

**YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING**  
**July 10, 2008**

Mary Alice Page-Allen, President, called the public meeting of the Yampa Valley Housing Authority (YVHA) Board of Directors to order at 12:05 p.m.

Board members present: Kathi Meyer, Tony Seaver, John Spezia, Catherine Carson, Scott Myller, Ed MacArthur, and Nancy Stahoviak.

Others present: Donna Howell, Executive Director; Curtis Church, Assistant Director, Sylvia Watkins-Castillo, Housing Authority; Blythe Terrell, Steamboat Today, and Nancy Engelken, City Housing Coordinator. Dee Bolton recorded the meeting and prepared the minutes.

**EN RE: POLICIES AND PROCEDURES**

Mary Alice announced that the Yampa Valley Housing Authority Personnel Policies and Procedures Handbook was completed and went into effect on July 1, 2008.

**EN RE: INTRODUCTION**

Donna introduced Sylvia, the Housing Authority's new Housing Qualifications Specialist, and noted that Sylvia was highly qualified for the position and would be an asset to the Housing Authority.

**EN RE: AFFORDABLE HOUSING; LEARNING FROM OTHERS**

Mary Alice said that she, Curtis, Catherine, Nancy Stahoviak, and Donna had attended the June 27, 2008, Community Affordable Housing Forum.

Donna said that the presentations were excellent, informative and pertinent. She suggested that each Board attendee summarize the most salient points gleaned at the forum.

Catherine said that diverse information was presented, and the presenters were knowledgeable. Key points included that partnerships are critical. Developers, housing authorities, and government officials have to work together; affordable housing advocates as well as staff need to be creative when seeking affordable housing options; and, whenever possible, land should be purchased and held.

Curtis said that several housing authorities were doing similar activities as the YVHA, which was operating with less money than several other organizations. He said other communities have money and no land to purchase. YVHA has land it could purchase and no money. He added that affordable housing is a community issue, often with opposing views, and compromise is important.

Nancy Stahoviak said that buying land is critical, as is creating partnerships. She said several speakers had commented that when trying to do affordable housing projects, the community's planning process was frustrating. The YVHA needs to continue to work with the City to streamline the planning process.

Donna said the importance of maintaining deed restrictions over time was affirmed at the forum. She noted some housing authorities purchased deed-restricted units to maintain affordability. She said Summit County has a County-wide sales tax and transfer fees that are major sources of revenue for their housing authority. The arrangement demonstrates the importance of an ongoing source of revenue which is supported by a ballot issue. She said Jackson County, Wyoming, has a housing trust funded entirely from private contributions, providing a significant subsidy for the reduction of purchase prices of homes in order to create and maintain affordability. Garfield County's activities were similar to the YVHA's.

Mary Alice said the forum demonstrated that housing authorities need to be flexible and dynamic to adapt to changing community needs and policies and they need to create public and private partnerships to utilize creative ideas and resources. She also indicated that housing authorities must remember families after they have been placed in affordable housing because needs change. Donna noted the 2008 Routt County Needs Assessment would provide valuable data on outlying Routt County communities.

Nancy Engelken said that Steamboat is where these other communities were ten years ago and we need to learn from them how they orchestrated their strategic planning processes. She reiterated that relationships and tensions among policy makers and housing authorities was identified as a concern in the presenters' communities, and acquiring and holding onto property was emphasized.

John asked whether the AMI is the best way to categorize potential buyers. He said that other criteria, such as whether a client is unable to obtain a mortgage or get a promotion, might address needs more appropriately. Mary Alice responded that a buyer pool and a renter pool is part of the issue, as are the need to qualify buyers and family structure. Curtis stated that housing prices limited clients' ability to obtain a loan. Nancy Engelken said that some communities used different categories. Mary Alice said more information is needed on the tiered system.

