

**YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING
MARCH 11, 2021**

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, Emily Katzman, Alison Brodie, Luke Carrier, Roger Ashton, Chris Slota, Tim Corrigan, Michael Ann Marchand, Michael Buccino, Reid Petersen and Leah Wood.

Others participating included: Jason Peasley, YVHA Executive Director; Alyssa Cartmill, YVHA Regional Property Manager; Kevin Delehanty, YVHA Executive Assistant; George Eck, YVHA attorney; and Michael Jenkins, McMahan and Assoc. Sarah Katherman prepared the minutes.

EN RE: PUBLIC COMMENT

There was no public comment.

EN RE: BOARD MEMBER COMMENT

In response to a question from Luke, Jason said that the substantial per unit subsidy provided to the Aspen Housing Authority comes from the Pitkin County real estate transfer fees.

Tim asked about potential housing opportunities in the new stimulus package. Jason said that the state program will include offsets for permit fees, as well as funding for rental assistance. In addition, the states will receive federal funds to be used at their discretion. He confirmed that YVHA has the capacity to research and apply for any available grant funding. Tim reviewed the stimulus allocations to Routt County and its municipalities, and discussed how this money is likely to be spent.

Cole said that he is scheduling one on one meetings with all Board members over the next month.

Michael Ann said that plans should be made soon for the next outreach article. Cole said he would contact Michael Ann to discuss ideas.

EN RE: CONSENT AGENDA

The following items were presented on the consent agenda:

- a. Review and approval of the February 11, 2021 minutes
- b. Review and approval of balance write-offs for January 2021
- c. Review and approval of the check register for January 2021
- d. Review and approval of the leave report for January 2021
- e. Review and approval of financial statements for January 2021

MOTION

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

EN RE: REVIEW OF 2020 AUDIT

Mr. Jenkins, of McMahan and Associates, reviewed that as a local government and as an agency that receives federal funding, YVHA is required to have an annual audit. He explained the single audit that is required because YVHA receives funding from the USDA. He added that having an annual audit is also good business practice, and ensures transparency and accountability. Mr. Jenkins stated that the final element of the audit is the

opinion, issued by the auditor, that is the result of an examination of the internal systems and controls, including testing and sampling, to ensure that the financials are reliable and are in compliance with government accounting standards and reporting. Mr. Jenkins said that they are very close to completing the audit. The only outstanding issue is to resolve approximately \$11,000 in variants that are the result of the conversion from Cassell to Real Page software. Mr. Jenkins said that it is safe to assume that the opinion will be unmodified (clean).

Mr. Jenkins reviewed YVHA's organizational accounting and budget reporting (fund accounting). He reviewed the YVHA balance sheet and noted that from a financial perspective, as well as in terms of the increase in housing inventory, 2020 had been a very good year for YVHA. He commended the work of staff, and said that there is no indication of wrong-doing associated with the variant; it is simply a matter of reconciling how an entry was accounted for in the two different systems. At Emily's request, Jason reviewed the conversion from Cassell to Real Page, noting that YVHA had maintained concurrent books for the first half of 2020. Mr. Jenkins said that YVHA's transition to a new software system had been very smooth, and that the variant was minimal. Jason acknowledged Sandy's hard work.

In response to a question from Jason, Mr. Jenkins said that a supplemental budget amendment of about \$45,000 would be needed, due to higher than anticipated utilization of the DPA program. Catherine asked whether the auditor's opinion could be issued and the audit approved prior to the USDA filing deadline at end of March. There was a discussion of how this would be managed. Jason suggested that a short special Board meeting could be scheduled to approve the supplemental budget amendment and to approve the audit. He said that the Finance Team would review the draft audit next week. A special meeting will be held on March 25, 2021 at noon.

EN RE: MOU BETWEEN YVHA AND GRAND COUNTY HOUSING AUTHORITY

Jason introduced George Eck, the new YVHA attorney. He explained that the MOU outlines the agreement that Grand County Housing Authority (GCHA) will administer the Section 8 voucher program for Routt County. He explained that GCHA has managed this program in the past, but this is first time YVHA will be paying for that service. He said that there are about 20 – 30 Section 8 vouchers in Routt County. The vouchers provide federal funds for rental assistance. He noted that Section 8 is generally managed on a regional basis by a handful of housing authorities, and that YVHA could not do it in-house for less than GCHA is charging.

