

Estes Park Housing Authority Monthly Board Meeting

Date: December 14, 2022

Staff Present: Scott Moulton, Wendy Fisher, Marla Moloney, Joe Switzer

Members Present: Eric Blackhurst, Pete Smith, Julia Daley, and Phil Frank

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 December 14, 2022.
 - a. **Public Comment**: None.
 - b. **Reading and Approval of Meeting Minutes for September 14, 2022**: Minutes stand approved as submitted with amendment made.

2. **New EPHA Board Members**: Moulton/Blackhurst
 - a. **Discussion/Review Board Member Applicants**: Take two EPHA approved applicants to the Town of Estes Park Board Meeting for approval to the EPHA Board.
 - b. **Action Item**: Appoint Rut Miller and Carissa Streib as new board members to EPHA Board. Motion to recommend appointment to the Estes Park Town Board for approval by Smith and seconded by Daley with one absence.

3. **Complex Updates & Reports**: Moulton
 - a. **Property Delinquency and Turnover**: Moulton provided a brief update of current operations, delinquencies, and unit vacancies. Below normal trends in unit turnover. Peak View tenants have had to receive assistance from N2N or Crossroads for help with rent delinquencies. Lone Tree vacancy rate is higher than normal due to D2 being taken offline for Rehab strategy planning.

 - b. **Lone Tree Easement Request**: Donation of the land was approved by Bank of Colorado and Loveland Housing Authority.
 - i. Moulton to clarify with the Town of Estes Park about the drainage improvement costs for the extension around the turn from Graves Ave north along Community Drive, and about maintenance responsibilities of the new sidewalk. Moulton will confirm approval of this concept.

4. **2023 Budgets**: Moulton
 - a. **Approval of Budgets for 2023**: Motion for budget approvals for EPHA, Talons Pointe, and Lone Tree by Smith and seconded by Daley with one absence.

 - b. **Reserve Withdrawal Request**: Discussion about how much principal to pay LHA at the end of year 2022 for Lone Tree to remain cash flow positive. Lone Tree amortization is interest only. Blackhurst requested that in 2024 to have a balanced budget even with vacant land.
 - i. Blackhurst requested a line item for all properties to have the reserve amount available.
 - ii. Approval of reserve withdrawal request motioned by Frank and seconded by Smith with one absence.

Estes Park Housing Authority Monthly Board Meeting

5. **Housing Opportunities:** Moulton
 - a. Discussion of conceptual Draft Plans: Steve Lane stated that it is a challenging site for building and prefers option 1 in the conceptual plans.
 - i. All units would have 2 car garage some would be below unit and some to the side of the unit. 27 units possible and 29 units maximum. Possible to have ½ of units for sale and ½ of the units as rentals.
 - ii. Smith was concerned about the drainage off the hillside above the possible development.
 - iii. Daley wanted to know if there will be any handicap units available.
 - iv. Frank wanted to understand the elevation numbers on the conceptual design.
 - v. Price per sq. ft. \$400 per sq. ft.
 - vi. Explore offsite construction, out of town suppliers/contractors. Energy efficient appliances, low flow toilets/ showers, and possibility of solar shingles.
 - vii. AMI is based on Larimer County. A request can be made to bump up the AMI percentage to 140-170% for more flexibility.
6. **Lone Tree Rehab:** Moulton
 - a. Will revisit the Lone Tree Rehab in January 2023 board meeting.
7. **6E Funding – Plan:** Moulton
 - a. Moulton provided draft documents for a scope of work agreement between the Town and EPHA accompanied by a projected draft cashflow and use of funds for 2023 for both 6E and the STR linkage fee. Documents also provided and not discussed were a proposed staffing plan adding 2 FTE's in 2023 and associated overhead.
 - b. Moulton continues to have conversations with Town staff narrowing in on potential agreement language for EPHA to operate as the housing arm of the Town.
 - c. Moulton updated the Board that Town staff is working with the County to draft and execute an MOU for use of 6E funds. Once this initial MOU is in place, both the Town Board, EPHA Board, and staff should be able to execute similar agreements.
 - d. Moulton informed EPHA Board that all planning and strategic efforts are being informed by draft versions on the 2022 Housing Needs Assessment and Strategic Plan.
8. **Old Business/Additional Business:** Moulton
 - a. STR Topic-Discussion
 - i. The EPHA Board discussed the potential new restrictions on STR's in the County and the potential impact on 6E fundings as some of the proposed restrictions could reduce lodging tax revenue and subsequently 6E funds dedicated to housing and childcare.
 - ii. The board discussed that letters sent to County Commissioners and Planning Department should be a personal opinion and not the opinion of the EPHA Board.
 - b. Fish Hatchery- Update-Revisit at January 2023 board meeting.
 - c. Housing Opportunity Fund (501c3) – Revisit at January 2023 board meeting
9. **A personal matter under CRS Section 24-6-402(4) not involving:**
 - Any specific employees who have requested discussion of the matter in open session
 - Any member of the Board or (body)
 - The appointment of any person to fill an office of the Board (or body)

Estes Park Housing Authority Monthly Board Meeting

- Or personnel policies that do not require discussion of matters personal to particular employees

-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)

AND

--The Purchase, acquisition, lease, transfer, or sale of rea, personal, or other property interest under C.R.S. Section 24-6-402(4)(a)

-A personnel matter under C.R.S Section 24-6-402(4)(f) not involving:

- Any specific employees who have requested discussion of the matter in open session
- Any member of the Board (or body)
- The appointment of any person to fill an office of the Board (or Body)
- Or personnel policies that do not require discussion of matters personal to particular employees

-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)

a. A motion for approval by Frank and seconded by Smith with one absence.

10. Executive Session 10:15-10:30

11. Compensation

- a. Board directed ED Moulton to execute 2022 staff salary bonus as presented to the Board and make 2023 changes to compensation as presented.

12. Adjourn: 10:35am

Minutes Submitted by Wendy Fisher and Scott Moulton on January 4, 2023