



Housing Authority

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www.BoulderCountyHHS.org

**Boulder County Department of Housing & Human Services
Housing Authority Board
Monthly Board Meeting Agenda
Tuesday, March 26, 2024 9:30 a.m. – 11:00 a.m.
Hybrid In-Person/Online via Zoom**

Agenda

1. Call to Order – Boulder County Housing Authority
2. Matters from Members of the Public – Housing Authority Topics (5 minutes)
3. BCHA Interim Executive Director Update – Susana Lopez-Baker (15 minutes)
 - a. Introduction of Ben Doyle, New Communities Law
 - b. BCHA Interim Maintenance Director – Michelle Alexander
4. Development Update – Molly Chiang (15 minutes)
5. Operations Update (15 minutes)
6. BCHA Maintenance Update – Michelle Alexander (15 minutes)
7. Finance Update – Mary Corbat (15 minutes)
 - a. Monthly Financials
8. Matters from Members of the Housing Authority Board (10 minutes)
9. Meeting Adjourned – BCHA Board

Upcoming Meetings

BCHA, April 30, 9:30 a.m. - 11:00 a.m. Hybrid In-Person/Online via Zoom

Current and past packets for the Boulder County Housing Authority Board, the Boulder County Human Services Board, and the Housing & Human Services Advisory Committee can be accessed at the links below:

[Boulder County Housing Authority Board Packets](#)

[Boulder County Human Services Board Packets](#)

[Housing & Human Services Advisory Committee Packets](#)

Any member of the Public may speak on any subject related to Boulder County Housing and Human Services. It is the policy of the Board to facilitate an orderly and respectful hearing where all points of view may be heard. Please keep comments to a maximum of 3 minutes. For more on addressing the Board, see the County's guide to public hearings:

<http://www.bouldercounty.org/doc/bocc/guidetopublichearings.pdf>

It is the policy of BCDHHS to make programs, meetings, activities and services accessible to individuals with disabilities. In order to provide special services such as interpreters or provide special materials in special formats such as large print, Braille, or computer disks the county needs to be informed of the individual's special needs. If you need special

assistance contact Julia Larsen, ADA Coordinator, or the Human Resources Division at 303-441-3508 at least 48 hours before the scheduled event.

La política de BCDHHS es hacer que los programas, juntas, actividades y servicios sean accesibles para gente discapacitada. Para poder ofrecer servicios especiales como interpretes o material en algún formato especial, como impresiones mas grandes, Braille, o disco de computadora, el condado requiere que le informen de las necesidades especiales de cada individuo. Si Ud. requiere atención especial, por favor comuníquese con Julia Yager, coordinadora del ADA o a la oficina de Recursos Humanos al 303-441-3508 cuando menos 48 horas antes del evento.



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Boulder County Housing Authority Board Meeting March 26, 2024

Agenda

Directors Update

Development Team Update

Operations Update

Maintenance Update

Finance Update

Financials

Director Update

- New Community Law - Ben Doyle
- Staffing updates
 - Interim Maintenance Director, Michelle Alexander
 - CFO Posting
- Software Transition Update

Development

- Real Estate Broker Update
- Willoughby Update
- Interns
- CASA Updates
- RFPs
 - Café at the Spoke
 - CASA Architect
- SLPs



Operations General Update

Housing Choice Voucher Program

BCHA was accepted to join the final Moving to Work Cohort!

Compliance:

Willoughby Corner Preparation & Planning

- Compliance team has created the application on BCHA's online waitlist management software and has linked it to HMS, our housing programs software.
- Completing the lease-up spreadsheet for Willoughby Corner 1A. This includes instructions on the set-asides and the blended funding sources (HDG).
- Coordinating and collaborating with Social Justice Ministry for an outreach event scheduled for May.

Casa de la Esperanza

- Continued conversation with Boulder County farmers on housing options for H-2A visa holders and other farm workers since USDA RD funded housing has occupancy restrictions.
- Compliance team is conducting its annual Spring outreach with local farmers and businesses

Affirmative Fair Housing Marketing Plan (AFHMP)

- Updating the AFHMP for all 14 properties
- Objectives: Adjust marketing efforts and arranging for Fair Housing and VAWA training for staff

Maintenance Updates



Lydia Morgan - BCHA recently hosted a site visit with the Lt. Governor, Dianne Primavera, and the Colorado Energy office. It was great to see everyone celebrate the successful partnership for this community. During the visit the AmeriCorps crew installed energy-efficient lighting and water-saving fixtures “The Lt. Governor had a wonderful time and greatly enjoyed the tour, hearing from staff, and speaking with members (and residents!). She loves AmeriCorps and getting to interact with members is such a highlight” ~ Arianna Pattek, SERVE Colorado.

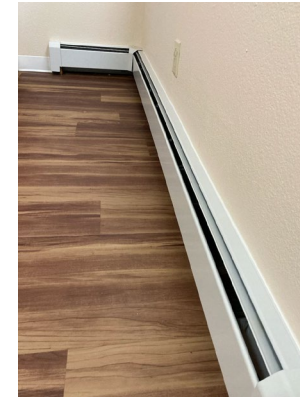
Snow Days! Boulder County experienced an unprecedented amount of snow during the weekend of 3.15.24 -3.18.24 BCHA properties received anywhere from 1’-5’ of snow. Contractors and staff had most snow removed in the lower front range by Friday, while limited access and accumulation in Nederland took the weekend through early Monday afternoon.



