



HOUSING AUTHORITY OF THE CITY OF LIVERMORE
3203 LEAHY WAY
LIVERMORE, CALIFORNIA 94550
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BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
Wednesday, July 8, 2020-5:30 p.m.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:34 p.m. by Chairperson Mark Palajac. Also present were, Commissioners Marty McFadden, Maureen Hamm, and Richard Knowles. Vice-Chairperson Wanda Hunter was not present and marked as an unexcused absence.

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: JUNE 10, 2020.

Commissioner Hamm suggested three spelling corrections. A motion was made by Commissioner McFadden to approve the board meeting minutes of June 10, 2020. Chairperson Palajac seconded the motion and it passed with a vote of 3 ayes and 1 abstention.

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

3. PUBLIC COMMENT

Chris Stuart stated that her council approval to become a Commissioner is pending and her initial interview went well. Chairperson Palajac added that the next Council meeting will be held on July 13th and the approval is expected at that time.

4. NEW BUSINESS

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

Present from Herzog Real Estate Development Services (REDS) was Austin Herzog, Tom Wily, and Nia Stockbridge. Austin provided a background that REDS has been tasked by LHA to assist with the project renovation at Leahy Square which includes securing contractors to complete the work. REDS will be going over the bids received and their recommendations for approval.

Roofing – 3 contractors provided bids and REDS is recommending Coast to Coast be approved. Every roof was inspected and with that inspection not every roof needs replacing as some have been replaced in recent years. Chairperson Palajac inquired about the age of the roofs that are being replaced. Austin advised that they are likely the original roofs and roughly 30 years old. Commissioner Hamm inquired if the bid included prevailing wage as one bidder provides prices for prevailing wage and without but Coast to Coast did not. Nia confirmed that all bids include prevailing wage.

Wood Rot – There is very little wood rot on the property and there is no issue with termites. Chairperson Palajac inquired if wood rot may be found when the roofing shingles are pulled up. Austin advised that is a possibility and they will build in a contingency in the budget. Austin stated there is not waving and sagging in the roof and therefore not likely there will be a substantial issue. Tom advised that with the inspection of the roofs that would have been noted.



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Furnaces/Hot Water Heaters – Austin does not advise we replace furnaces at this time and suggested if we plan to apply for tax credits in the future we would be in a challenged position to be approved as the Tax Credit Allocation Committee (TCAC) grants points to applicants who plan to increase energy efficiency post approval and rehab. Austin further states the current systems are in good condition and advised to repair/replace on an as needed basis.

Asphalt Repairs/Parking Lots/Concrete Trip Hazards – Nia advised that the asphalt and parking was called out as a needed immediate repair. The vendor measured the property and parking areas and it was identified that additional parking, including ADA can be created. Employee parking will be moved from the front of the office to the front of the maintenance shop. This will also address tripping hazards throughout the property. Chairperson Palajac raised a concern regarding the end product and wants to ensure it is not an uneven patch job. Austin advised that the vendor being recommended works on approximately 6 jobs for REDS a year and the product is phenomenal. Austin advised that he plans to go back to the recommended vendor to have them match the lower bidder. D'Jon inquired if REDS plans to do that with all bidders, Austin advised they will negotiate with all bidders. Commissioner Hamm wants to ensure that prevailing wage is prominently stated in all contracts so there is no issue going forward. Austin advised that will be stated in each contract. Chairperson Palajac inquired when you grind the asphalt vs replace. Austin advised, you can grind where there is a crack but if the asphalt is sloped or if it is alligator cracked it will be replaced.

Seating Areas/Dog Stations/Basketball Court/Playground – Recommend installing seating areas, and garbage cans throughout the property as presently there are none. Tables would be bolted down to cement and ADA compliant. Commissioner Hamm suggested having tables that a person can slide into as the pictures shown have tables where the person would need to step into and may be more difficult for someone with mobility issues.

Signage – For safety there should be a property site map, directory sign, building numbering, office hours, parking rules, and playground rules.

