



**Fraser Housing Authority  
Meeting Agenda  
Fraser Town Hall, 153 Fraser Avenue and Virtually  
Wednesday June 5, 2024  
8:00 PM- 8:30 PM**

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Wednesday June 5, 2024**

**NOTE: Times are approximate and agenda subject to change**

**Watch the meeting live on Fraser's YouTube Channel**

**<https://www.youtube.com/channel/UCs5aHnI7d-kk0j1cxV28DSg>**

**Participate in the meeting through our virtual platform**

**Zoom Meeting Information**

**<https://us02web.zoom.us/j/2590408013>**

**Meeting ID: 259 040 8013**

**Phone 1-346-248-7799**

**1. Roll Call**

**2. Approval Of Agenda**

**3. Consent Agenda**

**a. Minutes July 7, 2021**

Documents:

[HAM 2021-07-07.Pdf](#)

**4. Discussion And Possible Action**

**a. (20 Minutes) Resolution 2024-06-01 Approving Stifel For Underwriting For Victoria Village - Michael**

Documents:

[Resolution 2024-06-01 Approving Stifel For Underwriting For Victoria Village.pdf](#)

[Stifel\\_UW Or PP Agreement\\_Fraser Housing Authority\\_5.14.2024.Pdf](#)

**5. Updates**

**6. Adjourn**

Please contact the Town Clerk to request accommodations to assist people with disabilities to participate in public meetings. Listening devices for people with hearing impairment are available upon request.

Town Clerk, Antoinette McVeigh 970-531-9943 or [amcveigh@town.fraser.co.us](mailto:amcveigh@town.fraser.co.us)

**FRASER HOUSING AUTHORITY  
MINUTES**

**DATE:** July 7, 2021

**MEETING:** Fraser Housing Authority Meeting

**PLACE:** Fraser Town Hall Board Room and Virtually

**PRESENT**

**Board:** Chair Philip Vandernail, Vice Chair Eileen Waldow, Andy Miller, Parnell Quinn and Katie Soles

**Staff:** Town Manager, Ed Cannon; Town Clerk, Antoinette McVeigh; Assistant Town Manager, Michael Brack

**Others:** See attached list

Chair Vandernail called the meeting to order at 9:43 p.m.

1. **Roll Call** Chair Philip Vandernail, Vice Chair Eileen Waldow, Andy Miller, Parnell Quinn and Katie Soles

2. **Approval of Agenda:**

Trustee Miller moved, and Trustee Soles seconded the **motion** to approve the consent agenda. **Motion carried: 5-0.**

3. **Consent Agenda:**

a) Minutes May 5, 2021

Trustee Soles moved, and Trustee Waldow seconded the **motion** to approve the consent agenda. **Motion carried: 5-0.**

4. **Executive Session:**

To discuss the purchase, acquisition, lease, transfer, or sale of real, personal, or other property interest under C.R.S. Section 24-6-402(4)(a). Property Acquisition, Town Manager Ed Cannon, Town Clerk Antoinette McVeigh, Assistant Town Manager Michael Brack, Finance Manager Beth Williams and Town Attorney Rod McGowan

Trustee Soles moved, and Trustee Waldow seconded the **motion** to open the Executive Session. **Motion carried: 5-0.**

Trustee Soles moved, and Trustee Miller seconded the **motion** to close the Executive Session. **Motion carried: 7-0.**

5. **Open Forum**

6. **Updates**

7. **Adjourn**

Trustee Soles moved, and Trustee Miller seconded the **motion** to adjourn. **Motion carried: 7-0.** Meeting adjourned at 10:05 p.m.

