

## MINUTES

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

Monday, September 24, 2012  
Housing Authority Offices  
1011 North Tenth Street  
11:00 a.m.

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### 1. Call to Order

On Monday, September 24, 2012, the regular September Grand Junction Housing Authority (GJHA) Board Meeting was called to order at 11:08 a.m. by Board Chair Chuck McDaniel with the following individuals in attendance: Board Members Teresa Coons, Patti Hoff, Tim Hudner, Paul Marx, and Chris Mueller; Staff Members CEO Jody Kole, COO Lori Rosendahl, and Executive Assistant Kristine Franz; and GJHA Attorney Rich Krohn with Dufford, Waldeck, Milburn, and Krohn.

### 2. Farewell to Patti Hoff

Chuck McDaniel and Jody Kole paid tribute to Patti Hoff, who is stepping off the Board, by thanking her for five years of dedicated service to the Housing Authority and presenting her with a Certificate of Appreciation. The group then went into recess and enjoyed a special lunch, reconvening at 11:25 a.m.

### 3. Housing Resources Proposal

Jody called attention to the Interested Reading portion of the Board Packets, identifying specifically the request dated September 11, 2012 received from Mr. Dan Whalen, Executive Director of Housing Resources. With limited dialogue, the group agreed to continue this discussion at the October Board Meeting.

### 4. Consent Calendar

Two items appeared on the Consent Calendar, *Resolution No. 2012-11 Adopting Restated Bylaws of the Grand Junction Housing Authority* and *A Request to Approve the Purchase of a Vehicle for the Vouchers Program*.

With prior discussion of the Restated Bylaws of the Grand Junction Housing Authority at the September 17<sup>th</sup> Board Meeting, requested changes were incorporated and presented for approval. There were no additional comments/suggestions.

In reviewing the previously distributed bid sheet, scoring sheet and price quote for the purchase of a vehicle for the Vouchers Program, Paul Marx asked for clarification

pertaining to the ONSTAR cost. Lori Rosendahl addressed the question stating that GJHA chose to eliminate that option.

With no other questions/comments, the Consent Calendar was adopted unanimously with a motion by Teresa Coons and a second by Patti Hoff.

**5. Presentation and Discussion of FYE 09-30-13 Annual Budget and Request Approval of Resolution No. 2012-12 Adopting Consolidated Budget for FY 2012-2013**

The 2012-2013 Annual Budget presentation was jointly made by Jody Kole and Lori Rosendahl. Acknowledging “polishing” still needs to be done, Budget highlights included the following generalities as well as Program specifics:

- No increase in the number of employees
- No discretionary award or compensation increase budgeted for employees
  - Tim Hudner’s question regarding would employee compensation increases be considered this year was answered by Jody Kole who stated that consideration will be given during the “fine tuning” process.
  - Teresa Coons asked if the federal sequestration threat was taken into consideration in this Budget. Jody Kole answered figures reflect a very conservative approach, and yet a possible 9-10% funding cut would be damaging to all programs. In the case of operating under a long term Continuing Resolution, the Voucher Program is now based on a Calendar Year Budget so any retroactive impact would be made back to January 2013. Other programs would see retroactive adjustments back to October 2012.
- Several entry-level employees hired prior to last year’s compensation freeze weren’t hired at the base compensation rate. Those individuals have been elevated to the base rate in this Budget.
- Budget Sheets represent every program segregated. Upon the completion of “polishing” efforts, smaller properties and affiliated programs will be consolidated, providing improved financial reporting.

Lori Rosendahl noted the following corrections to the previously distributed Budget Baseline Assumption Sheet. Two new documents, a General Fund Budget Sheet and the Walnut Park Apartments Budget Sheet, were also distributed.

- On the Baseline Assumption Sheet, projected vacancy rates for Courtyard Apartments and Bookcliff Squire were changed to 9% instead of 5% and 3.5%, respectively.
- Linden Pointe and Arbor Vista properties are not included in this Budget as they are on a calendar year. Those Budgets will be presented later.
- A new General Fund Budget Sheet was distributed, noting the addition of the Developer Fee Income under the Adjustments to Net Cash Flow category, and the

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expense transfer out to Monument Business Center under Receivable from Related Parties.

- An amended Walnut Park Apartments Budget Sheet was distributed. The budgeted increase of 1% was eliminated, as this increase wasn't received.

Tim Hudner asked if a consolidated sheet had been prepared for a quick summarization to which Lori Rosendahl indicated no, due to time constraints. He requested one be prepared, as time permitted.

#### General Fund

- Increased revenue due to an increase in maintenance fees from \$46/hour to \$50/hour
- Janitorial and grounds fees at \$24/hour
- Compensation increase due to reallocation of payroll costs
- Professional fees increased due to higher anticipated IT and legal fees
- Increase in auto fuel expense

Tim Hudner asked where the interest income is derived from to which Jody Kole stated it's from idle cash in the bank. Lori Rosendahl will research interest rates and inform Board Members.

