YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING

April 9, 2026

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: Catherine Carson, Lou Tortora, Kathi Meyer, Steve Muntean, Shannon Doin-Landers, John Spezia, Mark Halvorson, Angelica Salinas, Cole Hewitt, Daniel Buri, Michael Ann LaMotte, and Maddie Ward, who joined the meeting in progress. Scott Yeates was absent.

Others present included: Jason Peasley, Executive Director; Elliot Lawrence, Deputy Director; Alyssa Cartmill, Regional Property Manager; Sandy Jacobs, Finance Director; Emily Katzman, Grants & Project Manager; Elizabeth Hinchman, Grants Coordinator; Sarah Newman, Administrative Assistant; Brad Calvert, Gates Gooding, Kayley McCarthy, and Dave Barnes. Sarah Katherman prepared the minutes.

EN RE: PUBLIC COMMENT

Ms. Noreen reviewed her involvement in efforts to build affordable housing in Steamboat Springs over the past 20 years. She said that there always was, and continues to be, a segment of the community that, for a variety of reasons, does not want affordable housing to be built. She offered that this minority has put the future of YVHA in danger. Ms. Moore suggested that new faces and personalities are needed to represent YVHA as it participates in the planning for the Brown Ranch property. She also urged YVHA, as the owner of the property, not give any of it away for uses that do not further the mission of YVHA. Ms. Moore added that she would like to see senior affordable housing included in the mix.

EN RE: BOARD MEMBER COMMENT

Lou said that he had distributed to the board a list of potential topics for future board meetings. He asked the board to review the list, make suggestions or additions, and to provide input on how the topics should be prioritized. He said that the topics for the next four meetings have been set. Lou noted that there is a lot to do and asked if the board would prefer monthly meetings that run longer or more frequent shorter meetings. He said that "lessons learned" discussions by the board were needed for both Brown Ranch and for YVHA's property management experience.

Steve offered that neither more nor longer meetings are needed; what is needed are more efficient meetings. Michael Ann noted the many and lengthy documents that the board has been sent for review. She asked that very specific direction be provided regarding what response is needed for each document sent.

EN RE: STAFF COMMENTS

Elliot thanked Robin for her work on communications. He said that Laraine Martin had been hired as the Communications Director and is getting up to speed. He said that he had sent out an email outlining the transition plan with deliverables to be provided by Jason before his departure in June. He said that he would be providing updates on the process. Elliot reported that the Purchase and Sale Agreement has been reviewed internally and is close to being ready for execution.

La La reported on the very successful open house at the Cottonwoods. She said that 30 of the units have been spoken for and 19 are already under contract. She reported that four one-bedroom units in the 140% of AMI category and one two-bedroom unit in the 130% of AMI category had been orphaned. The lottery for those units will be re-generated next week. She said that the lottery dates for Building 1 have been set and will open next week. La La reported that the lotteries will include 42 households in the 100% of AMI lottery (13 units), 14 in the 120% of AMI category (5 units), and 4 in the 130% of AMI category (3 units). She said that they are still working through the 140% AMI applicants, given the orphaned units in Building 2.

La La stated that while YVHA had received $500,000 in Prop 123 funds for downpayment assistance, many applicants have not qualified due to the front ratio required by the state and have been pushed into the YVHA DPA program, which does not have a front-end ratio component. She said that $120K of the budgeted $200K has been spoken for already. La La said she may be coming to the board with a supplemental budget proposal to replenish those funds if the DPA allocation is exhausted.

Michael Ann asked how many of the applicants in the 140% of AMI category had moved up from a lower category. La La said that four households had moved up from 120% or 130% categories. She said that a total of 17 households had entered the 140% of AMI lottery.

In response to a question from Catherine, Elliot said that there is one ADA unit in each building.

Catherine said that she would like to have written staff reports included in the meeting materials.

EN RE: RESOLUTION 2026-006 - SECOND 2026 SUPPLEMENTAL BUDGET AMENDMENT

Elliot said that YVHA had received a $1M grant from Routt County for technical work and services related to Brown Ranch. He said that $283K of that had been spent. He said that YVHA staff had requested that a portion of the outstanding funds be retained to be used for planning and technical work related to the site as the next proposal for the property is developed. Elliot said that the Board of County Commissioners had approved the request for $500K of the outstanding funds to be retained, with YVHA rescinding $216K back to the County. In

response to a question from Catherine, the $500K will be earmarked for the specific use. Angelica noted that the funds must be spent by March 1, 2028.

