

ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD AUGUST 24, 2015

Commissioners met at the Central Office. Chair Williams called the meeting to order at 5:03 p.m. Present: Chair Elizabeth Williams, Vice Chair Kevin Healy, and Commissioners Tom Espinoza, Mary Jo Zenk, Kathleen Ballesteros, and Viviana Gama. Also Present: Jean Goebel, Executive Director; Lynn Santos, Finance Director; Joni Ruelaz, Housing Programs Manager; Shannon Tonkin, Housing Management Manager; and Starla Warren, Fee-for-Service Development Director. Recorder: Sandy Tebbs

PRESENTATION:

Chair Williams announced the service award to Jorge Edeza for 5 years of loyal service to the Housing Authority; the Board congratulates and thanks Mr. Edeza for his years of service.

COMMENTS FROM THE PUBLIC: None

CONSENT AGENDA

- A. Minutes – Approval of Minutes of the Regular Board Meeting held July 27, 2015
- B. Resolution 2831: Amendment to Resolution 2816: A Resolution of the Commission of the Housing Authority of the County of Monterey Declaring its Intent to Issue Multifamily Housing Revenue Bonds and to Reimburse Certain Expenditures from Proceeds of the Bonds, and Authorizing Related Actions.
- C. Resolution 2832: Revision to the Admissions and Continued Occupancy Plan (ACOP) for Public Housing
- D. Revised Bylaws

Upon motion by Commissioner Healy, seconded by Commissioner Ballesteros, the Board approved the Consent Agenda. Motion carried with the following roll-call vote:

YES: Williams, Healy, Espinoza, Zenk, Ballesteros, Gama
NOES: None
ABSENT: None

REPORTS OF COMMITTEES

Personnel Committee: Commissioner Zenk reported the revised Bylaws item is on the Consent Agenda and the revisions are editorial changes. The Committee is currently working on the Board's Self-Evaluation Tool, which is one of our strategic plan goals.

Finance/Dev Committee: Commissioner Espinoza stated Consent Agenda items B and C were covered in the Finance/Development Committee meeting.

Monterey County Housing, Inc.: Mr. Rose reported MCHI's next meeting is September 9th; he invited all to attend.

Affordable Acquisitions: Same as MCHI

Sunrise House: Commissioner Espinoza stated there was no Sunrise House meeting this month; they meet every other month.

REPORT OF SECRETARY

- A. Executive Report:

Ms. Goebel reported she had nothing to add to her report.

NEW BUSINESS

- A. Response Draft Letter to Grand Jury

Ms. Goebel reported that Legal Counsel helped create the draft letter. Commissioner Espinoza suggested several minor changes, but stated it is a good letter. Commissioner Williams commented she thought that it was a good response letter also having been there in person.

Upon a motion by Commissioner Zenk seconded by Commissioner Healy, the Board directed that Legal Counsel draw up the final letter to the Grand Jury and submit it. Motion carried with the following roll-call vote:

YES: Williams, Healy, Espinoza, Zenk, Ballesteros, Gama
NOES: None
ABSENT: None

B. Resolution 2833: Approving Amendment #1 to the Agency Operating Budget for the Fiscal Year Beginning July 1, 2015 and ending June 30, 2016

Ms. Santos explained this budget change only pertains to the 75th Anniversary Celebration after the Ad Hoc Marketing Committee requested the budget be enhanced by the amounts noted. Ms. Goebel explained that \$8K of the cost will be for brochures which will be used for marketing our programs and for other marketing opportunities; the \$10K is slated for the 75th Anniversary event. To query, Ms. Santos noted she had put the original amount in the budget before input from the Ad Hoc Marketing Committee. Commissioner Zenk explained the folder design is an 8 1/2 x 11 folder with inserts for each of the programs; these inserts can be switched depending on the use. Commissioner Williams stated we are hoping to use these folders for years to come. Commissioner Zenk reported we are looking for an indoor location for the event; perhaps at Steinbeck Center or Sherwood Hall so we do not have to worry about the weather. Ms. Goebel noted that her office had been told that Steinbeck was being sold to CSUMB so that appears to no longer be an option. Commissioner Williams suggested Spreckels Memorial Building.

