



**Longmont Housing Authority**  
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## **Longmont Housing Authority Board of Commissioners**

Tuesday, February 21, 2023

Regular Meeting

### **1) CALL TO ORDER & ROLL CALL**

Commissioners present were:

Chair Joan Peck  
Susie Hidalgo-Fahring  
Marcia Martin  
Vice Chair Aren Rodriguez  
Tim Waters  
Shiquita Yarbrough

Commissioners absent were:

Sean McCoy

### **2) AGENDA REVISIONS & SUBMISSION OF DOCUMENTS** – Molly O'Donnell, Housing & Community Investment Director, added late changes/documents for item 5a.

**Approved:** Susie Hidalgo-Fahring, Marcia Martin, Joan Peck, Aren Rodriguez, Tim Waters, Shiquita Yarbrough

**Dissented:** None

**Abstained:** None

**Carried: 6-0**

### **3) REVIEW AND APPROVAL OF JANUARY 21, 2023 MINUTES**

Commissioner Martin moved, seconded by Commissioner Yarbrough, to approve the January 31, 2023 minutes.

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

**Dissented:** None

**Abstained:** Tim Waters

**Carried: 6-0-1**

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

Tim Hawk, asked why short-term rentals in single-family homes are allowed, but to build an ADU for rental is not. He would like to know the reasoning as to why the latter is not allowed.

### **5) OLD AND NEW BUSINESS**

- a) **Resolution 2023-04 – Approve Revised Property Tax Exemption Partnership Policy** – Molly O'Donnell, Housing and Community Investment Director, reviewed. This policy was put into place a year ago February 2022. Ahead of the anticipated development projects, staff learned that the Property Tax Exemption Partnership Policy needed to be revised. It is important to confirm the details around the fees, how they are calculated, and collected. Staff included a redline document of the changes to the policy, including the application process, ongoing management fees, special limited partner, etc. All housing authorities engage in these type of partnerships.

Commissioner Waters moved to adopt Resolution 2023-04, seconded by Commissioner Hidalgo-Fahring.

**Approved:** Susie Hidalgo-Fahring, Marcia Martin, Joan Peck, Aren Rodriguez, Tim Waters, Shiquita Yarbrough

**Dissented:** None

**Abstained:** None

**Carried: 6-0**

- b) **Resolution 2023-05 – Adopt SEMAP Certification** – Tracy Defrancesco, Housing Compliance Manager, reviewed. The Section 8 Management Assessment Program report is done every year. Staff sends in the report, and is then allocated a score. The last report submitted was in 2019. There was no report in 2020 due to the pandemic. Staff got rated as a high performer with one-hundred fifteen points.

Commissioner Waters moved to approve Resolution 2023-05, seconded by Commissioner Yarbrough.

**Approved:** Susie Hidalgo-Fahring, Marcia Martin, Joan Peck, Aren Rodriguez, Tim Waters, Shiquita Yarbrough

**Dissented:** None

**Abstained:** None

**Carried: 6-0**

- c) **Resolution 2023-06 – Approve Signatory Authority for Executive Director** – Molly O’Donnell, Housing and Community Investment Director, reviewed. There was a former motion in 2020 to approve signatory authority for the Executive Director. Tim Hole, Assistant City Attorney, reviewed the language in the motion, and decided it needed to be updated for delegation authority.

Commissioner Martin moved to approve Resolution 2023-06, seconded by Commissioner Hidalgo-Fahring.

**Approved:** Susie Hidalgo-Fahring, Marcia Martin, Joan Peck, Aren Rodriguez, Tim Waters, Shiquita Yarbrough

**Dissented:** None

**Abstained:** None

**Carried: 6-0**

- d) **Resolution 2023-07 – Direct Interim Executive Director to Seek Out Grants** – Tim Hole, Assistant City Manager, reviewed. Requesting documentation to apply for future grants. Staff needs to have a document authorizing authority for the Interim Executive Director to seek out grants, and submit applications when opportunities arise.

Commissioner Hidalgo-Fahring moved to approve Resolution 2023-07, seconded by Commissioner Waters.