#### Acquisitions & Development (A & D)

- New compensation splits and decrease in staffing
- Travel and training increase split for CEO and CFO due to the Village Park Development

#### Bookcliff Squire

- New compensation splits
- Reporting will be combined with Lincoln Apartments for simplified reporting

#### Courtyard Apartments

- More accurate split
- Property rehab complete so less maintenance hours needed
- Don't anticipate requesting grants as major rehab complete
- Reporting will be combined with Lincoln Apartments for simplified reporting

#### Crystal Brook

- Anticipate less maintenance hours will be needed due to fewer turnovers in past year
- Increase in Admin/Professional Fees due to calculation change in computer service fees
- New compensation schedule

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#### Family Self-Sufficiency

- Not budgeting for optimistic grant income
- Reporting will be combined with the Voucher Program for improved reporting

#### Home Ownership

- Increased staffing to prepare for increased services to be funded through the Attorney General settlement

#### Houses

- New compensation splits
- Reporting will be combined with Lincoln Apartments for simplified reporting

#### Housing Advocate

- Reporting will be combined with the Voucher Program for simplified reporting

#### Lincoln Apartments

- New compensation splits
- Program is stable and does well

#### Monument Business Center

- Delegated other property duties to part-time property manager
- Higher vacancy rate than desired – continued goal is to improve the bottom line

#### Ratekin Tower Apartments

- Anticipate last year's turn-over rate to stabilize

#### Ratekin Tower Service Coordinator

- Reporting will be combined with Ratekin Tower Apartments for simplified reporting

#### TBRA/Next Step

- Awards increased so more families will be served
- New compensation splits
- Increased computer service fees

#### Vouchers

- Budgeted conservatively at an 80% prorate for Administrative Fee funding
- Increased expenses for Voucher Service Center

- New occupancy splits (programs operating out of the Voucher Service Center include: Vouchers, Calling Mesa County Home, Finance, General Fund, and Eligibility for Walnut Park/Ratekin Tower)
- Computer service fees increased

Walnut Park Apartments

- The increase of 1% that was applied for and budgeted wasn't awarded so Budget was amended
- Website redesign
- Reallocation of computer service fees. Added expense of T-1 line for better server performance
- Repairs and Maintenance budgeted close to actual from 2012 with projected 6% increase
- Accessible units are fully leased and performing well

Walnut Park Service Coordinator

- Reporting will be combined with Walnut Park Apartments for simplified reporting

With no further questions, *Resolution No. 2012-12 Adopting the Consolidated Budget for FY 2012-2013* was approved with a motion by Paul Marx, a second by Chris Mueller, and a unanimous vote.

**6. Village Park Development**

With the Board's prior authorization at the September 17<sup>th</sup> Board Meeting for the issuance of a limited Notice to Proceed to Shaw Construction for up to \$70K, for both the scope of work and contingency for the possibility of mill tailings mitigation, Jody Kole reported that an Agreement with Shaw Construction has been signed for \$61,102.

Staff has been informed by Shaw that if mill tailings are found, the tailings will be moved to the area under the road and eventually covered with asphalt, with no anticipated additional cost incurred.

The City of Grand Junction's (City) Planning Department has given its clearance, and issuance of the Building Permit from Mesa County is anticipated within a day or so. Shaw has mobilized equipment on site.

Both the Enterprise Partnership Agreement and Financial Analysis continue to be the subject of intense negotiations with a target submittal date to the Enterprise Tax Credit Committee for consideration on October 4th. The closing is tentatively scheduled for October 8<sup>th</sup>.

Note: Due to delays, the revised submittal date is October 17<sup>th</sup> with a closing date of October 25<sup>th</sup>.

The original Phase I Environmental Assessment was performed by Walsh Environmental. To comply with the request of Enterprise for an assessment done within six months of the closing, a revised Phase I Environment Assessment was recently performed by Walsh Environmental. The third-party review firm for Enterprise has not yet been able to complete the review process so there is a possibility of another delay in the closing schedule.

Teresa Coons reported that no additional public concerns have been received by the Grand Junction City Council (Council). She also noted that Council is giving consideration to street improvements in the area in the City's Capital Budget for the coming year.

**7. Other Business**

Financial Support to Partner Agencies

Documented in her September 24<sup>th</sup> memo and distributed at this Meeting, Lori Rosendahl provided the Board information pertaining to GJHA partnering with many local agencies and providing financial support to each partner agency through rental assistance to their program participants. (See memo attached.)

Clarification was given to Teresa Coon's question regarding is this pass-through funds for which GJHA is the fiscal agency. Lori explained some assistance is specifically earmarked for certain partner agencies and some are at GJHA's discretion.

Ratekin Tower Elevators

With the failure of one of the elevators at Ratekin Tower, the Board previously authorized replacement of existing hydraulic cylinders on both elevators. Informing the Board that work on the elevators are complete, Lori Rosendahl also mentioned a Change Order is being negotiated. The piston fluid, which was determined to be clear of harmful chemicals by Walsh Environmental, had to be transported to Utah for disposal, which was not included in the original bid from Otis Elevator.

**8. Adjourn**

The regular September Board Meeting came to a close at 12:26 p.m.