

**YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING**  
**December 15, 2022**

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

Board members participating included: Leah Wood, Catherine Carson, Cole Hewitt, Alison Brodie, Mike Beyer, Michael Ann Marchand, Heather Sloop, Luke Carrier, Tim Corrigan, and Kathi Meyer. Roger Ashton was absent.

Others present included: Jason Peasley, YVHA Executive Director; Kristy Marshall, YVHA Executive Assistant; La La Cartmill, Regional Property Manager; Mandy Tomassetti, Assistant RPM; Sheila Henderson, Brown Ranch; Dylan Anderson, *Steamboat Pilot & Today*; Bob Schneider; Michael Buccino; Axel Rios, Jim Beers, Patrick Phillips; Reese Freeman.

**EN RE: PUBLIC COMMENT**

There was no public comment.

**EN RE: BOARD MEMBER COMMENT**

Catherine thanked Luke and Mike for the service to YVHA. She reviewed the state legislature committee appointments for Meghan Lukens and Dylan Roberts. Catherine noted that Representative Joe Neguse is now 5<sup>th</sup> in leadership in the Congress.

**EN RE: CONSENT AGENDA**

The following items were presented on the consent agenda:

- a. Review and approval of the November 10, 2022 meeting minutes
- b. Review and approval of October balance write-offs 2022 (none)
- c. Review and approval of financial statements for October 2022

**MOTION**

Catherine moved to approve items a - c of the consent agenda, as presented. Michael Ann seconded. **The motion carried unanimously.**

**EN RE: STAFF REPORTS**

Jason reported that the job description for the Deputy Director has been finalized and will be posted this week. He said that the Mid-Valley project is moving forward and that the pro forma would be reviewed by the Development Team later this month.

La La reported that YVHA had closed on Whitehaven and that staff is working on setting everything up on RealPage. She said that staff is working with Baseline to establish the scope of the infrastructure upgrade. Regarding Hillside Village, La La said that Kate is taking some vacation time over the holidays and that they are still waiting to get together with Jodie to discuss the re-syndication and large-scale capital improvements. The gas meter replacement project for Fish Creek is being finalized. La La reported that 89 leases have been signed at Sunlight and that they are working out operational kinks, such as parking.

La La reported that she, Jason and Leah would be meeting with OPG on the transition to property management and that more information would be available in January. She said that they are working on fixing the water heaters that seem to always be going out at Alpenglow. La La said that although progress is being made at Anglers 400, the completion date has been moved back to August is likely to be further extended.

La La said that she had nothing new to report on deed restrictions or on the DPA program, although Cole noted YVHA had made seven DPA loans in 2022, which was a record for the program.

La La said that she hopes to have the Housing Navigator position filled and ready to start on January 1. Jason said that the Grant Coordinator position has been filled.

#### **EN RE: 2022 AUDIT ENGAGEMENT LETTER**

Jason said that letter had not been received. Cole suggested that executing the letter could be delegated to the Finance Team.

#### **MOTION**

Catherine moved to authorize the Finance Team to review, approve and execute the engagement letter with MacMahan and Associates, LLC unless the terms are significantly different than in previous years. Tim seconded the motion. **The motion carried unanimously.**

#### **EN RE: RESOLUTION 2022-012 – 2023 YVHA BUDGET**

Jason said that there had been no major changes to the budget since it had been reviewed in November, with the exception of the addition the Whitehaven Fund and the wellness benefit. He noted increase in activity in the Development Fund and the Brown Ranch Fund related to the Mid-Valley project and Brown Ranch, respectively.

Heather reiterated her concern with adding a grant-funded benefit that may not be sustainable when the grant funding is no longer available. Jason reviewed the grant from the Colorado Healthcare Foundation, which is sufficient to fund training and the wellness benefit for two years. He offered that the benefit would be revisited at that time and evaluated on an annual basis. Catherine stated her support for prioritizing the health and well-being of staff. Mike agreed, noting that staff retention is extremely important.

#### **MOTION**

Leah moved to approve Resolution 2022-012, a resolution 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 2023 and ending the last day of December 2023.

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

#### **EN RE: RESOLUTION 2022-013 – MILL LEVY**

Jason reviewed the proposal to set the mill levy at 1.0, the maximum allowed by the ballot measure that approved it.

#### **MOTION**

Catherine moved to approve Resolution 2022-013, a resolution levying property taxes for the year 2022, to help defray the costs of government for the Yampa Valley Housing Authority, Colorado, for the 2023 budget year.

Alison seconded the motion; **the motion carried unanimously.**

#### **EN RE: RESOLUTION 2022-014 – OPTING OUT OF STATE FAMLI PROGRAM**

Mandy reviewed the State of Colorado Family Medical Leave Insurance (FAMLI) program, approved in 2020. She reviewed the premium for the program, that would be split between the employer and the employees, and said that YVHA has the option to opt out of the program as an organization, but that if it does opt out individual

employees may still choose to opt in. If YVHA does not opt out, all employees must participate. Mandy said that the YVHA employees had voted to opt out. The organization will develop its own in-house program that provides benefits equal to or greater than those provided by the state program. In response to a question from Tim, Jason said the YVHA can make it explicit in its policy that employees may not participate in both the state and the YVHA programs. Jason noted that the decision to opt out would need to be revisited and renewed every eight years.

