

**ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD MARCH 21, 2011**

Commissioners met at the Central Office. Chair Elizabeth Williams called the meeting to order at 5 p.m. Present: Chair Elizabeth Williams, Vice Chair Alan Styles, and Commissioners Josh Stewart, Tom Espinoza, Kevin Healy, and Andrew Jackson. Also Present: Jean Goebel, Acting Executive Director; Lynn Santos, Director of Finance; Joni Ruelaz, Housing Programs Manager; Pat Wyatt, Interim Human Resources Manager; Starla Warren, Fee for Service Director of Development; and Tom Griffin, Legal Counsel. Recorder: Sandy Tebbs

COMMENTS FROM THE PUBLIC: None

Chair Williams opened the Public Hearing at 5:01 p.m.

PUBLIC HEARING: PHA Annual Plan

Ms. Goebel pointed out there was a document on the table with the comments from the tenants at the Resident Advisory Board meeting; this document will be made part of the plan along with one other letter received. There were no public comments.

Chair Williams closed the Public Hearing at 5:03 p.m.

CONSENT AGENDA

- A. Minutes - Approval of Minutes of the Joint HACM/HDC Board Meeting held January 15, 2011
- B. Minutes – Approval of Minutes of the Regular Board Meeting held February 28, 2011
- C. Resolution 2696: Revised Conventional Low Rent Utility Allowances
- D. Resolution 2699: Resolution of the Housing Authority of the County of Monterey approving the extension of the lease for the Housing Resource Center of Monterey County

Upon motion by Commissioner Styles, seconded by Commissioner Healy, the Board approved the Consent Agenda. Motion carried with the following vote:

AYES: Williams, Styles, Stewart, Espinoza, Healy, Jackson
NOES: None
ABSENT: None

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Espinoza reported everything was on the agenda. He stated that the Committee discussed the Sherwood Housing Highlights and the Media Report and the discussion was to continue with the Housing Highlights unless the other Commissioners wished to go back to the Media Report. He mentioned that it was nice to have Commissioner Healy at the Committee meeting.

Finance/Development Committee: Commissioner Styles reported everything is on the agenda.

Monterey County Housing, Inc.: Ms. Warren reported MCHI will be having a meeting on Wednesday so there isn't anything to report out.

Affordable Acquisitions: Same as MCHI.

Monterey County Housing Development Corporation and LP's: Ms. Warren reported that the updates are included in the HDC Development Report.

REPORT OF SECRETARY

- A. Executive Report

Ms. Goebel stated that the 70th Anniversary Open House seemed to be very successful today; she thanked all who participated and all who came to the event. She especially thanked Ms. Ruelaz

and her committee who worked so hard to make it a success. Ms Goebel reminded that several people would be traveling to the NAHRO Legislative Conference in Washington, DC at the end of the week.

Chair Williams stated she would like to thank the 70th Anniversary Committee also; she thanked Ms. Ruelaz for doing an excellent job on the anniversary and the Anniversary Committee members: Barbara Baker, Carmen Martinez, Carolina Sahagun, Roccio Perez, Martin Kucek, Sandra Kandell, Vivian Brennan, Barbara Mulholland, and Sandy Tebbs. Chair Williams stated that the tours were very informative and she heard positive comments from the guests attending the event. She stated Supervisor Parker was very impressed. She complimented the Staff and thanked them all for a job well done.

NEW BUSINESS

- A. Resolution 2697: Authorization to Enter Into a Memorandum of Agreement with CSUMB for a Community Garden at Pueblo Del Mar

Ms. Goebel explained that CSUMB would be paying for the water usage and infrastructure of the garden at Pueblo Del Mar and that the residents would benefit from this garden; CSUMB will provide classes to the residents on gardening and cooking healthy foods. She stated we had to get approval from USDA and this is the agreement between HACM and CSUMB on the community garden at Pueblo Del Mar. Commissioner Healy stated he would be interested in keeping a close track on this because it might be something HACM would like to expand to other properties if it is successful at Pueblo Del Mar.

Upon motion by Commissioner Healy, seconded by Commissioner Styles, the Board adopted Resolution 2697, authorizing the Executive Director to enter into a Memorandum of Agreement with CSUMB for a Community Garden at Pueblo Del Mar. Motion carried with the following vote:

AYES: Williams, Styles, Stewart, Espinoza, Healy, Jackson
NOES: None
ABSENT: None

- B. Resolution 2698 – PHA Certification of Compliance with the PHA Plan and Related Regulations (2011)

Ms. Goebel stated this is the plan that must be submitted annually to HUD with regards to compliance in our Public Housing and Section 8 Housing Choice Voucher programs. We had the public hearing earlier and the next step is to have the Board approve the plan and submit it to HUD by April 17, 2011. To query regarding the Laguna Haciendas 100 units, Ms. Warren stated once the first phase is closed then those 100 units come out of Public Housing.

Upon motion by Commissioner Stewart, seconded by Commissioner Espinoza, the Board adopted Resolution 2698 approving the Housing Authority of the County of Monterey Annual Plan for 2011. Motion carried with the following vote:

AYES: Williams, Styles, Stewart, Espinoza, Healy, Jackson
NOES: None
ABSENT: None

- C. Final Job Announcement and Timeline for the HACM Executive Director Search - Information

Commissioner Healy reported that the final version of the vacancy announcement for the Executive Director search was passed through the Ad Hoc Committee for the Executive Director Search and the Chairwoman of the Board; there were some major and minor changes before this final version. The recruitment timeline is also attached with April 15th being the deadline for applications. Once the paper screening associated with the candidate pool is completed then we will move to the interview process probably in May or June. Commissioner Healy stated that he thinks it is important to choose a candidate based on merits and qualifications rather than to stick to the timeline schedule.

