

December Board of Commissioners' Regular Meeting Minutes
Grand Junction Housing Authority ("GJHA")

8 Foresight Circle, Grand Junction, CO 81505

December 21, 2023 at 5:00 p.m.

1. Call to Order and Roll Call

GJHA's Board of Commissioners' Regular Meeting was called to order at 5:01 p.m. by Bernie Buescher, Vice Chair. Attendance was taken by roll call with the following present:

Board of Commissioners:

Bernie Buescher, Vice Chair (Virtually)
Randall Reitz
John Howe
Bill Johnson

GJHA Staff:

Jody Kole, CEO
Scott Aker, COO
Sheila Brubacher, Acting Controller
Jill Norris, General Counsel
Krista Ubersox, Asset Manager
Racquel Wertz, Voucher Supervisor
Brian Rusche, Development Director

Ivan Geer joined the meeting at 5:06 p.m. during the Executive Session.

2. Disclosure of Direct or Indirect Conflict of Interest

None mentioned.

3. Executive Session

A motion was made by Bernie Buescher to go into executive session for discussion of a personnel matter under C.R.S. Section 24-6-402(f) (*executive performance review and compensation*) and NOT involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.

Following a second by Bill Johnson, a roll call vote was taken, and the motion was approved unanimously.

The Executive Session concluded at 5:21 p.m.

Members who attended the Executive Session were the following: Ivan Geer, Bill Johnson, Randall Reitz, John Howe, Krista Ubersox, and Bernie Buescher.

The Board returned to the open meeting at 5:26 p.m.

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John Howe moved to adopt the report of the Executive Compensation Committee that was presented during the Executive Session. Following a second by Bill Johnson, a roll call vote was taken, and the motion was approved unanimously.

4. Finance Items

Sheila Brubacher reviewed the proposed 2023 budget revisions. GJHA staff is bringing budget revisions to the Board totaling \$1.1 million which includes capital project changes. The total net operating income variances are \$605,000 positive to budget.

The requested revisions to the General Fund include the following:

A. GJHA has experienced vacancies in certain staff positions, resulting in savings in the area of compensation. Staff is recommending discretionary bonuses for the personnel that have been working hard to keep things going while being understaffed. Staff is also asking for approval of revisions for repairs and maintenance expense, and insurance which has increased nationwide.

B. For Properties, budget revisions for Ratekin are due to utilities, professional fees for internal legal expenses from a discrimination claim, and bad debt expense as well as Capital Improvement revisions for door repairs. Budget revisions for Walnut Park are due to utilities, repair and maintenance, bad debt expense, interest expense for the construction loan and Capital Improvement revisions for boiler replacements. Budget Revisions for Nellie Bechtel are for utilities, and hazard cleanup. Budget Revisions for Linden Pointe are to the result of bad debt expense, hazard cleanup, and for Capital Improvements for deck sealing and coating.

C. For the Tax Credit Properties, Arbor Vista, Highlands I and Highlands II have budget revisions for insurance. Arbor Vista has a budget revision for depreciation expense and hazard cleanup. Village Park has a budget revision for administration expenses and for Capital Improvements for a security system.

D. Budget revisions for the Vouchers program are for discretionary awards due to position vacancies all year, professional fees, insurance and taxes, and depreciation expense for the security camera system for the main office.

Ivan Geer moved to approve Resolution 2023-12-01 Adopting Amended Budgets for Calendar Year 2023 for Village Park LLLP, The Highlands LLLP, The Highlands 2 LLLP, and Arbor Vista LLLP. Following a second by Bill Johnson, a roll call vote was taken. The motion was approved unanimously.

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Ivan Geer made a motion to adopt Resolution 2023-12-02 Adopting Amended Consolidated Budgets for Fiscal Year 2023. Following a second by Bill Johnson, a roll call vote was taken. The motion was approved unanimously.

5. Payment Standards for the Housing Choice Voucher Program

Racquel Wertz explained that she brought a recommendation for revised payment standards effective January 1, 2024 to the Board last month, which would provide rental assistance up to 110% of the fair market rents released by HUD. This recommendation was reduced from the previous standards of up to 120% of the fair market rents based on a special waiver issued by HUD, due to the fact that GJHA had not received approval from HUD to remain at the 120% level. This morning staff received email approval to move forward with payments standards at 120% of the fair market rents. Therefore, staff is requesting to bring the payment standards for most of Mesa County up to 120% of the fair market rents. This will not change the payment standards that were approved in November for the 81505, 81507 or 81521 zip codes, which will continue at 110% and are working. This would be applicable for the remainder of Mesa County, effective January 1st. This will also help staff with utilization of 98%-100% of allocated budget authority for HAP expenditure in 2024.

A motion was made by Randall Reitz to approve Resolution 2023-12-03 – *Approving Payment Standards for the Housing Choice Voucher Program Effective January 1, 2024*. With a second by John Howe and a unanimous roll call vote, the motion carried.

6. 2023 Meth and Bad Debt Updates

Krista Ubersox reviewed the meth recap for 2023. Staff created a comparison of the meth situation from 2022 until now. Overall, the number of units as well as costs are less now than in 2022. The work that the properties teams have done when leasing units, including extensive background testing has aided in that number being lower.

Krista Ubersox explained that staff watches bad debt very closely with the goal of reducing it as much as possible. Staff breaks bad debt into 5 main categories, but there is always some overlap. Ivan Geer asked what the numbers looked like compared to last year, and Krista Ubersox stated she would need to put that together and is looking for a consistent tool to be able to track this year after year in order to present more consistent data to the Board.

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7. Development Update

Jody Kole reported that GJHA has been offered a donation of 4.75 acres of land off of 24 ½ Road. She has been working with Jill Norris and the property owners on the terms of the donation. There is currently a house on the property that the owners would like to see stay and be used. A tour with GJHA's Maintenance Supervisor occurred last week. It was determined that a portion of the house would need to be rebuilt, electrical lines would need to be placed underground, the wiring would all need to be replaced, water lines probably contain lead, duct work would need to be replaced, asbestos and lead based paint would need removed, and the HVAC would need to be replaced along with other issues. Bringing the current house up to code would involve extensive work and expense. Jody Kole's recommendation to the Board is to decline the offer for the donated property but try to connect the property owners with someone who may be able to use this land while accepting the property owners' desires. While no formal action was required on this matter, the Board members indicated support for this approach.

The 24 Road property project is moving forward with architects and engineers including conversations about the HVAC system. The City staff has been assisting with expediting all of GJHA's requests. GJHA staff is engaging in conversations with possible funders, CHFA and the Division of Housing. Staff is also working on the Tax Credit application, which is extensive. The January Board Meeting will likely be highly focused on this development and may require a second meeting before the submission of the tax credit application. Jody Kole reported that there will likely be a funding gap that will need to be filled by the Housing Authority.

8. Other business, if any

- a. GJHA 2024 United Way Campaign
Scott Aker expressed a huge shout out to the Housing Authority Staff for raising \$6,000 for United Way which is the most money staff has ever raised for this campaign. The Housing Authority traditionally receives a grant from United Way for the Supportive Services Program for an emergency funding pool to help fill emergency gaps for residents.

9. Adjourn

With no further business or discussion, Ivan Geer made a motion to adjourn. With a second by Randall Reitz, and unanimous roll call vote, the meeting was adjourned at 6:10 p.m.

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All Board packet documents and documents distributed
during the Board Meeting are retained at GJHA.