



Due to public health considerations, the Regional Housing Alliance of La Plata County meeting on Thursday, January 6, 2022 at 2:00 p.m. has been moved. The meeting will be held via webinar at: <https://zoom.us/j/95170360901>



REGIONAL LA
HOUSING PLATA
ALLIANCE COUNTY

Agenda

RHA Board of Directors
January 6, 2022 – 2:00- 4:00 p.m.

La Plata County Administration Building
1101 East 2nd Ave, Durango, CO 81301

A. Call Meeting to Order

B. Introductions and Roll Call

C. Public Comment

D. Approval of Agenda

E. Consent Agenda

1. Approve the Consent Agenda
 - a) December 2, 2021 Minutes
 - b) December 9, 2021 Minutes
 - c) November 2021 Financial Statements

F. Decision Items

1. Election of officers

G. Discussion/Updates

1. RFQ Response
2. Selection of Board Member At Large
3. Board Action Plan Updates
4. Pending or upcoming legislation update
5. Policy Committee update
6. Direction to staff

H. Presentations and Engagement with Non-RHA Entities

1. Local First Foundation La Plata Impact Fund Presentation - Monique DiGiorgio

I. Member Updates

1. Town of Bayfield
2. City of Durango
3. Town of Ignacio
4. La Plata County

J. Adjournment

Section A – Call Meeting to Order

Section B – Roll Call

Section C – Public Comment

The Board welcomes public participation in the Board meetings. Individuals wishing to address the Board under Public Comment are asked to please notify either the Chair of the Board or the Clerk to the Board upon their arrival at the meeting. Public Comment will be taken as time permits. Comments shall be limited so that everyone may be heard. This item is limited to matters under the jurisdiction of the Board, which are not on the posted agenda and items which have not already been considered by the Board. The Board limits testimony on matters not on the agenda to 3 minutes per person and not more than 20 minutes total unless the Board approves an extended time as part of the agenda. No formal action may be taken at the meeting on matters addressed at Public Comment. Comments on matters on the current agenda will be taken following discussion of each item by the Board.

Section D – Approval of Agenda

Section E – Consent Agenda



Minutes

Board of Directors Meeting ~ December 2, 2021
Ignacio Town Hall, 540 Goddard Ave, Ignacio, CO

A. Call Meeting to Order

B. Roll Call – Quorum Determination

Board Members Present: Marsha Porter-Norton – La Plata County
Kevin Hall – City of Durango (via webinar)
Katie Sickles – Town of Bayfield
Kelly Polites – Town of Bayfield
Mark Garcia – Town of Ignacio
Kim Baxter – City of Durango (via webinar)
Stella Cox - Town of Ignacio

Staff/Others Attendees: Mike Segrest – La Plata County
Eva Henson – City of Durango (via webinar)
Lisa Bloomquist Palmer - HomesFund
Elizabeth Salkind - Housing Solutions for the Southwest
Miriam Gillow-Wiles - Southwest Colorado Council of Governments
Jessica Laitsch – Southwest Colorado Council of Governments

The meeting began at 2:05 p.m.

C. Public comment – Eva introduced herself.

D. Approval of the Agenda

Mark Garcia motioned to approve the agenda, Kelly Polites seconded, unanimously approved.

E. Consent Agenda

1. Approve the Consent Agenda
 - a) November 4, 2021 Minutes
 - b) October 2021 Financial Statements

Marsha Porter-Norton motioned to approve the consent agenda consisting of the November 4, 2021 minutes and the October 2021 Financial Statements, Kelly Polites seconded, unanimously approved.

F. Public Hearing

1. Public Hearing on the Proposed 2022 Budget

The Public Hearing began at 2:11 pm, there were no members of the public present wishing to make comments.

Marsha pointed out that in 2022 the budget will need to be refined as this budget primarily covers staff/consulting firm, so budget supplements are anticipated and future funding sources will need to be identified. Mike asked if the fund balance would be appropriated and available for use. Jessica replied it is appropriated into a general professional services line which can be moved later. There was discussion to clarify the revenues resulting from the previously reserved funds and the expenses identified for professional services.

