



*Strengthening Community Through Workforce Housing*

**MINUTES OF THE APRIL 3, 2019  
REGULAR MEETING OF THE  
ASPEN/PITKIN COUNTY HOUSING AUTHORITY**

**CALL TO ORDER:** Ron Erickson, Chairperson, called the Regular Meeting to order at 5:01 p.m. The April 3, 2019 meeting was held in the Board of County Commissioners Room, Pitkin County Building, 530 E Main Street.

**ROLL CALL:** Ron Erickson, Rick Head, Valerie Forbes, Carson Schmitz, Dallas Blaney, and Becky Gilbert were present. Chris Council and John Ward were absent.

Staff Members in Attendance: Mike Kosdrosky, Executive Director; Cindy Christensen, Deputy Director; Bethany Spitz, Compliance Manager; and Andrew Miller, Administrative Assistant II.

**Rules of Decorum:** The Rules of Decorum for APCHA Board Meetings were read by Valerie Forbes.

**PUBLIC COMMENT:** Erickson opened the meeting to Public Comment for anything not part of the agenda. There was none.

**EXECUTIVE DIRECTOR COMMENTS:**

- Kosdrosky thanked Kim Newcomer of Slate Communications for coming to the board meeting as well as meeting 10-15 stakeholders earlier that day. Kosdrosky stated that in collaboration with Slate Communications, APCHA is trying to educate the public as well as get their input on what automation they would like to see. Head asked if Kosdrosky wanted questions from an earlier email answered; Kosdrosky said yes. Newcomer said she would meet any board member in person or through phone/email contact.

**DIRECTOR COMMENTS:**

- Forbes stated that she was glad that the election was over and that hopefully the elected officials will follow through with all the talk regarding governance and other portions of APCHA.

**CONSENT CALENDAR:**

- Erickson asked a question regarding Resolution No. 06 and why the decision was not to put this unit through the lottery process. Kosdrosky stated that allowing APCHA to purchase the unit allows for an inspection of the unit as well as the condominium documents. Kosdrosky also stated the opportunity to own the unit allows APCHA to verify the unit is up to code and place a recorded deed restriction on the property. APCHA would like to evaluate the unit as potential use for own staffing purposes. That could be tied to finding the right qualified candidate. Erickson asked if part of the APCHA budget goes to mitigate for housing needs. Kosdrosky stated that it does. Christensen stated they charge a specific amount per person

depending on the number of staff in a department. Spitz explained how the sales price was derived. Erickson made a motion to approve the Minutes of March 20, 2019 Regular Meeting, and Resolution No. 06 (Series of 2019), Appropriating an Expenditure of up to \$220,000 to Purchase the Deed-Restricted Property known as Unit 6, Ajax Condominiums, 107 Aspen Mountain Road; Head seconded the motion. All were in favor. Motion passed.

#### 1st Reading:

- Resolution No. 04 (Series of 2019), Adopting Amendments to the Guidelines redefining the Emergency Worker Procedure and Definition: Phylis Mattice, Pitkin County Assistant Manager, stated that she and Christensen reviewed the categories to be sure they were complete. Head made a motion to approve Resolution No. 04 (Series of 2019), Adopting Amendments to the Guidelines redefining the Emergency Worker Procedure and Definition and scheduling the Public Hearing for April 17, 2019; Gilbert seconded the motion. Roll Call Vote: Head, Forbes, Erickson, Schmitz, Blaney, and Gilbert voted yes. Motion Passed.
- Resolution No. 05 (Series of 2019), Adopting Amendments to the Aspen/Pitkin County Employee Housing Guidelines Creating a Hearing Officer Position and Adopting a Schedule of Fines: Head asked about the changed language on page 8. Christensen recommended a change to Section 5, B, 2c to read as follows: ***THE NOV SHALL PROVIDE THAT THE PERSON CHARGED IN THE NOV MAY, WITHIN FIFTEEN (15) DAYS OF THE DATE OF THE NOV, REQUEST IN WRITING A HEARING BEFORE THE APCA HEARING OFFICE IN ACCORDANCE WITH THESE GUIDELINES ...*** Head also asked what would stop someone from appealing on every case. Kosdrosky stated that the only way to challenge the ruling is on the procedure, not the merits of the decision. Erickson stated that if the Board says no to an appeal, the person can always take the decision to court. Blaney asked if APCA must require legal representation to bring a case before the board, he also stated that he was worried on "loopholes" being taken advantage of. Spitz stated that she did not believe APCA could require legal representation. Kosdrosky stated that the public forum will take place at the next APCA Board Meeting which gives the opportunity for the public to ask any questions. Head made a motion, subject to the changes made above by Christensen, to approve Resolution No. 05 (Series of 2019), Adopting Amendments to the Aspen/Pitkin County Employee Housing Guidelines Creating A Hearing Officer Position and Adopting a Schedule of Fines and scheduling for Public Hearing on April 17, 2019; Schmitz seconded the motion. Roll Call Vote: Gilbert, Blaney, Schmitz, Erickson, Forbes, and Head voted yes. Motion Passed.

