



## **Agenda**

RHA Board of Directors  
**June 2, 2022 – 2:00- 4:00 p.m.**

Santa Rita Water Reclamation Facility Conference  
Room, 149 S. Camino del Rio, Durango

Zoom Meeting ID: 951 7036 0901

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- 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) May 5, 2022 Minutes
    - b) April 2022 Financial Statements
- F. Decision Items**
  - 1. Ethics Policy
  - 2. Interim Manager Job Description
  - 3. Request from Economic Alliance for support from RHA
- G. Discussion/Updates**
  - 1. Discussion of Future Strategies to Fund the RHA
  - 2. Statewide Affordable Housing Programs
  - 3. Legislation Update
- H. Presentations and Engagement with Non-RHA Entities**
  - 1. Stakeholder Engagement Workshop Overview – Visit Durango
- 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

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## Section B – Roll Call

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## Section C – Public Comment

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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

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## Section E – Consent Agenda

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Minutes  
Board of Directors Meeting ~ May 5, 2022  
Santa Rita Water Reclamation Facility Conference Room  
149 S. Camino del Rio, Durango, CO

**A. Call Meeting to Order**

**B. Roll Call – Quorum Determination**

**Board Members Present:** Eva Henson – City of Durango  
Marsha Porter-Norton – La Plata County  
Kim Baxter – City of Durango  
Mike Segrest – La Plata County  
Mark Garcia – Town of Ignacio  
Kristin Dallison – Town of Bayfield  
Katie Sickles – Town of Bayfield  
Patrick Vaughn

**Staff/Others Attendees:** Lisa Bloomquist Palmer – HomesFund  
Rachel Taylor-Saghie – Habitat for Humanity of La Plata  
Elizabeth Salkind – Housing Solutions for the Southwest  
Jenn Lopez – Project Moxie (remote)  
Laurie Roberts – United Today, Stronger Tomorrow (remote)  
Cynthia Roebuck (remote)  
Jessica Laitsch – Southwest Colorado Council of Governments

The meeting began at 2:02 p.m.

**WORKSESSION:**

**Call Meeting to Order**

**Introductions and Roll Call**

**Overview of the La Plata Economic Alliance’s draft report**

**RHA Roles in Creating Housing**

1. Identification of Potential Roles
2. Challenges and benefits of various roles
3. Prioritization of the RHA’s roles – Yes/Maybe/No

Jenn provided an overview of the La Plata Economic Alliance’s plan. There was discussion regarding the group’s understanding of the role of a “developer.” There was discussion about various sources of funding, such as various grant sources. Jenn presented information related to potential roles for the RHA in the development of housing. There was discussion about what the goals and methods of quantification may be to evaluate whether progress is being made to create affordable housing. There was discussion about establishing county-wide policies for the use of different strategies such as deed restrictions.

Marsha asked if setting a countywide policy on deed restrictions/appreciation caps should be a role of the RHA. Eva asked if there would be concern about changing priorities as the Board changes, particularly without an Executive Director. Mark suggested this may not be the correct role for the RHA. Mike pointed out the benefits of consistency across the region. Pat suggested the RHA's role may need to be more strategic. Jenn asked if the role might be to be a funder or public funding source. Mike replied that funding is critical and policies are often insufficient to make real progress.

Jenn suggested including the RHA in the role of funder in the community plan. Kim summarized the next steps to review the role definition in the report, Jenn suggested creating a committee to help develop specific direction. Marsha summarized various potential funding sources as identified by the County. Mark mentioned there will be a need to identify how the funding would be used. Jenn reported that the Alliance's plan should be ready within a week or two.

There was discussion about the concept to create an advisory committee. Katie mentioned that the other board member candidates may be helpful on an advisory committee. Mark mentioned that the Alliance has stated that housing is their top priority. There was discussion about the high cost of housing, the shortage of workers, and the high cost and delays of goods. There was discussion about whether there is now clarity with respect to the RHA's role, the consensus was that there should be additional discussion after the Alliance's report is published.

## **REGULAR MEETING:**

The regular meeting began at 3:55 p.m.

### **C. Public comment**

### **D. Approval of the Agenda**

Kim asked to remove the request from the Alliance as Michael was not able to attend today.

**Katie Sickles motioned to approve the agenda with removal of F.4, Mark Garcia seconded, unanimously approved.**

### **E. Consent Agenda**

1. Approve the Consent Agenda
  - a) April 7, 2022 Minutes
  - b) April 18, 2022 Minutes
  - c) March 2022 Financial Statements

**Mark Garcia motioned to approve the consent agenda, Eva Henson seconded, Patrick Vaughn abstained, motion passed.**

### **F. Decision Items**

#### **1. Welcome new Board Member and Election of Officers**

Kim welcomed Patrick. Mike asked if the current officers would continue to serve. There were no objections.

