



A. Call Meeting to Order

B. Roll Call – Quorum Determination

C. Public Comment

D. Approval of Agenda

E. Consent Agenda

1. Action: Approve the Consent Agenda

- a) March 22, 2021 Minutes
- b) April 26, 2021 Meeting Notes
- c) Retreat Documents
- d) June 2021 Financial Statements as prepared by Jessica Laitsch

Proposed Motion: Approve the Consent Agenda.

F. New Business

1. Action: Election of Officers

2. Action: Bank Account Signors

- a) *If needed based on election of Officers*

3. Action: Review and Approve SWCCOG Proposal for Administration and Financial Management

4. Action: Monthly Meeting Dates/Times

G. Discussion/Updates

1. IGA Revision Update

2. Beginning Discussion for Opportunities for Building Affordable/Workforce Housing

3. Discuss Board structure

4. Pending or upcoming legislation update

5. Board Action Plan Update

H. Presentations and Engagement with Non-RHA Entities

- 1. Durango Area Association of Realtors**

I. Member Updates

J. Adjournment

Board to Tour of Bayfield property for Affordable/Workforce Housing after the Board Meeting. No decisions will be made.

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

March 2021 Meeting Minutes

Minutes
Board of Directors Meeting ~ **March 22, 2021**
Webinar ~ 9:00 a.m.

A. Call Meeting to Order

B. Roll Call – Quorum Determination

Board Members Present: Marsha Porter-Norton – La Plata County, Commissioner
Kevin Hall – City of Durango, Assistant Manager
Mark Garcia – Town of Ignacio, Interim Manager

Staff/Others Attendees: David Black – Town of Bayfield
Mike Segrest – La Plata County
Lisa Bloomquist Palmer – HomesFund
Elizabeth Salkind – Housing Solutions for the Southwest
Michael French – La Plata Economic Development Alliance
Miriam Gillow-Wiles - Southwest Colorado Council of Governments
Jessica Laitsch – Southwest Colorado Council of Governments
Gloria Kaasch-Buerger - Southwest Colorado Council of Governments

The meeting began at 9:13 a.m.

C. Approval of the Agenda

Mike Segrest requested that the authorization of legal services be a decision, rather than discussion, item.

Kevin Hall motioned to approve the agenda, Marsha Porter-Norton seconded, unanimously approved.

D. Consent Agenda

1. Action: Approve the Consent Agenda

- a) **December 9, 2020 Minutes**
- b) **December 2020 Financial Statements** as prepared by Jessica Laitsch
Proposed Motion: Approve the Consent Agenda.

Marsha requested an overview of the organization's finances. Mark asked that discussion be added to the next meeting.

Kevin Hall motioned to approve the consent agenda, Marsha Porter-Norton seconded, unanimously approved.

E. New Business

1. Election of Officers

Mark and Marsha each stated that they are hesitant to serve as president at this time. Kevin offered to serve as president.

Marsha Porter-Norton nominated Kevin Hall as President, Mark Garcia seconded, unanimously approved.

There was discussion about whether anyone knew if Katie would like to continue as vice president and if Marsha would like to serve in that role.

Mark Garcia nominated Marsha Porter-Norton as Vice President, Kevin Hall seconded, unanimously approved.

Mark stated that he is willing to continue in this role.

Marsha Porter-Norton nominated Mark Garcia as Secretary/Treasurer, Kevin Hall seconded, unanimously approved.

2. Amendment to 2020 Budget

Jessica described the purpose for amending the 2020 budget. Mark asked if there are any other amendments expected for the 2020 budget year. Jessica replied this is the only expected amendment.

Mark Garcia motioned to adopt Resolution 2021-01, a Resolution amending summarized 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, 2020, and ending on the last day of December, 2020, Marsha Porter-Norton seconded, unanimously approved.

Kevin asked about the figure identified as current operating expenses. Jessica replied that this is the sum of the previous budgeted expenditures and the increase for the loan transfer. There was discussion about tabling the item.

Marsha Porter-Norton motioned to table this resolution to a later meeting, Kevin Hall seconded, unanimously approved.

3. 2020 Audit Exemption

Jessica explained that the level of expenditures in 2020 required the long audit request form and preparation by an accountant.

Mark Garcia motioned to approve Resolution 2021-03 for exemption from audit for fiscal year 2020, Marsha Porter-Norton seconded, unanimously approved.

4. Bank Account Signers

Kevin explained that he is a signor and they need a second signor. Mark pointed out that having representatives from the Durango area as signors simplifies obtaining signatures for checks and suggested that Marsha be a signor. Marsha stated that if Mark is comfortable with that arrangement, she is willing to be a signor.

Marsha Porter-Norton motioned to approve Resolution 2021-04, Mark Garcia seconded, unanimously approved.

5. CIRSA Annual Audit

Jessica explained that the RHA met the requirements to skip the annual check-in to confirm they are meeting the requirements for liability insurance.

Mark Garcia motioned to approve staff notifying CIRSA that they would skip the annual audit, Marsha Porter-Norton seconded, unanimously approved.

6. Authorization for Legal Services

Mike Segrest explained that he requires Board authorization to discuss items related to the RHA with the attorney. Mark mentioned remaining aware of the hourly cost. Elizabeth asked about the items the RHA would be seeking legal advice for. Kevin asked about the status of the strategic plan. Mike replied that the Board didn't formally approve a strategic plan, but had indicated support for moving the various elements forward. There was discussion about setting up a strategic retreat. There was discussion about understanding what projects would be discussed prior to using RHA attorney time.

2. Amendment to 2020 Budget

Staff requested the Board readdress the budget amendment to not potentially impact the audit exempt request. Mike suggested the Board consider approval contingent on review and approval by Mark.

Marsha Porter-Norton motioned to authorize the President to resolve the issues raised by Mark Garcia, then to approve the Resolution 2021-02, a Resolution amending appropriated 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 2020 budget year with review, possible changes, and approval by the Secretary/Treasurer, Mark Garcia seconded, unanimously approved.

A. Discussion

1. Economic Development Alliance Presentation – Mike French

Mike French described the Alliance’s support for revitalizing the RHA. He described various pending legislation. Elizabeth suggested coordinating with her and other housing agencies on legislative and other housing issues. Miriam pointed out that goal number two references urban, but southwest Colorado does not qualify as urban. Mike replied that he expects the language to expand to include rural. Lisa asked what populations the Alliance is focused on. Mike replied they are looking at workforce housing. Lisa cautioned against overlooking the “missing middle.” Marsha suggested developing a collaborative group with the interested parties. She asked for the retreat to include an overview of the definitions using to discuss housing affordability.

2. Board of County Commissioners Housing Work Session input – Mike Segrest

Mike described the agenda for the work session. There was discussion about other community groups looking into housing issues and ensuring all the parties are collectively working together.

3. Authorization for Legal Services – Mike Segrest

Addressed earlier in meeting.

4. RHA historic records

Kevin stated that he wanted to ensure the Board members had historical context of the organization. Mark suggested looking into digitizing old records.

5. Next steps for RHA

Marsha suggested that the strategic plan document be a starting point and to begin larger discussions for addressing housing. Mark suggested looking at possible funding options.

6. Agenda and schedule for next meeting

There was discussion about including the following items on the agenda for the retreat: definitions of affordable housing, discussions related to a sales tax question.

F. Partner Reports & Public Comment

None due to timing constraints.

Mark Garcia motioned to adjourn, Marsha Porter-Norton seconded, unanimously approved.

Adjournment 11:14 am

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.

April 2021 Meeting Minutes

Meeting Notes
Board of Directors Meeting ~ **April 26, 2021**
Webinar ~ 9:00 a.m.

A. Call Meeting to Order

B. Roll Call – Quorum Determination

Board Members Present: Marsha Porter-Norton – La Plata County, Commissioner
Kevin Hall – City of Durango, Assistant Manager
Katie Sickles – Town of Bayfield, Town Manager
Mark Garcia – Town of Ignacio, Interim Manager

Staff/Others Attendees: Mike Segrest – La Plata County
Lisa Bloomquist Palmer – HomesFund
Elizabeth Salkind – Housing Solutions for the Southwest
Laura Lewis Marchino – Region 9 EDD
Heidi Aggeler – Root Policy Research
Michael French – La Plata Economic Development Alliance
Miriam Gillow-Wiles - Southwest Colorado Council of Governments
Jessica Laitsch – Southwest Colorado Council of Governments

The meeting began at 9:05 a.m.

C. Public comment – No public comment

D. Approval of the Agenda

E. History of RHA

There was discussion about getting review and feedback from partners on the document outlining the history of the RHA. There was discussion about evaluating the name of the RHA moving forward to avoid possible confusion. The retreat should include comprehensive summary of the history of the RHA, definitions of housing related terms and concepts, current status of housing related efforts, and possible roles for the RHA.

F. Strategic Planning Steps Nuts and Bolts

1. Who needs to be involved

a) Ensure all RHA Signers are equally involved

b) RHA, HomesFund, and Housing Solutions for the Southwest roles

Heidi summarized the Housing Solutions and SWCCOG regional housing study.

c) Economic Development Organizations role(s)

Mike French mentioned they are working on an interest group to discuss workforce housing.

2. Need for Facilitation

General preference was expressed for a facilitated session. Discussion about Jenn Lopez, she is working with Economic Alliance and City of Durango on housing. Discussion about including her in the discussion, but not as the facilitator. Discussion about the funding available for facilitation and the threshold for requiring an RFP process.

3. Dates/Times/Locations

The consensus was to hold the first session in May, need to identify a facilitator. After a facilitator is identified, look to determine time and location. Prior to first session, work with facilitator to discuss plan and expectations.

G. Structure of Strategic Planning Day 1

1. Definitions, Existing Projects, Housing Continuum, Gaps

2. Scenarios for role of RHA

a) Develop

b) Review

c) Select top scenarios

Discussion about being strategic with respect to the roles for various partners. Gap analysis will be important, Heidi estimated they should have a draft report by early June. Look at the role of authorities elsewhere in Colorado. Concerns about overloading with information. COG staff will create a short summary of some other housing authorities throughout the State.

