



Strengthening our community by creating opportunities for diverse housing alternatives.

**Board of Commissioners
Minutes of Regular Meeting
November 11, 2021 at 6:00 p.m.**

The annual meeting of the South Metro Housing Options (SMHO) Board of Commissioners was held on Thursday, November 11, 2021 at 6:00 p.m. MST at 5808 S. Rapp St., Suite 100, Littleton, CO 80120.

Commissioners Present

Kyle Henderson, Chairperson
(6:15)

Aubrey Ebbs, Vice Chairperson
(6:10, via zoom)

Pat Cronenberger, Commissioner

Lauren Acres, Commissioner

Kate Peterson, Commissioner

Aaron Heumann, Commissioner

Sandra Petry, Resident
Commissioner

Commissioners Absent

None

SMHO Leaders/Others Present

Corey Reitz, Executive Director

Brian Sheppelman, Director of
Finance

Iván Anaya, Director of Real Estate
(via zoom)

Gerald Humphries, Finance Manager

Pam Chadbourne, Littleton

Board Meeting Minutes

Call to Order

Commissioner Cronenberger called the meeting to order on November 11, 2021 at 6:01 p.m. MST. A quorum of members was present, and the meeting was ready to proceed with business.

Review of the Agenda

Commissioner Cronenberger reviewed the agenda. The agenda was adopted by the Board.

Unscheduled Public Appearances

Community Member Pam Chadbourne addressed the Board and voiced concerns with the development of tall buildings as a strategy to address affordable housing. She suggested the purchase of trailer parks as an option, which she stated will be wiped out in the new ULUC. Ms. Chadbourne also gave an example of an affordable project (Basalt Vista) in the Roaring Fork Valley. It is a Habitat for Humanity development that utilizes solar power that helps the community meet energy efficiency needs.

Scheduled Public Appearances

There were no scheduled public appearances.



Minutes

VOTE: Approval of the Minutes of September 9, 2021 Regular Meeting

Commissioner Heumann identified incorrect dates on page one of the minutes. Upon motion duly made by COMMISSIONER HUEMANN and seconded by COMMISSIONER PETERSON, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE AMENDED MINUTES OF THE SEPTEMBER 9, 2021 REGULAR MEETING.

AYE: Commissioner Heumann, Commissioner Acres, Commissioner Petry and Commissioner Peterson

NAY: None

ABSTAIN: Commissioner Cronenberger

ABSENT: Chairperson Henderson and Vice Chairperson Ebbs

MOTION CARRIED: 4:0:1:2

VOTE: Approval of the Minutes of October 14, 2021 Annual Meeting

Commissioner Heumann identified a missing word in the last motion of the meeting minutes. Upon motion duly made by COMMISSIONER HUEMANN and seconded by COMMISSIONER PETERSON, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE AMENDED MINUTES OF THE OCTOBER 14, 2021 REGULAR MEETING.

AYE: Commissioner Heumann, Commissioner Acres, Commissioner Petry and Commissioner Peterson

NAY: None

ABSTAIN: Commissioner Cronenberger

ABSENT: Chairperson Henderson and Vice Chairperson Ebbs

MOTION CARRIED: 5:0:0:2

Financial Reports

VOTE: SMHO, Powers Circle Apartments (PCALLP), & Libby Bortz Assisted Living Center (LBALC) Financial Reports

Finance Manager Gerald Humphries presented the financial reports. Project results were reported as of August 31, 2021. A high-level overview was provided and changes to account balances, budget variances, and vacancies were examined. On a consolidated basis (excluding LBALC and PCALLP), SMHO has continued to remain in a strong financial position. Occupancy at Amity Plaza will continue to be a problem for as long as the elevator issues continue.



South Metro Housing Options

Upon motion duly made by COMMISSIONER ACRES and seconded by COMMISSIONER EBBS, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE FINANCIAL REPORTS AS OF AUGUST 31, 2021.

AYE: Chairman Henderson, Commissioner Heumann, Commissioner Ebbs, Commissioner Acres, Commissioner Petry and Commissioner Peterson

NAY: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED: 7:0:0:0

Resolutions

VOTE: Resolution 21-13: Approval of the 2021-2022 LBALC Budget

Finance Manager Humphries presented and recommended the approval of Resolution 21-13 adopting the 2021-2022 LBALC Budget. Resident Rent is the largest revenue source at \$1,035,061, an increase from 2021 of \$195,981 (22%). Total Income is projected at \$3,691,033, a 16.7% increase. Total Expenses are projected at \$3,654,655 and a Net Income of \$36,378.

Upon motion duly made by COMMISSIONER CRONENBERGER and seconded by COMMISSIONER PETRY, THE BOARD UNANIMOUSLY VOTED TO APPROVE RESOLUTION 21-13, ADOPTING THE 2021-2022 LBALC BUDGET.

AYE: Chairman Henderson, Vice Chairperson Ebbs, Commissioner Heumann, Commissioner Peterson, Commissioner Cronenberger, Commissioner Acres and Commissioner Petry

NAY: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED: 7:0:0:0

VOTE: Resolution 21-14: Update of Authorized Check Signers

Finance Manager Humphries presented Resolution 21-14, updating the current authorized check signers due to changes in board member functions and new/former employees. The resolution adds three authorized signers and removes three authorized signers.

Upon motion duly made by COMMISSIONER PETERSON and seconded by COMMISSIONER ACRES, THE BOARD UNANIMOUSLY VOTED TO APPROVE RESOLUTION 21-14, UPDATING AUTHORIZED CHECK SIGNERS.



