



820 Black Bear Road, Unit G-17  
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## **AGENDA**

### **SAN MIGUEL REGIONAL HOUSING AUTHORITY REGULAR MEETING**

**Monday, March 7, 2022 @ 1:00 PM**

**Via Zoom**

**ID# 484.178.1222 PW: Board**

#### **I. CALL TO ORDER**

#### **II. INTRODUCTION**

Pam Shifrin, At Large Board Member

#### **III. PUBLIC DISCUSSION**

No more than five minutes per person

#### **IV. APPROVAL OF MINUTES**

February 28, 2022

#### **V. ACTION ITEMS**

- A. Appointment Chair, Vice Chair, Temporary Secretary
- B. Approval SMRHA FY 22 Budget
- C. Review SMRHA MOU
- D. Review SMRHA Legal Services RFQ

#### **VI. OTHER BUSINESS**

#### **VII. EXECUTIVE SESSION**

Discussion pursuant to 24-6-402(4)(e) C.R.S. Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators.

#### **VIII. ADJOURN**

**Next Scheduled Meeting**

**April 18, 2022**

**1:00 PM**

This agenda is subject to change including the addition of items or the deletion of items at any time. The lengths of discussions may be shorter or longer, at the Board's discretion. If you are planning to come speak to a matter, let the Executive Director know by calling 728-3034, ext. 3.



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## SAN MIGUEL REGIONAL HOUSING AUTHORITY

### SPECIAL MEETING MINUTES

Monday, February 28, 2022

The meeting was called to order 1:05pm by Mike Bordogna, acting chair. Present were Directors Waring, Bordogna, Sund and Christy and from the public Amy Markwell, SMC County Attorney and Lois Major, SMC Special Attorney.

- I. **REVIEW OF AGENDA-** item IV.A stricken, due to missing info needed- will be considered at the 3/7/22 meeting
- II. **NEW BUSINESS**
  - A. **Review of At-Large Board Members Letters of Interest-** four letters received. Group discussed community knowledge and related experience described by applicants - unanimous agreement on selecting Pam Shifrin.
  - B. **Review SMRHA Manager Applications-** seven applications received through SMC HR department. Request was made to solicit written answers and short video statements from five applicants. Narrowing of applicants will happen at 3/7/22 meeting in executive session.
- III. **ACTION ITEMS**
  - A. **Approval SMHRA FY 2022 Budget-** postponed
  - B. **Adoption of Notice of Violation Protocol-** overview of a draft template was shared by Lois Major, taken from the Town of Telluride example. No action taken
  - C. **Appoint Designee to Negotiate NOV's on SMRHA's Behalf-** this item was a misunderstanding. It related to the ability to negotiate on behalf of the THA and SMCHA, not SMRHA- no action needed.
- IV. **OTHER BUSINESS**
  - A. **Status of IGA between the Town of Telluride and San Miguel County-** Bordogna gave an update that a draft had been sent to the Telluride Town manager and attorney and would be discussed by the county commissioners on 3/2/22.
  - B. **Board Availability for the April 4, 2022 Scheduled Board Meeting-** Many board members will be absent for the 4/4/22 meeting, decided to reschedule for 4/18/22 at 1pm. Next meeting on 3/7/22 was clarified to begin at 1pm

**RESOLUTION**

**2022-01**

**Appointment of Chair**

RESOLVED, that \_\_\_\_\_ is appointed as Chair to serve until a successor shall be duly elected, unless she resigns, is removed from office or is otherwise disqualified from serving as an officer of the Authority, to take her respective office immediately upon such appointment.

RESOLVED, APPROVED AND ADOPTED BY THE SMRHA BOARD OF DIRECTORS on the 7<sup>th</sup> day of March 2022.

