the Replacement Reserve deposit to Ratekin Tower at the time of the property's refinance. The required amount was deposited into Ratekin Tower's Reserve Account and procedures have been set up to ensure appropriate timely deposits are made in the future.

Auditors were comfortable with established internal control procedures, and communications between GJHA management staff and the auditors is good.

Staff addressed Ora's question regarding the term of the contract for auditor services. The group was informed that the contract is re-bid every three years. The contract will be re-bid in 2011, with the RFP anticipated to be released mid-summer of 2010.

Additional group conversation followed regarding Tim's suggestion of Board representation at the pre-audit meeting and/or exit interview. The U.S. Department of Housing and Urban Development's (HUD) audit process of different GJHA Programs was shared, with Jody and Lori providing procedure clarification. With Board Members in agreement that a Board presence at the pre- and/or post-audit meeting could establish a positive connection with the auditors, the opportunity to attend future audit meetings will be extended to Board Members.

The Board voted unanimously to accept the GJHA Audit for the period ending September 30, 2009, with a motion by Teresa and a second by Erin.

8. Other Business

Notes from the GJHA Board/Leadership Retreat

Compiled from the March 13th Retreat by facilitator Scott Aker, the document entitled *Notes/Action Items from the GJHA Board/Leadership Retreat* was distributed as Jody noted that the Executive Staff would be expanding this document with additional details and developing a proposed Work Plan to be presented to Board Members for review at the April Board Meeting. Comments were requested from the Board.

A quick review of the above referenced document prompted a remark from Teresa. Because of the apparent failure of the Clifton/Fruitvale area annexation into the City, the GJHA will be restricted in potential real estate investment opportunities if using City funding. Jody also noted that the GJHA's goal of project and service expansion plans for this area in the next two-five years will likely be delayed.

Legislative Updates

One of the internal short term goals established at the Board/Leadership Retreat was to provide legislative updates on housing issues to Board Members. Received from Housing Colorado, the latest legislative update document was distributed to Board Members as Jody requested direction on preferred format (hard copy, e-mail, etc.), frequency of distribution, etc. For an expedited read, the Board requested the information be e-mailed with areas of particular interest noted.

Jody continued by highlighting and briefing the group on two different Bills referenced in the handout.

Update on Energy Improvement Funding

Don informed the group that notification was received from the Western Colorado Conservation Corps, who has been working with Energy Outreach Colorado on the Bunting Avenue Energy Efficiency Grant, that the youth corps will be replacing all the incandescent light bulbs with compact fluorescents. In addition, shower heads will be replaced with low-flow heads, and sink aerators will be replaced with low-flow aerators. These improvements will take place at Crystal Brook Townhomes, the Bunting property, Walnut Park Apartments, Lincoln Apartments, and Bookcliff Squire. The projected start date is tomorrow, March 23rd. Eight units per day are anticipated to be completed at "no charge for labor and material." Thank you to Western Colorado Conservation Corps and Energy Outreach Colorado.

Note: This entire energy improvement project has been completed.

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Bunting Property Learning Lab

An inquiry was made by Tim pertaining to the status of the computer lab at the Bunting property. Lori stated that only one computer system has been donated to the lab. Tim suggested contacting the Jared Polis Foundation, who furnishes technology equipment to non-profit organizations. Lori will pursue this lead.

9. Adjourn

At 12:40 p.m., the regular March GJHA Board Meeting was adjourned with a motion by Erin, a second by Steve, and a unanimous vote.