Commissioner Zenk reminded that the Clerk of the Board had sent an email to the Commission for their input on individuals or organizations they think should be recognized at the event. Ms. Warren also suggested the Haciendas Community Center as a possible venue. To query on the invitees, Ms. Goebel replied we are working on that but believe City and County officials along with various organizations that are considered partners or have helped us through the years should be included. Commissioner Williams suggested former Commissioners who have been extremely supportive could be invited. Commissioner Healy recommended a monthly update on the status of the 75th Anniversary event.

Upon motion by Commissioner Espinoza, seconded by Commissioner Ballesteros, the Board adopted Resolution 2833, approving Amendment #1 to the Agency Operating Budget for FY 2015-2016. Motion carried with the following roll-call vote:

YES: Williams, Healy, Espinoza, Zenk, Ballesteros, Gama
NOES: None
ABSENT: None

Chair Williams thanked the Ad Hoc Committee and noted it is a tough job to decide what to do and to make the event very nice but keep it simple and within our means.

C. NAHRO 2015 National Conference

The Clerk of the Board reported that current airline flights are very reasonable and now might be the time to make reservations for this conference; she also explained that the Commissioners' Ethics Course has now been incorporated into the conference schedule instead of before or after the conference. Chair Williams requested those interested in attending the conference or Ethics course to contact the Board Clerk before September 4th because prices go up after that date.

INFORMATION

A. Finance Report:

Ms. Santos reported she has nothing to add to her report. To queries on the HELP Loan on Greenfield, Staff replied we are requesting an extension on this loan and a good faith payment will be paid with interest being paid first and the remainder paid on the principal. The possibility of selling that property is not a current priority because of RAD.

B. Human Resources Report:

Ms. Goebel reported in Ms. Wyatt's absence. Commissioner Zenk stated the Personnel Committee reviewed this report and were pleased to see the performance evaluation status by department is at its lowest. She also noted the workers' comp claims are also low.

C. Development Report

Ms. Warren reported we haven't heard back from USDA on the Castroville project; Staff is still working through the funding on 123 Rico project. Regarding RAD there are lots of third-party reports which means a lot of inspections and interruptions to the tenants. There have been inspections on radon, asbestos, phase 1 environmental and seismic which is nearing completion; there will be deconstructive testing tomorrow. The CNA's went final today. All these things sound short and sweet but they all require a lot of work and interface getting the reports and making sure there are no adverse impacts on our projects. Ms. Warren explained the RAD program requires a 5% ADA in terms of units to be accessible, but TCAC and CDLAC are

requiring 10% and this is becoming problematic because we have already bettered these units significantly; it will be a project by project assessment with regard to what kind of waivers we will need from the tax and bond agencies plus the two regulatory agencies are only allowing a look back to 2013 and we rehabbed in 2011. She stated we will have to demonstrate that we already have significant energy savings in order to get the waivers. Ms. Warren noted regarding ADA in 2009 we did about 95% of what was required from an FHEO Audit and the other 5% was not possible because of the physical constraints of the building and/or site. She stated most of our reasoning and logic are supported by things we have done, but energy reports will be needed on a lot of the sites.

Ms. Warren further reported the bond application for Los Ositos and Casa De Oro went in on Friday. The TCAC application is due by September 1st as well as six other applications. Relocation is ongoing and Staff is finalizing numbers as we work with the lender and equity partner but nothing has been formally awarded. Staff is also working on the RFP for the general contractors which will be selected based on qualifications, their overhead and mark-up, as well as their profit margin and their bond rate along with experience. Two contractors will be selected and they will need to agree to a maximum price that meets our budget. Commissioner Williams commented about a person that lives in a senior complex that didn't completely understand the plan for where she lives; Commissioner Williams recommended Staff reiterate to the tenants that they are not going to be displaced and if they have to be relocated for a while, they will be brought back to their unit. Ms. Warren replied that we have meetings for the tenants every two weeks and will continue that until we start construction.

Ms. Warren responded to queries that the financing for 123 Rico has to be resolved before we revise and submit the RFP.

