

YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING
July 14, 2016

Cole Hewitt, Yampa Valley Housing Authority Secretary/Treasurer, called the meeting of the Yampa Valley Housing Authority to order at 12:05 p.m.

Board members present included: Kathi Meyer, Catherine Carson, Cole Hewitt, John Spezia and Craig Melchow. Roger Ashton and Doug Monger joined the meeting in progress.

Others present included: Jason Peasley, Yampa Valley Housing Authority Executive Director; B Torres, Executive Assistant; and prospective board member Mike Beyer. Sarah Katherman prepared the minutes.

EN RE: PUBLIC COMMENT

There was no public comment.

EN RE: BOARD MEMBER COMMENT

There were no Board comments. Because the meeting was begun without a quorum, the agenda was rearranged to begin with an item that would not require action.

EN RE: COMMUNITY HOUSING STEERING COMMITTEE UPDATE

Jason stated that the last meeting of the Steering Committee, held on July 6th, was primarily devoted to preparing for the Kick-off Open House to be held on Monday, July 18th from 5:00 – 7:00 at the Community Center. Jason said that the working groups, which would be formed at that meeting, would start their work that night. He reviewed that following about two months of investigation, the working groups would make their recommendations to the Steering Committee, which would then present the findings to community, City Council and the Board of County Commissioners in December. Jason strongly encouraged all YVHA Board members to attend the kick-off event.

Catherine suggested that there should be YVHA Board representation on each of the working groups. It was determined that Roger would participate in the entry-level housing group, Cole would participate in the move-up group, Catherine would participate in the very low-income group and Trish would participate in the seasonal housing group. Jason added that the City and County Planning Departments would be involved and would be present at the meeting on Monday, as would the Hayden Town Manager and representatives of the development community. He said that Mary-Alice would participate, but is unable to attend the first meeting. In response to a question regarding the role of YVHA, Jason offered that not only would YVHA advocate for the recommendations of the working groups, it would be involved in the implementation of the recommendations. Roger reported that an article on the kick-off meeting would be on the front page of the *Steamboat Today* Monday and that there may also be an editorial on the issue in Sunday's *Pilot*.

EN RE: DISCUSSION AND DECISION ON YVHA EXECUTIVE DIRECTOR COMPENSATION

It was determined that an executive session was not needed. Doug presented the recommendation of the Executive Committee to set the Executive Director's pay at step 7 of the approved salary schedule, retroactive to January 1, 2016, with a decision to be made about moving Jason up a step in November, following an annual performance review with the Executive Committee. Catherine asked how the additional payroll expense would be budgeted. Doug said that a supplemental budget may be necessary. He noted that the step system provides predictability for both the employees and the organization. He reviewed how the survey was conducted to determine the salary mid-point and noted that each step represents a 3% increase from the mid-point. Salaries are capped at step 11 until another survey is completed to adjust the salaries to match the market. Catherine said that

the YVHA Board should also look at employee benefits to ensure that they are also in line with market. Doug agreed that fairness, the market and the budget all must be considered.

MOTION

Cole moved to set the executive Director's salary at step 7 of the adopted salary schedule, retroactive to January 1, 2016. Moving the Executive Director's salary up a step will be considered in November, following a performance review to be conducted by the Executive Committee. John seconded the motion. **The motion carried unanimously.**

EN RE: MID-YEAR REVIEW OF THE STRATEGIC PLAN

Jason noted that many strategic goals and underlying tasks laid out in the Strategic Plan for 2016 could be checked off. He noted that the Elk River LIHTC project was on schedule and that he is receiving weekly updates on the progress. He said that if everything goes exactly as planned and the project remains on schedule, housing units would be delivered in February of 2017. Jason said that the contractor is moving fast and doing a great job.

Jason offered that the major initiatives that have not yet begun are the expansion of educational programs and marketing (goals #2 and #3). He suggested that it would also be appropriate to begin looking into what the next project might be. Roger said that any exploration of future projects should wait until the Steering Committee and working groups finish their work and make their recommendations. Catherine offered that investigating some small-scale projects and land opportunities such as the Sierra View lots, the City-owned lot near the hospital and a possible US Forest Service land swap could be initiated. Jason added that it would also be appropriate to explore the feasibility of other ways to use LITCs, noting that with the information from the Elk River project, it would not be difficult to run a pro-forma on a potential site. He offered that looking at the availability of land and exploring funding options would be appropriate for YVHA to do while the Steering Committee is doing its work. Doug stated that YVHA should limit its exposure. In response to a question from Doug regarding the state tax-free status of the Elk River project, Jason said that the House Bill will not take effect until August 10th. The project will have to pay taxes and then request a refund. Jason said that there are some smaller state grants for housing projects and other tax credit options and activity bonds that would be worth investigating, so that YVHA is ready to respond when the recommendations of the Steering Committee are delivered. Roger asked where the research Jason is discussing would fit into the Strategic Plan. Jason offered that it would be included in goal #4, building relationships, noting that the funding mechanisms would involve partnerships.

