

Estes Park Housing Authority Monthly Board Meeting

Date: July 12, 2023

Staff Present: Scott Moulton, Jessica Moffett, Marla Moloney

Members Present: Eric Blackhurst, Pete Smith, Bill Pinkham, Julia Daley, and Rut Miller

Absent Member: 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 July 12, 2023.
 - a. **Public Comment:** None.
 - b. **Reading and Approval of Meeting Minutes for:**
 - i. Board Meeting June 14, 2023 – Minutes stand approved as submitted and presented in packet.

2. **Complex Updates and Reports:** Moffett reporting (Included in Board packet).
 - a. The Pines – 0 Vacancy, \$0 vacancy loss, \$472 in delinquencies.
 - b. Cleave – 1 Vacancy, \$807 vacancy loss, \$21 in delinquencies.
 - c. Talons Pointe – 2 Vacancy, \$1019 Vacancy loss, \$5085 in delinquencies.
 - d. Lone Tree – 0 Vacancies, \$414 Vacancy loss, \$3,860 in delinquencies
 - e. Falcon Ridge – 0 Vacancy, \$0 Vacancy loss, \$3653 delinquencies.
 - f. Peak View – 2 Vacancy, \$2651 Vacancy loss, \$1,968 delinquencies.
 - i. Board Surprised by uptick in delinquencies at Peak View. Staff commented on an uptick in delinquencies across the board.

3. **6E Operating Plan and TOEP Agreement:** Discussion
 - a. Town Board Meeting Discussion:
 - i. EPHA and TOEP public release of MOU between the Town and EPHA to be published in the local papers.
 - b. Staffing Plan & Compensation Strategy Discussion.
 - i. KM Partners Proposal of recruiting for the Development Manager position. Push decision to use KM Partners until August Board Meeting.
 - ii. Positions have not been posted on Facebook/Linkedin or the papers.
 - iii. Moulton concerned of finding a candidate locally because of the scope of the position. Board does not approve at this time a salary more than the Executive Director's salary.
 - iv. Town is hiring Housing/Childcare Manager to be in direct coordination with TOEP and EPHA. There were 3 applicants. Moulton took part in the interview process.
 - c. 6E Budget Approval for 2023.
 - i. The approval by the board is contingent on when EPHA will actually start receiving 6E funds from the TOEP.
 - ii. The Recruitment line in the 6E budget will be tabled until August Meeting.
 - iii. **Action item: Motion to approve the EPHA 6E Funds Budget for 2023 contingent upon receipt of funds less recruitment line made by P. Smith, seconded by J. Daley: motion passed unanimously with 1 absence and 1 vacancy.**

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- iv. Board wanted to know where the money will go? Into a separate bank account or EPHA operating account?
 - v. 6E Budget Forecasting of Funds from TOEP, Moulton has forecasted a much more conservative budget than VEP anticipated amount of funds.
- d. Proposition 123 Discussion
- i. Municipalities have to opt in to receive funds from the Proposition 123 Funds. Must commit to increase existing affordable housing units by 3% a year and an expedited review process for Affordable housing developments.
 - ii. TOEP would have to commit to 47 new units in three-year period, equaling to 14 units per year affordable or attainable. Buying, Rehabbing, and deed restriction units.
 - iii. Blackhurst concerns the difference in numbers based in town or county with exclusions of Boulder County?
4. **New EPHA Board Member Applications:** Discussion
- a. Board Member Applicants.
 - i. EPHA has received 5 applications for vacant Board Member position.
 - ii. There is a possibility of a TOEP Board member may become a member of EPHA Board. The other options: to have a liaison position that reports back to the town. The TOEP Board appoints the EPHA Board members. The possibility of adding a TOEP Board member to the EPHA Board will be discussed at the TOEP Board Meeting.
 - iii. Blackhurst and Smith will hold interviews with EPHA Board Applicants. The recommended candidate will be given to TOEP Board to appoint at next TOEP Board Meeting.
 - iv. Deadline for applications was 7/11/2023.
5. **Housing Opportunities:** Moulton
- a. Masonic Lodge
 - i. Discussion of Appraisal:
 - 1. The board discussed that Dave Caddell mainly does residential appraisals. The EPHA board would like Moulton to reach out to Bank of Colorado for a list of local appraisers for commercial properties.
 - 2. Chair Blackhurst asked if our desired focus is on workforce with income limits or some other criterion to focus on needs in the community.
 - b. Riverside Property
 - i. Executive Session Discussion
 - c. Graves Avenue Property

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- i. Executive Session Discussion
 - d. Development Pipeline
 - i. Estes Valley Development Pipeline Discussion:
 - 1. Habitat for Humanity Property on Raven. Board would like EPHA to support Habitat for rezoning of the property for 5 single family homes. The current zoning is Multi-Family Residential.
- 6. **Housing Strategy Discussion:**
 - a. Skip discussion for this meeting and reevaluate in August meeting.
- 7. **Old Business/Additional Business:** Moulton/Blackhurst
 - a. Housing Opportunity Fund (501c3): No updates.
 - b. CCRD (Colorado Civil Rights Division) Case: No update. does not have an investigator assigned.
 - c. Base Funding- ED Moulton did not apply after conversation with TOEP. To use 6E funds instead of base funds \$30,000-\$50,000.
- 8. **Executive Session**
 - a. Motion 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 second by B. Pinkham with recognition 2 topics will be covered and Chair Blackhurst will excuse himself for discussion of item #2 due to conflict of interest. Motion made at 9:43 AM, the decision to enter executive session unanimous with one absence (Frank).
 - d. Motion to exit Executive session made by P. Smith , second by R. Miller , session ended unanimously with two absent (Blackhurst and Frank) at 10:05 AM
- 9. Motion made to approve resolution #85 for the purchase of 775 Riverside by J. Daley, Second by B. Pinkham, passed unanimous with two absences (Frank, Blackhurst).
- 10. **Adjourn:** Meeting adjourned at 10:10 am.

Minutes Submitted by Wendy Fisher & Scott Moulton on August 3, 2023.