

**YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING
NOVEMBER 19, 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: Cole Hewitt, Catherine Carson, Mike Beyer, Kathi Meyer, Emily Katzman, Luke Carrier, Roger Ashton, Chris Slota, Roddy Beall, Tim Corrigan and Michael Ann Marchand. Alison Brodie joined the meeting in progress and Rachel Van Eck was absent.

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

EN RE: PUBLIC COMMENT

There was no public comment.

EN RE: BOARD MEMBER COMMENT

Chris reported that at the Finance Committee meeting there had been discussion of the possible use of YVHA (perhaps DPA) funds to assist residents with rent. He said that Lift-Up still has some funding available, but not much. Kathi noted that COVID-specific grant funding is available and offered that pursuing these grants would be preferable to using DPA funds, since that program is experiencing increased demand. Jason said that Kevin is looking into grants.

Mike said that he has inquired about the availability of YVEA funds to help cover electricity bills. He commended the approval of the 400 Anglers project and noted that the two most recent projects have not involved 9% tax credits, demonstrating that the community housing can be developed outside of that program.

EN RE: CONSENT AGENDA

The following items were presented on the consent agenda:

- a. Review and approval of the October 8, 2020 minutes
- b. Review and approval of balance write-offs for September 2020
- c. Review and approval of the check register for September 2020
- d. Review and approval of the leave report for September 2020
- e. Review and approval of financial statements for September 2020

Cole noted that the agenda includes incorrect dates for items d. and e. These both should be September 2020.

MOTION

Kathi moved to approve items a – e of the consent agenda, as amended. Catherine seconded. **The motion carried unanimously.**

EN RE: STAFF REPORTS

Jason said that he is working on a press release to announce that tax credit funding has been approved for the 400 Anglers project. He said that entitlement work for the project is underway. Jason reported that a Zoom meeting with the neighborhood had been productive and well-received.

Jason said that the final leasing manual from the USFS has been released and that he would be discussing the project with the district ranger in December. He noted that Summit County is pursuing a similar project with the USFS.

Jason reported that staff has returned to working from home as much as possible and is staggering office attendance to avoid overlap. Kate and Kent have established their own protocols to minimize contacts.

Property Management

Hillside Village: Alyssa reported that Kent has completed the remodel of the laundry room and that Jason is working on getting out of the laundry machine contract in preparation for YVHA purchasing its own machines, perhaps with a service contract. Kent is working on the remodel of Unit 313, which will take 2 – 3 months to complete. The other two open units should be turned around and re-rented quickly. Kate is working with tenants who are currently or expect to soon be unemployed.

Fish Creek: Alyssa said that Kate is also knowledgeable about which tenants at Fish Creek are struggling and may need help. Alyssa reported that the cluster boxes are being keyed and should be assigned to tenants, perhaps next week. The fencing project has been deferred to next spring.

OPG projects: Alyssa is working with Ross Management on 2021 budgets for Tabor, the Reserves and Alpenglow. She reported that there had been a Zoom meeting for Alpenglow tenants to discuss on-site issues, mostly concerning parking.

RPM prep: Alyssa provided an update on her progress with building up the credentials and designations necessary for moving into full property management. She said that she has started a course to obtain her real estate license, but is unsure of how COVID may affect the timing of the exam.

In response to a question from Catherine, Alyssa reviewed the parking issues at Alpenglow. She said that parking spots would be assigned to units and that those with opposite schedules are working on solutions. Jason noted that YVHA was aware that parking was being sacrificed in favor of maximizing the number of units, and that although that trade-off would continue to be made in the future, staff has learned some strategies for managing it.

Kathi requested that the Property Management report include the waitlist numbers for Hillside and Alpenglow. Alyssa agreed, and added that she would be starting a list of interested tenants for the Anglers project.

EN RE: YVHA 2021 BUDGET PUBLIC HEARING

Jason stated that state statute requires an advertised public hearing prior to the approval of the annual budget. This hearing was properly posted.

Jason reviewed the staffing expenses included in the budget, as explained in the budget highlights outlined in the meeting materials. He stated that he would propose increasing the expenses in the Fish Creek Fund budget to cover asphalt sealing and the fencing project that is being deferred to 2021, in addition to the increase in the railroad license fee. Jason noted that the budget includes the \$500,000 grant from the City and County and the \$2,000,000 contribution from YVHA for the Anglers project. On the revenue side, the budget includes the first ever rent increase at Hillside. Jason stated that the increase will prompt an increase in USDA subsidies for most residents, with only a few tenants having very minor rent increases. The proceeds from the rent increase will all be directed to future capital projects.

In response to a question from Emily, Jason said that the budget had not changed substantially since it was reviewed at the October work session. He said that a few items that were not final in October had been updated.

Cole asked about the increase in staffing costs. Jason clarified that although the increase in salaries would be 22.5% over 2020, the total increase in payroll, including benefits, would increase by 20.4%.

EN RE: 2021 YVHA BUDGET ADOPTION – RESOLUTION 2020-005

Jason said that the only change from the budget presented would be the addition to \$20,200 to the Fish Creek Mobile Home Park Fund enterprise fund to cover asphalt, fencing and the increase in the railroad fee. With this addition, the total line item for Fish Creek under Section 1 of the resolution would be \$425,791.

MOTION

Kathi moved to approve YVHA Resolution 2020-005, a resolution appropriating sums of money to the various funds, in the amounts and for the purposes set forth in the meeting materials, as amended, and adopting a budget for the Yampa Valley Housing Authority for the calendar year beginning the first day of January 2021 and ending the last day of December 2022.

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

EN RE: EMPLOYMENT AGREEMENT BETWEEN YVHA AND JASON PEASLEY

Cole reviewed the employment agreement, noting that Roger and Ward had initiated the process some time ago, and that Jason had been working without a contract in good faith for a couple of years. He stated that the executive committee had reviewed the document in detail, including the compensation which was approved in the 2021 budget. He noted that the section of the agreement regarding termination is specific to Jason, and will not continue on past his tenure. In response to a comment from Emily, Cole acknowledged that ideally the contract would have been reviewed by the Board prior to being approved in the budget, but added that because the process took two years to complete, the past couple of annual budgets have been approved without such an agreement in place. He stated that in the contract includes a provision for annual increases, so moving forward the budget line item will be calculated automatically. Regarding the performance review of the Executive Director, Cole stated that the review process is covered in section 7 of the agreement. He said that he would be initiating that process in next week or two.

Roger noted that the effective date of the contract is January 1, 2021, although the term of the agreement runs from July 1 through June 30. He explained that this term would allow sufficient time after the April 1 renewal date to initiate a search for a new ED in the event of termination. He added that the term does not run with the calendar year in order to allow consideration of the contract and the stated compensation prior to the development of the budget for the following year.

MOTION

Roger moved to approve the employment contract between the YVHA Board and Executive Director Jason Peasley, as presented. Catherine seconded the motion. **The motion carried unanimously.**

Jason thanked the Board for completing the agreement and including the specific provisions for termination to provide security to both himself and the organization.

EN RE: ADJOURNMENT

The regular meeting of the Housing Authority was adjourned at 1:40 p.m.

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

Sarah Katherman, Minute Taker

Cole Hewitt, President