

**YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING
DECEMBER 10, 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, Alison Brodie, Luke Carrier, Roger Ashton, Roddy Beall, Rachel Van Eck, Tim Corrigan and Michael Ann Marchand. Chris Slota, was absent.

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

EN RE: PUBLIC COMMENT

There was no public comment.

EN RE: BOARD MEMBER COMMENT

Kathi announced that City Council would be reviewing and reassigning board appointments at tomorrow's retreat, and that she would be reassigned. She reviewed her long tenure with the organization and noted its successes. Cole, Jason and several board members acknowledged Kathi's contributions to YVHA and thanked her for her commitment and her service.

Jason stated that in addition to Kathi's reassignment, Roddy, Chris and Rachel's terms expire at year end. Chris is re-applying along with two other applicants. The City and County will be interviewing candidates next week.

Emily recommended that YVHA formalize its board recruitment process.

EN RE: CONSENT AGENDA

The following items were presented on the consent agenda:

- a. Review and approval of the November 19, 2020 minutes
- b. Review and approval of balance write-offs for October 2020
- c. Review and approval of the check register for October 2020
- d. Review and approval of the leave report for October 2020
- e. Review and approval of financial statements for October 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 the final C.O. for Alpenglow is in process. Earthwork is ongoing at Sunlight, but will soon shut down for the winter. He said that the tax credits had been approved for 400 Anglers and that he is hoping to complete the entitlements package by year-end of shortly thereafter. The issuance of the building permit and the project closing are expected to occur in July. Jason said that because the Larsons (the sellers) were unwilling to extend the contract until July, OPG will have to close on the land in April.

Jason reported that he will be meeting the acting division manager and the regional supervisor of the USFS in January to discuss the next steps on the USFS project. He noted that the USFS and YVHA will have to work with the City to avoid open bidding on the property.

Jason reported that staff has returned to working from home as much as possible and is staggering office attendance to avoid overlap.

Jason added that Board officers would be elected at the January meeting. Strategic planning objectives for 2021 will also be discussed in January and finalized in February.

Property Management

Hillside Village: Alyssa reported that the laundry room remodel is complete and that Jason is working on how to time the transition to a fleet of owned machines. Kent is working on the remodel of Unit 313; Unit 323 has new tenants; and new carpet is being installed in Unit 213 in preparation for new tenants moving in next week. The tenants have all been informed of the rent increase. Alyssa added that Kate has prepared goodie bags for all the kids in Hillside Village and Fish Creek in lieu of a holiday party. The wait list for Hillside includes 27 families.

Fish Creek: Alyssa provided an update on the cluster box project. The winter newsletter has gone out. Alyssa said that of all the tenants at Hillside and Fish Creek, only one is behind and Kate is working on a payment plan with him.

OPG projects: Alyssa reported that 2021 budgets for Tabor, the Reserves and Alpenglow had all been submitted. The next project will be developing a CIP for the Reserves. The Reserves and Alpenglow clubhouses are closed through the end of the year. Alyssa reported that there are 247 people currently on the waitlist for the Reserves and 45 for Alpenglow. She said that she would begin collecting income, family size and desired unit information from those on the waitlists.

RPM prep: Alyssa reported that she is 2/3 of the way through her real estate license course and that she had earned her management certificate from the Housing Professionals Institute.

EN RE: MILL LEVY – RESOLUTION 2020-006

Jason reviewed the calculation that determines the projected income from the mill levy for 2020. He said that the net revenues to YVHA in 2021 would be down approximately \$2,000 from 2020.

MOTION

Tim moved to approve YVHA Resolution 2020-006, a resolution levying property taxes for the year 2020 to help defray the cost of government for the Yampa Valley Housing Authority, Colorado for the 2021 budget year.

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

EN RE: MACMAHAN AND ASSOCIATES, LLC - ENGAGEMENT LETTER

Cole reviewed the need to complete an engagement letter with the auditors, MacMahan and Associates, LLC each year, although YVHA has a multi-year agreement. He said that the fees for the audit will not exceed \$17,000. Jason stated that the audit would begin after the end of the year when final documents have been completed. He said that the auditors conduct most of the audit remotely and would then spend a few days at the YVHA verifying and cross-checking documents. In response to a question from Emily, Jason said that he did not have any significant concerns regarding the audit and the change in software systems. He said the only challenge might be the new process of making entry adjustments.

MOTION

Catherine moved to approve and authorize Cole's signature on the engagement letter between the YVHA Board and MacMahan and Associates, LLC, as presented. Luke seconded the motion. **The motion carried unanimously.**

EN RE: EXECUTIVE SESSION

MOTION

Tim moved 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) for an update on development projects.

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

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

EN RE: AMENDED AND RESTATED OPERATING AGREEMENT OF OPG SS MANAGERS

Catherine offered that all business arrangements evolve, and that this development highlights the importance of having strong contracts.

MOTION

Catherine moved to approve and authorize the board president to sign a consent to the transfer of the Overland Property Group interest in the companies that are the managers of The Reserves and Alpenglow Village and to sign Amendment No. 2 of the Amended and Restated Operating Agreement of the OPG SS Managers, LLC.

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

EN RE: COMMUNITY OUTREACH AND OTHER BUSINESS

Alyssa noted that the two teams that have not yet put out a community outreach article for the newspaper are the Policy and Management Teams. The next article is scheduled to come out sometime in January. Jason said that Catherine has begun work on an article regarding assistance to renters and homeowners who are struggling to make their payments.

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.

Sarah Katherman, Minute Taker

Cole Hewitt, President