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Antoinette McVeigh, Town Clerk

**FRASER HOUSING AUTHORITY  
RESOLUTION NO. 2024-06-01**

A RESOLUTION BY THE FRASER HOUSING AUTHORITY OF THE TOWN OF FRASER, COLORADO, TO APPROVE AN AGREEMENT WITH STIFEL TO UNDERWRITE FINANCING FOR PHASE ONE OF THE HOUSING PROJECT CURRENTLY KNOWN AS VICTORIA VILLAGE

WHEREAS, the Town of Fraser Housing Authority is dedicated to ensuring the success of the Victoria Village Housing Project which requires exploring financial strategies for how funding can be secured; and

WHEREAS, Municipal Bonds or Certificates of Participation are anticipated to function as the primary funding source for Phase One of Victoria Village; and

WHEREAS, the Town of Fraser Housing Authority understands that the agreement can be terminated at any time, that there are no costs associated with entering into an agreement with Stifel Investment Services, and that payment for services rendered will only be provided if the Fraser Housing Authority issues Municipal Bonds or Certificates of Participation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF FRASER, COLORADO THAT:

1. The Town of Fraser Housing Authority approves Town Manager, Michael Brack, to enter into an Underwriter/Placement Agent Engagement Agreement with Stifel, Nicolaus & Company, Incorporated.

READ, PASSED ON ROLL CALL VOTE, AND ADOPTED BY THE BOARD OF TRUSTEES THIS 5<sup>th</sup> DAY OF JUNE, 2024.

Votes in favor: \_\_\_\_\_  
Votes opposed: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Abstained: \_\_\_\_\_

BOARD OF TRUSTEES OF THE  
TOWN OF FRASER, COLORADO

BY: \_\_\_\_\_  
Fraser Housing Authority Chair

(S E A L)

ATTEST:

\_\_\_\_\_  
Town Clerk

## **UNDERWRITER/PLACEMENT AGENT ENGAGEMENT AGREEMENT**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and among the Fraser Housing Authority (the "Issuer") and Stifel, Nicolaus & Company, Incorporated, ("Stifel"), with reference to the following facts:

### **RECITALS**

WHEREAS, the Issuer plans to issue housing revenue bonds or other financial obligations (the "Bonds") to finance housing projects (the "Project"); and

WHEREAS, the Issuer desires and is authorized by law to retain the services of Stifel in connection with the issuance of the Bonds; and

WHEREAS, Stifel agrees to be retained by the Issuer and to provide to the Issuer the services described herein; and

WHEREAS, Stifel agrees to act as underwriter or placement agent, subject to the conditions set forth herein;

WHEREAS, if this engagement takes the form of a placement, at the closing of the placement, the Issuer will be asked to sign a Placement Agent Agreement in the form provided, providing for more detailed terms of this engagement as well as representations and warranties;

NOW therefore, for and in consideration of the mutual promises, covenants, and conditions herein contained, the parties hereto agree as follows:

### ***Scope of Services***

The Issuer has engaged Stifel to perform various services related to the issuance of the Bonds, which are to be performed within the framework of all relevant rules and regulations. All services are provided on an arm's length, commercial basis and may or may not be provided in conjunction with services provided by advisors to the Issuer, such as, but not limited to, a financial advisor or a municipal advisor.

With this understanding, Stifel may provide the following services and perform the following functions with respect to the Bonds:

#### **A. Structuring the Financing**

1. Stifel will work with the Issuer, its bond counsel, financial advisor, disclosure counsel, and other members of the Issuer's financing team in evaluating specific terms and conditions affecting the Bonds with the purposes of meeting the Issuer's financing objectives and assuring appropriate credit quality;
2. Stifel will work with the Issuer to create a feasible and efficient structure for the Bonds in order to enhance the Bonds' marketability;
3. In cooperation with the Issuer, Stifel will assist in the preparation of and/or review of all documents necessary to implement the issuance of the Bonds, including, but not limited to, authorizing resolutions, bond purchase agreement, and preliminary and final official statements distributed to potential investors, as required;

## **B. Marketing the Securities**

1. Stifel will provide information and material as needed to support presentations for rating agencies and/or bond insurance companies; if requested;
2. Stifel will coordinate printing and distribution of the preliminary and final official statements, if any;
3. Together with the Issuer and other appropriate parties, Stifel will provide market information on the timing of the sale of the Bonds in relation to the market conditions and financing needs;
4. Stifel will arrange for distribution of the final official statements, if any, in accordance with Section 240.15c2-12 of Title 17 of the Code of Federal Regulations; and
5. Stifel will serve as sole managing underwriter or placement agent of the Bonds, which obligation is conditioned upon the execution of a mutually satisfactory bond purchase agreement, placement agent, and other customary documentation, and coordinate with all parties so as to consummate the sale and delivery of the Bonds in a timely manner.

