

Minutes of the Regular Meeting of Housing Catalyst  
1715 W. Mountain Avenue, Fort Collins, CO 80521  
November 15, 2018

**Commissioners Present**

David Bye  
Cathy Mathis  
Ross Cunniff  
Hepburn Wilkins  
Nicole Staudinger  
Ann Green

**Commissioners Absent**

Jake Joseph

**Staff Present**

Julie Brewen  
Kim Iwanski  
Michele Christensen  
Traci McGraw  
Jim Martell  
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 7:30 a.m.

**II. Citizen Input**

None.

**III. Approval of Minutes**

Minutes of the Regular Meeting of October 18, 2018

Commissioner Cunniff made a motion to approve the minutes of the regular meeting held on October 18, 2018. Commissioner Green seconded the motion and the motion passed unanimously.

**IV. Staff Updates**

Mason Place Development

Ms. Brewen spoke about the Development Committee meeting held the week prior. Work is being done to secure the line of credit funding. Requests for proposals for investors and lenders are scheduled to go out at the beginning of the year.

Village on Shields

Ms. Brewen mentioned that landscaping was added to the scope of work, but it cannot be completed before end of December. Without its completion it won't go into the basis and will have to be funded separately, probably with sale proceeds of the RAD units. She is more comfortable that we will meet the lease-up requirements now. Commissioner Green shared a comment about a long-time resident who had good things to say about the project. Commissioner Staudinger inquired about the responsibility of the compliance. Ms. Brewen spoke about staffing.

Village on Horsetooth

Ms. Brewen announced that the October lease-up target has been met.

Jennifer Poznavic, Revenue & Project Manager with the City of Fort Collins, gave a presentation to the development committee about proposed fee updates. The committee decided there isn't a

desire to promote it due to the total fee stack. Commissioner Cunniff spoke about the different ways to calculate the fees. The committee also spoke about the City Plan update.

## **V. Action Items**

None.

## **VI. Discussion Items**

### Housing Choice Voucher 5-Year Funding Analysis

Ms. Brewen presented the report prepared by Mr. Duane Hopkins, Chief Financial Officer/Deputy Director. Commissioner Cunniff shared the memo with council and used it in conversations to consider funding.

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

A comment was made that the House of Representatives is now represented by all three government branches. Commissioners and staff are interested to see who the appointee will be for Division of Affairs.

Ms. Brewen reminded the board of the NAHRO Advocacy tool.

Commissioner Cunniff mentioned that Council is the middle of preparing the budget with a second reading set for Tuesday. There seems to be a lot of controversy on the “time of use” utility rates. The City will do an analysis in a year of the entire population. He thought it would be interesting to gather data on the households whose utilities we pay.

## **VIII. Activity report**

### National Association of Housing and Redevelopment Officials (NAHRO) National Conference

Commissioners who attended the NAHRO Conference spoke about their experience. Ms. Brewen announced that Commissioner Joseph worked on revising the Commissioner’s training and will be sending an invitation for one in March. Commissioner Joseph also serves on the new Diversity & Inclusion committee. Commissioners in attendance accepted the NAHRO Award of Excellence for Project Design of Village on Redwood.

Commissioner Mathis spoke about the Moving to Work session she attended. She stated that there is not much to take advantage of. She toured Atlanta Housing Authority developments, which are done through partners with consultants.

### Office of Inspector General Rental Assistance Demonstration Audit

Ms. Brewen referred to the the audit taking place and the status so far. She spoke about the extensive timeline given and mentioned that the audit process also involves auditing the Denver HUD field office.

## **IX. Legal Issues**

Commissioner Wilkins made a motion to enter into Executive Session pursuant to CRS 24-6-

4034(b)(f) for the purpose of the board to discuss legal advice. Commissioner Cunniff seconded.

The board entered into Executive Session at 7:56 a.m.

Executive Session ended at 8:03

**X. Activities/Other Business**

**X. Adjournment**

Chairperson Bye adjourned the meeting at 8:03 a.m. The next meeting will be held on December 20, 2018.

These minutes approved, this 20<sup>th</sup> day of December, 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