

AGENDA

APCHA Board Meeting – Regular Meeting
Zoom or In-Person at BOCC Meeting Room – 530 E Main St
Wednesday, August 16, 2023



4:00 PM, Zoom Meeting (see instructions below)

For Public Comment, please see below to schedule

Rules of Decorum - APCHA Board meetings shall be conducted in a fair and impartial manner that allows the business of APCHA to be effectively undertaken. Citizens, APCHA staff and APCHA Board members alike must be allowed to state their positions in a courteous atmosphere that is free of intimidation, profanity, personal affronts, threats of violence, or the use of APCHA as a forum for politics. All remarks shall be directed to the APCHA Board as a whole, not to APCHA staff or to the public in attendance. Members of the public shall not approach the dais without first seeking and obtaining the permission of the Chairperson or presiding officer. Warnings may be given by the Chair at any time that a speaker does not conduct himself or herself in a professional and respectful manner, and anyone whose language or behavior impedes the orderly conduct of an APCHA Board meeting shall, at the discretion of the presiding officer, be barred from speaking further and may be ejected from the meeting.

Online through Zoom Meeting below:

[Join Meeting](#) or call: (US) +1 (669) 900 6833. Meeting ID: 818 0459 8138. Meeting password APCHA0816 (If calling in, the password is: 626916395)

4:00 PM **Call to Order, Chairperson Carson Schmitz**

ROLL CALL

4:02 – 4:10 **Public Comment (3-minute limit) – Public must request to make public comment at least 15 minutes prior to this meeting by calling 970-920-5455 or e-mail cindy.christensen@aspen.gov**

4:10 – 4:20 **APCHA Board of Director’s Comments (Optional)**

4:20 – 4:30 **Executive Director’s Comments/Staff Update**

- Executive Director Updates – Gillen
- Signing up for notifications/Available Rental and Sale Units - Christensen

4:30 – 4:32 **Agenda Amendments (if requested)**

4:32 – 4:35 **Consent Calendar (may be adopted together by a single motion)**

- Minutes of the August 2, 2023, Regular Meeting

4:35 – 6:00 **Deliberation and Decision on the Dr. David Singer’s Appeal to the APCHA Board appealing the Hearing Officer’s written decision regarding Dr. David Singer’s lease termination**

Executive Session (if needed: For a conference with APCHA attorney for purpose of receiving legal advice under C.R.S. Section 24-6-402(4)(b) regarding Dr. David Singer’s Appeal to the APCHA Board appealing the Hearing Officer’s written decision regarding Dr. David Singer’s lease termination

6:00 – 6:30 **Executive Session: For a conference with APCHA attorney for purpose of obtaining legal advice under C.R.S. Section 24-6-402(4)(b) and 24-6-402(4)(e)(1), in determining a position relative to matters subject to negotiations in *Highlands Villas, LLC v. APCHA, Case No. 2023 CV 30067-2***

Informational Memo on the 2023 Work Plan and proposed 2024 Work Plan (review and discussion scheduled for September 6, 2023)

Adjourn

NEXT REGULAR MEETING: SEPTEMBER 6, 2023, In-Person and/or via Zoom

NOTE: Times are approximate. Agenda items may be heard prior or after the estimated times shown.



Strengthening Community Through Workforce Housing

FUTURE LONG-TERM AGENDA ITEMS

As of August 16, 2023

Below are tentative dates for discussion on the specific items. This is subject to change.

September 6, 2023 – 4 p.m. – In-person or Zoom

- 2023 Work Plan recap and work on 2024 Work Plan
- Regulation discussion

September 20, 2023 – 4 p.m. – In-person or Zoom

- Possible Regulation discussion

October 4, 2023 – 4 p.m. – In-person or Zoom

- Possible Regulation discussion

October 18, 2023 – 4 p.m. – In-person or Zoom

- 3rd Quarter HomeTrek update – A Miller
- Review of 2024 Budgets

November 8, 2023 – 4 p.m. – In-person or Zoom (tentative date)

- Possible Regulation discussion

December 13, 2023 – 4 p.m. – In-person or Zoom

- Approval of 2024 Budgets



**MINUTES OF THE AUGUST 2, 2023
REGULAR MEETING OF THE
ASPEN/PITKIN COUNTY HOUSING AUTHORITY**

CALL TO ORDER: Chairperson Carson Schmitz called the APCHA Board Meeting of August 2nd, 2023, to order. The meeting was held in person and through Zoom Meetings.

ROLL CALL: Peter Grenney, John Ward, Carson Schmitz, and Alycin Bektesh were present. Ward Hauenstein and Kelly McNicholas-Kury were present via Zoom. Francie Jacober and John Ward were absent.

Staff Members in Attendance: Cindy Christensen, Deputy Director Housing Operations and Property Management; Jackie Marinaro, Compliance Analyst; Andrew Miller, Business Analyst; Karen Bromka, Administrative Specialist; and Michael Healey, Administrative Specialist were present.

PUBLIC COMMENT: There being no public comment, Schmitz closed the meeting to Public Comment.

APCHA BOARD OF DIRECTOR'S COMMENTS:

- McNicholas-Kury had no comment.
- Hauenstein had no comment.
- Bektesh stated that the Burlingame III applications are open and expressed excitement about this. She mentioned that residents should get their application in. She welcomed Peter Grenney to the Board.
- Grenney was happy to be at the meeting and serve as alternate.
- Schmitz welcomed Grenney and stated that as alternate his voice counts the exact same as everyone else. He stated that Grenney was a voting member at this meeting.

