

MINUTES

Grand Junction Housing Authority

January 28, 2019 1:15 p.m.
Courtyard by Marriott
765 Horizon Drive

January Board of Commissioners' Meeting

Call to Order

The GJHA Board of Commissioners' meeting was called to order at 1:17 p.m. by John Howe, Board Chair. In attendance:

<u>Commissioners:</u>	John Howe, Chair	<u>GJHA Staff:</u>	Scott Aker, COO
	Tim Hudner		Amy Case, Controller
	Tami Beard		Krista Ubersox, HR Director
	Chris Launer		Suzy Keith, Asset Manager
	Phyllis Norris		Jill Norris, General Council
	Scott Proper		Racquel Wertz, Vouchers Supervisor

Consent Agenda

The consent agenda consisted of a Request for Adoption of Minutes for September 14, 2019 Executive Session, November 20, 2019 Special Board Meeting, Notes for November 20, 2019 Finance and Audit Committee, November 27, 2019 Executive Session, and Minutes for December 4, 2019 Regular Board Meeting, along with a request to adopt *Resolution No. 2019-01-01* Designating the Location for the Posting of The Notice of Meetings and Establishing a Meeting Schedule for 2019 for The Board of Commissioners of the Grand Junction Housing Authority. The Consent Agenda received approval with a motion by Tami Beard, a second by Tim Hudner, and a unanimous vote.

Board Organization for 2019

John Howe stated that the Incentive Compensation Committee for the Grand Junction Housing Authority is comprised of the Board Chair, the Vice Chair, and the Immediate Past Chair. Therefore, the 2019 Incentive Compensation Committee will be comprised of John Howe, Ivan Geer, and Tim Hudner, respectively.

The Finance and Audit Committee, historically chaired by the Vice Chair, will be Chaired by Ivan Geer with Tami Beard, Chris Launer, Scott Proper, and Tim Hudner as members. Scott Aker noted that any Board members are welcome to attend.

The Real Estate Committee members will be Tami Beard, John Howe, Ivan Geer, and Chris Launer.

Resolution 2019-01-02 Approving Statement of Authority, was approved with a motion by Tim Hudner, 2nd by Phyllis Norris, and a unanimous vote. The Statement of Authority will be

recorded to show who the authorized signatories are for the Grand Junction Housing Authority, reflecting 2019 changes to Officers.

Voucher Financial and Program Update

Racquel Wertz explained to the Board that while figures are not final, in part due to the Federal Government shut-down, \$90-\$126K is expected to be paid out of GJHA Administrative Fee Reserves for Housing Assistance Payments. The final amount will be determined by whether GJHA receives funding for the new Non-Elderly Disabled Vouchers effective for November 2018 or not. Ultimately, the amount of Reserves needed is expected to be less than the most recent estimate of \$130K. It was noted that 99.7% of available Housing Choice Vouchers (HCV) were used for Calendar Year 2018.

Amy Case added, as per recent industry projections, the Administrative Fee funding will very likely be higher in 2019 than what was contemplated in the approved 2018-2019 budget, likely increasing the Administrative Fee Reserve Account. The current Administrative Fee Reserve is approximately \$540K.

Development Update

Tim Spach reported that Highlands 2 is in the final phases of construction with drywall nearly 100% complete. Cabinets and countertops are in transit to the property. While there have been minor delays due to lack of material availability, Shaw Construction remains committed to delivering the property to GJHA on or around May 1. Landscaping plans are under way.

Scott Aker added that early conversations indicate a Grand Opening Celebration may be held in the Highlands courtyard with live music and food. No date has been set.

Regarding 2814 Patterson, the GJHA Development Team has submitted a preliminary application to the City of Grand Junction planning and zoning team for a 60-unit development. Staff expect to hear back from the City within a couple of weeks on site plan clearance. Documentation was submitted in excess to ensure no delays so the Housing Authority can be ready to apply for tax credits in June.

Renovation activity is planned to restart at Nellie Bechtel on February 25. Tenants in each building will be displaced for a week while new floor coverings and new plumbing fixtures are installed. Site work will be finished with new planter beds and fencing. The renovation should be complete by late May or early June. The parking lot has been repaved, restriped and updated with ADA ramps. The 100 building is fully ADA compliant with accessible parking spaces.

Scott updated the Board on the condition of the GJHA main office. A new roof is currently being installed. Recent leaks, due to faulty construction and installation of the original roof, allowed water into the building and displaced some staff. A restoration company has been involved. Tim added that the water was addressed right away to prevent any mold or mildew.

Warranty work is ongoing in bathrooms as well. Within two weeks the work at the main office should be complete and operations back to normal.

Other

Amy Case commented on what a renewed government shut-down might mean to GJHA programs. GJHA has \$540K in HCV Administrative Fee reserves now. Had the government not re-opened, GJHA would have still received HAP funding for February 1. Preauthorization on March 1 and April 1 payments will most likely occur quickly after reopening, according to industry experts. The biggest concern in an extended shutdown would be not receiving the scheduled Voucher HAP (Housing Assistance Payments) funding of \$540K/month. GJHA has Reserves that could cover the \$70k/month for Administrative funding. Racquel added that HAP contracts state that landlords cannot hold tenants responsible if GJHA cannot pay, further, tenants can't be charged late fees. Chris asked for an email to let the Board know when and if payment has been authorized for March and April.

Scott announced that Jody has been at the table for community talks on repurposing the Regional Center on D Road. Dialog around potential re-development can be expected in the February Board Meeting.

Meeting was adjourned at 1:41p.m.

All Board Packet documents and documents distributed
during the Board Meeting are retained in the file