

YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING
March 13, 2008

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

Board members present: Kathi Meyer, Nancy Stahoviak, Tony Seaver, Kristi Brown, Trish Sullivan, Catherine Carson, and Bob Kauffmann.

Others present: Donna Howell, Executive Director; and Curtis Church, Project Manager. Dee Bolton recorded the meeting and prepared the minutes.

EN RE: REVIEW AND APPROVAL OF MINUTES

The February 14, 2008 draft meeting minutes were reviewed. Nancy noted a formatting change that needed to be made in the attendees' list on Page 1 and that 'Nancy said that' should be added to the beginning of the first sentence on Page 4, Paragraph 4.

MOTION—APPROVAL OF MINUTES FOR FEBRUARY 14, 2008

Nancy moved to approve as amended the minutes of the Yampa Valley Housing Authority's regular Board of Directors meeting of February 14, 2008. Kathi seconded; the motion carried unanimously.

EN RE: FINANCIAL REPORT FOR DECEMBER, 2007

Mary Alice said that the Finance Committee had requested that the review of the Financial Report for December 2007 be postponed. Kathi stated that the Finance Committee had met several times to review the report, and much staff time and effort on Don Taylor's part had been expended. She said that the version that the Committee had reviewed the previous day needed one more review. When the Committee was satisfied with the report, it would be forwarded to Board members rather than waiting until the April meeting. Questions could be addressed to Donna. The 2007 report would not be perfect, but the goal was to ensure accurate and consistent content and formatting of the 2008 reports as staff gained familiarity with the accounting system. The next steps were that Don Taylor would brief Catterson, the auditing firm, Catterson would conduct field work, and then the Finance Committee would meet with the auditor to ensure that when Catterson began, the records would be complete and auditable. Henceforth, the practice would be that the Finance Committee would review the monthly reports prior to them being presented to the Board at monthly meetings. She noted that Don had suggested that a requirement of the Office Management position be the possession of excellent accounting skills.

In regard to staffing, Donna said that the On-site Manager for Hillside Village Apartments and the Bookkeeping/Office Management positions had been advertised. Five applications had been received for the former position, and possibly four candidates would be interviewed; no applications had been received for the latter position. An option was to hire a part-time accountant; Colorado Mountain College had been contacted to seek prospective candidates. Curtis was performing the job until the position was filled. She noted that, according to the former Office Manager, the accounting aspect of the Office Manager Position required four days per month to complete. Donna reported that she would conduct one more meeting with a candidate before offering the Housing Qualifications Specialist position to that applicant. She added that that position would also be cross-trained in the Caselle system. Kristi suggested that an accounting firm be contracted for one day per week to perform the Housing Authority's accounting tasks. Nancy noted that if that option were explored, the firm would have to have familiarity with the Caselle software. Curtis stated that detailed data entry was

more important than accounting knowledge. He felt that \$38,000 was inadequate for a full-time accountant.

MOTION—FINANCIAL REPORT

Kathi moved to table consideration of the December 2007 Financial Report until it had been rescheduled on the Board's agenda. Kristi seconded; the motion carried unanimously.

EN RE: 2007 SUPPLEMENTAL BUDGET APPROPRIATION

Mary Alice said that the consideration of a 2007 Supplemental Budget Appropriation had been noticed as a public hearing item. She noted that no public was in attendance.

Donna reviewed the 2007 budget amendments that the Board had approved during 2007 and for which no separate appropriation need be made. Since Fish Creek Mobile Home Park was acquired after the 2007 budget had been approved, the additional Enterprise fund required that a supplemental budget be approved. Fish Creek Mobile Home Park cost \$3,793,776.05 to acquire; Don Taylor had said that the \$550,000 escrow amount did not need to be appropriated at present; expenditures were \$68,000. Thus, the appropriation resolution was for a total of \$3,310,777.00.

MOTION—SUPPLEMENTAL BUDGET RESOLUTION

Nancy moved to adopt and authorize the President to sign Resolution 2008-003, A Resolution to Adopt 2007 Supplemental Budget Appropriations to Defray Expenditures in Excess of Amounts Budgeted to Create the Fish Creek Mobile Home Park Enterprise Fund, for a total amount of \$3,310,777.00. Catherine seconded; the motion carried unanimously.

