



Agenda
RHA Board of Directors
December 2, 2021 – 2:00- 4:00 p.m.

Ignacio Town Hall
540 Goddard Avenue Ignacio, CO 81137

- 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) November 4, 2021 Minutes
 - b) October 2021 Financial Statements
- F. Public Hearing**
 - 1. Public Hearing on the Proposed 2022 Budget
- G. Decision Items**
 - 1. 2022 Budget
- H. Discussion/Updates**
 - 1. RFQ Status Update
 - 2. SWCCOG Staffing Changes
 - 3. Discussion of formation of an RHA Policy Committee
 - 4. Board Action Plan Updates
 - 5. Pending or upcoming legislation update
- I. Presentations and Engagement with Non-RHA Entities**
- J. Member Updates**
 - 1. Town of Bayfield
 - 2. City of Durango
 - 3. Town of Ignacio
 - 4. La Plata County
- K. Adjournment**

Section A – Call Meeting to Order

Section B – Roll Call

Section C – Public Comment

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

Section D – Approval of Agenda

Section E – Consent Agenda

Minutes

Board of Directors Meeting ~ November 4, 2021
Bayfield Town Hall 1199 Bayfield Pkwy, Bayfield, CO 81122

A. Call Meeting to Order

B. Introductions and Roll Call

Board members present: Kim Baxter, City of Durango
Kevin Hall, City of Durango
Kelly Polites, Town of Bayfield
Marsha Porter-Norton, La Plata County
Stella Cox, Town of Ignacio
Katie Sickles, Town of Bayfield

Staff/Other Attendees: Jessica Laitsch, Southwest Colorado Council of Governments
Miriam Gillow-Wiles, Southwest Colorado Council of Governments
Bryce Bierman, Southwest Colorado Council of Governments
Elizabeth Salkind, Housing Solutions for the Southwest
Beth Lamberson, Town of Bayfield
Pam Moore, Homesfund
Lori Zazzaro, Town of Bayfield

The meeting began at 2:03 p.m.

C. Public Comment

No public comment.

D. Approval of Agenda

Marsha Porter-Norton motioned to approve the agenda, Katie Sickles seconded. Unanimously approved.

E. Consent Agenda

1. Approve the Consent Agenda
 - a) October 7, 2021 Minutes
 - b) Financial Statements

Katie Sickles motioned to approve the consent agenda, Marsha Porter-Norton seconded. Unanimously approved.

F. Decision Items

1. Sixth Amended and Reinstated IGA

Miriam gave a recap of the last discussion. She added the IGA was reviewed by the legal teams for each of the member jurisdictions. Updates were made on pages 2 and 3 to build upon the 5th of Amendment of the IGA, rather than starting from scratch. There was some concern regarding an even number of Board members, the suggestion was to have a Board of 5 or 7 members instead of 4 or 6. All the attorneys have signed off on the current language of the amendment. The Town of Ignacio has signed the MOU, and Bayfield and La Plata County have plans to sign the MOU imminently.

Marsha Porter-Norton motioned to approve Resolution 21-06 of the Regional Housing Alliance of La Plata County, recommending approval of the Sixth Amended and Restated Intergovernmental Agreement regarding the Regional Housing Alliance of La Plata County. Katie Sickles seconded. Unanimously approved.

2. SWCCOG – RHA MOU

Miriam presented a proposed hourly rate of \$51.00/hour billed in 15-minute increments if the RHA were to request work from the COG above and beyond the original scope of work.

Marsha mentioned the new language will add flexibility for the RHA when planning future work.

Kelly Polites motioned to approve the 2022 contract with the Southwest Colorado Council of Governments for management and administration for \$22,800, Marsha Porter-Norton seconded. Unanimously approved.

3. Request for Qualifications and Plan for Distribution Update

Kim summarized the revised version of the RFQ. Kevin suggested that the language claiming the RHA was created by the will of the voters should be eliminated. Miriam will make that language adjustment. Marsha mentioned La Plata County can provide staffing to carry out the RFQ process. Miriam mentioned she will be sharing the RFQ with partner organizations. Kevin mentioned that a consultant should be “contracted” in January 2022, not “contacted”. Katie asked Miriam where applicants will submit their responses. The RFQ will be posted to Bidnet. Miriam suggested responses be submitted to the SWCCOG by email. The RFQ will be posted and open for submission from 11/11/21 to 12/10/21. The Board will be able to make decisions regarding RFQ submissions at the January 6, 2022 meeting. Katie asked that Miriam make sure that all RFQs are submitted in electronic form, so that it can be easily shared. Marsha asked Miriam if she is fixing any RFQ language that is currently highlighted in yellow. Miriam replied that she would.

