

**YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING
SEPTEMBER 16, 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, Luke Carrier, Mike Beyer and Chris Slota. Reid Petersen was absent.

Others present included: Jason Peasley, YVHA Executive Director; Alyssa Cartmill, YVHA Regional Property Manager; Dylan Anderson, *Steamboat Pilot & Today*; and Sheila Henderson. Sarah Katherman prepared the minutes.

EN RE: PUBLIC COMMENT

There was no public comment.

EN RE: BOARD MEMBER COMMENT

Catherine reported that the latest version of the congressional district map groups Routt County with Eagle, Summit, Grand, Jackson, Boulder and Larimer Counties. She said Representative Dylan Roberts would continue as Routt County's representative.

Michael Ann said that it is time to think about the next article for the newspaper. Jason said he would work with others on an article about Brown Ranch.

EN RE: APPOINTMENT OF BOARD VICE PRESIDENT

Jason reported that Emily Katzman had resigned from the board to take a position on YVHA staff. He said that Leah had volunteered to serve as VP.

MOTION

Roger moved to appoint Leah as VP of the YVHA Board of Directors. Michael B. seconded the motion. **The motion carried unanimously.**

EN RE: CONSENT AGENDA

The following items were presented on the consent agenda:

- a. Review and approval of the July 26, 2021 special meeting minutes
- b. Review and approval of the August 10, 2021 special meeting minutes
- c. Review and approval of the August 12, 2021 meeting minutes
- d. Review and approval of balance write-offs for July 2021
- e. Review and approval of the check register for July 2021
- f. Review and approval of the financial statements for July 2021
- g. Review and approval of the YVHA Diversity, Equity and Inclusion Policy

Cole pulled item g. from the consent agenda.

MOTION

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

Jason reviewed the Diversity, Equity and Inclusion Policy (DEI Policy), which puts in writing the practice that YVHA has traditionally followed. He said that Sheila had helped to draft the policy in conjunction with the Policy Team. Sheila noted that having a DEI Policy is necessary for some grants. In response to a question from Roger, Jason said the policy would be included in the employee handbook and be posted on the website. Cole asked if the desired outcomes of the policy need to be defined. Sheila offered that this could be done through the goals and objectives listed in the strategic plan, as well as through implementation on the Board, the staff and in the master planning of Brown Ranch.

MOTION

Cole moved to approve the DEI Policy, as presented. Catherine seconded the motion. **The motion carried unanimously.**

EN RE: STAFF REPORTS

Jason said most of his time has been spent on the comprehensive development planning process for Brown Ranch. This will continue to consume a lot of resources. He said that he had been working closely with Sheila, and that the consultant would be selected at the next board meeting. He added that Emily had been hired as the Office Manager and would start on September 28th. Jason said that staff is way too busy, and that he is concerned about potential burn-out.

Jason reported he had also been preparing for the closing on Anglers 400. He said that the transition to property management of that property will be delayed to follow the transition at The Reserves, probably in the spring of 2022. Sunlight will follow later in the year.

In response to a question from Mike, Jason said he had not been appointed to the CHFA board.

La La said that OPG had brought on a new VP of Asset Management, which will require some adjustment, but that Matt will continue to be the primary contact. She said that she has been working on the IGA with Eagle County for real estate matters. The IGA is on the agenda for approval.

La La said that Hillside unit 416 is offline but should have new tenants by the end of September. She said that she has been working through the USDA guidelines for capital improvements and hopes to develop two to three-year CIPs for Hillside and Fish Creek. She said she is also working on CIPs for the Reserves and Alpenglow. La La reported that mail continues to be a problem at Fish Creek, but that Kate is doing a terrific job. She said that all of the property staff are doing great and that every effort should be made to retain them.

EN RE: REVIEW AND APPROVAL OF IGA BETWEEN YVHA AND EAGLE COUNTY HOUSING AND DEVELOPMENT AUTHORITY

La La explained that she had been working with Eagle County Housing and Development Authority (ECHDA) on an agreement to provide a minimum of two years of financial oversight of her real estate license, which she obtained because it is a requirement for property management. She said that ECHDA had prepared the IGA, but that it had been reviewed and approved by YVHA counsel George Eck. Jason added that they had explored all possible local opportunities for oversight, but found that ECHDA is in closest alignment with YVHA. He said that the The Valley Home Store is 99% owned by ECHDA. In response to a question from Mike, La La said that the period of oversight will depend on milestones reached. The agreement can be extended, if necessary.

