

FRASER RIVER VALLEY HOUSING PARTNERSHIP

Regular Meeting

Monday, August 14th, 2023

Winter Park Council Chambers
3:00 pm



Agenda

1. Meeting Call to Order
2. Public Comment
3. Consent Agenda
 - a. Approving meeting minutes from the July 24th Regular Meeting
 - b. Approving meeting minutes from the June 23rd Special Meeting
 - c. Approving meeting minutes from the June 12th Regular Meeting
 - d. Approving meeting minutes from the June 6th Special Meeting
 - e. Approving meeting minutes from the May 22nd Regular Meeting
 - f. Approving meeting minutes from the May 8th Regular Meeting
 - g. Approving meeting minutes from the April 24th Regular Meeting
 - h. Approving meeting minutes from the April 17th Special Meeting
 - i. Approving meeting minutes from the April 10th Regular Meeting
 - j. Approving meeting minutes from the April 3rd Special Meeting
 - k. Approving meeting minutes from the March 13th Regular Meeting
 - l. Approving meeting minutes from the February 27th Regular Meeting
 - m. Approving meeting minutes from the February 13th Regular Meeting
4. Action Items
 - a. Resolution to Appropriate Start-up Funds
 - b. Authorize submission of a Letter of Intent to CHFA for Land Bank Program
 - c. Authorize the Executive Director's Financial Institution Access
5. Discussion Items
 - a. Housing Conference attendance interest
 - b. Prop 123
 - c. Outreach
5. Working Group Updates
6. Other Items for Discussion
7. Adjourn

DATE: Monday, February 13th, 2023

MEETING: Fraser River Valley Housing Partnership Board, Regular Meeting

PLACE: Winter Park Town Council Chambers & Zoom

PRESENT: Robyn Wilson, Michael Johnson, Al Furlone, Ken Jensen, Sandra Scanlon

and Skylar Marshall

OTHERS PRESENT: Alisha Janes, Nicole Schafer, and Michael Brack

1. The meeting was called to order at 3:03 pm

Roll Call: Robyn Wilson, Michael Johnson, Al Furlone, Ken Jensen, and Skylar Marshall were present. Debra Brynoff had a planned absence. Sandra Scanlon joined the meeting at 3:05.

2. Public Comment:

Daniela Gosslova made a public comment regarding open meeting laws and so do not need a policy governing meetings. She also commented that felt that a public comment policy is not needed. Additionally, Granby did not support the ballot initiative.

3. Consent Agenda

a. Al Furlone moved; Skylar Marshall seconded. Motion unanimously approved for the January 23, 2023 meeting minutes.

4. Discussion Items

a. Alisha Janes summarized efforts to identify proposals from executive recruiting firms. The Proposal from Mosaic Partners and professional service agreement was included in the packet. While staff had reached out to other firms seeking 3 bids, another local recruiting firm was unavailable to conduct the search until later in the year, and a third firm had not yet submitted a proposal. The board gave direction to prioritize timing and have the Mosaic service agreement reviewed by legal counsel and brought forward for approval rather than continuing to seek further bids. Alisha Janes also summarized efforts to make sure that a benefit partnership is in place prior to the launch of the executive search. Nicole Schafer addressed research into Granby being able to provide benefits. The discussion weighed providing independent benefits or pursuing a MOU with the Town of Winter Park.

b. Alisha reported having worked with legal counsel to prepare to file for an EIN number. The banking RFP has been published and we have received questions and a proposal from Bank of the West. Mike Johnson moved, Robyn Wilson seconded a motion to approve opening a bank account with Bank of the West.

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Motion was unanimously approved. Staff anticipates having a banking resolution at the next meeting, but if the EIN number is received will move forward with establishing accounts.

c. The recreation district had approached us with a question concerning a parcel along CR 88. The owner has submitted a petition to candidate two parcels, one of which was included in the Fraser Recreation District and the other was not. The Recreation District has offered to take the lead on settling the legal question as to whether the newly consolidated parcel is included in the district. They propose to share the legal costs with the Housing Partnership. Sandra Scanlon moved; Al Furlone seconded to approve sharing the legal expenses 50/50. The motion was unanimously approved.

