YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING

DECEMBER 11, 2025

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

Board members participating included: Leah Wood, Catherine Carson, Cole Hewitt, Lou Tortora, Mark Halvorson, Jessica Valand, Maddie Ward, Kathi Meyer, Jim Beers, Patrick Phillips, Michael Ann LaMotte, Brian Swintek, and Angelica Salinas. Reese Freeman and Dakotah McGinlay was absent.

Others present included: Jason Peasley, Executive Director; Elliot Lawrence, Deputy Director; Sarah Newman, Administrative Assistant; Alyssa Cartmill, Regional Property Manager; Sandy Jacobs, Finance Director; Emily Katzman, Grants & Project Manager; John Fancher, Communications Manager; George Eck, YVHA attorney; Alison Brodie, and Bob Schneider. Sarah Katherman prepared the minutes.

EN RE: PUBLIC COMMENT

There was no public comment.

EN RE: BOARD MEMBER COMMENT

Catherine noted that at last week's City Council meeting Gates Gooding had reported that many peer communities have determined that the 30% of income threshold for the cost of housing is too high for affordability and should be 18% - 20%. She added that AMI charts are no longer useful due to the impact of non-wage income.

Michael Ann stated that the discussion at City Council revealed that there remains a lot of confusion about the role of YVHA. Brian offered that YVHA has the expertise and the City has the funding, so there needs to be a conversation about how to make the relationship work. Jason said that Emily is currently a member of the Ad Hoc Committee and YVHA works closely with City staff. He agreed that a joint discussion of roles was needed.

EN RE: OUTGOING BOARD MEMBER COMMENT

Jim stated that the YVHA, as a working board, is unlike any other board he has served on. He noted the steep learning curve for board members and the complexity of the work. Jim offered that the organization needs to clarify the roles of the board and the staff regarding governance vs. operations. He said that the board should focus on governance, have a common voice, respect its fiduciary responsibility, and concentrate on the mission and vision of YVHA. He read the mission statement and said that the organization must rise above the noise. He commended the board and the staff for its dedication.

Leah echoed Jim's comments. She stated that it has been an honor to serve on the board and said that when her family returns to Steamboat she hopes to resume serving the community. She noted the dedication and drive of both the board and the staff. She agreed that the organization must rise above the noise and stay true to its mission.

Patrick also stated his agreement with Jim's comments. He offered that the day-to-day work of developing affordable housing is extremely difficult, which makes the mission more important than ever. He offered that the best way to calm the waters is to deliver housing units for the community. He commended the board and the staff, and said that he intends to continue working with the Development Team.

Catherine added her thanks to John, who is leaving the organization.

EN RE: CONSENT AGENDA

The following items were presented on the consent agenda:

a. Review and approval of the November 13, 2025 meeting minutes

b. Review and approval of October 2025 balance write-offs (none)

c. Review and approval of October 2025 check register

d. Review and approval of October 2025 financial statements

MOTION

Jess moved to approve the consent agenda, items a – d, as presented. Lou seconded. **The motion carried unanimously.**

EN RE: STAFF REPORTS

Elliot reviewed the operational updates, as detailed in his staff report included in the meeting materials. He highlighted the successful meeting with Whitehaven residents and reported on the progress of the Hillside Village re-syndication project. In response to a question from Catherine, Jason confirmed that YVHA would do nothing in the re-syndication process that would jeopardize the USDA subsidies at Hillside Village.

Jason reviewed his staff report, included in the meeting materials. He said that work on the performance plan is underway. He reviewed the schedule of topics for upcoming meetings, noting that there would be a special meeting on January 26 for training with CIRSA. He added that there may be a board retreat in February, either in conjunction with the regular meeting or as a special meeting, to allow for a dedicated discussion of the mission and governance issues.

EN RE: AUDIT ENGAGEMENT LETTER WITH MACMAHAN AND ASSOCIATES, LLC FOR 2025 AUDIT

Sandy reviewed the engagement letter with MacMahan and Associates, noting that this is the same firm that has performed the YVHA audit for many years. She said that the cost of the audit would increase over the cost of this year's, which was $22,250, by the CPI increase.

MOTION

Cole moved to approve and authorized the execution of the engagement letter with MacMahan and Associates, LLC, as presented. Patrick seconded the motion. **The motion carried unanimously.**

EN RE: RESOLUTION 2025-004 – 2026 BUDGET ADOPTION

Sandy stated that the draft budget had been reviewed at the public hearing at the October board meeting and had been revised and presented to the board at the November board meeting. This is the official adoption of the budget for 2026.

