

Minutes of the Regular Meeting of Housing Catalyst  
1715 W. Mountain Avenue, Fort Collins, CO 80521  
December 21, 2017

**Commissioners Present**

David Bye  
Cathy Mathis  
Ross Cunniff  
Ann Green  
Nicole Staudinger

**Commissioners Absent**

Sue McFaddin  
Jake Joseph

**Staff Present**

Julie Brewen  
Michele Christensen  
Chadrick Martinez  
John Tuchscherer  
Kim Iwanski  
Mary M. Davis  
Katie Beberniss

**Guests**

Sue Beck-Ferkiss

**I. Call to Order**

Chairperson Bye called the regular meeting of the Housing Catalyst Board of Commissioners to order at 7:34 a.m.

**II. Citizen Input**

None.

**III. Approval of Minutes**

Minutes of the Regular Meeting of November 16, 2017

Commissioner Cunniff made a motion to approve the minutes of the November 16<sup>th</sup> meeting. Commissioner Mathis seconded the motion and the motion passed unanimously.

Minutes of the Special Meeting of December 7, 2017

Commissioner Cunniff made a motion to approve the minutes of the special meeting of December 7, 2017. Commissioner Green seconded the motion and the motion passed unanimously.

**IV. Staff Updates**

Ms. Julie Brewen announced that since the federal government tax bill passed this week, there is no longer a need to draw the construction bond funds down early for Village on Shields and Village on Horsetooth as previously discussed. In addition, the Pedcor partnership for Lakeview on the Rise closing is no longer rushed and will now close in the first quarter of 2018.

Permanent Supportive Housing II:

Ms. Brewen mentioned that the agency has been awarded \$750,000 from the State Division of Housing and that an award letter was signed by the governor's office. Staff has been working on final negotiations and documents needed to be able to close on a property for this purpose, and this closing is tentative scheduled for the end of the year.

CARE Housing Management

Housing Catalyst has created a new staffing plan and has been assisting CARE Housing with

recruitment for key vacant staff positions. Ms. Brewen spoke about the work being done to fill the volume of vacancies that were in place. She mentioned that CARE Housing is in the final phase of its search for a new executive director.

## **V. Action Items**

### Mason Street Property Documents and Loan

Ms. Brewen presented Resolution 17-19 approving the acquisition of the Mason Street property. She presented a handout which detailed the financing structure created by Chief Financial Officer, Duane Hopkins. The board discussed acquisition terms and the timing of the Low Income Housing Tax Credit application. Commissioner Mathis made a motion to approve Resolution 17-19 authorizing the purchase and loans for the Midtown Arts Center as an adaptive reuse development for 60 affordable apartments. Commissioner Cunniff seconded and the motion passed unanimously.

## **VI. Discussion Items**

### Updated Development Team Selection Process

Ms. Brewen explained that the board's Development Committee has held discussions on the Request for Proposals process and has decided to solicit proposals for certain consulting functions separately rather than packaged in teams. Commissioner Mathis explained the discussion and reasoning, and changes made. The board discussed the development team selection committee and board role. With Mary Davis' input acting as board counsel, the board agreed they would like the development committee to act in an advisory role to staff. In the case of an upcoming request for proposals for architect and other development services, the board consensus was for the board members to audit the process but not be voting/scoring members of the selection committee. The selection of architect and other high level services can then be brought back to the Board of Commissioners to ratify the staff decision. Staff will work on a recommendation for a threshold for which the Board would ratify a staff decision in regard to procurement of development team services.

### Ethics Policy Draft and Discussions

Commissioner Mathis presented a draft Ethics Policy that was prepared in response to recent Commissioner's trainings. Commissioner Cunniff and Commissioner Staudinger would like time to review the policy in further detail as it pertains to their roles. The policy review and conversations will continue at the next board meeting.

### Retreat Follow-up

Ms. Brewen has summarized the retreat notes for Commissioners Bye and McFaddin, who will meet to discuss the next steps of this visioning work. Ms. Brewen mentioned that staff will be able to use much of the Board visioning work in the course of updating the Housing Catalyst Five Year Plan document.

## **VII. Legislative Issues/Updates**

Ms. Brewen mentioned that a real estate transfer fee and affordable housing trust fund are anticipated to be discussed by the legislature at the state level in the upcoming session. Commissioner Cunniff mentioned that the impact of the Federal Tax Plan may have some impact

on revenue at the State level. There was discussion about the City of Fort Collins' Affordable Housing Capital fund and Ms. Brewen explained that Housing Catalyst will want to apply for its new Permanent Supportive Housing development very soon, but City Council has not yet approved a plan for distribution of this funding. Commissioner Cunniff noted that the City Council will be discussing this item at a January 22 meeting. Commissioner Cunniff also noted that the City Council will be reviewing a proposal for income qualified utility rates at an upcoming January meeting.

### **VIII. Monthly Activity Report**

Michele Christensen, Director of Program Development, gave a presentation about the Partnership for Age Friendly Communities.

### **XI. Legal Issues**

None.

Ms. Brewen did speak about the laws, regulations and policies that prohibit people on the registered sex offender list from federal housing programs.

### **XI. Adjournment**

Chairperson Bye adjourned the meeting at 9:05 a.m. The next meeting will be held on January 18, 2018.

These minutes approved, this 18th day of January, 2018, at a regular meeting of the Board of Commissioners of Housing Catalyst.

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David Bye, Chairperson

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Julie J. Brewen, Secretary