5. Action Items

a. Alisha Janes presented a proposal to adopt a public comment policy. A table setting was provided with an amendment to correct an error in the resolution. Mike Johnson approved, as amended, Skylar Marshall seconded. The resolution was unanimously approved.

6. Working Group Updates

Had a conversation with insurance provider for directors and operators' insurance. They requested a list of board members and bio. Insurance provider will assist with the application. Michael Brack invited the board to Victoria Village open houses.

Robyn Wilson provided an update on Grand County's planning for implementation of HB 21-1117 bill that will allow the restriction of rents in newly constructed and renovated units. The county is recommending adopting 3 out of 12 optional strategies. Robyn will continue to follow the meetings and provide updates; it is scheduled to come back for discussion on March 21st.

There were no additional items raised for discussion.

The meeting was adjourned at 4:07

Fraser River Valley Housing Partnership Minutes February 27, 2023

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DATE: Monday, February 27th, 2023

MEETING: Fraser River Valley Housing Partnership Board, Regular Meeting

PLACE: Winter Park Town Council Chambers & Zoom

PRESENT: Debra Brynoff, Michael Johnson, Al Furlone, Ken Jensen, Sandra Scanlon

and Skylar Marshall

OTHERS PRESENT: Alisha Janes, Nicole Schafer, Julie Baca, Ted Cherry, and Keith Riesberg

1. The meeting was called to order at 3:00 pm

Roll Call: Michael Johnson, Al Furlone, Ken Jensen, and Skylar Marshall were present. Sandra Scanlon was present virtually. Robyn Wilson had a planned absence.

2. Public Comment:

There was no public comment.

3. Action Items

a. Staff presented a resolution authorizing the Chair and Treasurer to sign an application for banking services with Bank of the West pending approval for public deposit with the state of Colorado. Ken Jensen moved, and Al Furlone seconded a motion to approve. The resolution was incorrectly numbered as 17 but was noted that it is the 16th resolution. Resolution was unanimously approved as Resolution 16.

b. Julie Baca was present to answer questions regarding Mosaic Public Partners proposal. There were no further questions. Al Furlone moved to approve with Ken Jensen seconding. Resolution was unanimously approved.

4. Discussion Items

a. Alisha Janes and Julie Baca presented recommendations for advertising for the Executive Director recruitment, including recommending salary range, benefits package, and housing and relocation benefits. The board gave comments on a draft job description and direction for staff to work together to publish the advertisement as soon as possible with the goal of conducting interviews in late March or early May.

b. The board participated in a follow-up strategic planning session with Willa Willaford and considered a number of edits to a draft strategic plan.

5. Working Group Updates

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The Housing Partnership has been nominated for a Housing Colorado Eagle Award. Board Members should RSVP to Alisha to attend the awards ceremony.

Mike Johnson asked a question regarding pending state legislation that could impact the Partnership. Collectively the group discussed some pending legislation and using the Housing Colorado membership to track new legislation.

The group also discussed following up for insurance coverage, future audit requirements, as well

as potential for office space.

The meeting was adjourned at 5:02 pm.

Fraser River Valley Housing Partnership Minutes March 13, 2023

Page 1

DATE: Monday, March 13th, 2023

MEETING: Fraser River Valley Housing Partnership Board, Regular Meeting

PLACE: Winter Park Town Council Chambers & Zoom

PRESENT: Debra Brynoff, Michael Johnson, Al Furlone, Ken Jensen, and Skylar

Marshall

OTHERS PRESENT: Alisha Janes, Nicole Schafer

1. The meeting was called to order at 3:07 pm

Roll Call: Robyn Wilson and Sandra Scanlon had planned absences.

2. Public Comment:

There was no public comment.

3. Action Items

a. Resolution 18: Mike Johnson moved, and Skylar Marshall seconded to approve the resolution authority Debra Brynoff and Mike Johnson to enter into a cash management service agreement with Bank of the West. The resolution was unanimously approved.

b. Resolution 19: Mike Johnson moved, and Skylar Marshall seconded to authorize approval of a memorandum of understanding with the Town of Winter Park providing and paying for the employment and benefits of an Executive Director. The resolution was unanimously approved.

c. Resolution 20: Mike Johnson moved, and Skylar Marshall seconded to adopt the Fraser River Valley Housing Partnership action plan pending an update to formatting and final grammatical check. The resolution was unanimously approved.

