

YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING

January 10, 2013

Rich Lowe, Yampa Valley Housing Authority Board President, called the regular monthly meeting of the Yampa Valley Housing Authority to order at 12:10 p.m.

Board members present: Catherine Carson, Kathi Meyer, Scott Myller, Trish Sullivan, Kristi Brown, and John Spezia.

Others present: Jason Peasley, Yampa Valley Housing Authority Executive Director, and Anne Pagano, Drexel, Barrell and Company. Dee Bolton recorded the meeting and prepared the minutes.

EN RE: ELECTION OF OFFICERS

Rich stated that at the December Housing Authority Board meeting a slate of officers was presented to the Board. He called for other nominations. None were forthcoming.

MOTION

Trish moved to accept the slate of officers for the Housing Authority Board of Directors for 2013 as follows:

Kathi Meyer, President
Rich Lowe, Vice-President
Catherine Carson, Secretary-Treasurer

Kristi seconded; the motion carried unanimously.

Rich thanked the 2012 officers for their service. Catherine commended Rich for his fantastic job as President.

Rich stepped down as President; Kathi assumed office and presided over the remainder of the meeting.

EN RE: STRATEGIC TOPICS

FISH CREEK MOBILE HOME PARK UTILITIES PROJECT

Jason introduced Anne Pagano, who had worked on the original design of the project to replace the water and sewer lines at Fish Creek Mobile Home Park. Jason said that he and Scott had been discussing the manner in which the project could go forward. They recommended that the Housing Authority Board contract for engineering services so as to obtain bids for the project and establish what the cost of the project would be and have a design that would be completed, after which grants could be sought to fund the construction of the project. The Housing Authority had funds available for the engineering phase. He was awaiting information from DOLA as to the funds that might be available for the project and the timing, the requirements, and the likelihood of the project being funded. He was concerned

that since grant funding was uncertain, the infrastructure could fail and put the Housing Authority in an emergency situation. He said that a plan for the funding of the project should be devised.

Kristi noted that Mary Alice had thought that the DOLA grant was quite likely. Based on that assumption, Kristi advocated waiting for a grant award from DOLA to fund the engineering aspect of the project if that award were not too far into the future. With that approach, the \$57,000 for the engineering cost would be paid, and the Housing Authority would have those funds available for part of the remainder of the project. Rich agreed that waiting a month or two for an answer from DOLA was wise. Jason said waiting that time period would be acceptable since survey work could not occur until spring, and if the goal were to begin construction in 2014, the engineering work could go forward during the summer of 2013, which would allow time for further grant research and land sale arrangements.

Catherine asked whether the project could be phased in sections. Anne replied that doing the project in sections would be more costly since contractor-set-up would have to occur more than once. She said that if the projects were to begin in the spring with the survey work, grant potential could be explored, then later in 2013, the engineering could occur. Then bids could be solicited in February or March, 2014. She said that the preliminary survey/engineering work had been conducted in July, 2011 and a report had been submitted to the Housing Authority. Coordination with the City of Steamboat Springs and Mt. Werner Water still had to occur. She recommended Alternative 5 in the report mentioned.

Scott said that he had followed up on Mary Alice's research last September, and he felt less confident than she that the grant was a certainty. DOLA had indicated that it was a last resort after all other options had been exhausted. He recommended that Jason wait for a response from DOLA; he thought that waiting two months was not too risky but was the maximum time that the Housing Authority should wait. He thought that if only the water/sewer project were being considered, it could occur within one season. He noted, however, that the sale of land, which would be a funding source for the project, was a PUD subdivision process that would take months to complete. He suggested that the Housing Authority consider how the remainder parcel could be developed. Jason added that the water/sewer project and the sale of land were connected in terms of the current funding plan. He agreed that the Housing Authority had to decide how the land would be developed for zoning purposes. He stated that the utility project design had little bearing on the development of the land, but the City would not allow the sale of units unless the utility project had at least begun.

By consensus, the Board determined to wait one month to obtain additional grant funding information, after which funds would be allocated for the engineering phase of the project.

DREXEL, BARRELL & COMPANY CONTRACT

The Board reviewed the Drexel, Barrell revised proposal for the sewer main replacement design at Fish Creek Mobile Home Park. Kathi asked about the survey work. Anne stated that the survey was topographical but also included the infrastructure. Kathi asked whether a less expensive local surveyor could be hired for the survey work. Anne replied that that would be no problem; Drexel, Barrell had worked extensively with local surveyors; she would be amenable to soliciting bids from local surveyors for the survey work.

Page 2013-2

January 10, 2013

DRAFT--Yampa Valley Housing Authority Board Minutes

The \$9,800 quoted for survey work in the proposal was the cost for a Drexel surveyor to come from Denver. If a local surveyor were hired, Drexel's insurance would cover that. Kathi observed that if the survey work were lower, and Item 7, a \$5,000 allowance for occasional construction observation, occurred during construction, the initial engineering estimate could be considerably lower.

Anne explained that after the final design had been completed, Drexel would provide an engineer's cost estimate for the construction of the project, which would be contingent on several factors but should be fairly accurate.

