

YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING
November 13, 2008

Tony Seaver, President Pro Tem, called the public meeting of the Yampa Valley Housing Authority (YVHA) Board of Directors to order at 12:00 p.m.

Board members present: Kathi Meyer, John Spezia, Catherine Carson, Kristi Brown, Bob Kauffmann, Scott Myller, and Nancy Stahoviak.

Others present: Donna Howell, Executive Director; Curtis Church, Assistant Director, and Zach Fridell, Steamboat Today. Tom Leeson, City of Steamboat Springs Planning Director, joined the meeting after it had begun. Dee Bolton recorded the meeting and prepared the minutes.

EN RE: 2009 BUDGET HEARING

Tony said that two very different alternatives for the Housing Authority's 2009 budget had been developed by the Finance Committee. The discussion this day should focus on the concepts in the two budgets as they would guide the way in which the Housing Authority would go in the future.

Donna stated that this agenda item was a public hearing to discuss the budget. The presentation represented a collaborative effort among Curtis, Mary Alice, Donna, and the Finance Committee. The alternative budgets were a work in progress, and some of the figures would need to be modified. Two scenarios were proposed. The first scenario was that current staff, which included three full-time employees and non-replacement of a fourth, an office manager/bookkeeper, would remain in place, and loan payments of Elk River and Sierra View were to be included in the budget through July with the assumption that the properties would be sold by July 2009, after which \$386,800 would be transferred to the General Fund to cover operating expenses through the remainder of 2009. The second scenario was that staff would be reduced to one full-time person, for which a new job description, that of Asset/Program Manager, had been created; the database maintenance, minutetaking, and accounting functions would be contracted, and the two properties would not be sold. To cover the cost of the loans for the properties, \$150,000 would be transferred from the General Fund to the Development Fund to pay the two interest only loans and a 20-year amortization schedule for the Elk River parcel, beginning July 1st. She noted that Fish Creek and Hillside Village were both solvent and self-supporting and would not be affected by the Board's choice of budget option. She added that Mary Alice's comments were in a memorandum that was included in the Agenda Packet.

Comments:

*The anticipated proceeds of the sale of the properties should be included in both options if the Board is confident that sale will occur. If the Board is not confident that the two properties will sell, then they should not be included as revenues in the budget, and a budget that reflected a lesser-case scenario should be created. At the retreat, it was decided that the development of the properties would move forward by seeking a partner and aggressively seeking other options for development.

*Whichever budget option is chosen, close monitoring of the economic situation would be on-going.

*The Board had already concluded that the Housing Authority could not continue with its current staff level and hold the two properties undeveloped.

*The Housing Authority's 2009 budget has to be adopted at the Board's December meeting and sent to the State by December 31, 2008.

*We continue to include the two properties in the budget as equity. It is not cash and needs to be removed because it is not money available for spending: we are projecting the equity based on selling the property. The Equity line item needs to be deleted and deducted from the beginning and ending lines summary, which, in Scenario B, would leave a negative balance of \$12,536, which we cannot have.

*We need to be very conservative and base the budget on the assumption that neither property will sell.

*If we had a partner for either property, the developer would provide the development skills so that would not be a part of the single Housing Authority staff person's skill requirements.

*What is the difference between outright sale of a property and a partnership that presumes an advantage for the Housing Authority? --Possibilities include payment-in-lieu fund potential or deferral of debt service so a developer partner could develop other projects.

*What is the possibility of partnering with the City and having it assume the payments on the property? --Each proposal would have to be considered on its own merits by the City Council.

*The scenarios proposed are two extremes. Are other options, such as keeping staff on for the first few months of 2009, feasible? --Revenue would have to be in place first. The budget has to be created with revenues known at this time.

*If the situation improves, what are the implications for Option B in terms of reduced staff? --What does it matter if no money is available to pay staff?

*The budget needs to be carefully reviewed to reduce costs, for example contract labor, accounting, consulting could be combined, and some line items, such as advertising, might need to be eliminated.

*The assumption is that the ending balance for 2008 includes all current Housing Authority staff through the end of 2008.

Board members concurred that it would be unrealistic to assume that the Housing Authority would have revenues from the sale of a property in 2009 so a conservative budget should reflect that assumption, and \$22,600 would have to be found in order to balance the budget. The Board determined that the budget had to be balanced as well as based on assured revenues; the Equity line item would be removed throughout the budget, and expenses should be those that ensured the accomplishment of Housing Authority goals. Based on that direction and criteria, staff and the Finance Committee might keep all staff employed for a month or two in 2009, if funds could support those salaries.

Nancy asked why the 2009 budget had not been developed using the Cassel software. Curtis stated that he had not been trained to use of the software for budget development. Donna believed that some of the issues on the financial reports need to be resolved before the budget module is used.

Tom Leeson joined the meeting at this time.

Tony called for public comment regarding the Housing Authority's budget discussion. None was forthcoming. Tony closed public comment and stated that the public hearing regarding the Housing Authority's 2009 budget was closed.

EN RE: PUBLIC COMMENT

No public comment regarding items not on this day's agenda was forthcoming.

EN RE: CONSENT AGENDA

The Board reviewed the consent agenda, which consisted of the minutes from the October 9, 2008 Board meeting.

MOTION

Nancy moved to accept the consent agenda. Kristi seconded; the motion carried unanimously.

