ACTION
MINUTES OF THE REGULAR BOARD MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD NOVEMBER 21, 2016

Commissioners met at the Central Office. Chair Mary Jo Zenk called the meeting to order at 5:03 p.m. Present: Chair Mary Jo Zenk, Vice Chair Kathleen Ballesteros, and Commissioners Elizabeth Williams, Kevin Healy, Viviana Gama, and Rita Dady. Absent: Commissioners Tom Espinoza. Also Present: Lynn Santos, Director of Finance; Joni Ruelaz, Housing Programs Manager; Pat Wyatt, Human Resource Manager; and Starla Warren Fee-for-Service Development Director. Recorder: Sandy Tebb. 

PRESENTATION: Service Awards: Staff noted this award would be presented next month.

COMMENTS FROM THE PUBLIC: None

CONSENT AGENDA
A. Minutes – Approval of Minutes of the Regular Board Meeting held October 24, 2016
B. Resolution 2876: Approval of 2016/2017 Final HCV Payment Standards

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

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

REPORTS OF COMMITTEES
Personnel Committee: Commissioner Ballesteros reported the committee didn’t meet this month
Finance/Development Committee: Commissioner Gama reported everything is on the agenda.
Monterey County Housing, Inc.: Ms. Ruelaz reported MCHI approved the audit.
Sunrise House: No report provided.

REPORT OF SECRETARY
A. Executive Report: Ms. Santos stated she had nothing to add.

Commissioner Zenk noted she thought the Visits to the City Council would be on the agenda this month; the Board Clerk replied she would bring it to the December Board meeting.

NEW BUSINESS
A. Resolution 2877: Upgrade to Yardi 7S

Ms. Santos pointed out that currently the cost is based on users, but with Yardi 7S it will be based on units.

Upon motion by Commissioner Williams, seconded by Commissioner Healy, the Board adopted Resolution: 2877, approving the upgrade to Yardi 7S. Motion carried with the following roll-call vote:

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

B. Resolution 2878: Authorization to Provide a Soft Debt Loan of up to $1.2 Million Dollars of RAD Proceeds to the Haciendas 3 Development

The Board was provided a replacement resolution to request the soft debt loan be in the amount of $1.5M instead of $1.2M. Amount increased to $1.5M to ensure the close; Staff noted that funds are also being sought from other sources. Ms. Warren noted for the record that the interest rate will end up between three and five percent but there are IRS regulations to adhere to.
Upon motion by Commissioner Williams, seconded by Commissioner Ballesteros, the Board adopted Resolution 2878, authorizing HACM to provide a soft debt loan of up to $1.5M of RAD proceeds to the Haciendas 3 development. Motion carried with the following roll-call vote:

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

C. Resolution 2879: Strategic Goals for Calendar Years 2017-2019

Upon motion by Commissioner Williams, seconded by Commissioner Gama, the Board adopted Resolution 2879, approving the Strategic Goals for calendar years 2017 to 2019. Motion carried with the following roll-call vote:

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

D. Future Conferences

The Board requested this item be brought back next month and that the Director of Finance also bring the Commissioner Travel Budget to the December Board meeting for further discussion.

INFORMATION

A. Finance Report:

Ms. Santos pointed out that the unaudited submission for June 2016 is still not filed, but it is a REAC problem. Other audits for June have been completed except for HACM and HDC. Pueblo del Mar is one project that struggles but we have a few more years to go on the SHP Grant. OMS has contacted Ms. Tonkin again about their grant regarding King City Migrant Center repairs. They also contacted HACM regarding what costs Housing Authorities are bearing for OMS projects. The RAD properties are not reported due to an issue with Yardi posting the rents. See further reported we got an extension on the HELP loan with a good faith payment of $140K from HDC with the principal balance for the HELP loan at $700K. Regarding the CLEEN submission, that is moving along with the underwriting. Ms. Warren replied to query that we should go out to bid again on the CLEEN submission because the scope of work for this building will be three heating systems being put on one system, HVAC, roof, some solar and some plumbing plus a lot of energy upgrades such as light fixtures, water fixtures, repairs to the bathroom and redoing the kitchen.