By consensus, the Board agreed to table the signing of the contract with Drexel, Barrell and Company for engineering services at Fish Creek Mobile Home Park until the February, 2013 Board meeting.

Anne exited the meeting at this time.

STRATEGIC PLANNING

Kathi said that the adoption draft of March 8, 2012 of the Yampa Valley Housing Authority Strategic Plan had never been adopted. She recommended that this day's discussion of the Plan focus on the Plan itself as well as the financial aspect of the Plan. Then the Financial Plan should be discussed in terms of how to approach the use of the Community Housing funds.

Catherine noted that the Strategic Plan needed to be updated in regard to Board members, etc. She asked that a third bullet be added maintenance of our current assets. She queried whether First Tracks and the tax credit program should be specifically mentioned when the Housing Authority's partners were listed. The Board determined that specificity was not necessary.

Catherine said that the Housing Authority managed property well. She wondered whether the management of Mountain Village should be noted in the Plan. Kathi said that Mountain Village had not been approached by the Housing Authority as yet. Rich replied that promoting that service would require the Housing Authority to hire additional staff. He thought that the conversation should be continued but not included in the Plan at this juncture. John offered that the cost of hiring additional staff should be weighed against the potential income that could be anticipated. Jason added that the Housing Authority's mission was to create new affordable housing rather than managing existing projects.

Catherine suggested that on Page 8, under the 'Provide leadership' item, the Council on Aging should be included to acknowledge the increased need for affordable housing for the elderly.

Rich thought that the mention of the Iron Horse Inn on Page 8 should be removed from the Plan for the present. Trish agreed and noted that if the City asked the Housing Authority to become involved, the Board could consider the City's proposal if and when it was proffered.

Catherine said that realtors should be informed and educated about the down-payment assistance program. Jason stated that he had met with the Board of Realtors earlier this

week. Rich and Kathi thought that outreach to the Board of Realtors and to lenders could be an action item of the Plan.

Catherine said that the current programs and Fish Creek should be mentioned in the strategies. Jason responded that if the Housing Authority could tap into the City's funds, the Housing Authority could transition out of the limited service model and begin to make strategic moves. He said that the money in those funds was intended to create housing, which was the reason developers paid those fees in lieu of building units or buying down existing units.

Catherine asked whether, on Page 27, the possible refinancing of the Elk River property should be mentioned. Board members replied that the property had already been refinanced.

Jason suggested that too much detail in the Strategic Plan might cause it to lose its effectiveness. He said that the Plan could be condensed to state the Housing Authority's goals and objectives and the projects it wanted to work on and more clearly convey the Housing Authority's message, particularly since the ways in which those objectives were accomplished was always evolving. Being succinct would not burden the Plan and its length. Rich agreed that the Executive Summary captured the essence of the Housing Authority's goals and activities. He thought that names and numbers should be updated, then only the first nineteen pages should constitute the Plan. Jason said that the Plan could be the Housing Authority's vision and include its priorities if the funds held by the City were available to the Housing Authority. Kristi added that much of the detail in the Strategic Plan before the Board would be included in the Annual Report to the City and the County.

By consensus, the Board directed Jason to condense the Strategic Plan and present it for adoption at the February Board meeting.

Kathi asked how the City could best be approached for the use of its Community Housing funds. She said that the Fish Creek project could be one for which those funds could be used, especially as matching funds to note in grant applications. Scott thought that if the funds were sought as a loan, the City would more readily grant them for the water/sewer project than if they were to be given to the Housing Authority. Jason explained that the City and the County had originally intended the funds to be used as a revolving plan, but no solid plan or purpose for the use of those funds had ever been established. He noted that some of the funds had been used by other organizations. He said that the key consideration for the Housing Authority was to determine how it would achieve its goal of creating more affordable housing since the fund was for building affordable housing. He thought that the City should be approached when the Housing Authority had a specific use or project decided. Rich stated that the Housing Authority's first obligation was to take care of the assets that it had. He thought that the City funds could be seed money for the Fish Creek project. Scott asked whether the land sale would create lots that would be deed-restricted.

Catherine thought that the definition of the use of the funds was so broad that no organizations had asked for it. Kathi commented that at present, existing housing could be purchased cheaper than building new housing so no requests for the funds were being made because no one was creating new affordable housing. John stated that the Board should review the existing definition before speculating on what the funds might be granted for.

Kathi recommended that the definition be obtained and then the discussion continued. She saw no immediate threat to the use of the funds. Kristi recommended that the most pressing house type needed and price ranges should be determined, then the Housing Authority could devise a project that would address that need within those affordable ranges. Board members agreed that a discussion of the database, its purpose, the people it served, and its usefulness, would be an excellent Strategic Topic for a future Board meeting. Jason said that at present, the database was a reservoir of information pertaining to the people currently being served by the Housing Authority. For it to be a clearinghouse of available units and potential renters would be a big undertaking and would require more staff to accomplish. Kathi stated that it was assumed that the sale of the lots would fund the Fish Creek project. The database information would establish whether that assumption was correct. Jason said that when he conducted a build-out analysis, he had determined that no inexpensively-priced lots in the \$100,000 range were available in Steamboat.