### ***Regulatory Disclosure***

Issuer is aware of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act and the Securities and Exchange Commission's adopted rule commonly known as the "Municipal Advisor Rule" (SEC Rule 15Ba1-1 to 15Ba1-8 -"the Rule") and the underwriter exclusion from the definition of "municipal advisor" for a firm serving as an underwriter or placement agent for a particular issuance of municipal securities. Some of the services that Stifel will be called upon to perform, such as providing advice with respect to the sizing, structure, timing and terms of the Bond issuance, are services that are also commonly provided by financial advisory firms.

However, in providing such services for the Bonds, the parties understand and agree that Stifel is serving as an underwriter or placement agent for this transaction and is permitted to give advice and recommendations under the "underwriter exclusion" provision of the Rule. The Issuer agrees that Stifel will not be serving as the Issuer's financial advisor or acting as an agent or fiduciary for the Issuer and that the Issuer will be consulting with its own legal, financial and other advisors. This Agreement and relationship shall be either executed, approved or acknowledged by the governing board of Issuer (the "Governing Board").

### ***Disclosures Required by MSRB Rule G-17 Concerning the Role of the Underwriter or Placement Agent***

The Issuer confirms and acknowledges the following disclosures, as required to be delivered by the Municipal Securities Rulemaking Board (MSRB) Rule G-17 as set forth in MSRB Notice 2019-20 (Nov. 8, 2019)<sup>1</sup>:

The following G-17 conflict of interest disclosures are broken down into three types, including: 1) dealer-specific conflicts of interest disclosures (if applicable); 2) transaction-specific disclosures (if applicable); and 3) standard disclosures. You may receive additional separate disclosure letters pursuant to Rule G-17 from the co-managing underwriters or other syndicate members for the Bonds if they have their own dealer-specific or transaction-specific disclosures.

#### **1. Dealer-Specific Conflicts of Interest Disclosures**

Stifel has not identified any actual or potential<sup>2</sup> material conflicts of interest.

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<sup>1</sup> Revised Interpretive Notice Concerning the Application of MSRB Rule G-17 to Underwriters of Municipal Securities (effective Mar. 31, 2021).

<sup>2</sup> When we refer to *potential* material conflicts throughout this letter, we refer to ones that are reasonably likely to mature into *actual* material conflicts during the course of the transaction, which is the standard required by MSRB Rule G-17.

Stifel and its affiliates comprise a full service financial institution engaged in activities which may include sales and trading, commercial and investment banking, advisory, investment management, investment research, principal investment, hedging, market making, brokerage and other financial and non-financial activities and services. Stifel and its affiliates may have provided, and may in the future provide, a variety of these services to the Issuer and to persons and entities with relationships with the Issuer, for which they received or will receive customary fees and expenses.

In the ordinary course of these business activities, Stifel and its affiliates may purchase, sell or hold a broad array of investments and actively trade securities, derivatives, loans and other financial instruments for their own account and for the accounts of their customers, and such investment and trading activities may involve or relate to assets, securities and/or instruments of the Issuer (directly, as collateral securing other obligations or otherwise) and/or persons and entities with relationships with the Issuer.

Stifel and its affiliates may also communicate independent investment recommendations, market color or trading ideas and/or publish or express independent research views in respect of such assets, securities or instruments and may at any time hold, or recommend to clients that they should acquire such assets, securities and instruments. Such investment and securities activities may involve securities and instruments of the Issuer.

## **2. Transaction-Specific Disclosures**

- Disclosures Concerning Complex Municipal Securities Financing:

Since we have not recommended a “complex municipal securities financing” to the Issuer, additional disclosures regarding the financing structure for the Bonds are not required under MSRB Rule G-17.