H. Structure of Strategic Planning – Day 2

Discussion expected to happen during day one of the retreat.

The meeting was adjourned at 10:26 am

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 June 2021 Retreat Documents



REGIONAL **L**A
HOUSING **P**LATA
ALLIANCE **C**OUNTY

Regional Housing Alliance of La Plata County - BOARD RETREAT SUMMARY

June 28 & 29, 2021 from 1:00 - 5:00 each day

La Plata County Admin Building, Commissioners Room: 1101 E 2nd Ave, Durango, CO 81301

OPEN TO THE PUBLIC

Executive Summary

Resolve:

The RHA will continue if we are supporting housing being developed in La Plata County.

RHA will take a collaborative leadership role in addressing the urgent need of workforce and affordable housing in La Plata County through coordinated funding efforts, hiring expertise, supporting the development of housing, and supporting current organizations and local governments to be the most effective and efficient in their efforts to develop units across the housing continuum.

The RHA members and stakeholders share a vision of more workforce and affordable housing being developed across La Plata County.

The RHA proposes taking a collective impact approach to support, celebrate, prioritize, align, develop, fund, track and communicate efforts between entities and stakeholders towards this shared vision.

Next meeting:

Tuesday July 27th, 2021 from 2 - 4pm in-person at Bayfield Town Hall

Agenda items: discuss board structure & take formal action on board officers

Recommendation:

Share these Retreat Summary notes with all stakeholders who attended the retreat, and any other elected officials or partners.



Facilitated by: Sandhya Tillotson

sandhya@sagebrush.ltd

970.317.1732

www.sagebrush.ltd

RHA Structure:

- Mission: to support housing being developed.
 - There is a need to refine the scope, priorities & strategies moving forward.
 - The RHA must be results focused (and not just create additional bureaucracy - beware the history of two boards, redundancy, etc.)
- RHA Board will continue to include all four current governmental entities (Subcommittees can always be formed to bring in additional stakeholders or partners).
- Urgency: there are funding opportunities available now that must not be missed. Government entities have only two years to spend the ARPA funds, and they wish to have the most impact and alignment with the funds available.
- There must be collaboration and synergy on strategies.
 - A Collective Impact Strategy & Workplan was proposed to align the regional housing efforts of the four governmental entities, nonprofit organizations, and key stakeholders. This will need to be developed.
 - Root Policy Research's regional housing study through HSSW and SWCCOG, will be released by the end of August, and may help identify the need and priorities for housing across the region. We hope the study may refine the definitions of affordable/attainable/workforce housing and various AMI's, and that their toolkit and recommendations will be beneficial for the RHA in identifying priorities and strategies moving forward.
 - The Collective Impact Strategy & Workplan can set strategies for reaching various housing goals, in concert with existing entities and nonprofits and new partners (including public private partnerships and development partners). The beauty of collective impact is that everyone is working towards the same shared vision and addressing it through multiple and diverse pathways. The RHA may contract with partners to meet the housing goals and deliverables through MOUs.
 - See Appendix for Collective Impact Model.
- There must be a point person to coordinate the RHA's efforts, communicate and collaborate with stakeholders, builders, developers, and the Board. (See Staffing below regarding hiring a consultant.) At this point the SWCCOG will continue to provide administrative support to the RHA. This is an interim role to fill the gap, until such time that the RHA has its own or shared administrative capacity. How long the SWCCOG will continue to play this role is unknown at this time. (See Appendix for Email Follow Up from Elizabeth Salkind, HSSW).

RHA 6-month Action Plan (July - December 2021)

Focus Question:

What are the key actions we need to take over the next 6 months (through the end of 2021) to move our vision (of supporting development of homes in La Plata County) forward?

Action Plan Areas

1. Leadership: Coordination & Collaboration

- Refers to a collaborative leadership approach by the RHA to address housing collectively. RHA will help coordinate regional efforts for alignment and collaboration.
- RHA can build the political will to address the issue through a “willingness to make bold changes” (which stakeholders listed as one of the greatest barriers to addressing housing needs in Rooted Policy Research’s regional housing study survey.)
- First action will be to amend the IGA that placed the RHA into hibernation mode, so that it may continue more actively.
- Outreach and buy-in by elected officials, stakeholders and the public to the RHA’s new vision is desired and important.

2. Staffing: Administration & Management

- At this point the SWCCOG will continue to provide administrative support to the RHA.
- The RHA Board expressed the need for personnel capacity, who have the housing policy and development expertise to hit the ground running and make significant headway on restructuring the RHA to impact the housing need. Without a current source of stable funding, the Board is not ready to commit to permanent staff for the organization, and instead prefers to hire a consulting firm or consultant at this time.
- A consulting firm / consultant will be hired through an RFP process to develop the structure of the RHA, including staffing structure, priorities, etc.
- Ideally in the future, permanent staff such as an Executive Director and support staff will be hired to run the RHA and build strong relationships with community stakeholders. Opportunities for staffing collaboration with existing organizations and nonprofits may wish to be explored. (See Appendix: Email Follow Up)

3. Funding

- The other biggest need of the RHA in addition to staffing capacity is sustainable funding - in order to expand operations, programs, and developments across the County.
- RHA will pursue funding opportunities for the short, mid and long term.
- A funding opportunities timeline will be developed to align funding efforts and grants and ensure funding opportunities are not missed. (It will need to be discussed whether this is part of the hired consultant's role, or if a separate grant writer or consultant will do this. Laura Lewis Marchino may have some recommendations.)

4. Development

- RHA will help coordinate or support developments.
- There is strong desire by all RHA members to develop units, either directly or through supporting members or other organizations or development partners. The RHA may contract with partners to meet the housing goals and deliverables through MOUs.
- The first action will be to create a list of potential development projects that members are considering.
- Policy changes can also support development or be examined to identify barriers to maintaining or supporting current and future affordable and workforce housing.

Action Plan Calendar in Excel format - attached

Note: The RHA should feel free to move the Key Actions around on the Calendar to serve your needs and coordinate your efforts going forward.

Immediate Action Items

Please see Names underlined.

1. Leadership: Coordination & Collaboration

- a. Renovate/amend IGA & send to RHA Board for review.
 - i. Who: Mike, Mark & Kevin.
 - ii. When: July 2021
- b. Get political alignment from all entities & decision from all 4 to approve the amended IGA for buy-in.
 - i. Who: All Members

- ii. When: August 2021
- c. Meet monthly & involve partners in meetings (communicate)
 - i. Who: All Members. SWCCOG will coordinate meetings.
 - ii. When: Monthly
- d. Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT
 - i. Who: SWCCOG to add to meeting agenda
 - ii. When: Monthly

2. Staffing: Administration & Management

- a. Allocate gap resources for SWCCOG scope of work to hire consultants.
 - i. Who: SWCCOG to draft scope of work & share with Board for review/approval
 - ii. When: July 2021
- b. Develop Scope of Work, RFP & Timeline for consulting firm / contractor
 - i. Who: Kim, Mark, Miriam
 - ii. When: July/August 2021

3. Funding

- a. Track & organize funding opportunities to ensure no funding is missed (ARPA, State, grants)
 - i. Who: Consultant or grant writer (Laura Lewis Marchino may have ideas on this)
 - ii. When:
- b. DOLA-Housing. Local rep: Andrew Atchley presentation
 - i. Who: Katie
 - ii. When: Presentation scheduled for August 12, 2021

4. Development

- a. Identify immediate development opportunities & joint ARPA projects. Collect a list of potential projects.
 - i. Who: Mike, Kevin, All Members
 - ii. When: July/August
- b. Create a checklist to be used for all development projects
 - i. Who: Marsha
 - ii. When: July/August

Parking Lot Items

- Definition of “Workforce” housing vs “Affordable” housing (needed when setting priorities for development based on need)

- Appointment of RHA Board officers (to be addressed at July meeting)

DAY 1 - Monday, June 28th, 2021 - Board & Key Stakeholders

Focus: *Understanding the role of the RHA with key stakeholder input & scenario planning.*

RHA Board & Member Participants:

Katie Sickles – Town of Bayfield
Kelly Polites – Town of Bayfield
Kim Baxter – City of Durango
Kevin Hall – City of Durango
Mark Garcia – Town of Ignacio
Stella Cox – Town of Ignacio
Marsha Porter-Norton - La Plata County
Mike Segrest – La Plata County

SWCCOG Staff:

Miriam Gillow-Wiles
Jessica Laitsch

Key Stakeholders:

Elizabeth Salkind – Housing Solutions for the Southwest
Heidi Aggeler – Root Policy Research (virtual)
Laura Lewis Marchino – Region 9 Economic Development District
Lisa Bloomquist Palmer – HomesFund
Michael French – La Plata Economic Development Alliance
Rachel Taylor-Saghie – Habitat for Humanity La Plata County

General Public:

Todd Rosignol - local builder/contractor

Understanding the Role of RHA with Key Stakeholder Input & Scenario Planning:

- Presentations by: Root Policy Research, SWCCOG, La Plata Economic Development Alliance, Habitat for Humanity of La Plata County, HomesFund, Housing Solutions for the Southwest
- Information provided on:
 - Housing Definitions, Housing Continuum & AMI, Demographics
 - What do Housing Authorities do & comparable Housing Authorities
 - Recommendations by Stakeholders on what the RHA could do to support the housing situation in our community
 - Some information on what stakeholders are currently doing to support affordable & workforce housing.

- Please refer to presentation documents provided via email by Miriam Gillow-Wiles.

Day 1: Additional Retreat Notes

Shared Vision:

For Affordable & Workforce Housing across La Plata County

(Based on pre-retreat survey results collected by the facilitator. These are in no particular order, and do not demonstrate consensus, simply brainstormed vision of the group.)

