

**YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING**  
**September 11, 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, Tony Seaver, John Spezia, Catherine Carson, Kristi Brown, Bob Kauffmann, Ed MacArthur, Scott Myller, and Nancy Stahoviak.

Others present: Donna Howell, Executive Director; Curtis Church, Assistant Director, Sherry Perez, Fish Creek Mobile Home Park, and Nancy Engelken, City Housing Coordinator. Dee Bolton recorded the meeting and prepared the minutes.

**EN RE: BOARD RETREAT AGENDA**

Nancy Stahoviak said that the Strategic Planning Committee had devised a list of possible agenda topics for the Housing Authority Board's 2008 retreat. She said that at the August Affordable Housing Roundtable meeting, several issues and concerns were discussed that might warrant inviting some of the Roundtable's members to the retreat since they represented interested groups. The proposed overview would be to discuss the results of the Housing Market Demand Analysis and the Housing Needs Assessment in the morning; during lunch to discuss ways in which the Housing Authority could create partnerships and in the afternoon discuss long-term YVHA funding options. Kristi had identified three additional items: discussion of deed restrictions, buyer resale exit strategies, and whether to add a licensed real estate agent to the Housing Authority Board or staff.

Comments regarding the tentative agenda list:

\*Real estate community representation: –Good to have a real estate agent who works for the Housing Authority to educate others about affordable housing, particularly deed restrictions. –Could be included in long-term funding discussion. –A YVHA staff member could obtain a real estate license and function in that capacity. CONSENSUS: Add this topic to the afternoon agenda.

\*Whether to invite additional interested entities, given that the meeting will be open to the public: –Good to have them present but need to allow adequate time for Board members to fully express themselves. –Great way to outreach. –Have an opportunity at the end of each agenda item for public comment. –Would begin establishing a base of support for a potential ballot issue. A community/team effort is essential—we need ownership. CONSENSUS: Encourage full participation but limit the number of other entities invited and rely on the facilitator to manage time.

\*General retreat comments: –The agenda needs to be well-structured; the process needs to stay on track, and the facilitator should be instructed to maintain focus. –The morning is information; the afternoon is more specific—when will decision-making occur? –Break-out sessions could provide time for all to provide input; then when in the larger group, ideas could be shared. –The agenda has too many items to allow adequate discussion. –The development of action items should include all attendees' opinions and be prioritized with a time line. –Items should be prioritized by the entire group in attendance but action items could

be developed later by the Board. –Items on the agenda could be rearranged to allow entities to attend portions of the retreat that are pertinent to different issues. –Some of the agenda items listed could be combined.

A final draft of the agenda will be presented to the full Board at its October meeting. The Strategic Planning Committee will advise the facilitator of the Board's objectives for the retreat.

#### **EN RE: PUBLIC COMMENT**

Sherry Perez showed photographs the water leak under her mobile home in Fish Creek Mobile Home Park.

#### **EN RE: CONSENT AGENDA**

The Board reviewed the consent agenda.

#### **MOTION—APPROVAL OF MINUTES**

Nancy moved to approve the consent agenda that included the minutes from the August 14, 2008 Board Meeting. Catherine seconded; the motion carried unanimously.

#### **EN RE: JUNE FINANCIAL STATEMENTS**

Donna reviewed the financial statements presented to the Board for information purposes only since entries were still being made and corrected. Bob suggested that outstanding check payees should be contacted so that payments could be reconciled. Curtis noted that on Page 7, wherever Fox Creek was mentioned, it should read Elk River Village. Mary Alice said that the financial statements situation must be resolved so that the Board could approve the financial status of the Housing Authority and move forward.

