



HOUSING AUTHORITY OF THE CITY OF LIVERMORE

3203 LEAHY WAY
LIVERMORE, CALIFORNIA 94550

www.livermoreha.org

(925) 447-3600
Fax (925) 447-0942
TDD/TTY (800) 545-1833 x917

BOARD OF COMMISSIONERS

REGULAR BOARD

MEETING AGENDA

Wednesday, September 16, 2020 – 5:30 PM

Due to COVID-19 This meeting will be held virtually at:

Web: <https://us02web.zoom.us/j/86358533148>

Telephone: (669) 900-9128

Meeting ID: 863-5853-3148

- 1. CALL TO ORDER / ROLL CALL**
- 2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETINGS OF AUGUST 12, 2020**

3. PUBLIC COMMENT

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. Comments are limited to a maximum of 3 minutes per person.

4. CLOSED SESSION

5. STAFF REPORTS

- A. Report from the Executive Director**

6. COMMUNICATIONS

- A. If any**

7. REPORTS/ITEMS FROM COMMISSIONERS

- A. If any**

8. COMMITTEE REPORTS

- A. Personnel Committee**
- B. Executive Committee**

9. ADJOURNMENT

*Under Government Code §54957.5, any **supplemental material** distributed to the Board members of the Livermore Housing Authority after the posting of this agenda will be available for public review in the office lobby, Housing Authority of the City of Livermore, 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.*

Pursuant to Title II of the Americans with Disabilities Act (Codified at 42 United States Code Section 12101 and 28 Code of Federal Regulations Part 35), the Livermore Housing Authority does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or sexual orientation in the provision of any services, programs, or activities. To arrange an accommodation in order to participate in this public meeting, please call (925) 447-3600 or (800) 545-1833 ext. 917 TDD/TTY at least 72 hours in advance of the meeting.

Procedure for Public Comment

Public Comment is an opportunity for the public to speak regarding items not listed on the agenda. Speakers are limited to a maximum of three minutes per person. The Chair may reduce the amount of time based on the number of persons wishing to speak. Please be aware that the Board of Commissioners is prohibited by State law from taking action on any items that are not listed on the agenda. However, if your item requires action, the Board of Commissioners may place it on a future agenda or direct staff to work with you and/or report to the Board of Commissioners on the issue.

Speaker Cards - If you wish to address the Board of Commissioners, you must complete a speaker card for each item about which you want to speak. Speakers are limited to a maximum of three minutes per person. The speaker card box is located in the West Wing entrance. Place your speaker card in this box before the item is to be considered. Staff will collect the cards and give the speaker cards to the Chair. The Chair will call speakers. No cards will be accepted once the presentation on that item has commenced.



BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
Wednesday, August 12, 2020-5:30 p.m.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:32 p.m. by Chairperson Mark Palajac. Also present were, Commissioners Marty McFadden, Maureen Hamm, Richard Knowles, Christine Stuart, and Matthew Graves. Vice-Chairperson Wanda Hunter was not present and marked as an excused absence.

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: JULY 8, 2020.

A motion was made by Commissioner Knowles to approve the board meeting minutes of July 8, 2020. Chairperson McFadden seconded the motion and it passed with a vote of 6 ayes.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Maureen Hamm	X		
Mark Palajac	X		
Marty McFadden	X		
Richard Knowles	X		
Christine Stuart	X		
Matthew Graves	X		

3. PUBLIC COMMENT

None.

4. OLD BUSINESS

A. Resolution No. 2020-07-08-A – Approval of Leahy Renovation Bids

Executive Direct D’Jon Paul Scott-Miller advised that there was a walkthrough of Leahy done with REDS along with Chairperson Palajac, and Commissioner Graves joined. Following the walkthrough there was a Zoom meeting with Chairperson Palajac, and Commissioners Graves and Stuart. Following the walkthrough and Zoom meeting there is a recommendation to approve pending items from the items not approved during the July meeting.

Playground – During the walkthrough it was identified that the curb surrounding the playground could present a tripping hazard and the flooring preferred would be rubber instead of bark. An alternative quote was received to remove the curb and put in rubber flooring which would result in an additional \$40,000.

Commissioner Stuart inquired about the durability of the rubber surfacing. Chairperson Palajac, stated the rubber surface is much more durable than the bark and is much more sanitary than bark. With bark, hazardous items can get intermixed.