George stated that the MOU is very straightforward, is legally sound and presents no risk to YVHA. The cost of the service is \$650/month. Mike noted that the MOU would be subject to annual appropriations, but states that it runs through 2022. George acknowledged that this is a typo and would be corrected to 2021.

MOTION

Mike moved to approve the MOU between YVHA and GCHA, as amended. Roger seconded the motion. **The motion carried unanimously.**

EN RE: RESOLUTION 2021-002 - FIRST 2021 SUPPLEMENTAL BUDGET AMENDMENT

Jason noted that the budgeted amount is at the high end of what YVHA will be charged, as the fees are on a per voucher in service basis. Emily asked what limits the program. Jason explained that this a federal program that they have never been able to increase the maximum number of vouchers (28). Catherine offered that if the maximum is 28, the Policy Team should ensure that all 28 are being utilized.

MOTION

Emily moved to approve Resolution 2021-002, a supplemental budget amendment of \$7,493, to cover the administration costs of the Section 8 voucher program. Catherine seconded the motion. **The motion carried unanimously.**

EN RE: STAFF REPORTS

Jason said that he had submitted an improvements agreement to the City that will allow for the issuance of a C.O. for Alpenglow.

Jason said that he had received comments back from the City Design Review Team regarding the Angler's Four Hundred project. He reviewed the negotiations with the City regarding the easement on the west side of the property. He said that this access point for the project would be eliminated so that the entrance to McDonald's and The Bank of the San Juans would not have to be rebuilt. He presented a site plan, indicated the easement, and said that the area would be re-designed, probably with an expanded turf area, dog park, playground or community garden. Jason reported that the traffic study will be updated to ensure that a left-turn lane off Angler's will not be required.

Jason reported that the Design Review Team had approved the building design/massing. He said that additional landscaping will be provided between the YVHA project and the neighboring property, and that the access easement will be amended slightly. Residents of Anglers Four Hundred and the neighboring property will not be able to cut through the others' parking areas. Jason noted that a rapid-flash pedestrian crossing of Angler's Drive will be installed. In response to a question from Emily, Jason and Cole reviewed the negotiations with the neighbors. Chris asked if the need for a variance from the maximum allowed length of the property was a concern. Jason presented elevations of the proposed building and noted the design elements intended to visually break up the massing of the structure. He noted that the design has the support of City Planning staff.

Jason reviewed the discussions with OPG regarding the transition to property management for the Reserves and Alpenglow projects. He said that the transition would occur in concert with the conversion to permanent financing at Alpenglow. He said that the anticipated date of the submittal for the conversion is April 14.

La La reported that things have been quiet at both Hillside and Fish Creek, and that both Kate and Kent had been able to take vacations. Kent is working hard to get the two units at Hillside finished and ready to rent. The waitlists continue to grow.

La La said that she has been working on the documents needed for the transition to property management. She said that she would be taking the real estate exam later this month.

In response to a question from Catherine, La La acknowledged that the residents of Alpenglow are still not receiving mail at the cluster boxes. She said that they must pick up their mail at the post office, which is a hassle. Following discussion of the problem, Catherine said she would coordinate with Tim and contact Bennett's and Hickenlooper's offices to try to get the problem resolved.

Emily asked about the Tabor Grand Apartments and whether there was a way to relieve La La from this responsibility. La La reviewed the history of OPG's involvement with the project and explained why YVHA got involved. She offered that dealing with Tabor had been a good learning opportunity. Jason added that Tabor had contributed to the YVHA resume, and was part of the path towards property management. La La said that Tabor will no longer be her responsibility with the transition to property management.

EN RE: ADJOURNMENT

The regular meeting of the Housing Authority was adjourned at 1:35 p.m.

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

Sarah Katherman, Minute Taker

Cole Hewitt, President