Commissioner Williams thanked Commissioner Healy, as Chair of the Ad Hoc Committee, for all his hard work on the brochure. She also thanked Commissioner Stewart as an Ad Hoc Committee member. To query regarding outreach through other organizations, Commissioner Healy responded that some organizations previously mentioned do not cover that service.

For information.

INFORMATION

A. Finance Report

Ms. Santos reported she had nothing to add to her report. There was a short discussion regarding financial assistance from one organization to the other, Ms. Warren stated that it is not uncommon for the General Partner to step up and cover some expense that may not be in writing. Ms. Santos responded that she and Ms. Warren would be speaking to the auditors regarding this issue. No action required.

B. Human Resources Report

Ms. Wyatt reported she had no changes to her report; no action required.

C. Development Report

Ms. Warren reported that Lakeview was discussed at the Finance/Development Committee meeting and that this project has a lot of needs; she stated we need to send a letter to the State and to the owners that we do not intend to renew the lease. She continued reporting that Portola Vista is now on the list of properties that can be refinanced and we could rehab them for about \$1.7M and restructure the loan directly with HUD; the City of Monterey doesn't want to be part of the transaction but they are willing to continue the land lease agreement. Ms. Warren stated that a resolution approved by the Board would be needed before the loan documents are executed. This restructure would mean rehabilitation on the units, work on the elevators, and some façade work plus possibly putting some solar there too. She stated she would continue to proceed to do the due diligence that is necessary to refinance this project. To query, Ms. Warren responded this project has replacement reserves that could probably be accessed for the rehabilitation.

To query on Plaza House, Ms. Warren responded that she is waiting for the Executive Director of MCHI to execute their final part of the sale agreement from the Limited Partner to the nonprofit. Staff stated they would keep the Board informed on this issue.

Ms. Warren responded to query that regarding the ARRA Solar Fund that the solar company informed her that they were going out of business, but some of their key employees that had worked on this project had opened a new firm called Sun Works; the contract has been reissued to Sun Works because the only thing left to do on this project is the interconnection and PG&E and the CPUC are ready now for what they need to do. Ms. Warren noted that she fully disclosed this changed procurement process to the OIG auditors on site and also had consulted with Legal Counsel on the matter of contract law as well as consulted with HUD San Francisco, who in turn bumped this issue up to the national level that reviews issues with ARRA funds, and received the approval on this change. To queries regarding performance bond, Ms. Warren stated the bond was in HACM's name. She stated the other issue was the 25 year warranty on the materials which would still be good with Sun Works, plus Sun Works also would handle any call back issues that we might have.

No action required.

D. Property Management Report

Ms. Goebel reported that Staff is working on the response to the letter we received back from the RHCP inspection on Lakeview that stated that this property is in wonderful condition but then listed all the things they wanted us to fix. They also noted that we owed them \$41K. The letter

appeared to be a basic form letter with certain things added in. This is what has led to the State asking us to make major repairs but they have no money to give us for those repairs.

No action required.

E. Asset Management Report

Ms. Goebel reported Staff is reviewing the new PHAS rules that are definitely different for finance than before; they are going to rate each public housing site individually and then roll them all together with a weighted score. She stated she understands they will be reviewing the overall agency performance which got us into the problem we have now.

No action required.

F. Housing Programs Report

Ms. Ruelaz reported that Staff is completely booked through May for interviewing the 140 people that showed up from the wait list for the briefing; we are hoping to get the vouchers leased up by June 30th. The landlords that came to the Anniversary Open House stated they would like to see direct deposit and we will be talking to the Finance Department about that issue.

No action required.

G. Administrative Report

Ms. Goebel reported Staff is working on getting some estimates for repairing the roof and heating system at HACM; she stated we need an idea of what those figures might be since funding is tight. Ms. Warren suggested CDBG funds. No action required.

The Board convened to Closed Session at 5:39 p.m.

CLOSED SESSION

The Board met in Closed Session for the following purpose and reason:

- A. Government Code Section 54957.6: Negotiations with unrepresented employee
Serving as Acting Executive Director
ACTION: A unanimous decision was made by the Commissioners to increase the annual salary of the Acting ED from her current rate to \$112,000.00 and it will be effective this pay period.

The Board reconvened to regular session at 6 p.m.

COMMISSIONER COMMENTS

Commissioner Healy thanked everyone for the bouquet that was sent for the birth of his new baby. He further thanked Ms. Ruelaz and the Anniversary Committee for the good organization of the event and for including him as a greeter.

Commissioner Espinoza thanked everyone for their hard work on the 70th Anniversary; keep up the good work!

Commissioner Styles commented he agreed with Commissioner Espinoza.

Commissioner Jackson commented he agreed with Commissioner Styles.

Commissioner Stewart commented he agrees with all of the Commissioners; again Thanks!

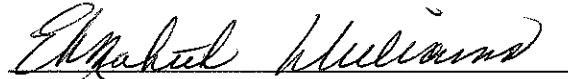
Commissioner Williams congratulated Commissioner Healy and his family on the birth of their new baby. She thanked the Anniversary Committee and all who put it together; it was really nice and the Board appreciated it. Commissioner Williams thanked the Clerk of the Board for all she

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does for the Commissioners. She stated she was very happy with the way things are going here at HACM. Commissioner Williams thanked Ms. Goebel for all her hard work and also thanked Staff for all they do.

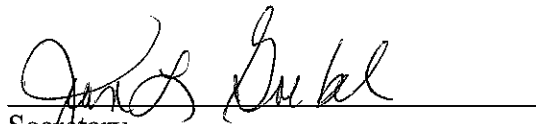
ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:01 p.m.




Chairman

ATTEST:



Secretary



Date