

**YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING**  
**July 13, 2017**

Roger Ashton, Yampa Valley Housing Authority Board President, called the meeting of the Yampa Valley Housing Authority to order at 12:00 p.m.

Board members present included: Catherine Carson, Mike Beyer, Roger Ashton, Cole Hewitt, Doug Monger, John Spezia, Sheila Henderson, Kathi Meyer (via conference call), and Luke Carrier. Dillon Fulcher, John St. Pierre and Trish Sullivan were absent.

Others present included: Bob Weiss, YVHA attorney; Jason Peasley, Yampa Valley Housing Authority Executive Director; B Torres, YVHA Executive Assistant; Tom Ross, *Steamboat Pilot & Today*; Steven Aigner(sp?) and Diane Brower. Sarah Katherman recorded the meeting and prepared the minutes.

**EN RE: PUBLIC COMMENT**

There was no public comment.

**EN RE: BOARD MEMBER COMMENT**

Luke stated that he had recently processed a YVHA Down Payment Assistance (DPA) loan and had discovered that the program includes the FHA 1.75% fee in calculating the total loan to value ratio. He said that most other assistance programs he has worked with do not count this fee. He suggested that YVHA revisit this policy. Roger suggested that Jason, Cole and Luke could work on this and bring any revisions back to the Board.

Roger acknowledged the contributions of B to YVHA. He announced that B would be leaving at the end of the month.

**EN RE: DEVELOPMENT AND FUNDING PLAN**

Roger reviewed the four questions stated in the fact packet that should guide the Board in its discussion of the development plan. Jason said that he had included in the packet a list of key dates regarding the election to ensure that if the Board decides to pursue a ballot initiative, the important deadlines are not missed. He reviewed the development goals and outlined the funding plan.

Jason reported that he had spoken with approximately 175 people in the course of his recent meetings with community groups, business people and leaders. He said that the feedback had been generally positive and called attention to the individual concerns summarized in the staff report.

Catherine, who had attended many of the meetings, agreed that there was general support for the mill levy and said that the slide presentation was particularly helpful. She offered that the need and the benefits to the community should be well defined and explained when presenting the concept to the public. She said that the for-sale homes seem to be generating the most push-back. She said that the "entry level" category needs to be narrowed.

John Spezia referred to the letter he had submitted to the Board regarding the entry level category. He said there is some confusion about the goals for this category, which he said had originally been 150 for-sale homes for nurses, teachers, firemen, etc. in the community that do not want to continue renting. He said that rentals are not entry level housing. There was a discussion of what income range qualifies as "entry level." John said that if the first home buyer market is not addressed, the community will lose many valuable people. He offered that if building 50 units is realistic, YVHA should state this in its plan and not create an expectation for 150 units. He also proposed using a larger portion of the proposed mill levy to support this sector and/or increase the requested amount to 1.25 mills. Catherine agreed that there is confusion about the "entry level" category, but stated that the

feedback from the community recommends keeping the tax increase small. She said that she also understood "entry level" to mean for-sale units within a certain price point.

Diane Brower stated that she was also disappointed that the number of for-sale units included in the development plan had been reduced from what had originally been stated.

Cole said that until an actual deal is made with a development partner, YVHA has no way of predicting exactly what the mix of rental and for sale-units will be. Roger offered said that each Board member must decide if they support the proposed development plan, knowing that every element is subject to change. He offered that nothing will be done without funding. Doug agreed that the plan needs to remain flexible. Sheila suggested that the definition of "entry level" needs to be clarified and that YVHA needs to be clear with the public that the particulars of the development plan will change depending on the partnerships and project opportunities that become available. Doug offered that the YVHA contribution toward affordable housing could take various different forms, such as contributing toward the cost of water and sewer system expansion with the ability to recapture the cost over time.

Sheila proposed sending the plan back to the development committee for further clarification, particularly regarding the entry level component.

