

MINUTES

Longmont Housing Authority Advisory Board

Tuesday, November 16, 2021

Virtual Meeting

1. Call to order & Roll Call

The regular meeting was called to order at 8:00am by Chair Cameron Grant.

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

Others Present: Harold Dominguez, Interim Executive Director, LHA
Karen Roney, Community Services Director
Kathy Fedler, HCI Manager
Kyndra Daniels, Accounting Supervisor, LHA
Lisa Gallinar, Regional Property Manager, LHA
Molly O'Donnell, HCI Project Manager
Michele Waite, Senior Services Manager

2. Approve minutes from September 21, 2021 meeting

Motion to approve made by Tom DeBie; Arlene Zortman seconded. Approved unanimously.

3. Public invited to be heard: None

4. New & Old Business

a. 2022 LHA Budget Review -

Harold Dominguez reviewed the proposed 2022 LHA Budget Summary.

Aspen Meadows Neighborhood and Aspen Meadows Senior Apartments:

Admin increase is due to market salary updates. The financing activities currently include the full mortgage payments to make sure there is enough cash on hand.

Suites Campus: Even though there was a market change for employees one of the assistant managers has been spread across all properties instead of AMN\AMSA\SA, which didn't create a big change for this property. The tenant services variance is due to the change in cable services. Utilities has an increase due to under budgeting in years past. Increase in insurance was due to a 125% loss ratio and market adjustment along with a requirement on the loan to carry a \$25,000 deductible for Wind and Hail. Financing Activities currently include the full mortgage payment to make sure there is enough cash on hand.

Briarwood Apartments/ Office: Noted that no replacement reserve is required (not financed through CHFA), however will be looking to establish one in the near future. Tenant Services are due to a change in cable services. The utilities expenses are because of changes in allocation in June of 2021 with the Veterans Community Project lease. Financing Activities currently includes the full mortgage payment to make sure we have enough cash on hand to carry the liability amounts.

615 Main: LHA currently leases this property to Center for People with Disabilities (CPWD). Staff has changed allocation method; employee salaries\benefits are no longer budgeted towards this property. Utilities changes have new lease changes coming in 2022 since they are not in place. The budget currently includes utilities as an expense with a revenue coming in from the lease. Maintenance and Operations have increased due to new snow removal and landscaping contract.

Sunset Land (vacant land adjacent to the Suites): Are considering options to develop this site. Maintenance and Operations include a landscaping contract for the adjacent property. Budgeted revenues come from LHA fund balance until the property is developed.

Housing Choice Voucher: The 2022 budget is built around the contracted amount of funding the LHA receives from Housing and Urban Development (HUD) for this rental assistance program. In years past, they might not have been budgeted for the reserve funding. The Housing Choice Voucher program has authority to administer 503 vouchers, but LHA cannot overspend its funding. Staff is now using the two-year tool to help optimize its budget. It appears that the target number of vouchers we can administer within our current contract and market conditions is 420. The LHA also needs to hold some funds in reserve to address unexpected conditions (to ensure we can sustain rental assistance to current voucher holders). Most vouchers are with property owners the private market; we cannot control the rents they charge. By optimizing its voucher budget, the

Longmont Housing Authority is more likely to receive an increased allocation from HUD to provide additional rental assistance. The goal is to accomplish this within the next two years. Admin expenses have had a reduction due to a change in allocation for the HCV Manager moving it to a 50/50 split between HCV\LHA in 2022.

Staff plans to move forward with new development activities to bring more operating revenue into the Longmont Housing Authority. Staff provided an update on the Longmont Housing Development Corporation (LHDC). Their current board has given direction to start merging LHA and LHDC. This will bring in additional revenue with resyndications and will also bring in development revenue.

b. Update on Community Building Initiative -

Karen Roney and Michele Waite updated the advisory board on the Community Building Initiative within LHA residential communities. Several staff, plus Arlene Zortman from the LHA Advisory Board and one of the Senior Services Advisory Board members, interviewed approximately 80 residents. Staff summarized key themes and suggested actions from the interviews and created a community conversation guide to follow up on the interviews and involve more residents in generating ideas and prioritizing actions to take. Staff was getting ready to organize these community conversations, however the second mask order came into place with Boulder County Public Health. Staff put a hold on these conversations for now, and is figuring out other ways to involve residents in the process.

The advisory board asked what LHA could and should be doing in engaging residents in meaningful activities. Michele Waite indicated there were a variety of things going on at different properties that are contributing to culture-building. The advisory board asked staff if there was money set aside in the budget to be able to do activities for the residents, because at some of the properties when they had activities most residents donated from their own pocket to be able to do such. Staff indicated that there is a line item budget for each property to be able to do activities for the residents in 2022. Staff said that they are also trying to work with different vendors to be able to assist with activities for residents. All residents are encouraged to do activities that welcome all residents in the community rooms. The community rooms are for all residents to use and enjoy, and not necessarily for events that exclude others. Private family events/celebrations can also be scheduled in these rooms.

Harold Dominguez left the meeting at 9:51 a.m.

5. City Report –
 - a. Update on Operations
 - i. Vacancy/Aged Receivables Reports – Did not get to this topic.
 - ii. Financial Reports – Did not get to this topic.
 - iii. Property Updates –

Lisa Gallinar explained that The Suites Apartments is currently experiencing a COVID-19 outbreak. Every Monday at 9:00 a.m. there is COVID-19 testing, and this outbreak status will remain with the property until there has been a full two weeks with no positive cases. The Hearthstone and Lodge has experienced one new positive COVID-19 test in the last six weeks, therefore testing has stopped at those properties.

Lisa Gallinar explained that she has been in contact with Salud Clinic, and they are prepared to administer booster vaccines for LHA residents and staff once they hire another nurse practitioner.

Adam Sanderson has been hired as the Community Manager for Village Place. LHA is still recruiting for an Assistant Community Manager that will be covering at multiple properties, and a Maintenance Technician position.
6. Other Business – Staff is organizing holiday meals that will be delivered to residents at the properties.
7. Adjourn – Cameron Grant adjourned the meeting at 9:57 a.m.