



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

**LEAHY SQUARE**  
Phone: (925) 447-3600  
Fax: (925) 447-0942  
TDD/TTY (800) 545-1833 x917

**SECTION 8 PROGRAMS**  
Phone: (925) 447-0288  
Fax: (925) 447-0942

www.livermoreha.org

**BOARD OF COMMISSIONERS**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, July 10, 2019-5:30 pm

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:34 p.m. by Chairman Mark Palajac. Present were Commissioners, Maureen Hamm, Richard Knowles, Wanda Hunter. Vice-Chairperson, Marty McFadden joined the meeting at 5:37p.m.

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 12, 2019.

Commissioner Maureen Hamm pointed out that the June 10 minutes did not accurately reflect the city organization name that contacted LHA regarding the condition at Bluebell. The correct name is Neighborhood Preservation Section of the Community Development Department. With that correction, Commissioner Maureen Hamm moved to approve the minutes. Commissioner Richard Knowles seconded the motion and it was passed with a vote of 5 ayes and none opposed.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Richard Knowles	x		
Maureen Hamm	x		
Wanda Hunter	x		
Marty Mc Fadden	x		
Mark Palajac	x		

3. PUBLIC COMMENT  
NONE

4. UNFINISHED/OLD BUSINESS

A. Fiscal Year 2019-2020 Operating Budget

Chairman Mark Palajac presented the FY 2020 budget to the board including the methodology of how it was developed. The budget had been approved by the Executive Committee on June 24, 2019. Commissioner Richard Knowles made a motion to adopt the budget and the motion was seconded by Commissioner Maureen Hamm. The vote was passed with a vote of 4 ayes and one abstention.

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

B. Accounts Receivable Write-offs.

Chairman Mark Palajac presented the results of the accounts receivable analysis that was conducted by program. It had been some time since action had been taken to expense delinquent accounts receivable. There was a good exchange of information about their origin



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

**LEAHY SQUARE**  
Phone: (925) 447-3600  
Fax: (925) 447-0942  
TDD/TTY (800) 545-1833 x917

**SECTION 8 PROGRAMS**  
Phone: (925) 447-0288  
Fax: (925) 447-0942

www.livermoreha.org

and probability of collecting. After the discussion four resolutions were voted on to expense specific amounts for each of the four programs. The Executive Committee had taken action to expense these amounts for the four programs at the June 24, 2019 meeting. Chairman Mark Palajac made motions for each of the four resolutions and each was seconded by Chairperson Maureen Hamm. All were approved with a vote of 4 ayes and 1 abstention

Chairman, Mark Palajac made a motion to affirm the following Resolutions, passed by the Executive Committee on June 24, 2019 as follows:

- Resolution No. 2019-06-24 B. Accounts Receivable Leahy Square in the amount of \$ 4,106
  - Resolution No. 2019-06-24 C. Accounts Receivable Bluebell in the amount of \$ 50
  - Resolution No. 2019-06-24 D. Accounts Receivable HCV in the amount of \$ 361,952
  - Resolution No. 2019-06-24 E. Accounts Receivable Las Posadas in the amount of \$ 2,037
- Seconded by Maureen Hamm, all ayes motion carried. Wanda Hunter abstain.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Mark Palajac	x		
Maureen Hamm	x		
Richard Knowles	x		
Marty Mc Fadden	x		
Wanda Hunter			x

5. NEW BUSINESS

A. Executive search for ED

The board of Commissioners discussed the Executive search, and recruitment process for a new Executive Director. Nan Mc Kay and Associates is performing the executive search for the Livermore Housing Authority. Salary recommendation and recruitment materials should be available next week.

B. Procurement support

Chairman Mark Palajac explained that LHA was without procurement support since independent contractor Michael Gifford chose to cease supporting LHA. Mark had approached Nan McKay for this support but learned that they did not provide this separate service. Chairperson Maureen Hamm expressed concern about this lack of support. Chairman Palajac indicated he shared the concern but indicated that the need may be met by the expected interim executive director who may have that skillset.

C. Refinancing Chestnut

Chairman Mark Palajac reported on the progress or lack thereof on refinancing the Chestnut mortgage. He executed an extension to the loan term which should enable to First Republic Bank to complete the documents and provide them to the City of Livermore for subordination. LHA has been timely on executing all documents and in all payments with the bank. Chairman Palajac also mentioned that he has a meeting scheduled with Marc Roberts the Livermore City Manager on July 31. At that time the documents should have been executed including the subordination and it may be a topic of discussion if that is not the case.



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

**LEAHY SQUARE**  
Phone: (925) 447-3600  
Fax: (925) 447-0942  
TDD/TTY (800) 545-1833 x917

**SECTION 8 PROGRAMS**  
Phone: (925) 447-0288  
Fax: (925) 447-0942

[www.livermoreha.org](http://www.livermoreha.org)

D. Bluebell Loan and scope of work

Chairman Palajac reported that Mechanics Bank had indicated a willingness to loan LHA \$1.5 million for the rehabilitation of Bluebell. He also reported that Fremont Bank was also a potential lender. Aside from pursuing the loan he indicated we need to begin laying out the scope of work based on the physical needs assessment. We also need to determine if LHA needs to follow prevailing wage guidelines. This concern was expressed to legal counsel, Bill Ford.

E. Financial review

Chairman Mark Palajac reviewed and discussed Income Statements for Public Housing, Housing Choice Voucher, Bluebell, Chestnut, and Las Posadas properties.

6. STAFF REPORTS

(Per Commissioner Hamm, this section is amended as recommended, voted, and agreed at the Board of Commissioners Meeting on August 14, 2019)

Staff recommended that the new 3-Bedroom payment standard which was approved at the Board of Commissioners Meeting on June 12, 2019, effective July 1, 2019 be modified to become effective on June 12, 2019. Discussion was deferred to the July 16, 2019 Executive Committee meeting.

7. COMMUNICATIONS

Commissioner, Maureen Hamm expressed concerns about not having an Executive Director on site, and that we should clarify with the Interim Executive Director, Larry Russell if he is providing services to the Livermore Housing Authority. Chairman, Mark Palajac responded, we will contact Nan McKay to send Dorian Jenkins, Vice President of Program Management 3 days a week. A Strategic Planning meeting is scheduled for July 24, 2019 at 5:30p.m.

8. REPORTS/ITEMS FROM COMMISSIONERS

NONE

9. COMMITTEE REPORTS

NONE

10. ADJOURNMENT

The board meeting adjourned at 6:48p.m.