

**YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING**  
**September 14, 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, John Spezia, Sheila Henderson, Kathi Meyer, Luke Carrier, Dillon Fulcher and John St. Pierre. Doug Monger and Trish Sullivan were absent.

Others present included: Matt Mendisco, Town Manager of Hayden; Jason Peasley, Yampa Valley Housing Authority Executive Director; and Alyssa Cartmill, YVHA Executive Assistant. Sarah Katherman recorded the meeting and prepared the minutes.

**EN RE: PUBLIC COMMENT**

There was no public comment.

**EN RE: BOARD MEMBER COMMENT**

Mike asked how public comment would be handled for topics on the agenda. Jason offered that during the discussion of each item, the public would be asked for comment prior to any vote being taken.

Luke reported that he had spoken with residents of Fox Creek who had expressed concern regarding units being rented. He said that some residents had also asked about the removal of deed restrictions. Jason recommended that Board members refer such inquiries to the YVHA staff. He said that there is currently no process for removal of deed restrictions at Fox Creek, but that this issue would be addressed by the Legacy Committee. He stated that there is a process through which Fox Creek owners can apply to rent their units, although complaints regarding rentals and verification continue to be an issue. Luke asked whether YVHA takes a percentage when deed restricted units are sold. Jason explained that those who had participated in the DPA program must repay the loan to YVHA, plus an applicable percentage of the appreciation, but YVHA does not also take an additional percentage of the profit from the sale.

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

Jason stated that the document included in the meeting materials represent a draft of the policies that had been revised by the Existing Assets Committee following previous Board discussion. When these policies have been approved, staff will schedule a meeting with the residents of the park at which the policies will be presented.

In response to a question from John St. Pierre, Jason explained that potential buyers of existing homes at Fish Creek are screened to ensure they qualify prior to the sale of any trailer. Background-checks are also done on potential buyers. Jason said that this is something YVHA takes very seriously. Regarding sales, Jason said that the historic price range has varied from \$5,000 to \$100,000. Recent sales have been \$50,000 and just over \$100,000.

Dillon asked about the sales of units that are not occupied. Jason said that all units are supposed to be owner occupied. Potential buyers are pre-screened and must meet residency requirements. Jason said that legal action is being taken to force the current owner of an unoccupied unit (who was not pre-screened prior to purchasing) to remove the unit or sell it to a qualified buyer. He offered that the residency requirement serves to discourage the flipping of units in the park.

**MOTION**

Catherine moved to approve the Fish Creek Mobile Home Park Management Policies, as presented. John St. Pierre seconded the motion.

Under discussion, Dillon stated that the policies, as presented, may be incomplete regarding consequences and timelines. Kathi suggested approving the policies in order to get something in place, with the understanding that they can be reviewed and amended, as needed, over the year. Cole expressed concern with YVHA's level of involvement in screening roommates. He stated that the responsibility for roommates should lie with the owner of the unit. He suggested that owners could be required to sign an affidavit regarding who is living in their unit. Roger stated that this policy could also be re-evaluated for possible amendment next year.

**The motion carried unanimously.**

### **EN RE: TOWN OF HAYDEN CAP PROCESS**

Matt Mendisco, Town Manager of Hayden, stated that the Town of Hayden is trying hard to improve the Hayden community and its economic outlook. He acknowledged that a large percentage of the residents of the town leave Hayden for work. He stated, however, that there is a desire to be more than a bedroom community, and to develop Hayden as a balanced and resilient community for both living and working. He said that emphasis is on how safe the community is for families. Matt reviewed the community assets assessment performed by an independent group who visited the town and evaluated it on several measures. He stated that unlike Craig or Steamboat, Hayden qualifies as Rural Community according to the USDA, with a population of less than 9500. Matt reported on the SWOT analysis that had included all the stakeholders in and around Hayden. He stated that on a scale of 1 – 5, Hayden's overall score was 3.3, with high scores on quality of life, middle scores on community leadership, education and healthcare and low scores on industry diversity. Matt noted some of the strengths cited in the analysis, including the availability of land that is ready for development with infrastructure in place, the airport, the business park and the influx of young families. Weaknesses include the visual appeal from US 40, the lack of community gathering spots and community involvement and public transportation. Matt reviewed how these issues are being addressed. He said that a business development committee has been set up, with an emphasis on tourism and outdoor recreation. He noted that threats include the potential loss of assets (e.g. the grocery store, population). In response to the recommendations of the assessment group, Hayden has formed an economic development council, is working on partnerships with the Babson Center, Routt County and the airport, is developing a GIS map of the real estate inventory and is aiming for a good balance of private and public solutions to increase the workforce.

Regarding housing in particular, Matt said that Hayden currently has 272 platted residential lots with infrastructure in place. The lots range in price from \$32,000 - \$45,000. He estimated that the inventory would be consumed in the next five years or so. Matt stated that within the town limits there are an additional 250 unplatted lots. He said that the town is also looking into replacing mobile homes with tiny homes. Regarding the current demographics, he said that data is being gathered, but estimated that 65% of the population leaves the immediate area for work. He reviewed the tap fees and development incentive packages that would allow developers to bundle costs. Matt said that existing home prices range from \$250,000 - \$300,000 (3 bdrm, 2 bath), with new construction for the same square footage ranging from \$275,000 - \$325,000. He stated that the town wants to develop a sustainable mix of rentals and owned homes. Matt said that the town would be working with the CSU extension office on strategic planning and visioning. He reviewed the neighborhood welcoming program and said that Ace Hardware would be opening a store in three weeks.