- Diverse & multigenerational community
- Viable place to live, work, recreate for all residents, locals, families, workforce, businesses
- Long term retention of workforce
- Keeping families & young people here
- Upward mobility along the housing continuum
- Housing for all (safe, healthy, affordable/attainable) including transitional, supportive, rentals and homeownership housing opportunities
- Focused on current community members
- Increase supply of housing to meet urgent demand
- Development of more attainable/affordable housing (rentals & homeownership units)
- Mobility out of workforce poverty (opportunities for wealth gain & empowerment)
- Greater opportunities for public private partnership
- Prosperous local economy that benefits community
- Collaboration with plans & action
- Collective impact of working together
- Creative solutions

Roles of Stakeholders & Interest in RHA Collaboration

(Compiled from pre-retreat survey results & Day 1 discussion.)

Housing Solutions for the Southwest

- Interest in RHA Collaboration
 - Funding & policy expertise
- Expertise
 - Housing & housing policy
- Role/Programs
 - Housing needs & strategy study (HSSW, SWCCOG, Rooted Policy) - study should be finished by end of July - will be a valuable tool in helping identify priority housing opportunities for the RHA & regional groups

- Development of transitional housing & low-income rentals
- Home rehab programs
- Housing counseling
- Manage affordable rental housing & long-term rentals
- Housing vouchers & support services
- Emergency housing & short-term rentals
- Programs serve the most vulnerable populations as well as people of all AMI's through emergency housing and more.

Habitat for Humanity of La Plata County

- Interest in RHA Collaboration
 - Increase capacity (builds). Sufficient financing - waived fees.
- Expertise
 - Affordable building & deed restriction compliance
- Role/Programs
 - Develop affordable homeownership homes & finance homes
 - Manage deed restricted homeownership homes
 - Relationships with building subcontractors
 - Programs serve people at 30 - 80% AMI

HomesFund

- Interest in RHA Collaboration
 - Have an available supply of for-sale housing for our workforce.
- Expertise
 - Financing for homeownership
- Role/Programs
 - Mortgage (down-payment) assistance
 - Homebuyer education & counseling
 - Mobile home loans
 - Financing
 - Programs serve people at 60 - 125% AMI

Economic Development (LPEDA, Region 9)

- Interest in Collaboration
 - LPEDA: Focus and enablement of workforce housing projects via public private partnerships.
 - Reg. 9: Stable workforce regionwide. Diverse economy with all incomes sustained.
- Expertise
 - Business outreach & business planning
- Role/Programs
 - Business community connection & leveraging
 - Connection to employers & builders
 - Facilitate & fund housing studies

Local Governments & Tribe

- Interest in RHA Collaboration
 - City of Durango - Housing developed to improve residents' quality of life.
 - La Plata County - See that new units are built
 - Town of Bayfield - (RHA as) Central housing expert to assist town with development & management
 - Town of Ignacio - (RHA to) Assist Ignacio with housing development. Connect Ignacio with resources & developers.
- Expertise
 - Public policy
- Role/Programs
 - Land
 - Infrastructure
 - Zoning & policy
 - Funding: general funds, grants and ARPA, affordable housing funds, taxes
 - Housing programs, departments & incentives

Some of the Recommendations by Key Stakeholders

- Provide land & infrastructure for development
- Provide funding to existing organizations to continue their important services and programs in meeting the housing needs of the community
- Subsidize, support, and build homes
- Reduce fees and exclude lower AMI's from paying into affordable housing fund
- Fast track approvals
- Encourage building of condos, townhomes, modular, other housing options
- Encourage density through zoning
- Subsidize/ incentivize deed restricted development (could also use a "stick" approach with Fair Share, but may not be as effective?)
- Scattered site deed restricted housing
- Increase fees for higher priced homes
- Build or contribute to infrastructure for moderate priced homes
- Rethinking local government's housing policies and processes. Audit government policies and procedures to determine bottlenecks and barriers to encouraging more affordable and attainable housing.

Scenario Planning

Scenarios that were considered included:

Scenario Zero: RHA closes & liquidates assets by the end of the year

(No RHA board members were in favor of this idea, due to the urgent need for more housing in the community.)

Scenario Status-Quo: RHA remains dormant & operates at a bare minimum

(No RHA board members were in favor of this idea, due to the urgent need for more housing in the community, as long as the RHA is actually doing something to address the need and support more housing development.)

Scenario Revive: RHA continues if we are supporting more housing being developed

(All 4 entities of the RHA board selected this scenario. There could be multiple scenarios here of what this looks like and how it is implemented, which can further be developed through a Collective Impact Strategy & Workplan or other strategy document.)

Scenario Robust: RHA revives as a robust housing authority and takes over all responsibilities

(No RHA board members were in favor of this idea. Currently many different entities have each taken on various roles that could be held by a housing authority, in order to meet the housing need in the community.)

Funding Opportunities

These funding opportunities have been roughly organized by the facilitator from short to mid to long term funding options, based on the pre-retreat survey responses. These do not represent any consensus by the group on when or how the various funding options should be employed. The funding timeline should develop a more robust list of funding options and recommended timelines.

Short Term?

- Local government contributions
- State & federal funds, grants, ARPA funds
- CDFI & foundations

Mid-Term?

- For-profit business funding
- Fee for service / program funding
- Employer funding (revolving loan)

Long Term?

- Sales tax
- Property tax
- Tax short term/ vacation rentals
- Lottery?
- Development impact fees
- Bonding
- Empty house tax (second homes) - at State level
- Voluntary transfer fees

DAY 2 - Tuesday, June 29th, 2021 - Board

Focus: Recommendation on the role of the RHA & Action Plan Development

Day 2 Focus Question: What form (structure/roles) will the RHA organization & board take, and what are our steps for getting there?

RHA Board & Member Participants:

Katie Sickles – Town of Bayfield
Kelly Polites – Town of Bayfield
Kim Baxter – City of Durango
Kevin Hall – City of Durango
Mark Garcia – Town of Ignacio
Stella Cox – Town of Ignacio
Marsha Porter-Norton - La Plata County
Mike Segrest – La Plata County

SWCCOG Staff:

Miriam Gillow-Wiles
Jessica Laitsch

See Action Plan above that was completed during Day 2.

APPENDIX

1. **Retreat Evaluation**
2. **Email Follow Up**
3. **Photos**
4. **Housing Continuum**
5. **Group Agreements**
6. **Collective Impact Model**

1. Retreat Evaluation - attached

2. Email Follow Up

RE: Presentations from RHA Retreat Day 1

Elizabeth Salkind <esalkind@swhousingolutions.com> Tue, Jun 29, 1:55 PM

Thank you for allowing local affordable housing agencies to present information to the Board. I learned a lot from the presentations and am so excited that local governmental entities are interested in providing additional funding and resources to affordable housing....

The goal of building additional work-force housing seemed to have full consensus...

In terms of whether a new housing authority for the County is the best vehicle for these goals, my concern is that the expense of establishing a functioning governmental entity is substantial and perhaps not necessary. Between the Council of Governments, Region 9, Habitat for Humanity and Housing Solutions, there are many decades of experience of the agencies and staff with expertise in this area. If there is funding for a new experienced staff to focus on developing workforce housing and perhaps policy for La Plata County, it would be cost effective for that staff to reside with an existing agency. If it is determined that the governmental entities want to move forward with a taxing mechanism or other funding mechanism that requires a housing authority, I would recommend reinstating a housing authority for that purpose. I would also suggest reviewing the data from the Root Policy Study to refine the above goals, as it will show the relevant data for the County. This will be available very shortly, within a month. Thank you again for requesting input from our agency.

Elizabeth Salkind

Executive Director

Housing Solutions for the Southwest

970/259-1086 x32 (office)

970/749-7688 (cell)

295 Girard St. Durango, CO 81303

3. Photos



Day 1



Day 2

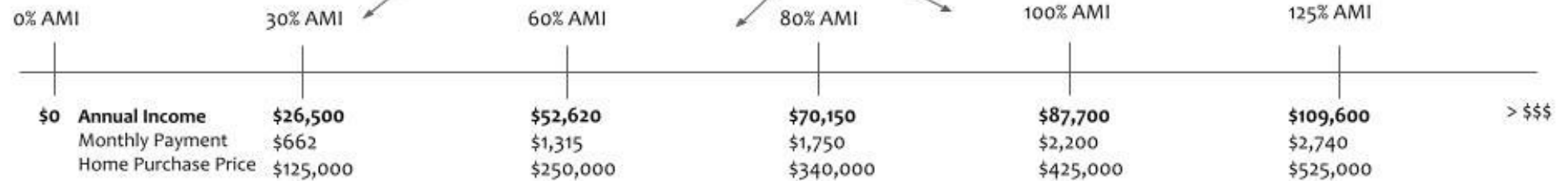


4. Housing Continuum

Housing Continuum - La Plata County

RHA Board Retreat June 28, 2021

% Area Median Income AMI



Housing Solutions for the Southwest

Elizabeth Salkind, Executive Director

Serves most vulnerable populations as well as all AMI's through emergency housing, ADA, veterans and other programs.

Habitat for Humanity of La Plata County

Rachel Tayler-Saghie, Executive Director

Serves 30 - 80% AMI.

In 2018, 71% of La Plata County workforce fell within these AMI's, versus 42% in 2011.

Housing Burdened:

Defined as paying over 30% to 40% of Annual Income. (State and Feds have increased to 40% due to impacts of COVID.)

HomesFund

Lisa Palmer, Executive Director

Serves 60 - 125% AMI through mortgage assistance, homebuyer education programs, etc.

Town of Bayfield

Notes: 85% of Town employees are at 80% of AMI or less.

