

**YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING**  
**March 9, 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, Craig Malchow, Mike Beyer, Roger Ashton, Cole Hewitt, Dillon Fulcher, John St. Pierre and Kathi Meyer.

Others present included: Chris Catterson, auditor; Ben Grusch, Chief Building Official; Matt Mendisco, Town of Hayden; Sheila Henderson, Integrated Community; Megan Geraets, NW Colorado Health Partnership; Jason Peasley, Yampa Valley Housing Authority Executive Director; and B Torres, Executive Assistant. Sarah Katherman recorded the meeting and prepared the minutes.

**EN RE: PUBLIC COMMENT**

Megan Geraets of the NW Colorado Health Partnership and Leadership Steamboat introduced herself and stated that she may be able to provide insights into the housing needs of her clients, which are usually Medicaid or Medicaid/Medicare recipients.

**EN RE: BOARD MEMBER COMMENT**

There were no Board comments.

**EN RE: PRESENTATION AND APPROVAL OF THE 2016 AUDIT**

Chris Catterson, of Catterson & Company, PC, reviewed the purpose of the audit: to verify that the financial statements of the organization are fairly stated and in accordance with generally accepted accounting principles (GAAP). He also reviewed the process through which the audit is conducted. Chris noted that YVHA is a low-risk entity for fraud, and highlighted the various control measures that are in place to make fraud within the organization unlikely. Catherine added that rent collection procedures and the review of transaction reports also act as controls against fraud. Chris stated that the YVHA financial statements for 2016 were very clean. He also said that the financial health of the organization was good, with a 5:1 current ratio of assets to liabilities and a net working capital that is 1.6 times the cash expenses.

Chris noted that because YVHA has federal loans, it must go through a single (compliance) audit in addition to the financial audit. He reviewed the single audit process and stated that there were no findings in the YVHA audit. Chris said that LLC that owns a minor stake in the Reserves project is considered a component unit of YVHA. The Reserves project itself will probably be audited through its majority owner (Overland). Kathi noted that the adjustment entries to the YVHA financial statements were minimal.

Roger asked about the audit of Catterson & Company. Chris outlined the peer review process through which auditors are audited every three years. He said that one of the sample cases used in his audit was YVHA's. The report of the audit is available on the Catterson website.

Jason noted that the next item on the agenda would be a resolution to approve a supplemental budget amendment of just over \$7800 to cover an overage in the Fish Creek Mobile Home Park fund. The overage was due to higher than expected snow removal and maintenance costs.

Jason noted the Management's Discussion and Analysis document that provides an overview of the financial statements and audit. He stated that the Reserves project had had a very positive impact on the organization's balance sheet and its financial health in general.

## **MOTION**

Catherine moved to approve the 2016 YVHA audit, as presented and submitted by Chris Catterson. Kathi seconded the motion. Under discussion, Jason confirmed that the adjustment entries had been completed. **The motion carried unanimously.**

## **EN RE: RESOLUTION 2017-002 – 2016 FIRST SUPPLEMENTAL BUDGET AMENDMENT**

Jason stated that the adjustment was needed to ensure compliance with state budget requirements. There was a discussion of the need to review the snow removal budget in the next budget cycle to determine if it needs to be increased.

## **MOTION**

John St. Pierre moved to approve Resolution 2017-002, the first supplemental budget amendment for 2016. Cole seconded the motion. **The motion carried unanimously.**

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

Jason stated that the policies document includes the rules, lease provisions and operating policies for the Fish Creek Mobile Home Park. He noted that the document also includes a grievance procedure and "chain of command" through which issues can be addressed and, if possible, resolved by staff. If no resolution can be reached at the staff level, residents will then be able to appeal to the Board. Jason added that a fee policy for violations of the park's rules had been developed and included in the document. He stated that the purpose of the document is to improve the safety and quality of the park. He noted that one of the goals is to ensure that the various additions, remodels and alterations to the homes are conducted with building permits. There is a fund available to help residents pay for the permits.

Catherine asked about the feasibility of requiring an annual written confirmation from residents to ensure that they are living in their own units and not renting them. Roger and John St. Pierre agreed. Mike stated that although he agreed with the concept, he asked what the YVHA would do about violations. Cole asked why a list of all those living a unit was necessary. Jason said that this is for tenant screenings. John St. Pierre offered that the background check should be included in the document. There was a discussion of maximum occupancy. Cole noted that YVHA does not own the structures. John recommended that "prior to commencement" should be added to item 1.c.i & 1.c.ii. Jason offered that the document should be sent back to the committee for review. Roger agreed, and said that all questions from Board members to the committee should be submitted by March 17<sup>th</sup>.