Executive Director's Comments/Staff Update:

- Christensen stated on behalf of Gillen that Burlingame III bidding is open. Ads and brochures are out in English and Spanish. APCHA newsletter to come out in the next week or two, and the focus is going to be on Burlingame III. She reminded the public to keep an eye on our website to stay up to date. The first set of sales applications are due by August 11th.
- McNicholas-Kury asked if we had the staff compacity to help Spanish applicants and offered County resources in processing these applications. Christensen responded that we have staff members who speak Spanish that could help as needed.
- Christensen stated that APCHA had some rental units that closed at 3:00 p.m. today, and APCHA has two other sales: a Category 5 home at Woody Creek, and a one-bedroom Category 5 right off of Cemetery Lane. If members of the public are interested, please check the APCHA website and sign up for notifications.
- Grenney asked if there was a wait list for rental units. Christensen stated there is no wait list. It took too much time when APCHA had one. APCHA advertises rentals through the APCHA website. APCHA has a priority system based on longest work history for APCHA managed rentals. For other privately

managed properties such as Castle Ridge or Centennial, the public should contact them directly. Privately managed rentals may have their own waitlist or can be first come first serve.

AGENDA AMENDMENTS: There were no proposed amendments to the agenda.

CONSENT CALENDAR: Hauenstein made a motion to approve the consent calendar. McNicholas-Kury seconded the motion. **ROLL CALL VOTE:** Schmitz, Bektesh, McNicholas-Kury, Hauenstein, and Grenney voted yes. Motion passed.

Second Quarter Presentation on HomeTrek Statistics

- Miller presented the 2nd Quarter HomeTrek Report to the Board.

Review 2023 Work Plan and Work on 2024 Work Plan: This was moved to the end of the meeting as Gillen had not joined the meeting yet.

Executive Session: Schmitz made a motion to go into Executive Session at 4:35 p.m. For a conference with the APCHA attorney for the purpose of receiving legal advice under C.R.S. Section 24-6-402(4)(b) on the following pending cases:

- McIntyre v. APCHA, Case No 2022 CV 30094
- Highlands Villas v. APCHA, Case No. 2023 CV 30067
- Singer v. APCHA, DORA Charge No. H2300016604

Bektesh seconded the motioned. **ROLL CALL:** McNicholas-Kury, Hauenstein, Grenney, Schmitz, and Bektesh voted yes. Motion passed.

Bektesh made a motion to come out of Executive Session at 5:48 PM; Grenney seconded the motion. **ROLL CALL VOTE:** Grenney, Schmitz, Bektesh, McNicholas-Kury, Hauenstein voted yes. Motion passed.

Review 2023 Work Plan and Work on 2024 Work Plan: Staff was unable to add Gillen into the meeting; therefore, this item was tabled to the next meeting. Bektesh requested APCHA staff include notes for the review of the 2023 Work Plan and the 2024 Work Plan in the next packet for the Board to prepare for the discussion in September.

Hauenstein made a motion to adjourn the meeting; McNicholas-Kury seconded the motion. **ROLL CALL VOTE:** Grenney, Schmitz, Bektesh, McNicholas-Kury, Hauenstein voted yes. Motion passed. Board meeting adjourned at 5:57 p.m.

THE ASPEN/PITKIN COUNTY HOUSING AUTHORITY

Carson Schmitz, Chairperson

Matthew Gillen, Secretary



INFORMATIONAL MEMORANDUM ONLY

TO: APCHA Board of Directors

FROM: Matthew Gillen, Executive Director

DATE: August 16, 2023

DATE OF MEETING: September 6, 2023

SUBJECT: Draft Work Plan

ISSUE: This is an informational memo only for a future discussion and review of the draft 2023-24 APCHA work plan on September 6, 2023.

The plan reflects input and values from:

1. The Pitkin County Strategic Plan: “diverse and livable housing options”
2. The City of Aspen Affordable Housing Strategic Plan: “APCHA Compliance Actions, APCHA Policy Actions to Increase Number Of Available Units, APCHA Policy Actions to Improve The Sustainability Housing Inventory”
3. The APCHA City of Aspen Compass Plan: “Housing Stock Sustainability, Sell the APCHA Story, Improve Internal Productivity.”

Most importantly, the work plan operationalizes values and goals from the current APCHA strategic plan. The plan applies all five strategic goals:

1. Organizational excellence: Staff development, HomeTrek, Qualifications
2. Housing stock wellbeing: Capital reserve study, audits, rightsizing, qualifications, essential repairs pilot
3. Social compact: Audits, communication
4. Public trust: Audits, qualifications, outreach coordinator, statistics dashboard
5. Build community: outreach coordinator



APCHA Team: We will continue to develop excellence with the APCHA team. This involves continued professional development for all team members in both hard and soft skills. An example is more team members taking the “Our Community Listens” three-day course by the Chapman Foundation for Caring Communities to enhance interpersonal and listening skills both internally and with clients. We will review and enhance operating procedures in both qualifications and property management for internal efficiency and client experience.

HomeTrek: We will push to make HomeTrek data more easily accessible to the public to reflect certain trackable statistics. This is to increase transparency and trust from the public. HomeTrek will continue to be a useful tool for Board decisions.

Compliance: We will use the first round of owner audits to guide compliance decisions and focus areas. Will survey owners of “scattered sites” on their use of their properties.

Regulations: A robust and comprehensive review of regulations will advance Board policy objectives and enhance the public user experience.

Community Engagement: Will hire a community outreach coordinator with a specific mandate to increase coordination with HOAs as partners in housing stock sustainability.

Housing Stock Sustainability: Three innovative programs will be live and analyzed to increase understanding of beneficial policies to enhance the longer-term sustainability of our housing stock.