



**HOUSING AUTHORITY OF THE CITY OF LIVERMORE
3202 LEAHY WAY, LIVERMORE, CA 94550**

**BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
Wednesday, January 9, 2019 – 5:30 PM**

1. CALL TO ORDER / ROLL CALL

The meeting was called to order by Chair Mark Palajac at 5:30pm. Vice Chair Maureen Hamm, Commissioners Richard Knowles, Konnie Fuller, and Marty McFadden were present. Excused absences include Commissioner Wanda Hunter. Present on staff were Executive Director Alfred Dulay and Public Housing Manager Diana Thomas.

2. APPROVAL OF MINUTES OF THE REGULAR MEETING OF DECEMBER 12, 2018

Vice Chair Hamm motioned to approve the minutes of the Regular Meeting of December 12, 2018 as corrected, and Commissioner Knowles seconded the motion. All ayes except Commissioners Fuller and McFadden who abstained, motion carried.

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

3. PUBLIC COMMENT

None.

4. UNFINISHED/OLD BUSINESS

None.

5. NEW BUSINESS

A. Election of LHA Board Chairperson

Vice Chair Hamm motioned to appoint Chair Palajac as Board Chairperson, and seconded by Commissioner Knowles. All ayes, motion carried.

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

B. Election of LHA Board Vice Chairperson

Chair Palajac motioned to appoint Commissioner McFadden as Board Vice Chairperson, and seconded by Commissioner Knowles. All ayes, motion carried.

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



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C. LHA Board Committee Appointments

1) Executive

Commissioner Hamm motioned to accept the appointment of Chair Palajac and Vice Chair McFadden as regular members, Commissioner Knowles as third member, and Commissioner Hamm as alternate member of the Executive Committee, and seconded by Chair Palajac. All ayes, motioned carried.

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

2) Finance

Chair Palajac motioned to accept the appointment of Chair Palajac, Vice Chair McFadden, and Commissioner Fuller as members of the Finance Committee, and seconded by Vice Chair McFadden. All ayes, motioned carried.

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

3) Personnel

Commissioner Hamm motioned to accept the appointment of Chair Palajac, Commissioner Hamm, and Commissioner Knowles as members of the Personnel Committee, and seconded by Chair Palajac. All ayes, motioned carried.

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

4) Audit

Chair Palajac motioned to accept the appointment of Chair Palajac, Commissioner Hamm, and Commissioner Knowles as members of the Audit Committee, and seconded by Vice Chair McFadden. All ayes, motioned carried.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
KONNIE FULLER	X		
MAUREEN HAMM	X		



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RICHARD KNOWLES X
MARTY MCFADDEN X
MARK PALAJAC X

Mr. Dulay reported that the Ad Hoc Committee was established in 2018 with a specific purpose of developing the financing and rehabilitation strategies for the Affordable Housing properties. Chair Palajac, Commissioner Hamm, and Commissioner Knowles will remain as current members of the Ad Hoc Committee until such a time when the committee has completed its responsibilities.

D. Approval of Contract and Expenditure Limit by the Executive Director

Commissioner Knowles motioned to approve the contract and expenditure limit by the Executive Director, specifically, the procurement of goods and services at or above \$50,000 shall be subject to Board approval prior to award of any contract; furthermore, any expenditure of \$10,000 or more that is not budgeted shall be reported as part of the presentation of the monthly financial statements. Chair Palajac seconded the motion. All ayes, motioned carried.

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

6. STAFF REPORT

A. Status of Rehabilitation and Financing Strategies for LHA’s Affordable Housing Projects

Mr. Dulay reported that the Ad Hoc Committee convened on December 19, 2018 to develop a plan to adjust the rents on the market rate units at Bluebell. The plan would be to increase the rent in three phases, sufficient to generate rental revenue that would service a bank loan of \$1.3 million to rehabilitate the five Bluebell buildings owned by the LHA. Each of the effective dates of the rent increase will be preceded by a 90-day notice to the residents. Prior to issuing the first notice of rent increase, the Ad Hoc Committee and staff will hold a community meeting with the residents of the market rate units at the LHA Office to announce the plan and invite resident feedback.

Mr. Dulay reported that the two non-profit entities that the LHA had engaged are continuing their financial analyses as to the feasibility of taking ownership of Chestnut and Las Posadas apartments from the LHA. Mr. Dulay had contacted the First Republic Bank to request another balloon payment extension for the loans on Chestnut and that the request is pending.

B. Proposed Chestnut Square Senior Project-Based Voucher (PBV) Waitlist

Mr. Dulay reported that the proposed PBV Exhibit for Chestnut Square Senior contains specific waitlist criteria and application policies that are not found in the current Administrative Plan. Mr. Dulay reported that the proposed exhibit was made available for public comment beginning December 14, 2018 through January 14, 2019, to be followed with the public hearing on January 15, 2019. Once approved, the exhibit



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would establish the PBV waitlist that will be managed by the LHA. MidPen Housing will manage a separate waitlist for the non-PBV units.

C. Impact of Partial Government Shutdown on Housing Choice Voucher and Operating Fund Payments

Mr. Dulay reported that HUD will continue to make payments for the Housing Choice Voucher and Operating Fund through the end of February 2019.

D. Monthly Financial Statements

Mr. Dulay presented the financial statements for the month of December 2018.

7. COMMUNICATIONS

Mr. Dulay reported that the *2019 NorCal/Nevada NAHRO Conference*, will be held on January 27-29, 2019 in Napa, CA.

8. REPORTS / ITEMS FROM COMMISSIONERS

None.

9. COMMITTEE REPORTS

A. Executive Committee

None.

B. Finance Committee

A meeting of the Finance Committee is planned for January 23, 2019 at 5:00pm at the LHA Office.

C. Personnel Committee

None.

D. Ad Hoc Committee

None.

10. ADJOURNMENT

The meeting was adjourned at 6:50pm.