Nancy Stahoviak asked whether the forum indicated any activity the Housing Authority is not doing but should be doing. Mary Alice noted buying land and making a greater effort to facilitate the formation of private partnerships are important, and facilitating changes in the public planning process could be improved upon. One current positive YVHA practice is maintaining deed restrictions in perpetuity. John stated that a phasing of affordable housing projects to ensure steady availability would be a good goal. Mary Alice said the New Projects Committee is addressing that topic.

## **EN RE: COMMUNITY HOUSING GUIDELINES**

Donna said that a letter had been sent to the City of Steamboat Springs to request the Housing Authority be part of the discussion regarding the City's proposed changes to the Community Housing Guidelines. She reiterated the content and spirit of the letter at the City Council Meeting. She also proposed a process be developed by which the Housing Authority could review changes prior to them being adopted by the City. She noted the changes made in the Guidelines and stated that the City would consider adoption of the amendments by resolution at its next meeting. Changes would become effective immediately.

Mary Alice said that she, Tony, Donna, and Catherine had reviewed the changes a month ago. The greater issue was the establishment of a process by which the Housing Authority would become a referral agency in order to have the opportunity to provide input throughout any amendment process.

Nancy Engelken said the current process is that the City reviews the fee-in-lieu guidelines semi-annually (by March 31<sup>st</sup> and September 30<sup>th</sup>). For the March review, planning staff had also requested clarifications and language changes. Those proposed changes were submitted to the City Planning Commission, who held a public hearing in April but adoption of the amendments was tabled. A second public hearing was held May 22<sup>nd</sup>, at which time the Planning Commission voted to recommend adoption of the changes as amended. City Council had held two work sessions to review the amendments. The next step was the adoption by City Council of a resolution, which could be denied, tabled, or adopted. She said the policy changes she had reviewed with the Housing Authority Board would be reviewed by the City Attorney then presented at a public hearing to the Planning Commission, which would make a recommendation that would go to City Council. Due to work loads, the changes are anticipated to be reviewed piecemeal rather than at one meeting. She said agencies generally are involved at the public comment level unless an agency is directly involved in and affected by changes or the City's relationship with an agency would change, at which time notice of the agenda item would be provided to the agency. She recommended the Housing Authority become involved in the process at the Planning Commission level because that is the body where in-depth, specific discussions are held, with an opportunity for outside dialogue.

Mary Alice commented that direct notice is critical. Kathi agreed the Housing Authority Board needs to be notified early in the process in order to have time to prepare a response. She felt a referral process that occurs earlier than the Planning Commission hearings is essential. She also noted that notification should be easy since the Technical Advisory Committee (TAC) reviews applications for projects and includes referrals to entities such as fire and utility companies.

Donna asked whether the Housing Authority should address the Planning Commission or City Council. Nancy Stahoviak said the Housing Authority Board or Donna should identify the issues to which it might want to respond. Donna and Nancy Engelken could keep one another apprised of pertinent issues as they arise. She suggested the Housing Authority develop a general overriding policy position regarding City regulations and the areas about which it would want to provide input or on which it had a position. If other topics arise, Donna

could inform the Board about Housing Authority staff opinions, and the Board could then sanction the pursuit of the issue or determine that it does not require Housing Authority comment. She was concerned that review of changes to City regulations might be too time-consuming. Catherine noted that Housing Authority input should be directed toward City Council during public comment. Mary Alice thought the Housing Authority should be more involved in the process beginning at the Planning Commission step of the process. Tony agreed. Kathi explained that the Planning Commission's role is to review the essentials of a project; the Council considers broad policy issues, sometimes with input from staff, and gives direction to staff. The question is how to establish communication as early as possible so that a considered position can be offered by the Housing Authority. Ed said the Housing Authority should be alerted about housing issues before they go to the Planning Commission because if an item has a direct affect on affordable housing issues, the Housing Authority should be informed and part of the loop from the onset of the process. The Housing Authority can always exercise the option of choosing not to comment.