Maintenance updates

HVAC-Expenses and Savings

- **Cat Ct.** – We experienced a side arm failure at Catamaran ct. Bids from contractors were \$11,892.00. The BCHA HVAC team was able to resource the materials for \$3,000.00 and install them by the end of the week.
- **Varied Sites-** HVAC continues to save us money by replacing baseboards at 6 units, the existing units were approximately 46 years old. External costs were roughly \$8,000.00 a piece.
BCHA HVAC installed the baseboards at a fraction of the cost of \$1,500.00 per piece.
- **Aspinwall-**A geothermal unit has failed at and will be installed by this team, the parts alone will be \$3,600.00.



Capital Improvements Updates.

- **503/505 W. Geneseo:** All 4 decks have been repaired/replaced at these locations.
- **Niwot Eagle Place;** Exterior bids have been requested.
- **Beaver Creek** – All engineering and contracting are on schedule for a summer installation of the solar panels, siding, window, door replacements, and dry well.
- **Regal Ct.-**Painting is scheduled for April, weather pending.
- **Lydia Morgan-** The cooling tower is scheduled for April-March
- **Bloomfield-** Scope is currently being worked on.

Finance Update

Audit Update

Cash Management Tool

2024 Financials will be available at the next meeting

- Staffing Updates – link for accountant 1 positions

<https://www.governmentjobs.com/careers/boulder/jobs/4420333/accounts-receivable-accountant-i>



Finance Update

2023 LIHTC Audits Completed

- Josephine Commons, LLC
April
- Aspinwall, LLC
- Tungsten Village, LLC
- Kestrel I, LLC
- Coffman Place, LLC

2024 BCHA Audit Underway

Auditors to be on-site 2nd week of

Finance Update

Cash Analysis - Boulder County Housing Authority (Year-To-Date March 2024)		
Cash Available Now	10,477,068	Includes \$5,000,000 BC support
	-	
Unrestricted Cash	\$ 10,477,068	
Short-term Liabilities		
	(90,000)	2-week Pay-run
	(971,840)	Debt Payments (3 mos)
	(1,287,843)	Payroll Liability (Jan, Feb)
	(2,349,683)	
Unrestricted Cash	8,127,386	
Operating Reserve	(2,500,000)	
Unrestricted Cash Less Reserve	\$ 5,627,386	

Finance Update

Estimated Discretionary Revenue	2024		Estimated Date
2024 CIP Projects	1,700,000	ARPA	
Reimburse 2023 WC Pre-Dev	1,000,000	ARPA	
Pre-dev WC Phase 2 & 3	1,776,000	ARPA	
Sustainability	453,000	2024 Sustainability Funds	
Other Funding	456,031	EOC, BCHA, and Worthy Cause	
Josephine Commons		Unrestricted - Waterfall Calculation	2Q24
Aspinwall	-	Unrestricted - Waterfall Calculation	2Q24
Kestrel	-	Unrestricted - Waterfall Calculation	2Q24
Total Estimated Revenue	\$ 5,385,031		
Estimated Encumbrances	2024		Estimated Date
2024 CIP Projects	(2,645,443)	Per 2024 Budget Plan	
Pre-dev WC Phase 2 & 3	(1,776,000)	Per 2024 Budget Plan	
Sustainability	(453,000)	2024	
Total Estimated Encumbrances	\$ (4,874,443)		
Available Cash After Revenue/Encumbrances	\$ 6,137,973		

LIHTC and BCHA



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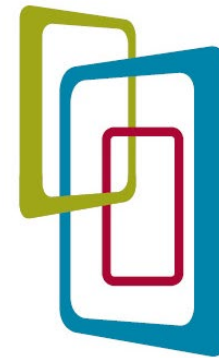
BCHA Executed Contracts
February 21, 2024 - March 21, 2024

Date Executed	Contractor Name	Description	Contract Amount	Term Start Date	Term End Date
3/18/2024	Catastrophe Consultants Group, LLC dba CCG Roofing & Project Management	As-needed roofing and gutter/downspout installations, repairs, and gutter cleaning to buildings owned by BCHA.	\$ 1,000,000.00	1/1/2024	12/31/2027
3/17/2024	Exceed Electrical Contracting	SOQ 7487-23 (Electrical)	\$ 50,000.00	2/1/2024	1/31/2025
3/14/2024	Drain Away Fast Rooter	SOQ 7485-23 (Sewer and Plumbing)	\$ 100,000.00	2/1/2024	1/31/2025
3/12/2024	Western Disposal	Trash, recycling and composting services at BCHA properties	\$ 673,712.64	1/1/2024	12/31/2027
3/11/2024	Everest Mechanical	systems, geothermal, boilers, some electrical, and refrigeration	\$ 1,000,000.00	1/1/2024	12/31/2027
3/11/2024	Everest Mechanical	SOQ 7485-23 (Sewer and Plumbing)	\$ 250,000.00	2/1/2024	1/31/2025
3/7/2024	ARC Abatement	On-call services for environmental decontamination and remediation	\$ 200,000.00	1/1/2024	8/31/2025
3/6/2024	LEI Companies	SOQ 7487-23 (Electrical)	\$ 50,000.00	2/1/2024	1/31/2025
3/6/2024	MTech Mechanical	SOQ 7485-23 (Sewer and Plumbing)	\$ 100,000.00	2/1/2024	1/31/2025
3/5/2024	BCHA / Kestrel loan forgiveness	Loan forgiveness IGA for BCHA / Kestrel	\$ 2,581,500.00	2/29/2024	3/5/2024
2/28/2024	Landmark Inspection Services	Housing quality standard inspection services.	\$ 100,000.00	4/1/2024	3/31/2025
2/26/2024	Maintenance Chef	Preventative kitchen maintenance and repair at Josephine Commons	\$ 49,995.00	1/1/2024	12/31/2028
2/26/2024	Professional Elevator Inspections	Elevator inspections and testing	\$ 19,998.00	1/1/2024	12/31/2025

Boulder County Housing Authority Board Meeting March 2024

Questions?

Thank you!



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