G. Discussion/Updates

1. 2022 Budget Direction

Jessica presented possible options related to the funds restricted for affordable housing. Miriam mentioned if the funds stay in the restricted bank account they would earn interest. Marsha clarified that there is \$236,000 available. The final budget will be presented at the December meeting. The Board agreed they can leave the funds in place and move them as needed. Kevin asked if unexpended funds from the fund balance would have to be allocated in 2022. Jessica replied that that would be the case. Miriam asked what kind of emergency reserve the Board would like to have on-hand. Jessica mentioned that the RHA is not required to maintain a TABOR balance. The Board agreed the RHA will not decide a reserve amount at this point but will have the ability to do so through a budget amendment in January.

2. Future of Funding for the RHA

Marsha mentioned Mike Segrest is currently researching different RHA funding sources. She mentioned that ARPA funding could possibly be used to help fund the RHA and she is currently working through those details with CCI. She mentioned that the NWCCOG has explored how ARPA funds can be used. She believes the funding sources should be discussed once some costs are realized with the future consultant relationship. There was discussion related to various funding mechanisms.

3. Updated/Refined Housing Unit Goal Number

Miriam presented information to clarify how many units are needed in LPC based upon the information presented by Jenn Lopez and Root Policy. Marsha mentioned she feels better with this the updated estimate of 617 units for the year. Kim mentioned the majority of homes in Durango are out of the affordable range; Durango’s new average home sale price is \$857,000. Marsha mentioned that Mike Segrest is researching potential development sites in La Plata County to have ready for when a consultant is hired. Miriam mentioned Mike’s research ties into the grant that the SWCCOG is pursuing to help off-set some development planning costs.

4. Board Action Plan Updates

Miriam presented updates and mentioned the community engagement component of the plan is yet to be acted upon. Kim mentioned the community engagement will likely be more useful after a consultant is hired when the Board will be more prepared to answer questions from the public.

5. Pending or Upcoming Legislation Update

Marsha mentioned she is a member of Counties and Commissioners Acting Together which was created to address housing specifically. Elizabeth mentioned she is on the Affordable Housing Committee for Housing Colorado if the group is looking for legislation updates. Kim mentioned CML is starting to work with the legislative process regarding affordable housing.

H. Presentations and Engagement with Non-RHA Entities

Marsha mentioned she was inspired by the Espero open house in Durango and wishes more developments like that would come to fruition in La Plata County. Elizabeth Salkind described and summarized the move-in process for the residents so far.

I. Member Updates

1. Town of Bayfield

Katie reported the Board adopted the 2022 budget. The Town is working with HomesFund to find grants and determine restrictions for the housing development at Cinnamon Heights as work moves forward. The Town is working through multiple annexations and therefore the town is growing their Community Development Department. She mentioned one of the annexations will include a 15-lot tiny-home village on Bayfield Parkway. Kim mentioned Durango’s requirement for skirts for tiny homes to create a more attractive space. Kevin mentioned they wished their team at the City of Durango would have required more green space in their latest tiny home village development.

2. City of Durango

Kevin reported the City currently has a lot of open permits to build housing units. Durango just created a new position and hired a Housing Innovation Director; her name is Eva Henson and Kevin was excited to hear she thought Durango has a lot of opportunity to grow its housing stock in comparison to Frisco. The City has approved more building permits than the local workforce can support. Marsha asked how the new hotel project is proceeding. Kevin said they have a developer ready to take on the responsibility of the project. The Downtown Durango Inn will be converting to long-term rentals. He also said the planned hotel at E. 2nd Avenue and E. 5th Street is still on-track, although delayed. Kim mentioned the Rocket Pointe apartments are for-sale.

3. Town of Ignacio

Stella reported that Mark Garcia has had promising conversations with a Boulder-based developer for their Rock Creek development project.

4. La Plata County

Marsha reported the County should have rough ideas as to how to spend ARPA funds by December. Mike is researching different funding and lot options for affordable housing development.

J. Adjournment – 2:58 p.m.

RHA Financials 1/1/2021-10/31/2021

To: Regional Housing Alliance of La Plata County

From: Jessica Laitsch

Date: 2 December, 2021

Comments: A Balance Sheet and Budget to Actual Report for the period January 1 to October 31, 2021 is attached.

