

**ACTION  
MINUTES OF THE REGULAR BOARD MEETING  
OF THE  
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY  
HELD JANUARY 28, 2013**

Commissioners met at the Central Office. Chair Kevin Healy called the meeting to order at 5:02 p.m. Present: Chair Kevin Healy, Vice Chair Elizabeth Williams, and Commissioners Alan Styles, Tom Espinoza, and Charmaine Scott. Absent: Commissioner Andrew Jackson. Also Present: Lynn Santos, Director of Finance; Pat Wyatt, Human Resources Manager; Shannon Tonkin, Housing Management Manager; and Starla Warren, Fee-for-Service Director of Development. Recorder: Sandy Tebbs

COMMENTS FROM THE PUBLIC: None

CONSENT AGENDA

- A. Minutes – Approval of Minutes of the Special Board Meeting held November 3, 2012
- B. Minutes – Approval of Minutes of the Regular Board Meeting held December 17, 2012
- C. Resolution 2742: Semi-Annual Write-offs
- D. Resolution 2743: Office of Migrant Services Standard Agreement Contract 12-OMS-967(RD)

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

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

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Espinoza reported all items from this committee were on the Consent Agenda.

Finance/Development Committee: Commissioner Styles reported there were no new business items from this committee, but there were good discussions.

Monterey County Housing, Inc.: Mr. Rose provided a handout regarding MCHI Staff activities and MCHI Concerns; he reported the next MCHI meeting is scheduled for February 20<sup>th</sup>. Affordable Acquisitions: Same as MCHI.

Monterey County Housing Development Corporation and LP's: Ms. Warren reported all these items are on the HDC agenda.

REPORT OF SECRETARY

- A. Executive Report

Commissioner Healy asked whether there has been any progress on HACM managing the Fanoe Vista property. Staff responded that the RFP has been written but both Staffs have been very busy with development and other things overlapping at this time and once it goes out, it will have to be implemented.

INFORMATION

- A. Finance Report

Ms. Santos reported this was a non-finance reporting month in terms of financial statements. She stated Staff is still waiting on some capital needs assessment information regarding managing the Gilroy Migrant Center; we need to know if there is any deferred maintenance on that property. To query on the Greenfield Townhouses HELP loans, Staff responded we have some money to go with our request for extension, but that will not take place until around mid-March. Ms. Warren reminded that the extension process has taken place a couple of times before and she and Ms. Santos would draft the request for extension and get an appointment in Sacramento to meet with HCD. To query on variances on page 34 of the packet under Soft

Costs, Architectural and Survey & Engineering, Ms. Warren explained that there were some budget revisions, but the savings of \$248K in solar was reallocated from hard costs to the soft costs Survey & Engineering.

#### B. Human Resources Report

Ms. Wyatt responded to queries that the new workers' comp claims were a back injury and broken rib, but both employees were back to work and only one was on part-time modified duty. Commissioner Styles noted the Personnel Committee asked about the 1999 claim and Ms. Wyatt responded that it is still ongoing, but there is a new law that may be coming out that will allow workers' comp folks to cap sooner than it does now plus stretching a claim out will not be of any benefit under the new law.

#### C. Development Report

Ms. Warren reported Staff went to the HAC council for the County of Monterey and they approved us for a million dollars, but we have to get through a lot of milestones first. She further reported that the Title 24 calculations for the main office building are done; we had a meeting about this building to talk about the four different heating and air conditioning components that are not tied together. Ms. Warren stated she would hire an HVAC consultant to look at the zones in this building. Understanding what we have and how to solve it are key for solving this issue; Staff is exploring some solutions which we need in order to do our next step, which are applications for funding these things. She explained since we have a hydronic component it may be possible to have solar thermal which has a water component where solar panels are generating the energy and then distributing it through the electrical distribution system in the building to defray the cost. If we can use the hydronic component that is also doing some heating to maximize the solar energy creation and that could be an optimal solution, but more research is needed.

Ms. Warren further reported that the Portola Vista project should be closed out by the end of February and once that is done then the funds will be released to HACM. To query on the Castroville project, Ms. Warren explained that the last USDA NOFA was for new construction and not for rehabilitation, but there is supposed to be some money left over for a special administrative funding and we will go for that money. She emphasized that after that is solved, the problem is still not over because there are three sites tied into one financially; one site supports the other two sites so it is not a clear cut separation, but Staff will try to find out what can be done. Ms. Warren added that the goal would be to demolish and reconstruct into something that can maintain the farm labor component plus add five ADA units; currently it has none.

Ms. Warren responded to query regarding Pacific Meadows, that it has closed, but we have not seen the closing document; according to Pacific Meadows there will be no money available until the end of the 2012 financials on this property, which will amount to \$750K in developer fee and another \$60K for the land lease. To another query regarding Plaza House, Ms. Warren stated now that she is between site closings, this issue will be on her priority list. She reminded there are regulatory agreements and other documents on this title that need to come off before the purchase and sale agreement with the Banking Casino can go through; she noted she would have to meet with the City Attorney for Salinas and the title company.