EN RE: 2008 SUPPLEMENTAL BUDGET APPROPRIATION

Mary Alice said that the consideration of a 2008 Supplemental Budget Appropriation had been noticed as a public hearing item. She noted that no public was in attendance.

Donna reviewed the 2008 budget resolution that allowed a salary increase for the Assistant Director/Project Manager, in the amount of \$10,126, and the funding of a market demand analysis, in the amount of \$150,000, that had not been budgeted. She stated that the City, County and various developers had committed to contribute to the cost of the market demand analysis because they recognized the importance of obtaining accurate information pertinent to Steamboat Springs. She was confident that the total cost of the analysis could be covered by contributions. She noted that a supplemental budget for the salary increase might not be needed but had been included in the resolution on the recommendation of the Executive Committee. She said that RFPs would be sent and the bid for the Market Demand Analysis awarded by March 31st. Ways to recognize contributors were suggested and included presentation of a certificate of appreciation, newspaper advertisements, and a newspaper article. She commented that if the information from the Market Demand Analysis resulted in proposed policy changes, the support of the community would be needed. Catherine commended Donna for her achievement in obtaining such diverse community support. Mary Alice emphasized that the support generated indicated the dynamic of the transition of the Housing Authority as a partner within the development community, and with the City as well as the general community. Tony said that the Public Relations Committee should develop additional ways to inform the public about the community's support. Nancy said that Nancy Engelken's assistance should be acknowledged.

Whether to develop periodic supplemental budgets throughout the year or devise one at the end of each year would be a topic for a future discussion.

Nancy suggested that in the future, supplemental budget resolutions should include the sources from which funding would be derived.

MOTION—SUPPLEMENTAL BUDGET RESOLUTION

Catherine moved to adopt and authorize the President to sign Resolution 2008-004, A Resolution to Adopt Supplemental 2008 Budget Appropriations to Defray Expenditures in Excess of Amounts Budgeted—General Operating Fund, for a total amount of \$160,126.00. Bob 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 comment was forthcoming since no members of the public were present.

EN RE: PERSONNEL POLICIES AND PROCEDURES HANDBOOK

Mary Alice said that the first seven chapters of the proposed personnel policies and procedures handbook had been included in the agenda packet for this day's meeting. Certain details required the approval of the Board. Since she had prepared the document, she asked that Tony lead the discussion regarding those items, as outlined in her March 8, 2008 memorandum to the Housing Authority Board. Nancy stated that the Compensation and Benefits Committee, comprised of Nancy, Donna, Trish, and Mary Alice, had met with Mary Alice, and the document was presented this day with the Committee's recommendation to approve the chapters as submitted except for those items requiring further discussion and Board approval.

Based on the bulleted items to be discussed, the following policy decisions were made:

Benefit Plan

Retain \$300 per month benefit, to be used for a Cafeteria Plan or as a direct payment, and state in the handbook the written plan for use of this benefit.

Maintain Chamber membership and stipulate that the Housing Authority will pay the annual \$50 flight program fee to allow employees to participate in the Merchant Ski Pass Program.

Americans with Disabilities Act (ADA) Compliance

Staff will be responsible for completion of an evaluation of all Housing Authority facilities to ensure compliance with ADA and will be responsible for same whenever additional facilities were acquired by the Housing Authority.

Full-time/Part-time

Define full-time as 40 hours per week; part-time to receive benefits on a percentage basis.

Gift Policy

Limit the annual gift amount that employees are permitted to accept to \$25 per year.

Leave

Keep Vacation and Sick Leave hours separate in terms of carryover and require permission for Vacation carryover of a maximum of 80 hours.

Require that an employee work a minimum of six months before receiving compensation for any accrued Vacation time.

Eliminate the Personal Day.

Increase paid Vacation Leave based on years of service to:

Under five	120 hours per year
Over 5, under 10	160 hours per year
Over 10	200 hours per year

Accept sick leave allocation of seven days per year with no maximum limit on the amount of accumulated sick leave carryover and allow no payment of sick leave at termination.

Accept the eight holidays as listed in the memorandum. Christmas Eve would be at the discretion of the Housing Authority Executive Director.

Family Medical Leave Act

Accept recommendation to not adopt an FMLA policy.

Trish commended Mary Alice for her efforts. She said that the creation of a written policy handbook had been needed since the Housing Authority's inception.