Regional Housing Alliance of La Plata County
Balance Sheet
As of October 31, 2021

	Oct 31, 21
ASSETS	
Current Assets	
Checking/Savings	
Operating Funds (Unrestricted)	
1000 · Operating Account	19,598.22
Total Operating Funds (Unrestricted)	19,598.22
Loan Funds (Restricted)	
1006 · LPC MA Revolving Loan Fund	
LPC MA Revolving LF Interest In	1,932.29
LPC MA Revolving LF - EIAF	248,997.71
Total 1006 · LPC MA Revolving Loan Fund	250,930.00
Total Loan Funds (Restricted)	250,930.00
Total Checking/Savings	270,528.22
Other Current Assets	
1400 · Prepaid Expenses	
1400.1 · Prepaid Liability	252.35
Total 1400 · Prepaid Expenses	252.35
Total Other Current Assets	252.35
Total Current Assets	270,780.57
TOTAL ASSETS	270,780.57
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	7,380.00
Total Accounts Payable	7,380.00
Total Current Liabilities	7,380.00
Total Liabilities	7,380.00
Equity	
2052 · Restricted Net Assets	250,739.08
2053 · Unrestricted Net Assets	13,970.56
2054 · Reserved for Emergencies	22,500.00
Net Income	(23,809.07)
Total Equity	263,400.57
TOTAL LIABILITIES & EQUITY	270,780.57

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

	Jan - Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3215 · EIAF Released from Restricted	0.00	250,701.00	(250,701.00)	0.0%
3000 · Unrestricted Revenues				
3121 · Interest Income - Bank Accounts	207.53	600.00	(392.47)	34.6%
Total 3000 · Unrestricted Revenues	207.53	600.00	(392.47)	34.6%
Total Income	207.53	251,301.00	(251,093.47)	0.1%
Expense				
4010 · Advertising	0.00			
4060 · Dues and Subscriptions	335.00			
4080 · Liability Insurance	1,261.60	1,514.00	(252.40)	83.3%
4315 · Professional Services				
4398 · Prof'l Services - Admin Fee	17,200.00	10,000.00	7,200.00	172.0%
4322 · Prof'l Services- Legal Fees	180.00	11,000.00	(10,820.00)	1.6%
4315 · Professional Services - Other	4,950.00	50,000.00	(45,050.00)	9.9%
Total 4315 · Professional Services	22,330.00	71,000.00	(48,670.00)	31.5%
6240 · Miscellaneous	0.00	1,000.00	(1,000.00)	0.0%
Total Expense	23,926.60	73,514.00	(49,587.40)	32.5%
Net Ordinary Income	(23,719.07)	177,787.00	(201,506.07)	(13.3)%
Net Income	(23,719.07)	177,787.00	(201,506.07)	(13.3)%

Section F – Public Hearing on Fiscal Year 2022 Budget

Section F – Decision Items

2022 Final Budget

Date: 2 December 2021

From: Miriam Gillow-Wiles and Jessica Laitsch

Attached is the proposed 2022 Regional Housing Alliance of La Plata County budget. This budget includes:

- \$888 to upgrade the accounting software to QuickBooks Online
- \$6,000 for an audit of the 2021 financials
- \$200,000 is budgeted to be released from the Restricted for Affordable Housing funds. Any of these funds that are not specifically released to the RHA Operating during 2022 will remain restricted for affordable housing.
- \$160,000 is budgeted for miscellaneous professional services. The expectation is that this amount will be transferred to specific line items as needed based upon the support structure identified for the organization. Any unused amounts will remain as fund balance at the end of 2022.
- At this time there is no reserve for emergencies pending more information about the plan for the organization in 2022.

**Regional Housing Alliance
2022 Proposed Draft Budget**

Beginning Restricted for Affordable Housing	498,741	511,035	247,656	250,723	235,973
Beginning Reserved for Emergencies	22,500	22,500	22,500	22,500	-
Beginning Unrestricted Fund Balance	38,889	26,712	13,198	13,987	3,969

