

**YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING
NOVEMBER 11, 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, Mike Beyer, 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; YVHA Office Manager; Sandy Jacobs, YVHA Finance Director; Sheila Henderson, Brown Ranch Community Outreach Manager; George Eck, YVHA attorney; and Bryce Martin, *Steamboat Pilot & Today*. Sarah Katherman prepared the minutes.

EN RE: PUBLIC COMMENT

Mr. Frank Dolman presented a proposal for 500-unit tiny home village in Steamboat Springs. He said that he has been trying unsuccessfully to find land for the project and asked YVHA if they would consider devoting 100 acres at Brown Ranch for this concept. He offered that by using manufactured homes the total cost of living in a tiny home would be much less than any other option currently available in Steamboat. Cole explained that planning for Brown Ranch is just getting underway.

EN RE: BOARD MEMBER COMMENT

Michael Ann encouraged the YVHA Board to attend the Economic Summit, tomorrow at CMC. Tim reported that he had met with Michael Woodbridge of the USFS, who seems amenable to a partnership. He said he would set up a meeting. Catherine reported that Cole would be making public comment on behalf of YVHA at the state's interim housing task force.

Jason noted that YVHA Board terms of Catherine, Cole and Roger expire this year. He encouraged them to reapply. In addition, Emily's position will need to be filled. Applications are due on November 29.

EN RE: CONSENT AGENDA

The following items were presented on the consent agenda:

- a. Review and approval of the October 21, 2021 meeting minutes
- b. Review and approval of the October 29, 2021 special meeting minutes
- c. Review and approval of balance write-offs for September 2021
- d. Review and approval of the check register for September 2021
- e. Review and approval of the financial statements for September 2021

MOTION

Luke moved to approve items a - e of the consent agenda, as presented. Chris seconded. **The motion carried unanimously.**

EN RE: STAFF REPORTS

Jason reported that he had been spending a lot of time on the Brown Ranch Comprehensive Development Plan (CDP) process and working on the due diligence for the new land acquisition. He said that the contract with Mithun (technical consultants) is close to completion. He reported on grant funds from both DOLA and the Community Health Foundation that had been received to support the public outreach and technical assistance for

the CDP. Jason said that he had been participating in closing calls related to the Anglers 400 project. He is also working on strategic planning and staffing.

La La reported that her real estate license is now officially hung at the Valley Home Store and that she is participating in monthly calls with them. She is also preparing to offer real estate services for the YVHA deed restricted properties. La La said that she and Jason have been working on the budget for Hillside Village in preparation for submittal to the USDA. She reported on the turn-over of units there. She said that Fish Creek has been quiet, and that two residents will be seeking rental assistance.

La La said that she is awaiting updated budgets from Ross Management and is working on finalizing them with OPG. Capital needs assessments are being done for all the properties.

La La said that residents of West Acres had inquired about how to purchase the property and turn it into a co-op. She said that if residents are interested, YVHA would help facilitate that process by getting the residents in touch with the right people to move that project forward.

EN RE: BROWN RANCH UPDATE

Sheila presented the Steering Committee's Vision Statement and a list of four priorities that will guide the planning and design of Brown Ranch. She reviewed the process through which these priorities had been set. The Steering Committee is meeting at least once a week and is deeply engaged in the process. Sheila said that the Committee is currently working on drafting a set of questions that each Focus Group will be charged with addressing. In addition to the Focus Groups, the Steering Committee wants to establish a group that will serve as a liaison with local government. The community presentation has been re-scheduled for January 27th at the Strings Pavilion.

Sheila reported on a meeting with the Mithun consulting team, which includes 13 people. The following timeline has been established:

Information gathering – now through January

Analysis – December through January

Design – February through April (to include evaluation and refinement)

Break for the summer

Finalize the plan in the fall of 2022

In response to a question from Tim regarding where seniors fit into the Steering Committee's priorities, Sheila responded that retirees who have worked in the community are included. The inclusion of retirees moving here from elsewhere is still under discussion.

Jason offered that the YVHA Board needs to consider how it will be integrated into the CDP process. He said that each Focus Group would be co-chaired by a YVHA Board member and that all other Board members would be asked to participate in at least one Focus Group. He said that the only directives given to the Steering Committee regarding the CDP were that the project was to be for locals and has to be executable.

Sheila reviewed elements of the CDP community outreach, including the website (in Spanish and English), a Zoom call with the LatinX Alliance and meetings with stakeholder groups. She reported on the many calls and emails that are coming in. Michael Ann noted the importance of communicating to the public how decisions are being made. Mike suggested that there should be a FAQ / Q&A section on the website. Jason noted that the first task to be assigned to the consultants will be to gather everything that is already known about the site and about each focus group topic.

EN RE: PUBLIC HEARING ON 2022 BUDGET

Jason reviewed that the 2022 budget includes expansion of staffing, training, and improvements to the office space at Brown Ranch. He noted that rather than sweeping all expenses for staff from the General Fund, a portion of staff expenses have been charged to the Development Fund, as 5A funds are being used on staff working directly on development. He said that Development Fund also includes expenses related to the CDP for Brown Ranch, as well as other interim projects. He noted that the budget also includes expenses related to the maintenance and costs associated with existing properties, including the road and offices at Brown Ranch. Jason said that there are no major capital projects planned for Hillside Village in 2022, although a capital needs assessment will be done. A major electrical system upgrade is planned for Fish Creek Mobile Home Park. It is in the budget for about \$500,000 based on YVEA estimates, but it remains uncertain if this project will be accomplished in 2022.

Jason said that not a lot of activity is expected in the Down Payment Assistance Fund, due to the lack of supply. He offered that YVHA may want to look into assistance products specific to future for-sale housing to be developed by YVHA. The expansion of the DPA program into other types of assistance is a topic for strategic planning. In response to a question about possibly expanding the amount of DPA funds that can be used in outlying areas, Jason said that the current spending limit has yet to be reached. Catherine said that down payment assistance is also being considered at the state level.

Cole said that he would like to see a YVHA balance sheet in addition to the budget P & L. He asked Sandy how the budgeting process went on Real Page. Sandy said that it had been okay but could be improved with additional training. Jason said that as property management expands, much of budgeting may be generated at the property level.

In response to a question from Catherine, Mike said that they would be pursuing grant opportunities to help fund the electrical upgrade at Fish Creek, but that some contribution from reserves would be needed. Jason said that the amount budgeted for grants is based on the amounts already secured.

Roger asked if it might be appropriate to create a fund specific to Brown Ranch. Jason said that he would discuss options for rearranging the financials with the auditors. Roger asked about the increase in the budget for training. Jason said that training opportunities have been identified for each staff member, in addition to leadership training for him and La La.

Cole asked about income from property management. Jason said that the budget includes six months of revenue from Alpenglow, the Reserves and Sunlight. La La said that she is working on materials to submit to investors, beginning with American Express.

There was no public comment.

EN RE: RESOLUTION 2021-012 THIRD SUPPLEMENTAL BUDGET AMENDMENT

MOTION

Catherine moved to adopt Resolution 2021-012 –appropriating sums of money to the various funds, in the amounts and for the purposes set forth below and adopting a budget for the Yampa Valley Housing Authority for the calendar year beginning the first day of January 2022 and ending the last day of December 2022.

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); and Anglers 400 closing documents.

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

Those participating in the executive session included: the entire YVHA Board, Emily Katzman, Alyssa Cartmill, George Eck, and Jason Peasley. No minutes were taken.

The executive session ended at 1:35 p.m. No decisions were made.

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