**Mike Segrest motioned to reappoint the existing officers, Patrick Vaughn seconded, unanimously approved.**

#### **2. Review Interim Manager Job Description**

Mark excused himself from the discussion.

Marsha described the process to develop a job description and the need for capacity. Pat asked why this would be interim rather than a permanent position. Kim described that the original intent was to seek a consultant to help the RHA reestablish as an organization. Pat asked about the timeline to pursue a permanent position. Mike replied that the organization would need secure funding. Mike suggested that the position have specific deliverables. Katie mentioned that it may be necessary to first find someone qualified, then identify the specific tasks. Eva



added that this may be too broad as written. Kim asked that the Board members send specific deliverables, the Hiring Committee could then meet to revise a job description/ Eva asked about office space. Mike mentioned that the Economic Alliance may have space.

Pat asked if the expectation is to provide mileage. Katie stated a preference to include mileage to ensure presence in all the communities. Marsha asked about the anticipated compensation. There was discussion about if this should be envisioned as the eventual full-time person versus a consultant. Katie mentioned that the Boards would want to be assured of what they are paying for. Pat pointed out the importance of good compensation. Marsha suggested looking at 3-year timeframe and undertake a salary survey to determine anticipated cost. There was discussion about staff versus consultant role. Mike suggested beginning a website. Kim will work with Jenn and Jessica to draft the estimated cost for a position.

### **3. Engagement Letter for Financial Audit Services**

Mark Garcia motioned to approve and authorize the President to sign the engagement letter, Marsha Porter-Norton seconded, unanimously approved.

## **G. Discussion/Updates**

### **1. Discussion of Future Strategies to Fund the RHA: Brainstorming and Information Needs**

Addressed earlier in meeting.

### **2. Board Action Plan Updates**

There was discussion about updating this once there a manager is in place, updates do not need to be included monthly.

### **3. Policy Committee and Pending Legislation Update**

Marsha reported that the policy committee hasn't met. Mike summarized various pending bills to fund housing. Elizabeth reported that a last-minute bill was introduced related to housing financing, there has been pushback, but it seems likely to pass. There was discussion about the proposed bill.

## **J. Member Updates**

### **1. Town of Bayfield**

Katie reported they will be working on a lot improvement plan. The tiny home project final approval is in process. They are working on drainage issues for townhomes. They are expecting another possible annexation. Bustang will be adding a bus stop in Bayfield.

### **2. City of Durango**

Eva reported that staff is monitoring the Best Western project. They are working through code changes for ADUs. There was discussion about the financial incentives for ADUs. Kim reported that she has communicated the Board's decision to decline the contract with Cappelli Consulting due to the lack of local presence.

### **3. Town of Ignacio**

Mark reported that they are working with a local company on townhomes. They are working with a developer on the Rock Creek property. They acquired seven lots in town for future development. Mark asked Elizabeth if having a staffing shortage. Elizabeth replied that the industry has been particularly challenging. Mark reported will have a new representative next week.

### **4. La Plata County**

Marsha reported that the Westside deal closed last Monday. The County has started a revolving loan fund and are developing a process to run it. They are looking at a managed homeless camp.

Lisa reported that HomesFund is under contract to purchase Triangle Park near Westside. Elizabeth asked about options to explore rehabilitation for units.

**The meeting was adjourned at 4:59 p.m.**

***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 April 2022

To: Regional Housing Alliance of La Plata County  
From: Jessica Laitsch  
Date: June 2, 2022

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Comments: A Balance Sheet and Budget to Actual Report for January 1 to April 30, 2022 is attached.

Notes in June:

- The June invoice for the SWCCOG includes reimbursement for Region 9 staff time for digitization of the RHA's historic files. This project is complete and was funded by the 2021-22 SIPA Grant.
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**Regional Housing Alliance of La Plata County**  
**Balance Sheet**  
As of April 30, 2022

	Apr 30, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Operating Funds (Unrestricted)	
1000 · Operating Account	202,743.65
<b>Total Operating Funds (Unrestricted)</b>	202,743.65
<b>Loan Fund-Previously Restricted</b>	
1006 · LPC MA Revolving Loan Fund	
LPC MA Revolving LF Interest In	2,043.19
LPC MA Revolving LF - EIAF	48,997.71
<b>Total 1006 · LPC MA Revolving Loan Fund</b>	51,040.90
<b>Total Loan Fund-Previously Restricted</b>	51,040.90
<b>Total Checking/Savings</b>	253,784.55
<b>Other Current Assets</b>	
1400 · Prepaid Expenses	
1400.1 · Prepaid Liability	1,054.43
<b>Total 1400 · Prepaid Expenses</b>	1,054.43
<b>Total Other Current Assets</b>	1,054.43
<b>Total Current Assets</b>	254,838.98
<b>TOTAL ASSETS</b>	<b>254,838.98</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
2052 · Assigned Net Assets	50,488.24
2053 · Unrestricted Net Assets	11,721.63
Net Income	192,629.11
<b>Total Equity</b>	254,838.98
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>254,838.98</b>

