

**YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING**  
**May 14, 2020**

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

Board members participating included: Catherine Carson, Cole Hewitt, Chris Slota, Mike Beyer, Kathi Meyer, Roddy Beall, Michael Ann Marchand, Emily Katzman, Luke Carrier, Alison Brodie, Roger Ashton and Tim Corrigan. Rachel Van Eck was absent.

Others participating included: Jason Peasley, YVHA Executive Director; Alyssa Cartmill, YVHA Executive Assistant. Sarah Katherman prepared the minutes.

**EN RE: PUBLIC COMMENT**

There was no public comment.

**EN RE: BOARD MEMBER COMMENT**

There were no board comments.

**EN RE: CONSENT AGENDA**

The following items were presented on the consent agenda:

- a. Review and approval of the April 2020 minutes
- b. Review and approval of balance write-offs for March 2020
- c. Review and approval of the check register for March 2020
- d. Review and approval of the leave report for March 2020
- e. Review and approval of pre-audit financial statements for March 2020

Mike asked to pull the minutes from the Consent Agenda.

**MOTION**

Catherine moved to approve items b – e of the consent agenda, as presented. Alison seconded. **The motion carried unanimously.**

Mike clarified that his comment regarding the COVID-19 relief grants for which YVHA had applied was that he would prefer that the grants be managed by a third party, *if they were awarded to YVHA*. Alison added that in the correction to the March minutes, it was Chris who was physically present at the March meeting, not Luke.

**MOTION**

Kathi moved to approve the minutes of the April 2020 Board of Directors meeting, with the above stated amendments. Chris seconded the motion. **The motion carried unanimously.**

**EN RE: STAFF REPORTS**

Jason said that the YVHA office remains closed to the public. YVHA staff are now working in the office more, while maintaining social distancing protocols.

Jason reported that bids are being accepted for the sidewalk and drainage work at Hillside, and that Kent is preparing to renovate the laundry room. The washing machines and dryers will also be replaced. Jason reviewed the plan to minimize the disruption for Hillside tenants. He said that YVHA is also seeking bids for capital projects at

Fish Creek Mobile Home Park. The Property Management Team will be reviewing the plans for these projects. At the Reserves, the on-site staff is working full-time, but the office will remain closed next week.

Jason said that the Anglers' Drive property is under contract. He said that work is underway on the conceptual drawings for the project. Preliminary discussions are being held with the City regarding entitlements and variances. He added that he would be meeting with CHFA next week to get feedback on the project prior to filing an application for the 4% tax credits in August. Catherine asked if OPG might consider supplying internet service to this project. She noted the importance of connectivity, particularly during the COVID-19 era.

Kathi asked about the status of the unit at Fish Creek whose occupant had died. Jason said that the future of two units is somewhat up in the air. He stated that the best scenario would be for someone other than YVHA to replace these units.

Kathi reported that City Council would be meeting on June 2<sup>nd</sup> to discuss the possible \$500,000 contribution to YVHA from the Community Housing Fund.

In response to a question from Luke, Jason said that the tax credit market is jittery, but hasn't crashed. Regarding the contribution to YVHA from the County, Tim said that the County does not want to make cuts to programs intended to benefit the most vulnerable. He said that many capital projects had been identified for cuts. The City contribution comes out of the Community Housing Fund, rather than General Fund. Catherine noted the potential for additional negative impacts to property tax revenues due to Gallagher. Tim offered that changes to TABOR and/or Gallagher may be considered. He suggested that the Policy Team should consider advocacy on this issue.

Jason reported that YVHA had not been awarded either of the COVID-19 relief grants that he had applied for. He said that Lift-Up is assisting all of the YVHA clients, and seems to have the resources to meet the need. Alyssa reported that at Hillside there are \$4,000 in delinquent accounts and that Fish Creek has a bit over \$8,000 in delinquent accounts. Kate has spoken to all tenants with delinquent accounts and thinks that they all will be able pay.

