



**Longmont Housing Authority**  
350 Kimbark Street  
Longmont, CO 80501  
P: 303.651.8581 | F: 303.652.2899  
TDD: dial 711

[www.longmonthousing.org](http://www.longmonthousing.org) | [LHInfo@longmontcolorado.gov](mailto:LHInfo@longmontcolorado.gov)

**Longmont Housing Authority Board of Commissioners**  
**Regular Meeting**

Tuesday, November 16, 2021 at 7:00 PM  
City Council Chambers  
350 Kimbark Street

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

**MOTION**

Marcia Martin moved, seconded by Tim Waters, to convene as the Longmont Housing Authority Board of Commissioners.

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

**Dissented:** None

**Abstained:** None

**Carried: 6 - 0**

Commissioners present were:

Chair Joan Peck

Susie Hidalgo-Fahring

Marcia Martin

Vice Chair Aren Rodriguez

Tim Waters

Shiquita Yarbrough

**2) AGENDA REVISIONS & SUBMISSION OF DOCUMENTS** – Revised materials for Item 5.a were added on 11/15 at 2:30 pm.

**3) REVIEW AND APPROVAL OF OCTOBER 19, 2021 MINUTES**

**MOTION**

Commissioner Susie Hidalgo-Fahring moved, seconded by Vice Chair Aren Rodriguez, to approve the October 19, 2021 minutes as presented.

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

**Dissented:** None

**Abstained:** None

**Carried: 6 - 0**

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

There were no speakers present.

## 5) NEW BUSINESS

### a) **Review and approval of 2022 Property and Agency Budgets**

Interim Executive Director Harold Dominguez reviewed the Roll-Up budgets by property and program. He indicated that the added information provided under Agenda Revisions reflected a found line item from the detailed budget worksheet that did not carryforward into the Roll-Up Budgets and so that information has been corrected. There is information provided on Longmont Housing Development Corporation (LHDC) controlled properties included in the presentation, but LHA Board will not be asked to approve those budgets. During this year staff bid out landscaping and snow removal services and so those numbers are new to the 2022 budget and there were fairly significant insurance increases to every property and to both agencies. Risk did review and help LHA understand those increases. Each property also has to set aside replacement reserves for both operations and capital needs. That wasn't always done in the past, but you can see we are pulling those reserves out for every property which lowers the overall net income for each. We added in tenant services to each property, those again, were not always budgeted in the past. This allows each Community Manager to plan for events, get-togethers, etc. for the residents. The Suites, Hearthstone and Lodge have a dedicated Support Services Coordinator (one day each week at Hearthstone and at the Lodge and three days each week at The Suites) because they are HUD "supportive service" designated properties.

Commissioner Martin commented on the net loss for The Suites of around \$69,000 and asked how we deal with that? ED Dominguez stated that the \$69,000 is the net difference from 2021 to 2022 budget, there is actually a projected net income of \$12,000 for 2022.

Commissioner Waters asked how the replacement reserve was calculated.

ED Dominguez continued with presentation - Briarwood Apartments is showing a significant increase in income due to the Locally Funded Voucher program master leasing at least some of the units at that property. Briarwood Office, on the other hand is showing a decrease in income due to the fact that the Housing Choice Voucher (HCV) Program used to pay into the office budget, but because those staff are no longer located at that building, it is relying solely on what we are charging the current tenant. 615 Main Street is an LHDC-owned office building (since it is on the Village Place campus and part of the Tax Credit structure for that property) that has been rented for years to the Center for People with Disabilities. We are looking to see if we can disconnect that property from Village Place when we resyndicate, refinance and renovate the Apartment building and sell the office building. Sunset land is adjacent to the Suites Apartments. We are using Fund Balance from past years' to offset the costs of maintenance, mowing, etc. until the land is sold/developed.

For the HCV program, the budget comes from HUD and is a pure pass-through to the landlords/property owners who rent to the voucher holders with a larger fund reserve expected in 2022. For the HCV Administration, staff has leased up vouchers, which increases the administration budget. The costs charged can increase somewhat to offset this higher funding amount, so we will be working to determine those other expenses that could be charged and captured like office space costs (need to determine square footage and applicable charges).

There was a jump in the updated LHA General Fund administrative costs because the bulk of the City staff positions are in this line item, so while projecting to use \$600,000 of fund balance, we think the other revenues may be closer to \$750,000 by the end of the year, so that would offset the need for fund balance, or would increase the net income. We think we still need to use a couple of consultants through 2022 – AH Forward (Section 8/HCV experts) and our Yardi consultants as we continue to work out bugs/issues with that software system. We are trying to use ongoing revenue more for operating expenses and not rely on the development revenue as much which will make it easier to budget going forward. We are still working to finalize the Crisman I and II deals which will increase ongoing revenue. Also, staff is working to get rents adjusted to where they should be to increase revenue. We have set some aggressive operational goals.

Kathy Fedler, Housing/Community Investment Division Manager responded to Commissioner

Water's prior question that the replacement reserve is based on a per unit per month amount and averages between \$300-\$400/unit/month based on the size of the property. And that 3% should be added to each year to the set-aside per unit per month. Not sure that has been happening.

ED Dominguez went through the LHDC property budgets. Hearthstone and Lodge are HUD 202 properties which staff is working to remove from that program because of restrictions and move it to being a project operated with project-based vouchers and managed by the LHA. LHDC is supportive of this effort. Village Place, as noted before, will be going through a resyndication process similar to Aspen Meadows Apartments in 2022-2023. Hover vacant land (across from Hearthstone/Lodge) is being slated for development in 2022-2023 timeframe. In addition, LHDC gave staff direction at their last meeting to look at merging LHDC into LHA, so we will start working on this. Anticipated to take about a year to 18 months.