#### **EN RE: 2007 AUDIT**

Donna said that after Curtis had rebuilt the Hillside Village general ledger, Chris Catterson still had questions. Chris could not obtain answers to his questions from Caselle until he returned from vacation. The State Auditor understood the situation but might not be able to prevent the sending of a delinquency letter to the Housing Authority, which entailed no fines but might affect future grant applications. Curtis explained that from January to August, Hillside Village was RALF's, and the remainder of the year it belonged to the Housing Authority. Caselle had entered all of the documentation data into one general ledger; Chris had wanted the data to be combined. Nancy stated that the Housing Authority was a governmental entity; RALF was a private non-profit organization. Thus the data could not be combined: two audits were in order. An audit was required for the year by USDA regardless of Hillside Village's ownership. A separate audit for Hillside Village had to be completed prior to the completion of a 2007 audit for the Housing Authority. Mary Alice said that the Finance Committee, Chris, and HA staff had to meet to clarify and resolve the issues.

Donna noted that one of the terms of the Housing Authority's engagement letter with Chris was that two separate audits be performed. She said that since Caselle had programmed the data, Caselle was in the best position to resolve the problems. Caselle's fee was \$135 per hour. An actual cost to complete the project was requested but not yet received. She asked that the Board authorize the Finance Committee to approve any additional expenditure necessary to complete the Hillside Village audit or that the Board approve the cost by e-mail so that the audit could move forward. Nancy suggested that the Treasurer of the Town of Oak Creek be contacted to evaluate the system and provide an estimate for consultation services. The Towns of Oak Creek and Hayden used Caselle and might be the most efficient and cost-effective solution. Curtis noted that lack of training was the issue, and the audit expense should be charged to RALF. Donna said that if the problems were due to lack of training and the way in which Caselle had set up the system, Caselle might be needed to rectify the situation. Catherine said that it was a challenge to fix problems long-distance.

### **MOTION**

Nancy moved to authorize the Housing Authority Finance Committee to work with staff to review proposals and enter into an agreement with someone who could resolve the accounting problems. If staff felt that the cost was greater than it was comfortable approving, then staff should present the issue to the entire Board. Catherine seconded. Under discussion, Kristi said that it was advantageous to have a computer programmer assess the problem in person so an estimate of the cost of bringing Caselle to Steamboat should be ascertained. Donna said that Caselle had all of the files so being in Steamboat in person might not be necessary. The motion carried unanimously.

### **EN RE: YVHA 2008 ANNUAL PLAN**

Donna said that the 2008 Annual Plan had been approved at the July Board meeting. She noted that the Plan was a guide for staff by which to stay focused on priority items.

Mary Alice asked Scott what the status of City funding was. Scott said that during a recent budget work session, the Council had agreed to move funding for the Housing Authority from the Community Support line item. It was also recommended by the Funding Committee that the amount to be funded in 2009 be reduced from \$125,000 to \$80,000, or the same amount as the County's 2009 contribution, whichever was less. That recommendation had been discussed but not formally approved. However, he noted that some members of City Council had suggested cutting all funding of the Housing Authority since it was supposed to be self-sufficient after three years of City and County support, and the Housing Authority was currently in its fifth year of operation. Nancy asked whether funds that YVHA had requested through the Community Support process for the Elk River Village project that would come from payment-in-lieu fees should be requested by letter to City Council. Scott confirmed that method. Nancy suggested that Donna be in attendance at the upcoming joint City Council/County Commissioners' meeting, during which the funding of the Housing Authority would be discussed.

Additional questions regarding the Plan should be directed to Donna.

Donna added that the following day she would e-mail all Board members the executive summary to be presented to the joint City Council/County Commissioners' meeting of September 15, 2008. The complete Annual Plan will be available on the website the following day.

**EN RE: EXECUTIVE SESSION**

**MOTION**

At 1:30 p.m., Nancy moved to enter executive session with the full Housing Authority Board and the Housing Authority's Director and Assistant Director, pursuant to C. R. S. Section 24-6-402 (4)(a) regarding the purchase, acquisition, or lease of property, and (4)(e) regarding positions relative to matters that may be subject to negotiations, development of strategy for negotiations, and to instruct negotiators. Kathi seconded; the motion carried unanimously.