D’Jon added that with the location of the playground, if and when LHA decides to add units to the site, it would not need to be taken out. Chairperson Palajac added that he knew the rubber flooring would be a significant increase from bark and is not surprised by the price. Chairperson Palajac inquired if the total increase in price includes the removal of the curb (it does).



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Commissioner McFadden inquired about the REDS sheet that have items in yellow and gray. D’Jon advised that all items in yellow were approved at the July meeting and those in gray were the pending items that have not yet been approved. During the July meeting there was a total of \$1,189,903.72 work approved to start which left approximately \$1.4 million in the budget.

Landscape – There are landscaping items (12, 13, 14, 15, 17) that are associated with other approved items. Although we do not want to move forward on full landscape renovations, we need to approve 5 of the 17 landscaping items which totals approximately \$185,000.

Security Cameras – Chairperson Palajac inquired on the status of the walkthrough with Allguard to verify where the cameras will be placed. D’Jon advised that another bid came in from Sherlock which was \$5k less than Allguard. D’Jon would like to remain with Allguard as they had superior reviews online and their proposal included solar for cameras and Sherlocks did not.

Commissioner McFadden inquired what happens to the remainder of monies left over after the renovations. D’Jon advised that if the money is not spent prior to the application for Section22 being submitted it would be forfeited. Chairperson Palajac advised that if are able to use the money to pay down LHA’s CalPERS liability it would be a great use of the funds. Commissioner Knowles inquired if anyone has reached out to PERS or HUD to verify the use. D’Jon advised that was on his to-do list.

The Commissioners discussed approving some task items and holding off on others pending feedback from residents, and recommendation from a Leahy subcommittee consisting of Chairperson Palajac, Commissioner Hamm, and Commissioner McFadden which will meet on July 11, 2020. The following task items were suggested for approval; Roofing, Wood Rot, Asphalt, ADA Parking, Concrete Trip Hazards, Security Cameras, and Site Lighting.

A motion was made by Commissioner Graves to approve pending renovation task items; 9, 11, 12, 15, 16, and 17 under Resolution No. 2020-07-08-A. Commissioner McFadden seconded the motion and it passed with 6 ayes.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Maureen Hamm	X		
Mark Palajac	X		
Marty McFadden	X		
Richard Knowles	X		
Christine Stuart	X		
Matthew Graves	X		

5. NEW BUSINESS

A. LHA BOC Committee Member Selections

There are 6 committees and with there being a full Board currently the committee members need to be reevaluated. The new memberships are as follows

Audit: Mark Palajac, Marty McFadden, Richard Knowles, Wanda Hunter (Alternate)
Executive: Mark Palajac, Richard Knowles, Wanda Hunter, Maureen Hamm (Alternate)



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Finance: Mark Palajac, Marty McFadden, Matthew Graves, Wanda Hunter (Alternate)
Personnel: Christine Stuart, **Maureen Hamm**, Richard Knowles, Wanda Hunter (Alternate)
Leahy: Christine Stuart, Mark Palajac, **Matthew Graves**, Marty McFadden (Alternate)
Strategic Planning: Christine Stuart, Mark Palajac, **Matthew Graves**, Wanda Hunter (Alternate)

6. STAFF REPORTS

A. Report from the Executive Director

D’Jon advised that tenant accounts receivables are good except for a couple of tenants at Bluebell. The moratorium previously issued due to COVID-19 has been extended through December 31st. D’Jon also advised of a new program in Alameda County that assists families impacted by COVID-19 and unable to pay their rent which will be shared with the families.

Commissioner Hamm inquired if families have been able to lease up faster than before with the housing choice voucher. D’Jon advised that across the country, housing authorities have seen an increase in their success rate as owners are seeing the benefit of guaranteed rent during these unforeseen times. D’Jon also advised that families are given 180 days to search for a unit and beyond that an extension would need to be based on a reasonable accommodation or extenuating circumstance and the pandemic certainly qualifies as an extenuating circumstance.

Commissioner Hamm inquired if the 3 vacancies at Bluebell are the market rate units. D’Jon advised that they are, and he will put together a timeline of the work that is to be completed and share it with the Board.