B. Human Resources Report:

The Board congratulated Staff for doing so well with the evaluations as well as with the claims being done.

C. Development Report

Ms. Warren reported she has a more detailed report for RAD in her HDC development report. She further stated in January there will be massive changes forthcoming for building codes possibly requiring solar on all buildings, but the architect agreed to take our Castroville project early which will tie us into the current building codes. Castroville ground breaking should take place end of March 2017 and the ground breaking for Haciendas 3 will take place sooner in mid-December 2016. To query, she responded the SWAT team along with fire and police departments will train at the old Haciendas 3 site and the HDC office building before demolition.

D. Property Management Report

To query on relocation, Ms. Warren replied she has more details in the HDC development report.

E. Housing Programs Report

Ms. Ruelaz reported her department is concentrating on lease-up; today another 100 people were invited to come in for a briefing plus we are getting lease-up requests from the people we invited last month. It has been busy for the inspectors and Eligibility Department because of the
Haciendas Senior units being ready to move in. She noted we received 90 applications for the 40 senior units. An RFP for our inspections will go out later this month or early December.

Commissioner Healy thanked Ms. Ruclaz for coordinating on the Job Fair with the Driscoll HR department.

F. Strategic Goals & Retreat Goals

The Board requested the Executive Director review the Retreat: Goals for completion or non-completion of goals and if no longer needed, to replace the Retreat Goals with the Strategic Goals.

CLOSED SESSION: There was no Closed Session regarding Las Palmas Ranch v. HACM.

COMMISSIONER COMMENTS

Commissioner Dady noted she views things from the senior citizen viewpoint and wondered if there were programs taking place for children and senior citizens at the other sites. Staff pointed out there were resident newsletters in the HDC Board packet with this type of information. Commissioner Dady stated Staff continues to amaze her with all that they do.

Commissioner Gama commended everyone involved with the grand opening for Dai Ichi Village; it was an amazing event plus she meet several community members. She relayed to her Sociology teacher how HACM and HDC are helping to eliminate social problems in the community and she is glad to be part of it. Ms. Warren noted HDC staff works hard at making sure these events are pulled off with Ms. Ruvalcaba’s lead and our marketing company.

Commissioner Healy thanked Staff for their hard work and wished everyone and their family a Happy Thanksgiving.

Commissioner Williams commented she had the opportunity at the Grand Opening to talk with Director Windt from San Francisco HUD office who stated that HACM and HDC are the best in the nation and that we set the tone for others. She thanked Staff for all that they do and wished everyone a nice Thanksgiving.

Commissioner Ballesteros thanked Commissioner Healy and Driscoll’s for their donation. She next thanked the Board for their Get Well Card; she appreciated it during her recuperation. Commissioner Ballesteros echoed what Commissioner Gama stated about the Grand Opening of Haciendas Senior Dai Ichi Village; the units were beautiful. She thanked Ms. Ruvalcaba for going the extra mile to save her a parking spot during her recovery. Commissioner Ballesteros wished everyone a Happy Thanksgiving and stated please know you make a difference.

Commissioner Zenk stated the Grand Opening ceremony was wonderful and very nicely done. To her query on press coverage, Staff noted there was great coverage in the Californian. Commissioner Zenk thanked Commissioner Williams for sharing Director Windt’s wonderful compliment of Staff and all the hard work that HACM and HDC do. She noted that former HACM employee, Jose Gomez, is now working at HUD San Francisco. Commissioner Zenk asked Commissioner Healy to thank Driscoll for the wonderful donation and suggested that the Board Clerk send a Thank You card also; Commissioner Healy stated that Ms. Goebel had already sent a letter. Commissioner Zenk next requested a sympathy card be sent to former Commissioner Tim Escamilla in the loss of his parents. She thanked everyone for all their hard work and wished everyone a Happy Thanksgiving.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5:55 p.m.
ATTEST:

[Signature]
Secretary

12.20.16
Date