

MINUTES

Longmont Housing Authority Advisory Board

Tuesday, February 15, 2022

Virtual Meeting

1. Call to order & Roll Call

The regular meeting was called to order at 8:00am by Chair Tom DeBie.

Members Present Tom DeBie
 Jean Christopher
 Arlene Zortman
 Lauren Cely

Others Present: Harold Dominguez, Interim Executive Director, LHA
 Karen Roney, Community Services Director
 Molly O'Donnell, HCI Division Director
 Kyndra Daniels, Accounting Supervisor, LHA
 Lisa Gallinar, Regional Property Manager, LHA
 Sara Aerne, Master Police Officer

2. Approve minutes from January 18, 2022 meeting

Motion by Tom DeBie to approve the minutes from January 18, 2022 with a revision for 5a, bullet point 2, and add resident to resident. Seconded by Arlene Zortman. Passed unanimously.

3. Public invited to be heard: None

4. Organizational Updates

- a. Revisit regular meeting date/time for any changes- Chair Tom DeBie made a motion to move the LHAAB meeting to start at 9:00 a.m. and keep the meeting on the third Tuesday of every month. Jean Christopher seconded. Approved unanimously.
- b. Proposed change in process for interviewing LHA Advisory Board Members- Karen Roney let board members know that on Tuesday, February 15, 2022, City of Longmont Council will review the pre-interview application process for board and commission applicants. The proposed



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. Staff will update the LHAAB about City Council's decision at the March meeting.

- c. Overview: collaboration between LHA and Public Safety- Sara Aerne and Lisa Gallinar updated the advisory board on the partnership and evolution over the years with the Longmont Housing Authority and Public Safety.

Sara Aerne gave a background on the Crime Free Housing Program that has been in operation for twelve years in Longmont. This program is based upon relationships and the housing industry itself. Public Safety has worked with LHA by collaborating around issues like property safety, residents with behavioral issues, community meetings and ensuring residents have the information they need regarding safety issues.

Lisa Gallinar stated that police interaction with residents and having a presence at the properties has yielded positive results. Public Safety has helped LHA with evictions, welfare checks, working with different agencies within the Public Safety department. Currently, all of the LHA properties have been inspected and certified within the Crime Free Program, and they have participated in the Crime Prevention through Environmental Design (CPTED) process. All LHA Community Managers, except for our newly hired managers, have attended the eight-hour Crime Free training.

Sara Aerne explained that she is a part of the Development Review Committee (DRC), reviewing the plans for new builds, specifically the multi-family new builds.

Harold Dominguez explained that as a part of their Friday LHA staff check-in meetings, Sara Aerne and Lisa Gallinar report on what is happening at the properties. The partnership is strong, and helps residents feel more safe and secure in their environment.

5. Development and/or Project Updates/Alignment with Goals
 - a. Proposed ARPA investments- Karen Roney reviewed the recommendations that Harold Dominguez presented to City Council in January regarding how to invest the city's ARPA funding. Nearly eight million dollars was recommended for investment in affordable housing development and addressing the city's and LHA affordable housing goals. Harold Dominguez summarized those projects:
 - NextLight Bulk Agreements – for internet across all LHA properties.



- Sunset Heights – Element – \$1,300,000 in Development. The goal is to initiate this project by the end of year 2022.
 - Crisman Development – \$800,000 in Crisman Development. The goal is to have the project under construction by the end of year 2022.
 - Affordable Assisted Living – \$1,700,000 toward a partnership for developing affordable assisted living options for older adults who can no longer live independently.
 - LHA Hover Property – \$1,300,000 to develop this vacant parcel owned by LHDC.
 - Staff Development/Finance – \$525,000 for fixed-term staffing needed to manage development of affordable housing projects.
 - Former Royal Mobile Home Site Purchase - \$1,500,000 to purchase the remaining parcel of this property not used for St. Vrain River project for future affordable housing development.
- b. Village Place resyndication- Molly O'Donnell stated that the property conditions report has been completed; based on this report, the capital needs is approximately \$5.4 million. Generally, the building is structurally sound, but the parking lot needs major work. Next steps for this resyndication are: budget development, project design, and resident input on the design process. Part of the financing discussions with CHFA include the possibility of separating the commercial building (currently leased to Center for People with Disabilities) from the Village Place residential property.

