

MINUTES

Longmont Housing Authority Advisory Board

Tuesday, April 19, 2022

**In Person Meeting
The Suites Supportive Housing**

1. Call to order & Roll Call

The regular meeting was called to order at 9:00am by Chair Tom DeBie.

Members Present Tom DeBie
 Arlene Zortman
 Cameron Grant
 Jean Christopher
 Lauren Cely

Others Present: Harold Dominguez, Interim Executive Director
 Molly O'Donnell, HCI Division Director
 Michele Waite, Senior Services Director
 Lisa Gallinar, Regional Property Manager, LHA

2. Approve minutes from March 15, 2022 meeting

Motion by Jean Christopher to approve the minutes from March 15, 2022.
Seconded by Lauren Cely. Passed unanimously.

3. Public invited to be heard: None.

4. Update on Community Engagement process – Michele Waite stated there was not an update on the Community Engagement process. Had originally agreed to schedule for the end of March, however staff will reschedule with Arlene Zortman, Cameron Grant, and Lauren Cely for availability. Interests have come up at the various properties. Spring Creek has expressed interest in activity funds and resident services. Hearthstone and Lodge at Hover Crossing wants to have a garden at their facility. A topic that has emerged is that of the parking permits and security issues. Veronica Garcia will hold two conversations in Spanish, one at Spring Creek Apartments, and one at the Lodge. Community managers will have sign-up sheets at their doors for residents. Michele Waite wanted to remind



the residents that this is what they asked for. The roll out of the conversations has not been ideal; however, will work moving forward.

5. Organizational Updates

- a. LHA Advisory Board role/purpose and bylaws update – Molly O'Donnell brought the bylaws changes forward at the request of the LHA Advisory Board to change how the LHA Advisory role fits in when it comes to resident issues, and to add the vice chair role. The board also wants to include the role about the pathway of communication, and consideration for the quality of life for residents.
- b. LHA Advisory Board Member Election interview process and revised interview guide - City of Longmont Council will review the pre-interview application process for board and commission applicants. The idea is that existing board members would conduct an interview for any applicants and make recommendations to City Council on who they should appoint to the boards based on the interview process. April 25, 2022 is the deadline to apply to be on the board.

Staff has updated the interview guide questions based on the recommendations the advisory board gave last meeting. This interview guide will go over to the LHA Board of Commissioners to approve. In conjunction, staff and board agreed to have a tentative date of May 20 to schedule all interviews on the same day and make recommendations.

- c. Revised LHA Board of Commissioners Meeting Calendar – Molly O'Donnell reviewed the meeting schedule with the LHA board of commissioners. These meetings will occur the first Tuesday of every month with the exception of June, September (due to being budget months for City Council) and December. Since these meetings are happening at the beginning of the month, the financials are going to be lagged a month.

6. Development and/or Project Updates/Alignment with Goals – Molly O'Donnell reviewed the updates. Staff has prepared a three-year schedule with the developments with broad categories and gave it to the LHA Board of Commissioners on April 5, to tie back with the ARPA schedule and projects. The first two are Crisman and Sunset. For Sunset, staff will present to CHFA on April 29, and will hear back from this the first week of May.

Development Staff, Katie Pung, will start working on May 5 to help drive those projects forward. Will be using a partnership model, it will be fostering the projects along; the developers take most of the project at closing. The idea is to get her doing more projects without being so hands on.



HCV staff, Marcus Kennedy and Ruby Ford, have been working on getting many of the vouchers out; have currently upped the program by 30 vouchers.

7. Items for input to the LHA Board of Commissioners

- a. Crisman II Apartments Development – Staff is routinely running into financial issues. They had a 10% hit in cost from February 22 - April, raised it to a million and a half. Got an additional million dollars from MGL. Had to get another 100 thousand in securities. MGL then wanted to pull securities, so that created an additional 400 thousand gap in the security process. What staff was going to do was have city loans ARPA funding to go to LHA, LHA would pay the securities to Planning & Development Services on behalf of MGL, public improvements would be completed and securities would be released back to LHA, and finally LHA pays back ARPA funds to the City for reallocation. The additional 400 thousand has changed that plan. Staff now has to figure out how to take care of the inflation increases in construction.

8. Items not part of LHA Work Plan/Goals – Board member Lauren Cely wants to create a networking group where housing folks can get together and share ideas with everyone else. This group could generate money to spend on residents. Michele Waite and Molly O'Donnell mentioned Boulder County Regional Partnership, which Molly is a part of, and it has had a goal to have regional administration for affordable housing. Boulder County will bring this up to receive ARPA funding to stand up that program for affordable housing.

9. LHA Report

- a. Update on Operations

- i. Occupancy Report- Lisa Gallinar reviewed the occupancy report. Currently have 96% occupied.
 - The Suites Supportive Housing and Briarwood waitlist will open up on April 21 and 22. Currently working on meth units. Have a second contaminated unit from an eviction, and will try to get the unit back up at the end of the month. They will have their coffee and conversations with the fire department in May.
 - Aspen Meadows Senior Apartments will have accessible walkways.
 - Aspen Meadows Neighborhood has a contaminated meth unit that staff has been working on. This unit was torn apart due to all of the contamination.
 - DOH Inspection occurred last Monday, however they came in with minor details.



- Village Place had their Coffee and Conversations with Sara Aerne.
 - Spring Creek Apartments has a meth-contaminated unit. Testing levels came back low.
 - Fall River had a Coffee and Conversation with Public Safety.
 - Hearthstone and Lodge at Hover Crossing had zero findings during their audits.
- ii. Property Updates – Lisa Gallinar reviewed the property updates.
- Currently have an RFP open for a landlord/tenant attorney that will have more knowledge with eviction.
 - Staff is working on setting up a fair housing training with all staff.
 - HCV Specialists have been cross training at the properties to help support while in the interim.
 - Currently hiring for a Maintenance Technician, Assistant Community Manger, and a Community Manager.
- iii. Aged Receivables – Molly O’Donnell reviewed the aged receivables report. All the property audits have been completed and will be drafted. The LHDC audit is near completion. Accounts Receivable is looking great with the exception of Aspen Meadows Neighborhood due to the meth contamination.
- iv. Monthly Property Financials- Molly O’Donnell reviewed. Currently two months into the financials, the only thing that is over budget is the snow removal, as there have been multiple snow events this year.
- v. Voucher Issuance Count – Molly O’Donnell reviewed. As of April 1, 2022 there were 400 vouchers that received funding. Of those vouchers, 6 are on hold because they are porting out, 18 vouchers are currently searching totaling 424 vouchers. Staff cannot keep up with people that are ending participation, therefore 20 more vouchers were released and letters were sent to tenants. Of those, one tenant has been scheduled for a briefing. Tracy Defrancesco is the new Housing Programs Compliance Manager for the Longmont Housing Authority and is helping administer the Housing Choice Voucher Program.
- b. Update from Executive Director – Have already reviewed.



10. Other Business – Arlene Zortman asked what the government has been using its ARPA funds on. Harold Dominguez stated that 8.9 million of those ARPA dollars are going into affordable housing. Part of those funds were associated with the purchase of the property on Costco, Royal Mobile Homes Property, Crisman II, the rest are waiting to see what happens. Have to use these funds by 2026.

11. Adjourn – Tom DeBie adjourned the meeting at 10:50 a.m.

