

# FRASER RIVER VALLEY HOUSING PARTNERSHIP

## Regular Meeting

Monday, October 23th, 2023

Winter Park Council Chambers  
3:00 pm



Join Zoom Meeting: <https://zoom.us/j/94715357079>

Meeting ID: 947 1535 7079

One tap mobile: +17193594580,,94715357079# US

## Agenda

1. Meeting Call to Order
2. Public Comment
3. Consent Agenda
  - a. Approving meeting minutes from the October 9th Regular Meeting
4. Discussion Items
  - a. Financial Report
  - b. Updates from Housing Colorado Conference and Resource Hub Meeting
  - c. Update on meetings with Winter Park, Chamber Expo, and Habitat for Humanity.
  - d. Development opportunities
    - Land acquisition
    - Deed Restriction Buy Downs
    - Preservation
    - Financial Stack Gap
5. Action Items
  - a. Resolution 28 to adopt Public Comment Policy
  - b. Motion to publish Development Request For Proposal (RFP)
  - c. Motion to provide a letter of support for Habitat for Humanity of Grand County's Land Banking Application
6. Working Group Updates
7. Other Items for Discussion
8. Adjourn



## MEETING MINUTES

**DATE:** Monday, October 9th, 2023 at 3:00pm  
**MEETING:** Fraser River Valley Housing Partnership Board, Regular Meeting  
**LOCATION:** Winter Park Council Chambers & Zoom  
**PRESENT:** Al Furlone, Skylar Marshall, Sandra Scanlon, Michael Johnson, Deb Brynoff, Ken Jensen, and Robyn Wilson (on Zoom)

**OTHERS PRESENT:** Rob Clemens, Nicole Schafer, Alisha Janes

1. Meeting Called to Order at 2:59pm

Roll Call: Al Furlone, Skylar Marshall, Sandra Scanlon, Deb Brynoff, Mike Johnson, Robyn Wilson and Ken Jensen.

2. Public Comment

Daniela Gosselova mentioned that it is hard to hear through the Zoom platform and almost missed the comment period. She expressed frustration with the Mill Apartment Lease Up process - non-local processing of applications, requirement of Social Security numbers, and possible variance from CHFA income guidelines.

3. Consent Agenda

Al Furlone moved, Sandra Scanlon seconded. Motion unanimously approved for meeting minutes from September 25, 2023.

4. Discussion Items

a. FY24 Initial Budget Proposal

Initial budget presented and discussion to remove contingency line item due to other reserve funds. Purchased services includes: legal, hiring firm, consultants, Grand County management fees.

b. Meeting schedule and locations for 2024

Will establish meeting schedule and locations in January. Technology interface is important to address if location changes / rotates. Consider public comment at the end of meetings. Could move the meeting an hour earlier.

c. Update on meetings with Winter Park, Granby, and Fraser Boards

In October 17, October 25, and January 2024 respectively

d. RFP standards for Development Partners

Discussion

## 5. Action Items

- a. Resolution 25 to waive authority funding commitments for FY23  
Resolution 25, waiving start up funding commitments, was motioned by Michael Johnson, second by Skylar Marshall, and unanimously approved.
- b. Resolution 26 for Officers and initial terms  
Resolution 26, establishing member terms and officer terms, was motioned by Sandra Scanlon, second by Ken Jensen, and unanimously approved.
- c. Resolution 27 for adoption of Conflict of Interest Policies  
Resolution 27, Board Adoption of Conflict of Interest Policies, was motioned by Al Furlone, second by Sandra Scanlon, and unanimously approved.
- d. Motion to publish Real Estate Request for Proposals  
Motioned by Sandra Scanlon, seconded by Al Furlone, and unanimously approved.

## 6. Working Group Updates

Alisha Janes from Winter Park invited members to the Ribbon Cutting Ceremony for Fireside Creek Apartments. October 17, 2023 at 1pm. Also announced the extension of the short term fix program with a budget of \$100k.

