

**YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING**  
**April 12, 2018**

Roger Ashton, Yampa Valley Housing Authority Board President, called the meeting of the Yampa Valley Housing Authority to order at 12:00 p.m.

Board members present included: Catherine Carson, Roger Ashton, Cole Hewitt, Kathi Meyer, Doug Monger, Trish Sullivan, Mike Beyer, Dick Banks, Rachel Hassell, Mark Scully, Chris Slota and Luke Carrier. Sheila Henderson was absent.

Others present included: Jason Peasley, Yampa Valley Housing Authority Executive Director; Alyssa Cartmill, YVHA Executive Assistant; Jon Sanders and Bob Schneider. Sarah Katherman recorded the meeting and prepared the minutes.

**EN RE: NEW BOARD MEMBERS**

Roger said that he and Jason had sat in on all of the interviews for new members and had been impressed with the quality of the applicants. Each new board member introduced themselves and reviewed their interests in being on the board. The existing board members also introduced themselves.

**EN RE: PUBLIC COMMENT**

Mr. Jon Sanders stated that he is part of a group that manages 80 units targeted at the 60% - 80% AMI population, and that he wanted to learn more about YVHA and the tools available to produce more units for the community.

Mr. Bob Schneider stated that he will be joining the Development Working Team and wants to learn more about YVHA.

**EN RE: BOARD MEMBER COMMENT**

Catherine congratulated Jason on the imminent birth of his second child.

Roger noted that his email had been hacked.

**EN RE: CONSENT AGENDA**

The following items were presented on the consent agenda:

- a. Review and approval of the March 8, 2018 minutes
- b. Review and approval of balance write-offs for February 2018
- c. Review and approval of the check register for February 2018
- d. Review and approval of the leave report for February 2018
- e. Review and approval of financial statements for February 2018

**MOTION**

Kathi moved to approve the consent agenda, as presented. Doug seconded. **The motion carried unanimously.**

Jason reported that the Finance Committee has implemented a new procedure for reviewing the financial reports prior to the Board meeting. He added that if Board members have questions about any of the meeting materials, they are welcome to contact staff or the team leader with questions. Cole reviewed the process through which he reviews the financial documents.

## EN RE: STAFF REPORTS

Jason said that the Development Team had been very active lately and will continue to meet often as projects are added to the pipeline. He reported that the updated AMI charts had just been released and that the local AMI has increased by approximately 9% over last year. He stated that this would have a ripple effect across all YVHA AMI-based programs, expanding the pool of qualified applicants.

Catherine stated that the land commitment LOI regarding the seasonal housing project seemed premature, since it had not been discussed by the whole Board. Jason noted that the Board had authorized a negotiating team to work on the project. He said that the LOI is the vehicle through which negotiations will proceed. There was a discussion of what was included in the "seasonal workforce" category. Jason offered that it was usually temporary housing, and varies in timing according to the particular employer. Jon Sanders said that he could provide information on workforce housing. Roger suggested that he present this information at a Development Team meeting.

In response to a question from Doug, Jason stated that the County has an allocation of \$1.3M in private activity bond issuance. He said that CHFA is requesting that this allocation be added to the multi-family pool, which YVHA would then be allowed to access for future 4% projects. He noted that this pool of bonds provides the funding for the construction loans on 4% projects. Doug asked Jason to shepherd the transfer to CHFA.

Mike asked what impact the increase in AMI would have on YVHA properties and programs. Cole suggested that it could reduce turnover at Hillside and the Reserves by providing current residents some room for upward growth in their salaries before they no longer qualify.

Luke asked about the DPA program foreclosure. Cole stated that although some additional information had been provided, the case highlighted the need for improved communication with Funding Partners. Jason said that YVHA would be receiving reports more regularly. Luke asked about Funding Partners policies. Cole said that this issue would be discussed further at the Finance Team level.

Doug asked about the status of deposit refunds at the Reserves. Jason said that all refunds had been issued.

## EN RE: BOARD MEMBER EXPECTATIONS

Jason reviewed the document included in the meeting materials, noting that prior to now the expectations of Board members had been vague. He offered that this agreement would improve accountability. He stated that there has been a proposal to increase the required meeting attendance from 2/3 to ¾. He confirmed that Board members are allowed to call in to meetings and offered that video options may be available.

Catherine expressed concern regarding the third bullet point under "Organizational Health and Growth." She offered that there should be some allowance for minority opinions, while requiring respect for the decisions of the group. She questioned the need for everyone to be "openly supportive" of every decision. Kathi stated that this language was included to prevent individual Board members from undermining Board decisions. Cole agreed that some allowance for minority opinions should be included through the minutes or minority reports. Doug offered that the language should state that Board members should not be openly unsupportive. There was general consensus that Board members should not sabotage the decisions of the Board, but that it was appropriate to include a provision for minority opinions.