South Metro Housing Options

AYE: Chairman Henderson, Vice Chairperson Ebbs, Commissioner Heumann, Commissioner Peterson, Commissioner Cronenberger, Commissioner Acres and Commissioner Petry

NAY: None

ABSTAIN: None

ABSENT: Vice Chairperson Cronenberger

MOTION CARRIED: 7:0:0:0

VOTE: Resolution 21-15: Update of Housing Choice Voucher (HCV) Payment Standards

Helen Hoy, Director of Housing, presented Resolution 21-15, updating the HCV payment standards. Payment standards were last updated in November 2020 and went into effect January 1, 2021. The recommended payment standard is 100% of FMR for 0-, 1-, and 2-bedroom units and 105% of FMR for 3-bedroom units, all going into effect on January 1, 2022.

Upon motion duly made by COMMISSIONER HEUMANN and seconded by COMMISSIONER PETERSON, THE BOARD UNANIMOUSLY VOTED TO APPROVE RESOLUTION 21-15, UPDATING THE HCV PAYMENT STANDARDS.

AYE: Chairman Henderson, Vice Chairperson Ebbs, Commissioner Heumann, Commissioner Peterson, Commissioner Cronenberger, Commissioner Acres and Commissioner Petry

NAY: None

ABSTAIN: None

ABSENT: Vice Chairperson Cronenberger

MOTION CARRIED: 7:0:0:0

VOTE: Resolution 21-16: Update of Housing Choice Voucher (HCV) Utility Allowance Schedule

Helen Hoy, Director of Housing, presented Resolution 21-16, updating the HCV utility allowance schedule. SMHO contracts with the Nelrod Company to conduct the utility analysis for the Littleton and Arapahoe County jurisdictions.

Upon motion duly made by COMMISSIONER HEUMANN and seconded by COMMISSIONER PETERSON, THE BOARD UNANIMOUSLY VOTED TO APPROVE RESOLUTION 21-16, UPDATING THE HCV UTILITY ALLOWANCE SCHEDULE.

AYE: Chairman Henderson, Vice Chairperson Ebbs, Commissioner Heumann, Commissioner Peterson, Commissioner Cronenberger, Commissioner Acres and Commissioner Petry

NAY: None

ABSTAIN: None



South Metro Housing Options

ABSENT: Vice Chairperson Cronenberger

MOTION CARRIED: 7:0:0:0

VOTE: Resolution 21-17: Approval to Apply for Community Development Block Grant (CDBG) and HOME funds Through Arapahoe County to Support the Powers/Elati Development

Executive Director Reitz presented Resolution 21-17 pertaining to the application of CDBG and HOME funds through Arapahoe County. Funds would be used for the Powers/Elati development.

Upon motion duly made by COMMISSIONER PETERSON and seconded by COMMISSIONER HEUMANN, THE BOARD UNANIMOUSLY VOTED TO APPROVE RESOLUTION 21-17, APPROVAL TO APPLY FOR CDBG AND HOME FUNDS THROUGH ARAPAHOE COUNTY TO SUPPORT THE POWERS/ELATI PROJECT.

AYE: Chairman Henderson, Vice Chairperson Ebbs, Commissioner Heumann, Commissioner Peterson, Commissioner Cronenberger, Commissioner Acres and Commissioner Petry

NAY: None

ABSTAIN: None

ABSENT: Vice Chairperson Cronenberger

MOTION CARRIED: 7:0:0:0

Staff Reports

Amity Plaza Elevator Update

The Amity elevator project is being delayed due to a water table issue. Drilling (approximately 60ft.) into the bedrock and a culvert (steel pipe) will now be required, before Thyssen can replace the jack. The drilling is expected to take five days.

COVID Policy Update

Based on what SMHO has experienced recently with COVID and based on the increasing numbers of COVID in our area, SMHO is updating the policy. The biggest change is that unvaccinated employees will need to get a PCR COVID test weekly and send to HR every Monday morning by 9:00.

Update from City Council Member Kelly Milliman

Council Member Milliman reported on the positive outcome of initiative 3A that passed and should allow the City access to more Federal funds that require a match. Will also allow the city to address certain capital projects that need attention.

New council members were recently elected and work with new council will begin soon.

Unified Land Use Code recently passed.



Commissioner Reports

Recap from board retreat was discussed. The facilitator, who has facilitated the last three years, did a very good job. Commissioners thought it was beneficial to discuss the Real Estate strategy and plan for the next few years. Staff appreciated the board taking a few days out of their schedules to attend the Housing CO Conference and the retreat.

Next Meeting

The next Board of Commissioners of South Metro Housing Options meeting is scheduled for December 9, 2021 at 6:00 p.m. MST. The meeting will be held at 5808 S. Rapp St., Littleton CO, 80120.

Executive Session

The Board of Commissioners of South Metro Housing Options was called into Executive Session by Chairman Henderson at 7:24 p.m. MST as provided in Title 24, Article 6 (Colorado Sunshine Law), Part 4 (Open Meeting Law): Sub-section 24-6-402(4)(a), CRS to discuss the purchase, acquisition, lease, transfer or sale of any real, personal, or other property interest.

Adjournment

Upon motion duly made by COMMISSIONER HEUMANN, THE REGULAR BOARD MEETING ON OCTOBER 14, 2021 AT 7:53 p.m. MST. The motion carried.

ATTEST:

X

Kyle Henderson
Chairman

X

Corey Reitz
Secretary