Nicole Schafer from Granby invited members to attend the Housing Technical Assistance Training slated for October 25. She also discussed the Nexus Analysis and upcoming Council review of an ordinance for Short Term Rental fees increases per bedroom. She also provided an update on the finalization of the contract for the HWY40 project.

## 7. Other Items for Discussion

Support Habitat for Humanity of Grand County Land Banking Application.  
Land Acquisition ideas for future projects.

## 8. Meeting adjourned at 4:39pm.



**FRVHP Financial Report**

	<b>July 2023</b>	<b>August 2023</b>	<b>September 2023</b>
<b>Opening Balance</b>	<b>\$787,153</b>	<b>\$987,407</b>	<b>\$1,021,057*</b>
<b>Revenues</b>	<b>\$200,351</b>	<b>\$35,518</b>	<b>\$15,286</b>
<b>Expenses</b>	<b>\$97</b>	<b>\$2,167</b>	<b>\$97</b>
<b>Closing Balance</b>	<b>\$987,407</b>	<b>\$1,020,758</b>	<b>\$1,036,246</b>

\*\$299 difference between closing and opening balances is due to partial month interest calculated when Bank of the West transitioned to BMO on September 4, 2023.

**FRASER RIVER VALLEY HOUSING PARTNERSHIP**

**RESOLUTION NO. 28**

**SERIES OF 2023**

**A RESOLUTION TO ADOPT PUBLIC COMMENT POLICY**

WHEREAS, the Fraser River Valley Housing Partnership invites public comment during regular public meetings;

WHEREAS, the Fraser River Valley Housing Partnership Board wishes to adopt public comment policies to provide transparent, civil, and equitable information sharing;

WHEREAS, the Fraser River Valley Housing Partnership utilizes the Winter Park Town Hall and wishes to maintain consistency in meeting procedures;

NOW THEREFORE, BE IT RESOLVED by the Fraser River Valley Housing Partnership board of directors as follows:

1. Adopt the attached Public Comment Policy.

**APPROVED AND PASSED** this 23rd day of October, 2023 by a vote of \_\_\_ to \_\_\_.

FRASER RIVER VALLEY HOUSING PARTNERSHIP

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Debra Brynoff, President

ATTEST:

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Sandra Scanlon, Secretary

## **Policy on Board Meeting Public Comment**

The Board of the Fraser River Valley Housing Partnership recognizes the value of public comment on public issues relevant to regional housing and acknowledges the importance of allowing members of the public to express themselves on matters of community interest. To permit the fair and orderly expression of such comments, the Board provides a period for public comment at every regular meeting.

### **Public participation shall be governed by the following rules:**

1. A participant must be recognized by the presiding officer prior to speaking.
2. A participant shall be limited to 3 minutes.
3. No participant may speak more than once or for longer than 3 minutes; no “pooling” of time is allowed.
4. All statements shall be directed to the Board as a body; no participant may address or question staff or Board members individually.
5. All statements shall be limited to regional housing business and matters of community interest that are relevant to housing in the region.
6. Signs are limited to 18 x 24 inches in size so as not to block other meeting attendees’ views. Participants with signs must display them in a manner so as not to obstruct the views of other meeting attendees.
7. The presiding officer may:
  1. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
  2. Request any individual to leave the meeting when that person does not observe reasonable decorum;
  3. Request the assistance of law enforcement if a person's conduct interferes with the orderly progress of the meeting; and
  4. Call for a recess if the lack of decorum so interferes with the orderly conduct of the meeting as to warrant such action.



October 26, 2023

**REQUEST FOR PROPOSALS TO PROVIDE AFFORDABLE HOUSING FOR LOW- AND MIDDLE-INCOME INDIVIDUALS AND FAMILIES WHO LIVE AND WORK IN THE FRASER RIVER VALLEY**

The Fraser River Valley Housing Partnership (the “Partnership”) is accepting proposals to provide affordable housing for low- and middle-income individuals and families who live and work in the Fraser River Valley.