## **EN RE: 2015 IBC, IRC AND ENERGY CODE**

Ben Grusch, the Chief Building Official, reviewed the history of building codes in Routt County and provided the reasons that the Building Department is moving forward with adopting the 2015 edition. The slides from his usual Power Point presentation on the code were included in the meeting materials. He noted that there has been some pushback from the construction community regarding the adoption of the energy code. He reviewed the changes in insulation requirements in the 2015 code, and noted that buildings constructed under the 2015 code are 17% more efficient overall than those constructed under the 2009 code. He distributed a handout providing real world examples to demonstrate that the difference in construction cost under the 2015 code is only approximately 4% more. He discussed the importance of long-term utility cost savings, particularly for affordable housing units. In response to a question from John St. Pierre, Ben stated that snow load requirements are very site-specific, depending on location and topography. There was a discussion of sprinkler systems, which although not required for 1 and 2 family residences or townhomes, may be required in certain locations by the Fire Department.

## **EN RE: UPDATE ON RESERVES AT STEAMBOAT SPRINGS**

Jason reported that the project is nearing completion and that the south building should be ready for occupancy at the end of March, with the north building and clubhouse to follow within a month or so. He said that Ross Management is finishing up the tenant screening process for eligibility. He noted that the landscaping would be installed this summer, with the contractor putting up a cash warranty for completion, per the improvements agreement with the City. Jason said that he would like to schedule a tour of the building for the YVHA Board, the BCC and City Council before residents begin moving in.

Roger asked about the resident screening process. Jason said that 100 applicants are going through the verification process, but that if there is a shortage of qualified applicants, more than 50 additional people picked up applications. He said that he was confident the units would be easily filled. He reviewed the process for matching qualified applicants with specific units. He said that annual verifications would be completed in future years.

## **EN RE: YVHA WORKING TEAM UPDATES**

### Development

Kathi stated that the notes in the meeting materials packet provide a good summary of the first meeting. The second meeting is scheduled for March 20. Matt Mendisco said that he would submit his packet of potential parcels in Hayden next week. Kathi said that County Commissioner Corrigan had also informed the committee of a school-district owned parcel in Stagecoach that should be considered.

John St. Pierre reported that he had attended the Routt County Planning Department community outreach meeting held recently in Hayden. He said that the County is uninterested in development in general. Sarah noted it is the long-standing policy to direct growth to designated growth centers. John recommended that YVHA members attend the upcoming meeting to be held in Steamboat.

### Funding

Catherine stated that no funding options have been taken off the table. The task of the committee is to identify and analyze all possibilities. She referred to the notes from the meeting for a list of the options being considered. She said that Tim is reviewing URAs and Doug is reviewing the possibility of a property tax. Catherine encouraged anyone with a funding idea that is not listed in the notes to inform staff.

### Legacy

Mike reported that the committee is focusing first of deed restrictions. He reviewed the definition of the purpose of deed restrictions. He said that at the next meeting the committee will be discussing the return on investment of community funds that is to be expected from deed restrictions, as well as the definitions of local employment, primary residence, affordability and hardship. Enforcement of deed restrictions will also be discussed.

Roger said that he had attended all the committee meetings, and was impressed with effort that everyone was putting in. Jason noted that all of the committee work would feed into the strategic plan for YVHA moving forward. Cole offered that community involvement in the committee work should be encouraged. Jason said that he would reach out to the working group participants.

Roger noted that Sheila has not yet been confirmed as a Board member, but that the City and County would be ratifying her membership before the April meeting. Kathi said that the City would continue to advertise for another Board member.

## **EN RE: CONSENT AGENDA**

The following items were presented on the consent agenda:

- a. Review and approval of the February 9, 2017 minutes
- b. Review and approval of balance write-offs for January 2017

- c. Review and approval of the January 2017 check register
- d. Review and approval of the leave report for January 2017
- e. Review and approval of January 2017 financial statements

Kathi requested to pull the leave report from the consent agenda. She asked about Kate's accumulated sick leave. Jason confirmed that there was no cap on carrying over sick leave. Cole asked about sick leave pooling, and Jason said he would look into it. Mike offered that sick leave should not accrue indefinitely. Jason said he would consult with Trish on this matter.

#### **MOTION**

Cole moved to approve the consent agenda. Kathi seconded the motion. **The motion carried unanimously.**

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

In response to a question from Cole, Jason said that he had met with ReMax, with whom he had discussed the work being done by the committees and had educated the group about deed restrictions. He said he would be meeting with Board of Realtors next week.

#### **EN RE: OTHER BUSINESS**

Deed restrictions will be discussed at the April meeting. Jason said that if no significant issues arise, YVHA could consider skipping the May meeting.

Kathi asked about the progress on the trailer left by the deceased resident at Fish Creek. Jason said that staff is working on how to properly take possession of the unit. He suggested that YVHA might consider purchasing and setting a unit on the lot, and then selling it, rather than allowing a new tenant to bring in a unit of their choosing. The profit from the sale price could be used to cover the costs of demolition, removal and disposal of the existing unit.

#### **EN RE: ADJOURNMENT**

#### **MOTION**

Kathi 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.



Sarah Katherman, Minute Taker



Roger Ashton, President