

Estes Park Housing Authority Monthly Board Meeting

Date: September 13, 2023

Staff Present: Scott Moulton, Jessica Moffett, Wendy Fisher, and Joe Switzer

Members Present: Eric Blackhurst, Pete Smith, Bill Pinkham arrived 9:30am, Phil Frank, William Brown (Virtual), Julia Daley, Rut Miller

Town Liasson: Frank Lancaster

Childcare & Housing Manager: Carlie Bangs

Guests Present: None

1. **Call to Order:** Eric Blackhurst called the Estes Park Housing Board of Commissioners meeting to order at 8:30 AM on September 13, 2023.
 - a. **Public Comment:** None.
 - b. **Reading and Approval of Meeting Minutes for:**
 - i. Board Meeting August 9, 2023 – Minutes stand approved as submitted and presented in packet.

2. **6E Budget: 2023 Re-allocation, 2024 Budget Proposal, Annual Housing Plan:**

Moulton

 - a. Discussion of the budget amendment and re-allocation:
 - i. Budget amendment reflects 20% reduction from VEP projections for lodging tax collections.
 - ii. EPHA staff made a formal request to town of Estes Park to request revision to allocation set forth in 2023 Operating Plan approved by town of Estes Park and Larimer County Commissioners.
 - iii. 1/3 of ED salary will be paid by 6E Funds 2023.
 - iv. Rental Assistance/Deed Restrictions haven't adopted yet.
 - v. Board not interested in Re-branding at this time. Not a priority at this time.
 - b. Discussion of 2024 proposed budget.
 - i. Carry over any unused funds from 2023 to 2024 Budget.
 - ii. 2024 Baseline of \$4.75 million in anticipated expenditures.
 - iii. Change Total Finance Expense for Land Acquisition to Property Acquisition.
 - iv. List Interest Expense for 775 Riverside property on 2024 Budget.
 - v. Lancaster "Town may want to see personnel, operational, financial plans."
 - vi. IGA does reference line items. Adopt at a high level. Flexible Approach.
 - c. Discussion of first draft of Annual Housing Plan 2024:
 - i. Housing Plan is looking 5 years out.
 - ii. Demand for programs, we do not currently have enough manpower.
 - iii. Add street addresses to current projects.
 - iv. Annexation of 775 Riverside before Development (6 months out Q1 2024)
 - v. Fish Hatchery-construction in 2024 is pre-mature. See how Prospector development leases up first.
 - vi. Opportunity to do own tech support. The Town of EP will supply tech support for EPHA.

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d. Action Items:

- i. Approval of re-allocation and amendment #1 to 2023 6E Budget. Motion to approve re-allocation and amendment #1 of 2023 6E Budget by P. Smith and second by J. Daley. All in favor with one absence.
- ii. Approval of 2024 6E Budget. Motion to approve 2024 6E Budget by P. Smith and second by R. Miller. All in favor with one absence.

3. **Castle Ridge: Pre-development Authorization:** Moulton

a. Review proposal memo and matrix

- i. Two options for civil engineering to include plat, grading, utility, drainage, erosion, and meeting/hearing support. (Trail Ridge Engineers & Galloway)
- ii. Galloway may be faster. Work with a local company to support the community.
- iii. Trail Ridge needs to stick to the time frame.
- iv. Next step in development will allow more accurate development cost estimates.
- v. Approval will help in applications for funding.

b. Action Item:

- i. Approval of vendors to proceed with site development work. Motion to approve vendors to proceed with site development work by Trail Ridge Consulting Engineers by R. Miller and second by P. Smith. All in favor with one absence.

4. **Strategic Planning Engagements:** Moulton

a. Review proposal memo and matrix.

- i. Where do we want EPHA to go in the future.
- ii. Need to start planning sessions to help with growth of EPHA and its future endeavors.
- iii. In the future EPHA will not rely on LHA for help.
- iv. Three options of planning proposals. Consultant 1 more of a deep dive into planning. Consultant 2 more high level strategic goals, and Consultant 3 more focused on board strategies and governance.
- v. EPHA needs a clear direction moving forward to execute the promise made with the town on the MOU.
- vi. Meet as a board first before getting the town involved.

b. Action Item:

- i. Approval of vendor (Consultant 2) to proceed with strategic planning effort: Motion to approve vendor to proceed with strategic planning effort by J. Daley and second by P. Frank. All in favor.