Google Slides link to: [Housing Continuum](#)

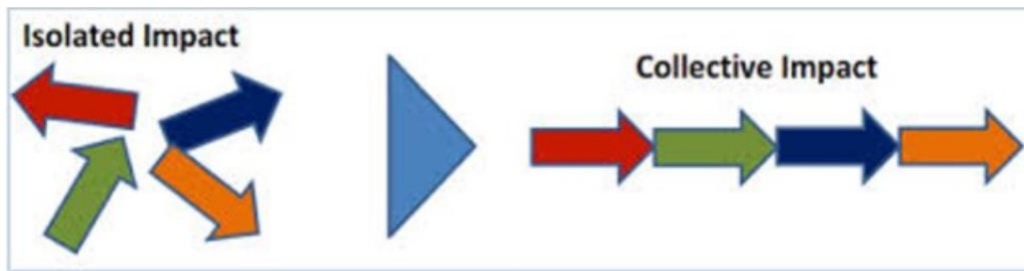
5. Group Agreements

From Interest-Based Negotiations:

- Goal: A wise outcome. Work together towards greater good
- View others as joint problem solvers
- Listen to understand, suspend judgment
- Be open about your interests
- Focus on interests vs. positions
- Consider diverse & multiple perspectives
- Challenge ideas rather than people
- Assume positive intent
- Use reason, not pressure
- Look for win-win opportunities

6. Collective Impact Model





Collective Impact Model



- All participants have a **common agenda** for change including a shared understanding of the problem and a joint approach to solving it through agreed upon actions.

- Collecting data and **measuring results** consistently across all the participants ensures shared measurement for alignment and accountability.

- A plan of action that outlines and coordinates **mutually reinforcing activities** for each participant.

- Open and continuous **communication** is needed across the many players to build trust, assure mutual objectives, and create common motivation.

- A **backbone organization** with staff and specific set of skills to serve the entire initiative and coordinate participating organizations and agencies.

All of these 5 aspects are essential for a successful & impactful collective impact initiative. If we turn the large green pyramid on its side - it represents the Change Triangle. All of these need to be in alignment to some extent in order for the model to keep moving forward and having impact. And change is an organic, not stagnant process - so it is to be expected that these different elements may be in different phases of development.



		July	August
Leadership: Coordination & Collaboration	Renovate/amend IGA & send to RHA Board for review.	Who Mike, Mark & Kevin Status Ongoing	Get political alignment from all entites & decision from all 4 to approve the amended IGA for buy-in. Who Board Status Not Started
	Meet monthly & involve partners in meetings (communicate)	Who Board, SWCCOG Coodinate Status Not Started	Who Status Not Started
	Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT	Who 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
Staffing: Administration & Management	Dedicate funding for contractor/firm. \$50k is already in budget, less facilitation costs	Who Board, SWCCOG Coodinate Status Complete	RHA board to approve the Scope of Work, RFP & Timeline for hiring consulting firm/ consultant Who Board Status Not Started
	Allocate gap resources for SWCCOG scope of work to hire consultants.	Who SWCCOG w/Board Status Ongoing	In-between steps of releasing RFP, vetting proposals, interviews, negotiations, etc Who SWCCOG and Board Status Not Started
	Develop Scope of Work, RFP & Timeline for consulting firm / contractor	Who SWCCOG w/Board Status Ongoing	Who Status Not Started

Funding	Track & organize funding opportunities to ensure no funding is missed (ARPA, State, federal)	Who Grantwriter/Consultant
	Who Status Not Started	Status Not Started
Funding	DOLA-Housing. Local rep: Andrew Atchley presentation	Who Katie/Miriam
	Who Status Not Started	Status Complete
Development	Identify and list of potential immediate development opportunities & joint ARPA projects.	Who Board, Mike S, Kevin
	Who Status Not Started	Status Not Started
Development	Create a checklist to be used for all development projects	Who Marsha
	Who Status Not Started	Status Not Started

RHA 2021 Action Plan

September	October	
<p>RHA exposure to elected officials first. Get out of hiding!</p> <p>Who: Board Status: Not Started</p>	<p>RHA exposure to elected officials first. Get out of hiding!</p> <p>Who: Board Status: Not Started</p>	<p>Outreach</p> <p>Who: Board Status: Not Started</p>
<p>Quarterly updates & presentations for Electeds.</p> <p>Who: Board Status: Not Started</p>	<p>Quarterly updates & presentations for Electeds.</p> <p>Who: Board Status: Not Started</p>	<p>Public c How: P!</p> <p>Who: Board Status: Not Started</p>
<p>Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT</p> <p>Who: SWCCOG Add to Agenda Status: Ongoing</p>	<p>Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT</p> <p>Who: SWCCOG Add to Agenda Status: Ongoing</p>	<p>Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT</p> <p>Who: SWCCOG Add to Agenda Status: Ongoing</p>
<p>Hire Consulting Firm/ Contractor</p> <p>Who: Board Status: Not Started</p>	<p>Consultant to develop the structure of the RHA (priorities, staffing structure, etc)</p> <p>Who: Board Status: Not Started</p>	<p>Ideal fu support Directo</p> <p>Who: Board Status: Not Started</p>
<p>SWCCOG Add to Agenda</p> <p>Who: SWCCOG Add to Agenda Status: Not Started</p>	<p>SWCCOG Add to Agenda</p> <p>Who: SWCCOG Add to Agenda Status: Not Started</p>	<p>SWCCOG Add to Agenda</p> <p>Who: SWCCOG Add to Agenda Status: Not Started</p>
<p>SWCCOG Add to Agenda</p> <p>Who: SWCCOG Add to Agenda Status: Not Started</p>	<p>SWCCOG Add to Agenda</p> <p>Who: SWCCOG Add to Agenda Status: Not Started</p>	<p>SWCCOG Add to Agenda</p> <p>Who: SWCCOG Add to Agenda Status: Not Started</p>

2022 Budget		
Who SWCCOG/Board Status Not Started	Who Status Not Started	Who Status
Who Status Not Started	Who Status Not Started	Who Status
<hr/>		
Coordinate effort to support and/or start 2 projects		
Who Consultant Status Not Started	Who Status Not Started	Who Status
Outreach to developers		
Who Consultant Status Not Started	Who Status Not Started	Who Status

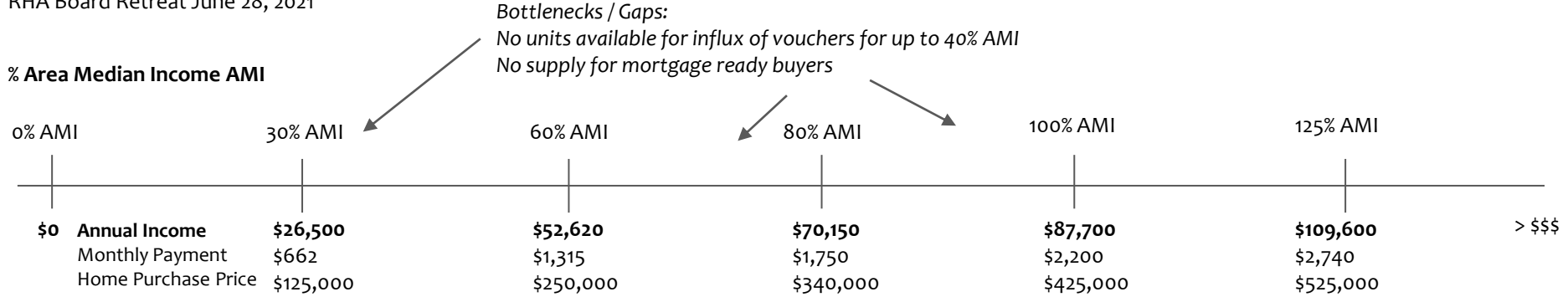
November	December
<p>ch to stakeholders</p> <p>Who</p> <p>Not Started</p>	<p>Status</p> <p>Not Started</p>
<p>outreach SA's, News/Media, etc</p> <p>Who</p> <p>Not Started</p>	<p>Status</p> <p>Not Started</p>
<p>agenda item to board meetings to pending legislation for advocacy CML, CCI, CCAT</p> <p>Who</p> <p>Ongoing</p>	<p>Add agenda item to board meetings to review pending legislation for advocacy needs: CML, CCI, CCAT</p> <p>Status</p> <p>Ongoing</p>
<p>ture: Secure all administrative t needed for the RHA - Executive r / support staff</p> <p>Who</p> <p>Not Started</p>	<p>Status</p> <p>Not Started</p>
<p>Who</p> <p>Not Started</p>	<p>Status</p> <p>Not Started</p>
<p>Who</p> <p>Not Started</p>	<p>Status</p> <p>Not Started</p>

Not Started	Who Status Not Started
Not Started	Who Status Not Started
<hr/>	
Not Started	Who Status Not Started
Not Started	Who Status Not Started

Housing Continuum - La Plata County

RHA Board Retreat June 28, 2021

% Area Median Income AMI



Housing Solutions for the Southwest

Elizabeth Salkind, Executive Director

Serves most vulnerable populations as well as all AMI's through emergency housing, ADA, veterans and other programs.

Habitat for Humanity of La Plata County

Rachel Tayler-Saghie, Executive Director

Serves 30 - 80% AMI.

In 2018, 71% of La Plata County workforce fell within these AMI's, versus 42% in 2011.

Housing Burdened:

Defined as paying over 30% to 40% of Annual Income. (State and Feds have increased to 40% due to impacts of COVID.)

HomesFund

Lisa Palmer, Executive Director

Serves 60 - 125% AMI through mortgage assistance, homebuyer education programs, etc.

Town of Bayfield

Notes: 85% of Town employees are at 80% of AMI or less.



REGIONAL **L**A
HOUSING **P**LATA
ALLIANCE **C**OUNTY

Regional Housing Alliance of La Plata County - BOARD RETREAT Evaluation

June 28 & 29, 2021 from 1:00 - 5:00 each day

La Plata County Admin Building, Commissioners Room: 1101 E 2nd Ave, Durango, CO 81301

What worked well?

- Loved the fuzzy wall. It really helped me visualize the path ahead & helped organize our priorities.
- You were prepared, kept us on task and concluded the retreat with actionable items & direction.
- Preplanning & facilitation. Honesty & ground rules/agreements. Our resolve.
- We have a path to follow with concrete activity/ decision points.
- Location and time of day
- Everyone participated with candid input
- Day 1 - Bigger Group Educational Session. Day 2 - Smaller Group/ RHA Board Strategy Session.
- Kept working towards a solution

Areas of Improvement?

- Better time management on first day.
- Less time on weeds (only a few times)
- Solid work with tasks and interaction.
- Snacks
- None really. Maybe keep a check on bird walking, side chat.
- Some participants were difficult to hear.