The executive session adjourned at 1:50 p.m. No minutes or formal actions were taken during executive session. Mary Alice stated that only those items noted in the motion to go into executive session were discussed in executive session. If any person who participated in the executive session believed that any substantial discussion of matters not included in the motion to enter executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, that person should state his/her concerns for the record. No concerns were expressed.

**EN RE: REIMBURSEMENT FOR EXPENSES AT FISH CREEK MOBILE HOME PARK**

Mary Alice said that the Fish Creek Mobile Home Park Sub-Committee had developed a list of expenses related to a water line break that caused damages to Unit #6 and had voted to recommend reimbursement of those expenses.

**MOTION**

Nancy moved to ratify the Fish Creek Mobile Home Park Sub-Committee's recommendation to reimburse the resident of Unit #6 for expenses related to a break in the water line at Fish Creek Mobile Home Park in the amount of \$2,525.11, and to authorize the President to sign the Settlement Agreement pertaining to that reimbursement. Kathi seconded. Under discussion, Kristi asked that the motion include the replacement of the resident's computer with a Housing Authority surplus computer. The motion carried unanimously.

**EN RE: CITY OF STEAMBOAT SPRINGS ROAD MAINTENANCE AGREEMENT**

Donna said that the contract for grading and paving the western boundary of the Union Pacific railroad crossing right-of-way on Anglers Drive had to be signed and returned before

work could commence. She noted that the Agreement before the Board was an interim step in the event that the crossing was not made public because Union Pacific had not finalized the agreement. She said that the City was working to convert the private crossing to a public one. Once that had been accomplished, the City would maintain the crossing, including snow removal. She thought that the contract would be signed and returned within three weeks. Ed said that no paving should occur after November 1<sup>st</sup>. He offered to plow the crossing at no charge as long as the road was in reasonable condition.

Kathi was concerned that the Agreement was essentially a blank check in regard to snow removal. She asked whether the Housing Authority's attorney had reviewed the Agreement. Donna said that she could have the Agreement reviewed by the HA attorney.

## **MOTION**

Bob moved to approve and authorize the President to sign the Road Maintenance Agreement between YVHA and the City of Steamboat Springs for the road maintenance on the portion of Anglers Drive located between United States Highway 40 and the western boundary of the Union Pacific right-of-way, contingent on the project being completed by the onset of winter. Tony seconded; the motion carried unanimously.

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

Finance: Next meeting September 19<sup>th</sup> or sooner if proposals for Caselle issues were received.

Strategic Planning: Nancy said that a meeting to discuss retreat facilitator proposals would be held on September 25<sup>th</sup> at 8:00 a.m., unless it needed to be re-scheduled for a different date.

Public Relations: No change to the agenda information.

Compensation and Benefits: No change to the agenda information.

Fish Creek Mobile Home Park: No change to the agenda information.

Hillside Village Apartments: An additional meeting will be scheduled prior to the October 13<sup>th</sup> meeting.

New Projects Review: No change to the agenda information.

Executive Director: See Report. Tony asked why the CARHOF grant was so much lower than requested. Donna said that a new computer and software would be purchased for Sylvia and Curtis. Due to the lower grant award, all computers would not be replaced nor would networking software be purchased.

Assistant Director/Project Manager: See Report. In regard to Fish Creek Mobile Home Park, Nancy asked why some residents were reluctant to sign the new lease. Curtis said that

seven new residents were concerned about the owner's ability to increase lot rents without negotiation and about liability issues. Catherine said that essentially the lease was the same except that the owner name was changed and qualification criteria were added. She felt that by sending the entire lease, it appeared that the entire lease had been renegotiated and was endorsed by the Housing Authority. She thought that if the parts that were changed had been clearly highlighted and explained, residents would have had no problem signing. Donna added that misinformation had been provided residents as well. A notice was posted indicating that the City Council was reviewing the lease.

Hillside Village: See 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, October 9, 2008, in the Commissioners' Hearing Room of the Historic Courthouse, at 12:00 p.m.

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

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

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

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Dee Bolton, Minute Taker

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Mary Alice Page-Allen, President