

**YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING  
OCTOBER 21, 2021**

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

Board members participating included: Catherine Carson, Cole Hewitt, Michael Buccino, Alison Brodie, Roger Ashton, Tim Corrigan, Michael Ann Marchand, Leah Wood, Reid Petersen, Luke Carrier and Chris Slota.

Others present included: Jason Peasley, YVHA Executive Director; Alyssa Cartmill, YVHA Regional Property Manager; Emily Katzman; Office Manager; and Sheila Henderson. Sarah Katherman prepared the minutes.

**EN RE: PUBLIC COMMENT**

There was no public comment.

**EN RE: BOARD MEMBER COMMENT**

Chris thanked the YVHA staff for all their hard work during the recent and exciting changes. Cole reported that he had attended the housing conference with Emily and La La. He noted that there are currently a lot of exciting opportunities available in the affordable/attainable housing world these days, and that the conference was great.

Roger suggested that the order of items 8 & 9 on the agenda should be reversed.

**EN RE: CONSENT AGENDA**

The following items were presented on the consent agenda:

- a. Review and approval of the September 16, 2021 meeting minutes
- b. Review and approval of balance write-offs for August 2021
- c. Review and approval of the check register for August 2021
- d. Review and approval of the financial statements for August 2021

Catherine requested to pull item b off the consent agenda.

**MOTION**

Chris moved to approve items a, c, and d of the consent agenda, as presented. Buccino seconded. **The motion carried unanimously.**

Catherine asked about the write-off of rent on one unit at Hillside. La La explained that there is one unit at Hillside that is subject to a Section 8 voucher. She said that USDA requires a certain amount of time to process the rent increase and approve the change to the voucher amount. The write-off will cover the difference in rent until the new voucher amount is approved.

**MOTION**

Catherine moved to approve item b of the consent agenda. Chris seconded the motion. **The motion carried unanimously.**

**EN RE: STAFF REPORTS**

Jason acknowledged that the staff has been working hard. He reported that in addition to ongoing operations, they have been working with the Brown Ranch Steering Committee and reviewing consultants'

proposals. Jason reported that YVHA was approved for the Colorado Health Foundation grant to support the consultant for planning at the Brown Ranch. YVHA has also applied for a grant from DOLA, as well as a grant from CHFA to build capacity. Jason reported that ten proposals from prospective technical consultants had been received in response to the RFP. He said that consideration is being given to future staffing needs.

Jason reported that he has participated in calls and document preparation related to closing on Anglers 400 in December. Construction will begin in the spring. He said he is also working with La La and OPG on the transition to property management around March 1, 2022. Sunlight Crossings is expected to be completed and leased up in 2022. Jason said the annual public budget hearing will be held in November. The budget resolution may be ready for approval in November but can be pushed out to December if necessary. The mill levy will also be set in December.

La La said that all documents and agreements with Eagle County Housing Development Authority related to her real estate license have been finalized. She said she would be participating in calls with the Valley Home Store to get to know the team there. La La reported that the remodel of unit #416 at Hillside is complete and occupied through an internal transfer. The vacated unit is being refreshed in preparation for a new tenant. Another unit will be vacated soon and will also need some work, but not a complete remodel. The Hillside budget is due at the end of the month. La La reported that Fish Creek Mobile Home Park has been quiet, although the struggles with mail delivery continue. Catherine reviewed the work at the state level she has done to rectify the situation but added that the problem lies with the lack of federal funding for the Postal Service. La La reported that YVHA would be going paperless with Real Page at Fish Creek on April 1<sup>st</sup>.

La La reported on the progress being made toward the presentation to the investors and subsequent transition to property management. She reported on the efforts to get work done at the Reserves and warranty work at Alpenglow.

#### **EN RE: BROWN RANCH UPDATE**

Sheila reported that the house on the property had been cleaned up and the upstairs has been set up as office space. A logo is being developed for the ranch that will be printed on tee shirts and photos are being taken for the website and other materials. A communication plan is also being developed, along with Spanish and English language websites that will include the vision statement of the Steering Committee, materials related to the planning process and opportunities to provide feedback. La La said that the YVHA website will be revamped and linked to the Brown Ranch website. Sheila reviewed the community outreach plan, the presentations that have been made to various community groups and the efforts being spearheaded by the Latinx Alliance. She also discussed the efforts being made to reach groups and demographics that do not traditionally participate in these sorts of community plan projects. Sheila said that the Steering Committee has had four meetings, which have all been vibrant. She read the vision statement for the Steering Committee. Catherine asked why there was no mention of environmental sustainability in the vision statement. Sheila said that there had been a lot of discussion around this topic, but that the group had settled on "resilient." Sheila presented the timeline of scheduled Steering Committee meetings and said that the community presentation will be held on Wednesday, January 26<sup>th</sup> at the Grand.

