



**LONGMONT HOUSING AUTHORITY
REGULAR MONTHLY MEETING
January 19th 2016**

1. CALL TO ORDER & ROLL CALL

The regular monthly meeting of the LHA Board of Commissioners was called to order at 8:33 am by Chairman Darrin Anson.

Members Present: Darrin Anson – Chairman
Jim Ferguson
Wendell Pickett
Anne Kear – Vice Chair
Chris Curtis

Others Present: Michael Reis – Executive Director/Secretary
Jeff Moore – City Council
Krystal Winship Erazo – Director of Operations
Stephanie Shuler – Executive Assistant
Dermott Rafferty
Cameron Grant
Peter Linder

Members Absent: None

2. AGENDA REVISIONS & SUBMISSION OF DOCUMENTS

- Board Expansion update from 5 to 7 members.
 - City opened the positions up on January 4th
 - Applications are due February 1st
 - City will hold interviews if they choose
 - Will know status/who was chosen by February 23rd 2016
 - Michelle Gomez is the contact with the city

3. APPROVAL OF AGENDA

A motion was made to approve the Agenda.

Motion: Anne Kear **Second:** Chris Curtis Approved

4. APPROVAL OF MINUTES – December 21st, 2015 regular meeting minutes.

A motion was made to approve the minutes of December 21st, 2015.

Motion: Wendell Pickett **Second:** Chris Curtis Approved

5. PUBLIC INVITED TO BE HEARD – None. Closed at 8:36 a.m.

6. RESOLUTION 2016 - 01

Designation for place of posting meeting notices. The notices shall be posted in the lobby of the Longmont Civic Center Complex, 350 Kimbark Street, Longmont, CO 80501. Such notices shall also be posted at the Longmont Housing Authority Administrative Office, 1228 Main Street, Longmont, CO 80501.

A motion was made to approve resolution 2016-01

Motion: Wendell Pickett **Second:** Jim Ferguson Approved

7. MOTION TO APPROVE THE 2016 REGULAR MONTHLY MEETING SCHEDULE
Regular monthly meetings are to be scheduled as the third Tuesday of each month from 8:30 A.M. to 10:30 A.M.

A motion was made to approve the 2016 regular monthly meeting schedule.

Motion: Wendell Pickett **Second:** Anne Kear Approved

8. MOTION TO ELECT OFFICERS (Chair, Vice-Chair & Secretary/Treasurer)

A motion was made to elect Anne Kear as Chairman, Wendell Pickett as Vice Chairman, and Michael Reis as secretary/treasurer effective 2/1/2016 to serve until the first regular meeting in 2017.

Motion: Jim Ferguson **Second:** Chris Curtis Approved

9. MOTION – To appoint Commissioners to Finance & Executive Committees and Aspen Meadows Neighborhood R.I.S.E. Program Advisory Board.

A motion was made to approve the appointments of Anne Kear and Wendell Pickett to the Finance and Executive Committees through January 2017.

Motion: Anne Kear **Second:** Jim Ferguson Approved

Chris Curtis, Appt to RISE

10. PUBLIC HEARINGS – Chairman Anson opened the public hearings at 9:20 AM to receive public comment on two applications for state housing tax credits being submitted to CHFA; one for an application from LHA for the Suites and the second for LHDC's application for the Fall River Apartments. No members of the public attended, and not comments verbal or written were received. Chairman Darrin Anson closed the Public Hearings at 9:20AM. An audio recording of the public hearings is available at the LHA Administrative Offices.

11. RESOLUTION 2016 – 02

A resolution authorizing the submission of a community development block grant – Disaster Recovery Grant application by the Longmont Housing Authority to the Colorado Division of Housing for CDBG-DR funds to support the development activities of the agency.

A motion was made to approve Resolution 2016 – 02

Motion: Wendell Pickett **Second:** Anne Kear Approved

12. ANNUAL ORGANIZATION DOCUMENTS – Related Party Statements, Organization Charts, 2016 Office Closures, Board & Staff Contact Lists.

- Michael Reis covered the organizational documents, executing the commissioners signatures on the Related Party Statements.

13. REVIEW OF ANNUAL 2016 STRATEGIC WORKPLAN

- Working hard to rebuild our reserves in 2016 after a year of heavy repairs across the portfolio in 2015.
- Request by Darrin Anson to add the Briarwood building and what to do with it in 2016 as the staff has outgrown the space.
- Workplan includes installing a Bike Rack at Aspen Meadows, drainage repair at The Hearthstone and The Lodge, and Parking Lot resurfacing at Village Place for capital costs.
- Spring Creek Opening in September
- Fall River ground breaking in September
- SEMAP certification in February 2016 for the Housing Choice Voucher program

14. EXECUTIVE DIRECTOR REPORT

a. Portfolio

- 99% YTD Occupancy
- Current Vacancies: AMN 0, AMA: 0, Briarwood: 0, The Lodge: 0, The Hearthstone: 0, The Suites: 3 (rehab units), Terry: 0, Village Place: 0

b. Operations

- Lodge REAC inspection was performed on January 5th. Three exposed “kockouts” in electrical junction boxes. Score of 76 was reieved, Pre-EHS points were 99.5. Cost of repair was \$1.37.
- Village Place annual audit file submission on January 7th 2016.
- COL CDBG/HOME presentation to technical review group took place on January 14th 2016.
- Stephanie Shuler was promoted January 1st 2016 from Accounting Clerk III to Executive Assistant.
- Accounting Clerk position was published December 25th 2015 and is currently open.
- Staff participated in the following trainings: HUD Cybersecurity Awareness, LIHTC.

c. Programs

- Housing Choice Voucher Program was reviewed by Nan McKay, operation assessment has been received. Recommendations include improvements to quality control measures and specific admin plan updates and policy revisions.
- Eight boxes of donations were collected across the portfolio and shipped to Cole Slater, a nephew of one of the LHA staff station in Iraq.
- Two boxes of donations were collected and delivered to the OUR center

15. NEW & OLD BUSINESS

- Joint Meeting with City Council at 5:30 January 19th 2016
- Draft flyer, Cover Letter and Marketing Sheet for Spring Creek have been created by Krystal Winship-Erazo

16. NEXT MEETING – February 16th 2016 at 8:30 A.M.

17. ADJOURN – Meeting was declared adjourned at 10:05 A.M.

A motion was made to adjourn at 10:05 A.M.

Motion: Anne Kear

Second: Jim Furgueson

Approved

Respectfully Submitted,
Stephanie Shuler

Michael Reis

Michael Reis, Executive Director

Date Approved

Anne Kear

Anne Kear, Chair

02/16/16
Date Approved

Longmont Housing Authority and Longmont Housing Development Corporation

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