General Feedback

- Thank you for all your hard work. Great learning experience for me too! (about RHA)
- The cards were easy to see where we were going
- Thank you! You did really well. Let me know if you ever want to chat with our classes
- Great job!
- When a group is focused on a similar goal, easier than 5 electeds with different positions.
- Well done - no suggestions
- Great job Sandhya!
- It was awesome.



RHA Financials 1/1/2021-6/30/2021

To: Regional Housing Alliance of La Plata County
From: Jessica Laitsch
Date: 27 July, 2021

Comments: A Balance Sheet and Profit and Loss Report for the period January 1 to June 30, 2021 is attached.

Please note that there are a number of payments not yet reflected in these reports as they had not cleared the bank as of June 30, 2021. These payments are:

Sagebrush LTD, Facilitation of Strategic Retreat, invoice 1 of 2: \$2,475.00
SWCCOG, Administrative and Accounting Services, 2nd half of 2021: \$5,000.00
Sagebrush LTD, Facilitation of Strategic Retreat, invoice 2 of 2: \$2,475.00

Total outstanding payments as of June 30, 2021: \$9,950.00

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

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
Operating Funds (Unrestricted)	
1000 · Operating Account	22,397.30
Total Operating Funds (Unrestricted)	22,397.30
Loan Funds (Restricted)	
1006 · LPC MA Revolving Loan Fund	
LPC MA Revolving LF Interest In	1,849.12
LPC MA Revolving LF - EIAF	248,997.71
Total 1006 · LPC MA Revolving Loan Fund	250,846.83
Total Loan Funds (Restricted)	250,846.83
Total Checking/Savings	273,244.13
Other Current Assets	
1400 · Prepaid Expenses	
1400.1 · Prepaid Liability	756.99
Total 1400 · Prepaid Expenses	756.99
Total Other Current Assets	756.99
Total Current Assets	274,001.12
TOTAL ASSETS	274,001.12
LIABILITIES & EQUITY	
Equity	
2050 · Beginning Net Assets	(1,463,447.00)
2051 · Invested In Capital Assets	250,470.00
2052 · Restricted Net Assets	1,386,513.60
2053 · Unrestricted Net Assets	(8,826.96)
2054 · Reserved for Emergencies	22,500.00
2055 · Assigned Operating Fund	100,000.00
Net Income	(13,208.52)
Total Equity	274,001.12
TOTAL LIABILITIES & EQUITY	274,001.12

Regional Housing Alliance of La Plata County
Profit & Loss
 January through June 2021

	Jan - Jun 21
Ordinary Income/Expense	
Income	
3000 · Unrestricted Revenues	
3121 · Interest Income - Bank Accounts	124.36
Total 3000 · Unrestricted Revenues	124.36
Total Income	124.36
Expense	
4010 · Advertising	10.92
4080 · Liability Insurance	756.96
4315 · Professional Services	
4398 · Prof'l Services - Admin Fee	10,000.00
4322 · Prof'l Services- Legal Fees	90.00
4386 · Prof'l Services- Strategic Plan	2,475.00
Total 4315 · Professional Services	12,565.00
Total Expense	13,332.88
Net Ordinary Income	(13,208.52)
Net Income	(13,208.52)

Section F – New Business

RHA Election of Officers

To: Regional Housing Alliance Board

From: Miriam Gillow-Wiles

Date: 27 July 2021

At the March 2021 meeting, the Board selected Kevin Hall as the Board President and Marsha Porter-Norton as the Vice President. Since then, the City of Durango appointed Mayor Kim Baxter to serve the on the RHA. The Board should consider appointing a new President and Vi

Proposed Action

Nominate and approve Board President and Vice President for the remainder of 2021 (or until a different determined date).



REGIONAL LA
HOUSING PLATA
ALLIANCE COUNTY

RESOLUTION NO. 2021-05

A RESOLUTION OF THE REGIONAL HOUSING ALLIANCE OF LA PLATA COUNTY ASSIGNING _____ AND _____ AS SIGNOR TO CERTAIN BANK ACCOUNTS

WHEREAS, new Directors have been appointed to the RHA Board necessitating that the bank account signors be updated on all RHA bank accounts;

NOW, THEREFORE, be it resolved that the following changes will be made to the following bank accounts:

1. ASSIGN _____ and _____ as signors on the following bank accounts:
 - a. TBK, Operating Account, #0078072014
 - b. TBK, LPC MA Revolving Loan Fund Account, #10011293

ADOPTED IN DURANGO, LA PLATA COUNTY COLORADO this 27th day of July, 2021.

, Board President

SWCCOG Proposal for RHA Management and Administration

To: Regional Housing Alliance Board

From: Miriam Gillow-Wiles

Date: 27 July 2021

At the June Retreat, the RHA Board asked the SWCCOG Staff to put together a proposal for increased staff time as the organization gets up and running again. Below is information on what the SWCCOG was paid before and what those tasks were as well as anticipated costs for additional work. In addition, the SWCCOG staff have calculated the expected increases for 2022 and added those into the 12-month proposal.

Original Contract Information

In 2017 the RHA and SWCCOG contract was for \$10,000 annually but started July 1, 2017, for \$5000, and has continued payment every six months. Since then, the RHA has renewed the contract for administrative services with the SWCCOG on an annual basis.

Tasks included (but were not limited to, please see attached for entire list)

- Performing duties of Office Manager and Accountant
- Accounting services following GAAP and CRS requirements
- Prepare and file annual budget
- Renewing CIRSA Insurance
- Collecting/Opening/Forwarding Mail
- Maintaining PO Box
- Supporting at least one RHA meeting annually
 - o Agenda, Minutes, public notification
- Maintaining records
- Respond to CORAs
- File paperwork and other deadlines per the RHA Calendar
- 40 hours of additional administrative, grant writing and/or accounting services annually

Not included in the original contract

- Legal fees
- Insurance Costs
- Facilitation costs

Proposed Contract Information

July 2021 – June 2022 SWCCOG Proposal for Management and Administration for RHA is \$19,700. This includes expected increased in the 2022 costs. This proposal includes all the tasks and the original scope of work. The SWCCOG anticipates spending more time in support of the RHA as the Board moves to monthly meetings and more ongoing work as well as additional work.

The additional work and tasks include:

- 40 hours dedicated to grant writing
- Creating/Publishing/Analyzing at least one request for proposals
- Digitizing RHA documents and properly disposing of paper files
- Coordination with other local, state, federal entities on behalf of the RHA
- Transition to RHA staff/contractor from SWCCOG administration

Attachments Include

- Original Contract between SWCCOG and RHA

Proposed Motion

Accept and ask SWCCOG to have legal amend the existing contract for approval at the August RHA Board Meeting

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (the "Agreement") is made between the Regional Housing Alliance. (the "RHA"), whose address is 124 E. 9th Street, Durango, CO 81301 and Southwest Colorado Council of Governments ("Contractor") whose address is PO Box 963, Durango, CO 81302.

RECITALS

WHEREAS, the provisions of Section 18 of Article XIV of the Colorado Constitution and C.R.S. §29-1-203 allow Colorado local governments to cooperate or contract with one another to provide any function, service or facility lawfully authorized to each local government; and

WHEREAS, the RHA is in need of certain administrative support, meeting support, and book-keeping services as set forth in Exhibit A on a non-exclusive basis (certain other services to be contracted by RHA to HomesFund), whereby SWCCOG would provide those RHA administrative support, book-keeping support, and meeting support services; and

WHEREAS, it is the mutual desire of the Parties to set forth their understanding and agreement, in writing, with respect to said obligations:

NOW, THEREFORE, the parties agree as follows:

1. *Retention of Contractor.* RHA hereby retains Contractor to provide certain Services on the terms herein provided.

2. *Term of Agreement.* Unless terminated earlier by either party hereto, the period during which Contractor shall provide services to RHA under this Agreement shall be from **July 1, 2017** until **June 30, 2018** (the "Initial Term"). This Agreement shall automatically renew for up to three additional one-year terms unless terminated in writing. For such extensions, the scope of work and compensation may be amended.

3. *Termination.* This Agreement may be terminated by either Party, with or without cause, by providing at least 30 days' written notice to the other Party. In addition, RHA may terminate this Agreement immediately without prior notice if any of the following occurs:

- a. Contractor commits a material breach of any provision of this Agreement and after fourteen days' notice and an opportunity to cure, without curing lapses; or
- b. Contractor commits an act of fraud, dishonesty or any other act of gross negligent, reckless or willful misconduct in providing the services to the

- RHA violates any other provision of law; or
- c. Contractor fails to commence the work within the RHA calendar dates, Exhibit B, attached to the Contract; or
 - d. Contractor fails to perform the work with sufficient workers and equipment or with sufficient materials to assure the prompt completion of said work; or
 - e. Contractor discontinues the work; or
 - f. Contractor fails to resume work which has been discontinued within a reasonable time after notice to do so.

Upon termination, RHA shall issue SWCCOG any payments owed for the annual period, however pro-rated to the date of termination, and SWCCOG shall return to RHA all RHA property, correspondence and records (including copies of RHA computer files), and the parties shall thereafter be relieved from further obligations under this Contract.

4. *Contractor's Duties.* Contractor shall furnish the Services to RHA as described in Exhibit A, Scope of Services. The RHA agrees that it will at any time, and from time to time, execute and deliver all documents and instruments, and take all actions as may reasonably be required by the SWCCOG in order for the SWCCOG to effectuate and fully carry out its obligations in accordance with the terms of this Agreement

5. *Compensation and Invoices.* The compensation paid to the Contractor is to be paid on a schedule and at rates as described in Exhibit A. SWCCOG's obligation to perform is condition on RHA payment.

6. *Agreement to Perform Services as an Independent Contractor.* It is understood through this contract that RHA is contracting with Contractor to provide specific services and this contract should in no way be interpreted that Contractor is an employee of RHA.