**Regional Housing Alliance of La Plata County**

**Profit & Loss Budget vs. Actual**

January through April 2022

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3215 · EIAF Released from Restricted	200,000.00	200,000.00	0.00	100.0%
3000 · Unrestricted Revenues				
3216 · SIPA Digitization Grant	3,000.00			
3121 · Interest Income - Bank Accounts	67.59	250.00	(182.41)	27.0%
<b>Total 3000 · Unrestricted Revenues</b>	<b>3,067.59</b>	<b>250.00</b>	<b>2,817.59</b>	<b>1,227.0%</b>
<b>Total Income</b>	<b>203,067.59</b>	<b>200,250.00</b>	<b>2,817.59</b>	<b>101.4%</b>
<b>Expense</b>				
4010 · Advertising	653.74			
4062 · Computer Hardware & Software	0.00	888.00	(888.00)	0.0%
4080 · Liability Insurance	527.24	1,582.00	(1,054.76)	33.3%
4315 · Professional Services				
4327 · Prof'l Services - Digitization	1,657.50			
4398 · Prof'l Services - Admin Fee	7,600.00	22,800.00	(15,200.00)	33.3%
4005 · Prof Serv Audit Fees	0.00	6,000.00	(6,000.00)	0.0%
4322 · Prof'l Services- Legal Fees	0.00	11,000.00	(11,000.00)	0.0%
4315 · Professional Services - Other	0.00	160,000.00	(160,000.00)	0.0%
<b>Total 4315 · Professional Services</b>	<b>9,257.50</b>	<b>199,800.00</b>	<b>(190,542.50)</b>	<b>4.6%</b>
6240 · Miscellaneous	0.00	1,000.00	(1,000.00)	0.0%
<b>Total Expense</b>	<b>10,438.48</b>	<b>203,270.00</b>	<b>(192,831.52)</b>	<b>5.1%</b>
<b>Net Ordinary Income</b>	<b>192,629.11</b>	<b>(3,020.00)</b>	<b>195,649.11</b>	<b>(6,378.4)%</b>
<b>Net Income</b>	<b>192,629.11</b>	<b>(3,020.00)</b>	<b>195,649.11</b>	<b>(6,378.4)%</b>

## Section F – Decision Items

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# Ethics Policy

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To: Regional Housing Alliance Board

From: Jessica Laitsch

Date: June 2, 2022

With the re-establishment of the RHA, there was discussion about establishing an ethics policy. The attached policy was drafted based upon the SWCCOG's Ethics Policy.

## Proposed Action

Adopt the Ethics Policy significantly in the form attached.

# REGIONAL HOUSING ALLIANCE OF LA PLATA COUNTY

## BOARD OF DIRECTORS' POLICIES

### RHA Board of Directors

The RHA Board of Directors is the ultimate policy making authority for the RHA and has the prime responsibility, at will, for changing these Policies with or without notice.

These Policies are in addition to, and shall not be construed to operate in contravention of any provision policies outlined in the Sixth Amended and Restated Intergovernmental Agreement of the Regional Housing Alliance of La Plata County. Any provision herein determined to be contrary to or in violation of said IGA shall be null, void, and of no effect.

### STANDARDS OF CONDUCT

#### General

The conduct of a member of the RHA Board of Directors shall be in the public interest—not in the individual’s best interest. Board members should demonstrate the highest standards of personal integrity, truthfulness, honesty, and responsibility in the performance of their duties, assignments and tasks in order to inspire public confidence and trust in the RHA and local government. Board members should seek to improve the quality of regional services. High standards of conduct are essential to good governmental services and are expected of Board members, who each hold positions of public trust and should approach their work with dedication and strive to understand and promote the purpose, role and responsibilities of the RHA.

While respecting fully the laws and regulations relating to the public’s right to know and public access to matters of public policy, public business and public record, Board members should respect and protect privileged information to which, in the course of their official duties, they may have access or be exposed to; and Board members should not use privileged information acquired in the course of their official duties to further their personal interests.

Board members should not engage in a manner that willfully obstructs or hinders another member from participating. Personal problems between Board members shall not be pursued at RHA meetings or events.

### CONFLICTS OF INTEREST

Board members should avoid any interest or activity which is in conflict with the conduct of official duties and should avoid the appearance of conflict of interest, seeking or accepting no favor,



personal benefit or profit, individually or for family members or friends, secured by privileged information or by misuse of position, public time or public resources.

