

**YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING**  
**October 8, 2015**

Kathi Meyer, Yampa Valley Housing Authority Board President, called the regular monthly meeting of the Yampa Valley Housing Authority to order at 12:00 p.m.

Board members present included: Kathi Meyer, Catherine Carson, Roger Ashton, John Spezia, Cole Hewitt, John St. Pierre, Craig Melchow and Doug Monger. Scott Myller, Trish Sullivan and Dillon Fulcher were absent.

Others present included: Jason Peasley, Yampa Valley Housing Authority Executive Director. Sarah Katherman prepared the minutes from a recording.

**EN RE: 2016 BUDGET PUBLIC HEARING**

Kathi noted that no members of the public were present.

**EN RE: 2016 BUDGET DISCUSSION – PERSONNEL EXPENSES**

Jason said that the issue of staffing levels had been discussed by the Executive Committee. He reported that there had been little discussion of whether the Executive Assistant position was needed; the discussion focused on the appropriate salary and benefit package. The final decision was to offer the position as a 20-hour/week job at a rate of no more than \$18.00/hour with no benefits. The original proposal by Jason had been for 25 hours/week at \$20/hour with benefits. The difference will save approximately \$7,000 in the operating fund. Jason reported that the remainder of the discussion was about staff compensation, the retirement program and bonuses. He said that the recommendation of the Executive Committee to the Board is not to budget for bonuses, but to grant a 3% salary increase (1% COLA, 2% step increase) across the board, with a new benefit that would match up to 3% of each employee's salary if they contribute an equal amount to a deferred compensation program. Jason said that once a decision is reached regarding personnel expenses, the 2016 budget will be complete.

Catherine reported that she had done some research at comparable non-profits. Based on this, she stated her support for the up to \$18.00/hr. pay for the half-time position. She said that the 3% increase is also in line with other organizations and will allow employees to start contributing to retirement funds without reducing their current cash flow. She noted that the step increase may not occur next year. Doug stated his support for the recommendation. He added that the performance-based bonus discussion could be revisited at year-end.

Doug noted that the payment on the Elk River Village property had been budgeted out of the general fund. This payment is to be reimbursed by the developer upon closing. He asked how the repayment would be budgeted. Catherine offered that it is appropriate to leave it out of the budget because there is not yet a guarantee of repayment. Kathi noted that the interest payment is made monthly but is appropriated annually. Jason said that budgeting for the 2016 payments covers the risk of the development deal falling apart. He reviewed the lease-purchase agreement, with a release provision.

Kathi said that the final adoption of the budget would be on the agenda for the November meeting.

**EN RE: YVHA STRATEGIC PLAN**

Jason reviewed the progress that had been made on the Strategic Plan. He suggested that the goals of the organization could be consolidated into four categories to allow for more concise and robust messaging. These goals would be: investing in properties, partnering with other entities, educating constituents and marketing the organization. Jason noted that the tasks would not change, they would just be re-organized. Catherine offered

that becoming the one-stop organization for information related to housing in the community should be a goal of YVHA.

John St. Pierre suggested that it would be appropriate to reach out to the other communities of Routt County to bring them into the organization. Kathi said that this would require changing the boundaries of YVHA and restructuring the board. The other communities would also be required to contribute financially. Roger offered that reaching out could be a task under building partnerships. Catherine noted that YVHA could partner with another community on a project now, if the residents of the project work in Steamboat. She also offered that any appeal to voters for funding would be more likely to succeed under the current boundaries. Doug agreed that YVHA should approach the town boards of all the communities and let them decide on their level of participation. The Board agreed that reaching out is appropriate. Catherine offered that inviting representatives from Hayden and Oak Creek could be a future strategic topic. Kathi stated that it would be better to ask to be on one of their future agendas. Jason proposed asking how the housing situation is affecting those towns, and offer to work with them collaboratively toward community-wide goal setting.

In response to a question from Roger, Jason reviewed how the items on the draft Strategic Plan would be consolidated. He said he would make these changes and bring it to the Board for approval in November.

#### **EN RE: 2016 COMMITTEE ASSIGNMENTS AND LEADERSHIP POSITIONS**

Kathi said each member must serve on at least one committee. She reviewed the make-up of the Executive Committee and the other committees. She clarified that if she is elected to City Council, she cannot continue to serve as President. Kathi said she was term-limited as President anyway. She said that she would like to continue on the Board, either as City Council representative, if elected, or as a citizen Board member. There was some question about the dates provided for the end of each member's term on the Board.

John St. Pierre and Craig volunteered for the Fish Creek Committee, along with Catherine. Craig also volunteered for the Marketing Committee. John Spezia volunteered for the Education Committee. Jason said Trish is uncertain whether to renew when her term is up this year. Jason said that having Ski Corp. representation on the Board is important, so if Trish does not renew, Ski Corp. will recruit someone to apply. Doug noted that Scott is term limited on City Council. Catherine said that she would like to step down from her position as Secretary-Treasurer. She recommended Cole for the position unless he is interested in becoming Vice-president. Cole agreed to move into the Secretary-Treasurer. Catherine will continue on the Finance Committee. She also suggested building some institutional memory into the make-up of the Executive Committee in the event of an overall turn-over. Doug stated that it is a public meeting and anyone can attend. Doug said that he would continue on as County Commission representative.