MOTION

Roger moved to approve the IGA between YVHA and ECHDA, as presented. Michael Ann seconded the motion. **The motion carried unanimously.**

EN RE: BUDGET & STAFFING WORKSHOP

Jason reviewed the bulleted list of factors – known and unknown - that will influence the 2022 budget. He said that the development goals had not been reset since the acquisition of Brown Ranch, but that this will be discussed during the strategic planning process. He said that the Comprehensive Development Plan (CDP) would take at least a full year, and that he continues to work on the next development project to be completed before development starts at Brown Ranch. Jason noted that as the existing projects (Reserves, Alpenglow and Sunlight) come under YVHA property management, the units for which YVHA is responsible will grow by 170%. He said that although Hillside and Fish Creek will remain stable, there will be significant capital improvement projects at both properties. He added that once the first phase of Brown Ranch is figured out, YVHA will be engaging an engineer. Moving on this early will allow YVHA to take advantage of state and federal funding for infrastructure. This will require a supplemental budget in the \$2M - \$3M range. Jason said that during this time frame they would also be going through the annexation process.

Jason expressed concern with the ability of the existing staff to manage the foreseeable workload. He discussed the timing of bringing Sandy on full-time and offered that additional staff may need to be added mid-2022. Jason said that the Finance Team would be reviewing the budget, which is currently at a very preliminary stage, for presentation to the Board in October, with approval scheduled for November.

Jason discussed the need for training and professional development in addition to an increase in staff. He said that property tax funds can be used to pay for these personnel costs, but that they are also pursuing grant funding to increase capacity. Referring to the graph that depicted the staffing costs vs. revenue from property management, Jason noted that the rebound in revenues will likely not be realized until further into the future than had been anticipated. The board expressed support for increasing staff, and encouraged Jason to bring on staff proactively.

Catherine said that she would have more information on how the property tax ballot initiatives may influence 5A funding for the next Policy Team meeting.

Roger asked about space constraints at the YVHA offices as staff is added. Jason acknowledged that this was a concern. There was a discussion of possible solutions.

Jason reiterated his concerns regarding burn-out and said that he is very committed to staff retention. There was a discussion of pay, benefits and the organizational chart. Leah recommended bringing on an assistant for La La sooner than planned, noting that investors looking at YVHA's capacity for property management could be concerned with the lack of personnel. There was a discussion of the time commitment being asked of CDP volunteers and the compensation/incentives/accommodations that might be offered to reduce the barriers to participation.

Regarding the electrical upgrades at Fish Creek, Mike said that the first half of YVEA portion was estimated to cost approximately \$218K. He said that the Fish Creek fund currently has about \$225K that can be used to fund the YVHA portion of the project.

EN RE: COMPREHENSIVE DEVELOPMENT PLAN STEERING COMMITTEE SELECTION

Sheila distributed the list of steering committee members being recommended for approval. Cole stated that the Board should concentrate on the criteria and method used by Jason, Sheila, Leah and himself to determine the members of the steering committee recommendation rather than focusing on why certain individuals did or did not make the list.

Michael Ann disclosed that one of the firms submitting a proposal for the CDP consultant had asked Brynn Grey, her employer, to participate with them. Following discussion, the board determined that there was no conflict of interest in her participating in the vote on the steering committee, but that she should recuse herself from the selection of the consultant.

Sheila reviewed the process used to narrow the field of 90 applicants for the steering committee to the recommended list of 20. She noted the high quality of the applicants. Jason said that the two non-negotiable items regarding membership in the group were 1) an understanding that the property would be developed, and 2) that the development would be 100% for locals. Jason reviewed that in addition to the steering committee, there would be five topic-based focus groups, each co-chaired by a YVHA board member and a steering committee member. In addition, a local technical expert would be assigned to each group. There was a discussion of the outreach needed to fill out these focus groups, which will be open to the public at large. Tim stated that it was also important to establish some criteria and process for removing committee members. Jason discussed the importance of clarifying the process, the structure of the committees and the roles of participants. He added that he would like the City and County Managers to be a part of the steering committee team.

MOTION

Mike moved to approve the CDP Steering Committee, as presented. Chris seconded the motion. **The motion carried unanimously.**

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