By: \_\_\_\_\_

By: \_\_\_\_\_

**RESOLUTION**

**2022-02**

**Appointment of Vice Chair**

RESOLVED, that \_\_\_\_\_ is appointed as Vice Chair to serve until a successor shall be duly elected, unless he resigns, is removed from office or is otherwise disqualified from serving as an officer of the Authority, to take his respective office immediately upon such appointment.

RESOLVED, APPROVED AND ADOPTED BY THE SMRHA BOARD OF DIRECTORS on the 7<sup>th</sup> day of March 2022.

By: \_\_\_\_\_

By: \_\_\_\_\_

**RESOLUTION**

**2022-01**

**Appointment of Secretary**

RESOLVED, that \_\_\_\_\_ is appointed to the office of Secretary to serve until a successor shall be duly elected, unless she resigns, is removed from office or is otherwise disqualified from serving as an officer of the Authority.

RESOLVED, that the Secretary is hereby authorized to do and perform any and all such acts, including execution of any and all documents, as the Board shall deem necessary or advisable, to carry out the purposes and intent of the foregoing resolution,

RESOLVED FURTHER, that any actions taken by such officer prior to the date of the foregoing resolution adopted hereby that are within the authority conferred thereby are hereby ratified, confirmed, and approved as the acts and deeds of this Authority.

RESOLVED, APPROVED AND ADOPTED BY THE SMRHA BOARD OF DIRECTORS on the 7<sup>th</sup> day of March, 2022.

By: \_\_\_\_\_

By: \_\_\_\_\_

**San Miguel Regional Housing Authority  
Draft Budget  
FY 2022**

<b>Funding</b>	
Housing Voucher Program	17,789
San Miguel County	92,625
Town of Telluride	92,625
<b>Total Funding</b>	<b>203,039</b>

<b>Expense</b>	
<b>Payroll Expenses</b>	
Position 1	80,000
Postion 2	35,000
PERA	16,330
Medicare	1,668
SUTA	345
Health Insurance	22,680
Worker's Comp	300
<b>Total Payroll Expenses</b>	<b>156,323</b>

<b>Operating Expenses</b>	
Accounting Software	840
Advertising	1,800
Auditing Services	6,200
Cleaning Services	1,530
Computer Software/Hardware	9,763
Conference Training	800
Copier Lease & Maintenance	1,751
Dues & Memberships	620
Insurance	3,152
IT Services	1,500
Legal services	6,000
Misc. Expense	800
Office Supplies	600
Outreach	900
Payroll Expenses	1,479
Postage	650
Rent	10,272
Telephone	3,095
Travel	500
Website	600
<b>Total Operating Expenses</b>	<b>52,851</b>

<b>Total Expenses</b>	<b>209,173</b>
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**Reserves** (6,135) will be applied to the payroll liabilities

## Draft MOU for SMRHA 2022 Partnership

9/13/21

**Background:** with the withdrawal of the Town of Mountain Village from the 2007 IGA for SMRHA effective 12/14/21, San Miguel County (SMC) seeks a partnership with the Town of Telluride (ToT), referred to as the Entities, to continue the key duties offered by SMRHA.

**Staffing:** We would seek to reorganize the staffing model of the organization with two employees that can administer the key duties of the organization. Either SMC or the ToT would employ the two employees: one full-time Manager at 30-40 hours/week) and one part-time at up to 20 hours/week.

**Employee oversight:** The SMRHA manager would report and be overseen by the Board of SMRHA, comprised of the Managers of the ToT and SMC. The part-time employee would be overseen by the SMRHA Manager.

**Governance:** The SMRHA Board (SMB) would consist of the ToT Manager and the SMC Manager. The SMB would provide updates to their respective elected bodies. A more detailed IGA can be created if desired by the respective elected bodies.

**Costs:** Would be split equally for 2022. Currently we each spend approximately \$92K/year, plus approximately \$16K from the DOH for a total budget of \$294K. Draft 2022 budget is attached as Exhibit A. With the reduction in personnel expenses due to lower staffing levels, it is anticipated that the approximate cost share would decrease from the current \$92K to approximately \$75K for each entity.

