



**HOUSING AUTHORITY OF THE CITY OF  
LIVERMORE**  
3203 LEAHY WAY  
LIVERMORE, CALIFORNIA 94550  
[www.livermoreha.org](http://www.livermoreha.org)

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

**REGULAR  
BOARD OF COMMISSIONERS  
MEETING AGENDA  
Wednesday, May 8, 2024 – 5:30 PM**

**Location:  
3203 Leahy Way, Livermore CA, 94550**

**1. CALL TO ORDER / ROLL CALL**

- i. Casey, Heather
- ii. Evans, Marvin
- iii. Hutchinson, Karen
- iv. Palajac, Mark (Chair)
- v. Stuart, Christine
- vi. Vaishampayan, Parag (Vice-Chair)
- vii. Welch, Carla

**2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 10, 2024**

**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. OLD BUSINESS**

**5. NEW BUSINESS**

- A. Leahy Resident Services Presentation from LifeSTEPS; Aaron Zeelig, Director of Social Services - LifeSTEPS
- B. Discussion regarding refinancing the Fremont Bank loan for Las Posadas

**6. COMMITTEE REPORTS**

- A. Executive Committee Update from April 26, 2024

**7. STAFF REPORTS**

- A. Monthly Report from the Executive Director presented by Sarah Ramler

**8. COMMUNICATIONS**

**9. REPORTS/ITEMS FROM COMMISSIONERS**

**10. 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.



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**REGULAR  
BOARD OF COMMISSIONERS  
MEETING MINUTES -  
DRAFT**  
**Wednesday, April 10, 2024 – 5:30 PM**

**Location:  
3203 Leahy Way, Livermore CA, 94550**

**1. CALL TO ORDER / ROLL CALL**

The meeting was called to order at 5:33 by Chair Mark Palajac. Also present were Commissioners Heather Casey, Marvin Evans joined late, Karen Hutchinson, Christine Stuart, and Parag Vaishampayan joined via zoom. Commissioner Carla Welch was excused. Also present was Sarah Ramler, Executive Director of LHA, Evangaline from the Resident Advisory Board, and Ashley and SirVante Rose from the public.

**2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MARCH 13, 2024.**

Heather made a motion to approve the minutes, Christine seconded, all in favor with one abstention, motion carried.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAI</u> <u>N</u>
Heather Casey	X		
Karen Hutchinson			X
Mark Palajac	X		
Christine Stuart	X		
Parag Vaishampayan	X		

**3. PUBLIC COMMENT**

*Item called after item 5.A.*

*Ashley Rose (?) made public comment on behalf of his son Sir Vante Rose. Comment included details regarding specific circumstances of Sir Vante and his mother. The member of the public requested their case be added to a Board of Commissioner's meeting agenda. Sarah explained that the matter is outside of the purview of the Board of Commissioner's and should not be added to the agenda since the Board of Commissioners are not able to make a specific recommendation regarding a specific tenant's circumstance but rather are able to affect agency policies.*

**4. OLD BUSINESS**

None

**5. NEW BUSINESS**

- A.** Resolution 2024-04-10-A: Resolution Approving and Authorizing the Fiscal Year 2024-2025 Annual PHA Plan and Submission to the US Department of Housing and Urban Development

Sarah provided an overview of what the PHA Annual Plan is and the corresponding components. Specifically she discussed the Administrative Plan and the related changes required under new HOTMA rules. As part of modifications she explained the public process including the publication of notice of public comment

period and hearing dates and the convening of the Resident Advisory Board (four meetings). She also discussed the involvement of the Board of Commissioners Policy Committee (two meetings). She offered the opportunity for all Board members to review and make any final comments on the final draft.

Mark made a motion to approve the resolution as stated, Marvin seconded, all in favor and motion carried.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Heather Casey	X		<u>N</u>
Marvin Evans	X		
Karen Hutchinson	X		
Mark Palajac	X		
Christine Stuart	X		
Parag Vaishampayan	X		

**B. Resolution 2024-10-04-B: Resolution Approving LHA’s Submission of the MTW Annual Contributions Contract Amendment**

Sarah provided a general overview of the MTW status and the required compliance with updating the Annual Contributions Contract with the attached amendment. Sarah also provided some general context regarding the required policy changes and additional submission requirements to HUD as part of MTW.