Jason said that interviews have been scheduled with five candidates for the Executive Assistant position. Three new DPA loans for \$20,000 each have been issued. Tim said that the BCC had reached consensus to allow the short-term rental ban to expire at the end of May. Routt County is also seeking a variance from the state's restriction on restaurants.

#### **EN RE: YVHA PERSONNEL POLICIES AND PROCEDURES HANDBOOK**

Catherine reviewed the proposed changes to the sick leave policy. She said that the change is intended to ensure that any new hire does not feel obligated to come to work if they are sick, given the COVID-19 pandemic. Mike said that paid sick leave is a benefit and not a right. He suggested that the policy should refer back to the current COVID-19 guidelines. Roger noted that the CDC guidelines also suggest providing for those caring for a patient, and those who have sick family members. Roddy agreed that the policy should be more general and state that YVHA will adhere to the official guidelines. The proposed amendment to the Handbook was referred back to the Policy Team.

#### **EN RE: ALPENGLOW LEASING PLAN**

Cole commended the bilingual article that was recently published in the paper regarding the Alpenglow leasing plan. Alyssa reviewed Ross's initial plan for the lease-up, which was inadequate. She then reviewed the details of the current plan. The application period opened this morning via phone, text and email, and will close on Sunday night. Only one entry per household will be accepted. The entries will then be sorted into categories by unit

size, and entered into a lottery system. Potential applicants will then be notified and given 72 hours to submit their applications, which will be tailored to the individual applicant. After verification, applicants will be allowed to choose their units, with move-in to begin at the end of June.

In response to a question from Catherine, Alyssa reviewed the outreach being done beyond the newspaper article. She reported on a Zoom training call with a variety of other community groups that will assist applicants. She said that provisions will be made to assist those without access to a scanner or email. Chris noted the lack of certainty regarding the ability of Ross to conduct the lease-up smoothly. He asked if there was a back-up plan. Alyssa said that OPG would step in, if needed. She added that the concern is not with the tenants, but rather that the project may not be leased-up as quickly or efficiently as expected. Cole offered that although Ross is fully responsible for the lease-up, YVHA carries a risk to its reputation if the lease-up does not go well.

Jason said that the moderate income units at Alpenglow are targeted at the 95% of AMI level. Kathi asked about market rates vs. the rents on the moderate income units. Alyssa said that the market rates for 2 and 3 bedroom units are around \$2000 and \$2450 respectively. The Alpenglow units are priced at \$1850 and \$2150.

Jason reviewed the employment preferences (pg. 49 of the meeting materials). Following discussion, Jason said that he would clarify the language of the 3<sup>rd</sup> priority, which is intended to target those moving into the County to work for a Routt County employer.

## **EN RE: EXECUTIVE SESSION**

### **MOTION**

Cole move to enter into executive session in compliance with C.R.S. 24-6-402 (4) (a) (regarding the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest; except that no executive session shall be held for the purpose of concealing the fact that a member of the local public body has a personal interest in such purchase, acquisition, lease, transfer, or sale) and C.R.S. 24-6-402 (4) (e) (determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators) specific to an update on development negotiations.

Mike seconded the motion. **The motion carried unanimously.**

Those participating in the executive session included: Cole Hewitt, Catherine Carson, Roger Ashton, Tim Corrigan, Chris Slota, Luke Carrier, Kathi Meyer, Roddy Beall, Alison Brodie, Emily Katzman, Michael Ann Marchand, Jason Peasley and Alyssa Cartmill. No minutes were taken.

The YVHA Board exited executive session at 1:55 p.m. No decisions were made.

## **EN RE: OTHER BUSINESS**

Jason said that Michael Ann would spearhead the outreach efforts. Michael said that the next outreach article would be from Finance Team and would focus on how YVHA is able to leverage its funds. She said that articles would be put out once per quarter. Michael will contact the appropriate team member two weeks before the piece is due to assist in the develop of a draft.

## **EN RE: ADJOURNMENT**

The regular meeting of the Housing Authority was adjourned at 2:00 p.m.

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

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Sarah Katherman, Minute Taker

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Cole Hewitt, President