

BOULDER HOUSING PARTNERS
Meeting of the Board of Commissioners
September 11, 2019 9:00 a.m.
4800 Broadway, Boulder, CO 80304

Commissioner Soraci	Jeremy Durham	Others Present:
Commissioner Levy	Penny Hannegan	Dave Heisterkamp
Commissioner Adams	Jodi Bogen	Paola Barron
Commissioner Klerman	René Brodeur	Allison Billings
Commissioner Walker	Laura Sheinbaum	Jen Biegen
Commissioner Harris	Tim Beal	Alison Rhodes
Commissioner Griffin	Karen Kreutzberg	Bryan Beary
Commissioner McCord (ABSENT)	Lyndall Ellingson	Parvinder Wahla
Commissioner Yates	Ingrid Castro-Campos	Leslie Mader
	Claudia Perez-Rogerio	AllyCatherine Wild
	Karin Stayton	Shelly Bobbins
	Katie Farmer	
	Jason Acuña	

I. Call to order and Determination of a Quorum

Commissioner Soraci called the meeting of the Board of Commissioners to order at 9:02 a.m. A quorum was declared.

II. Public Participation

AllyCatherine Wild, a resident at Glen Willow, presented photographs of the current construction happening at the property. Ms. Wild stated that she received a Demand for Compliance or Possession on her door for blocking the construction work. She stated that it might be inappropriate if a resident with a disability received a notice like this.

Shelly Bobbins, a resident at the Foothills Community, said that she would like to acknowledge the responsiveness and attention of René Brodeur with issues that she has brought up in the past. Ms. Bobbins said that she wanted to focus on the lack of affordability that she is experiencing at the community and a high turnover of market rate residents. According to Ms. Bobbins, there are more low-income individuals.

III. Partnership Awards

Commissioner Soraci introduced the Partnership Awards recipients:

- Amanda Maya-Dickson presented the award to Allison Billings and Jen Biegen, representing Impact on Education, for their support in the past seven years providing quality programming to children throughout the community.
- Karin Stayton presented the award to Alison Rhodes and Bryan Beary, representing the City of Boulder Parks and Recreation Department, for their work in providing services to support opportunities that enhance the quality of life for BHP residents.

- Claudia Perez-Rogierio presented the award to Parvinder Wahla, a resident at Glen Willow, for his collaboration with Boulder Food Rescue in providing free groceries to the residents at the community.
- Lyndall Ellingson presented the award to TRU PACE, represented by Leslie Mader, for their support and services to many of our residents who are 55 and older enabling them to live as independently as possible.
- Ingrid Castro-Campos presented the award to Paola Barron (and Victor Aguilar who was unable to make the meeting) for their participation in several parenting programs and volunteering in their community.

Commissioner Harris mentioned that BHP received an award from PLAN-Boulder County for its work in the community and enriching residents' lives. Tim Beal received the award on behalf of the organization.

IV. Approval of the Meeting Minutes

Consent agenda items approved:

1. Minutes from 7-10-2019
 - a. Correction on Page 6 – This section was regarding Personnel Matters, not Real Estate Matters.

COMMISSIONER LEVY MOVED TO APPROVE THE MINUTES FROM 7-10-2019. COMMISSIONER KLERMAN SECONDED THE MOTION. The motion to approve the minutes passed unanimously.

V. Finance and Operations Update

Financial Report

Jodi Bogen gave an overview of the July financial statements on the dashboard and answered questions from the Board. Jodi mentioned that we received 5M in grants from the City of Boulder to support affordable housing and for the 30Pearl development.

Jodi mentioned that we will open the lottery for Housing Choice Vouchers three times per year starting in 2020. We will also have new technology to improve communication with residents and voucher holders, like texting.

Jodi explained that there were major transactions that happened at BHP, which have affected our balance sheet:

- Broadway East is no longer a tax credit entity and is now owned by BHP.
- Trout Farms was acquired in June 2019 for 8.5M.
- BHP entered into agreements related to the development of Canopy@Red Oak Park, Canyon Pointe, and Glen Willow in June
- The Cornell House was sold for 1M
- Paid off the entire line of credit to Canyon Pointe and 2037 Walnut – Net Change: (6,720,695)

There is a standing agreement with the City of Boulder for Twenty37 to convert it to affordable housing.

Our insurance policy for hail damage significantly increased this year, which expires at the end of August. We couldn't maintain that coverage, so we increased the deductible.

With AMIs going up, we have capped our renewal increase to 3-4%. We are well below to what we could be charging for affordable units.

Jodi introduced Katie Farmer, Accounting Manager, who has been a great help in creating the Financial Statements each month.

VI. Meeting Agenda

Resident Services Summer Programming

Amanda Maya-Dickson presented on the summer programming for the Resident Services department, including the following programs: Bringing School Home, Summer Shuffle's School Readiness Program, College and Career Program, and Back to School Program.

Upcoming Resident Leadership Initiatives: "Train the Trainer" Parent Program, Book Rich Environment book give-away (October 30, 2019), fall family hike with OSMP, language acquisition research project, and the 2019 Latino Parent Summit (October 26, 2019).

