

**YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING**  
**November 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 (via phone), Mike Beyer, Roger Ashton, Cole Hewitt, Sheila Henderson, Kathi Meyer, Luke Carrier, Doug Monger, Craig Malchow, John St. Pierre and Trish Sullivan. John Spezia and Dillon Fulcher were absent.

Others present included: Jason Peasley, Yampa Valley Housing Authority Executive Director; and Alyssa Cartmill, YVHA Executive Assistant. Sarah Katherman prepared the minutes from a recording.

**EN RE: PUBLIC COMMENT**

There was no public comment.

**EN RE: BOARD MEMBER COMMENT**

Roger stated that the Executive Committee will soon be completing Jason's performance review. He requested that any Board members wishing to submit comments to be considered in the review email him by Wednesday. Doug clarified that Jason would be conducting the reviews of the other staff members.

Doug thanked everyone for their participation in the ballot initiative.

**EN RE: 5A BALLOT ELECTION**

Catherine also thanked the Board, and particularly Roger, Cole, Kathi and Sheila for their work on the ballot initiative. The Board thanked Catherine. Catherine reviewed the campaign, the metrics and the voter turn-out.

Kathi noted that the mill levy will need to be certified with the County Treasurer on an annual basis. Jason will follow-up. Jason and Doug reviewed the process through which YVHA will collect the proceeds, which will be deposited in the Development Fund.

Roger said that with the new funds will come new responsibilities and need for accountability and transparency. He stated that in December the responsibilities of Board members would be reviewed. Sheila offered that the Board should become more policy-oriented, with sub-groups to cover specific areas, leaving operations up to staff. Toward that end, she described the self-evaluation tool that she uses with the Integrated Community Board of Directors. John St. Pierre noted the need for an ethics code for employees. He added that mechanisms need to be put in place that would allow YVHA to negotiate anonymously with landowners to ensure that it gets the best price possible. Roger said that the Development Committee will work on this issue. Roger agreed with the code of ethics, but offered that the Board must provide appropriate oversight. Cole noted that the scope of the audit will change with the increased size of the organization.

Doug stated that the Purchase of Development Rights program took three years to fully implement after the mill levy was passed. He advised the Board to have realistic expectations and not to jump into projects until they are fully vetted. Jason agreed, adding that there is a long lead time to development, even once a project is conceived.

**EN RE: PUBLIC HEARING ON 2018 BUDGET**

Jason reviewed the prior suggestion that having an on-site manager at Fish Creek Mobile Home Park would be beneficial. He said that the Existing Assets Committee had discussed this issue and had recommended

adding \$3,000 to the personnel expenses in the budget to compensate an on-site manager. He noted that a job description for this position was included in the meeting materials. He added that some of the capital improvement expenses at Fish Creek had also been clarified based on an audit of the gas meters and bids on repairs. Jason said that the entryway features had been removed from the budget, as firm costs had not been established. He said that a future project of this sort would be based on residents' preferences, and could be added through a supplementary budget once firm costs are determined. Jason also noted the additional interest income included in the Development Fund along with the proceeds from the mill levy. He said that the funds, which will be close to \$1,000,000, will be held for future use, and noted that any expenditure over \$500,000 must be approved separately by a 2/3 majority vote of the Board.

Doug asked if the job description for the on-site manager would be approved through a vote on the budget. Jason said that it would. He stated that he had worked with Trish on the structure of the position. The on-site manager would be a non-benefited part-time employee. The person must be current resident of the park.

Seeing no further comment, Roger closed the public hearing on the 2018 YVHA budget.

#### **MOTION**

Doug moved to approve Resolution 2017-008 appropriating sums of money to the various funds, in the amounts and for the purposes set forth in the Resolution, and adopting a budget for the Yampa Valley Housing Authority for the calendar year beginning the first day of January 2018 and ending the last day of December 2018. Kathi seconded the motion.

**The motion carried unanimously.**

#### **EN RE: DISCUSSION OF DEVELOPMENT PRIORITIES**

Jason, noting that the next agenda item is the RFP for a development partner, stated that while the next project would be different from the Reserves, it would follow a similar partnership model. He stated that the Board should set its priorities for its developments. He reviewed the priorities that had driven the Reserves project, noting that having to give up management of the property did not kill the deal because other issues were more important. Cole added that any potential development partner would be expected to describe how they would address each YVHA's priorities. The responses would enable YVHA to assess the pros and cons of a proposal.

Doug offered that the YVHA should clarify and weight its objectives with the goal of establishing a grading system to help the Board compare different proposals. He said that one of the objectives should be proximity to employment, services and public transportation. Kathi suggested borrowing from CHFA's scoring system as a starting point. John St. Pierre noted that the proposed new building code will add costs. Doug stated that the trade-off will be in the sustainability and utility savings. In any case, the units must meet the code, which will require a certain level of sustainability and energy efficiency. Doug offered that for this reason, there was no need to include these issues in the list of priorities. Catherine stated her support for leaving them in the list, as energy efficiency directly impacts the cost of living in the units. Jason suggested that the priorities could be divided into first and second tier, with the first tier priorities being the real deal-breakers. There was general consensus that location and proximity to public transportation should be added to the list. Jason said that is will be added to the list for the RFP. The Development Committee will work on a scoring system and evaluation matrix.