D. Property Management Report:

Ms. Tonkin reported for the first time since she has been at HACM there are no pending evictions. Commissioner Zenk requested units that have been vacant for over 60 days be included in her report. Ms. Tonkin further noted that her department will be shoring up for RAD in order to reach the 10% vacancy requirement on the relocation sites.

E. Housing Programs Report

Ms. Ruelaz reported the 455 people on the Housing Choice Voucher wait list have been pulled off the list and will be coming into an orientation next week; therefore we are down to zero on the wait list for the voucher program. She stated her department is in the process of opening the new wait list on September 19th and there have already been public notices and press releases; staff is working with radio companies to get some public service announcements out also. Ms. Ruelaz stated SEMAP certification submission should be ready by Wednesday for the Executive Director's final approval before submission. To query regarding 455 people pulled from the wait list, Ms. Ruelaz replied they are starting the process to get housed if they are eligible. To another query, Ms. Ruelaz replied 25% of the total number of applications received will be placed on the new wait list. To query on number of vouchers, Staff replied approximately 200 vouchers are available. Currently there are approximately 100 people looking for units but they are having a hard time finding one. To query on the Landlord Outreach Summit, Staff replied that approximately ten new landlords signed up. Ms. Goebel noted that one of our problems is that the landlords who have been on the program for a long time are not taking any more vouchers which makes the search for units more difficult. Commissioner Williams commented that is too bad because being a Section 8 Landlord is a good deal because they are guaranteed their money, there are rules to be followed, and there are inspections. Staff noted market rents are so high now and that is part of the reason.

F. Retreat Goals: No discussion

Commissioner Healy noted he was glad the Board Self-Evaluations were moving forward.

COMMISSIONER COMMENTS

Commissioner Zenk thanked Staff for all the hard work they do every day and for being on task with the RAD project. She wished Ms. Ruelaz good luck with the opening of the wait list and she hopes it runs very smoothly.

Commissioner Espinoza stated keep up the good work. He thanked the Ad Hoc Marketing Committee for all they are doing with regards to the 75th Anniversary and he thinks it is going to be a good opportunity to highlight what wonderful things the Housing Authority has done for the

last 75 years and what the Housing Authority along with the Housing Development Corporation are currently doing. He looks forward to hearing about the anniversary at the next meeting.

Commissioner Gama congratulated Mr. Edeza for his five-year service award. She also thanked the Ad Hoc Marketing Committee for taking on the task of the 75th Anniversary.

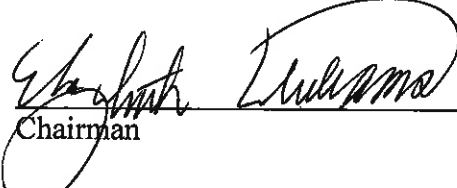
Commissioner Ballesteros congratulated Mr. Edeza for his five-year service award. She next thanked Staff for their hard work in getting information to the Board. Commissioner Ballesteros thanked Ms. Goebel for the response letter to the Grand Jury. She stated she counts it a privilege to be on the Ad Hoc Marketing Committee and is learning a lot from Commissioners Williams and Zenk; the Committee is also thinking of the other Commissioners and want to provide information back to them as well as find ways to save on the anniversary event. Commissioner Ballesteros thanked Ms. Ruelaz and hopes the wait list opening goes smoothly.

Commissioner Healy dittoes everyone's comments and noted he was proud to see the announcement in the Californian this morning about the opening of the voucher wait list—it was a nice surprise.

Commissioner Williams congratulated Mr. Edeza for his five years of service and was sorry he could not be at the meeting tonight to receive his award. She reminded the Commissioners that next month is the Board's election of officers. Commissioner Williams next thanked Staff for all they do and noted to Ms. Ruelaz that the wait list has been a very busy time and she hopes this doesn't give the community a false hope because we can only provide so many vouchers plus how difficult it is for people to find housing now; she wishes there was more that we could do. She thanked the Board for increasing the budget for the 75th Anniversary and noted it is a very important time in the agency's life and she thinks we should toot our own horn and noted that this agency does many, many good things in helping people. Commissioner Williams thanked everyone for all they do.


ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:52 p.m.



Chairman

ATTEST:



Secretary

9-30-15

Date