



Longmont Housing Authority
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Longmont Housing Authority Board of Commissioners

Tuesday, January 31, 2023
Regular Meeting

1) CALL TO ORDER & ROLL CALL

Commissioners present were:

Chair Joan Peck
Susie Hidalgo-Fahring
Marcia Martin
Sean McCoy
Vice Chair Aren Rodriguez
Shiquita Yarbrough

Commissioners absent were:

Tim Waters

- 2) AGENDA REVISIONS & SUBMISSION OF DOCUMENTS** – Chair Joan Peck made a motion to suspend by reference Council Rule of Procedure 25.2.A.2 to allow for Commissioner Yarbrough to participate in this meeting, and to allow electronic participation by Commissioner Yarbrough through January 31, 2023 due to a personal matter that requires her to be out of the state and unable to participate in person. Motion was seconded by Commissioner Sean McCoy.

Approved: Susie Hidalgo-Fahring, Marcia Martin, Sean McCoy, Joan Peck, Aren Rodriguez, Shiquita Yarbrough

Dissented: None

Abstained: None

Carried: 6-0

3) REVIEW AND APPROVAL OF NOVEMBER 1, 2022 MINUTES

Commissioner Rodriguez moved, seconded by Commissioner Hidalgo-Fahring, to approve the November 1, 2022 minutes.

Approved: Susie Hidalgo-Fahring, Marcia Martin, Sean McCoy, Joan Peck, Aren Rodriguez, Shiquita Yarbrough

Dissented: None

Abstained: None

Carried: 6-0

4) PUBLIC INVITED TO BE HEARD – (*Timed three minute limit per speaker*)

There were no speakers present.

5) OLD AND NEW BUSINESS

- a) Resolution 2023-01 – Approve Adoption of the 2023 Utility Allowance Schedule** – Tracy Defrancesco, Housing Compliance Manager, reviewed. HUD requires there to be a review every year. A survey was performed with Boulder County Housing Authority and Boulder Housing Partners in order to use the same utility allowance. The utility allowance will be raised from last year as utilities and trash collection have increased.

Commissioner Hidalgo-Fahring moved to adopt Resolution 2023-01, seconded by Commissioner Martin.

Approved: Susie Hidalgo-Fahring, Marcia Martin, Sean McCoy, Joan Peck, Aren Rodriguez, Shiquita Yarbrough

Dissented: None

Abstained: None

Carried: 6-0

- b) **Resolution 2023-02 – Approve Zinnia Property Tax Exemption Partnership** – Molly O’Donnell, Housing and Community Investment Director, reviewed. This is the Permanent Supportive Housing next to the Suites Supportive Housing. Staff is looking at a May financial closing. They can qualify for the property tax exemption policy under LHA partnership. It is a fifteen-year compliance period. Staff recommends the \$5,000 application fee be waived. There will be income coming forth to the LHA at closing.

Commissioner Rodriguez moved to approve Resolution 2023-02, seconded by Commissioner Martin.

Approved: Susie Hidalgo-Fahring, Marcia Martin, Sean McCoy, Joan Peck, Aren Rodriguez, Shiquita Yarbrough

Dissented: None

Abstained: None

Carried: 6-0

- c) **Resolution 2023-03 – Approval of Intergovernmental Agreement with City of Longmont for 2023 Services** – Molly O’Donnell, Housing and Community Investment Director, reviewed. This is an annual IGA, like the one from 2022 with differences in regards to safety health and Public Safety (Sara Aerne, Master Police Officer), and legal services (Tim Hole, Assistant City Attorney).

Commissioner Hidalgo-Fahring moved to approve Resolution 2023-03, seconded by Commissioner Rodriguez.

Approved: Susie Hidalgo-Fahring, Marcia Martin, Sean McCoy, Joan Peck, Aren Rodriguez, Shiquita Yarbrough

Dissented: None

Abstained: None

Carried: 6-0

- d) **2022 Bad Debt Write Off Annual Report** – Kyndra Daniels, LHA Accounting Supervisor, reviewed. Wrote off individuals due to tenancy. Harold Dominguez, Interim Executive Director, can write off \$5,000 or below, anything above that would come to Commissioners for approval. Any debt over \$1,000 will be sent to collections. Collection Company will not put it on record if there is not a judgment filed.

Commissioner Martin moved to approve the 2022 Bad Debt Write Off, seconded by Commissioner Hidalgo-Fahring.

Approved: Susie Hidalgo-Fahring, Marcia Martin, Sean McCoy, Joan Peck, Aren Rodriguez, Shiquita Yarbrough

Dissented: None

Abstained: None

Carried: 6-0

- e) **2022 Accomplishments and 2023 Focus Areas** – Harold Dominguez, Interim Executive Director and Molly O’Donnell, Housing and Community Investment Director, reviewed the key accomplishments for 2022 and the 2023 Focus Areas.

