

# MINUTES

## Longmont Housing Authority Advisory Board

**Tuesday, January 10, 2023**

In Person Meeting  
The Suites Supportive Housing  
(2000 Sunset Way, Longmont, CO 80501)

1. Call to order & Roll Call

The regular meeting was called to order at a.m. by Chair Tom DeBie.

Members Present: Tom DeBie  
Arlene Zortman  
Jean Christopher  
Lauren Cely  
Carrie Snow  
Glen Pepper  
Jenna Reed

Members Absent: None

Others Present: Harold Dominguez, Interim Executive Director  
Molly O'Donnell, HCI Director  
Lisa Gallinar, Regional Property Manager, LHA  
Tracy Defrancesco, Housing Compliance Manager  
Sara Aerne, Master Police Officer

2. Approve minutes from December 13, 2022 meeting – Motion to approve the minutes made by Arlene Zortman, seconded by Lauren Cely. Passed unanimously.

3. Public invited to be heard – None.

4. Organizational Updates

- a. Designate official posting location for LHA Advisory Board agendas – Lauren Cely made a motion to designate the City of Longmont website, the Longmont Housing Authority website, Civic Center west entrance and all LHA/LHDC properties as official posting locations for agendas. Jean Christopher seconded the motion. Passed unanimously.



- b. Elect Chair and Vice-Chair for 2023 – Arlene Zortman made a motion to elect Tom DeBie as Chair, Jean Christopher seconded the motion. Passed unanimously.

Jean Christopher made a motion to elect Arlene Zortman as Vice Chair, Lauren Cely seconded the motion. Passed unanimously.

- c. New Advisory Board members welcome and orientation –
- Tom DeBie – Current board Chair, Accounting Director and CPA for CU. Has served on the LHAAB for two years.
  - Lauren Cely – Paralegal, developer for Boulder Housing Authority, does not live in Longmont. Has served on the LHAAB for three years.
  - Carrie Snow – Moved to Longmont in 2019, practiced construction law.
  - Glen Pepper – Volunteers with the City of Longmont Community and Neighborhood Resources mediation services, supports Boulder County Eviction Court performing as a landlord/tenant eviction mediator.
  - Jenna Reed – Lived in Longmont for 22 years, Child Protection Social worker, currently manages properties/small property owner.
- d. 2023 Advisory Board work plan discussion – Molly O'Donnell, HCI Director, reviewed the goals, discussed financial performance at properties and voucher program operations. Staff will consider an Asset Manager to manage long-term portfolio.

## 5. Development and Project Updates

- a. Village Place – Resyndication process will start at the end of the year. Staff has had engaging resident meetings on this topic.
- b. CPWD Building Sale – Staff is performing a market analysis for the sale of the CPWD building.
- c. Zinnia – Will start construction in the summer of 2023.
- d. Hover Land – Staff did an RFP for a development partner, now starting the process of developing.
- e. Recovery Café – Staff is considering a ground lease for their services on the east side of the Suites Supportive Housing, to assist both the Suites and Zinnia.

## 6. Items for input to the LHA Board of Commissioners (standing agenda item)



- a. Property Tax Exemption Policy – Molly O'Donnell included the full redline with revisions to the current Property Tax Exemption Policy. This will be taken to the Longmont Housing Authority Board of Commissioners on January 31<sup>st</sup>. The current policy has a fee upfront; in exchange, they get a tax savings in the long term. Staff needs to come up with policy and procedures to include possible management fees, and maintain the affordability of the unit.
  - b. Decision mapping for property management – Molly O'Donnell reviewed. Commissioner Waters requested this document in prior meetings, where it indicates lines of authorities for Community Managers. Staff is currently developing this decision mapping.
7. Resident Quality of Life (standing agenda item) – None.
8. LHA Report –
- a. Update on Operations
    - i. Occupancy Report – Lisa Gallinar reviewed. Currently properties are at 93% occupancy rate. Fully staffed on the maintenance side, with a set goal to lease at 97% for 2023.
    - ii. Property Updates – Lisa Gallinar reviewed the property updates at the various properties. VIA transportation participation has increased. Year-End Bingo Bash's were highly attended by residents. There was a 4% rental rate increase for LIHTC communities. Calls for service from Public Safety are remaining low.
  - b. Update from Executive Director – None.
9. Other Business – None.
10. Adjourn – Tom DeBie adjourned the meeting at 11:06 a.m.