## **3. Standard Disclosures**

- Disclosures Concerning the Underwriter’s or Placement Agent’s Role:
  - MSRB Rule G-17 requires an underwriter and a placement agent to deal fairly at all times with both issuers and investors.
  - The underwriter’s primary role is to purchase the Bonds with a view to distribution in an arm’s-length commercial transaction with the Issuer. The placement agent’s primary role in the transaction is to facilitate the sale and purchase of the securities between the issuer and one or more investors for which the placement agent will receive compensation in an arm’s-length commercial transaction with the issuer. The underwriter has financial and other interests that differ from those of the Issuer.
  - Unlike a municipal advisor, an underwriter or a placement agent does not have a fiduciary duty to the Issuer under the federal securities laws and is, therefore, not required by federal law to act in the best interests of the Issuer without regard to its own financial or other interests.
  - The Issuer may choose to engage the services of a municipal advisor with a fiduciary obligation to represent the Issuer’s interest in the transaction.
  - The underwriter has a duty to purchase the securities from the Issuer at a fair and reasonable price, but must balance that duty with their duty to sell the securities to investors at prices that are fair and reasonable.

- The placement agent has a duty to use its commercially reasonable efforts to arrange the purchase of securities from the Issuer at a fair and reasonable price, but must balance that duty with its duty to arrange the sale of securities to investors at prices that are fair and reasonable.
- The underwriter or the placement agent will review the official statement for the securities, if any, in accordance with, and a part of, their respective responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of this transaction.<sup>3</sup>
- Disclosures Concerning the Underwriter's or Placement Agent's Compensation:
  - The underwriter will be compensated by a fee and/or an underwriting discount that will be set forth in the bond purchase agreement to be negotiated and entered into in connection with the issuance of the Bonds. The placement agent will be compensated by a fee agreed upon with the Issuer in connection with the private placement of the Issue. Payment or receipt of the underwriting/placement agent fee or discount will be contingent on the closing of the transaction and the amount of the fee or discount may be based, in whole or in part, on a percentage of the principal amount of the Bonds. While this form of compensation is customary in the municipal securities market, it presents a conflict of interest since the underwriters may have an incentive to recommend to the Issuer a transaction that is unnecessary or to recommend that the size of the transaction be larger than is necessary.

It is our understanding that you have the authority to bind the Issuer by contract with us, and that you are not a party to any conflict of interest relating to the subject transaction. If our understanding is incorrect, please notify the undersigned immediately.

#### ***Limitation of Duties***

The Issuer acknowledges and agrees that Stifel is not making a commitment to extend credit, make a loan or otherwise fund the Project beyond the obligations contained in a mutually satisfactory bond purchase agreement or placement agent agreement. The Issuer acknowledges that the services provided under this Agreement involve professional judgment by Stifel and that the results cannot be, and are not, guaranteed.

As addressed above, among the services that Stifel will perform under this Agreement is assistance in preparation of, and/or review of the preliminary and final official statements for the Bonds, if any. We note, however, that under federal securities law, an issuer of securities has the primary responsibility for disclosure to investors. Our assistance with respect to, and/or review of the official statement will be solely for purposes of satisfying our obligations as underwriter or placement agent under the federal securities laws and such assistance and/or review should not be construed by the Issuer as a guarantee of the accuracy or completeness of the information in the official statement.

#### ***Expenses***

The Issuer, from the Bond proceeds, will pay Stifel's costs incurred in the performance of this Agreement, including costs of its legal counsel, if any, communication, preparation of the official statements, and overhead expenses.

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<sup>3</sup> Under federal securities law, an issuer of securities has the primary responsibility for disclosure to investors. The review of the official statement by the underwriter or placement agent is solely for purposes of satisfying the underwriter's or placement agent's obligations under the federal securities laws and such review should not be construed by an issuer as a guarantee of the accuracy or completeness of the information in the official statement.

The Issuer, from the Bond proceeds or other lawfully available funds, will pay for legal fees, including disclosure counsel; rating agency and credit enhancement fees including all related travel (if any); the cost of appraisal, fiscal consultant, statistical, computer, and graphics services (if any), cost of printing and distribution of the official statements and expense of publication, advertising, and informational meetings; and the costs of fiscal agent or bond trustee and registrar.