Commissioner Yarborough asked to meet at a later date to go over the budget and review in more detail so she has a better understanding since she is new to this position. ED Dominguez stated that we need the budget approved before the end of the year, so could hold off until December meeting for approvals, or Commissioner Yarborough could abstain from the vote if the other Commissioners are ready to approve. Chair Peck asked if any of the other Commissioners wanted/needed more time to consider? Hearing consensus, Chair Peck asked the Commissioners to email questions/concerns to ED Dominguez and he can set up a special meeting.

#### **MOTION**

Marcia Martin moved, seconded by Susie Hidalgo Farring, to bring this item back for the first regular meeting in December.

**Approved:** Susie Hidalgo-Farring, Marcia Martin, Joan Peck, Aren Rodriguez and Shiquita Yarborough

**Dissented:** Tim Waters

**Abstained:** None

**Carried: 5 - 1**

#### **b) Resolution LHA-2021-09 – Resolution Adopting Designated City Policies and Procedures to Govern Longmont Housing Authority and its Employees**

Karen Roney, Community Services Director, reviewed the Resolution which is to allow the LHA to streamline and become more efficient in its operations. In mid-year 2021, LHA administrative and HCV staff moved to the Civic Center and rented the former LHA offices to the Veterans Community Project. We found we could move LHA staff to the City's medical/dental/vision plans for the same amount it was costing the agency and employees with more robust benefits and coverage. Then we went through the City's and LHA's policies to see what was similar to the City policies and would make sense to adopt. We are now recommending and asking the Board of Commissioners to adopt the City's Information, Technology and Teleworking policies, as well as the City of Longmont Personnel Rules and Administrative Regulations with some exceptions; those exceptions are:

- 1) LHA staff will remain in PERA because there would be a penalty for them (borne by LHA employees) to leave PERA and move to the City's retirement plan. Since we don't yet know the long-term structure for the LHA (be fully integrated as a City government service or return to a fully independent status), it made sense for them to remain in PERA.
- 2) For worker's compensation, the LHA will remain insured with Pinnacol instead of being covered by the City's workers' compensations (which is self-funded, and LHA has not paid into the City system).
- 3) LHA will retain its current policy for on-call services, which primarily applies to LHA maintenance staff, due to the types and frequency of after-hours property maintenance calls.
- 4) LHA is not large enough to be covered by FMLA, so it will maintain its current policies for parental leave and non-paid medical leave of absence, at least through 2022. A new State law establishing a statewide system for family leave is scheduled to go into effect in

2023, so we will examine this area again next year to determine if LHA can be covered by this new statewide family leave system.

Commissioner Hidalgo-Fahring asked if employment status is protected under the parental leave of absence similar to FMLA. Staff indicated the LHA current policies do offer those same protections.

#### **MOTION**

Commissioner Tim Waters moved, seconded by Commissioner Susie Hidalgo-Fahring, to approve Resolution LHA-2021-09 – Resolution Adopting Designated City Policies and Procedures to Govern Longmont Housing Authority and its Employees.

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

**Dissented:** None

**Abstained:** None

**Carried: 6 – 0**

### **6) INTERIM EXECUTIVE DIRECTOR REPORT**

#### **a) Update on Operations**

##### **i) Vacancy/Aged Receivables Reports**

Lisa Gallinar, Regional Property Manager, went through the occupancy/vacancy report.

##### **ii) Property Updates**

Lisa Gallinar went through highlights of the Properties. We received a grant from Next50 Foundation to purchase and install “firestops” at all the senior properties, Palace Construction will be making their annual donation to the residents of AMSA to support resident activities, and we have hired several positions including the Resource Specialist for Suites, Hearthstone and Lodge, a new Community Manager for Village Place, and there are several other positions open and we are interviewing and hoping to get some additional good new employees.

### **7) COMMISSIONER COMMENTS**

Commissioner Marcia Martin inquired about the projects LHA was going to work on that were mentioned in the Retreat last July. ED Dominguez stated that project #1 is the Crisman II project – new construction, #2 is resyndication of Village Place – preservation, #3 is the Hover vacant land project – new construction, #4 is the Mustang/Costco property – new construction, #5 is The Suites vacant land and the Element project – new construction of permanent supportive housing, and #6 is acquisition of land/property around the First and Main Transit Station.

Commissioner Martin asked about the Element project. That is the one that applied for Tax Credits and will purchase part of the property at The Suites, if funded. If not funded, then we could possibly use ARPA or AH Funds or other funds and move forward with Element, or could take ownership of the plans and take on ourselves. In either case, we still control the land.

Commissioner Waters asked when they would see the Goals with Objectives and Metrics. ED Dominguez replied that would be in December or January. Commissioner Waters also inquired what we were hearing about parking at Village Place. ED Dominguez responded that there has been discussion at the LDDA Board about what they might like to see happen with parking in the 600 block around the new parking garage and around Village Place. Kimberlee did follow up with a letter to the residents that it was just a discussion/conversation and no decisions had been made. Parking is one of the areas that will be looked at as part of the Capital Needs Assessment in advance of the resyndication of Village Place. We are in the process of selecting a consultant to undertake the Capital Needs Assessment.

## 8) ADJOURN

### **MOTION**

Commissioner Tim Waters moved, seconded by Chair Joan Peck, to adjourn meeting.

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

**Dissented:** None

**Abstained:** None

**Carried: 6-0**

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Chairperson, Longmont Housing Authority

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Date Approved

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