Jason said that Board members will be recruited to co-chair the five working/focus groups that will begin meeting in February: design, economics, housing/services demand, sustainability and stewardship, and infrastructure. The Steering Committee will be working on the specific questions that the focus groups will be charged with addressing.

## **EN RE: 2022 BUDGET WORKSHOP**

Jason stated that he has been looking ahead to what the YVHA staffing needs will be to succeed not only in the planning for Brown Ranch, but also with the existing development pipeline, the transition to property management, operating the YVHA-owned properties and managing the other services, such as the DPA and deed restriction programs that are ongoing. He offered that 5A funds will need to be diverted to staffing in order to take advantage of the following future revenue generating opportunities: property management fees, monetization of Brown Ranch developments, project cash flow distributions, grants, and donations. Jason noted the high expectations of the community. He said that the projected short-term staffing needs include: full-time accounting manager starting January 1, 2022 (Sandy), full-time assistant RPM starting January 1, 2022, and increased investment in staff training and coaching. Jason presented two potential scenarios: the worst-case scenario based on not getting outside funds to support revenue opportunities and a fully successful scenario, which will take some upfront investment. He discussed the benefits of the staffing plan, as recommended by himself and the Finance Team. He presented graphs showing that dramatically fewer units will be delivered over time without adequate staff.

Cole stated that conversations he had had at the housing conference reinforced the idea that depth and experience were the two most important factors in successful property management. He stated his support for diverting 5A funds to ensure adequate staffing ahead of guaranteed property management contracts. Catherine offered that increased staff now will put units on the ground more quickly. She asked if the City and/or County could help with the upfront staffing costs, perhaps with ARPA funding, to get YVHA to the point of self-sufficiency through property management. Tim and Buccino suggested that there would be support for partnering with YVHA. Jason offered that Brown Ranch has the opportunity to increase childcare and other ARPA-qualifying services, in addition to housing. Cole noted, however, that the proposal to use 5A funding still diverts funds from development toward property management. He offered that the two parts of the business need to be kept separate. Tim offered that the County could consider a funding request that is not attached to ARPA. Jason said that diverting 5A funds does support the Brown Ranch development project in that it would partially pay for Jason and Emily's time, which right now is 85% devoted to Brown Ranch. He agreed, however, that the YVHA must be comfortable with the risk involved with the diversion to 5A funds in 2022 to increase capacity. There was consensus approval by the Board to include the new staff positions in the 2022 budget to be presented next month.

## **EN RE: COMPREHENSIVE DEVELOPMENT PLAN TECHNICAL CONSULTANT SELECTION**

Jason reviewed the RFP and subsequent addendum for a technical consultant to advise on the Brown Ranch planning process to be supported by a DOLA grant. Jason said that ten proposals had been submitted, many of which included local providers as part of the team. He said that the ten proposals had been narrowed to a short list of Civitas, Norris Design and Mithun. He said that the selection team had decided to recommend Mithun, with a few changes, including the addition of water and traffic engineering expertise, YVSC as a consultant on local sustainability, and Willa Williford to assist with long-term affordability/deed restrictions, etc. Jason said that the purpose of the consultant team will be to follow the lead of the Steering Committee and focus teams and then analyze and articulate/illustrate the vision for Brown Ranch. Jason and Sheila reviewed the expertise of the selection committee.

In response to a question from Catherine, Jason reviewed the due diligence performed on Mithun. He said that the contract and full scope of work has not yet been completed. Tim offered that regardless of the consultant, close oversight by the YVHA and the Steering Committee will be crucial. Emily added that the team will include a health equity advisor. Roger asked for a clarification of the supplemental budget needed. Jason said that the \$490,000 was a ballpark estimate but includes a bit of flexibility since the contract is yet to be negotiated. The contract will include specific deliverables. The Board will have an opportunity to review the negotiated contract.

**MOTION**

Roger moved to accept the selection committee’s recommendation and engage Mithun as the comprehensive development plan technical consultant. Tim seconded the motion. **The motion carried unanimously.**

**EN RE: RESOLUTION 2021-009 THIRD SUPPLEMENTAL BUDGET AMENDMENT**

**MOTION**

Tim moved to adopt Resolution 2021-009 – the third supplemental budget amendment to defray expenditures in excess of amounts budgeted in the Development Fund in the amount of \$490,000. Chris 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).

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

Those participating in the executive session included: Cole Hewitt, Catherine Carson, Alison Brodie, Tim Corrigan, Michael Ann Marchand, Michael Buccino, Reid Petersen, Leah Wood, Luke Carrier, Roger Ashton, Emily Katzman, Alyssa Cartmill, Sheila Henderson and Jason Peasley. No minutes were taken.

The executive session ended at 2:06 p.m. No decisions were made.

**EN RE: ADJOURNMENT**

The regular meeting of the Housing Authority was adjourned at 2:06 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