

**YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING
AUGUST 12, 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, Emily Katzman, Alison Brodie, Roger Ashton, Tim Corrigan, Michael Ann Marchand, Leah Wood, Luke Carrier and Reid Petersen. Mike Beyer and Chris Slota were absent.

Others participating included: Jason Peasley, YVHA Executive Director; Alyssa Cartmill, YVHA Regional Property Manager; George Eck, YVHA attorney; Bryce Martin, *Steamboat Pilot & Today*; and Sheila Henderson. Sarah Katherman prepared the minutes from a recording of the meeting.

EN RE: PUBLIC COMMENT

There was no public comment.

EN RE: BOARD MEMBER COMMENT

Tim stated that the Master Plan update process is underway, with the first official meeting scheduled for August 27. He added that the new County Manager would be starting soon.

Roger noted that the City Council election this fall would seat four new members and that consideration should be made to those who will support affordable housing. He said that the *Steamboat Pilot* was also taking applications for its editorial board and it would be great to have people who support housing on the board.

Cole said that he and Jason had met with Governor Polis, who was very supportive of YVHA. Cole said that ARP funds will be available to fund the infrastructure on the West of Steamboat property. He said that representative Dylan Roberts would be appointed to a statewide housing steering committee. Jason added that the state wants the ARP funding to be spent quickly, so it is important to have projects that are ready to go. Tim added that the Summit County representative also on the housing steering committee, would be an advocate for YVHA. He said that through a CCAT committee he had asked for funding for infrastructure and funding to help with master planning.

Michael Ann thanked Roger for the article in the paper.

EN RE: CONSENT AGENDA

The following items were presented on the consent agenda:

- a. Review and approval of the July 8, 2021 minutes
- b. Review and approval of the July 14, 2021 minutes
- c. Review and approval of balance write-offs for June 2021
- d. Review and approval of the check register for June 2021
- e. Review and approval of the financial statements for June 2021

MOTION

Tim moved to approve items a – e of the consent agenda, as presented. Michael seconded. **The motion carried unanimously.**

EN RE: STAFF REPORTS

Jason said most of his time has been spent on the land purchase process. He added that he has also been working with other philanthropic partners regarding the upcoming planning process for the land. Jason noted that the land has increased opportunities, but has not increased revenue, and that the project planning will require additional funding.

Jason reported that construction on Anglers 400 will start next fall. The start was postponed due to the premium being charged to start now. The closing on the equity and debt will probably occur in November. He said he is continuing discussions with the USFS and other potential partners on various housing concepts. Jason said that YVHA has advertised for a new office manager to replace Kevin, who resigned recently.

Jason said that upcoming strategic topics include the Development Plan Steering Committee and the budget. He added that staffing will also need to be considered in response to the increase in opportunities and workload associated with the West of Steamboat property. The October meeting may need to be re-scheduled.

La La said that she is working on the transition to property management. She said that work on the IGA with Eagle County for real estate matters is currently in process. It is anticipated the IGA will be finalized in time for approval at the September YVHA Board meeting. La La said that two of the three units that were offline at Hillside have new tenants. She said the contractor that has been working on the units has been doing a great job. She said that the third unit will be complete soon and that the property is expected to be back at 100% occupancy within the next three weeks or so. La La reported that the fence at Fish Creek Mobile Home Park is complete. She added that there was an electrical issue with a pedestal at Fish Creek, but that Mike Beyer had helped with a temporary solution until the pedestal can be replaced. The infrastructure and capital improvement plan for the upcoming electrical upgrade at Fish Creek is complete and will be reviewed by the Property Management Team in the next couple of months.

La La said that Alpenglow conversion has been finalized. They are currently working on some warranty work left over from last fall. La La said that the Reserves is running well. La La said that she has been working on completing some required continuing education credits.

In response to a question, La La said that so far this year there have not been any bear issues at Fish Creek, other than one trash can incident.

EN RE: COMPREHENSIVE DEVELOPMENT PLAN STEERING COMMITTEE SELECTION

Jason proposed assembling a group to work on planning for the West Steamboat property modeled on the previous Community Housing Steering Committee. The steering committee would be the high level review and oversight committee, with sub-committees taking on the detailed work on specific topics. He reviewed the five main topic areas: housing demand, infrastructure, urban design, long-term stewardship, and project economics. Public outreach will be a significant aspect of all these topics. He stressed the importance of including the community in the planning process so that the community supports the development plan for the land and has some ownership in it. Jason said that the steering committee should represent a wide variety of interests and perspectives in the community. He reported that Sheila Henderson has been chosen to spearhead the public outreach and the selection of the steering committee. He introduced Sheila and reviewed her experience. Jason said that Sheila's salary would be paid for through generous donations, resulting in no cost to YVHA. He said that the remainder of the steering committee would be selected through an application process. The YVHA will review the applications and choose the members.

Jason said that when this project is built out, the community leaders at that time will be people who are currently 12 – 15 years old. He suggested that it would be interesting to get some kids of that age involved in the

process. He said that YVHA is working with the Colorado Health Foundation on the public engagement process. The Foundation is also helping to fund the outreach, which is expected to take 9 – 12 months.

In response to a question from Cole, Jason said that Board members should publicize the steering committee to everyone who might be interested. Those who apply for the steering committee and are not chosen will be tapped to participate on the sub-committee (working group) level. Jason said that it would be great to have the steering committee in place by the September Board meeting. Catherine offered that the application should include an estimate of the time commitment. She recommended including YVHA Board members on the steering committee and sub-committees. Catherine also recommended that environmental sustainability should be added to the description of the specific topics to be included in the plan. She suggested some additional clarifications and additions to the RFP. Reid said that given the short timeline, the application needs to be translated soon. He also recommended developing some sort of informational packet for the middle- and high school kids. Roger suggested that some targeted constituencies should have representation on the steering committee. Jason said that he would like to avoid designated positions. There was a discussion of the timeline for setting up the steering committee and sub-committees.