John Spezia asked if Hayden would be interested in joining YVHA. Matt noted that the majority of people moving to Hayden are relocating from Steamboat due to the affordability of living there. Regarding a contribution to YVHA, Matt noted that if Hayden were in the district, the proposed mill levy would apply there. Kathi stated that Hayden would have to opt in through a vote. Matt said that the Town Council might be willing to put the question to

the voters if there were a clear benefit to the town. There was a discussion of the tax structure that supports the town of Hayden. Matt said that the Hayden School District is asking for a 15 mill bond issue on the November ballot.

#### **EN RE: BOARD MEMORANDUM OF UNDERSTANDING**

Jason said that the draft Memorandum of Understanding (MOU) was based on one used by the Chamber Resort Association as a tool for outlining the responsibilities and expectations of board members. He offered that whatever comes of the ballot measure in November, expectations regarding YVHA are growing, and that the board should focus on how to improve its processes to make decisions and act efficiently and effectively. Roger agreed and offered that YVHA needs to build confidence and increase transparency, and ensure that proper policies and procedures are in place. The by-laws should also be reviewed and updated.

Regarding the MOU, Catherine asked if meeting participation should be increased from 2/3 to 3/4. This was taken directly from the by-laws. Kathi offered that the MOU should be clear that no financial gain from board participation is allowed. John Spezia stated that board should also be wary of indirect influence, based on ideology. He suggested that adopting a code of ethics might be appropriate. Luke asked if his involvement in processing DPA loans would be disallowed. Jason said that it would not, as YVHA underwriting standards are firm and objective, and evaluation is conducted by a third party. He stated that disclosure would be sufficient. There was a discussion regarding the importance of maintaining expertise on the board while avoiding conflicts of interest. Cole suggested that YVHA have Bob Weiss review the language of the MOU regarding financial gain.

Jason asked what the consequences would be if someone violated the MOU. Cole noted that the by-laws include provisions for dismissal from the board. Roger suggested that the Executive Committee review the draft MOU, look at the City and County Codes of Ethics and revise the draft for presentation to the board, along with copies of the conflict of interest disclosure forms.

#### **EN RE: SUPPLEMENTARY BUDGET AMENDMENT RESOLUTION**

Jason said that although the resolution was intended to increase expenditures to allow for the purchase of a new unit to place on Lot 57 of Fish Creek Mobile Home Park, staff research had indicated that the pricing of units in the park is very uncertain. He stated that YVHA staff had determined that it would be too risky to purchase a unit and count on making a profit on the deal. Instead, Jason proposed placing an ad announcing a lottery to allow someone to purchase and place a unit on the open spot, with YVHA to provide assistance with the process. He offered that a lot had been learned in placing the unit on Lot 7, and that with assistance, a new tenant could avoid most of the problems the tenants of Lot 7 had encountered.

Cole asked if preferential treatment would be given to the previous unsuccessful applicants in the lottery for Lot 7. Following discussion, it was determined that these families would be contacted and informed of the new lottery. There was a discussion of the timeframe for placing the unit. Jason suggested that June of 2018 was reasonable. Jason said that there was nothing to vote on at this time. The YVHA Board agreed with the change in direction. Jason said they would place the ad in the paper as soon as possible.

Jason reviewed the requirements for units placed in the park, and noted that replacing units is part of the strategy to upgrade the quality of homes at Fish Creek.

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

The following items were presented on the consent agenda:

- a. Review and approval of the August 24, 2017 minutes
- b. Review and approval of balance write-offs for July 2017
- c. Review and approval of the July 2017 check register

- d. Review and approval of the leave report for July 2017
- e. Review and approval of July 2017 financial statements

Kathi pulled the financial statements from the consent agenda. Roger pulled the minutes.

**MOTION**

Cole moved to approve items b, c, and d of the consent agenda, as presented. Kathi seconded the motion. **The motion carried unanimously.**

Kathi asked about the County's contribution to YVHA. Jason said that the \$35,000 contribution had been received today. Roger corrected that "Preserves" on the last page of the minutes should be "Reserves."

**MOTION**

Kathi moved to approve minutes of August 24, 2017, as amended, and to approve the financial statements as presented. Catherine seconded the motion. **The motion carried unanimously.**

**EN RE: STAFF REPORTS**

Jason referred to the staff report included in the packet. He noted that the roof replacement project at Hillside had begun.

Jason said that he had been working on the TABOR notice in preparation for the upcoming ballot measure, and noted how complicated the process is. He said he was also working with Chris Catterson on establishing the estimate for revenue reporting to avoid any possibility that rebates would have to be issued.

Jason said that he was preparing the annual update for City Council and the Board of County Commissioners. He reviewed the Reserves Grand Opening held earlier in the day. He noted that the event had served the purpose of demonstrating to CHFA and the Division of Housing that YVHA intends to pursue more projects.

Jason reviewed the upcoming agendas. He said that the October meeting would need to be rescheduled due to a conflict with the Colorado Housing Now Conference. The YVHA meeting was rescheduled to October 19<sup>th</sup>.

**EN RE: ADJOURNMENT**

**MOTION**

Kathi moved to adjourn the regular meeting of the Housing Authority. Mike seconded; the motion carried unanimously. The meeting was adjourned at 2:00 p.m.

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

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Sarah Katherman, Minute Taker

  
Roger Ashton, President