EN RE: SEPTEMBER FINANCIAL STATEMENTS

Kathi said that the Finance Committee could not recommend approval of the financials because they were still inaccurate and incomplete. Curtis said that all deposits for Hillside Village and Fish Creek matched the bank statements, but the accounts receivables were still off approximately \$40,000 in terms of matching to the general ledger. That difference could be one or several category entry errors.

Tony directed Curtis to provide a report in December of the outstanding items and the number of discrepancies.

EN RE: YAMPA VALLEY HOUSING AUTHORITY 2007 AUDIT

Donna reported that Curtis had submitted the additional information that Chris Catterson had requested, and Chris would begin his review the following day. No completion date had been projected. She will e-mail the Board of the projected completion date for the audit after it had been ascertained by Chris. The State Auditor's Office had been alerted that the audit was still incomplete.

Kathi noted that the Hillside Village audit had to be filed separately from the Housing Authority's. The preliminary findings would be sent first to the Finance Committee, then the full Board would review the audit.

EN RE: YAMPA VALLEY HOUSING AUTHORITY BOARD 2008 RETREAT

Nancy said that the Strategic Planning Committee had discussed the potential of a ballot issue for funding the Housing Authority. That would be a topic of discussion during the Board's December meeting. Another topic would be the discussion of an exit strategy. She stated that the New Projects Committee would facilitate a discussion in January as to the ways in which the Housing Authority could assist the Steamboat 700 group in its annexation application.

EN RE: AMENDMENT TO THE STEAMBOAT SPRINGS COMMUNITY DEVELOPMENT CODE

Donna said that the Housing Authority's attorney had worked with City Planning staff to develop three options for amending the City of Steamboat Springs' Community Development Code to allow the substitution of one trailer for another at Fish Creek Mobile Home Park. The New Projects Committee had reviewed and approved the options.

Mr. Leeson said that he supported the amendment proposed. He added that the request was justified since the mobile home park was owned by a quasi-public agency and thus would be a viable entity for the long-term.

MOTION

Nancy moved to authorize Housing Authority staff to request an amendment to the City's Community Development Plan Code to allow substitution of one trailer for another at Fish Creek Mobile Home Park. Catherine seconded; the motion carried unanimously.

EN RE: HOUSING AUTHORITY COMPREHENSIVE DATABASE

Donna said that the comprehensive database was progressing. Sylvia would be available at the December Board meeting and answer questions regarding the project.

Nancy said that rentals as well as market rates for sale properties should be included in the database so that a full picture of availability could be monitored and reviewed on an annual or semi-annual basis and be provided to others. She commented that more contact with realtors and property management companies had been a missed opportunity thus far. She also believed that additional outreach to potential clients to keep that information current and keep clients in contact with the Housing Authority was warranted.

Catherine suggested that the Board of Realtors and the private sector might be good resources. She suggested that a summary of the housing that was available and the projected timing of the units be included. She suggested contacting developers to obtain their input and determine the types of information that would be useful to them. She thought that the examples from the database were a good start.

Nancy said that clients should complete a form to authorize the sharing of certain information and suggested that a statement appear on applications that the person's information would remain on the database for two (for example) years and then would be deleted unless updated by the client.

EN RE: COMMITTEE AND STAFF REPORTS

Finance: Next meeting November 21st.

Strategic Planning: Next meeting November 20th.

Public Relations: Next meeting December 11th.

Compensation and Benefits: Next meeting to be announced.

Fish Creek Mobile Home Park: Next meeting December 3rd.

Hillside Village Apartments: Next meeting December 8th.

New Projects Review: Next meeting December 12th.

Executive Director: See Report.

Assistant Director/Project Manager: See Report. Curtis will inform the Public Relations Committee of the amount remaining in the Housing Authority's 2008 budget.

Hillside Village: See Report.

Attorney: No report was presented.

EN RE: EXECUTIVE SESSION

MOTION

At 1:45 p.m., Kristi moved to enter executive session with the 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)(a) regarding the purchase, acquisition, or lease of property. Kathi seconded; the motion carried unanimously.

The executive session adjourned at 2:12 p.m. No minutes or formal actions were taken during executive session. Tony 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.

MOTION—COPPER RIDGE BUSINESS PARK LOT 1

Nancy moved to authorize the New Projects Committee to determine the sale price and manage the sale of the 10.6-acre Copper Ridge Business Park Lot 1.

Kathi seconded.

Under discussion, it was noted that part of the management of the sale would be to determine whether the Housing Authority will manage the sale or whether to use the services of a federal broker.

The motion carried unanimously.

MOTION—SIERRA VIEW LOT 17

Bob moved to table consideration of the sale of Sierra View Lot 17 until the Housing Authority's December meeting to allow time to obtain further information regarding the potential sales price and the viability of the land sale.

Nancy seconded.

Under discussion, Nancy noted that the tabling would allow time to obtain pricing information from brokers as to how quickly the property could be sold at the recommended price and time to inform Habitat for Humanity and the Town of Oak Creek that the property might be sold since it had indicated an interest in purchasing the property in the past.

The motion carried unanimously.

EN RE: NEXT MEETING

The next regular meeting of the Yampa Valley Housing Authority Board of Directors will be held on Thursday, December 11, 2008, in the Commissioners' Hearing Room of the Historic Courthouse, at 12:00 p.m.

EN RE: ADJOURNMENT

At 2:17 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.

Dee Bolton, Minute Taker

Tony Seaver, President Pro Tem