

MINUTES

Longmont Housing Authority Advisory Board

Regular Meeting

Tuesday, April 20th, 2021

Virtual Meeting

1. Call to order and roll call

The regular meeting was called to order at 8:00 a.m. by Tom DeBie

Members Present: Tom DeBie
Jean Christopher
Lauren Cely
Arlene Zortman

Members Absent: Cameron Grant

Others Present: Harold Dominguez – Interim Executive Director, LHA
Karen Roney – Director of Community Services, City of Longmont
Kathy Fedler – HCI Division Manager, City of Longmont
Polly Christensen – Longmont City Council liaison
Kyndra Daniels – Accounting Supervisor, LHA
Lisa Gallinar – Regional Property Manager, LHA
Olivia DeVere – Administrative Coordinator, LHA

2. Review and approval of March 16, 2021 Minutes

Tom DeBie corrected one spelling error. A motion was made by Jean Christopher to approve the minutes with the suggested correction.

Motion: Jean Christopher **Second:** Arlene Zortman **Approved**

Lauren Cely abstained

Carried 3-0-1

3. **Public invited to be heard:** None

4. **New and Old Business**

a. Input on Council Retreat

Harold Dominguez spoke about the upcoming City Council retreat; Council has expressed interest in having the LHAAB participate. They have also expressed the desire to do the

retreat in person and unmasked, so outdoor venue options are being evaluated. This will likely occur the first or second weekend in June. Because only two members of Council, Council members Waters and Christensen, have extensively taken part in Housing Authority issues, the Council would like LHA to be a focus of discussion at the upcoming retreat.

Harold gave an overview of the planned agenda for this retreat. This agenda will begin with a presentation of the “Housing Needs Assessment Review”, followed by an overview of the Housing Choice Voucher program, Project Based Vouchers connected with new developments, and types of housing LHA has in its portfolio. From there, Council will discuss goals for future development, plans for the Housing Choice Voucher program, inclusionary housing going forward. Lastly, Council will discuss opportunities around affordable assisted living developments and for-sale affordable developments.

Harold opened the floor to LHAAB members for input about what they would like to discuss with Council during the retreat. One board member requested data about which populations of the community are most in need of housing right now. Harold summed up the data by stating that the LHA should consider focusing on affordable family housing, rather than additional housing for seniors, at this time.

Staff discussed the consolidated plan for HUD, which includes a housing assessment and human service needs assessment; it would be helpful to provide that information in the retreat packet. A board member added that it would be helpful, also, to see a list of the number of vouchers or units that are managed by other housing authorities in Boulder County. Staff indicated that the needs of the community will be discussed, what LHA currently does to address those needs, as well as what the goals should be for the future. Staff asked for additional information the Advisory Board thought would be helpful to prepare for the discussion about future goals.

One board member asked if the City of Longmont has inventory of affordable housing properties for purchase. Staff responded that the City does have some properties located at Blue Vista that are under construction. There is a total of 26 properties and 11 have been sold with about 2 to 3 being sold each month. Staff added that there are about 20 to 30 developments in various stages of the review processes that fall under the Inclusionary Housing Program. There are also for-sale units through Habitat for Humanity that are not built yet. About 20 will be built in the next three to five years. A board member inquired about decision to allow participants to opt out of the inclusionary housing program. Staff explained that the decision to allow affordable homeowners to opt out of the previous Inclusionary Housing Program was made by a prior City Council who repealed the program in 2011. Harold clarified that the City Council seated in 2018 reinstated the inclusionary housing program, with some enhanced features over the previous program.

Staff requested clarification about the suggested goal for a larger portfolio of for-sale

affordable housing: was that a suggested focus for the LHA or as a goal for the City as a whole? LHAAB member clarified that it should be an LHA goal and staff noted that LHA has previously built/managed for-sale affordable housing.

Vice Chairman DeBie requested that all board members compile a list of their goals in preparation for the May meeting of the LHAAB.

b. Audit Update

Kyndra Daniels reported on the status of the 2020 audits for LHA and its properties. Almost all property audits have been completed except for Aspen Meadows Senior Apartments. There were some audit findings for the Hearthstone and the Lodge, and Kyndra is currently working on the corrective actions for those. The findings include lack of segregation of duties and Kyndra reported the ways that corrective actions are being taken to resolve those issues. The LHDC audit is in progress and the LHA audit will begin on May 17th. Harold suggested presenting all audits to the advisory board once they are completed and finalized.

Harold explained that, although corrective actions were taken in late 2020 to hire additional accounting staff to appropriately separate duties, it will not be reflected in the audit until 2021. He added that, to further separate duties, Lisa is having her property managers audit each other's files.