Nancy Stahoviak agreed. She thought an agreement among City Planning or Nancy Engelken (City staff) and Donna (Housing Authority staff) specifying whenever anything which might be appropriate arises, information and timelines would be sent to Donna. Donna would inform the Board, and the Board would decide the next step(s). She concluded that the Housing Authority should be treated like a referral agency. She added that the Housing Authority has to decide whether a sub-committee, staff, or the Board should review those pertinent items. Mary Alice noted that written Housing Authority comments would become part of the fact packet presented to Planning Commission and Council. Tony said that once the Housing Authority becomes aware of an issue, a mechanism for the Housing Authority to respond to the issue needs to be developed.

Nancy Engelken pointed out that currently the Housing Authority is not considered a referral body. It is a separate governmental entity which is a highly regarded expert resource, but to be deemed a referral agency probably would be a decision for the City Council. She is willing to inform Donna when items of interest are slated for review with the understanding that frequently, timing within the process is an issue.

Donna said that if the Housing Authority is such a valuable resource, it might behoove the Housing Authority to seek validation from City Council to formalize the Housing Authority's role. Nancy Stahoviak said that an informal role would be an information-sharing process during which staff and/or Board members provide oral or written comment. She thought that after receiving the items to be reviewed from City staff, it is the Housing Authority's responsibility to identify those pertinent issues on which the Authority wants information and to remain involved as the issue moves through the process. She believes the information-sharing process needs further refinement. Curtis was concerned as to whether the Board would have adequate time to make effective comments. Scott thought the City and the Housing Authority staffs collaborating to develop proposals for change would be ideal. If the two staffs have opposing opinions, the Council could make the final decision. He said the Board has to be willing to empower its staff to make decisions. Mary Alice believes a structure is in place that allows Housing Authority staff to be the conduit. If Donna or Curtis is unsure, they should contact the Executive Committee. Donna said she and Curtis will review the list of

topics presented by Nancy Engelken that might be of interest to the Board. She will email Nancy's list to the Board. Nancy Engelken indicated the list will be expanded and she will email the list to Donna after it has been compiled.

By consensus, the Board agreed to pursue an informal process for the time being. John Spezia felt that if the informal process doesn't work, a formal one should be pursued.

Nancy Engelken announced that the City Planning Commission will hold a policy work session on August 18, 2008. She was uncertain about the policies that would be discussed but will advise Donna.

Catherine suggested the Board endorse the changes proposed by the Planning Commission. Mary Alice said it is unnecessary since the items are details. Nancy Engelken noted the payment-in-lieu had two significant changes: The Planning Commission has recommended that the 2007 formula of an annual 6.5% be changed to 6.25% to reflect changes in interest rates, and to move from an average sales price per square foot to a median sales price per square foot. She has subsequently discussed the recommended change with the Assessor's Office, which agreed that the median is a more fair representation of the market and would reflect market changes. In addition, a formalized formula for calculating the fee-in-lieu was proposed; no formalized formula is in the regulations at present. Catherine noted the objective of the change is to capture the difference between a market rate house and an affordable house. She recommended the Board support the recommended changes. Nancy Engelken added that her research of Colorado communities revealed the majority used the median sales price per square foot.

Donna indicated that since the YVHA Board did not discuss the proposed changes, it may not be appropriate to support the changes at this time. Tony agreed more discussion is warranted.

#### **MOTION**

Catherine moved to support the changes recommended by the Planning Commission to the Community Housing Guidelines. The motion died due to lack of a second.

Nancy Stahoviak stated that at the August 12, 2008, joint City Council/County Commissioners meeting at Centennial Hall, at 5:00 p.m., the Housing Authority will present its annual report. Donna will email the report to Board members. All Board members are invited to attend.

#### **EN RE: PUBLIC COMMENT**

Mary Alice called for public comment on items not on this day's agenda. No public comment was forthcoming. Mary Alice closed public comment.

#### **EN RE: CONSENT AGENDA**

The Board reviewed the consent agenda. Tony requested the draft minutes from the June meeting be removed from the consent agenda for discussion. The Board agreed by consensus.

Tony said that on Line 2, Page 3 of the minutes, the word 'role' should be changed to 'support'.