#### D. Property Management Report

Ms. Tonkin reported she didn't have anything to add to her report. To queries, Ms. Tonkin stated that there were three criminal activities that occurred at three different housing authority locations. She further noted two were in the press which was the reason Staff found out about them and unfortunately one resulted in the death of a teenager at the site. Staff is quickly acting on this one but it appears to be gang related. Staff does not know if the victim was a gang member. Ms. Tonkin stated we do not have any details, just what we have heard from the news and that the police have said it was our tenant; this is a really sad incident.

E. Asset Management Report:

Ms. Santos stated she would try to answer questions in Ms. Goebel's absence. To query on our substandard appeal, Staff noted we will not hear anything before March 2013 but they did accept our appeal and we are hopeful. To another query regarding Haciendas I, LP one-bedroom units, Ms. Warren responded there was one unit that had an issue because the tenant would now be getting a caretaker so Staff is trying to coordinate the bedroom mix based on what we currently have available. The developer is going to give a subsidy for that unit and that has been cleared by TCAC. To another query on one-bedroom units not being on the ground floor, Ms. Warren replied that each development is different and Staff goes to the market study and current tenant population to consider the number and location of bedroom units.

Commissioner Healy stated he wanted to recognize and express his appreciation to Ms. Ruelaz on putting forward the reorganization in her department; he further encouraged anybody else to follow a similar path if so appropriate.

To query regarding a land lease with regards to the Castroville project, Ms. Warren explained Staffs were discussing possibly leasing the land back to the limited partnership in order to have some cash flow, but she noted if USDA is involved there would be no guarantee that the lease payment would be above the line. She further commented that Staff will be as creative as they can but USDA looks at housing authority ownership different than they look at nonprofit limited partnership ownership and will cap a lot of cash for a limited partnership ownership structure. The goal is to build as much as you can into an ongoing waterfall to mitigate the loss that will occur from the current revenue.

E. Housing Programs Report

Commissioner Healy stated he would like to hear about the Hartnell Foundation Lunch on this report at a later date since Ms. Ruelaz is not available this evening.

The Board convened to Closed Session at 5:47 p.m.

CLOSED SESSION

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

- A. Government Section 54957.6: CONFERENCE WITH LABOR NEGOTIATORS  
AGENCY DESIGNATED REPRESENTATIVES: Lynn Santos, Pat Wyatt, Joni Ruelaz, and Jean Goebel  
EMPLOYEE ORGANIZATION: Service Employees International Union 521  
ACTION: No action taken.

The Board reconvened to regular session at 5:50 p.m.

COMMISSIONER COMMENTS

Commissioner Scott commented this was a good meeting; she learned some new acronyms. She thanked Staff for the information presented tonight and for the good work being done.

Commissioner Styles wished everyone a Happy New Year; he stated he was thankful for all the work that Staff did in 2012 and it looks like 2013 is shaping up to be another challenging year. Commissioner Styles stated he will be teleconferencing into the February and March meetings. He congratulated Staff on all they have done and stated let's move forward together.

Commissioner Espinoza commented at the committee meeting we heard how busy Ms. Warren and her Staff are with Oak Park and Haciendas and everything else that both Staffs are doing so the Board knows how hard both Staffs are working. He further stated the Board knows that HDC developments impact greatly on HACM and everything that HACM is also doing. Commissioner Espinoza further commented that he thinks 2013 is going to be a very good year; he thanked Staff for all their ongoing hard work.

Commissioner Williams wished everyone a Happy New Year and commented both Staffs are doing a good job. She stated she would like to return her mileage check back to the Housing

January 28, 2013


Authority since there was a question about the mileage regarding the trip to the conference in Tennessee; Commissioner Williams further noted she did not want it said that she took anything that she shouldn't have or had anything that she should not have so she would be donating this part back to the Housing Authority.

Commissioner Healy wished everyone a Happy New Year; he thanked Ms. Warren for her continued work on the Castroville project. He further thanked Ms. Wyatt and the negotiating team for their work in terms of the negotiations; he was pleased to hear where that's at. Commissioner Healy thanked Mr. Rose for one of his lengthiest reports and for his diligence. He further thanked Ms. Tonkin for all her hard work. He stated he concurs with the other commissioners that 2013 is fraught with challenges and opportunities so he is excited to move forward.


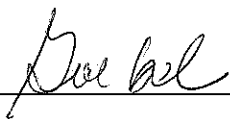
The Board wished Commissioner Scott a belated Happy Birthday.

ADJOURNMENT

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

Chairman  2/25/13

ATTEST:

   
Secretary

3-5-2013  
Date