

**YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING**  
**January 12, 2008**

Mary Alice Page-Allen, President, called the public meeting of the Yampa Valley Housing Authority Board of Directors to order at 12:10 p.m.

Board members present: Kathi Meyer, Nancy Stahoviak, Tony Seaver, Kristi Brown, Trish Sullivan, Ed MacArthur, and Scott Myller. Eric Smith joined the meeting after it had begun.

Others present: Curtis Church, YVHA Project Manager; Donna Howell, YVHA Executive Director; Brandon Gee, Steamboat Today, and Summer Deane, YVHA Administrative Assistant. Bud Rogers joined the meeting after it had begun. Dee Bolton recorded the meeting and prepared the minutes.

**EN RE: INTRODUCTION**

Mary Alice introduced and welcomed Donna Howell, the new Executive Director of the Yampa Valley Housing Authority.

**EN RE: REVIEW AND APPROVAL OF MINUTES**

The December 13, 2007 draft meeting minutes were reviewed and no changes were suggested.

**MOTION—APPROVAL OF MINUTES FOR DECEMBER 13, 2007**

Kristi moved to approve as written the minutes of the Yampa Valley Housing Authority regular meeting of December 13, 2007. Kathi seconded; the motion carried unanimously.

**EN RE: PUBLIC COMMENT**

Mary Alice called for public comment on any topics not on the day's agenda. No public was in attendance at that time. Mary Alice closed public comment.

**EN RE: ELECTION OF OFFICERS**

Mary Alice said that the Housing Authority By-Laws stipulated that officers of the Board of Directors of the Yampa Valley Housing Authority served one-year terms that coincided with the calendar year. Thus, all three officers' terms were slated for re-election at the first meeting of each year. She noted that officers could serve three consecutive terms.

Nancy asked whether any of the officers on the Board wished to vacate their positions. No responses were offered.

**MOTION—ELECTION OF OFFICERS FOR 2008**

Ed moved to elect Mary Alice as President of the Board of Directors, Tony as Vice-President, and Kathi as Secretary/Treasurer for terms of one year for the calendar year 2008.

Nancy seconded.

Under discussion, Mary Alice noted that continuing to serve after as President after today was contingent on her reappointment to the YVHA Board by the Board of County Commissioners and the City Council.

The motion carried unanimously.

Eric joined the meeting at this time.

#### **EN RE: POSTING OF MEETINGS RESOLUTION**

Mary Alice reviewed the resolution for posting of notices of meetings of the Yampa Valley Housing Authority. She noted one typographical error.

#### **MOTION—NOTICE OF POSTING PLACES FOR MEETINGS RESOLUTION**

Tony moved to adopt as amended and authorize the President to sign Resolution 2008-001, Resolution Designating the Place for Posting of Notices of Meetings of the Yampa Valley Housing Authority in Accordance with C. R. S. Section 24-6-402. Trish seconded; the motion carried unanimously.

#### **EN RE: SALARY RANGE FOR THE PROJECT MANAGER POSITION**

Mary Alice reviewed the December 28, 2007 memorandum from the Executive Committee that stated that an Employee Performance Evaluation was completed on Curtis Church as Interim Director of the Housing Authority. She thanked Curtis for his fine effort in that capacity. She stated that the Executive Committee had also evaluated Curtis's performance as the YVHA's Project Manager and had discussed the salary range for that position, to which Curtis would return since Donna had been hired as the Executive Director. The Executive Committee recommended that the Project Manager job description be revised to reflect additional responsibilities; that the salary range for the position be increased, and that Curtis Church be paid \$65,000 as Project Manager, beginning January 1, 2008, based on his experience, the increase in job responsibilities, and the time that Curtis had worked for the Housing Authority. She noted that prior to becoming Interim Director, Curtis's salary was \$56,000 per year.

Kristi asked whether the job title would change. Nancy responded that the recommendation was that Curtis and Donna would review the job description to determine whether further revisions were necessary.

#### **MOTION—INCREASE OF PROJECT MANAGER SALARY RANGE**

Eric moved to accept the recommendation of the Executive Committee and approve the salary range increase of the Project Manager position from a range of

\$49,000 to \$58,000 to a range of \$59,000 to \$68,000, due to the added responsibilities of property management. Nancy seconded; the motion carried unanimously.

Donna stated that other personnel issues needed to be discussed.

#### **MOTION—EXECUTIVE SESSION**

At 12:21 p.m., Tony moved to enter executive session pursuant to C. R. S. 24-6-402(4)(f), to discuss personnel matters.

Ed seconded.

Under discussion, Nancy noted that Board members and staff members Curtis and Donna would be included in the executive session.

The motion carried unanimously.

The executive session adjourned at 12:40 p.m. Nancy stated that only personnel matters were discussed and no minutes or formal actions were taken during the executive session.