### ***Compensation***

Stifel agrees to prepare and coordinate all aspects of the sale of the Bonds. Stifel will be paid only when the Bonds are sold. The fee for Stifel's preparation and coordination of the sale of the Bonds shall be \$12.50 per \$1,000.00 of Bonds sold, if Stifel serves as the underwriter in a public offering. If Stifel serves as a placement agent, its fee shall be \$12.50 per \$1,000.00 of Bonds sold. The underwriting fee/placement agent fee is contingent on a successful sale of the Bonds and is payable from the proceeds of the Bonds.

### ***Term of Agreement***

This Agreement is to continue until the Project is financed or until the Governing Board formally abandons the Project, unless previously terminated by mutual written consent of the parties hereto.

This Agreement may be terminated at any time by the Issuer, upon five business days' prior notice to such effect to Stifel, or Stifel upon five business days' prior notice to such effect to the Issuer. Any such termination, however, shall not affect the obligations of the Issuer under the Expenses section hereof.

### ***Severability of Provisions***

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

### ***Governing Law***

This Agreement, and the rights and obligations of the parties hereto, shall be construed, interpreted and enforced pursuant to the laws of the State of Colorado, and exclusive venue in any and all actions existing under this Agreement shall be laid in the action or proceeding which Issuer or Underwriter may be required to prosecute to enforce its respective rights within this Agreement. The unsuccessful party therein agrees to pay all costs incurred by the prevailing party therein, including reasonable interest and attorney's fees, to be fixed by court, and said costs, interest, and attorneys' fees shall be made a part of the judgment in said action. Prior to the commencement of any litigation concerning this Agreement, the Issuer and Stifel agree to first submit any disagreements to mediation. This mediation requirement is intended to reduce the costs of dispute resolution for both parties.

### ***Subcontractors***

Stifel shall, with the prior written approval of the Issuer, use such subcontractors as are necessary in the fulfillment of this Agreement.

### ***Miscellaneous***

Nothing contained herein shall preclude Stifel from carrying on its customary and usual business activities. Stifel specifically reserves the right, but is not obligated, to bid for and maintain secondary markets on any Issuer outstanding bonds subject to appropriate information barriers. Services provided by Stifel in connection with this Agreement shall not limit Stifel from providing services for the Issuer in conjunction with other services requested by the Issuer except as limited by rule of law or regulation.

Stifel certifies that it and its parent company, wholly or majority-owned subsidiaries, and other affiliates, are not currently engaged in, or for the duration of this Agreement will not engage in, a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. Stifel understands that “boycott” includes, but is not limited to, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations, but does not include an action made for ordinary business purposes.

In connection with services agreed to herein, it is understood that Stifel will render professional services as an independent contractor. Neither Stifel nor any of its agents or employees shall be deemed an employee of the Issuer for any purpose.

Stifel shall not assign or otherwise transfer any interest in this Agreement without the prior written consent of the Issuer.

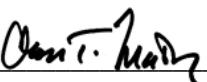
The Issuer acknowledges and recognizes Stifel as Underwriter with respect to the municipal securities referenced for purposes of MSRB Rule G-23 and Securities and Exchange Commission Rule 17 CFR (Registration of Municipal Advisors) and acknowledges receipt of the G-17 disclosures included herein.

This Agreement constitutes the entire agreement between the parties relating to the subject matter thereof and supersedes any prior understandings or representations. The Agreement may be amended or modified only by a writing signed by both parties. It is solely for the benefit of the Issuer and Stifel, and no other person.

This Agreement is submitted in duplicate originals. The acceptance of this Agreement by the Issuer will occur upon the return of one original executed by an authorized Issuer representative, and the Issuer hereby represents that the signatory below is so authorized.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

Stifel, Nicolaus & Company, Incorporated

By 

Name: Alan Matlosz

Title: Managing Director

Date: May 14, 2024

## **ACCEPTANCE**

**Fraser Housing Authority**

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_