	2019 Actual	2020 Actual	2021 Budget	2021 Estimate	2022 Budget
Income					
3121 · Interest Revenue Bank Accounts					-
Total Unrestricted Income	-	-	-	-	-
Restricted Funds Released					
XXXX - Release of EIAF funds to RHA Operating			250,701	15,000	200,000
Total Funds Released to Operating	-	-	250,701	15,000	200,000
Total Income	-	-	250,701	15,000	200,000
Expense					
4060 · Dues and Subscriptions				335	-
4062 · Computer Hardware & Software					888
	-	-	-	335	888
4080 · Casualty & Liability Insurance	1,514	1,513	1,514	1,513	1,582
4200 · Salaries & Wages					
Health Care					
Payroll Benefits					
Workman's Comp					
Total Salaries & Benefits	1,514	1,513	1,514	1,513	1,582
4398 - Prof'l Services - Admin Service Fee	10,000	10,000	10,000	17,200	22,800
4005 · Prof'l Services - Audit Fees	-	-	-	-	6,000
4322 · Prof'l Services- Legal Fees	635	1,172	11,000	1,000	11,000
43xx - Prof'l Services -			50,000	4,950	160,000
4337 · Release Fees	28	28			
6240 · Miscellaneous	-	12	1,000	20	1,000
Total Expenses	12,177	12,726	73,514	25,018	203,270
Net Ordinary Income	(12,177)	(12,726)	177,187	(10,018)	(3,270)
Other Income Unrestricted					
5030 · Other Income					
Net Ordinary Income (Loss) Unrestricted	(12,177)	(12,726)	177,187	(10,018)	(3,270)
Other Expenses Restricted					
7014 - Transfer of EIAF Loans to HF		263,809			
Net Expenses Restricted	-	263,809	-	-	-
Temporarily Restricted Income					
XXX - Interest Revenue Bank Accounts	635	457	600	250	250
3210 · Shared Appreciation Income	11,632	3,012			
XXX - Release Fees	28	28			
Total Temporarily Restricted Income	12,295	3,497	600	250	250
Release to Unrestricted					
XXX · Release from Reserve			250,701	15,000	200,000
	-	-	250,701	15,000	200,000
Total Income - Unrestricted	-	-	250,701	15,000	200,000
Total Income - Restricted	12,295	3,497	600	250	250
Total Expense - Unrestricted	12,177	12,726	73,514	25,018	203,270
Total Expense - Restricted	-	263,809	250,701	15,000	200,000
Net All Activity	117	(273,038)	(72,914)	(24,768)	(203,020)

Ending Restricted for Affordable Housing	511,035	250,723	(2,445)	235,973	36,223
Ending Reserved for Emergencies	22,500	22,500	22,500	22,500	-
Ending Unrestricted Fund Balance	26,712	13,987	190,385	3,969	699

Section G – Discussion/Updates

RFQ Updates

To: Regional Housing Alliance Board

From: Miriam Gillow-Wiles

Date: 30 November 2021

The RHA's Request for Qualifications is currently live on the Rocky Mountain e-Purchasing website - BidNet, has been sent to all the requested contacts, and has been posted to Housing Colorado. Questions were due Monday, November 29th, none were submitted.

Responses are due December 17th at 5pm. Staff will analyze the responses, provide an overview, and submit for the January RHA Board Meeting for action items.

SWCCOG Staffing Update

To: Regional Housing Alliance Board

From: Miriam Gillow-Wiles

Date: 30 November 2021

As all of you have heard by now, the SWCCOG Executive Director is leaving the position on December 17th. In addition, Bryce Bierman, Project Coordinator, is no longer with the SWCCOG. The SWCCOG Board has not yet met to discuss or finalize any plans for the Executive Director leaving, but SWCCOG staff will discuss expected changes and outcomes.

At this time the SWCCOG Staff do not expect there to be any changes to the RHA-SWCCOG Contract or changes to RHA support.

Formation of a Policy Committee

Date: 2 December 2021

From: Miriam Gillow-Wiles and Jessica Laitsch

The Board has requested a discussion regarding the creation of a Policy Committee. Below are some questions to help inform the discussion:

- How many Board members and/or non-Board committee members are estimated?
- How often would this Committee meet?
- Would two or more meetings per month be possible for members? Would this committee meet via webinar?
- Since the RHA is now meeting monthly, how would the Board anticipate the schedule for these committee meetings?
 - o A policy committee meeting could be added on to the RHA meet at the beginning or end to instead of scheduling another meeting.
- Is this potentially duplicative of the recently formed SWCCOG Housing Subcommittee meeting since all RHA members are also SWCCOG members?
 - o Should an effort be made to combine the two parallel subcommittee meetings?

RHA 2021 Action Plan Update

To: Regional Housing Alliance Board

From: Miriam Gillow-Wiles

Date: 30 November 2021

Attached is the action plan updated through November with a column added for January 2022.

RHA 2021 Action Plan

Updated October 2021

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

Section I – Member Updates

Section H – Presentation(s)