4. Discussion Items

a. Alisha Janes provided an update on the recruitment of an Executive Director saying that the advertisement had been published and a handful of applications received. The board coordinated on possible dates and times for initial interview.

b. Alisha Janes gave an overview of the tax collections from January through March.

5. Working Group Updates

There were no other working group updates or items for discussion.

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The meeting was adjourned at 3:46 pm.

Fraser River Valley Housing Partnership Minutes April 3, 2023

Page 1

DATE: Monday, April 3rd, 2023

MEETING: Fraser River Valley Housing Partnership Board, Special Meeting

PLACE: Winter Park Town Council Chambers & Zoom

PRESENT: Debra Brynoff, Michael Johnson, Al Furlone, Ken Jensen, Skylar Marshall,

Robyn Wilson, and Sandra Scanlon

OTHERS PRESENT: Alisha Janes, Nicole Schafer

1. The meeting was called to order at 3:04 pm

Roll Call: All board members were present.

2. Public Comment:

There was no public comment.

3. Action Items

a. Sandra Scanlon moved and Al Furlone seconded to go into an executive session at 3:06 pm pursuant to C.R.S. 24-6-402(4)(f) for a personnel matter related to the hire of an Executive Director. A roll-call vote was taken with all voting yes to go into executive session. 7-0. The executive session was concluded at 4:50 pm.

4. Working Group Updates

There were no other working group updates or items for discussion.

The meeting was adjourned at 4:52 pm.

Fraser River Valley Housing Partnership Minutes April 10, 2023

Page 1

DATE: Monday, April 10th, 2023

MEETING: Fraser River Valley Housing Partnership Board, Regular Meeting

PLACE: Winter Park Town Council Chambers & Zoom

PRESENT: Debra Brynoff, Al Furlone, Ken Jensen, Skylar Marshall, Robyn Wilson

OTHERS PRESENT: Alisha Janes, Nicole Schafer

1. The meeting was called to order at 3:03 pm

Roll Call: Sandra Scanlon and Mike Johnson had planned absences.

2. Public Comment:

There was no public comment.

3. Action Items

a. Resolution 21: Al Furlone moved, and Skylar Marshall seconded the motion to authorize an application for a purchasing card. The resolution was unanimously approved.

4. Discussion Items

a. Office Space, the group discussed preparing a request for proposals to explore an office location.

b. In order to be able to answer candidate questions directly the group discussed a remote work policy. The group could be open to a candidate working remotely while office space is being identified, but felt it was important to eventually have a space to interact with the public and have office hours. The Executive Director needs to be integrated into the community and so while the group is open to remote work, the director should live in and be connected to the community.

c. Housing Assistance, the group is open to providing housing assistance if rental costs exceed 30% of the director's salary. The group also was open to a set amount of relocation expense between \$5,000 and \$10,000.

5. Working Group Updates

The working group confirmed plans for interviews on Monday including lunch on-site at Town hall.

6. Items for Discussion

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Robyn Wilson discussed the upcoming Colorado Community Land Trust Conference and inquired

about being potentially reimbursed for the expense.

The meeting was adjourned at 3:57 pm.

Fraser River Valley Housing Partnership Minutes April 17, 2023

Page 1

DATE: Monday, April 17th, 2023

MEETING: Fraser River Valley Housing Partnership Board, Special Meeting

PLACE: Winter Park Town Council Chambers

PRESENT: Debra Brynoff, Al Furlone, Ken Jensen, Skylar Marshall, Robyn Wilson,

Mike Johnson, and Sandra Scanlon

OTHERS PRESENT: Alisha Janes, Keith Riesberg, Ted Cherry, Nicole Schafer, Michael Brack,

Sheene Darland, and Julie Baca

1. The meeting was called to order at 9:15 am

Roll Call: All board members were present.

2. Public Comment:

There was no public comment.