If the time allocation remained consistent in 2022, the anticipated cost breakdown would equate to a split of all costs equally. At the end of 2022 if it is determined that the time spent on services for one entity was significantly higher than the other, a potential adjustment may be made to the cost share for the following year.

**Services:** The scope of services may be determined by mutual agreement based off an annual work session of ToT Town Council and the SMC commissioners to make any additions to the annual scope of services, which includes several ongoing tasks outlined in Exhibit A

**New IGA-** Can be created, if desired, to change the existing IGA from a three member SMRHA Board to a two party agreement and to identify, reporting structure, duties, cost recovery and more. The two parties can work together to create mutually agreeable Intergovernmental agreement, if desired, that would be effective 1/1/22.

### Exhibit A- Scope of services:

- SMRHA Board meetings
- Education and community outreach
- Application Management

- Property sale/ Resale management
- Lottery administration
- Compliance administration
- Deed Restriction violation enforcement
- Records management
- THA/SMHA Housing authority sub administration
- Research
- Reporting- to entities
- + whatever additional services the entities agree to add in their annual work session

**Exhibit B- draft budget proposal**

SMRHA Proposed Budget- overhead amounts attached in email. Manager wage of \$30.05 (40 hours) and Part time employee at \$20.74 (20 hours). This would create a benefits/payroll expense cost of approximately \$20K. With a payroll liability of approximately \$105K plus the overhead costs of \$44K, the total cost would be \$149K, split equally would cost the entities \$75K each.

Signed by an authorized representative for SMC                      Date

Signed by the authorized representative for ToT                      Date

# DRAFT

## San Miguel Regional Housing Authority Legal Services- Request for Qualifications

March 7, 2022

1. **ISSUING ENTITY:** San Miguel Regional Housing Authority, Mike Bordogna, Director
2. **PROJECT PURPOSE:** San Miguel Regional Housing Authority (SMRHA) is issuing this Request for Qualifications (RFQ) for the purpose of selecting a qualified and experienced firm to provide legal services on a contract basis to the regional housing authority.
3. **SCOPE OF WORK:** On an as-needed/requested basis, the selected firm will provide legal review, interpretations and advice pertaining to deed restricted housing documents and to the SMRHA Board and Manager. Work can be done remotely.

### Scope includes:

Written legal interpretations, legal memos, document review and attendance at meetings remotely if requested to advise the Directors and/or Manager of SMRHA.

### 4. SCHEDULE:

- RFQ Issued: 3/8/2022
- Questions: 3/14/2022
- Submission Deadline: 3/21/2022
- Selection of Contractor: 3/22/2022
- Commencement of Work: As early as possible as mutually agreed upon

5. **INQUIRIES:** Additional information or clarifications about this RFQ can be obtained by contacting Mike Bordogna, County Manager and SMRHA Director at [mikeb@sanmiguelcountyco.gov](mailto:mikeb@sanmiguelcountyco.gov). Questions must be submitted in writing by Monday, March 14 at 5pm.

### 6. SUBMITTAL:

Submission Deadline: 3/21/2022 at 5pm

Submissions shall be transmitted electronically. Submissions may be emailed to [Mikeb@sanmiguelcountyco.gov](mailto:Mikeb@sanmiguelcountyco.gov).

A copy of the RFQ and associated documentation may be obtained on the County's website at \_\_\_\_\_

7. **PROPOSAL CONTENTS:** A duly authorized official must sign statements of qualifications. Consortia, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual

responsibility rests solely with one contractor or legal entity that is not a subsidiary or affiliate with limited resources. Each submittal should indicate the entity responsible for execution on behalf of the team. Firms or teams will be evaluated, among other things, as to relevant experience in affordable housing, deed restrictions, demonstrated ability to begin and complete the work; and feedback from references.