Kathi proposed amending the attendance requirement to ¾ of all Board meetings. There was general support for this change. Mike offered that the ability to electronically participate should be added to the document. Doug noted that he and Kathi are ex-officio members, subject to annual reappointment by the Board of County Commissioners and City Council respectively.

## **MOTION**

Doug moved to approve the document entitled, "Expectations of the Members of the YVHA Board of Directors," as conceptually modified, as detailed above. Mike seconded the motion. **The motion carried unanimously.**

## **EN RE: 2018 STRATEGIC PLAN UPDATE**

Jason reported that the leaders of the Working Teams (*no more committees!*) had added detail to the Strategic Plan's vision, priorities, goals and measures of success for their teams, and had provided a list of the skill sets needed from members of each team. He said that he would like the Board to formally adopt the 2018 Strategic Plan for dissemination in the community. He added that the teams would be populated, and a calendar would be set for regular team meetings. Notes from the team meetings will be made available to all.

Each team leader presented to the Board a pitch for their team, and discussed the vision, goals, priorities and required skill sets for members, as outlined in the working team documents included in the meeting materials.

Regarding the Development Team, Jason noted the YVHA projects are generally private/public partnerships.

Following Mike's presentation of the Property Management Team, Jason noted that the property managers are often the face of the organization, as they are the people with whom YVHA clients mostly interact. Catherine suggested adding that YVHA strives to provide healthy neighborhoods and to continuously improve them. Doug asked if the goal of YVHA property management was really to make a profit, or whether it would be more appropriate for it to sustain itself, but remain close to break-even. Mark suggested that the "fiscally sustainable" was more appropriate than "profitable." Jason said that if the projects are scaled properly, the revenues from property management fees could support the organization in the future without contributions from the City and the County. Bob offered that the accumulated equity from projects could be substantial in 10 years. Jason said that in the best-case scenario, the mil levy would not need to be renewed when it expires in 10 years.

Following Catherine's pitch for the Policy Team, Roger noted that YVHA wants to be considered as the expert on housing in the community and asked at what point YVHA should make a stand regarding City and County policies that affect housing and development. Jason noted the importance of YVHA being able to provide evidence and facts regarding the impacts of policies. He stated that a great deal of housing policy in the community has historically been driven by opinion. He suggested that YVHA should aim for a more objective data-driven approach. Jon Sanders noted the importance of ensuring that the private sector development community have access to what YVHA is doing. He stated the importance of communication and outreach. Doug suggested that YVHA could also prepare position statements regarding external policies, such as annexation and inclusionary zoning. Jason confirmed the effectiveness of having well-researched policies to contribute to discussions at the governmental level.

Regarding the Finance Team, Cole emphasized the increased scrutiny on the YVHA and the increased need for transparency as a result of the mil levy.

Roger stated that in order to provide pro-active, quick and accurate communications, the Outreach Working Team will consist of Alyssa and Roger. He stated that each of the other teams would be contributing information and content toward the creation of an annual report, to be developed by the Outreach Team. He cited the recently distributed Local Marketing District report as a model. The report will provide a template for updating the website, for press releases and for Jason's "State of Housing" report to the City and County. Doug noted the importance of maintaining good communication with the residents of YVHA properties.

Cole summarized the function of each team through the following football analogy:

- Head Coach & Coordinator: The Board
- Quarterback: Jason & management (*directing the plays, executing the game plan*)
- Broadcast Booth (Jim Nantz & Tony Romo): Roger & Alyssa (*letting people know what's happening*)
- Running Backs: Property Management and Existing Assets (*on the ground, moving the ball ahead*)
- Wide Receivers: Development Team (*stretching the field, spiking the ball in the endzone*)
- Defensive Backs: Policy Team (*making sure nothing gets by*)
- Offensive and Defensive Linemen: Finance Team (*not sexy, but necessary*)

#### **MOTION**

Catherine moved to adopt the 2018 YVHA Strategic Plan, recognizing that it is a working document that may be amended as needed. Trish seconded the motion. **The motion carried unanimously.**

#### WORKING TEAM ROSTERS:

**Development:** Kathi & Sheila (co-leads), Mark, Luke, Dick, Bob

**Property Management:** Mike (lead), Rachel, Dick

**Policy:** Catherine (lead), Trish, Doug

**Finance:** Cole (lead), Chris, Catherine, Doug

**Outreach:** Roger (lead), Alyssa

#### **EN RE: OTHER BUSINESS**

Jason reviewed the agenda for the May YVHA Board meeting. Alyssa distributed conflict of interest forms.

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

#### **MOTION**

Cole moved to adjourn the regular meeting of the Housing Authority at 2:05 p.m. Doug seconded; the motion carried unanimously.

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



Sarah Katherman, Minute Taker



Roger Ashton, President