#### **MOTION—INCREASE OF SALARY FOR CURTIS CHURCH, PROJECT MANAGER**

Nancy moved to increase the salary for Curtis Church as Project Manager from \$56,000 to \$65,000 per year, to be effective January 1, 2008, and to direct the Executive Director to work with Curtis to review and revise the Project Manager job description, and, based on that revised job description, to conduct a salary survey to determine whether the salary range set this day was appropriate and whether the \$65,000 salary approved for Curtis was appropriate, and to return to the Board of Directors with a recommendation regarding those issues. If a recommendation is made to change the salary for Curtis approved this day, that change would be effective as of January 1, 2008. Tony seconded; the motion carried unanimously.

Bud Rogers joined the meeting at this time.

#### **EN RE: FINANCIAL CONSULTANT'S REPORT**

Donna said that Don Taylor had been contracted to review the financial records of the Housing Authority. Mr. Taylor anticipated that his report, which would include recommendations for resolving issues of concern, would be completed the following week. His January 6, 2008 letter, which provided the status of his findings to date, had been e-mailed to all Board members. Donna planned to review Mr. Taylor's report with him; they would both meet with the Finance Committee, then a recommendation from the Finance Committee would be presented to the full Housing Authority Board.

Kristi asked whether the quality of the accounting/record-keeping had improved since Summer had been hired. Donna stated that that would be part of Mr. Taylor's analysis and might be a part of a possible solution that he would offer. In response to a

question, Kathi said that she would reserve her comments until Mr. Taylor's report had been received.

Donna suggested that the report should be completed prior to responding to the Catterson & Company, P. C. engagement letter for auditing services. She noted that Mr. Taylor's contract was for forty hours, which he had exceeded, but that he continued to provide his services without additional charge.

Nancy said that the Board had given authority to the Finance Committee to engage Mr. Taylor to further review the YVHA's books. She believed that the Finance Committee could determine whether further compensation was warranted.

#### **EN RE: BOARD APPOINTMENTS**

Mary Alice said that Scott Myller, Steve Ivancie, and Loui Antonucci would be the three City Council members who would, along with the three County Commissioners, comprise the Appointment Committee that would meet on January 31, 2008 to interview the nine applicants who had expressed interest in filling the three vacant seats on the Housing Authority's Board of Directors. Mary Alice noted that Eric Smith had not reapplied, but would like to continue serving on the New Projects Committee. She thanked Eric for his service on the Housing Authority Board of Directors.

Kathi noted that the City and the County would then accept or reject appointments made by the Committee.

#### **EN RE: AGENDA TOPICS FOR JOINT MEETING WITH CITY COUNCIL**

Mary Alice stated that Donna had suggested to the Executive Committee that a pre-joint meeting including two representatives from the Housing Authority, the City Manager, two members of the City Council and herself be held the following week in preparation for the joint meeting of the Housing Authority, the Board of County Commissioners, and the City Council that would occur on February 12, 2008, from 5:00 p.m. to 7:00 p.m. The Executive Committee agreed with the suggestion. She said she had asked Tony to be one of the YVHA's representatives and he had agreed. She asked whether any other Board member wished to represent the Housing Authority. No one volunteered. Mary Alice offered to be the second YVHA representative.

Donna reviewed her January 7, 2008 summary of the YVHA Executive Committee meeting at which a list of proposed topics for the joint meeting had been developed. She noted that one item, Proposed Changes to IGA, had been added. The summary had been forwarded to Loui Antonucci, but the City Council had not yet discussed the list. The goal of the pre-joint meeting would be to have a candid, productive conversation regarding on-going issues. Kathi said that the meeting would be a pre-planning meeting to clarify purpose and focus. Mary Alice hoped that the outcome of the meeting would be that direction would be provided. Nancy noted that the County Commissioners were full and equal participants in the meeting. She requested that any suggested changes to the IGA be shared with the Commissioners prior to being submitted in final document form to be recommended for approval at the

joint meeting Tony stated that the goal of the pre-planning meeting was to establish a process by which issues could be resolved at the joint meeting. Mary Alice said that as well as process, discussion points and options should be established.

Scott stated that during Public Comment at the last City Council meeting it had been stated that the Housing Authority's mission statement did not allow for policy engagement. Nancy offered that that topic was covered under Roles and Responsibilities and the Review of a Multi-Jurisdictional Housing Plan. She read the mission statement and said that the YVHA Board should determine the direction, recommendations on regulations, and policy to be provided all governmental bodies.

#### **EN RE: 2007 AUDIT ENGAGEMENT LETTER**

Donna cited the January 7, 2008 Catterson & Company, P. C. proposal letter for the provision of a financial statement audit. She noted that an annual audit of the Housing Authority's records was required. She reiterated that the YVHA's accounts should be reconciled prior to the initiation of the audit; that Don Taylor's report would be completed the following week, and that recommendations for organizing the financial records so that they could be audited would be part of that report, which would be evaluated by the Finance Committee.

