

YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING
September 13, 2018

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, Roger Ashton, Cole Hewitt, Kathi Meyer, Trish Sullivan, Mike Beyer, Rachel Hassell, Luke Carrier, Mark Scully, Sheila Henderson and Chris Slota. Dick Banks participated via phone. Doug Monger was absent.

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

EN RE: PUBLIC COMMENT

No public comments.

EN RE: BOARD MEMBER COMMENT

Catherine and Kathi congratulated Cole on getting married over the weekend.

Chris congratulated Jason on his award for Young Professional of the Year and stated that he did a fabulous job representing the organization at the event. The board also gave congratulations.

Kathi reported that City Council has recognized YVHA's Board of Directors for their community services and that City Council is looking to reward them with some sort of benefit. The benefit has yet to be determined.

Kathi mentioned at City Council has created an ad hoc committee to explore the impact of vacation rentals. The Policy Team will engage with this committee to explore the impacts to long term rental housing.

Luke asked Kathi if City Council has made a decision regarding the West Steamboat neighborhood. Kathi stated that it is an agenda item for the next City Council meeting.

Sheila stated that they are no longer accepting applications at The Reserves due to the current list being well over 200. However, she has a list of roughly 50 families on the back up list.

EN RE: CONSENT AGENDA

The following items were presented on the consent agenda:

- a. Review and approval of the August 9, 2018 minutes
- b. Review and approval of balance write-offs for July 2018
- c. Review and approval of the check register for July 2018
- d. Review and approval of the leave report for July 2018
- e. Review and approval of financial statements for July 2018

MOTION

Chris moved to approve the consent agenda, as presented. Kathi seconded. **The motion carried unanimously.**

EN RE: STAFF REPORTS

Jason reported that he travelled to Denver and presented to CHFA (Colorado Housing and Finance Authority) with Adam Morgan and Matt Gillam regarding the application for the LIHTC project near Walgreen's

(currently known as "Alpenglow Village"). He said that it went really well and he felt the feedback was very positive. CHFA will decide by the end of the month.

EN RE: FINANCIAL TRAINING WITH COLE HEWITT

Cole briefed the board that he wants all board members to have general knowledge of how our accounting works. He stated that government accounting runs differently than most other businesses. In April Cole had a chance to go over the basics with new board members. He stated that the housing authority has fiscal oversight of the \$10Million+ in assets of the authority. We run our organization based off of fund accounting. He stated that if you are unfamiliar with the standards you can go to the Governmental Accounting Standards Boards' (GASB) website and they have beneficial tutorials. The areas of interest are going to be Net Assets, Statement of Activities and Governmental Funds.

Currently YVHA consists of four major funds and one non-proprietary fund. The funds are our General and Administrative Fund, Development Fund, Fish Creek Mobile Home Asset Fund, and Hillside Village Apartments Asset Fund. The non-proprietary fund is our Down Payment Loan Assistance Fund. Jason pointed out that we do not have a fund for The Reserves because we do not own The Reserves. You will notice that there is a line item on the development balance sheet titled Investment in LLC. This line item represents the .00001% of ownership in the project that YVHA has. Once the tax credits have expired, should YVHA choose to purchase The Reserves from the investor, it would become a proprietary fund similar to FCMH or Hillside.

EN RE: STRATEGIC TOPIC: 2019 BUDGET WORKSHOP

Jason stated that after the training with Cole going through the 2019 budget should make more sense to the board. He stated that you will notice 4 columns on the budget; the 2018 Current year Budget, January – August 2018 (YTD) Actuals, Projected Current year budget, and Future Year 2019 Proposed Budget. Cole wants to walk through each fund and explain the changes that were made and why.

General Fund: Payroll has increased with the expectation that all employees will hit their step up as well as including the Consumer Price Index (CPI) adjustment for 2019. The CPI has been set at 3.2%. Jason noted that Routt County follows the CPI in alignment with Denver-Aurora-Lakewood, Colorado. The CPI takes the last 6 months of 2017 and the first 6 months of 2018 to set the next year adjustment percentage. Jason stated that you will see a large increase in training. This has been expressed as an important area of the organization to maintain education for both staff and board members. The Audit cost has also increased in anticipation of bringing in the new Auditor. The last major increase is board expense. This covers board lunches and strategic planning sessions.

Development Fund: One of the larger line items is going to be where the 5A funds are coming in. Jason pointed out that we will not be getting backfill from the URA for 2017. Kathi questioned this as the information that she was presented with stated otherwise. Kathi is going to have a conversation with Kim Weber regarding the matter. The last major line item is the treasurer fee. This is the 3% that the county takes from our 5A funding.

Hillside Village: Jason stated that per USDA the rental income will always be set at \$412,392.00. How much of the funds are split between rental income and subsidy rent income, we won't know exactly. Obviously, this is based on the tenant and what they can afford, per them paying 30% of their income and USDA backfilling their rents. An important item line is the annual capital budget, we are working with Mike and the property management work team to get a better idea of what this number will be. Capital projects for next year are going to include

redoing the sidewalks and adding some drainage ports to help with snow melt and water run-off. Per the information Kathi gave us, we have adjusted the cost of water and sewer accordingly.

Fish Creek: The lot revenues have been adjusted per the 2% increase in rents that will happen in 2019. Notices have to go out to tenants by November 1, 2018. Again, water and sewer have been adjusted accordingly to the price increase that is expected to happen next year. It is noticed that the larger line items are in regards to the loans that we have on the park.

Down Payment Assistance Fund: Jason stated that he expects to do three or four new loans with the expanded DPA program in 2019.

EN RE: DISCUSSION OF EMPLOYEE BENEFITS BENCHMARKING

This subject was tabled until the October 11, 2018 meeting due to time constraints. The Executive Team was directed to review the details of this item and provide a recommendation to the Board.

EN RE: ADJOURNMENT

MOTION

Chris moved to adjourn the regular meeting of the Housing Authority at 2:20 p.m. Kathi seconded; the motion carried unanimously.

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

Alyssa Cartmill, Minute Taker



Roger Ashton, President