Contractor shall perform said services in its own way in the pursuit of its independent calling and not as an employee of RHA, and shall be solely responsible for the means and methods and the proper performance of the services in compliance with the terms, requirements, and specifications of this Agreement. Contractor and any persons employed or retained by Contractor for the performance of services hereunder shall be independent contractors and not employees or agents of RHA. Contractor shall not be under the control of RHA or its employees as to the means or manner by which such result is to be accomplished

Contractor shall have no claim against RHA hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind. Contractor shall be solely responsible for meeting all applicable withholding, tax, and

insurance requirements.

7. *Notices.* Any notice this Agreement requires must be written and hand-delivered or sent by U.S. Certified mail, return receipt requested, to the parties at the address listed above and also via email, to the following e-mail addresses:

If to SWCCOG: director@swccog.org AND dliberman@animas.net

If to RHA: julie.westendorff@co.laplata.co.us

8. *Assignment.* Neither party shall have the right to assign this Agreement except with the express written consent of the other.

9. *Enforceability.* If any term or provision of this Agreement shall be adjudicated to be invalid, illegal or unenforceable, this Agreement shall be deemed amended to delete the term or provision thus adjudicated to be invalid, illegal or unenforceable and the validity of the other terms and provisions of this Agreement shall not be affected thereby so long as the purposes of this contract can be met.

11. *Governing Law and Enforcement.* The terms and conditions of this Agreement shall be construed, interpreted and enforced in accordance with the applicable laws of the State of Colorado. Any dispute concerning the performance or interpretation of the agreement which cannot be resolved by the designated points of contact or their immediate superiors shall be referred to the party's board of directors. If the matter is not resolved within 45 days after referral, either party may file legal action. If any legal action is necessary to enforce the terms and conditions of this Agreement, the parties agree that the jurisdiction and venue for bringing such action shall be in the appropriate court in La Plata County, Colorado.

12. *Entire Agreement.* The parties agree that this Agreement constitutes the entire Agreement between the parties and supersedes any and all prior oral representations, promises, covenants, understandings and other agreements, if any, between the parties and their agents, and this Agreement may not be modified in any manner except by an instrument in writing executed by both parties.

13. *Waiver.* No failure by either party to exercise any right it may have shall be deemed to be a waiver of that right or of the right to demand exact compliance with the terms of this Agreement.

14. *Construction.* This Agreement's final form resulted from review and negotiations among the parties and/or their attorneys and no part of this Agreement shall be construed against any party on the basis of authorship.

15. *Signatory's Authority.* Each person signing this Agreement in a representative capacity expressly represents that the signatory has the subject party's authority to so sign and that the subject party will be bound by the signatory's execution of this Agreement.

16. *Funding availability.* Financial obligations of the RHA and performance obligations of SWCCOG are contingent upon annual appropriation of funds by their organizations to pay for the scope of work defined in this agreement. The Parties understand and accept that RHA obligations to make any payments, and SWCCOG obligations to perform services are contingent on annual appropriation of funds. The parties represent that funds have been appropriated for the initial term.

17. *Third Party Beneficiaries.* The parties to this Agreement do not intend to benefit any person not a party to this Agreement. No person or entity, other than the parties to this Agreement shall have any right, legal or equitable, to enforce any provision of this Agreement.

18. *Breach of Contract.* The prevailing party to any litigation arising out of this agreement shall be entitled to all costs of that action, including reasonable attorney's fees. Notwithstanding, neither party shall be liable for any damages for loss of profits, loss of revenues, loss of goodwill, loss of anticipated savings, or cost of purchasing, replacement services, or any indirect, incidental, special, consequential, exemplary or punitive damages arising out of its performance or failure to perform under this agreement.

19. *Professional Liability Insurance.* The Parties agree to maintain their CIRSA insurance coverages in the amount presently held (at the time of execution of this Agreement) by the Parties during the term of this contract.

20. *Indemnification.* Each party, to the extent authorized by law, shall indemnify and hold the other harmless, their agents, employees, and Directors from and against any claim, damages, losses and expenses, including but not limited to attorney's fees and court costs, arising out of or related to that party's own failure to properly perform under this agreement, but only to the extent the failure to perform is caused in whole or in part by the negligent acts or omission of that party, or anyone directly or indirectly employed by that party, and so long as that party did not cause, in whole or in part, the other party not to properly perform.

21. It is the intent of the Parties that all contractual and statutory obligations of the RHA remain those of the RHA, and are not assigned to the SWCCOG and do not become the obligation of the SWCCOG. This Agreement does not create a joint venture or

partnership or merger of the Parties. RHA is and shall remain a separate and distinct entity from the SWCCOG. The business operations of RHA shall in no way combine with the business operations of the SWCCOG. The role of the SWCCOG is merely to assist the RHA Board by supplying it with administrative support, meeting support, and book-keeping support, as set forth in this Agreement. The SWCCOG is not responsible for the RHA's actions or inactions.

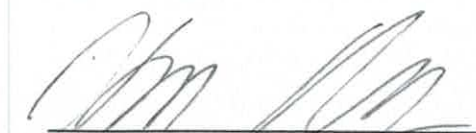
22. By executing this agreement, the parties do not waive any immunity or limit liability contained in the Colorado Governmental Immunity Act, do not create a multi-year financial obligation, and do not create any other financial obligation not supported by a current appropriation.

SOUTHWEST COLORADO COUNCIL OF GOVERNMENTS



Miriam Gillow-Wiles 8 May 2017
Executive Director Date

REGIONAL HOUSING ALLIANCE OF LA PLATA COUNTY



Karen Iverson 5/4/17
Executive Director Date

EXHIBIT A: SCOPE OF SERVICES & COMPENSATION

Administrative Services are limited to:

- Filing any necessary papers at RHA board's direction to renew RHA's CIRSA insurance policy to ensure compliance with CRS 24-10-115(1), including errors and omissions coverage, to ensure no lapse in coverage, the costs of the same to be paid by RHA. SWCCOG shall notify the RHA board of any renewals that are upcoming in a timely manner.
- Collecting and opening mail and email correspondence forwarded by RHA to SWCCOG, and forwarding the correspondence to RHA's Board President. The SWCCOG will reasonably assist RHA in transmitting RHA Board responses to correspondence. Until June 30, 2018, RHA has made arrangements for its mail to be collected by HomesFund and then forwarded to SWCCOG. If this Agreement extends beyond June 30, 2018, SWCCOG will establish a PO Box for RHA, and if so the cost of the PO Box is to be paid by RHA.
- Supporting quarterly or other RHA Board Meetings set forth in Exhibit B, which shall include the following:
 - Per the direction of the RHA Board President, creating an agenda and supporting documentation.
 - Distributing the agenda to the Board.
 - Providing public notification of the meeting per RHA's bylaws and Colorado Open Meeting Laws including CRS 24--6-401 et seq.
 - Taking minutes and drafting minutes of the meeting which will be sent to the RHA Board within 30 days of a Board Meeting.
- Maintaining RHA board meeting minutes and financial records for the duration of this Agreement. SWCCOG does not know the status of the RHA's records prior to the execution date hereof and is not responsible therefor.
- SWCCOG shall be the official Custodian of the RHA's records kept by SWCCOG, and reasonably respond to Open Record's requests as outlined in the RHA Policy and per Colorado Open Records Act (CORA) defined in C.R.S. 24-72-201 et seq. The cost of the same, including the payment of any necessary legal fees or court costs in complying with CORA or responding to CORA requests under RHA policy and applicable law shall be promptly paid by RHA to SWCCOG in addition to the annual payments. Files provided by RHA to SWCCOG shall be kept in a locked and secure location. Loan files that have been transferred to HomesFund or that HomesFund is currently providing Loan Administration Services for will be kept by HomesFund. SWCCOG is not responsible for records kept by HomesFund or in responding to CORA requests with respect to any records held by HomesFund.
- Assisting RHA in meeting its deadlines as specified in Exhibit B: RHA Calendar.

- Providing a quarterly report to the RHA Board that includes a report on activities, and upcoming tasks to be performed under this Agreement.

Book-Keeping Services are limited to:

- Performing the duties of Office Manager and Accountant as described in Exhibit C: Financial Policies and Procedures, and as amended. The duties of Office Manager and Accountant shall, to fullest extent possible, be performed by different people.
- Providing bookkeeping services in compliance with Generally Accepted Accounting Principles and Local Government Uniform Accounting Law, CRS 29-1-501 et seq.
- Maintaining RHA books in QuickBooks from date of execution of this Agreement.
- Providing quarterly financial statements and bank reconciliation to the RHA Board.
- Assist the RHA Board in scheduling the annual audit, as necessary, to be performed by an Audit Firm selected by RHA Board in compliance with CRS 29-1-601 et seq. Facilitate the audit by providing records in its possession as requested. Costs of audit and auditor contract to be the responsibility of the RHA Board.
- Assisting the RHA Board in preparing an annual budget for approval by the Board, publicly notice and when approved by the RHA Board file the budget and budget amendments with the State in accordance with Local Government Budget Law of Colorado, CRS 29-1-101 et seq.

In additional to the stated tasks above, the Contractor shall provide administrative, grant writing, and or accounting services to the RHA board, if directed by the RHA Board President, up to an additional 40 hours annually. Contractor shall provide a quarterly report of time spent under this task that includes the date, person's name who performed work, and a description of the task.

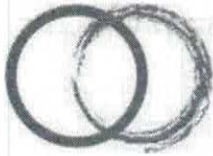
Administration and Book-keeper Services provided in this scope of work shall include labor costs, rent, utilities, telephone, office supplies, and computer hardware and software. Other costs that the RHA may incur include, but not limited to, legal fees and costs, audit fees, PO Box costs, postage, mileage and travel, CIRSA insurance renewal, payment of RHA Vendors and RHA invoices, are the responsibility of the RHA.

Prior to June 30, RHA contracted staff, including the Executive Director and Accountant will be available for up to 8 hours of training. After June 30th, HomesFund has agreed to provide up to an additional 4 hours of training/technical assistance in addition to a support needed to complete the 2018 RHA audit.

RHA shall pay SWCCOG \$10,000 annually, made in two payments The first payment of \$5,000 is due July 30th annually, and the second payment of \$5,000 is due by January 30th, annually.