**Approved:** Susie Hidalgo-Fahring, Marcia Martin, Joan Peck, Aren Rodriguez, Tim Waters, Shiquita Yarbrough

**Dissented:** None

**Abstained:** None

**Carried: 6-0**

- e) **Discussion: Adoption of City policies for call-back time and workers’ compensation** – Harold Dominguez, Interim Executive Director, reviewed. Staff went through a process to try and shift all LHA employees to City of Longmont employees, until they realized that LHA employees had PERA. Staff then agreed that LHA employees would follow all of the City of Longmont policies. When the on call policy for the City got revised, staff realized that they would have to work with Human Resources to modify the on-call policy with different categories that would be best suited for LHA employees. Once direction has been set, staff will bring back to Commissioners for approval.

- 6) **INTERIM EXECUTIVE DIRECTOR REPORT** – Harold Dominguez, reviewed development updates to the Hover Land development. The town home concept was bringing the performa out of budget; staff is now

considering stacked flats, which still accomplishes the same objectives. Staff has encountered problems with providing library space and early childhood space as the location does not qualify through the census track to be included in the project. This is creating a 4 million dollar gap to fund. Choices that staff now have are to move forward and apply for 4% tax credits in August and pull library and early childhood space out of the project, or split the project into two rounds and wait until August 2024 to apply for the tax credits in hopes of including the two components.

Commissioners recommended staff to move forward with the project and apply in August.

**a) Update on Operations**

- i) Aged Receivables Report** – Kyndra Daniels, Accounting Supervisor, reviewed. There was an increase on the last quarter report due to the meth units (AMN, FR, Suites) close to \$100,000. There are currently forty-six past due tenants.
- ii) Monthly Financials Report** – Kyndra Daniels, Accounting Supervisor, reviewed. All financial reports have been submitted to the auditors. All properties were over on vacancies based on what was budgeted, except for the Hearthstone at Hover Crossing. There was also an increase in utilities, and maintenance expenses due to snow removal.
- iii) Voucher Issuance Count** – Kyndra Daniels, Accounting Supervisor, reviewed. Currently as of February 1, 2023, there are four-hundred ten vouchers, an additional twenty-five in stages of briefings/vouchers, and eleven port-in vouchers, which staff plan to absorb.
- iv) Occupancy Report** – Lisa Gallinar, Regional Property Manager, reviewed. Holding at 93% occupied, move-ins scheduled for the end of month. Waitlists are currently open for Fall River Apartments, Aspen Meadows Senior Apartments, and Village Place Apartments. There are currently three units down at the Suites Supportive Housing due to a flood at the location.
- v) Property Updates** – Lisa Gallinar, Regional Property Manager, reviewed. Four properties will be having Irish dancers coming in March. The Suites Supportive Housing has hired a building attendant, and will have two more starting next week. Spring Creek and Fall River Apartments have a new Community Manager, Gregory Recella.
- vi) Public Health & Safety Updates** – Sara Aerne, Master Police Officer, reviewed. Currently working on getting cameras for all properties and has received three bids for proposals. The next step is to look at the placement of cameras. Once finalized, will bring back to Commissioners with decisions. Staff is also working on the meth detectors, determining if their system will be compliant with the City of Longmont’s system. Staff will be testing out the sim cards. Some Denver Housing Authorities have already gotten them, therefore staff will be reaching out to see if they can review their current policies. Sara Aerne will be attending coffee and conversations at the properties to answer resident questions. Calls for service have maintained low, staff will be bringing a report on a quarterly basis.

**7) COMMISSIONER COMMENTS** – Commissioner Martin had questions in regards to development work around Costco, staff will be bringing back updates in a couple of weeks.

**8) ADJOURN**

**MOTION**

Commissioner Waters moved, seconded by Commissioner Hidalgo-Fahring, to adjourn LHA Board of Commissioners meeting at 9:02 p.m.

**Approved:** Susie Hidalgo-Fahring, Marcia Martin, Joan Peck, Aren Rodriguez, Tim Waters, Shiquita Yarbrough

**Dissented:** None

**Abstained:** None

**Carried: 6-0**

Jean Leck  
Chairperson, Longmont Housing Authority

7/15/2023  
Date Approved