Sheila stated the importance of passion, engagement, and commitment on the steering committee. She agreed that if an insufficient pool of applications is received, the application period could be extended. Cole offered that although YVHA cannot dictate the planning process, it does have discretion to choose the steering committee it feels will be most effective.

In response to a comment from Luke, Jason noted that a great deal of work has been done on this site. He offered that an important element of the process will be educating the YVHA Board as well as the public regarding what is already known about the property through the previous proposals for it. Michael Ann noted that Community Housing Steering Committee was made up of local experts on a variety of pertinent subjects. Citing the complexity of the issues, she stated her support for expert/experienced representation on the steering committee. Catherine recommended setting income brackets instead of asking for a number. She also stated her support for having YVHA Board representation on the steering committee and on each sub-committee. Jason agreed, noting that the plan will ultimately be the roadmap for YVHA for some time to come.

Cole summarized the changes to the application: income brackets; an additional question regarding talents, assets or pertinent experience; a question regarding specific area of interest/working group choice; definitions of the working group topics (as in the RFP), including the addition of “environmental sustainability,” and an estimate of the time commitment in the cover letter.

The application deadline will be the Friday before Labor Day. The September Board meeting was moved to September 16th.

MOTION

Catherine moved to approve the Steering Committee Selection Plan, as presented, with the changes to the application listed above. Luke seconded the motion. **The motion carried unanimously.**

EN RE: COMPREHENSIVE DEVELOPMENT PLAN TECHNICAL CONSULTANT RFP

Jason stated that the purpose of engaging a team of technical consultants would be for them to assist with the analysis and technical details of the main focus areas. They would not be involved in public outreach. Jason reviewed some of the technical issues, such as the types of services, public spaces and commercial activities that will be needed for a community of this size to be self-sustaining, both economically and environmentally. He noted the extraordinary resources that have become available to make this project work by leveraging zero cost land and zero cost infrastructure. Jason reviewed the RFP, adding that he would add links to the vast database of

information that is available regarding this property. Noting that the governor had emphasized that the infrastructure funding needs to be spent quickly, Jason said that this RFP would most likely queue up another RFP (perhaps in as little as three months) for civil engineering and construction drawings, which will amount to approximately 10% of the total infrastructure cost.

Catherine asked about the timeline for the civil engineering. Jason estimated that it might be complete by the middle of 2022. In response to a question from Tim, Jason said that one of the deliverables from the consultants would be a phasing plan. Tim stated his support for establishing detailed schedules and associated timelines. Catherine added that a funding schedule should also be developed. She also requested that “and sales” should be added to “mobile home rentals” under the low-income section.

MOTION

Roger moved to approve the RFP with the changes to the deliverables and the addition of language regarding environmental sustainability, mobile home sales, etc., as recommended above. Michael seconded the motion. **The motion carried unanimously.**

EN RE: PROPERTY TAX BALLOT LANGUAGE

Jason stated that prior to the anonymous donation that enabled YVHA to acquire the West of Steamboat land, the Board had discussed the possibility of requesting an extension of the mill levy. He said that he had worked with Dee Wiser on ballot language, as presented in the meeting materials. Jason said that the ballot question may be somewhat premature, since YVHA does not know what the funding gap is in developing the West of Steamboat properties and the remaining goals listed in the strategic plan. He offered that once the Comprehensive Development Plan is complete, YVHA will have a good understanding of where the gaps in financing are. He said that the Plan could then be used as a tool to promote the extension and potential increase of the mill levy. Jason said that the deadline for submitting ballot language is August 24th, so action would need to be taken at this meeting, with a special meeting to follow, to get the question on the ballot. Staff’s recommendation is to postpone putting a question to the voters until 2022 when a solid plan has been developed. Reid offered that the voters would be unlikely to support a measure at this time, given the recent influx in funding. Catherine offered that the use of some 5A money may be needed to provide matching funds for grants. Jason said that an in-depth analysis of YVHA cash flow is needed. The YVHA Board agreed to postpone the ballot measure.

EN RE: WEST OF STEAMBOAT PROPERTY ANNEXION PETITION

Jason said that after originally thinking that annexation should be pursued immediately, he has realized that the project needs to be done in a fully collaborative way with the City, the County, and the community. He offered that the proper process for annexation should be to wait until a plan for the development is in place and everyone is on board. This can be achieved through the Comprehensive Development Plan process. The annexation process will then flow smoothly and cooperatively. Michael offered that the timeline for obtaining and spending the infrastructure funding from the state may force the annexation process schedule. Tim asked what the downside would be of getting this property annexed into the City at this time. Catherine stated her support for engaging the public, gaining consensus, and following the process. Michael expressed some concern that if the annexation is postponed too long that some opposition to this amount of growth will develop. At this point, annexation would only mean increasing the land contained within the City limit. Michael noted that having YVHA in control of the land the process is a much different thing than having a developer in control of the property. Roger noted that City Council will have four new members in the fall. He stated his support for moving forward with an annexation request. Cole urged Michael to discuss the topic with City Council and City staff. Tim added that the annexation should be complete prior to the update of the Routt County Master Plan. The YVHA Board decided to agree with staff’s recommendation to engage the community, establish a collaborative environment through the Comprehensive Development Plan process, and then pursue annexation.

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