Kathi stated that City funding and the database would be further discussed at future Board meetings.

EN RE: BOARD SUB-COMMITTEE APPOINTMENTS AND MEETING DATES

Kathi said that there were two or three vacant seats on the Housing Authority Board at present. The committees also had openings. Board members were required to serve on at least one committee but could serve on more than one. John stated that he should be listed on the New Projects Committee; Catherine volunteered for the Fish Creek Mobile Home Committee. Jason stated that Johnny would like to be on the Strategic Planning Committee.

Kristi suggested that Strategic Planning, New Projects, and Public Relations be combined. Kathi recommended combining the New Projects, Strategic Planning, and Executive Committees or merging Public Relations and Strategic Planning for the present. She asserted that 2013 was the year to reinvigorate public relations in the community. Rich thought that a major overlap existed in the Strategic Planning and Executive Committees. Board members decided that if a project, particularly one related to the Elk River property developed, the New Projects Committee could resume meeting on its own.

The Board discussed combining the New Projects Committee with the Executive Committee and discontinuing Strategic Planning Committee meetings for the present. Jason suggested cancelling the New Projects Committee meetings until a new project arose and eliminating Strategic Planning Committee meetings for the present because the topics under its purview were usually discussed by the full Board. He thought that debt restructure was a topic that needed to be addressed. Kathi said that that task could be assigned to the Finance Committee. By consensus, the Board decided to keep all of the committees in place but to suspend Strategic Planning and New Projects meetings until they had an item to address. Times for committee meetings would remain the same as listed in the agenda packet.

In regard to Board members inviting individuals to serve on the Housing Authority Board, Catherine reported that Steve Lewis was interested but too busy. Kathi said that Loui Antonucci would discuss his interest in March. Rich said that Charlie Parnell was not interested in serving on the Board. Catherine announced that Tim Corrigan was the County's representative on the Board. Kathi noted that individuals had been solicited since the City had advertised for letters of interest and none had been received. Jason added that small

business, attorney, and real estate were the categories to ideally be filled by the vacant seats on the Board.

EN RE: SUNSHINE RESOLUTION

Kathi said that the posting of notices for Housing Authority Board meetings were the bulletin board outside the Clerk and Recorder's Office in the Historic Courthouse, the Commissioners' bulletin Board in the Historic Courthouse, and the bulletin board outside the City of Steamboat Springs offices. By law, every year the locations for posting of notices had to be established by resolution.

MOTION

Rich moved to adopt and authorize the President to sign Resolution 2013-001, Resolution Designating the Place for Posting of Notices of Meetings of the Yampa Valley Housing Authority in Accordance with C. R. S. §24-6-402. Kristi seconded; the motion carried unanimously.

EN RE: PUBLIC COMMENT

No members of the public were present.

EN RE: CONSENT AGENDA

The following items were presented for approval and signing on the consent agenda:

1. The minutes of the Housing Authority Board meetings of December 13, 2012, and
2. The November, 2012 Financial Statement.

Kathi asked whether anyone wished to remove for discussion any of the items on the consent agenda. No one removed any item.

MOTION

Rich moved to approve the consent agenda, as submitted. Kristi seconded.

Under discussion, Catherine said that other than some adjustments on the year-end financials, the receivables looked great, for which she thanked Jason, Sandy, and Becca.

The motion carried unanimously.

EN RE: COMMITTEE AND STAFF REPORTS

Jason said that most of his comments and Kate's were in the agenda packet. He noted that the First National Bank had responded in regard to the Elk River loan. He reported that the bank was requesting copies of the documents from the Fish Creek, Hillside, and Oak Creek notes held by the Housing Authority. The Board members had no objections about providing those documents. Jason said that he also had stopped the auto-payment on the Elk River note so henceforth, payment checks would be hand-delivered to the bank.

Jason said that no written response had been received from the bank. Kathi reported that she had sent a letter more than a month ago stating that the Housing Authority wanted to meet with senior management to discuss renegotiation of the loan.

Kathi said that a local developer had contacted her to request a copy of the most recent Elk River appraisal and a copy of the original Planning approval.

Catherine asked whether Becca could be asked to write a monthly staff report to the Board. By consensus, the Board agreed to that suggestion.

Kristi asked how many down-payment assistance loans had been granted in 2012. Rich said that one had been approved.

Upcoming committee meeting will be as follows:

Executive Committee, January 29th

Financial Committee will switch from the second Friday to the first Friday of the month.

Mobile Home Parks, February 4th or sooner.

Hillside Village, February 11th

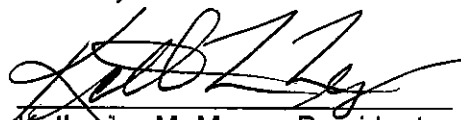
New Projects, cancelled

EN RE: ADJOURNMENT

At 2:15 p.m., Kristi moved to adjourn the Housing Authority meeting. John seconded; the motion carried unanimously.

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


Dee Bolton, Minute Taker


Katherine M. Meyer, President