EXHIBIT B: RHA CALENDAR

	JANUARY
31-Jan	Copy of Adopted Budget must be filed w/ DOLA (CO STATE DEADLINE)
31-Jan	Dec Narrative and Financial Reports Due to Board
	Discuss Audit Schedule w/ Auditor
	FEBRUARY
	Execute Engagement Letter with Auditor- Board President to Sign
	Conduct Audit
	APRIL
30-Apr	March Narrative and Financial Reports Due to Board
	MAY
	Receive <u>CIRSA</u> Insurance renewal applications for <u>Property/Casualty Ins.</u>
late May	RHA Annual Meeting- Approve Audit, approve next year's budget, admin contract renewal (if agenda includes approval of budget, Notice of Budget must be published/posted)
	JUNE
30-Jun	Deadline for audit to be complete (CO STATE DEADLINE)
30-Jun	renew annual contract for services with SWCCOG
	JULY
31-Jul	Deadline for submitting Annual Audit Report to Office of the State Auditor (CO STATE DEADLINE)
31-Jul	June Narrative and Financial Reports Due to Board
	AUGUST
end-Aug	Receive CIRSA Prelim. Quotes (for upcoming year) - Sign & Return by Oct 1 (copies of policies will be available online mid-late January for that year)
	OCTOBER
15-Oct	RHA Proposed Budget must be submitted to Board and <u>Notice of Budget</u> must be published/posted (CO STATE DEADLINE)
31-Oct	Sept Narrative and Financial Reports Due to Board
	DECEMBER
end-Dec	Receive CIRSA Certs and the New Policies will be available online mid-late January
31-Dec	RHA board must adopt budget; meeting must be publicly noticed (CO STATE DEADLINE)



**REGIONAL LA
HOUSING PLATA
ALLIANCE COUNTY**

Policies and Procedures

Adopted: March 15, 2006

Regional Housing Alliance of La Plata County

SECTION I

FINANCE

Amended by

Regional Housing Alliance Board of Directors

April 5, 2017; Effective July 1, 2017

July-25	2007	January-16	2013
October-24	2007	February-12	2014
March-25	2009	November-5	2014
January-25	2012	April-1	2015

TABLE OF CONTENTS

Section I – Finance

1.Fiscal Year / Accounting Basis	2
2.Accounting Services.....	2
3.Audit.....	3
4.Financial Statements and Budgets.....	4
5.Accounts Payable/Accounts Receivable	6
6.Petty Cash.....	7
7.Credit Cards.....	7
8.Investment Policy	8
9.Grant Process.....	8
10.Loans	9
11.Other Assets and Liabilities	12
12.Travel Expenses	13
13.Expense Reports	14
14.Computer System	14

1. FISCAL YEAR / ACCOUNTING BASIS

A. Introduction

Commencing July 1, 2017, the RHA Board has decided to go into a period of dormancy for four years. At the end of the four-year period, either the RHA will be dissolved, or the member jurisdictions will need to reinvest funding. These Financial Policies and Procedures reflect the fact that the RHA will no longer have an Executive Director. The RHA will engage a contractor to provide Accounting/Office Manager Services and a contractor to perform Loan Administration Services.

B. Fiscal Year

RHA shall use a calendar year for fiscal and accounting purposes.

C. Basis of Accounting

RHA shall maintain its books and accounting records on an accrual basis in accordance with generally accepted accounting principles (GAAP). All revenues and expenses will be accounted for in the month in which they are incurred. This practice will ensure that a year of expenses is for twelve (12) months whether prepaid or paid in arrears.

2. ACCOUNTING SERVICES

A. Accountant and Office Manager Role

RHA will either contract for or directly hire an employee for accounting and office manager services. Such services are subject to an annual review by the Board and satisfactory negotiations of the parties.

The scope of accounting services will consist of the following:

Accountant:

- The Accounting Books shall be kept in Quickbooks.
- Post all cash receipt and disbursement transactions into Quickbooks
- Upon approval by RHA Board, prepare checks for the necessary operating and programmatic expenses of the RHA.
- Maintain Chart of Accounts.
- Prepare and maintain supporting schedules/spreadsheets in support of select general ledger accounts.
- Record grants receivable/classify applicable expenses per grant and maintain balance to spend spreadsheets on each grant.
- Provide Form 1096 and 1099s to appropriate vendors annually.
- Prepare quarterly financial reports such as income statements, balance sheet, YTD budget analysis, detailing all operating revenues, expenditures, and other fund balance transactions of the RHA by the 15th day for the preceding quarter.
- Prepare annual budget.

- Record loan payments and reconcile loan activity per the reports provided by the Loan Administration Contractor.
- Assist the external auditor by the preparation of schedules and any other duties deemed necessary.
- Prepare financial reports needed by funding sources.
- Provide analysis of cash flow and budget and other financial indicators, and inform Board of upcoming changes in status as soon as they become apparent.
- Ensure that accounting practices are according to Government Accounting Standards, OMB Circular A-87, and Cost Principles for State, Local and Indian Tribal Governments.
- Ensure that accounting practices follow all grant/funding source requirements.
- Any other duties deemed necessary.

Office Manager:

- Open mail and sort out all accounting items to be forwarded to Accountant.
- Code all incoming invoices to be paid and payments received to appropriate category and Class (grant).
- Make copies of all deposit information received.
- Bring deposits to bank not more than two (2) days after receipt.
- Check math on incoming invoices.
- Verify that all invoices for contracted services are following approved scope and contract limits.
- Maintain updated W9s on vendors.
- Assist in audit by providing needed/necessary documentation.
- Renew insurance for D&O, Workers Comp, and Liability insurance each year for each entity.
- Appropriately file all documents.
- Reconcile all RHA bank accounts and provide the RHA Board of Directors a bank reconciliation report by the 15th day for the preceding quarter.

3. AUDIT

At least annually the RHA shall have a fiscal audit of its financial statements. The audit shall be conducted by a licensed independent public accounting firm unless the RHA meets the Audit Exemption requirements per C.R.S 29-1-604.

A. Selection of Auditors

The audit firm shall be selected through the use of a Request for Quotation (RFQ) and/or a Request for Proposals (RFP). Final selection of the firm shall be made by Board Resolution. The audit contract shall be signed by the Board President or by the Vice-President.

B. Auditor's Report

After each annual audit the auditors shall prepare and present a report based upon their findings to the Board at a regularly scheduled board meeting. This report should include a review of the RHA's compliance with the Finance and Accounting Procedures as outlined herein. Acceptance of the audit shall be by a board motion and formal vote accepting the report.

The selected firm will be retained on an annual basis pursuant to a resolution approved by the Board. In no event, shall the total period the firm is retained extend more than five (5) years without the use of a competitive bidding process.

4. FINANCIAL STATEMENTS and BUDGETS

A. Financial Statements

The Accountant shall produce quarterly financial statements for the Board of Directors. Such financial statements shall include General Ledger Detail, Statement of Financial Position, Statement of Activities, Statement of Cash Flows, Statement of Capital Activities, and budget versus actual comparison and an explanation of the variances between actual and budgeted activity.

The Board of Directors shall accept the Financial Statements at least annually. The Board of Directors may request the Accountant to prepare such other monthly or periodic statements that assist in the management of RHA.

B. Budget – Timing

The RHA budget shall be set in accordance with C.R.S. 29-1-101, "Local Government Budget Law of Colorado." All expenditures shall comply with the appropriations as specified by fund.

The Accountant shall prepare and present a draft of the following year's budget to the Board at a regularly scheduled meeting, but no later than August of the current year, for tentative approval. The Draft Budget and the Draft Intergovernmental Funding Agreement, if applicable, shall be presented to the RHA funding entities for review and approval.

A Final Budget shall be approved by the RHA Board by December and filed with the Colorado Division of Local Affairs in compliance with all required filing deadlines. The office manager is responsible for filing the budget document with support from the Accountant as needed. The website providing all necessary information and filing procedures is:

<http://www.colorado.gov/cs/Satellite/DOLA-Main/CBON/1251594652134>

C. Budget Amendments

If a fund appropriation varies by more than 10% during the year, the Accountant will inform the President and shall notify the Board at the next regularly scheduled Board Meeting. Such a variance of operating expenses will be included in an annual Budget Change Resolution to be approved by the Board of Directors at year-end and will require a Budget Amendment be filed with the Colorado Division of Local Affairs.

D. Budget Changes

1. Unbudgeted revenue shall be reported to the Board.

2. Unbudgeted revenue of more than \$100,000 shall be recorded as a year-end Budget Change Amendment.
3. Transfers between line items within the same fund up to \$3,000 may be made at the discretion of the Board President, or Designee
4. Any increase in line items within the same fund for \$3,000 or greater require approval of the Board.
5. Transfers from one fund to another shall be reported promptly at the next regular Board meeting.

E. Capital Expenditure

Property, equipment or other expenditures shall be budgeted as a capital expenditure in the annual budget. The Board shall separately review and approve the request for any capital expenditure over \$10,000 not included in the annual budget. Bids for non-budgeted capital expenditures may be solicited prior to approval of the Board, with the express understanding that acquisition will depend on Board approval.

F. Bank Accounts

RHA shall open and maintain an Operating Account for Unrestricted Funds. Such Operating Account shall be used for non-restricted cash receipts and disbursements and for Temporarily Restricted Operating Expenses that do not require the use of a separate bank account.

RHA shall open Temporarily Restricted bank accounts when (a) a separate bank account is required by the terms of the Temporarily Restricted Grant, (b) the Temporarily Restricted Funds are more than \$50,000 and are expected to be expended over a period of three or more months or (c) the Temporarily Restricted Grant specifies a restricted use for any income earned on the funds.

The Board of Directors authorizes all bank accounts and approves all check signers. The approval of signers shall be reflected in the Board of Director's meeting minutes. Checks greater than \$2,000.00 must be signed by two authorized signors.