MOTION

Lou moved to adopt Resolution 2026-006, a resolution to adopt the second supplemental 2026 budget appropriation to refund grant funds to Routt County per amendment to the grant agreement – Development Fund and Brown Ranch Fund.

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

EN RE: RESOLUTION 2026-007 - DISCUSSION AND RESOLUTION APPOINTING ELLIOT LAWRENCE AS YVHA ACTING EXECUTIVE DIRECTOR

Kathi reviewed the resolution appointing Elliot to serve as Acting ED until a new ED has been hired. Angelica asked about Elliot's compensation for the additional work. Kathi said that she had discussed this issue with Elliot, who said that rather than increasing his regular salary and then reducing it again, it would be preferable to him to receive the balance as a bonus. Cole offered that this would be differential pay, not a bonus. Sandy said that how best to handle the additional pay would require some research.

MOTION

Angelica moved to adopt Resolution 2026-007, a resolution appointing Elliot Lawrence as YVHA Acting Director effective April 9, 2026, with the direction that the payment structure would be reviewed and approved by the Human Resources Director.

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

Elliot stated that his goal is to support the staff and the organization through the transition to a new ED. Steve asked about Elliot's capacity to do both the ED and the Deputy ED jobs for at least six months. Elliot said that Jason's absence last summer had provided a model for how the jobs and duties can be effectively delegated across the staff.

EN RE: REVIEW AND APPROVAL OF AN ADMINISTRATION AND SERVICES AGREEMENT FOR THE PILOT PURCHASE OF DEED RESTRICTION PROGRAM WITH THE CITY OF STEAMBOAT SPRINGS

Brad Calvert, principal planner with the City of Steamboat Springs, reviewed the pilot program for the purchase of deed restrictions on existing housing units. He said that there could be three ways to activate the process: 1) at the time of a purchase; 2) through an employer purchasing a unit for employee housing; or 3)

through the direct purchase of a deed restriction on an existing occupied unit. He said that the pilot program would be limited to the first option. The other two options may be implemented if the program continues beyond the pilot. Brad said that City Council had appropriated $3M for the pilot program. He reviewed the proposal to contract with YVHA for up to $85K to administer the program. A significant portion of the fee would be paid upfront to cover the costs of setting up the program. If the program is extended beyond the one-year pilot, a longer-term agreement would be negotiated.

La La discussed the work that would be involved and how the deed restrictions would be processed, noting that YVHA already manages many deed restrictions and that adding this program would be the logical extension of services YVHA already provides. Beyond the initial set up, the payments would reimburse direct costs. In response to a question from Mark, Elliot said that staff has the capacity to take on this work. There was a discussion of the insurance requirements. Mr. Gates Gooding said that this would be reviewed by the City's legal department. The board discussed the importance of tracking the staff time associated with this program, particularly because the data would be useful for determining a fee structure if the program is extended.

Catherine asked how the program would be marketed. Brad offered that word of mouth has already generated significant interest but agreed that it is important to ensure the program is made fairly and equitably available across the community. Initially the program will be offered on a first come first served basis. If successful, a lottery may be used in the future. Brad reviewed the next steps, following the execution of the agreement. He said that defining the administrative processes would come first, followed by promotion, coordinating with partners, and establishing reporting protocols. He said that the costs associated with promotion would be the City's responsibility.

Angelica expressed concern with approving a draft document. There was general agreement that the approval of the agreement should be postponed until it has been finalized and reviewed by George. The board expressed conceptual support for the agreement and authorized staff to continue to work on the project, incurring costs, pending the final approval.

MOTION

Angelica moved to table the approval of the administration and services agreement for the pilot purchase of deed restriction program with the City of Steamboat Springs to the May 14, 2026 meeting or to an earlier special meeting if the document is finalized sooner. Staff is authorized to continue to work on the project in the interim.

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

EN RE: YVHA BOARD REPRESENTATION ON THE SLATE CREEK NEIGHBORHOOD COMMITTEE AND DISCUSSION OF DELEGATED AUTHORITY

Citing both Kathi and Lou's interest in serving as representatives on the as yet un-named Slate Creek Neighborhood Planning/Steering Committee, Catherine suggested that Cole run this portion of the meeting. It was decided that the vote on representation should be public.

Cole reviewed the objectives for the next meeting of the committee, including defining the end state needed to submit a proposal to the community (measures of success), setting the timeline and milestones for the process, establishing the constraints, naming the group, and determining the level and type of community engagement. Angelica emphasized that this process is not a negotiation, but rather a collaborative process that will require full consensus on every decision. Jason clarified that when decisions cannot initially be reached though consensus, additional information and/or public input would be sought until consensus can be achieved.