Kim asked if the expectation is to maintain the contract with the COG, Miriam replied that the COG board would need to determine the plan for the organization, but at this point there is no expected change in 2022.

The Public Hearing was closed at 2:19 p.m.

G. Decision Items

1. 2022 Budget

Mark Garcia motioned to approve the 2022 Budget, Marsha Porter-Norton seconded, unanimously approved.

Mike asked if a resolution is required. Miriam replied that formal action is sufficient.

H. Discussion/Updates

a. RFQ Status Update

Miriam reported that no questions have been received, responses are due on Monday, and no responses have been received at this time. There was discussion about distribution and interest expressed so far. Kevin offered to participate in review of the proposals. Marsha and Kim also offered to help with review.

b. SWCCOG Staffing Changes

Miriam reported that she has resigned from the COG. She explained that staff is working on a transition plan which may include Region 9. The Board commended Miriam on her efforts.

c. Discussion of formation of an RHA Policy Committee

Marsha described the purpose of establishing a policy committee. There was discussion about various strategies for managing policy updates. Kim mentioned she could join this committee. There was discussion about a small group meeting informally with updates to be included on future agendas. Miriam provided an update on the status of the HB 1271 grant application.

d. Board Action Plan Updates

Miriam summarized the updated Board action plan.

e. Pending or upcoming legislation update

Mike described the current status and pending questions related to the ARPA funding. Marsha provided an update on potential legislation related to lodger's tax and short-term rentals. Elizabeth described efforts to change how housing is integrated with enterprise zones. Marsha asked if Elizabeth would like to join the Policy Committee. Marsha provided an update on efforts regarding qualified census tracts.

I. Presentations and Engagement with Non-RHA Entities

Lisa provided an update on HomesFund specific to various funding sources and future plans. Elizabeth provided an update on the Espero Apartments and plans to build a smaller project in Montezuma County. She described other projects they are working on.

J. Member Updates

1. Town of Bayfield

Katie reported there is an upcoming celebration for a Habitat for Humanity project. The Town adopted the 2022 budget. The Town plans to use ARPA funds for the sewer plant, freeing up funds for the Cinnamon Heights project. They are working on an annexation and exploring possible future annexations. The Town is seeking a Community Development Director.

2. City of Durango

Kevin reported the City has a number of housing projects in progress. The Holiday Inn is being converted to long-term rentals. A portion of La Posta Road is being consolidated and they are looking to be annexed. Eva is recently on board which will help with capacity.

3. Town of Ignacio

Mark reported the Town is finishing the 2022 budget, revenues have been good. There have been discussions about a possible Artspace project. They are working on adoption of the Land Use and Development Code.

4. La Plata County

Marsha reported the County is working on potential criteria for properties. They are looking at potential funding options to inform future discussions with the RHA. The County plans to close the Purple Cliffs site and is looking to set up a managed camp behind the Tech Center. There has been discussion about the potential for an impact fund for housing. There was discussion about employee housing through Fort Lewis. There was discussion about Espero's impact related to Purple Cliffs. Mike reported that he is frequently approached by the private sector looking to help address housing issues.

The meeting was adjourned at 3:20 pm

Regional Housing Alliance Mission Statement

As a local governmental partnership, the Regional Housing Alliance develops housing policy, identifies priorities, and allocates resources to provide La Plata County workforce and residents with affordable housing opportunities and to ensure the county remains diverse and economically strong.



Minutes
Board of Directors Meeting ~ December 9, 2021
Webinar

A. Call Meeting to Order

B. Roll Call – Quorum Determination

Board Members Present: Kevin Hall – City of Durango
Katie Sickles – Town of Bayfield
Mark Garcia – Town of Ignacio
Kim Baxter – City of Durango
Marsha Porter-Norton – La Plata County

Staff/Others Attendees: Mike Segrest – La Plata County
Miriam Gillow-Wiles - Southwest Colorado Council of Governments
Jessica Laitsch – Southwest Colorado Council of Governments

The meeting began at 1:16 p.m.