Catherine stated her support for making the full allowable 10% investment to the reserve accounts for Fish Creek, Whitehaven, and Hillside Village. She cited the need to set aside funds for future capital projects, such as the replacement of the electrical infrastructure at Fish Creek. She noted that the full allowable amount would total approximately $139,000. She said that Dakotah was also in support of making this investment. Cole stated that YVHA cash is held in the Colorado Trust account and can be deployed as needed. He said that a future board discussion would focus on the allocation and deployment of capital. He said that while short-term capital projects have been identified, no long-term projects have been prioritized. Kathi expressed support for making the full 10% contribution to the reserve at Whitehaven but said that it is not needed at Fish Creek at this time and that the focus at Hillside Village is on the re-syndication. Jim stated his support for Kathi's suggestion. Michael Ann stated that the reserve contributions should be part of a larger conversation about how to allocate limited funds to existing properties and to new development, and that there was no need to change the budget at this time. Jess agreed. Mark offered that YVHA should develop a big-picture reserve plan that would include an analysis of rents. He said that this could be done in 2026.

MOTION

Jess moved to adopt Resolution 2025-004, 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 2026 and ending the last day of December 2026.

Lou seconded the motion. **The motion carried 12 – 1, with Catherine voting in dissent.**

Catherine explained that her dissenting vote was made on principle. She thanked the board for committing to discussing the issue of reserves in depth in the future.

EN RE: RESOLUTION 2025-005 – MILL LEVY FOR 2026

MOTION

Patrick moved to approve YVHA Resolution 2025 – 005, a resolution levying property taxes for the year 2025, to help defray the costs of government for the Yampa Valley Housing Authority, Colorado, for the 2026 budget year. He noted that the resolution sets the mill levy at 1.0.

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

EN RE: REVIEW AND APPROVAL OF COTTONWOODS AT MID VALLEY DEED RESTRICTION

Jason said that the minor corrections to consolidate and standardize definitions across all documents, a discussed previously, had been made. He said that because the deed restriction document has already been approved, pending these changes, no further action is needed by the board. He confirmed that the unit allocation had been amended to reflect the $10M award of STR funds. Jason said that the deed restriction is designed to balance the need for long-term affordability, the need for the units to appreciate to benefit the buyer, the desire for a simple system, and the goal of allowing a large pool of residents to qualify. Jason said that the cap on the debt to income ratio has been eliminated to allow flexibility. Jason reviewed the terms of the deed restriction, which will run with units in perpetuity, and noted that it had been developed with lessons learned from past mistakes with earlier deed restrictions. He cited Fox Creek as an example. In response to a question from Jess, Jason said that the deed restriction could be modified in the future with a vote by the YVHA board and approval by the owner of the unit. He noted that because the owner's approval is needed, it is likely that any changes would be to remove rather than increase restrictions.

Jason discussed the review of the deed restriction and lottery for compliance with the Fair Housing Act. He said that because the lottery gives preference to certain individuals, it was important to ensure that no protected classes of people were impacted. He said that the preferences based on employment are compliant and that the residency requirement had been removed. He said that the review ensures that the process is fully compliant.

There was consensus on the board that no further action was needed.

EN RE: COTTONWOODS AT MID VALLEY UPDATE

Jason said that the Global Agreement had not yet been signed by the partners, who are having the agreement reviewed by their lawyers. He said that until the new agreement is signed, the existing agreement remains in place. He said that the existing agreement, which is far more favorable to YVHA, requires the partners to provide any additional capital, which is now needed. Jason said that construction continues and there is no threat at this point to the delivery schedule, but the Global Agreement will change how capital is sourced. He clarified that the Global Agreement is needed for several reasons: it outlines how additional capital will be brought into the project; it memorializes the concessions made by YVHA; and it stipulates that the partners will relinquish their small ownership stake in Phase 2 and turn over to YVHA all documents, studies, and materials related to the project. This will allow YVHA to move ahead on Phase 2 with a new partner.

Catherine asked about the discussion of lessons learned from Phase 1. Emily reviewed the framework of the lessons learned process, including the board survey (completed), a deep dive interview with staff, and a thorough review of the meeting minutes. She said that the information gleaned from this process would be consolidated into a comprehensive report.

In response to a question from Kathi, La La said that 362 people had completed the initial pre-screening form, resulting in 94 active applications. Of those 94, 51 have been fully approved for the lottery. La La said that emails are being resent and active outreach and marketing continues with the goal of increasing the number of applicants. She reviewed the plan to expand outreach and marketing. Michael Ann offered that there is a great deal of risk in launching the lottery before the Global Agreement has been executed and suggested that it would be worth delaying the lottery if needed to avoid the risk of stranding people without housing. All agreed. Lou stated that the TCO is expected for Building 2 in mid-February and for Building 1 in late March.

EN RE: EXECUTIVE SESSION

MOTION

Jess moved to enter executive session in compliance with 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 C.R.S. 24-6-402 (4) (b) (conference with an attorney for the local public body for the purpose of receiving legal advice on specific legal questions) related to the Mid Valley Partnership. Lou seconded the motion. **The motion carried unanimously.**

The board entered executive session at 1:20 p.m. No minutes were taken, and no decisions were made.

EN RE: ADJOURNMENT

The regular meeting of the YVHA Board of Directors was adjourned at 2:00 p.m.

No further business coming before the Board, same adjourned sine die

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Sarah Katherman, Minute Taker Kathi Meyer, President