Regarding the ballot proposal itself, Jason said that Dee Winser had been engaged to draft the ballot language, as included in the packet. He offered that the ballot measure defines the amount requested and the intended purpose of the funds, while allowing for the maximum flexibility in how the money will be spent to benefit the three targeted populations.

Bob Weiss stated that the draft ballot language includes the three elements required by TABOR. It authorizes the tax, allows YVHA to retain any amount over the targeted increase and waives the statutory limits.

Jason asked if it would be appropriate to include "administration" in the stated purposes, noting that tax is intended to replace at least a portion of the funding for YVHA currently contributed by the City and the County. Bob said that he would consult with Dee on this issue. Doug stated that he thinks that administration should be included in the ballot language, with a defined maximum percentage going towards that purpose. Mike noted that 10% of the proceeds from 1 mill would account for about half of the current contribution from the City and County.

Bob noted that the proposed language does not authorize debt. He said that if YVHA would like to also ask the voters for authorization to issue bonds to purchase land, for example, it could do so through a second ballot question.

Roger stated that the Board needs to decide whether to officially notify the County Clerk's Office of the intent to put a measure on the ballot for the 2017 election.

#### **MOTION**

Doug moved that YVHA should provide notice to the County Clerk that YVHA may place a measure on the November ballot, including the draft language provided by counsel.

Catherine seconded the motion.

Under discussion, Doug offered that there is no downside to the notification, as it is not binding.

**The motion carried unanimously.**

Jason stated that the next element to be considered is the Intergovernmental Agreement with the County Clerk regarding sharing of the costs for the election. He said that the document provided is the standard language provided by the County Clerk's Office. He called attention to Article IV.

In response to a question from Luke, Jason stated that those voting on this measure would be the residents within the YVHA district, which can be roughly described as the area between Milner, Mad Creek and Catamount. Bob clarified that only registered voters in the district are eligible to vote. Non-resident property owners are not eligible.

#### **MOTION**

Cole moved to authorize Jason to work with legal counsel on drafting the final language of the Intergovernmental Agreement, which will be reviewed by the Executive Committee prior to being presented to the Board for final approval on August 24, 2017.

Catherine seconded the motion.

**The motion carried unanimously.**

Catherine asked about the tax impact of the measure on agricultural land. Doug stated that the mill levy would be the same, noting that the taxable value of ag land is based on its production value. Bob stated that 1 mill is a 1% increase over the current rate.

In response to a question from John, Roger said that clarifying "entry level" would be tasked to the development committee. John said he would participate. Bob offered that any such definition would be included in the educational materials regarding the measure, not in the ballot language itself. Doug stated that at the County level the ballot language is just the preface to the full measure which takes the form of a resolution. Bob said he would look into that. Doug suggested that the complete language should, at a minimum, be stated in an internal resolution to be approved by the Board. Roger offered that this material would be included in the election blue book.

Catherine said she is developing a list of names of those interested in serving on the campaign committee. She said that campaign committee would be formed in early August.

#### **EN RE: FISH CREEK MOBILE HOME PARK MANAGEMENT POLICIES**

Jason reported that staff had worked with the Fish Creek Mobile Home Park Committee (John St. Pierre, Catherine, Kathi and Craig) and the Existing Assets Committee (Mike and Dillon) to draft the document included in the packet. He stated that the document includes how YVHA manages the Park, the leasing provisions and the operating policies. He reviewed the changes that had been made since the Board had reviewed the previous draft.

Catherine suggested that an annual confirmation that the unit is occupied by the owner and is not being rented should be required. She also suggested that the accounts receivable for the Park should be reconciled with the balance sheet on a monthly basis.

Mike recommended listing functions (e.g. sanitation services) rather than particular businesses (e.g. Waste Management) in the document. He offered that this would prevent the document from having to be changed and re-distributed in the event of YVHA switched to a new provider. He also suggested that the document should be consistent regarding whether the committee providing oversight of the Park is the Fish Creek Mobile Home Park Committee or the Existing Assets Committee.