Karen made a motion to approve the resolution, Marvin seconded, all in favor and motion carried.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Heather Casey	X		
Marvin Evans	X		
Karen Hutchinson	X		
Mark Palajac	X		
Christine Stuart	X		
Parag Vaishampayan	X		

**6. PUBLIC COMMENT**

*None*

**7. STAFF REPORTS**

**A. Monthly Report from the Executive Director presented by Sarah Ramler**

Sarah provided an overview of activities at the agency. She provided an updated on HUD’s Quality Assurance Division audit and confirmed that LHA received verbal notification that there were no findings but some comments that will need to be addressed. Several comments are related to the software system setup and required reconciliation for the Leahy conversion.

Sarah shared an updated regarding development efforts for LHA’s portfolio and a walk through with architect and engineering firm.

Sarah brought up upcoming conferences and Mark provided some general protocols regarding conference attendance:

*“The board, in consultation with the ED will determine which conferences are appropriate for commissioners. This will normally be done as a motion made by a board member at a regular meeting. To support this process the Executive Director will make suggestions of various industry conferences and their schedules and the sessions they will offer if and when available.*

*Once a conference is approved the commissioners will be asked to determine if they will attend. This needs to be done in a timeline to minimize overall costs including registration fees, transportation and lodging fees.*

*Commissioners attending conferences are expected to attend a preponderance of sessions possible. Commissioners are expected, upon their return, to provide a verbal report on the sessions they attended and comment on session value.*

*Once a conference is approved the Executive Director will establish deadlines for commitments for attendees. These deadlines must be met by all attendees in order for LHA to pay for travel and attendance.”*

Sarah also brought up the right sizing efforts at Leahy and the impacts on families come their one-year anniversary who were not able to right size at Leahy Square. Sarah offered to complete additional analysis if this was a topic the Board was interested in revisiting from last year.

#### **8. COMMUNICATIONS**

Mark communicated that he submitted a letter that was previously circulated to the Board members to The Independent regarding his comments on the Assembly Bill

#### **9. REPORTS/ITEMS FROM COMMISSIONERS**

#### **10. COMMITTEE REPORTS**

##### **Policy Committee Update from April 4, 2024**

Mark provided an updated from the meeting where the committee reviewed the proposed Conference Policy

##### **Finance Committee Update from April 4, 2024**

Mark provided an update from the meeting where they discussed the most recent financials and discussed the potential Capital Fund where they identified over \$1.5M from the loan and income generated, \$2M at Leahy and \$100k each at Chestnut and Las Posadas. Sarah informed everyone that as part of the refinancing at Las Posadas an inspection will be required to view the stairs and landings.

#### **11. ADJOURNMENT**

Meeting was adjourned at 6:45pm



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# Livermore Housing Authority Monthly Report

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*April 2024*

*Presented by Sarah Ramler  
May 8, 2024 Board Meeting*

## Summary

### **HCV –**

- HUD Quality Assurance Division audit has been completed – received verbal confirmation that no findings were identified but pending final report.
- Received 2 referrals for the Stability Voucher awarded in 2023 (5 vouchers).
- AB 1482 – Cap on rent increases for landlords
  - LHA has developed communication to landlords alerting them of their requirements to comply with the rent increase caps for Alameda County which is 9.2%.
- New inspection standards – NSPIRE
  - October 2024 is the start date for new inspections standards, strategizing an approach for landlord education on the topic.

### **Leahy Square –**

- Rent increases will be processed effective 8/1/2024.
- Finalizing the agreement with Tradesman which is a temporary maintenance and trades staffing firm.
- Revisiting the need for improved cameras at Leahy
- Continuing to reconcile records for the Leahy conversion and right-sizing is still underway.
- Two completed School Project families with 3 more families in the works – LHA staff is pushing for more engagement from LVUSD to ensure that LHA receives timely referrals.
- Initiated the WL conversion process which includes a purge of the waitlist, further analysis after the purge may lead to opening the list.

