



**HOUSING AUTHORITY OF THE CITY OF LIVERMORE
3203 LEAHY WAY, LIVERMORE, CA 94550**

**BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
Wednesday June 12, 2019- 5:30 P.M.**

1. CALL TO ORDER / ROLL CALL

The meeting was called to order at 5:30 p.m. by Chairman Mark Palajac. Present were Vice-Chairperson, Marty Mc Fadden, Commissioners, Maureen Hamm, Richard Knowles, and Wanda Hunter. Commissioner Wanda Hunter was not present for roll call but did join the meeting later. Also present was Interim Executive Director Larry Russell, Alison Dahl, fee Accountant contract with Hawkins and Ash CPA's.

2. APPROVAL OF MINUTES OF THE REGULAR MEETING OF MAY 8, 2019

A motion was made by Chairman Mark Palajac, to approve the regular board meeting minutes of the of May 8, 2019, seconded by Maureen Hamm, all ayes, motion carried.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
MARK PALAJAC	X		
MARTY MCFADDEN	X		
RICHARD KNOWLES	X		
MAUREEN HAMM	X		

3. PUBLIC COMMENT

None

4. UNFINISHED/OLD BUSINESS

A. Resolution 2019-06-12 A: Resolution approving revision to LHA Procurement Policy.

Chairman Mark Palajac reported a letter was issued by HUD dated 3/12/19, which raised the micro-purchase thresholds from \$3,500 to \$10,000. A revision was made to the LHA Procurement Policy Section 5.2 small purchase procedure, a change from one quote requirement to two quotes requirements. A motion was made by Chairman, Mark Palajac to raise the micro- purchase threshold \$3,500 up to \$10,000, and require two quotes, seconded by Vice-Chairperson Marty McFadden, all ayes motion carried.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
MARK PALAJAC	X		
MARTY MCFADDEN	X		
RICHARD KNOWLES	X		
MAUREEN HAMM	X		
WANDA HUNTER	X		

B. Resolution 2016-12-14B: Resolution Approving LHA Annual Plan

Mr. Larry Russell discussed the Annual PHA Plan was previously presented at a board meeting, and tabled. Revisions made includes: B:1, revisions of Plan Elements, B:2, Substantial Deviation was checked marked, and under new activities C:1, checked marked, Project Based Vouchers, also added LHA plan to issue Project Based Vouchers in 2019-2020, or thereafter. A motion was made by by Commissioner Maureen Hamm, seconded by Commissioner Richard Knowles, all ayes motion carried.



**HOUSING AUTHORITY OF THE CITY OF LIVERMORE
3203 LEAHY WAY, LIVERMORE, CA 94550**

**BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
Wednesday June 12, 2019- 5:30 P.M.**

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
MARK PALAJAC	X		
MAUREEN HAMM	X		
WANDA HUNTER	X		
RICHARD KNOWLES	X		

5. NEW BUSINESS

A. Resolution 2019-06-12 C: Resolution affirming new Payment Standard for (HCV) 3 Bedroom

Chairman Mark Palajac reported the Executive Committee meeting approved Resolution 2019-06-12 C on May 28, 2019, reducing the payment standard for a three bedroom from \$3225.00 to \$3217. HUD publishes area Fair Market Rents, and requires housing authorities to establish payment standards that do not exceed 110% of HUD Fair Market Rents. A motion was made by Chairman Mark Palajac to reaffirm the new 3-bedroom payment standard of \$3217.00, seconded by Maureen Hamm, Wanda Hunter abstain, all ayes motion carried.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
MARK PALAJAC	X		
MAUREEN HAMM	X		
WANDA HUNTER			X
RICHARD KNOWLES	X		

6. STAFF REPORT

A. Public Housing-Statistics for Month of May 2019.

Mr. Larry Russell discussed the key points in the statistics report:

4 - Vacancies at Bluebell. (2 transitional units, and 2 market rate units)

0- Vacancies at Chestnut

0- Vacancies at Los Posadas

2 - Bluebell move-outs

26-Open workorders, Average turnaround time for Leahy Square 2.75 days, and all other programs 5.60 days.

Chairperson Mark Palajac reported one of the transitional units was left in bad condition, and recommends changing the lease to provide monthly inspections to protect the health and safety of the public.

B. Housing Choice Vouchers

A discussion was made to purge the Housing Choice Voucher waiting list.

C. Affordable Housing

Mr. Russell reported the LHA has 413 applicants on the waiting list for Chestnut Senior Square Apartments. Twenty-five Vouchers are allocated for senior, and 5 for the homeless.

D. Monthly Financial Statements

The monthly financial statements were reviewed.



**HOUSING AUTHORITY OF THE CITY OF LIVERMORE
3203 LEAHY WAY, LIVERMORE, CA 94550**

**BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
Wednesday June 12, 2019- 5:30 P.M.**

7. COMMUNICATIONS

Mr. Larry Russell discussed a meeting with three representatives from Housing Urban Development came to visit. The primary reason for the visit was to discuss repositioning of Public Housing stock. HUD contracted with a company to provide an assessment to Housing Authority's free of charge.

8. COMMISSIONERS REPORTS

Monica LiMarzi, Administrative Clerk presented information to the Board of Commissioners about ordering Logo t-shirts for staff and Board members.

9. COMMITTEE REPORTS

A. Executive Committee, if any.

B. Finance Committee, if any.

C. Personnel Committee-

Larry Russell reported the Personnel Committee met on June 5, 2019, at 8:00am.

D. Ad Hoc Committee -

Larry Russel discussed the need to establish a Ad Hoc Committee to look at long-term strategic housing plan.

10. ADJOURNMENT

Meeting was adjourned at 7:48 pm.