2020 Moving to Work Annual Plan – Draft Released for Public Review

Karen Kreutzberg said that the 2020 MTW Annual Plan, which proposes new initiatives for the upcoming year, was published on Monday, September 9, 2019. Currently, there are three separate rent calculations. The proposed activity is to simplify and streamline the rent and escrow calculations for participants in the Family Self-Sufficiency (FSS) program at Woodlands. The proposed changes will create more efficiency for staff and will be easier for voucher holders. Karen mentioned that FSS is a HUD funded program and BHP is a co-applicant with Boulder County Housing Authority, which oversees the case management piece of it.

The 2020 Annual Plan is due to HUD with Board approval by October 17, 2019.

Karen explained that because BHP is a Moving to Work (MTW) entity, if something is not working, we can change it later.

Proposed Board Records Retention and Disposal Policy

Dave Heisterkamp presented the proposed Board Records Retention and Disposal Policy to the Board. Dave stated that the State Archivist for Colorado made a model for this policy for the northwest of the state. It is not mandatory but going to these schedules are standardized under applicable state law for recording. It's a volunteer program to opt in.

The Commissioners asked what the process was for the public requesting to hear the recordings. For requests or examinations, under Colorado Open Records Act, BHP follows

statutory guidelines. Individuals can submit a request and it gets evaluated. They can then arrange a time during business hours to come into the office and get a copy. This allows the organization to keep track of people who request this information and why they want to access it.

COMMISSIONER YATES MADE A MOTION TO APPROVE THE BOARD RECORDS RETENTION AND DISPOSAL POLICY. COMMISSIONER GRIFFIN SECONDED THE MOTION. The motion passed unanimously.

Private Activity Bonds, Carryforward Resolution #19-9

Laura Sheinbaum stated that the Carryforward resolution is to make sure BHP is able to carry forward the Private Activity Bonds (PABs) to the following year (2020), which are due to expire September 15, 2019. Laura explained that PABs are a scarce resource in Colorado, and we want to make sure that we are able to use them in the future in the unlikely event that we do not close on 30Pearl.

The Commissioners asked whether this resolution was sufficient to carry forward the PABs to 2020. Laura and Jeremy said that the resolution was provided by Bond Counsel.

COMMISSIONER HARRIS MADE A MOTION TO APPROVE RESOLUTION #19-9 PRIVATE ACTIVITY BONDS, CARRYFORWARD. COMMISSIONER LEVY SECONDED THE MOTION. The motion passed unanimously.

Quarter 3 Strategic Priorities Check In

Jeremy Durham said that this is an overall update of the organization side and the Nominating, Personnel, and Governing (NPG) Committee has reviewed the document in greater detail. We are focused right now on customer service and closing out development projects this year.

Jeremy thanked Penny Hannegan and her team for their hard work in negotiating the best deal possible for employee benefits. These benefits, which will be much more wellness focused, will include better coverage and cost-savings for employees and the organization. The goal is to support wellness and balance in employees' lives to create an enjoyable work environment that will also attract and retain the best employees.

The Commissioners asked about meeting with residents and what the process is to listen to feedback. Jeremy said that the situation will vary based on the issues raised. We want to make sure that we respond to people 100% of the time. If there is a dispute with a contractor and a resident, Jeremy will work with Development Director Laura Sheinbaum or with Operations Director René Brodeur. Our focus is to provide clear information for residents, the best person to contact with questions/issues and to be responsive. Penny Hannegan, Director of Organizational Excellence, mentioned that the customer survey is going out at this moment.

The Commissioners discussed that if residents make an administrative request to the Board, the request should be directed to Jeremy who will coordinate with staff members.

VI. Board Matters

Resident Representative Council Update

Commissioner Griffin reported for the Resident Representative Council.

A resident was disappointed by Property Management with his request to modify their apartment. Lyndall Ellingson provided information and the appropriate contacts in the organization for his concerns.

Residents stated that the construction work at Canyon Pointe is going well and there's strong communication from BHP.

Board Announcements

Commissioner Levy said that it's campaign season. Commissioner Yates mentioned that there is a candidate orientation, which includes a housing component. The Commissioners discussed having an educational/clarification opportunity for candidates, with the caveat that we would focus on providing information explaining the facts of programs of having a carefully constructed program/factual, of things that people need to know; not advocating one thing or another, but information.

Additions to the Agenda

There were no additions to the agenda

Future Board Items

There were no additions to the Future Board Items.

VII. Adjourn

COMMISSIONER KLERMAN MADE A MOTION TO ADJOURN THE MEETING OF THE BOARD OF COMMISSIONERS. COMMISSIONER GRIFFIN SECONDED THE MOTION. The motion passed unanimously.

The meeting of the Board of Commissioners adjourned at 11:12 a.m.

Seal

DATE: 9/11/2019



Valerie Soraci
Chairperson, Board of Commissioners
Boulder Housing Partners



Jeremy Durham
Executive Director



Jason Acuña
Recording Secretary