Proposals must include the following information:

- A. Firm identification: Name and Address of firm(s) and identification of lead consultant.
  - B. Firm Composition: Identify all key firm and staff members for this project, indicating their respective roles and responsibilities and related experience and qualifications. Include resumes and references.
  - C. Firm Qualifications: Provide descriptive materials of the Consultant's recent similar work. These materials should demonstrate significant expertise and experience in the following fields: land use concepts and regulation, community planning, and affordable housing.
  - D. Fee Structure/Budget: The specific budget has not been identified or determined. Describe the proposed fee basis for services and related activities on an hourly basis.
  - E. References: Provide Names, Addresses and telephone numbers of at least three client references to whom the applicant has provided services similar to the project described in the RFQ.
- 8. REJECTION OF SUBMISSIONS:** SMRHA reserves the right to reject any or all submissions, to waive informalities and irregularities in the submissions received, and accept any portion of any submission if deemed in the best interest of the County.
- 9. OWNERSHIP OF RESPONSE MATERIAL:** All materials submitted regarding this RFQ become the property of SMRHA. Information submitted is subject to the Colorado Open Records Act.
- 10. INCURRING COST:** SMRHA is not liable for any cost incurred by entities prior to executing a contract or purchase order.
- 12. INSURANCE:** It is desirable that respondents carry insurance in the approximate amounts set forth below. Respondents who carry lower limits should state so in the proposal.
- A. Commercial General Liability Insurance: Comprehensive general liability insurance insuring against any liability for personal injury, bodily injury or death arising out of the performance of the Services with at least One Million Dollars (\$1,000,000) each occurrence.
  - B. Professional Liability Insurance: Errors and omissions professional liability insurance insuring Contractor against any professional liability with a limit of at least One Million Dollars (\$1,000,000.00) per claim and annual aggregate.
  - C. Other Insurance: Worker's compensation insurance (unless Contractor provides a completed Declaration of Independent Contractor Status Form) and other insurance required by applicable law.

**13. EQUAL OPPORTUNITY EMPLOYER:** San Miguel Regional Housing Authority is an Equal Opportunity Employer. Minority Business Enterprises will be afforded full opportunity to submit qualifications in response to this invitation and will not be discriminated against on grounds of race, color, or national origin.

**14. SUPPORTING INFORMATION:** The following materials will be of use in the preparation of responses to this RFQ and in the completion of the project. These regulations, plans and studies are available online at \_\_\_\_\_ and will be provided electronically as needed to the selected consultant.

**Resources-**

San Miguel County Housing Needs Assessment, Economic & Planning Systems, Inc. in association with RRC Associates, August 16, 2018

The Impacts of Affordable Housing on the Telluride Area Economy and Community, Trust for Community Housing; prepared by Wendy Sullivan, WSW Consulting, Inc. and RRC Associates, LLC, July 2019

Mountain Migration report, CAST/NWCOGG, prepared by Wendy Sullivan and Melanie Rees, WSW Consulting, Inc. July 2021  
<https://www.sanmiguelcountyco.gov/DocumentCenter/View/7109/2021-Mountain-Migration-Report-PDF?bidId=>



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**San Miguel Regional Housing Authority  
Board Meetings  
2022**

**1:00 P.M.**

**Via Zoom ID# 484.178.1222 PW: Board**

January 24, 2022

February 7, 2022

March 7, 2022

April 18 2022

May 2, 2022

June 6, 2022

June 28, 2022

August 1, 2022

August 30, 2022

October 3, 2022

November 7, 2022

December 5, 2022

The Meeting Dates and Times are subject to change as are the Agendas, including the addition of items or the deletion of items at any time. If you are planning to come speak to a specific matter, let the SMRHA Executive Director know by calling 728-3034, ext. 3.

Packet materials are available from the San Miguel Regional Housing Authority by contacting the Executive Director and in the SMRHA Office no later than 24 hours prior to the meeting.