### **Affordable Housing –**

- Rent increases for Las Posadas and Chestnut went into effect 5/1/2024, rent increases are in progress for Bluebell and set to go into effect 9/1/2024.
- Matt working on an under writing exercise to begin establishing a financial picture for LHA development efforts.
- City Council approval of lot line adjustment is still pending for Bluebell 1031 lot line.

### **Overall –**

- MTW- pending response from HUD re: timing of ACC Amendment submission
- HR –
  - Still pending final report from Nelrod regarding job descriptions, compensation and benefits study
  - New vacancy: LHA Receptionist, this role is currently being filled with a temporary employee
- Procurement
  - Open:
    - Fee Accounting Services
    - Legal Services

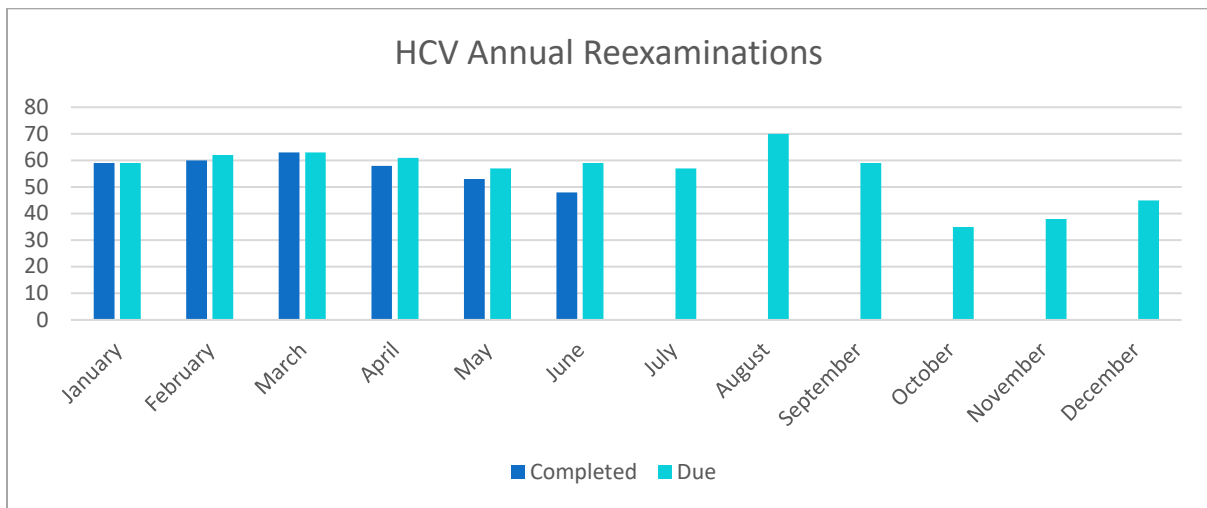
- Draft:
  - Cleaning Services
  - RFQ – Leahy Unit Turns