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5. **213 Bighorn : Deed Restriction Proposal:** Moulton
- a. Discuss the proposal for “purchasing” workforce restriction on 213 Bighorn
 - i. Secure use of home income restrictions or workforce restrictions.
 - ii. Two entities coming together to create an affordable home in EP.
 - iii. Questions asked: Do we know if USDA will accept a deed restriction?
Who will do the ongoing compliance part?
 - iv. Don’t have to make it workforce or use workforce 6E Funds. EPHA might be able to help in different way.
 - v. Need to ask more questions about the USDA loan and work with Habitat to come up with options for deed restrictions
 - b. Action Item: Consideration of proposed 6E deed restriction purchase. No Action at this time.
6. **Executive Session**
- a. Motion to enter executive session P. Smith and second by B. Pinkham at 09:57 AM, unanimous to enter executive session - The purchase, acquisition, lease, transfer, or sale of real, personal, or other property interest under C.R.S. Section 24-6-402(4)(a)
AND FOR
 - b. Determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, developing strategy for negotiations, and or instructing negotiators, under C.R.S. Section 24-6-402(4)(e)
 - i. A personnel matter under C.R.S. Section 24-6-402(4)(f) not involving:
 - ii. Any specific employees who have requested discussion of the matter in open session
 - iii. Any member of the Board (or body)
 - iv. The appointment of any person to fill an office of the Board (or body)
 - v. Or personnel policies that do not require discussion of matters personal to particular employees
 - c. Motion by P Smith and second by B. Pinkham. Motion made at 09:57 AM, the decision to enter executive session unanimous.
 - d. Motion to exit Executive session made W. Brown, second by P. Frank session ended unanimously at 10:20 AM
 - e. Action Items: None Anticipated / After Executive Session
7. **Housing Opportunities / Strategic Focus:** Moulton
- a. Grand Estates
 - i. Discussion of a property acquisition target
 - ii. Contingent offer for preservation of work force deed restriction in 8 units of 16.
 - iii. Units are four years old at this time. two-bedroom, two-bathroom.
 - iv. Action Item: Motion to proceed with purchase of Grand Estates property made by W. Brown and second by P. Frank. All in favor.

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- b. Development Pipeline / Partnership Opportunities
 - i. Estes Valley Development Pipeline Discussion
 - ii. Strategic areas of focus
 - 1. Fish Hatchery
 - a. Use of ARPA funds.
 - b. Planning a joint study session with the Town October 10, 2023.
 - c. Wait to see how new Prospector development leases up before proceeding with options for Fish Hatchery.
 - 2. Peak View- Developer needs to rezone before interested.
 - 3. Stanley Village-Focus on Seasonal Workforce.
 - 4. Stanley (Downtown)
 - 5. Thomas Beck- Possibility of 8 units (2 studio, 6 1bedrooms)
 - 6. Delaware North (Seasonal Housing)
 - 7. 381 S St Vrain (Possible collaboration for workforce housing)
8. **Complex Updates and Reports:** Moffett reporting (Included in Board packet).
- a. The Pines – 0 Vacancy, \$0 vacancy loss, \$1431 in delinquencies.
 - b. Cleave – 0 Vacancy, \$0 vacancy loss, \$623 in delinquencies.
 - c. Talons Pointe – 2 Vacancy, \$1329 Vacancy loss, \$6,672 in delinquencies.
 - d. Lone Tree – 0 Vacancy, \$1055 Vacancy loss, \$4,521 in delinquencies
 - e. Falcon Ridge – 1 Vacancy, \$0 Vacancy loss, \$4,787 delinquencies.
 - f. Peak View - 0 Vacancy, \$0 Vacancy loss, \$1,965 delinquencies.
9. Old Business / Additional Business: Moulton/Blackhurst
- a. Open position recruitment
 - i. Screening 2-3 Candidates for Program Manager position by panel interview.
 - ii. Developer positions is still open.
 - b. Housing Opportunity Fund (501c3) – No Update (Has been over a year since filed.)
 - c. CCRD-Case
 - i. The case has not been assigned an investigator.
 - d. Any other new business
10. **Adjourn:** Meeting adjourned at 10:38 AM

Minutes Submitted by Wendy Fisher on September 28, 2023.