For each bank account, all checks are to be pre-numbered and accounted for by the Accountant. Voided checks are to be properly defaced and maintained. Bank statements shall be forwarded unopened to the Accountant or the Accountant may access the bank statements electronically from the Bank. Bank reconciliations to the general ledger are to be done quarterly by the Accountant and a copy of such reconciliation provided to the Board of Directors.

5. ACCOUNTS PAYABLE /ACCOUNTS RECEIVABLE

A. Accounts Payable

The Office Manager shall mark all invoices with date received, chart of account code, Class, and verify that invoices are accurate and in compliance with terms of contract. The invoice or payment request shall then be placed in the Accountant's Mail Box.

The Accountant shall record such invoices and establish a payment date. If the invoice covers services or policies, such as insurance, which cover more than one month, the Accountant shall account for the proper portion as a prepaid expense to be amortized over the policy period or as the services are rendered.

The Accountant shall prepare checks for payment of the invoices and present a voucher package, including the check, approved invoices and any other documentation that may be required to fully substantiate the expenditure, to the authorized check signor for signature.

Checks for payment are signed only when supported by approved invoices (checks will not be processed and signed in advance of proper invoicing approval procedures). All approved invoices should be original invoices whenever possible.

If a second signature is required, the Accountant shall forward the voucher package to the second signatory. The signed voucher package shall be returned to Office Manager for confirmation of the signatories, for mailing of the check and for filing the paid voucher package in the vendor files.

The Office Manager shall ensure that the account payable files include third party documentation for every check written. Check stubs and copies of the invoices/receipts/third party documentation shall be kept in one organized filing system that contains all account payable information.

Accounts Receivable

All contracts or grants for revenue shall be scanned and emailed to the Accountant. The Accountant reviews such contracts and grants to determine the proper recording of such contracts and grants on the books of RHA. The Accountant will assign a Class to the Grant or Contract and will record all transactions using that Class, including any Accounts Receivable.

All cash receipts shall be forwarded to Office Manager who will make a copy of the payment advice and/or check. Office Manager shall then deposit the cash receipt in the proper account and attach a copy of the deposit receipt to the payment advice and/or copy of the check and then place such copies in the Accountant's Mail Box.

All cash receipts shall be deposited within 2 business days of receipt by RHA.

Deposit slips and copies of deposited checks shall be kept in one organized filing system that contains all account receivable information.

6. PETTY CASH

The organization will not keep petty cash on hand.

7. CREDIT CARDS

The organization will not maintain a credit card.

9. GRANT PROCESS

A. Board Approval of Submission

The Board shall approve all grant applications prior to submission.

B. Records/Accounting

Copies of all grant applications; awards, contracts, or other documents shall be filed and maintained at the RHA office by the Office Manager and a copy of all grants shall be provided to the Accountant. The Accountant will assign each grant a Class within the accounting system and all transactions (revenues and expenditures) shall be recorded to that Class to correctly track grant activity. Each grant shall be identified as Unrestricted or Temporarily Restricted.

C. Compliance

The Accountant shall be responsible for ensuring that all grant accounting requirements are met and complied with. To facilitate compliance, the Accountant will use accurate account labeling and recording of transactions and will maintain balance to spend records for each grant.

10. LOANS

A. Loan Activity During Dormancy

During the period of dormancy, the RHA does not envision issuing any loans. The RHA will have a contract with a Loan Administration Contractor to provide Loan Administration Contract Services. The Accountant will reconcile any loan payments or loan payoffs received in the Quickbooks accounting program according to the report provided by the Loan Administration Contractor. The Board President, or Designee, shall have authority to execute loan instruments, security agreements, deeds of trust, subordination agreements, warranty deeds, and releases of collateral.

B. Loan Payments

1. Amortizing Loan Payments. Payments from amortizing loans are received monthly. Payments are received via direct deposit or check. Each payment reflects the Class for the lending source. A report detailing the loan payment and a breakout of principle verses interest will be provided by the RHA's Loan Administration Contractor.

2. Loan pay-offs. When a loan is paid in full, the payment received is first applied to the remaining principal balance of the loan.
 - a. If the payment received is less than the full amount of principal remaining, the difference is written off against the Loan Loss Reserve and the full amount of principal is removed from the Accounting system.
 - b. If the payment received exceeds the remaining principal balance (Shared Appreciation Loans only), the difference is recorded as Income with the appropriate Class.
3. Loan payments may be either restricted or unrestricted.
 - a. Payments on restricted funds will be recorded in the accounting system as required by the funding source.
 - b. Payments received on unrestricted funds will be recorded as approved by RHA Board.

C. Loan Risk Rating/Reserve for Loan Loss Procedures

The Loan Loss Reserve shall be calculated annually and shall equal 10% of loans receivable.

11. OTHER ASSETS AND LIABILITES

A. Property

All property owned by RHA shall remain property of RHA until such time as the Board agrees to sell, lease exchange or otherwise exchange or transfer the property.

B. Loans to RHA

No loan payable shall be contracted and no evidence of indebtedness shall be issued unless authorized by the Board. RHA shall not guarantee the obligations of any Director, Officer or Board Committee Member.

C. No Private Benefit

No part of the receipts, grants or other assets of RHA shall inure to the benefit of any individual or private organization except for an organization that qualifies for income tax exemption under the Internal Revenue Code and for individuals who are qualified to receive loans under the Board approved RHA loan policies.

12. TRAVEL EXPENSES

A. Local Mileage

Employees/contractors are not paid travel time or mileage reimbursement to drive to and from the RHA Office for regular work hours. Local mileage for business related trips will be reimbursed based on the rates set by the IRS. If an alternative to the employee using his/her personal vehicle for local travel has been offered to the employee and rejected, mileage will not be paid. Mileage reimbursement is not allowed for any portion of travel

that is for personal use; such mileage must be deducted from the odometer reading used to calculate mileage. Mileage reimbursement within the county requires a minimum of 10 miles travel per-trip.

B. Out-of-County Travel

The Board President or designee, approves request for travel in advance, based on the purpose of the travel. Expenses will be paid on a reimbursement basis. All expenses related to travel must be in compliance with the policy. Non-reimbursable travel expenses include, but are not limited to:

1. Those incurred for the sole benefit of the employee, such as travel insurance
2. Finance charges on credit cards
3. Alcoholic beverages
4. Extra meals
5. In-room movies
6. Magazines, snacks and other like charges
7. Laundry for trips of fewer than five (5) days
8. Personal long-distance telephone calls or faxes
9. Entertainment
10. Airfare more than the "Coach Rate"

All travel expenses are limited to those directly related to official business (other than the regular work day) based on the following guidelines:

1. Airfares are purchased at the lowest economy fare available for an efficient trip.
2. Meals and incidentals are reimbursed from actual expenses up to the federally published per diem rate.
3. Hotel and transportation expenses will be reimbursed by actual receipts.
4. If a spouse or other non-RHA employee accompanies the employee, reimbursement shall be based on only the employee's expenses, i.e. single room rate.
5. Rental cars are reimbursable only when it is impractical to use taxis, buses, shuttle, or limousine service.
6. If travel expenses are to be reimbursed by another entity, that entity's travel policy will be followed.

13. EXPENSE REPORTS

On completion of any business travel or for other business expense incurred by an employee, an employee must complete an expense report detailing all expenses incurred. The Board President, or designee, approves and signs all expense reimbursement requests. On approval of the expense reports, the report will be forwarded to the Accountant for processing of payment.

14. COMPUTER SYSTEM

A. Back up Procedure

Office Manager/Accountant shall maintain an established back-up procedure for bookkeeping files on the computer network. One copy shall be kept on site at the Office Manager's physical location and one copy shall be kept off-site. Backup of computer files shall occur nightly and be kept for at least 30 days.

Monthly Meeting Dates Times

Date: 27 July 2021

From: Miriam Gillow-Wiles

The RHA Board has started meeting on a more regular basis. At the Retreat there was a desire to have meetings on a monthly basis. SWCCOG Staff thought it would be useful for the Board to set regular meeting dates and times, to help support the Board and to coordinate around the City, County, Towns and SWCCOG regular meeting schedules. Attached is a visual calendar with other meetings Staff or Elected Officials may need to attend, depending on support or appointments.

City of Durango, City Council:

- Regular Meetings, 1st and 3rd Tuesdays, 530pm
- Work Session Meetings, 2nd and 4th Tuesdays, 4pm

La Plata County Board of County Commissioners:

- Regular Meetings, Tuesdays, 10am
- Work Sessions, Wednesdays 9am

Town of Bayfield

- Regular Meetings, 1st and 3rd Tuesdays 7pm

Town of Ignacio

- Regular Meetings, 3rd Monday, 630pm

Monthly Meetings

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	10am LPC 530pm Durango 7pm Bayfield	9am LPC WS	6pm LPC PC			
	4pm Durango WS 7pm Bayfield PC	9am LPC WS 6pm Ignacio PC 5pm DRO P&R	130pm SWCCOG 6pm LPC PC			
630pm Ignacio	10am LPC 2pm DRO License 530pm Durango 7pm Bayfield	9am LPC WS 12pm DRO BID 4pm DRO MM	3pm DRO Airport 6pm LPC PC			
6pm Durango PC	4pm Durango WS	9am LPC WS 530pm DRO Historic	6pm LPC PC			
		9am LPC WS	6pm LPC PC			

Section G – Discussion/Updates

1. IGA Revision Update – *Mike Segrest*
2. Beginning Discussion for Opportunities for Building Affordable/Workforce Housing – *Commissioner Marsha Porter- Norton*
3. Discuss Board structure – *Board*
 - a) This included the addition of industry and local housing groups, alternate Members from each jurisdiction
4. Pending or upcoming legislation update – *SWCCOG Staff*
 - a) Andrew Atchley will present to the SWCCOG Board on August 12, 2021, 130pm
 - b) SWCCOG Staff is waiting on final Treasury Rules for ARPA funding
 - c) Nothing else to report currently. State Legislature is out of session, and Congress is still working on infrastructure legislation.
5. Board Action Plan Update – *Update to Action Plan Spreadsheet from Retreat*

Section H – Presentation(s)

Section I – Member Updates