**For Commissioners –**

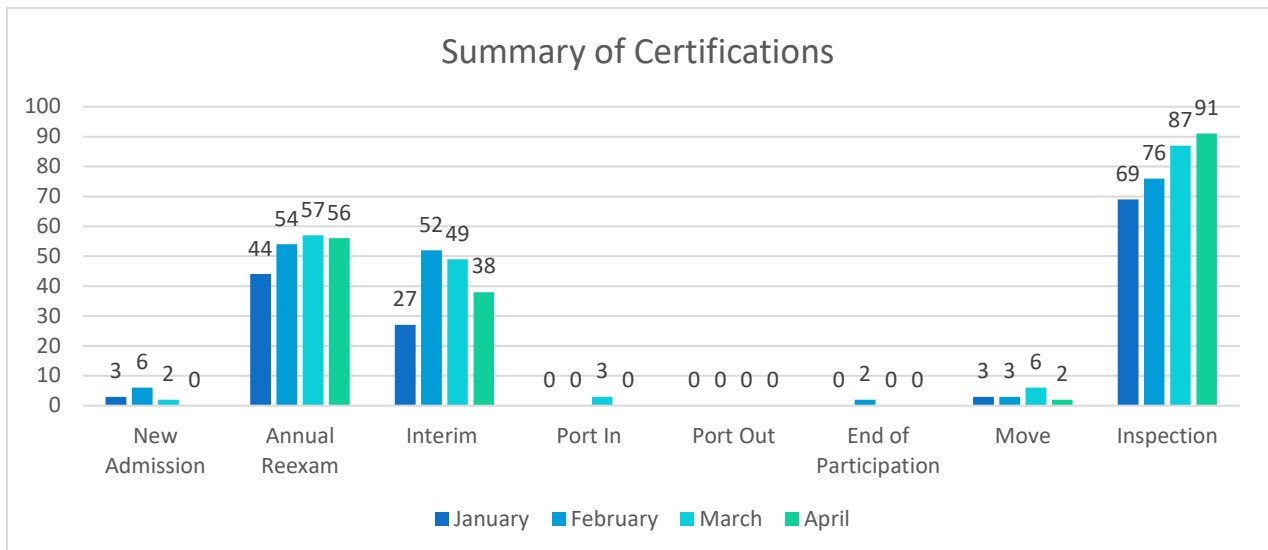
- Working with the City of Livermore Clerk to identify upcoming Board of Commissioners vacancies. Please notify Sarah if you plan on leaving the board at some point before 1/1/2025 so the City Clerk can plan for recruitments.

Monthly Activity – Housing Choice Voucher Program

HCV Annual Reexaminations – (SEMAP Indicator 9)



HCV Transactions





HAP Expenses For SEMAP Purposes

<b>VOUCHER HAP EXPENSES</b>	April
Mainstream	54,508.45
HCV	727,132.39
Homeownership	1,552.00
Leahy Affordable-TPV	181,785.00
Port In	9,915.00
Project Based	160,093.00
VASH	25,174.00
<b>Expenses Totals:</b>	<b>1,160,159.84</b>

Voucher Count Totals by Program and by Month per HAB

<b>VOUCHER COUNT</b>	APRIL
Mainstream	26
HCV	414
Homeownership	1
Leahy Affordable-TPV	98
Port In	6
Project Based	93
VASH	15
<b>Count Totals:</b>	<b>653</b>

Monthly Activity –Affordable Housing

Occupancy Rates by Property

Project	Total Units	April Units Leased	Rate
Bluebell	27	26	96%
Chestnut	6	5	83%
Las Posadas	9	8	89%
Leahy LAH	125	110	86%
Total	167	146	87%
Leahy PBV	125	101	81%

Accounts Receivable by Property – Current Rent

<b>Tenant Account Receivables – April 2024</b>			
<b>Property</b>	<b>Charged</b>	<b>Paid</b>	<b>% Collected</b>
Bluebell	\$ 32,281.00	\$ 30,776.00	95%
Chestnut	\$ 4,460.00	\$ 4,460.00	100%
Las Posadas	\$ 8,744.00	\$ 8,744.00	100%
Leahy Square	\$ 81,718.00	\$ 71,026.00	87%
<b>Total All Projects Listed:</b>	<b>\$ 127,203.00</b>	<b>\$ 115,006.00</b>	<b>90%</b>

<b>Property</b>	<b>TOTAL 0-30</b>	<b>TOTAL 31-60</b>	<b>TOTAL 61-90</b>	<b>TOTAL 90+</b>	<b>Total</b>
Bluebell -	8,510.07	6,152.00	3,455.00	50,987.93	69,105.00
Chestnut -					-
Las Posadas -	1,290.63	-	-	477.00	1,767.63
Leahy Affordable -	56,025.15	32,633.46	2,973.00	92,902.09	184,533.70
<b>Grand Total</b>	<b>65,825.85</b>	<b>38,785.46</b>	<b>6,428.00</b>	<b>144,367.02</b>	<b>255,406.33</b>

Work Order Status by Property

<b>Property</b>	<b>Total</b>	<b>Done</b>	<b>Open</b>
Bluebell	6	6	0
Chestnut	9	9	0
Las Posadas	9	9	0
Leahy Affordable	36	33	3
Leahy Square	48	46	2
<b>Total All Projects Listed:</b>	<b>108</b>	<b>103</b>	<b>5</b>