

YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING
November 8, 2012

Rich Lowe, Yampa Valley Housing Authority Board President, called the regular monthly meeting of the Yampa Valley Housing Authority to order at 12: -- p.m.

Board members present: Catherine Carson, Kathi Meyer, Trish Sullivan, Scott Myller, John Spezia, Johnny Sawyer, and Kristi Brown.

Others present: Jason Peasley, Yampa Valley Housing Authority Executive Director, and Tyler Gibbs, City Planning. The meeting was recorded, and Dee Bolton prepared the minutes.

EN RE: STRATEGIC PLAN: STRATEGIC PLAN AND WORK PLAN

Rich stated that the Housing Authority's Strategic Plan had been reviewed several times in committee. The purpose of this day's discussion was to review the Plan with Jason, the new Executive Director, so that he could develop the Strategic Plan into a Work Plan that would cover approximately the upcoming six months and that aligned with the Strategic Plan.

Jason said that a focus of the discussion should be to establish the consensus of the Board in regard to the priorities and activities that would complement the Housing Authority's mission. After discussing the Strategic Plan with Rich, Jason believed that the three most pressing areas on which to focus were to get the financials in order, to address the Fish Creek infrastructure project, and to address the Elk River Village property issue. He asked whether those areas were the ones on which the Board members wanted Jason to spend the majority of his time in the immediate future.

Rich expressed appreciation to all of the Board members who had maintained the Housing Authority's equilibrium during the transition period between directors. He said that the Housing Authority Board's purpose was to ensure that the organization had funding, that it spent responsibly, that it ensured that the mission of the Housing Authority continued to be appropriate over time, and that the Board actively supported the Housing Authority through participation in meetings, committees, and strategic planning. He wished to ensure that Board members remained active while maintaining the balance between the Board's and the Director's responsibilities. Jason noted that several Board members had specific skills sets on which the organization should capitalize whenever possible logistically. He stated that he was working with Mary Alice and Sandy Jacobs to understand the financial procedures and reconcile the accounts receivable. Catherine added that communication among Board members, Jason, and other applicable parties should be consistent and ongoing.

Scott asked how Jason viewed the Housing Authority's other major assets. Jason replied that the managers were doing a fantastic job so those assets did not at present require much of his attention. Kathi noted that the Hillside Village budget was due to the USDA. Jason stated that that budget had been submitted on November 6, 2012. He intended to work with the USDA to develop a more robust capital plan for 2013. Kathi observed that the Hillside Committee had not reviewed the budget, but it could be reviewed at the Committee's upcoming meeting. Catherine said that another topic to consider in regard to Hillside Village was --- [inaudible] managing the property more efficiently.

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In regard to the Strategic Planning Committee, Rich noted that Nancy would be stepping down as the County's representative on the Housing Authority Board so a new Committee Chair needed to be selected. Kristi suggested that the Strategic Planning and Executive Committees meet jointly for a while since new Board members, including City and County representatives, would be joining the organization.

Kathi said that a new project for which Jason should take charge would be the potential tax credit deal with Resort Ventures. She stated that Resort Ventures was at present asking the Housing Authority only to lend funding for the rental portion of the project. When Resort Ventures had more information about the project, its principals would contact her to arrange a meeting with the Housing Authority. She will follow up on that potential meeting. John noted that contacting the Denver people associated with the program had been discussed by the Board in relation to the Elk River property. He would like that opportunity explored more fully.

Catherine stated that more outreach regarding the Housing Authority to the Stagecoach community and to realtors might be in order.

Kathi thought that introducing Jason to the different groups in the community could be accomplished through outreach presentations that described the Housing Authority's program offerings. Rich considered that a lower priority that could be discussed at the next Strategic Planning Committee meeting, which, by consensus, was changed from November 22nd to November 29th, or might be cancelled. Catherine recommended that the subject be addressed at the next Executive Committee meeting.

Kathi said that once the database had been updated, the Board had expressed a desire to receive periodic managerial reports based on the database. Jason said that he and John Eastman would conduct a telephone conference regarding that Board expectation. He added that that would become part of the Strategic Plan.

John asked about the Area Plan update in relation to affordable housing. Tyler answered that he and Jason had discussed deed restrictions and would determine how to coordinate. He said that the next step in regard to the Area Plan was to reinforce people's interest in infill expansion and whether that would prompt the City to rezone property. Rich commented that the Housing Authority's Elk River property should be part of those discussions. Tyler said that the property had been discussed by the City, and the primary concern from the fire operations' perspective had been the desire for direct access to Highway 40, which was a concern due to the busy intersection at Elk River Road. Rich had the impression that the fire inspector considered access doable.

Rich concluded the discussion by stating that the Board's suggestions would be considered as the work plan was developed, subject to Kathi's findings regarding the Resort Ventures' proposal.

EN RE: PUBLIC COMMENT

Rich stated that no members of the public were present.

EN RE: PRESENTATION OF THE HOUSING AUTHORITY'S 2013 BUDGET

Rich stated that the Housing Authority's 2013 had been reviewed by the Board at previous meetings. This day was an opportunity to present the budget to the public. Since no members of the public were present, he asked that the Board review the Yampa Valley Housing Authority 2013 Budget, November 3, 2012.

