



**HOUSING AUTHORITY OF THE CITY OF
LIVERMORE**
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**BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
Wednesday, May 8, 2019 - 5:30 PM**

1. CALL TO ORDER / ROLL CALL

The meeting was called to 5:36 p.m. Present were: Chairperson Mark Palajac, Vice-Chairperson Marty McFadden, Commissioners Richard Knowles, Maureen Hamm. Unexcused absence, Commissioner Wanda Hunter.

2. APPROVAL OF MINUTES OF THE REGULAR MEETING OF April 10, 2019

A motion was made by Maureen Hamm to approve the regular board meeting minutes of April 10, 2019 and agreed to make changes to item 5A to state Executive Committee approved resolution no. 2019-03-18-A, seconded by Chairperson Mark Palajac, all ayes motion carried.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Maureen Hamm	x		
Marty McFadden	x		
Richard Knowles	x		
Mark Palajac	x		

APPROVAL OF MINUTES OF THE REGULAR MEETING OF March 13, 2019

The board meeting of March 13 was held but no actions were taken because a quorum was not present. Discussions were held, and no actions were taken the minutes describing the discussions were approved a vote of 3 in favor and 1 abstaining.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Maureen Hamm	x		
Marty McFadden	x		
Richard Knowles			x
Mark Palajac	x		

**3. PUBLIC COMMENT
NONE**

Members of the public may speak to the Board of Commissioners on items within the purview or jurisdiction of the Housing Authority of City of Livermore (LHA). Comments are limited to a maximum of 3 minutes.

4. UNFINISHED/OLD BUSINESS

A. Employee Service Recognition Program

Chairman, Mark Palajac presented staff with service awards, thanking all staff for their years of dedicated service to the Housing Authority of the City of Livermore. Staff present receiving awards, Monica LiMarzi, Katherine Keller, Ita Pollard, and Diana Thomas.



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- B. Resolution 2019-05-8-A: *Resolution Adopting Revisions to the LHA Procurement Policy*
The Department of Housing Urban Development issued a letter dated March 12, 2019, which raised the micro-purchase threshold from \$3,500 to \$10,000, therefore the Livermore Housing Authority is proposing to revise the current procurement policy to reflect the change in the micro-purchase threshold from \$3,000 to \$10,000. Mike Gifford of Housing Agency Procurement Assistance recommended revisions to the procurement policy. Chairman Palajac suggested that the micro-purchase require at least two bids to ensure reasonable quotes. The discussion that followed was favorable but since it was not urgent to approve the policy it was suggested that the proposed language be amended and presented at the next board meeting.

5. NEW BUSINESS

A. Resolution 2019-05-8-B:

The executive Committee met on April 29, 2019 and reviewed the proposal from Nan Mackay to provide Interim Executive Director services on a contract basis. The committee agreed with this course of action. The Authority executed the agreement with Nan McKay. Maureen suggested that the resolution include the estimated monthly cost of \$21,823 which included estimated travel, lodging and per diem of \$5,023 per month. The interim contract Executive Director will be working on site three days per week. A motion to affirm the Executive Committee decision was made and seconded and approved by a vote of 4 in favor and none against.

VOTING	YES	NO	ABSTAIN
Maureen Hamm	x		
Marty McFadden	x		
Richard Knowles	x		
Mark Palajac	x		

B. Strategic Plan Discussion

Board of Commissioners discussed setting up a committee to create a strategic plan, to address the needs of the agency and Leahy Square. No further discussion.

6. STAFF REPORTS

A. Request for Proposals for Manage Information Technology Services

Tabled for discussion at next board scheduled board meeting.

B. Monthly Financial Statements

Board of Commissioners reviewed monthly income statements through March 31, 2019.

C. Chestnut mortgage refinance with First Republic Bank

Mark Palajac reported that the loan with First Republic had been extended and First Republic was making progress in refinancing the loan. The Housing Authority has executed all documents expeditiously and has not impeded the process in any way. Todd Brantly of First Republic indicated the loan should complete within the loan extension period.



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D. Potential loan for Bluebell

Mark Palajac reported that he has been having discussions with Fremont Bank concerning the viability of obtaining a loan for Bluebell based on the increased rent that is being levied on ten of the market rate units.

E. Rent increase for Bluebell

Mark Palajac reported that we have received rents from all of the tenants impacted by the rent increase. One family has moved out because they purchased a home and one tenant moved out to avoid the increase. All tenants were notified of the next rent increase which is in effect August 1.

F. Stoney Creek Grand Re-opening

Mark Palajac reported that LHA was recognized as an integral part of the Stony Creek refurbishment because of the HAP vouchers we provide. There were approximately 10 speakers at the re-opening representing as many organizations required to make it a success.

G. Leahy Square; Sewer issue; Lighting issue; Landscaping:

There are/were three issues at Leahy Square.

1. A waste line back up required clearing. This was done using a plumbing vendor but also required replacing a clean out and short length of waste line.
2. One of four outdoor lighting circuits is still unresolved. We understand the problem but will have to work with Mike Gifford, the contract procurement specialist, to formulate a competitive procurement.
3. LHA is still without a solution to the landscaping needs at Leahy Square, Bluebell, Las Posadas and Chestnut. We have a draft procurement package, but it has not been reviewed. In the interim we will try to use the two-maintenance staff in triage mode to satisfy immediate needs.

H. Chestnut Square waiting lists; seniors (25 units); homeless (5 units)

The processes for waiting list for the 25 units, and 5 homeless units were rewritten to conform to HUD protocol. These were communicated with and agreed with by the City of Livermore, MidPen and City Serve. The waiting list for the 25 units was completed and delivered to MidPen. The homeless list was advertised and LHA will be accepting the applications on May 21 and 22.

I. COMMUNICATIONS

Mark Palajac reported that LHA has received a notice from Celeste Storrs of Neighborhood Preservation department, City of Livermore. The notice indicated that LHA may be cited for violating the Neighborhood Preservation standards. This disclosure led to discussion of possible solutions regarding the waste container problem with people dumping their furniture and other objects at our location. Motion activated floodlights and cameras were mentioned as possible solutions.

J. COMMITTEE REPORTS

Personnel Committee
NONE

K. REPORTS/OTHER ITEMS FROM COMMISSIONERS

The Board of Commissioners discussed the need to recruit for a new board member by drafting and publishing an ad in the Independent newspaper. No further discussion made.



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L. ADJOURNMENT

The meeting was adjourned at 7:20p.m

*Under Government Code §54957.5, any **supplemental material** distributed to the Board members of the Housing Authority of the City Livermore after the posting of this agenda will be available for public review in the office lobby located at 3203 Leahy Way, Livermore, CA. If supplemental materials are made available to the Board members at the meeting, a copy will be available for public review at the same location.*

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