#### **MOTION—APPROVAL OF MINUTES**

Kathi moved to approve the minutes as amended of the Yampa Valley Housing Authority's regular Board of Directors meeting of June 12, 2008. Scott seconded; the motion carried unanimously.

#### **EN RE: YEAR-TO-DATE FINANCIAL REPORTS**

Donna said Curtis have been working diligently on the financial reports. Before the Board is the most recent draft. Hopefully, a draft audit report will be presented at the August meeting of the Board. Kathi stated approval of the report is not being recommended, but since no report had been presented to the Board for a long time, a draft that could update the Board as to the financial status was being presented. She added that major areas still require changes.

Curtis said the accounts receivable module had never been used correctly so entries have to be revised, which results in significant fluctuations. Depreciation and payroll liability will change, year-to-date current revenues are overstated, and payroll taxes have a credit balance with the State.

Kathi said an adjustment would be made to the Development Fund to include Curtis's salary. Curtis is still researching the Hillside Village Accounts Receivable. Fish Creek had a significant adjustment since the lot income was logged in the wrong category.

#### **EN RE: FIRST NATIONAL BANK OF THE ROCKIES' INTEREST RATE**

Donna said a loan renewal with the First National Bank of the Rockies had been approved at 4.82%. At the June meeting, Board action to renew the loan at a 3.79% interest rate was approved. The Board needed to approve the new interest rate and ratify Mary Alice's signature on the renewal note.

#### **MOTION**

Nancy moved to ratify Mary Alice's signature on the renewal of a \$2,028,450 loan with the First National Bank of the Rockies for the Copper Ridge Business Park, Lot 1, for a term of twelve months, at an interest rate of 4.82%. Tony seconded; the motion carried unanimously.

#### **EN RE: 2008 ANNUAL PLAN**

Mary Alice noted the work plan covered the remainder of 2008 and had been reviewed by the Strategic Planning Committee, which recommended approval and implementation of the Plan.

**MOTION**

Tony moved to approve the 2008 Annual Plan. Nancy seconded; the motion carried unanimously.

**EN RE: HILLSIDE VILLAGE AUDIT**

Donna said the auditor had estimated the cost of the Hillside Village Apartments audit based on typical circumstances. Due to the software transition and staff turnover, more time would be required to complete the audit. Donna recommended the Board approve an additional \$1,000 expense. She said the full Housing Authority audit is not included in this expense.

**MOTION**

Scott moved to approve an additional \$1,000 for the completion of the Hillside Village Apartments audit. Catherine seconded; the motion carried unanimously.

**EN RE: EXECUTIVE SESSION**

No executive session was necessary this day.

**EN RE: COMMITTEE AND STAFF REPORTS**

Finance: Discussed this day.

Strategic Planning: Nancy said the annual retreat is tentatively scheduled for Friday, October 31, 2008. Please advise Nancy if you plan to attend.

Public Relations: No meeting was held this month.

Compensation and Benefits: No meeting was held.

Fish Creek Mobile Home Park: See Report.

Hillside Village Apartments: See Report.

New Projects Review: Next meeting changed to July 17, 2008, at 10:00 p.m.

Executive Director: See Report.

Assistant Director/Project Manager: See Report.

Hillside Village: See Report.

Attorney: No report was presented.

Nancy thanked Curtis and Donna for attending a meeting with her in Oak Creek and for doing a great job with presentations pertaining to the Housing Authority and affordable housing. She later received an e-mail from someone who had attended that meeting that congratulated the Housing Authority on the great work it is doing.

**EN RE: NEXT MEETING**

The next regular meeting of the Yampa Valley Housing Authority Board of Directors will be held on Thursday, August 14, 2008, in the Commissioners' Hearing Room of the Historic Courthouse, at 12:00 p.m.

**EN RE: ADJOURNMENT**

At 2:00 p.m., Catherine moved to adjourn the meeting. Ed seconded; the motion carried unanimously.

No further business coming before the Board, same adjourned sine die.

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Dee Bolton, Minute Taker

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Mary Alice Page-Allen, President