Board members should not directly or indirectly solicit or accept or receive any payments or gifts of material value-whether it be in the form of objects, money, services, loans, travel, entertainment, hospitality, or favors-that may be intended, perceived, inferred, expected or construed to influence them in the performance of their official duties or reward any official action on their part.

Board members should not engage in, solicit, negotiate for or promise to accept private employment nor should they render services for private interests or conduct a private business, when such employment, service, or business creates a conflict with, impairs or detracts from the proper and faithful discharge of their duties or has the potential for a conflict with their duties or responsibilities.

Board members should never conduct themselves in a manner that gives the impression that they can be improperly influenced in the performance of their professional duties and responsibilities; and Board members in the proper and faithful exercise of those duties and responsibilities should maintain complete impartiality, giving no preferential treatment and showing no favoritism in any manner in conduct of work, performance of services, actions, or attitude.

Board members should refrain from the personal use of any RHA property, equipment or personnel unless such use has been specifically authorized by the governing body.

## NEPOTISM

No Board member should advocate the employment of a family member to a position of employment affiliated with the RHA. Should an applicant turn out to be a family member of a Board member, that member should immediately notify the Board of the relationship and refrain from any influence in the personnel process.

## Disclosure Policy

Board members and members of their *immediate families* should not be excluded from participation in the programs/services offered by the RHA. However, their intent to apply and/or participate in any agency program should be disclosed. RHA Board members who are approached by employee(s) or board/committee member(s) regarding programs/services for themselves or their family member(s) should disclose this request.

The term "immediate family" is here defined as wife, husband, son, daughter, grandchildren, mother, father, brother, sister, (includes half-brother or sister), brother/sister-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-parent and step-child.

Thus, the following disclosure procedures will be applied:

Before proceeding with an application or request, the Board member should report, in writing, the intent to make or process an application to the Board.

Any Board member or member of their immediate family (as described above) that will benefit financially from a project recommended and/or developed by the RHA shall be subject to this disclosure policy.

## VIOLATIONS

The Code of Ethics committee of the RHA shall serve as the administrator of the Code of Ethical Conduct. This body should be the custodian of all records regarding this Code of Ethics and may hold hearings and take appropriate action on issues that come before it.

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# Interim Manager Position

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To: Regional Housing Alliance Board

From: Jessica Laitsch

Date: June 2, 2022

Attached is a draft job description for an Interim Manager/Executive Director for the RHA. Also attached is draft 3-year budget plan with the inclusion of an Interim Manager/Executive Director position.

Specific items for consideration include:

- 1) Adjustments to the job description
- 2) Anticipated term of employment/contracted services
- 3) Anticipated compensation range
- 4) Deadline for submission of applications

## Proposed Action

Direct staff to initiate advertising process for RHA Interim Manager/Executive Director position.



**Regional Housing Alliance of La Plata County  
Interim Manager Job Posting**

The La Plata County Regional Housing Alliance is a Multi-Jurisdictional Regional Housing Authority (RHA) in conformance with Colorado Revised Statutes 29-1-204.5. It was created by an Intergovernmental Agreement between La Plata County, City of Durango, Town of Bayfield and Town of Ignacio and is governed by a 9-member Board of Directors with two representatives from each of the parties to the IGA and one at large member appointed by the Board.

The Board of Directors is seeking a highly qualified and experienced professional with at least three years of experience in affordable housing programs and projects to work as a contractor, providing at least 30 hours per week. Contractor shall not be an employee of the RHA, receives no benefits and will be responsible for all state and federal withholding requirements. Contractor serves at the will of the Board and may be terminated without cause and with at least 60-days' notice.

**Term of Contract:**

The initial term of the contract shall be for 18 months or until December 31, 2023, whichever first occurs. At least 60 days prior to the end of this contract term, the parties shall determine by mutual agreement whether to extend the contract.

**Position Summary:**

The RHA has been in a state of dormancy for several years and is in the process of restoring itself to a fully functioning agency with the roles of sponsor, funder, and developer of affordable workforce housing. The Contractor is expected to support this effort and achieve the following objectives within the initial term of this contract:

- Effectively managing the day to day operations
- Establishing working relationships with all of the member agencies and their respective elected bodies
- Establishing working relationships with the business communities, developers and homebuilders, non-profit housing organizations, and other interested groups and individuals
- Assisting the Board in formulating specific, achievable goals and objectives
- Developing strategies for securing long-term funding for the RHA, both operationally and for project funding and implementation
- Identifying and evaluating specific affordable housing project opportunities for the Board's consideration
- Resident of La Plata County is a plus

**To Apply:**

- Cover letter with statement of interest and level of knowledge and understanding of the requirements for this position.
- Resume highlighting relevant experience and credentials
- Proposed contract including requested compensation