3. Action Items

a. Mike Johnson moved and Sandra Scanlon seconded to go into an executive session at 9:16 am pursuant to C.R.S. 24-6-402(4)(f) for a personnel matter related to the hire of an Executive Director. A roll-call vote was taken with all voting yes to go into executive session. 7-0. The executive session was concluded at 5:30 pm.

The meeting was adjourned at 5:31 pm.

Fraser River Valley Housing Partnership Minutes April 24, 2023

Page 1

DATE: Monday, April 24th, 2023

MEETING: Fraser River Valley Housing Partnership Board, Special Meeting

PLACE: Winter Park Town Council Chambers and Zoom

PRESENT: Debra Brynoff, Al Furlone, Ken Jensen, Skylar Marshall, Robyn Wilson,

Mike Johnson, and Sandra Scanlon

OTHERS PRESENT: Keith Riesberg, Ted Cherry, Nicole Schafer, Micheal Brack, and Julie Baca

1. The meeting was called to order at 3:15 pm after the group experienced technical difficulties.

Roll Call: All board members were present.

2. Public Comment:

There was no public comment.

3. Action Items

a. Mike Johnson moved and Sandra Scanlon seconded to go into an executive session at 3:20 pm pursuant to C.R.S. 24-6-402(4)(f) for a personnel matter related to the hire of an Executive Director. A roll-call vote was taken with all voting yes to go into executive session. 7-0. The executive session was concluded at 4:00 pm

The meeting was adjourned at 4:00 pm.

Fraser River Valley Housing Partnership Minutes May 8th, 2023

Page 1

DATE: Monday, May 8th, 2023

MEETING: Fraser River Valley Housing Partnership Board, Regular Meeting

PLACE: Winter Park Town Council Chambers and Zoom

PRESENT: Debra Brynoff, Al Furlone, Ken Jensen, Skylar Marshall, Robyn Wilson,

and Sandra Scanlon

OTHERS PRESENT: Alisha Janes, Keith Riesberg, and Nicole Schafer

1. The meeting was called to order at 3:06.

Roll Call: Mike Johnson had a planned absence. Ken Jensen joined the meeting virtually.

2. Public Comment:

There was no public comment. While Eric Knopping & Dave Barker were noted on the agenda, they were not present for discussion.

3. Consent Agenda

a. Al Furlone moved and Sandra Scanlon seconded to approve the consent agenda with January 23rd meeting minutes. Approval was unanimous.

4. Discussion Items

a. Alisha provided an overview of the current Proposition 123 implementation materials.

b. The group discussed a possible RFP for office space with the goal to potentially find a below market-rate shared office with a local non-profit or developer. The group discussed keeping the RFP simple and doing outreach to try to find an appropriate partnership.

5. Other Items for Discussion

The group asked a question about a potential development at Winter Park Mountain Lodge by K2 developers.

The meeting was adjourned at 3:53 pm.

Fraser River Valley Housing Partnership Minutes May 22, 2023

Page 1

DATE: Monday, May 22nd, 2023

MEETING: Fraser River Valley Housing Partnership Board, Regular Meeting

PLACE: Winter Park Town Council Chambers & Zoom

PRESENT: Robyn Wilson, Debra Brynoff, Michael Johnson, Skylar Marshall, Ken

Jensen, and Sandra Scanlon

OTHERS PRESENT: Alisha Janes, Sarah Catanzarite (zoom)

1. The meeting was called to order at 3:01 pm

Roll Call:

Al Furlone was absent (excused)

2. Public Comment:

Cheryl McGowan made a public comment asking questions on follow-up on the housing needs assessment. Alisha Janes will follow-up on further questions regarding progress to 700 unit need identified in the regional housing needs assessment.

3. Action Items

a. Mike Johnson moved and Skylar Marshall seconded to go into an executive session at 3:08 pm pursuant to C.R.S. 24-6-402(4)(f) for a personnel matter related to the hire of an Executive Director. A roll-call vote was taken with all voting yes to go into executive session. 6-0.

The executive session concluded at 4:04 pm.

4. Working Group Updates

Alisha Janes provided an update on a draft request for proposals seeking office space and asked for board member assistance to share the request within the community.

