

**ACTION**  
**MINUTES OF THE REGULAR BOARD MEETING**  
**OF THE**  
**MONTEREY COUNTY HOUSING AUTHORITY**  
**DEVELOPMENT CORPORATION**  
**HELD MARCH 25, 2013**

Directors met at 123 Rico Street, Salinas, CA 93907. The meeting was called to order by Vice Chair Tom Espinoza at 6:55 p.m. Present: Directors Alan Styles (teleconference), Tom Espinoza, Elizabeth Williams, Kevin Healy (teleconference), Charmaine Scott, Kathy Beuthin and Mary Jo Zenk. Also Present: Starla Warren, President/CEO. Also in attendance HACM staff: Jean Goebel, Executive Director and Lynn Santos, Director of Finance. HDC Staff: Carolina Sahagun, Senior Community Development Planner; Marilyn Rose, Senior Finance Officer and John Shores, Senior Construction Manager. Recorder: Kimmy Nguyen

**COMMENTS FROM THE PUBLIC:** None

**CONSENT AGENDA**

- A. Minutes—Approval of Minutes of the Regular Board Meeting held February 25, 2013

Upon motion by Director Williams, seconded by Director Healy, the Board approved the minutes for the Regular Board Meeting held February 25, 2013. Motion carried with the following roll-call vote:

AYES: Styles, Espinoza, Williams, Healy, Scott, Beuthin, Zenk  
NOES: None  
ABSENT: None

**NEW BUSINESS**

- A. Minutes of HDC Meetings

Ms. Warren stated that Chair Styles had requested that the policy for retention of the minutes of the HDC meetings be placed on the agenda for discussion and brought back next month for approval. Ms. Warren commented that the only thing she would change between the HACM policy and HDC's policy would be discarding the tape recordings after they have been formally approved by the Board. She further commented that rather than have the tape recordings held for a 60 day period, once the minutes are ratified, it should be discarded. For further clarification, Ms. Warren stated that once the minutes are approved by the Board, they become the official record and any recordings associated with that will be discarded which will eliminate any retention. Director Beuthin mentioned that this was what HACM's legal counsel, Mr. Griffin was referring to at the last meeting. To Director Scott's query, Ms. Warren responded that the hard copies of the minutes are stored electronically. Ms. Goebel further responded that there are signed pdf versions of the ratified minutes which are stored in the computer. To Director Beuthin's query, Director Espinoza responded that we are not required by law to have the recording of the meetings. He stated that it is just to facilitate for the Clerk of the Board to create the minutes.

This item will be brought to the next Board meeting and that the HDC Board will adopt a policy relative to record retention of the minutes, that the minutes will be recorded and transcribed per the current process, but that those recordings and transcriptions be destroyed immediately after ratification of the minutes.

- B. Resolution MDC-100: Acknowledgement of Selection of Debt and Equity Partners – Haciendas Phase 2

Ms. Warren commented that this is a resolution brought forward prior to close of transaction. She stated that this is notifying the Board that HDC has selected Union Bank for construction debt and equity and California Community Reinvestment Corporation (CCRC) for permanent debt.

Upon motion by Director Williams, seconded by Director Healy, the Board approved Resolution MDC-100 acknowledging the selection of Debt & Equity Partners for Haciendas Phase 2. Motion carried with the following roll-call vote:

AYES: Styles, Espinoza, Williams, Healy, Scott, Beuthin, Zenk  
NOES: None  
ABSENT: None

C. Resolution MDC-101: Authorization to Execute Loan Documents Relative to the Haciendas Phase 2 Development

Ms. Warren reported that this mirrors the HACM resolution that was brought earlier at the HACM Board meeting. She commented that this actual resolution is more extensive due to the number of documents that would have to be executed but its intent is essentially the same for HDC. To Director Espinoza's query, Ms. Warren responded that the side agreements were documents from our last transactions which were mirrored from Haciendas Phase 1. Ms. Warren further responded that this resolution is to execute loan documents between HDC, the equity partner and lender.

Upon motion by Director Williams, seconded by Director Beuthin, the Board approved Resolution MDC-101 authorizing to execute loan documents relative to Haciendas Phase 2 Development. Motion carried with the following roll-call vote:

AYES: Styles, Espinoza, Williams, Healy, Scott, Beuthin, Zenk  
NOES: None  
ABSENT: None

D. Resolution MDC-102: Authorization to Enter into an Agreement with the Housing Authority of the County of Monterey (HACM) on Related Actions for the Development of the Project Known as Haciendas Phase Two

Ms. Warren reported that this is just the flipside of the resolution for HACM authorizing to enter into an agreement as outlined in the memo.

Upon motion by Director Styles, seconded by Director Healy, the Board approved Resolution MDC-102 authorizing to enter into an agreement with the Housing Authority of the County of Monterey (HACM) on related actions for the development of the project known as Haciendas Phase 2. Motion carried with the following roll-call vote:

AYES: Styles, Espinoza, Williams, Healy, Scott, Beuthin, Zenk  
NOES: None  
ABSENT: None

**INFORMATION**

A. Monthly Development Report

Ms. Warren commented that she has nothing to add.

B. Property Management Report

Ms. Warren commented that she has nothing to add but wanted to make note to the Board that the last three families on Haciendas Phase 2 have relocated. She mentioned that we have

no one on Phase 2 and will probably start demolition around April 8<sup>th</sup>. Ms. Warren further mentioned to the Board to look forward to a potential Ground Breaking ceremony sometime in the first part of May.

**FUTURE AGENDA ITEMS**

Ms. Warren commented that as soon as she's done with closing the transaction then she would be able to get to the future agenda items. Director Espinoza suggested that we can maybe look at Committee appointments since we have a full Board. Ms. Warren responded that she will discuss with Chair Styles as to when to meet on the appointments.

**DIRECTOR COMMENTS**

Director Zenk thanked staff.

Director Scott echoed Director Zenk's comment.

Director Williams thanked staff for the 100% lease up and she thinks that an awesome job was done between both HDC & HACM. Director Williams commented that she is pleased that HDC & HACM are working so well together and she is anxious to see Haciendas Phase 2 begin. She further congratulated HDC on Paso Robles and thanked HDC for all the hard work that is being done.

Director Styles thanked staff for all the hard work and to keep going.

Director Healy echoed Director Styles comments and would like to reiterate at this meeting his condolences to Ms. Sahagun and her family. Director Healy commented on an article in the Californian about the "Grow Salinas" fund and was proud that it was related to the program that HDC had brought forth to the City last year. He congratulated everyone for pioneering the efforts to get ourselves out there and having their City follow suit.

Director Espinoza echoed Director Healy & Director Williams comments.


**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 6:59 p.m.

  
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Chairman

ATTEST:

  
\_\_\_\_\_  
President/CEO

  
\_\_\_\_\_  
Date