Goal #1 – Ensure that Longmont Housing Authority residents and properties are safe and welcoming using healthy and inclusive communication processes

- Staff made sure resident quality of life is a standing agenda item on the Longmont Housing Authority Advisory Board. Staff has increased resident budgets at the properties, and have contracted through VIA Transportation for resident grocery shopping

Goal #2 – Ensure LHA’s core focus areas (voucher management, affordable rental housing development, and property management) reflect housing needs based on demographic and housing types.

- Staff is working on an assessment that will provide a data gathering, and will have draft numbers to look at in the spring. The finalized report will be ready in May.

Goal #3 – Increase access to rental assistance for Longmont households with low/moderate incomes.

- Staff is constantly looking at the Notice of Funding Availability with HUD and have updated the Administrative Plan.

Goal #4 – Develop up to six new affordable housing communities within the next three years to address community housing needs, through a combination of acquisition/rehab of market rate housing, land acquisition/land banking, or new construction.

- Staff has been working on development. There is ARPA funding tied to some of these developments.

Goal #5 – Preserve up to 200 existing affordable housing communities within the next three years to maintain needed affordable housing.

- Resyndication process with Village Place (end of this year).

Goal #6 – Through partnerships with service providers, residents living in LHA’s senior independent living communities will have access to a range of supportive series so they can age in place as long as possible.

- Partnership with VIA Transportation, working with NextLight for bulk agreements.

Goal #7 – Formalize a minimum of two partnerships to address the need for affordable assisted living units when LHA residents transition from independent living to long-term care.

- Staff has met with a developer who has done assisted living; staff has done a lot of research on this topic for Zinnia, Hover Land, and Crisman II.

Goal #8 – Formalize one partnership with provider to establish facilities on current and/or future LHA properties for early childhood education programs.

- Staff have discussed possibilities of early childhood education programs at the new Hover Land development.

Goal #9 – Establish partnership that will develop homeownership pathways and opportunities.

- Staff is having conversations in regards to for-sale opportunities with the City of Longmont.

f) **Community Manager Decision and Issue Escalation Matrix** – Harold Dominguez, Interim Executive Director, reviewed. Staff reviewed the policies for the Longmont Housing Authority in regards to who does what and when things are escalated to whom. Staff created a quick reference guide for LHA staff to reference on an ongoing basis.

g) **Project Based Voucher Requests for Proposals** – Tracy DeFrancesco, Housing Compliance Manager, reviewed. HUD allows 20% of their allocated funds to be used for Project Based Vouchers. LHA has 80 of its 103 allowed vouchers in use. Staff needs to go out for an RFP for project submittals to assign twenty vouchers. Staff will limit it to preserve existing housing as affordable, and restrict it to elderly projects that are resyndicating through Low-Income Housing Tax Credit (LIHTC). CHFA has to conduct a subsidy review once that is complete and selected. It will then come to this board for approval.

h) Hover Land Development Community Service Priorities – Molly O'Donnell, Housing and Community Investment Director, reviewed. The Longmont Housing Development Corporation (LHDC) owns Hover land. ARPA funds will be used to purchase from LHDC. Staff selected a development partner in December. Staff requested to have pre-fabricated homes, traditional multi-family units, and potential for community services for example storefront library and early childcare center.

6) COMMISSIONER COMMENTS – None.

7) INTERIM EXECUTIVE DIRECTOR REPORT – Harold Dominguez, Interim Executive Director, contacted a company out of New Zealand for meth detectors. Staff is looking at purchasing, and currently working with Public Safety and NextLight Director as these detectors operate via satellite.

Staff is engaging in conversations to sell the CPWD and VCP buildings.

Staff has begun conversations with Cash Johns, Fleet Manager, in regards to purchasing vehicles for snow removal. The ongoing cost will be lower than the current contract. Once that occurs, staff will bring forth an IGA.

a) Update on Operations

i) Occupancy Report – Lisa Gallinar, Regional Property Manager, reviewed. Properties are 93% occupied; there are 14 vacancies at the Suites Supportive Housing. Currently there are three waitlists opened, however they will be kept open year-round.

ii) Property Updates – Lisa Gallinar, Regional Property Manager, reviewed. Via Transportation is working smoothly at all properties. There was year-end Bingo for residents. The Building Attendant position was filled at the Suites Supportive Housing.

8) ADJOURN

MOTION

Commissioner McCoy moved, seconded by Commissioner Martin, to adjourn LHA Board of Commissioners meeting at 9:15 p.m.

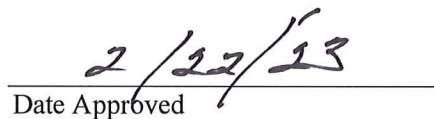
Approved: Susie Hidalgo-Fahring, Marcia Martin, Sean McCoy, Joan Peck, Aren Rodriguez, Shiquita Yarbrough

Dissented: None

Abstained: None

Carried: 6-0


Chairperson, Longmont Housing Authority


Date Approved

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