**Priority Assignments (Key Deliverables):**

- Detailed overall workplan by 6 weeks after hire; organizing “x” number of monthly Board meetings, and website by XXXX (date).
- Serve as the Public Relations point of contact for the RHA including developing website and social media presence
  - Coordinating RHA Member Communication Direct and oversee public relations activities of the RHA to develop an understanding of affordable housing issues in the community.
- Review and assess the La Plata County Economic Alliance Project Moxie Housing Report and make specific recommendations to the RHA Board as to what, where and how the RHA can add value in the processes and make recommendations taken from the report to commence action on.
  - Evaluate the list of funding ideas/information provided by La Plata County and provide the RHA Board recommended steps as to the preference of ideas that merit taking a deeper dive.
  - Assess the Housing Investment Strategy report “pipeline” of projects along with other opportunities that may emerge.
- Provide the RHA Board a Funding Pursuit Strategy that will include sources, amounts, timeline, etc.
  - Develop a committee made up of diverse stakeholders to assess and study all funding streams proposed by the RHA Board available for housing.
  - Provide a Funding Primary Strategy and a backup strategy (especially if primary strategy is a tax) with an action for how the RHA can increase funding for affordable housing by August/September 1, 2022.
  - Find and propose funding to continue this position for three years
  - Create a budget
- Do the necessary research and background information gathering to equip RHA Board members with practical information to assist in making informed decisions regarding how to obtain resources. Incorporate area stakeholders as applicable, such as Habitat for Humanity, Housing Solutions of the Southwest and HomesFund.
- As the leader representing the RHA be cognizant of establishing partnerships with other local organizations in getting more units built.
- Create and forge actual momentum to get housing built within the RHA representative local governments. This may include any number of activities such as: helping with policy; it may be meeting with a manufactured home business; it may mean writing a grant or following up on an opportunity but the bottom-line is: we need someone at a desk (their own and at an office); on their computer; at meetings; on the phone, etc. and helping the RHA act on priority goals.
- Implementing at least one specific affordable housing project selected by the Board for sponsoring, funding, and/or developing

**Attachment A: RHA Executive Director Job Description (for additional information)**

- Job Summary
- Essential Job Functions and Priority Assignments



**R**EGIONAL **L**A  
**H**OUSING **P**LATA  
**A**LLIANCE **C**COUNTY

- Operations
- Administration
- Public Relations
- Financial
- Qualifications, Experience, Knowledge, Skills and Abilities



**Regional Housing Alliance of La Plata County  
Executive Director Job Description**

Position Description

Reports To: RHA Board of Directors

Compensation:

Date:

The La Plata County Regional Housing Alliance (RHA) is a Multi-Jurisdictional Regional Housing Authority in conformance with Colorado Revised Statutes 29-1-204.5. It was created by an Intergovernmental Agreement between La Plata County, City of Durango, Town of Bayfield and Town of Ignacio and is governed by a 9-member Board of Directors with two representatives from each of the parties to the IGA and one at large member appointed by the Board.

The Board of Directors is seeking a highly qualified and experienced professional with at least three years of experience in affordable housing programs and projects to work as a contractor, providing at least 30 hours per week. Contractor shall not be an employee of the RHA, receives no benefits and will be responsible for all state and federal withholding requirements. Contractor serves at the will of the Board and may be terminated without cause and with at least 60 days' notice.

**General Description**

The RHA has been in a state of dormancy for several years and is in the process of restoring itself to a fully functioning agency with the roles of sponsor, funder, and developer of affordable workforce housing. The Contractor is expected to support this effort and achieve the following objectives within the initial term of this contract:

- Effectively managing the day-to-day operations
- Enhance the image and credibility of the RHA with public outreach and exposure – develop a website to support this effort
- Establish working relationships with all of the member agencies and their respective elected bodies
- Establish working relationships with the business communities, developers and home builders, non-profit housing organizations, and other interested groups and individuals
- Review and analyze the Economic Development Alliance housing study by Project Moxie and assist the Board in formulating specific, achievable goals and objectives related to that study
- Develop strategies and secure sustainable funding for the RHA, both operationally and for project funding and implementation
- Identify and evaluate specific affordable housing project opportunities for the Board's consideration
- Implement at least one specific affordable housing project selected by the Board for sponsoring, funding, and/or developing

**To Apply**

- Cover letter with statement of interest and level of knowledge and understanding of the requirements for this position.
- Resume highlighting relevant experience and credentials
- Proposed contract including requested compensation

## ATTACHMENT A – INTERIM MANAGER JOB POSTING

### **Job Summary**

Plans, leads, and organizes the activities of the Alliance. Develops and implements Alliance objectives, short- and long-range plans and goals. Promotes affordable housing in the community. The RHA Executive Director shall report to the Board of the RHA and serves at the pleasure of the Board. The Director shall be subject to an annual performance review by the Board.