Kathi reviewed the procedure for electing the slate of officers for YVHA at the December meeting. Doug said that he would be fine running the meetings as President, but was uncertain whether he would have as much time to devote to the position of President as Kathi has. Kathi stated the new President could set whatever schedule with Jason suited him or her. She commended Jason's communication skills. Doug agreed to serve as President. There was general agreement that the Vice-president should be prepared to step into the position of President.

#### **EN RE: FISH CREEK MOBILE HOME PARK INFRASTRUCTURE REPLACEMENT PROJECT**

Jason said that the project is moving along well. He said that the third payment requisition had been submitted and that asphalt work would begin soon. John St. Pierre noted that several residents are doing work on their units. Jason said he would follow up to ensure that all permissions and permits have been obtained. There was a discussion of the close-out process on the project and the loan. Jason said that the final costs would be known by year end. He said that some sort of ribbon-cutting or celebration would be held when the project is

complete, noting how supportive the residents have been throughout the process. In response to a question from John St. Pierre, Jason explained that additional paving of parking areas would exacerbate drainage problems. He also reported that a tenant had expressed concern with a tree on YVHA property, which will be removed. Tree trimming is done every few years. There was a discussion of liability in the event of a tree damaging a unit. This is a topic of the Fish Creek Committee.

#### **EN RE: ELK RIVER VILLAGE LIHTC PROJECT UPDATE**

Jason said that he hopes to get the entitlements into the City by early November. He said he would have preliminary meetings with potential equity investors at the state housing conference. He said that it is anticipated that the closing with the equity partner and on the property would occur in March, with construction to begin in April. Jason said that the project would probably come before City Council in January. Kathi said that an alternate would be prepared to make the presentation, in the event Jason is otherwise occupied. Jason said that Landmark and/or Overland may make the presentation. Doug asked about the traffic study. Jason said it would be complete next week. The traffic study will be used to determine what the project will need to contribute to the improvement of the intersection of US 40 and CR 129 and whether accel/decel lanes will be required.

#### **EN RE: YVHA WEBSITE UPDATE**

Roger reported that he and Jason had met with Ashely McMurray of *Insite Media Marketing*. He said that YVHA has contracted with *Insite* for two phases of the website update. The first proof of the new website will be presented at the November Board meeting and will be available for testing soon thereafter, with a target date of November 25<sup>th</sup> to go live. The second phase of development, to occur next year, will include revisions and the addition of content which has not yet been collected/developed. Cole asked about budget for the project. Jason said that the cost of the first phase would be \$4500, with a smaller amount due next year for the addition of content. John Spezia suggested and Roger agreed that the website should be tested on people who are not familiar with housing vocabulary and process. Regarding how to address the Spanish-language issue, Roger said that translation is available through Google, but would need to be tested by a native speaker. John St. Pierre noted the inability of the Spanish speaking community to navigate the home-purchasing process. Cole suggested that being competent in Spanish might be a requirement of the Executive Assistant position. The Board commended Roger for his work on the website.

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

The following items were presented on the consent agenda:

- a. Review and approval of September 10, 2015 minutes
- b. Review and approval of August 2015 financial statements

#### **MOTION**

Catherine moved to approve the consent agenda, as presented. John Spezia seconded the motion. **The motion carried unanimously.**

#### **EN RE: STAFF REPORT**

Jason referred to Kate's memos regarding Fish Creek and Hillside. He said he would be attending the state Housing Now conference later in the month. He stated that the website review would consume much of the November meeting. He suggested that future strategic topics should include a discussion of the Sierra View lots and, following the election, a discussion of the City housing policy. He also offered that the Board should be looking forward to future possible projects. Jason said that if City Council takes no action, the inclusionary zoning ordinance would go back into effect in August of 2016. He noted that the community has no stated goals for housing. Jason said that he hopes that the City, County and surrounding communities can come together to establish a policy with specific goals for the kinds of housing units that should be developed in the next five years, with YVHA as the implementation arm of that policy.

Page 2015-3

October 8, 2015

DRAFT--Yampa Valley Housing Authority Board Minutes

John St. Pierre discussed Summit County's attempts to address the need for affordable housing and Catherine noted that Lift-Up is now tracking the calls they receive regarding housing. Catherine asked about the target date for hiring the Executive Assistant. Kathi suggested that the position should be filled by December 1<sup>st</sup>. The Board agreed that hiring process should start immediately. A supplemental budget may be needed by year end.

**MOTION**

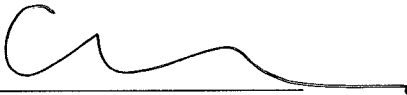
John St. Pierre moved to authorize Jason to begin the search for and hiring of a half-time Executive Assistant immediately. A supplemental budget to cover the position will be completed before year end. John Spezia seconded the motion. **The motion carried unanimously.**

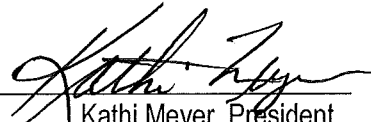
**EN RE: ADJOURNMENT**

**MOTION**

Roger moved to adjourn the regular meeting of the Housing Authority. Cole seconded; the motion carried unanimously. The meeting was adjourned at 1:37 p.m.

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

  
\_\_\_\_\_  
Sarah Katherman, Minute Taker

  
\_\_\_\_\_  
Kathi Meyer, President