5. Other Items for Discussion

Sandra Scanlon raised a question regarding pro-bono advertisement with the Flying Heels Rodeo. The board provided general direction to move ahead with the opportunity and to have Board Member Skylar Marshall advance a new logo design.

Fraser River Valley Housing Partnership Minutes June 6, 2023

Page 1

DATE: Tuesday, June 6th, 2023

MEETING: Fraser River Valley Housing Partnership Board, Special Meeting

PLACE: Winter Park Town Council Chambers

PRESENT: Debra Brynoff, Michael Johnson, Al Furlone, Ken Jensen, and Sandra

Scanlon, Skylar Marshall, and Robyn Wilson

OTHERS PRESENT: Alisha Janes, Keith Riesberg, Nichole Schafer, Ted Cherry, Michael Brack,

Julie Baca

1. The meeting was called to order at 7:47 am

Roll Call: All board members were present; Robyn Wilson arrived at approximately 10:00 am

2. Action Items

a. Ken Jenson moved and Sandra Scanlon seconded to go into an executive session at 7:48 am pursuant to C.R.S. 24-6-402(4)(f) for a personnel matter related to the hire of an Executive Director. A roll-call vote was taken with all voting yes to go into executive session. 6-0. The executive session was concluded at 11:22 am.

3. Other Items for Discussion

There were no additional items raised for discussion.

The meeting was adjourned at 11:23 am.

Fraser River Valley Housing Partnership Minutes June 12, 2023

Page 1

DATE: Tuesday, June 12th, 2023

MEETING: Fraser River Valley Housing Partnership Board, Regular Meeting

PLACE: Winter Park Town Council Chambers

PRESENT: Michael Johnson, Debra Brynoff, Sandra Scanlon, Skylar Marshall, and

Robyn Wilson

OTHERS PRESENT: Alisha Janes

1. The meeting was called to order at 3:03 pm

Roll Call: Mike Johnson joined virtually, Ken Jensen and Al Furlone had planned absences.

2. Action Items

a. Sandra Scanlon moved and Skylar Marshall seconded to go into an executive session at 3:08 pm pursuant to C.R.S. 24-6-402(4)(f) for a personnel matter related to the hire of an Executive Director. A roll-call vote was taken with all voting yes to go into executive session. 5-0. Executive session was concluded at 3:32.

3. Other Items for Discussion

There were no additional items raised for discussion.

The meeting was adjourned at 3:33 pm.

Fraser River Valley Housing Partnership Minutes June 23, 2023

Page 1

DATE: Tuesday, June 23rd, 2023

MEETING: Fraser River Valley Housing Partnership Board, Special Meeting

PLACE: Zoom Only

PRESENT: Michael Johnson, Debra Brynoff, Ken Jensen, Al Furlone, Skylar Marshall,

and Robyn Wilson

OTHERS PRESENT: Alisha Janes

1. The meeting was called to order at 8:03 am

Roll Call: Sandra Scanlon had a planned absence.

2. Public Comment

There was no public comment.

3. Action Items

a. Resolution 22: Skylar Marshall moved and Ken Jensen seconded to approve the resolution approving an employment agreement for an executive director. A roll call vote was taken with all present voting ay.

4. Discussion Items

a. The group discussed briefly a few transitional planning items including possible professional development opportunities upcoming.

The meeting was adjourned at 8:13 am.

Fraser River Valley Housing Partnership Minutes July 24, 2023

Page 1

DATE: Monday, July 24th, 2023

MEETING: Fraser River Valley Housing Partnership Board, Special Meeting

PLACE: Winter Park Town Council Chambers

PRESENT: Al Furlone, Ken Jensen, Sandra Scanlon, Skylar Marshall, and Robyn

Wilson

OTHERS PRESENT: Alisha Janes (virtual), Keith Riesberg, Rob Clemens

1. The meeting was called to order at 3:02.

Roll Call: Mike Johnson and Debra Brynoff both had planned absences.

2. Public Comment

There was no public comment.

3. Action Items

a. Resolution 22: Alisha Janes presented the item to clarify that the resolution is being reconsidered following a 14-day public notice to ensure compliance with CRS 24-6-402(3.5). Sandra Scanlon moved; Al Furlone seconded. The resolution was unanimously approved 5-0.