### **MOTION**

Mike moved to approve Resolution 2022-014, a resolution of the Board of Directors of the Yampa Valley Housing Authority declaring the Yampa Valley Housing Authority's decision to opt out of the Colorado paid Family and Medical Leave Insurance program (FAMLI).

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

### **EN RE: URBAN LAND INSTITUTE RECAP**

Jason reviewed that YVHA had contracted with the Urban Land Institute to analyze the Brown Ranch Community Development Plan and to provide recommendations regarding implementation. Following a week in the community the ULI team had presented its recommendations in a public forum. Jason offered that the biggest takeaway from the ULI assessment was that YVHA was going about the planning for Brown Ranch in the right way. He said that the ULI team was very impressed with the Brown Ranch Plan and provided good validation of the project, the process, and the vision. Jason said that one of the major recommendations ULI made was that YVHA contract with a fee developer to undertake the development of the infrastructure, and that YVHA partner with a developer for the vertical construction. He said that hiring a developer would not change the vision of affordability but would offer a different path to getting there. He said that affordability would be maintained through setting a guaranteed price for the infrastructure work and limiting the risk to YVHA. Jason emphasized the need to ensure quality work to prevent larger costs in the future. He said that the Development Team would be discussing what would need to be included in the RFQ for a fee developer. There was a discussion of the oversight that would be needed to ensure affordability and quality while maintaining flexibility and without micromanaging the process.

Jason said that the ULI panel had identified two critical paths for achieving the vision at Brown Ranch: the electricity/energy plan and the annexation of the property. There was a discussion of electrical needs for the project. Mike offered that there may be options for getting around the current long lead time on a new sub-station and added that all the other infrastructure work could be accomplished in the interim.

Mike stated his support for the ULI team's emphasis on YVHA maintaining its role as "vision keeper" for the project. He added that he is also in support of the fee developer concept, particularly for the infrastructure, and private/public partnerships for the vertical construction. He said that he liked the idea of starting with modular construction. He said that the validation from ULI eased many of his fears regarding the project. Catherine agreed and stated her support for beginning with mobile/modular/tiny homes. She added that ULI also stressed that YVHA should continue to keep doing its other business well.

Jason noted that another ULI recommendation was to establish a Capital Advisory Team. He offered that this team was likely to be a combination of Board members and others with particular skills and expertise. He said that the Board would discuss the work Team structure and assignments in January.

Michael Ann stated that the ULI team had also stated that YVHA should clearly define its AMI targets. Jason agreed and said that the AMI targets would be spelled out in the RFQ for a developer. There was a discussion of how the income targets would be incorporated into all aspects of the implementation, and how higher AMI units could be used to subsidize mid-range AMI units. LIHTC projects would continue to be used to create low AMI units. Leah noted the need for very complex models to evaluate the different scenarios. Jason said that such a

model had been provided by RCLCO. Michael Ann offered that even though the Brown Ranch CDP is being approved as presented, YVHA must remain flexible enough that the CDP can change if the modeling indicates that is what is needed to achieve the larger goal. Jason agreed and offered that the CDP is dynamic enough to allow flexibility.

### **EN RE: BROWN RANCH PLAN**

Cole noted that the ULI panel had commended the Brown Ranch CDP as one of the best they had seen. The Board thanked Sheila for guiding the process and Steering Committee for all its hard work.

Sheila said that the Steering Committee had met its last time to approve the plan. She reviewed the process of gathering input on the plan since the public presentation in early October. She said that top three items that received comments were:

- Affordability – many people expressed concern regarding long-term affordability. Others commented on the density and the variety of designs and housing types proposed.
- Traffic
- Open space, parks and building a bikeable, walkable community

Sheila added that many people want a larger grocery store than currently proposed. She offered that many of the issues raised in the public comments will be addressed through the annexation agreement and the incorporation of health equity in the design standards. Jason stressed the importance of feedback and said that affordability, sustainability, and connectivity would be at the forefront of the annexation discussions.

### **MOTION**

Tim moved to adopt the Brown Ranch Community Development Plan. Leah seconded the motion. **The motion carried unanimously.**

### **EN RE: ANNEXATION PROCESS**

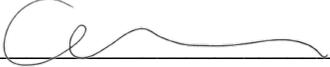
Jason said that the meeting materials had included the same packet of information that was provided to City Council, including the options developed by staff for how best to organize the discussions regarding annexation. He said that City Council had supported Option 1, the development of a small committee. The committee would consist of 2 YVHA members, 2 City Council members, the City Manager, Jason, and YVHA and City staff as needed. The process will be fully transparent and involve a high level of public input and engagement. Jason said that a Memorandum of Understanding between the City and YVHA would outline the process, set timelines, and lay out the rules of engagement for the discussions. He offered that the MOU would be a valuable document both for transparency and for grant seeking.

Tim suggested that it might be appropriate to include the County Manager on the committee. Jason offered that Jay would be brought in as needed, but that the goal was to keep the group small enough to really get through the work. He added that a facilitator would be engaged to keep the process on track and act as a neutral third party in control of the pace of the process. He said that the target is to complete the MOU in early January. The YVHA representatives to the committee will be chosen at the January Board meeting. Cole encouraged City Council to maintain a collaborative approach throughout the discussions.

### **EN RE: ADJOURNMENT**

The regular meeting of the YVHA Board of Directors was adjourned at 1:45 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