**Essential Job Functions and Priority Assignments:** including, but not limited to:

#### **Operations**

- The Director is responsible for the operation of the RHA and the accomplishment of the RHA's mission, including leading all activities of the Alliance, maintaining the financials, and ensuring legal and fiscal compliance.
- Provide vision and direction to the Alliance to achieve maximum performance; articulate the issues and set agenda for dealing with issues; analyze operation to evaluate the performance of Alliance.
- Oversee and effectuate the goals and objectives of the RHA as set forth by the Board and to allocate the resources of the RHA as necessary to accomplish such objectives.
- Prepare the RHA annual budget, providing for the appropriate allocation of the RHA's projected resources to implement the goals and objectives; and manage the financial affairs of the RHA in coordination with fiscal agent.
- Coordinate development of action plan(s); make recommendations to the RHA Board about how a consultant(s) could play a role; manage the action plan development and process; manage the contracts and work of any consultants; make recommendations related to next steps including hiring of future full-time staff.
- Identify funding opportunities and prepare grant applications for ongoing operations and specific project development.
- Assess changes in affordable or attainable housing need and supply; coordinate needs and market assessments of the community.
- Research and develop new programs and program types to meet identified community needs.
- Serve as an ex-officio (non-voting) member of the Board and all committees
- Manage organizational transition that supports the RHA mission and yet to be determined funding structure.

#### **Administration**

- Work with fiscal agent to make sure all clerical and administrative tasks are handled in a timely manner; organize agendas and meetings in collaboration with fiscal agent; establish executive or other committees as needed; ensure tasks are followed up on between meetings that relate to projects, initiatives, etc.
- Provide reports for internal and external use by the Alliance.
- Provide a detailed annual report to the jurisdictions and the public that monitors an evaluation system of the Alliance's performance.
- Attend meetings, workshops, conferences, seminars and other sessions, in order to gain knowledge of new or improved housing programs in the public and private sectors.
- Refer applicants and program participants to other community resources as needed. Perform other related duties as assigned.



## ATTACHMENT A – INTERIM MANAGER JOB POSTING

### **Public Relations**

- Serve as the agency's primary point of contact and Public Relations Officer.
- Direct and oversee public relations activities of the RHA to develop an understanding of affordable housing issues in the community; communicate with business, private and public sector agencies to coordinate and assist in meeting community needs; perform speaking engagements, develop media responses and press releases.
- Make recommendations related to RHA communications such as a new brand and website.
- Provide input to the website for outreach and updating information
- Represent the Alliance and maintain liaison with regulatory agencies, local officials and community-based organizations, interpreting and explaining the agencies programs, policies, services, needs and other matters of mutual interest.

### **Financial**

- Identify potential long-term funding strategies; assess the cost of services; identify and develop project partnerships; coordinate the development of proposals and grants.
- Cultivate strong relationships with local, state, tribal, and federal government administrative and legislative officials, particularly in relation to the continuation and enhancement of financial support to the RHA.

### **Qualifications: Experience, Knowledge, Skills, and Abilities:**

#### **Experience**

- Bachelor's degree from an accredited four-year college or university in public administration, business administration, or a related field; and,
- Five or more years of progressively responsible experience; with a minimum of three years of experience in the development of affordable workforce housing at an executive level; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Valid Colorado Driver's license.

#### **Knowledge**

- Principles and practices of executive level management.
- Knowledge of HUD and RDA programs, fair housing laws and related community resources.
- Knowledge of basic governmental processes and procedures.
- Knowledge of current practices, procedures, and regulations/laws related to the housing industry, including mortgage loan industry
- Knowledge of tax-exempt financing eligibility, government subsidized, secondary market and local or national housing programs, a plus.
- Computer applications related to the work.

#### **Skills, Abilities, Character, & Attitude**

- Must have the ability to promote RHA and build positive and sustainable relationships within the community.
- Proven ability to work effectively with lenders, community organizations, clients, and public officials.
- Grant writing ability is a plus.
- Innovative and creative thinking skills to develop customer-centric solutions based on internal and external feedback.
- Ability to read, analyze and interpret government regulations, professional periodicals and journals, and technical procedures. Ability to speak effectively before public groups and respond to questions.

## ATTACHMENT A – INTERIM MANAGER JOB POSTING

- Ability to apply principles of logical thinking, solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to be flexible and perform work under time pressure.
- Proven track record of successful deal making.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials, including market analysis.
- Communicating clearly and effectively, orally and in writing.
- Ability to act with discretion and maintain confidentiality.