4. Working Group Updates

Rob Clemens and other members of the working group will be attending a Department of Housing update from the State of Colorado and Housing Colorado in Frisco on July 28th. We will

begin working toward having a phone number and email address for Rob to share at that meeting.

5. Other Items for Discussion

There were no additional items raised for discussion.

The meeting was adjourned at 3:10.

FRASER RIVER VALLEY HOUSING PARTNERSHIP

RESOLUTION NO. 23 SERIES OF 2023

A RESOLUTION APPROPRIATING START-UP FUNDS

WHEREAS, budgeted expenses for Fiscal Year 2023 have not been formally appropriated within the General Fund;

WHEREAS, Bank of the West is undergoing a merger with BMO and various banking processes are delayed during the transition;

WHEREAS, the Executive Director plans to execute start-up purchases prior to issuance of a purchasing card from the Bank and will submit receipts for reimbursement;

WHEREAS, start-up expenses will include technology, software, marketing materials, and registration fees;

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

1. General Fund revenues will be appropriated to cover start-up expenses, not to exceed \$5,000.00.

_____ this 14th day of August, 2023 by a vote of ____ to ____.

FRASER RIVER VALLEY HOUSING PARTNERSHIP

Debra Brynoff, President

Sandra Scanlon, Secretary

FRASER RIVER VALLEY HOUSING PARTNERSHIP

Staff Memo - Letter of Intent

Monday, August 14th, 2023



The Colorado Housing and Finance Authority (CHFA) under a contract with the Office of Economic Development and International Trade (OEDIT) are administering Affordable Housing Finance Funds allocated under Proposition 123 to increase the volume of affordable housing in the State of Colorado.

CHFA has three main programs:

1. Land Banking
2. Concessionary Debt
3. Equity Investments

The Land Banking Program provides grants and forgivable loans for land acquisition for affordable housing projects with 5 and 10 year milestones.

The initial window for submission of Letters of Intent closes August 21, 2023.

The Letter of Intent is the first of several steps to be eligible to receive favorable financing terms. FRVHP will need to identify potential projects in the letter, but will not be eligible for the program until the County and Towns of Fraser, Granby, and Winter Park vote to opt into Proposition 123.

“Opting in” requires establishment of a baseline of affordable housing inventory, a commitment from building departments to adopt expedited processes for affordable housing, and increasing affordable housing inventory by 9% in 3 years.

Recommended Motion:

The Fraser River Valley Housing Partnership Board of Directors authorizes the Executive Director to submit Letters of Intent for projects in the boundaries of each of the authorities (Grand County, Town of Fraser, Town of Granby, and Town of Winter Park) for the purpose of participation in the Proposition 123 Land Banking Program. The Board of Directors also supports each authority’s participation in Proposition 123 to enable future actions by the Fraser River Valley Housing Partnership to increase affordable workforce housing across the region.

Information Sources:

<https://coloradoaffordablehousingfinancingfund.com/>

<https://coloradoaffordablehousingfinancingfund.com/land-banking/>

FRASER RIVER VALLEY HOUSING PARTNERSHIP

Staff Memo - Financial Access

Monday, August 14th, 2023



Financial policies regarding access authorization to financial accounts, purchasing card use, purchasing card limits, signature authority, and transfer of funds have not been adopted by the Fraser River Valley Housing Partnership at this time.

Therefore, the Executive Director requests a formal motion from the Board of Directors to facilitate financial operations.

Authority to:

1. Access existing banking accounts at Bank of the West / BMO
2. Set up additional banking accounts under the Fraser River Valley Housing Partnership
3. Transfer funds between accounts
4. Signature authority for checking accounts
5. Secure and use a purchasing card on behalf of the Fraser River Valley Housing Partnership
6. Set limits for signing, purchasing, and transfers to mitigate risk to the Fraser River Valley Housing Partnership

Recommended Motion:

The Fraser River Valley Housing Partnership Board of Directors authorizes the Executive Director, John Robert Clemens, Jr, to have the full authorities listed above and requires monthly reporting from the Executive Director on the financial status of the organization.