C. Public comment – No public comment

D. Approval of the Agenda

Kevin asked for clarification on who could vote. There was discussion about what members have officially appointed representatives.

E. Decision Items

1. 2022 Budget Resolutions

Katie Sickles motioned to approve Resolution 2021-07 a Resolution summarizing expenditures and revenues for each fund and adopting a budget for the Regional Housing Alliance of La Plata County, Colorado for the calendar year beginning on the first day of January 2022 and ending on the last day of December 2022, Marsha Porter-Norton seconded, unanimously approved.

Mark Garcia motioned to pass Resolution 2021-08, a Resolution appropriating sums of money to the various funds and spending agencies, in the amount and for the purpose as set forth below, for the Regional Housing Alliance of La Plata County, Colorado for the 2022 budget year, Marsha Porter-Norton seconded, unanimously approved.

F. Discussion/Updates

The meeting was adjourned at 1:22 pm

Regional Housing Alliance Mission Statement

As a local governmental partnership, the Regional Housing Alliance develops housing policy, identifies priorities, and allocates resources to provide La Plata County workforce and residents with affordable housing opportunities and to ensure the county remains diverse and economically strong

RHA Financials 1/1/2021-11/30/2021

To: Regional Housing Alliance of La Plata County

From: Jessica Laitsch

Date: 6 January, 2021

Comments: A Balance Sheet and Budget to Actual Report for the period January 1 to November 30, 2021 is attached.

Regional Housing Alliance of La Plata County
Balance Sheet
As of November 30, 2021

| | Nov 30, 21 |
|--|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Operating Funds (Unrestricted) | |
| 1000 · Operating Account | 12,308.22 |
| Total Operating Funds (Unrestricted) | 12,308.22 |
| Loan Funds (Restricted) | |
| 1006 · LPC MA Revolving Loan Fund | |
| LPC MA Revolving LF Interest In | 1,954.29 |
| LPC MA Revolving LF - EIAF | 248,997.71 |
| Total 1006 · LPC MA Revolving Loan Fund | 250,952.00 |
| Total Loan Funds (Restricted) | 250,952.00 |
| Total Checking/Savings | 263,260.22 |
| Other Current Assets | |
| 1400 · Prepaid Expenses | |
| 1400.1 · Prepaid Liability | 126.19 |
| Total 1400 · Prepaid Expenses | 126.19 |
| Total Other Current Assets | 126.19 |
| Total Current Assets | 263,386.41 |
| TOTAL ASSETS | 263,386.41 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 · Accounts Payable | 963.66 |
| Total Accounts Payable | 963.66 |
| Total Current Liabilities | 963.66 |
| Total Liabilities | 963.66 |
| Equity | |
| 2052 · Restricted Net Assets | 250,739.08 |
| 2053 · Unrestricted Net Assets | 13,970.56 |
| 2054 · Reserved for Emergencies | 22,500.00 |
| Net Income | (24,786.89) |
| Total Equity | 262,422.75 |
| TOTAL LIABILITIES & EQUITY | 263,386.41 |

Regional Housing Alliance of La Plata County
Profit & Loss Budget vs. Actual
January through November 2021