#### **EN RE: RFP FOR DEVELOPMENT PARTNERS**

Jason reviewed the proposed RFP. He said that with 5A passing, there is already interest in the RFP. He stated that YVHA would benefit from identifying and establishing a relationship with a private partner now, rather than later in the process. Having the team together as early as possible will reduce costs and risks, and improve the end product. Jason said that if the RFP is approved today, the selection of a partner could be made in January.

He noted that the private partner is often willing to fund the due diligence costs of a project to minimize the upfront risk to the housing authority. Catherine commended the proposed RFP, which has been vetted by the Development Committee. Roger stated that the timing is crucial to ensure that the partnership is in place in time to apply for 9% CHFA tax credits by June 1st. Jason said the RFP will be sent out directly to about 25 development groups and will be advertised locally and through CHFA. He said that a properly zoned, site-specific project must be identified in order to apply for the tax credits. The conceptual project plan must also include the number and size of units and the target AMIs. In response to a question from Doug, Kathi confirmed that the RFP includes a provision that would allow YVHA to reject any and all proposals.

#### **MOTION**

Doug moved to approve the development RFP, as presented, and authorize staff to publish it. Cole seconded the motion.

Under discussion, Cole noted that the proposed eighth priority regarding location and proximity to public transportation should be added to the RFP. This amendment was accepted.

**The motion carried unanimously.**

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

The following items were presented on the consent agenda:

- a. Review and approval of the October 19, 2017 minutes
- b. Review and approval of balance write-offs for September 2017
- c. Review and approval of the check register for September 2017
- d. Review and approval of the leave report for September 2017
- e. Review and approval of financial statements for September 2017

#### **MOTION**

Cole moved to approve items a, b, d & e of the consent agenda. Doug seconded. **The motion carried unanimously.**

Doug asked about a check to the City of Steamboat Springs. Jason said this was the quarterly payment for water and sewer at Hillside Village Apartments. Regarding the payment to Mark Freirich, Jason said this was for legal services regarding tenant issues at Fish Creek. The Butler payment was for Dee Wiser's work on the ballot initiative language and notice.

#### **MOTION**

Doug moved to approve the check register, as presented. Kathi seconded the motion.

**The motion carried unanimously.**

Regarding the issue of accrued sick leave raised at the last meeting, Jason said that YVHA pays out no accrued sick time at employment termination. He said that after five years of employment, the County will pay out up to nine weeks of sick time, so the YVHA policy is more conservative (less generous) than the County's. In addition, YVHA does not provide any short- or long-term disability benefits. He said that the Executive Committee recommended leaving the policy as it is. Jason said that the only liability of the accrued sick leave to YVHA is the possibility of having to double pay to backfill a position in the event of an extended illness.

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

Roger commended the more detailed and informative reports regarding Hillside and Fish Creek.

Mike asked about the status of the plumbing work at Fish Creek. Jason said that they are working on securing a plumber to do the work. He said that in all likelihood the project will not be completed until the spring. He said that staff has drafted a letter to the tenants acknowledging the problem and stating that it would be addressed in the spring. He said the issue is not cost, but rather getting a plumber to respond. Jason reported that there is someone interested in placing a home on Lot #57. He said that there are a few problem tenants at Fish Creek, and that staff is trying to determine the best way to address the situation. Doug stated that specific parameters on contact with the new on-site manager must be enforced.

Jason reported that the roof replacement at Hillside was completed on time and on budget.

The Reserves has over 100 people on a waitlist. Jason said that some paperwork on the Division of Housing grant for the project is still outstanding and will be completed soon. Once submitted, the \$1,000 will be paid. The fee on the project will be paid in the first quarter of 2018. In response to a question from Kathi, Jason said that he had not seen any financial reports from the Reserves yet, but will follow up now that the project has stabilized.

Jason reported that he had met with some major employers regarding securing soft commitments for a seasonal housing project. He said all the groups are ready to move forward, which would allow YVHA to put out an RFP for the project. The appraisal of the property is underway.

In response to a question from Doug, Jason confirmed that tiny homes would be allowed at Fish Creek.

Jason reviewed some meetings with landowners.

Doug requested adding to an upcoming YVHA agenda a discussion of whether YVHA should request that the City reinstate the inclusionary zoning ordinance to address the "keep up" element, given that 5A passed to address the "catch up" element of the housing problem. Jason suggested that inclusionary zoning might be one of the policy priorities that YVHA could focus on. He said that YVHA should be engaging the City and the County on ways to reduce barriers on the production of housing. Kathi said that the City is looking into an incentive based model to replace the suspended inclusionary zoning ordinance. Jason enumerated the various policy changes that could enable the production of more housing. He offered that the YVHA Board needs to clarify its position, and establish priorities regarding where the organization should focus its efforts.

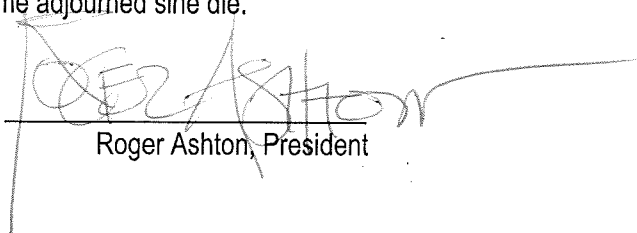
#### **EN RE: ADJOURNMENT**

##### **MOTION**

Kathi moved to adjourn the regular meeting of the Housing Authority. Mike seconded; the motion carried unanimously.

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