D’Jon advised that the Chestnut Square Family project based waitlist opened in July and there was a good turnout. The waitlist pull was conducted, and a consolidated intake will begin with Mid-Pen in a week.

7. COMMUNICATION

Chairperson Palajac advised that he and Commissioner Graves walked the grounds of Leahy Square with an architect to receive a high-level view of what is possible in terms of adding units to the site. Commissioner Graves connected with Austen Diliberto from Gelfand & Partners whom he has worked with on projects. The firm provides a study that has multiple options showing what is possible with the site. Within the coming weeks, Austin will provide a proposal for the cost of the study. Commissioner Hamm inquired how much the study may cost, and Commissioner Graves was unable to get an idea from Austin but guesses it would be between \$10,000 - \$20,000.

Commissioner Hamm was sworn in on August 3rd, renewing her term.

Commissioner Stuart would like to know if we have thought about offering flu shots and eventually COVID shots to our tenants/participants. With the upcoming flu season it may be a good thing to provide to participants. Commissioner Graves stated it would be good to partner with someone and just provide the space for the shots and COVID testing. D’Jon advised that is something we can look into and the CARES Act funds can cover the costs.



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Commissioner Stuart has training materials from the NAHRO conference she recently attended and would like to share it with the Board. D'Jon will look into creating a Dropbox where the materials can be shared.

5. REPORTS/ITEMS FROM COMMISSIONERS

None.

6. COMMITTEE REPORTS

None.

7. ADJOURNMENT

The board meeting adjourned at 7:17 p.m.

DRAFT



LHA Monthly Report

Presented by D'Jon Paul Scott-Miller

August 2020

Monthly Progress and Productivity Report

A snapshot of the activity and productivity for the Livermore Housing Authority.

MONTHLY ACTIVITY

Vouchers Issued

The following are Housing Choice Vouchers (HCV) that were issued during the month of August 2020.

Vouchers Looking
2

Vouchers Success Report

The following is the success rate for vouchers issued between; September 2019 through August 2020.

Success Rate				
Overall	0 – 30 Days	31 – 60 Days	61 – 90 Days	91 + Days
87.50%	08.33%	63.89%	05.56%	09.72%

Moves

The following are unit move ins and outs for HCV and Property Management (PM) during the month of August 2020.

HCV	
In	Out
6	4
PM	
In	Out
1	0

End of Participations

The following are end of participations for the HCV program that were processed during the month of August 2020.

End of Participations
3

Occupancy Rate

The following are PM occupancy rates for August 2020.

Occupancy			
Property	Total Units	Occupied	Rate
Bluebell	27	24	88.89%
Chestnut	6	6	100.00%
Las Posadas	9	9	100.00%
Leahy Square	125	124	99.20%
Total	167	163	97.60%

Tenant Account Receivables

The following are TARs for August 2020.

Tenant Account Receivables			
	Charged	Paid	Rate
Property			
Bluebell	\$28,002.00	(\$28,533.50)	101.90%
Chestnut	\$7,803.00	(\$7,191.00)	92.16%
Las Posadas	\$9,969.00	(\$11,797.00)	118.34%
Leahy Square	\$70,580.00	(\$70,913.00)	100.47%
Total	\$116,354.00	(\$118,434.50)	101.79%

Annuals Reexaminations

The following are the HCV and PM annual reexaminations completed and pending during the month of August 2020.

HCV Annuals Processed/Pending	
Completed	38
Pending	0
PM Annuals Processed/Pending	
Completed	12
Pending	0

Interim Reexaminations

The following are the HCV and PM interim reexaminations completed during the month of August 2020.

HCV Annuals Processed/Pending	
Completed	32
PM Annuals Processed/Pending	
Completed	4

Inspections

The following are HCV inspections completed during the month of August 2020.

Inspections Completed/Scheduled			
	Pass	Fail	No Show
Inspection Type			
Annual Inspections	0	0	0
Initial Inspections	6	0	0
Quality Control Inspections	0	0	0
Self-Certifications	0	0	0
Total	6	0	0

Work Orders

The following are Work Orders opened in August 2020.

Work Orders			
	Opened	Closed	Remaining Open
Property			
Bluebell	5	5	0
Chestnut	1	1	0
Las Posadas	0	0	0
Leahy Square	52	49	3
Total	58	55	3