Kathi noted that a nominal increase in rent for the Fish Creek lots had been discussed in the past, but no increase had occurred in the past three years. She asked whether an increase had been included in the 2013 budget. Jason said that no increase had been included. Kathi urged the Board to consider an annual increase of 3%, or \$5-to-\$10 per month, to recoup increases in insurance, utilities, and other ongoing expenses. She stated that a 60-day written notice would have to be issued to residents, and the increase would become effective as of July 1, 2013. By consensus, the Board agreed to increase the lot rent 2% as of July 1, 2013. The budget would be adjusted to reflect that increase in revenue.

Kathi stated that the overall budget showed an unbalanced budget between total revenues and total expenses of \$12,216, which was not permitted by Colorado law. Within individual funds, an unbalance was permissible, but total revenues had to meet or exceed total expenditures. She said that also in the past, an increase in the Fish Creek management fee had been discussed. She suggested that the Finance Committee determine how to balance the budget through an increase in revenues or a lowering of expenses. Jason added that the budget also included a \$1,500 error in his salary. Catherine observed that the Fish Creek revenue in the 2012 budget might account for the discrepancy in the totals. Jason noted that he had used projected figures for lot rents rather than actual figures. The Board will review the current Fish Creek budget in relation to the 2013 budget. Catherine noted that in previous discussions the Board had agreed to increase the 2013 legal fees line item to \$1,000, which had not been included in the budget before the Board. Kathi added that a supplemental budget for 2012 legal fees would have to be approved. Johnny asked about the Hillside Village decrease in revenues for 2013. Jason explained that a policy decision had been made by the Board to increase the expected vacancy rate to take into account units that were not available for a period due to repairs, renovations, or tenant change. Kathi added that the average actual vacancy was \$30,000-to-\$35,000, which was anticipated again in 2013. John asked whether a deposit was required of residents and was advised that the deposit was \$500, which was essentially determined and limited by USDA guidelines. Kathi added that if repair of damages exceeded that deposit, the Housing Authority could legally attempt to recoup those costs.

Catherine said that during the development of the 2013 budget, the Board had agreed that the Housing Authority's liability insurance should be increased, but that had not been added to the budget before the Board. Kathi noted that the current insurance coverage was for the minimum amount allowable in the IGA that created the Housing Authority, and that amount had not been changed since the Housing Authority's inception.

Jason stated that the employee benefits for Hillside Village and Fish Creek might be off. He will re-check those calculations.

Rich commented that the budget will be amended based on the issues discussed this day and will be presented to the Board for adoption at the Board's December, 2012 meeting.

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EN RE: EXECUTIVE SESSION

Rich called for a motion to enter executive session.

MOTION

At 12:53 p.m., Trish moved to enter executive session pursuant to C. R. S. 24-6-402 (4)(a), to discuss the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property; and C. R. S. 24-6-402 (4)(e), to determine positions relative to matters that may be subject to negotiations; developing strategy for negotiations, and instruct negotiators in regard to the Elk River Village property located on Elk River Road and the Fish Creek Mobile Home Park. Johnny seconded; the motion carried unanimously.

The executive session adjourned at 1:35 p.m. Rich stated that no minutes or formal actions were taken during the executive session, and no topics other than those stated were discussed during the executive session. No Board member contested Rich's statements.

EN RE: WISOR ENGAGEMENT LETTER

Rich stated that Dee Wisor was a special counsel who had provided opinions to the Housing Authority regarding the Taxpayers' Bill of Rights in relation to various Housing Authority debts, including the Elk River Village property. Engaging his services had been recommended by the Housing Authority's attorney, Bob Weiss.

MOTION

Kristi moved to approve and authorize the Housing Authority's Board President to sign the engagement letter with Dee Wisor for consultation services. John seconded; the motion carried unanimously.

EN RE: CONSENT AGENDA

The following items were presented for approval and signing on the consent agenda:

1. The minutes of the Housing Authority Board meetings of October 11 and October 30, 2012, and
2. The August and September, 2012 Financial Statements.

Rich asked whether anyone wished to remove for discussion any of the items on the consent agenda. Catherine requested that Item 2 be removed for further discussion.

Catherine said that she had not reviewed the October 11, 2012 meeting minutes. That set of minutes would be agendized for approval at the Board's December meeting.

ITEM 1, MEETING MINUTES

MOTION

Kristi moved to approve the minutes of the October 30, 2012 Housing Authority Board meeting, as submitted. Kathi seconded; the motion carried unanimously.

ITEM 2, FINANCIAL STATEMENTS

Catherine said that the agenda stated that the August and September financial statements were to be considered for approval; the August financial statements only were ready for approval this day. She recommended that the August financial statement be approved excluding the financial report.

MOTION

Kristi moved to approve the August 31, 2012 financial statement, which included the balance sheet and the income statement and excluded the combined financial report. Kathi seconded; the motion carried unanimously.

EN RE: COMMITTEE AND STAFF REPORTS

Rich stated that all committee activities had been covered in other contexts earlier this day, and the Hillside Village staff report had been included in this day's agenda packet.

Jason said that he would like to attend the December Neighborworks workshop in Washington, D. C. He was seeking scholarship funding in order to attend. He noted that he had to be certified to conduct the first-time home-buyer aspect of his position. Kathi said that workshops were offered quarterly. Jason replied that he would like to be certified as soon as possible.

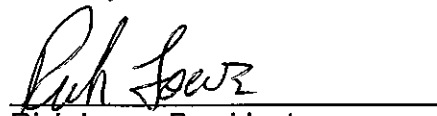
EN RE: ADJOURNMENT

MOTION

At 1:43 p.m., Kathi moved to adjourn the Housing Authority meeting. Trish seconded; the motion carried unanimously.

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


Dee Bolton, Minute Taker


Rich Lowe, President