Nancy noted that the audit had to be submitted to the State by June 1<sup>st</sup> of each year. She supported moving forward in a timely manner with the completion of an audit. She suggested that next year, or later this year, an RFP be created for auditing services to ensure that a competitive rate for services was proffered.

#### **MOTION—ENGAGEMENT OF CATTERSON AND COMPANY**

Nancy moved to engage Catterson & Company, P. C. to conduct an audit for 2007 for the Yampa Valley Housing Authority, for a proposed fee of between \$5,800 and \$6,500. Kristi seconded; the motion carried unanimously.

#### **EN RE: POTENTIAL REAL ESTATE TRANSACTION**

#### **MOTION—EXECUTIVE SESSION**

At 1:07 p.m., Eric moved to enter executive session pursuant to C. R. S. 24-6-402 (4)(a), to discuss the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest. Included in the executive session would be the Housing Authority Board members and Curtis Church and Donna Howell. Kristi seconded; the motion carried unanimously.

The executive session adjourned at 1:25 p.m. Nancy stated that only the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property was discussed, and no minutes or formal actions were taken during the executive session.

#### **MOTION—PURCHASE OF REAL PROPERTY**

Nancy moved to decline the offer to the Housing Authority to purchase a piece of property for affordable housing.

Eric seconded.

Under discussion, Nancy noted that the offer was declined because, after analyzing the property, it appeared that it would not be financially feasible to develop the property as affordable housing.

The motion carried unanimously.

## **EN RE: COMMITTEE AND STAFF REPORTS**

Mary Alice noted that four of the six Housing Authority committees had not met in the past month.

Finance: Kathi said that financial issues had been discussed this day. She noted that the Committee would meet to review Mr. Taylor's recommendations after his report had been tendered. A report from the Finance Committee would be presented to the Board at its February meeting.

Strategic Planning: Nancy said that this committee had no specific tasks assigned to it at this time.

Public Relations: Kristi said that the campaign was proceeding: drawings were in progress, and a presentation was anticipated for the February Board meeting.

Compensation and Benefits: Mary Alice said that she would be working with this Committee on personnel policies. She would present a scope of work prospectus at the Board's February meeting.

Fish Creek Mobile Home Park: Curtis said that this Committee was discussed in his staff report. Ed said that at the last meeting of the Committee, some residents were concerned about the deed restrictions and other conversion particulars. He asked how purchase prices and other issues were determined in the past. Mary Alice responded that this committee and staff had been charged with developing a package, which would then be presented to the full Board to be ratified. Curtis stated that the presenter of the NeighborhoodWorks class could not come to Steamboat Springs until summer. No Northwest Colorado presenter existed since the issue was relatively new in Colorado. Donna noted that this Committee included resident representatives. She asked whether the burden should be on the full Committee or whether the Board members on the Committee and staff should devise recommendations that would then be presented to the full Committee. Ed was concerned that discussions at Committee meetings were conveyed to other residents, who were speculating on issues without appropriate information. Tony said that the two conversion models were to subdivide the land into individual plats that would be purchased and owned by mobile home owners or that a homeowners' association own the land cooperatively. He felt that additional research and expert advice were needed before the homeowners were brought into the discussion. Curtis said that according to City Planning, lot ownership

entailed potentially costly financial processes such as the construction of a secondary access. Kristi noted that the homes were purchased pre-market, and deed restrictions were to be imposed. She recommended that the deed restrictions be as minimal as possible. Curtis said that the issues of sale were that the Housing Authority controlled the land; the mobile home was personally owned property. Thus the sale of a mobile home could not be restricted. Nancy recommended that to allay residents' questions, the Committee and residents should establish the process by which conversion should occur. The HA Board would review the recommended process at its February meeting.

New Project Review: Discussed in executive session and voted on thereafter.

#### **INTERIM EXECUTIVE DIRECTOR/PROJECT MANAGER**

See Curtis's report.

Nancy expressed the Board's appreciation for Curtis serving as the Board's Interim Director and keeping everything moving in a positive direction.

#### **HILLSIDE VILLAGE**

See report.

Kristi noted that in Item 6 of the report, the total number of units was listed as 22 and as 23.

#### **ATTORNEY**

No report was presented.

#### **FINANCIAL OFFICER**

Tony asked the status of the Financial Officer. Mary Alice asked that Donna present a recommendation at the Board's February meeting.

#### **EN RE: NEXT MEETING**

The next regular meeting of the Yampa Valley Housing Authority Board of Directors will be held on Thursday, February 14, 2008, in the Commissioners' Hearing Room of the Courthouse Annex, at 12:00 p.m.

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

At 1:45 p.m., Kristi moved to adjourn the meeting. Eric seconded; the motion carried unanimously.

No further business coming before the Board, same adjourned.

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Dee Bolton, Minute Taker

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Mary Alice Page-Allen, President