Mary Alice explained that the timeline for presentation and review of the remainder of the handbook was included in the agenda packet. The same procedure would occur: the Compensation and Benefits Committee would review the remainder of the document and make recommendations; issues requiring Board decisions would be presented to and approved by the Board; changes would be made, and the final draft of the Handbook would be submitted to the Board for approval. She asked permission to involve the Housing Authority's attorney in the review of the final draft of the handbook. No Board member objected to that request.

Mary Alice resumed the Chairmanship of the meeting at this time.

EN RE: BANK OF THE WEST CONTRIBUTION

Donna said that the Bank of the West, which allocated resources to worthy causes within the community, had given the Yampa Valley Housing Authority \$1,500, a gift that entailed no restrictions or dedicated use. She added that in light of the cost of the market demand analysis, additional funds might be forthcoming from Bank of the West.

MOTION—ACCEPTANCE OF DONATION

Nancy moved to accept the donation from the Bank of the West in the amount of \$1,500 and noted that no restrictions had been placed on the way in which the funds would be spent.

Kristi seconded.

Under discussion, Mary Alice asked the way in which the funds would be spent. Donna stated that the funds would be left as unallocated for the present time.

The motion carried unanimously.

Donna will prepare a thank you letter to the bank.

EN RE: HOUSING AUTHORITY LEASE AGREEMENT WITH COLORADO MOUNTAIN COLLEGE

Donna reviewed the Lease with Colorado Mountain College for the provision of office space and internet access and two telephone lines. She noted that the monthly rental amount had increased 3%, and the new rental amount had been budgeted. All other terms and conditions remained the same as they had been in the last few years' leases.

Kathi asked whether the number of phone lines and internet connections were adequate and suggested that the Executive Director be authorized to increase either as needed. Curtis said that the two incoming telephone lines with separate numbers had the capacity to serve four telephones.

Kathi asked what the incubator status was of Bogue Hall. Donna said that within two years, the current offices may not be available for use by the Housing Authority. She will keep the board apprised of the status of available space at the college.

Kathi said that since the lease contained the identical terms as previous leases had, she saw no need for the Housing Authority's attorney to review the lease. A copy of the signed lease agreement would be sent to the attorney.

MOTION—LEASE AGREEMENT

Trish moved to approve and authorize the President to sign the Bogue Hall Business Enterprise Center Business Incubation Program License Agreement, for a one-year term to begin March 1, 2008 and terminate on February 28, 2009, and to authorize the Executive Director the authority to increase the telephone lines and/or internet access at her discretion. Catherine seconded; the motion carried unanimously.

EN RE: 2007 BOARD RETREAT STRATEGIC ISSUES

Nancy suggested that the focus of this day's discussion be on the themes listed on Page 77 of the agenda packet and determine which committees should be responsible for enhancing those themes. She said that such an approach would be connected to the third key strategic issue, which was to allow deliberation time at Board meetings for policy development, organization oversight, and direction-setting.

Donna noted that the agenda item was to provide information for new Board members as well as to facilitate the continuation of the process of establishing Board priorities and direction to be incorporated into staff work plans.

Tony thought that establishing a locus of responsibility for the various themes was critical. Donna felt that the results of this day's discussion should be further discussed by the Strategic Planning Committee.

The first key strategic issue (bottom of Page 75) was to develop a productive and healthy relationship with the City of Steamboat Springs via a business plan that clarified direction. Nancy said that staff should establish the definition of a business plan. Donna felt that a business plan was part of a long-range strategic plan that included short-term and annual objectives with accompanying benchmarks. Mary Alice said that goals should be included. Curtis said that a strategic plan could be long-range and business plans created as specific projects arose and required separate funding. Catherine asked what the Housing Authority's role would be in the planning of the Steamboat 700 project. Mary Alice said that the market demand analysis would be invaluable. Nancy said that the question was a good one to discuss at the next Strategic Planning Committee's meeting. Kathi said that at the last Board meeting it had been decided that the New Projects Committee would address the 700 group. Bob said that short-term objectives drove the projects that needed a business plan and budget. Nancy said that the adopted Housing Plan should be referenced as a strategic plan was developed. It was the consensus of the Board to delay further discussion of Bullet point 4 (top of Page 76), further lines of communication, until the positive interaction with the City Council had been further established.