Staff recently held a parking discussion with Village Place residents about how parking will be impacted during the construction process. Residents were informed that their assigned parking will be removed within the next six months, and instead have parking permits to park anywhere in the lot. LHA has contracted with tow/parking company that will monitor parking at all LHA properties, including Village Place. Staff is working with Longmont Downtown Development Authority (LDDA), and will continue to communicate parking updates with residents.

6. Items for Input to LHA Board of Commissioners

- a. Property tax exemption policy- Molly O'Donnell reviewed the property tax exemption policy that staff will be taking to the LHA Board of Commissioners for review and adoption. Housing authorities often extend their tax exemption status to affordable housing developments, but many have policies in place that guide their decision-making process when asked to extend this exemption to future developments (e.g. level of affordability of the units, serving special populations, etc.). The draft policy



lays out a methodology that is based on those factors of affordability and special population services provided on a scale basis. The application fee is five-thousand dollars, which can be waived if the LHA is a partner in the project.

Board members asked questions about the 7.15% multiplier; whether all affordable housing developments could be considered, or only those that are partnering with the LHA; whether the fee could be paid on an extended basis over the fifteen-year compliance period of the tax credit; and right of first refusal for LHA to purchase the property at the end of the compliance period to keep units affordable. Staff will follow-up with responses to these questions, and how to consider some of these suggestions in the policy it brings to the LHA Board of Commissioners.

7. Items not part of LHA Work Plan/Goals- None.

8. LHA Report

a. Update on Operations

i. Occupancy Report- Lisa Gallinar reviewed the occupancy report. She stated that units are 97% occupied, and staff is working quickly to fill vacancies. Both Project-based Voucher units at Aspen Meadow Neighborhood are vacant, and staff is now in the process of making the units available. Have received permission from investor to make a unit available for on-site property manager; having a presence on site can help reduce calls for service. Aspen Meadows Senior Apartments are all occupied. Fall River Apartments have one vacancy that was a result from an eviction. The Hearthstone and Lodge will open up their waiting list for two days, March 1, and 2. The Suites Apartments has all of its MHP units leased; the only vacant is the one affected by meth and is still in the process of remediation. Spring Creek Apartments have eight vacancies; the waiting list has been reopened. Village Place Apartments has reopened its waiting list.

ii. Property Updates – Lisa Gallinar reviewed the property updates report. There is a new Maintenance Technician who has been covering at both Aspen Meadows Senior Apartments and Aspen Meadows Neighborhood. The Housing Choice Voucher (Section 8) waitlist was open on January 26, 2022. Around one-thousand people applied to get on the waitlist; of those applicants, 150 were selected to be placed on the waitlist. LHA brought in a towing/parking company that will be monitoring all of the properties 24 hrs. a day/7 days/week. Staff will set up meetings at all of the



properties to inform residents about the changes. Staff is working on creating a team that will be focusing on resident complaints and how to follow up on resolving issues.

- iii. Aged Receivables – Kyndra Daniels reviewed the Aged Receivables report. There is currently a meth unit at Aspen Meadows Neighborhood that needed to be brought up causing an allowance for that at 75%. Staff has been working on clearing bad debt. Staff has implemented new procedures to send accounts with balances owed to collections, so that they can be flagged in the future. All properties are in a better shape financially. Staff has started to look at the prepaid policy; issuing checks to get the balance cleared up. Community Manager, Karin Lawson, is working on a list of 70+ residents to get ledgers cleared up.
- iv. Monthly Property Financials- Kyndra Daniels reviewed the Monthly Property Financials. All properties will now have cash flow surplus.

b. Update from Executive Director- No additional updates to report.

- 9. Other Business- It was determined that since the Longmont Housing Authority Advisory Board advises the Board of Commissioners and not the City Council, the residency requirements do not apply to the LHA Advisory Board members. Lauren Cely can remain on the advisory board.

Boulder County Public Health announced that its masking order would end on Friday, February 18 at 5:00p.m. Staff will update residents that the mask order will be lifted.

Board member Arlene Zortman inquired about a sign near LHA Aspen Meadow properties that has graffiti, and what could be done to address this issue. Staff stated that this is a code enforcement issue, and would follow-up with code enforcement. The city does have a graffiti removal program/process in place, but has had some recent staff turnover in that position.

- 10. Adjourn – Tom DeBie adjourned the meeting at 9:37 a.m.