| | Jan - Nov 21 | Budget | \$ Over Budget | % of Budget |
|---|--------------------|-------------------|---------------------|----------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 3215 · EIAF Released from Restricted | 0.00 | 250,701.00 | (250,701.00) | 0.0% |
| 3000 · Unrestricted Revenues | | | | |
| 3121 · Interest Income - Bank Accounts | 229.53 | 600.00 | (370.47) | 38.3% |
| Total 3000 · Unrestricted Revenues | 229.53 | 600.00 | (370.47) | 38.3% |
| Total Income | 229.53 | 251,301.00 | (251,071.47) | 0.1% |
| Expense | | | | |
| 4010 · Advertising | 20.78 | | | |
| 4060 · Dues and Subscriptions | 335.00 | | | |
| 4080 · Liability Insurance | 1,387.76 | 1,514.00 | (126.24) | 91.7% |
| 4315 · Professional Services | | | | |
| 4398 · Prof'l Services - Admin Fee | 17,200.00 | 10,000.00 | 7,200.00 | 172.0% |
| 4322 · Prof'l Services- Legal Fees | 1,122.88 | 11,000.00 | (9,877.12) | 10.2% |
| 4315 · Professional Services - Other | 4,950.00 | 50,000.00 | (45,050.00) | 9.9% |
| Total 4315 · Professional Services | 23,272.88 | 71,000.00 | (47,727.12) | 32.8% |
| 6240 · Miscellaneous | 0.00 | 1,000.00 | (1,000.00) | 0.0% |
| Total Expense | 25,016.42 | 73,514.00 | (48,497.58) | 34.0% |
| Net Ordinary Income | (24,786.89) | 177,787.00 | (202,573.89) | (13.9)% |
| Net Income | (24,786.89) | 177,787.00 | (202,573.89) | (13.9)% |

Section F – Decision Items

RHA Election of Officers

To: Regional Housing Alliance Board

From: Jessica Laitsch

Date: January 6, 2022

The Sixth Amended and Reinstated Intergovernmental Agreement for the Regional Housing Alliance of La Plata County states that the officers of the Authority shall be elected annually by the Board at the January meeting. The following officers were elected at the meetings on March 22 and July 27, 2021:

President: Kim Baxter

Vice President: Marsha Porter-Norton

Secretary/Treasurer: Mark Garcia

The IGA also identifies distinct Secretary and Treasurer roles, accordingly the Board may wish to nominate both a Secretary and Treasurer for 2022.

Proposed Action

Nominate and approve Board President, Vice President, and Secretary/Treasurer for the calendar year 2022.

Section G – Discussion/Updates

RFQ Response

To: Regional Housing Alliance Board

From: Jessica Laitsch

Date: January 6, 2022

Responses to the RHA's Request for Qualifications were due December 17, 2021. One response was received, a joint proposal from Cappelli Consulting and Project Moxie. A sub-committee consisting of representatives of the RHA Board met on Tuesday, January 4 to review the proposal. The sub-committee would like to discuss the proposal with the Board and have the Board present them with questions to ask the applicants. The subcommittee will have an interview with the principals of the firms and get answers to those and other questions. The sub-committee then plans to present a recommendation to the Board at the February meeting.

Board Member at Large

To: Regional Housing Alliance Board

From: Jessica Laitsch

Date: January 6, 2022

The Sixth Amended and Reinstated Intergovernmental Agreement for the Regional Housing Alliance of La Plata County states that “the Board of Directors of the Authority by majority vote of the other party appointed members shall select one additional board member at large who has experience or expertise in areas related to the services provided by the Authority, such as real estate, banking, finance, legal or social services. All members of the board must be residents of, or employed in, La Plata County and be at least 18 years old at the time of their appointment.” Staff is seeking direction on how the Board would like to proceed with identification and selection of a Board member at large.

RHA 2021-22 Action Plan Update

To: Regional Housing Alliance Board

From: Jessica Laitsch

Date: January 6, 2022

Attached is the action plan updated through January 2022. In the interest of consistency, this is a slight modification to the 2021 plan to include 2022.