Kathi and Craig each asked about the expansion of marketing and education. Jason offered that the research he discussed could be accomplished while still focusing on marketing and education. Kathi stated that a program to help people navigate the process of buying a home: homebuyer education, loan applications, credit counseling, etc. was needed. She suggested that there may be a way to offer rebate scholarships for completing online courses. Catherine agreed that the YVHA website should be developed into a "one-stop shop" for housing information. Jason stated that the committees need to meet now that the Elk River project is underway.

Citing Goal #1, Catherine noted that there are trailers at Fish Creek Mobile Home Park that are in very poor condition, offering that YVHA should investigate grants or other possible replacement solutions. In response to a comment from Doug, Jason said that money is being set aside for the next replacement of the water and sewer system. He reviewed the contribution program. Kathi added that a new trailer was about to be placed at Fish Creek. Jason said that he would look into mobile home purchase options. Doug stated that another evaluation of the Strategic Plan, to include resetting the goals for 2017 should be scheduled for the fall after the Steering Committee process is complete.

Because Doug had been absent for the Elk River project update, Jason reviewed the progress. There was discussion of YVHA touring the construction site.

EN RE: CONSENT AGENDA

The following items were presented on the consent agenda:

- a. Review and approval of the June 9, 2016 minutes
- b. Review and approval of balance write-offs for May 2016
- c. Review and approval of May 2016 financial statements

Kathi requested that item c. be pulled from the consent agenda.

Kathi noted that both Hillside and Fish Creek properties have expended 100% of their snow removal budgets for 2016, with the fall approaching. Jason noted that in a year like last year, the snow removal budget gets spent very quickly due to the need for roof shoveling and snow hauling. Catherine added that the snow storage area at Fish Creek will also be eliminated with the installation of the new trailer, so more hauling may be needed. Increasing the budget for snow removal will be considered at the committee level.

MOTION

Kathi moved to approve items a – c of the consent agenda, as presented, noting her comment regarding the snow removal budgets for Hillside and Fish Creek. Catherine seconded the motion. **The motion carried unanimously.**

EN RE: STAFF REPORT

Jason reported on the progress being made toward the placement of the new trailer at Fish Creek. He said that applications were being accepted for the placement of a new trailer, to be followed by a lottery to select the new resident. He added that the shed that had been on lot #7 has been relocated to Hillside.

Kathi noted that there is a strong wait list at Hillside. Jason reviewed the stair replacement project that is underway and will be completed in 2016, probably under-budget. He also reviewed that the project had been delayed when the local contractor left town.

The upcoming meeting schedule was reviewed. Jason noted that efforts to collect on Lot #64 was still underway.

EN RE: FUTURE STRATEGIC TOPICS

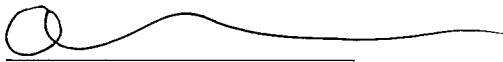
Jason said that Bob Weiss would conduct a directors and officers training next month. Future topics will include the 2017 budget, which is currently in draft form. He noted that the requests for contributions from the City and County have been reduced by \$5000 each. He said that the YVHA update to the City and County is usually done in August, noting that it would be preferable to conduct the review at a joint meeting of City Council and the Board of County Commissioners. Jason will contact Julie and Helena to begin planning for the next joint meeting.

EN RE: ADJOURNMENT

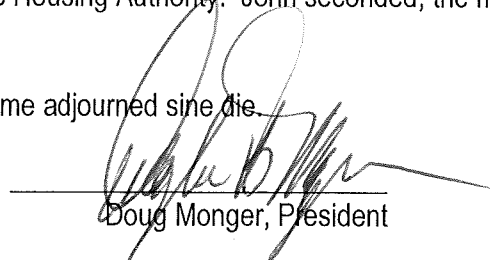
MOTION

Cole moved to adjourn the regular meeting of the Housing Authority. John seconded; the motion carried unanimously. The meeting was adjourned at 1:30 p.m.

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



Sarah Katherman, Minute Taker



Doug Monger, President