Per Tom's request, Kyndra clarified that this is regarding the financial audit, not HUD's audit. Harold added that Jim Golden, CFO for the City, is available to step in and assist to separate duties, when needed.

c. Voluntary Compliance Agreement (VCA) Update

Kathy reported that every compliance item due in April 2021 under the VCA was completed. The only task that still needs to be completed is the accessibility analysis of all LHA properties and designing a plan to address the needs that exist. Work has been started to modify units for Uniform Federal Accessibility Standards (UFAS) compliance through various partnerships. One of those partnerships is the Crisman 2 property that has agreed to double its number of UFAS compliant units. This will increase the total number of UFAS units across the portfolio once LHA assumes ownership of this property. Additional UFAS units will be included with upcoming renovations whenever possible. Kathy mentioned that Village Place and Aspen Meadows Neighborhood are next in line for renovations.

5. City Report

a. Vacancy and Aged Receivables Report

Kyndra Daniels presented an overview of the aged receivables report. She discussed the process by which Community Managers document and report findings in their files. Yardi was calculating lease charges incorrectly and these inaccuracies need to be corrected. She explained the process to clean these up.

Kyndra reported that the Lodge and Hearthstone received a 14% increase on the vouchers at the LHA 202 properties. Because the 202 properties calculate rent payments for the next month when the current month is entered, when the gross rent was changed to include the new contract rents, the system attempted to correct the previous month with that increased amount. Therefore, it was over HUD's threshold and the payment was denied causing February's rent to be unpaid. Kyndra must now work to correct it in the system and upload it in order to get HUD's approval for February's Housing Assistance Payment (HAP). Kathy added that, due to these issues and others, LHA is currently exploring options to pull out of the HUD 202 program. One possible avenue is to convert all units to Project-Based Vouchers.

b. Vacancy Report

Lisa Gallinar provided an overview and explanation of the few vacancies that currently exist in the LHA portfolio. All properties are fully leased except for Aspen Meadows Senior and Neighborhood and the Suites. The majority of vacancies at the Suites must be filled by Mental Health Partners. Aspen Meadows Senior Apartments leasing has been slower than usual due to construction.

c. Security Update

Harold Dominguez reported some ongoing issues with security at Village Place Apartments. Because of this, LHA has entered into an agreement with Integrity Fire and Security Systems, who also provides services for the City. They are in the process of placing cameras in the various Village Place common areas. Another City contractor was used to address an issue with the lock on the back door at the same property. The camera system will be cloud-based; the same system will be placed at Aspen Meadows Senior Apartments and Neighborhood with an overall goal of implementing this system across the portfolio. The new contract will use Village Place's reserves because of the issues the existing system has had. All other properties will have the system installed as money becomes available in the budget.

Staff added that lighting is being upgraded at the Suites and Aspen Meadows Neighborhood through Efficiency Works grants. They have also done a walkthrough of Briarwood, Spring

Creek and Fall River and will soon submit proposals for these properties. These new fixtures will be LED and will provide more light on the interior and exterior of the properties.

d. Other Property Updates

Lisa Gallinar informed the advisory board that LHA is recruiting for a Community Manager to replace the vacant position at Fall River and Spring Creek.

Lisa also reported that LHA will be canceling its contract for call answering service and will instead implement a new phone routing system with the help of the City's ETS department that will direct callers (especially after hours) to the correct person more directly and efficiently.

Lastly, Lisa announced that the new pendant system at the Hearthstone and the Lodge will be fully implemented as of April 21st. The equipment will be installed to replace the pull-cord system.

Staff provided an update on the status of the Suites insurance claim for the broken pipe issue it encountered. To address the construction issues, work is being done to get heaters placed in the stairwell to avoid future pipe freezes. The resident who had to be relocated to another unit is now back in her unit. The final authorization of the insurance claim is pending.

e. Development Update

Harold Dominguez provided a brief update on affordable housing partnerships and funding as it relates to new development opportunities. He used Crisman and the Element project as examples for a new way of thinking in terms of development. Kathy Fedler added that there are additional American Rescue Plan Act (ARPA) funds including funds that will go to the HOME consortium. She spoke about an upcoming meeting that will discuss how to use this funding to assist people experiencing homelessness, those at risk of homelessness, victims of domestic violence, etc. Kathy added that there may also be additional vouchers provided to LHA; this will be announced on May 10th.

6. Board Comments

Financial reports are discussed. Vice Chairman DeBie requested a presentation of income statements and balance sheets at monthly meetings and staff acknowledged they could prepare these for upcoming meetings.

The quiet zones for the railroad that runs through Longmont were discussed and how they may or may not affect the residents of Aspen Meadows. Harold responded that he will

provide updates on this project. He added that they have not seen a market impact due to the railroad. Kathy added that HUD considers these factors when investing federal funds into a project, such as Aspen Meadows Senior Apartments and Neighborhood. Therefore, noise mitigation measures were taken into consideration during design and construction.

Board member Christopher commented that she would like to see a presentation that outlines the future of LHA and its goals to be a model housing authority in the industry going forward. Harold Dominguez responded that this would be discussed in preparation for the Council Retreat – what are the LHAAB’s goals and how they see the future of LHA.

7. Next Meeting – May 18, 2021

8. Adjourn

Respectfully submitted,

Olivia DeVere

Cameron Grant, Chair

May 18, 2021
Date Approved

Tom DeBie, Vice Chair

May 18th, 2021
Date Approved