#### Discussion:

- Streamlining the Guidelines: Spitz stated that APCA staff have been working on separating out policy from procedure. The goal is to make it clearer and easier to read. Spitz stated that in the next couple of weeks Smith and Kosdrosky will look through the proposed changes

prior to them being sent to the board. Spitz also stated that the board will be provided with a marked-up version and a clean version. Spitz stated that almost 50 pages have been cut from the original document. Spitz stated there are no major policy changes in this round of revision. Erickson asked when the board would see the revisions. Spitz stated the first board meeting of May.

- Spitz provided an update on the biennial affidavit stating that currently APCHA has around a 70% completion rate. There was a small press release in the paper. She also stated that a paper copy will be sent out soon to those who have not responded via email.

**Sara Ott, Interim City Manager:**

- Ott stated that she wanted to make it a point to introduce herself to the APCHA board as well as give an update of the position. Ott explained how she has organized the City as well as explaining how she has arranged projects asked by the City Council. Ott also stated that the City of Aspen is in the process of recruiting a Communications Director. Blaney suggested adding another area, employee retention and satisfaction. Ott stated that internally the City has an organizational development area that is not necessarily shared with the community and that a lot more time could be spent on this as a government employer.
- Ott discussed future development projects including the three rental public/private partnership projects with Aspen Housing Partnerships, Burlingame Phase III, Water Place Phase II, and BMC West. Erickson asked that when the process gets further along if Ott will avail to the expertise and opinions of the APCHA Board. Ott stated that the board should attend community meetings, where their opinions will be heard as well as the board getting to hear community opinions.
- Ott stated that RFPs for the recruitment of a new city manager are being evaluated and a recommendation will be made on April 22, 2019 for a recruitment firm. She stated that once the contract is awarded, there will be a community engagement process for what the community is looking for as well as what are the priorities needed to make them successful. Ott stated she is leaving the hiring of an assistant city manager to the new city manager.
- Ott stated that the City is also recruiting for temporary fellowship positions and was pleased with the number of staff who have expressed their interest as she wants to get the best value out of those staff members.

**Kim Newcomer, Slate Communications:**

- Housing Information Management System (HIMS) Public Outreach and Education Presentation: Newcomer updated the board on how Slate Communications is working with APCHA on outreach and communication efforts with the community. Newcomer discussed how the implementation of HIMS is connected to the larger role of communication for APCHA and the community and that these are flexible conversations. Newcomer gave a presentation on the APCHA HIMS Communication plan. After the presentation Newcomer stated that she will come back and share revisions to the plan in a few weeks' time.

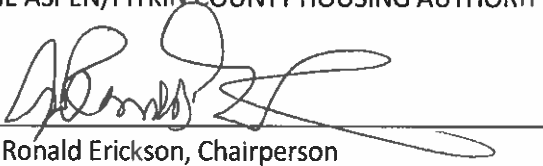
- Blaney stated that he views HIMS as a “Benjamin Button,” as it could make APCHA a leader again. Erickson asked if we could come up with a name that doesn’t have to mean anything, possibly something more of a visual image name. Newcomer stated that the next round will have some more meat on it, then to create a new timeline around the purchasing.
- Erickson asked how the RFPs were going. Kosdrosky stated the deadline for submissions is 2:00 p.m. on April 4, 2019. Kosdrosky stated that he is cautiously optimistic; a review/selection team has already been formed along with subject matter experts to review through the month of April.

**Miscellaneous Attachments/Information:**

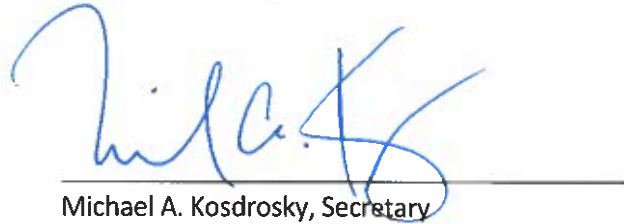
- Future Agendas: There was no discussion on future agendas.

The meeting was adjourned at 6:28 p.m.

THE ASPEN/PITKIN COUNTY HOUSING AUTHORITY



A. Ronald Erickson, Chairperson



Michael A. Kosdrosky, Secretary