RHA 2021-22 Action Plan

Updated January 2022

| | July | August | September | October | November | December | Jan-22 |
|--|--|--|--|---|---|---|--|
| Leadership: Coordination & Collaboration | Renovate/amend IGA & send to RHA Board for review. Who Mike, Mark & Kevin Status Complete | | Get political alignment from all entities & decision from all 4 to approve the amended IGA for buy-in. Who Board Status Complete | | | RHA exposure to elected officials first. Get out of hiding! Who Board Status Not Started | Outreach to stakeholders Who Board Status Not Started |
| | Meet monthly & involve partners in meetings (communicate) Who Board, SWCCOG Coordinate Status Ongoing | | | Quarterly updates & presentations for Electeds. Who Board Status Ongoing | | Public outreach How: PSA's, News/Media, etc Who Board Status Not Started | |
| | Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT Who Board Status Ongoing | Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT Who SWCCOG Add to Agenda Status Ongoing | Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT Who SWCCOG Add to Agenda Status Ongoing | Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT Who Board Status Ongoing | Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT Who Board Status Ongoing | Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT Who Board Status Ongoing | Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT Who Board Status Ongoing |
| Staffing: Administration & Management | Dedicate funding for contractor/firm. \$50k is already in budget, less facilitation costs Who Board, SWCCOG Coordinate Status Complete | | | | RHA board to approve the Scope of Work, RFP & Timeline for hiring consulting firm/ consultant Who Board Status Complete | Consultant to develop the structure of the RHA (priorities, staffing structure, etc) Who Board Status Not Started | Ideal future: Secure all administrative support needed for the RHA - Executive Director / support staff Who Board Status Not Started |
| | | | Allocate gap resources for SWCCOG scope of work to hire consultants. Who SWCCOG Add to Agenda Status Complete | | In-between steps of releasing RFP, vetting proposals, interviews, negotiations, etc Who SWCCOG and Board Status Ongoing | In-between steps of releasing RFP, vetting proposals, interviews, negotiations, etc Who Board Status Ongoing | Hire Consulting Firm/ Contractor Who Board Status Not Started |
| | | | | | | Develop Scope of Work, RFP & Timeline for consulting firm / contractor Who Board Status Ongoing | Develop Scope of Work, RFP & Timeline for consulting firm / contractor Who Board Status Ongoing |
| Funding | | Track & organize funding opportunities to ensure no funding is missed (ARPA, State, federal) Who Grantwriter/Consultant Status Not Started | | 2022 Draft Budget Who SWCCOG/Board Status Complete | | Approve 2022 Budget Who SWCCOG/Board Status Complete | |
| | | DOLA-Housing. Local rep: Andrew Atchley presentation Who Katie/Miriam Status Complete | | | | | |
| Development | Identify and list of potential immediate development opportunities & joint ARPA projects. Who Board, Mike S, Kevin Status Ongoing | | | | | | Coordinate effort to support and/or start 2 projects Who Consultant Status Not Started |
| | Create a checklist to be used for all development projects Who Marsha Status Ongoing | | | | | | Outreach to developers Who Consultant Status Not Started |

Direction to staff

To: Regional Housing Alliance Board

From: Jessica Laitsch

Date: January 6, 2022

Staff is requesting direction on a number of administrative matters:

- 1) The RHA Board included budgeted funds in 2022 to undertake an annual audit of the financial statements for fiscal year 2021. Per the RHA's Dormancy Finance Policies and Procedures, the audit firm shall be selected through the use of a Request for Quotation/Proposals. Is staff authorized to issue an RFP on behalf of the RHA? The intent is to request responses prior to the February Board meeting with contractor selection at that meeting. Alternatively, the RHA may wish to undertake an informal bidding process as identified in the RHA's Procurement Policies by soliciting a minimum of three bids.
- 2) The Services Agreement between the SWCCOG and the RHA states that "RHA shall pay SWCCOG \$22,800 for Fiscal Year 2022." The agreement does not specify the payment schedule. The previous Professional Services Agreement detailed two payments, one in January and one in July, each payment being 50% of the total compensation. For 2022, would the Board like to continue issuing two equal payments?
- 3) The RHA was awarded \$3,000 through the Statewide Internet Portal Authority (SIPA) Micro-Grant Program for digitization of the organization's historic records. Would the RHA like the SWCCOG to proceed with scanning and organizing the historic records? The SWCCOG is working with Region 9 to help with various projects, so would have the staff capacity to undertake this project. This work is outside of the Scope of Services of the current Services Agreement and accordingly work would be billed at \$51.00/hour, billed at 15-minute increments, and not to exceed the grant award amount of \$3,000.

Section H – Presentation(s)

Section I – Member Updates