### **Environmental Factors:**

- Work is generally performed in a typical office environment or at a home office.
- Working time may require irregular hours and/or on-call status. The incumbent's working conditions are typically quiet.
- Work may involve competing demands, performing multiple tasks, and working to deadlines. Extended standing or sitting may be required.

### **Physical Factors:**

- The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, and speak and hear and reach with hands and arms.
- The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl and traverse varied terrain. The employee must occasionally lift and/or move up to 10 pounds. The employee is occasionally required to drive a vehicle.
- Residency in La Plata County is a plus.

**RHA - Options regarding Executive Director cost and other finances - cash basis**

	<u>2022 Budget</u>	<u>Adj 2022 Budget *</u>	<u>2023 Est ^</u>	<u>2024 Est ^</u>	<u>2025 Est ^</u>
Carry forward of net income	\$ -	\$ -	\$ 102,183	\$ 94,083	\$ 127,859
Revenue (release of restricted funds)	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -
Interest Income	\$ 250	\$ 250	\$ -	\$ -	\$ -
Contribution from members **	\$ -	\$ -	\$ 200,000	\$ 250,000	\$ 250,000
<b>Total Revenue</b>	<b>\$ 200,250</b>	<b>\$ 200,250</b>	<b>\$ 302,183</b>	<b>\$ 344,083</b>	<b>\$ 377,859</b>
<b><u>Expenses</u></b>					
Executive Director Salary/Consultant Costs	\$ 160,000	\$ 41,667	\$ 100,000	\$ 104,000	\$ 108,160
Benefits (health care, matching taxes, workman's comp)	\$ -	\$ 12,500	\$ 30,000	\$ 31,200	\$ 32,448
Admin & Bookkeeping/Admin Assistant	\$ 22,800	\$ 22,800	\$ 35,000	\$ 36,400	\$ 37,856
Benefits (health care, matching taxes, workman's comp)		\$ -	\$ 10,500	\$ 10,920	\$ 11,357
Project Costs (planning, design, grants)			\$ 5,000	\$ 5,200	\$ 5,408
Matching Funds for projects			\$ 5,000	\$ 5,000	\$ 5,000
General Operating (rent, utilities, office)	\$ -	\$ 5,000	\$ 10,000	\$ 10,400	\$ 10,816
Office Equipment/Supplies	\$ 888	\$ 2,500	\$ 1,500	\$ 1,560	\$ 1,622
Audit Fees	\$ 6,000	\$ 8,500	\$ 6,000	\$ 6,240	\$ 6,490
Legal Fees	\$ 11,000	\$ 2,500	\$ 2,500	\$ 2,600	\$ 2,704
Liability Insurance	\$ 1,582	\$ 1,600	\$ 1,600	\$ 1,664	\$ 1,731
Misc	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,040	\$ 1,082
<b>Total Expenses</b>	<b>\$ 203,270</b>	<b>\$ 98,067</b>	<b>\$ 208,100</b>	<b>\$ 216,224</b>	<b>\$ 224,673</b>
<b>Net</b>	<b>\$ (3,020)</b>	<b>\$ 102,183</b>	<b>\$ 94,083</b>	<b>\$ 127,859</b>	<b>\$ 153,186</b>

\*Hire of ED estimated to be Aug 1 with an annual salary of \$100K

Audit costs changed to actual

Legal fees were possibly overestimated

Add office rent, computer

^ ED Salary \$100K

Admin assistant to be hired? Full/part time?

Added inflation estimate of 4%/yr

**\*\* Member contributions - how is this determined? \$ 200,000 \$ 250,000 \$ 250,000**

County

City of Durango

Bayfield

Ignacio

## Section G – Discussion/Updates

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# Statewide Affordable Housing Programs

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To: Regional Housing Alliance Board

From: Jessica Laitsch

Date: June 2, 2022

Please see the following information on several new affordable housing programs created during the 2022 legislative session. The Board may wish to begin discussions to develop a coordinated approach for these potential funding sources.

## **SB22-159, Revolving Loan Fund Invest Affordable Housing**

The bill creates the Transformational Affordable Housing Revolving Loan Program and provides \$150 million in onetime state General Fund for flexible, low-interest, and below-market-rate loans toward investments in transformational affordable housing. Eligible recipients include local governments, community partners, for-profit developers, and political subdivisions of the state. Eligible projects are those that support the development of infrastructure related to affordable housing development, new construction of affordable housing, or the preservation of existing affordable housing.

## **HB22-1304, State Grants Investments Local Affordable Housing**

The bill directs a portion of the state ARPA funds to create two housing-related grant programs in the Department of Local Affairs (DOLA):

### Local Investments in Transformational Affordable Housing Grant Program – \$138 million

Provides grants to local governments or nonprofits for affordable housing initiatives, including developing housing infrastructure, providing gap financing, maintaining existing and building new affordable housing stock, and land banking. Funds are available through July 1, 2024.

