

Moab Area Housing Task Force Meeting Minutes

Large Conference Room, Grand County Public Library
January 4, 2018

Chair Shik Han called the meeting to order at 11:00.

Minutes

Rani Derasary moves to approve the minutes from the December 4 meeting, with spell change. Amy Weiser seconds. Motion passes unanimously.

Open Items

1) Moab City Update

- a) The city is in the process of approving a consultant for the road for the master plan; City is hoping to have the road to the campus done by May 2019.
- b) The planning department will be going through several code updates after City Council "retreat." Jeff said, in particular, they plan to address parking (for compact and oversized cars, and bikes), will be removing all conditional uses, and a couple of other minor changes.
- c) The city currently has several large-scale developments in planning dept. (3 new hotels)

2) Grand County Update

- a) Grand County has formally funded the Community *and* Economic Development (CED) Department, which includes the addition of a CED Specialist position.
 - i) The department has been working on a draft ED Strategy and Action Plan, released for review soon.
 - ii) A draft of the City-County ED feasibility study is expected to come out soon

3) Mission Statement

- a) The HTF decided to change the draft mission statement into separate mission and vision statements. Rani Derasary moved to approve the mission and vision statements, and Emily Neihaus seconded. The motion passed unanimously.
- b) Vision Statement:

"The vision of the Moab Area Housing Task Force is for every person in the Moab Area to have decent and affordable housing."

- c) Mission Statement:

"The mission of the Moab Area Housing Task Force is to increase community education; provide a network of support for professionals in the housing industry; work with influencers and decision-makers in the non-profit, for-profit, and public sectors; and facilitate implementation of the Moab Area Housing Plan."

4) MAHTF Organizational Structure

- a) Rachel Moody suggests restructuring the chart to include the position and roles of individual members. A discussion between Kalen Jones and Liz Dana clarifies that while the HTF Guidelines

only specify one Vice Chair, the organizational structure chart defines two because it is specific to the organization's structure for 2018.

- b) Liz Dana will update the chart to include the discussed items for the next meeting:
 - i) Members shall be added as a branch under "Chair," and Members will oversee the "Subcommittee" sub-branch. Subcommittees shall include the Advisory and Public Outreach committees, already included in the chart, and others as needed and agreed upon by the HTF. Member duties will primarily include attending meetings and assisting the HTF as needed.
 - ii) An "Administrative Committee" shall be added as a branch overseeing the Chair. In accordance with the Interlocal Agreement, this committee includes the Moab City Manager, the Grand County Council Administrator, and the Executive Director of HASU. The description of this committee shall be pulled from the Interlocal Agreement.
 - (1) Greg Halliday asks the group if Castle Valley should be included in this committee. Though they are not included in the current Interlocal Agreement, members of the HTF note that at a future meeting, it would be worthwhile to discuss including Castle Valley and San Juan County representation.

5) MAHTF Operating Rules & Guidelines

- a) Amy Weiser notes that the Administrative Committee also needs to be restated in the operating guidelines and could simply be copied from the Interlocal Agreement.
 - i) Amy Weiser is the City representative, Zacharia Levine is the County representative, and Ben Riley is the HASU representative.
 - ii) Once the Rules & Guidelines are complete, Amy suggests the HTF update the respective organizations (City, County, HASU) of the organizational changes.
- b) Formalizing the membership process:
 - i) Kalen Jones suggests changing the attendance requirement to "three *out of four* meetings."
 - ii) Claire Spalding suggests creating a welcome packet with information about the membership process for interested community attendees. The packet shall include the Rules & Guidelines and a cover page detailing how to access information about the HTF, previous HTF meeting minutes, and the Housing Plan. The secretary will be in charge of creating a draft welcome packet to present at the next meeting.
 - iii) Once citizens have attended three of four consecutive meetings, they will sign the HTF Rules & Guidelines and thus be allowed to vote. Citizens must express interest in becoming a member in order to go through the process; they do not automatically become one by attending meetings. Meetings are open to the public, but only members are allowed to vote. The secretary shall be in charge of meeting attendance records. Members may not designate a proxy to vote in their absence, though non-member representatives are welcome to engage in HTF conversations.
 - iv) Definitions of "members" and "community attendees" shall be added to the Rules & Guidelines section on "Meetings."
 - v) Capping membership: the HTF shall fully evaluate if it should cap membership after it formalizes an initial list of members, but for now, the proposed cap will be twenty members. Amy, Shik, and Kaitlin shall create an attendance list of the end of 2017 in order to create an initial list of formal HTF members.

- c) Dates by when actions must be done for monthly meetings:
 - i) Agenda materials must be sent to the Chair two weeks before the meeting
 - ii) Agenda must be public distributed one week before the meeting
 - (1) Currently, Amy Weiser sends the agenda to the City Communications Director to post on Facebook. Going forward, the agenda will also be posted on HTF Facebook page once it is created, as well as on the Grand County page, Utah posting sites, sent to local newspapers, etc. This will be discussed further at future meetings as the HTF formalizes a media/communications plan.

6) GeoDesign Workshop

- a) Everything is on track for the event on January 16-17, according to Shik Han and Matt Starley.
 - i) Claire will send out a reminder email to the group. She will send her current invitee list to the Secretary, and the Secretary will forward to the HTF in order for members to identify specific people to invite and/or ensure they attend the event. Claire notes that, of the RSVPs she has received, a number of people are not able to make both days of the workshop.
 - ii) Claire will send out materials to attendees from Barty the Thursday or Friday before the event (January 11 or 12)
 - iii) Shik Han volunteered to organize snacks and/or drinks for the event.
 - iv) Location is still TBD.

Future Items

- 1) Move “Review Action Items for the MAHTF for 2018” to March meeting.
- 2) In February, finalize the membership process, and pass the Rules & Guidelines.
- 3) Develop a media/communications plan.

Next Meeting

Thursday, February 1 at 11:00 in the Large Conference Room of the Grand County Public Library

Meeting ended at 12:07.