Security Cameras/Site Lighting – Recommending All Guard as they have a superior product and would install solar to power the cameras if power is lost. There are a total of 19 cameras in the bid, including 8 cameras located at the office. D'Jon inquired if these would be replacing the existing cameras and Nia advised they would not. Commissioner Hamm inquired if the systems would be compatible with one another or if they would be separate systems and REDS advised they would be two systems. Lights will have solar powered battery packs so there will be no need for rewiring and concrete trenching. Batteries last for 5 ½ days with no light for solar.

Office/Clubhouse/Furniture – New flooring, paint, lighting in common areas and bathrooms, upgraded countertops, and faucets in the bathrooms. There was an architect hired and plans were submitted to the City for permit approval. New bathrooms in Clubhouse will be ADA accessible. New cabinets, countertops, refrigerator, sink, and closet doors in office breakroom. Clubhouse will have new tables, chairs, and sofa for residents when Clubhouse is open for use. Existing chairs utilized by the Commissioners will be repurposed as they are in great condition.

Landscape – Currently there is not a functioning irrigation system. To completely redo the system and landscape it can exceed \$2 million. Austin is suggesting if we wish to update the landscape we should back



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into the landscaping with whatever funds we have remaining after completing the other needed task items which would be approximately \$700,000.

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 Chairperson Palajac to approve the previous mentioned task items under Resolution No. 2020-07-08-A. Commissioner McFadden seconded the motion and it passed with 4 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		

B. Resolution No. 2020-07-08-B – Approval of Amendment to the Housing Choice Voucher Administrative Plan Exhibit 17-3

D’Jon advised this exhibit outlines policies for Chestnut Square Family Apartments Project Based Voucher administration.

A motion was made by Commissioner Hamm to approve Resolution No. 2020-07-08-B. Commissioner Knowles seconded the motion and it passed with 4 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		

C. Resolution No. 2020-07-08-C – Approval of Amendment to the Housing Choice Voucher Administrative Plan Exhibit 17-4

D’Jon advised this exhibit outlines policies for Carmen Avenue Apartments Project Based Voucher administration.

A motion was made by Commissioner Hamm to approve Resolution No. 2020-07-08-C. Commissioner McFadden seconded the motion and it passed with 4 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		



D. Resolution No. 2020-07-08-D – Approval of Salary Range Increase for Public Housing Manager
D’Jon advised that the Manager of Public Housing classification has not had an update to the pay scale outside of the yearly COLA despite increased duties and pay inequity with the HCV Manager. D’Jon would like to increase the pay scale to be in line with that of the HCV Manager. Chairperson Palajac advised that he is in favor of this increase.

A motion was made by Commissioner Hamm to approve Resolution No. 2020-07-08-D. Chairperson Palajac seconded the motion and it passed with 4 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		

E. Resolution No. 2020-07-08-E – Approval of Salary Range Increase for Housing Analyst
D’Jon advised that the previous approved Housing Analyst position needs to have the pay scale adjusted to be more inline with similar classifications at other Housing Authorities and be more competitive. Chairperson Palajac advised that he is in favor of this increase.

A motion was made by Commissioner Hamm to approve Resolution No. 2020-07-08-D. Chairperson Palajac seconded the motion and it passed with 4 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		

5. STAFF REPORTS

A. Report from the Executive Director

D’ Jon provided an update on the work being completed on the vacant units at Bluebell Apartments. The asbestos has been removed, ceiling repairs have been made, canned lights have been installed in the kitchen and living room. We have secured flooring for the units and are on track with getting the renovations completed in the previous mentioned timeline. There was a recent move-out of another market rate unit and we will upgrade the 3rd vacant unit to have that unit be able to receive a higher rent amount.

6. COMMUNICATION

Chairperson Palajac advised Matt Graves, incoming Commissioner that there is an upcoming NAHRO conference that he and Chris are registered for which will be good to learn more about Housing Authorities. Matt advised that he would like to attend.



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Chairperson Palajac advised that with the incoming committees we will need to update the committees at the next meeting so they are evenly spread. Existing commissioners on multiple committees should advise if they are willing to step down from a committee to allow for space.

5. REPORTS/ITEMS FROM COMMISSIONERS

None.

6. COMMITTEE REPORTS

None.

7. ADJOURNMENT

The board meeting adjourned at 8:29 p.m.