Delivery and review of proposals

Please submit your proposal no later than 5:00 p.m., Mountain Time, on November 20, 2023 to Rob Clemens, Executive Director, at [rob.clemens@frvhp.com](mailto:rob.clemens@frvhp.com). If you have questions regarding this request for proposals or the Partnership, please email Rob Clemens at the same email address.

The Partnership will review proposals as quickly as possible. The Partnership reserves the right to reject proposals that the Partnership determines, in its sole discretion, do not justify further attention. Proposals that the Partnership determines, in its sole discretion, justify further attention will be the starting point for discussions between the Partnership and the proposer, including, but not limited to, requests for additional information and due diligence by the Partnership. There is no assurance that the Partnership will accept any proposal or begin to work with any proposer to complete any project described in a proposal.

The Partnership

The Partnership is a multi-jurisdictional housing authority formed by intergovernmental agreement among the Towns of Winter Park, Fraser and Granby and Grand County Colorado pursuant to section 29-1-204.5, Colorado Revised Statutes, as amended. The Partnership has the power to support housing projects serving low- and middle-income individuals and families with:

- tax-exempt bonds
- exemptions from property, sales, and use taxes
- access to tax credit programs
- access to low interest financing

In November 2022, voters approved a ballot issue authorizing the Partnership to levy a two-mill property tax. The Partnership expects to receive approximately \$1,200,000 from property taxes in 2023, approximately \$1,700,000 in 2024 and the same or greater amounts in subsequent years.

The Partnership has flexibility to set income limits for low- and middle-income individuals and families who live and work in the Fraser River Valley but is primarily interested in receiving proposals to provide housing for individuals and families whose incomes are between 60% and 180% of the area median income of Grand County for which the rent or mortgage payment plus utilities does not exceed 30% of the tenant's income.

For additional information regarding the Partnership, see <https://frvhp.com/>

#### Information to be included in proposals

**Partial and incomplete proposals will be accepted for consideration.** Full proposals should include as much of the following information as is available:

- A. Description, qualifications and experience of the proposer. Please include all team members.
- B. Description of the housing project:
  1. Land
    1. Address
    2. Map
    3. Site plan
    4. Current owner and any relevant information regarding acquisition
    5. Zoning and other entitlements – current, any planned changes and timing
    6. Access to water, sewer, electricity, gas (if relevant) and other utilities
    7. Access to streets/highways
    8. Access to transit
  2. Description of housing
    1. Architectural drawing, plans or sketches
    2. Number of housing units, unit mix and square footage
    3. Proposed rents or, if for sale, cost for each unit
    4. Targeted income levels for tenants/owners of each unit
    5. Amenities provided
    6. Parking
    7. Other relevant information
- C. Plans for operating the housing
- D. Proposed plan of finance, including
  1. Estimated total cost and estimated cost per unit
  2. Sources and uses of funds
  3. Pro forma for a period that is at least as long as the final maturity of any proposed debt
- E. Assessment of the need for the housing, including a market study, if available
- F. Outreach and communications with local governments
- G. Project timeline
- H. Challenges to completing the project



October 23<sup>rd</sup>, 2023

Lisa Cooper  
Habitat for Humanity of Grand County  
51 E Agate Ave,  
Granby, CO 80446



Re: Habitat for Humanity of Grand County Land Banking application to OEDIT / CHFA –  
Letter of Support

Dear Mrs. Cooper,

On behalf of the Fraser River Valley Housing Partnership, please accept this letter as an expression of the FRVHPs' strong support of the Land Banking application Habitat for Humanity of Grand County is submitting to OEDIT and CHFA for the new construction of homes. The development will continue to provide the Town with affordable ownership and rentals, which are much needed in the town of Granby. We wholeheartedly support your efforts to continue providing affordable housing in Granby.

Affordable housing is in short supply. Your project helps meet the needs of small and large families at or below the median income. With the increased cost of housing in our area, we feel that a project of this type helps the housing need in our community. We look forward to your continued support of families in the Fraser River Valley Housing Partnership region.

Sincerely,

FRVHP:

Fraser River Valley Housing Partnership

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By: Debra Brynoff

Title: Board Chair