Regarding the guardrails to guide the representatives' work, Michael Ann proposed that the positions taken by the representatives on all matters must reflect the views of the full YVHA board – not their own personal opinions. Catherine suggested that this could be accomplished by adding a discussion of the relevant topics as a standing item on YVHA board agendas. Jason stated that the group will be collectively responsible for creating one or more development scenarios, including size, uses, number of housing units, character, etc., to present to the community for input. He said that the board should outline how much room the representatives have to work on their own toward this goal and what types of issues need to be brought to the YVHA board for discussion and direction. Cole proposed an iterative delegation of authority that would address issues as they come up rather than defining the guardrails in advance. The direction and authority could be tracked through a live document. Cole noted that as the property owner, YVHA has a different stake in the process than the other participants. Citing Scott's position that the committee should include a developer from the outset, Cole asked whether the representatives should be empowered to push for this. There was consensus that it is critical for a developer to be on board as a consultant and participant in the group from the beginning. Cole summarized that the representatives would be listening, fully participating, pushing for the inclusion of a developer, and providing executive summaries to the board in a timely fashion. Direction and authority regarding upcoming decisions will be provided to the representatives by the board through an iterative process in response to the demands of each meeting agenda.

Angelica presented the case for choosing at least one representative that has not been involved in prior YVHA discussions/negotiations. She stated her support for having Shannon represent YVHA on the committee. Catherine agreed. Steve added that expertise with construction would also be beneficial and stated his support for Shannon and Lou. Dan agreed. Elliot said that Emily was the right person to serve as the staff representative. The

candidates for the board positions remained Lou, Kathi, John, and Shannon. Cole called for a vote, with the following results: Kathi – 1, Lou – 8, Shannon – 10, and John – 0.

MOTION

Kathi moved to appoint Shannon and Lou to serve as representatives of the YVHA board and Emily to serve as the staff representative on the as yet un-named Slate Creek Neighborhood steering committee. John seconded the motion. **The motion carried unanimously.**

EN RE: YVHA TRANSITION PLAN AND EXECUTIVE DIRECTOR SEARCH COMMITTEE

Kathi noted that Michael Ann had expressed interest in being a member of the ED search committee.

Lou reviewed the transition plan that had been forwarded to the board. He said that it includes four main elements: regular communication; operating continuity; knowledge transfer; and the ED search committee. He acknowledged that Elliot is already working on the operational continuity. He asked the board for input on whether the transition team and search committee should be separate or combined. Catherine offered that the transition is really an operational issue and the board should not micromanage the process. Elliot reported that the transition is actively in process and that staff has identified what it needs from Jason. He noted that Jason's absence last summer had demonstrated how the process of delegation of duties would work. He said staff is developing a repository of knowledge and information for future reference. He said he could provide weekly progress reports. Jason said that his objective is to work in service of the team, which has the expertise to ensure continuity. He said that his areas of specific expertise are development and entitlements, and that he is working hard to document these. Jason suggested that the best way forward was for the organization to stay the current course and avoid making any big changes at this time. The existing strategic plan will provide direction for the interim until a new ED is on board. He offered that the board's role should be to determine the profile of the next ED and the skill set needed to lead YVHA in the future.

Cole stated that the transition is internal, and the search is external. He said that he would be fine with Elliot leading the transition and providing periodic updates to the board. Lou agreed but added that Laraine needs to be fully engaged with the messaging and communications related to the transition. Catherine offered that the board needs to evaluate its governance structure to ensure the next ED is set up for success.

Steve reviewed the process through which the City conducted its search for a new City manager with the assistance of a professional search firm. While the vetting and winnowing of candidates would be done by the consultants and the search team, the final decision will be made by the full YVHA board. Following discussion, it

was decided that the City and County representatives on the YVHA board should anchor the search committee, whose first deliverable would be to put out an RFP and select a search firm. Lou said that he had distributed a draft ED profile, which the search committee could refine and discuss with the consultants. Cole suggested that the search committee be made up of three board members and two staff members (Elliot and Emily).

There was consensus that there is no need to establish a separate transition team.

MOTION

Catherine moved to form an ED search committee to be composed of Angelica, Steve, Michael Ann, Emily, and Elliot. Lou seconded the motion. **The motion carried unanimously.**

EN RE: YVHA LONG TERM FUNDING

This item was deferred to the May meeting, to be discussed in the context of strategic planning.

EN RE: ADJOURNMENT

The special meeting of the YVHA Board of Directors was adjourned at 2:45 p.m.

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

Kathi Meyer, President

Sarah Katherman, Minute Taker