Mike asked if the lease would be included in this document. Jason clarified that this is mostly an internal document that would be disseminated to the Park residents. Doug offered that the lease should refer to this document. He added that the New Mobile Home Placement section should remain flexible regarding whether owners or YVHA place new units.

Regarding screening, Jason said that all owners and roommates are screened before they are allowed to move in, but that YVHA staff is not doing regular house checks. There was a discussion of what YVHA can and cannot do in its position as the owner of the Park, but not of the units.

#### **MOTION**

Doug moved to table the approval of the Fish Creek Mobile Home Park policies to the next meeting, adding that this would allow the Board to review a final clean draft of the document. Catherine seconded the motion. **The motion carried unanimously.**

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

The following items were presented on the consent agenda:

- a. Review and approval of the June 8, 2017 minutes
- b. Review and approval of balance write-offs for May 2017
- c. Review and approval of the May 2017 check register
- d. Review and approval of the leave report for May 2017
- e. Review and approval of May 2017 financial statements

Catherine asked to pull the financial statements. Mike made a couple of corrections to the minutes of the June 8<sup>th</sup> meeting.

#### **MOTION**

Cole moved to approve items a – e of the consent agenda, with the noted corrections to the minutes. Catherine seconded the motion.

**The motion carried unanimously.**

#### **MOTION**

Catherine moved to approve the financial statements for May, as presented, noting that she had mistakenly pulled them. Cole seconded the motion.

Under discussion, Cole commended the management for getting the aging accounts under control. Mike asked a couple of questions about particular payments made by YVHA. Jason clarified the expenditures.

**The motion carried unanimously.**

#### **EN RE: STAFF REPORTS**

Jason referred to the staff report included in the packet. He noted that the second phase of the meter replacement project would occur next year. He said that the residents' meeting at Fish Creek Mobile Home Park had been postponed until after the management policies have been finalized and approved.

In response to a question from Catherine, Jason said that although they are unsure when the new unit at Fish Creek will be available for sale, they are aiming to get this accomplished before winter.

Jason said that the public meeting on Monday was very lightly attended. He reported that the official grand opening has not yet been scheduled, pending the availability of key people from CHFA. He noted that CHFA would be very important to YVHA for future tax credit projects. He said that it would also be great if Sen. Bennet could attend, citing pending legislation that could improve the tax credit program.

Jason reported that the Bryn Grey Partners are proposing to either develop low-income housing themselves, or donate land to YVHA for a tax credit project, with a few conditions. He said that Bryn Grey wants 50% of all the West Steamboat Neighborhoods residential and commercial units to have been built out prior to such a development. There was a discussion of the Bryn Grey project and the proposed conditions. Jason said that he is strongly urging Bryn Grey not to build low-income for-sale units.

Jason stated that he has been interviewing applicants to fill B's position. None of the current applicants are bi-lingual. There was a discussion of the position.

Mike asked if anyone had contacted Byrne Powers. Jason said that Byrne is currently laid up, but that he had been contacted.

Diane Brower stated her appreciation for the discussion of the entry level category. She noted the demand for affordable for-sale units, and said that other communities had found ways to create such units. Ms. Brower cited the earnings by occupation in Steamboat/Routt County for the several labor segments, including: education, legal, community services, social services, health care technicians, etc. All the occupations cited had annual salaries between \$25,000 and \$51,000. She noted how important the people in these occupations are to our community. Ms. Brower said that she had volunteered to help with the property tax campaign, but added that she would find it difficult to support and defend the development plan if it puts more emphasis on seasonal housing rather than on entry level units.


#### EN RE: ADJOURNMENT

#### MOTION

Cole moved to adjourn the regular meeting of the Housing Authority. Catherine seconded; the motion carried unanimously. The meeting was adjourned at 1:50 p.m.

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

  
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Sarah Katherman, Minute Taker

  
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Roger Ashton, President