### Infrastructure and Strong Communities Grant Program - \$40 million

Requires that the Division of Local Government in DOLA, the Colorado Energy Office, and the Department of Transportation (CDOT) develop a list of sustainable land use best practices and administer a grant program to provide grants to local governments for investments in infill infrastructure projects that support affordable housing. Funds may also be used for education or technical assistance.

# Policy Committee and Legislation Update

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To: Regional Housing Alliance Board

From: Jessica Laitsch

Date: June 2, 2022

Please see the following summaries from Counties and Commissioners Acting Together (CCAT) of various Affordable Housing bills from the 2022 legislative session:

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### **HB22-1282 The Innovative Housing Incentive Program- \$40 million**

This bill creates a program in the Office of Economic Development to provide grants or loans to new or existing businesses with fewer than 500 employees that develop manufactured homes, which may include prefabricated, panelized construction such as insulated panels or insulating concrete forms, 3D printed housing, kit homes or tiny homes installed on foundations

### **SB22-232, Creation of Colorado Workforce Housing Trust Authority**

The bill creates the Middle-Income Housing Authority as an independent special purpose authority for promoting affordable rental housing projects for middle-income workforce housing. It transfers an initial \$1 million to the new statutory public entity.

### **HB22-1287, Protections for Mobile Home Park Residents**

The bill updates the Mobile Home Park Act and the Mobile Home Park Act Dispute Resolution and Enforcement Program. Among many other provisions, it provides a local government with a first right of refusal to purchase a mobile home park when it is placed on the market.

It also prohibits a landlord from raising rent on a mobile home park lot if the landlord's registration is not in good standing. The bill also extends many of the protections afforded to mobile homeowners to non-owner residents, and permits residents, local governments, and nonprofit organizations to file complaints.

## Section H – Presentation(s)

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# Visit Durango - Stakeholder Engagement

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To: Regional Housing Alliance Board

From: Jessica Laitsch

Date: June 2, 2022

Visit Durango will be presenting information on a series of stakeholder engagement workshops they are coordinating.

# Stakeholder Engagement Workshops

## Why?

- Durango is no longer a hidden secret and its going to continue to happen without our help, so we need to focus on managing the impact. This will allow us to use tourism to make the entire community better off than it would otherwise be.
- Cannot do it alone, and we don't know all of the challenges facing the different groups and we shouldn't speak for them,
- Opening up channel of communication this will also improve feedback for governments here in La Plata County
- Align our marketing with the culture and wants, needs of the community of which we are a part of

## Purpose

- Stakeholder & Resident Input To Shape Visit Durango's Approach to Tourism
- Get better polling and representation among county residents
- Get better polling and representation from under represented groups (SUIT, etc)
- Find out Top of mind risks on the county residents and different sectors.
- Uncover more information which makes La Plata County unique from other counties/ towns in the Western United States and Colorado

## How

- Reaching out to over 100 stakeholders in the following categories
  - Chamber of COmmerce/ Industry Associations
  - Financial Institutions
  - Agriculture Sector
  - Board of Directors/ working groups
  - Environmental Agencies
  - Governments/ Municipalities
  - Schools at every level
  - Residents
  - Community Organizations
  - Shareholders
  - Reporting Platforms

## Questions From Workshop

- Should we care as a community about sustainable tourism?
- What does sustainable tourism mean in the context of La Plata County?
- What do you want to see preserved?

### Main Information Gathered from workshop

- Environmental
  - Strengths
  - Risks
  - Opportunities
- Economic
  - Strengths
  - Risks
  - Opportunities
- Social
  - Strengths
  - Risks
  - Opportunities

## Outcomes

- Identify 5-10 strategic focus areas (objectives) to develop initiatives for
  - From these we can come with with short term, mid term and long term objectives
    - We can come up with definitions but 18,36,60 months would be recommended
- Once the SMARTIE objectives have been identified we can then come up with projects an kpi's based around initiatives.
  - 2-3 smartie leading and lagging indicators per initiative

## Timeline

- Feb 1 - March 20 - Engagement Platform Selection & Stakeholder Mapping
- April 12- July 8: Stakeholder Engagement Process
- July 9-17- Identify 5-10 initiatives to proceed with
- July 18-24 - Present Findings & Prioritize
- July 24 - 29 - Define initiatives into Short / Mid / Long term
- July 30 - Project completed and results published

## Tie In Project

Please visit [engage.durango.org](https://engage.durango.org) and sign up

This website is interactive and will increase our transparency and two way communication and dialogue with the community. This is also a resource we can offer to run projects and get community feedback for issues brought forward by other organizations.

# Section I – Member Updates

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