Key Strategic Issue #2, Page 76, would be addressed by the market demand analysis but was determined by Board consensus to be within the purview of the Strategic Planning Committee and occasionally the Public Relations Committee. Mary Alice stated that the funding for the analysis was indicative of the increased degree of partners and relationships within the community. Kristi said that questions had been asked of City staff that, when answered, would inform the bullet points listed under this issue. Tony noted that the Affordable Housing Roundtable was another positive indicator of

growing community involvement. Kristi thought that information should be forthcoming on other communities' activities.

Points made regarding Issue #3, lack of deliberative Board time, included: The issue could be improved by streamlining the business portion of Board meetings and making the first 30 minutes of each monthly meeting a strategic dialogue that included educational/informational presenters. The topics for those discussions could be based on the themes listed on Page 78, prioritized by the Strategic Planning Committee, and selected at the meeting prior to the discussion date. Nancy suggested that the Executive Committee be responsible for determining ways in which the agenda could be streamlined and for all of the other bullet points under that Strategic Issue. Mary Alice added that staff could make suggestions as to the streamlining of the agenda.

Nancy noted that accomplishments included that policies and procedures were being addressed by the development of the personnel handbook; that the Conflict of Interest forms had been distributed; that the Financial Officer had been confirmed, and that the Executive Committee would address the two-year review of the By-Laws.

EN RE: EXECUTIVE SESSION

Mary Alice stated that the executive session to discuss the purchase, acquisition, or lease of property was unnecessary.

EN RE: EXECUTIVE SESSION

MOTION

At 1:46 p.m., Kathi moved to enter executive session with the Housing Authority Board members and Donna Howell and Curtis Church, pursuant to C. R. S. 24-6-402(4)(f), to discuss personnel matters. Nancy seconded; the motion carried unanimously.

The executive session adjourned at 1:55 p.m. Mary Alice stated that only personnel matters were discussed, and no minutes or formal actions were taken during the executive session.

EN RE: COMMITTEE AND STAFF REPORTS

Finance: Kathi discussed earlier this day.

Strategic Planning: Nancy said that this committee had not met.

Public Relations: Mary Alice said that this committee had not met. Kristi distributed a copy of the new logo for the Housing Authority.

Compensation and Benefits: Mary Alice said that the agenda packet included the personnel and policies to date, and the Committee would meet next Thursday.

Fish Creek Mobile Home Park: Curtis reported that a meeting regarding the transition was held the previous evening. More than 20 people attended. The pros and cons of each available option were discussed and deed restrictions were explained. Major issues included that seven of the homes encroached on the floodway; an additional access might be required; and parking and distance between buildings were concerns. Based on some of those issues, the resident ownership of their individual lots was minimally viable. Donna said that the meeting was productive and emotional; great unity among residents was evident, and residents were grateful to be kept informed. The same agenda would be followed at a meeting on Saturday, March 15th to allow residents who could not attend the first meeting to attend and participate. Nancy said that information as to the meetings

should be communicated to the City to remain in compliance with the loan agreement. The next meeting of the Fish Creek Mobile Home Park Subcommittee is scheduled for April 2nd.

Hillside Village Apartments: Report received.

New Project Review: Mary Alice said that this committee had not met. Donna said that the latest iteration of Elk River Village had not been reviewed by the City, and she and Curtis were waiting for feedback from City planning staff. Curtis added that the response would be based on the third review of the TAC.

EXECUTIVE DIRECTOR

See Report. She reported that she had had a productive meeting with Lyman Orton, and the possibility of some type of partnership was discussed.

Nancy said that organizations had been solicited to submit an encapsulation of affordable housing activities that they performed that would be presented at the Affordable Housing Roundtable. She requested that that information be e-mailed to Housing Authority Board members.

Kristi asked about the selling of Fox Creek units. Curtis said that two letters of intent had been received; one would go into effect much later this year. He explained the deed restrictions and the Housing Authority's right-of-first-refusal considerations.

ASSISTANT DIRECTOR/PROJECT MANAGER See Report.

HILLSIDE VILLAGE See Assistant Director/Project Manager Report.

ATTORNEY No report was presented.

EN RE: NEXT MEETING

The next regular meeting of the Yampa Valley Housing Authority Board of Directors will be held on Thursday, April 10, 2008, in the Commissioners' Hearing Room of the Courthouse Annex, at 12:00 p.m.

EN RE: ADJOURNMENT

At 2:15 p.m., Nancy moved to adjourn the meeting. Bob seconded; the motion carried unanimously.

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

Dee Bolton, Minute Taker

Mary Alice Page-Allen, President