



HOUSING AUTHORITY OF THE CITY OF LIVERMORE
 3203 LEAHY WAY
 LIVERMORE, CALIFORNIA 94550
 www.livermoreha.org

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

BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
 Wednesday, September 16, 2020-5:30 p.m.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:31 p.m. by Chairperson Mark Palajac. Also present were, Vice-Chairperson Wanda Hunter, and Commissioners Marty McFadden, Maureen Hamm, Richard Knowles, Christine Stuart, and Matthew Graves.

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: AUGUST 12, 2020.

A motion was made by Commissioner Stuart to approve the board meeting minutes of August 12, 2020. Commissioner Graves seconded the motion and it passed with a vote of 6 ayes. Vice-Chairperson Hunter joined the meeting at 5:35 p.m. and therefore was not present to vote on this item.

<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. CLOSED SESSION

A motion was made by Chairperson Palajac to remove Vice-Chairperson Hunter from the Board of Commissioners under Resolution 2020-09-16-A, due to excessive absences. Commissioner Knowles seconded the motion and it passed with 6 ayes and 1 nay.

<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		
Wanda Hunter		X	

5. STAFF REPORTS

A. Report from the Executive Director

D'Jon advised that the voucher success rate for lease ups has increased since the previous month. Occupancy rates have remained the same with 3 vacancies at Bluebell and 1 vacancy at Leahy. For



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vacancies at Bluebell, unit #2 was completed and will be advertised, unit #3 has cabinets, lighting, counters, and floors pending, and the third vacancy is recent and the work has yet to begin.

Chairperson Palajac inquired how long it will be until everything is completed. D'Jon advised that he is not sure as the completion has been delayed with maintenance being pulled to address emergency work orders and assist in preparation of Leahy renovations but will work on a schedule. Chairperson Palajac noted that even with the delay in completion of the units we saved much more money by doing the work in-house vs. paying outside contractors.

D'Jon followed up on a question regarding the amount of arrears for tenant accounts receivables. For Chestnut there is 1 tenant who is 2 months behind, Bluebell has 7 tenants who are 1-4 months in arrears, and Leahy has 7 tenants who are 1-2 months in arrears. The total outstanding balance for all properties is \$25,208.

D'Jon advised there was an additional \$156,924 in administrative fees for HCV through the CARES Act from HUD. HUD also extended the deadline to spend the addition administrative fees, and operating funds until mid-2021.

D'Jon advised there were two RFPs issued; one for Fee Accountant and one for Legal Services. The Fee Accountant RFP closes on October 7th and Legal Services closes on October 14th. D'Jon also plans to issue an RFP for new construction project based vouchers.

An Administrative Clerk recruitment opened on September 1st and closes on September 30th, to date there have been 20 applications received.

D'Jon provided an update on the work being completed at Leahy. Roofing is a little more than halfway completed, paving began on September 15th, the shade structure and c-train was removed. Next to begin are correcting trip hazards around property, paving through parking lots and creation of ADA parking. The playground, cameras, and clubhouse is to begin in October and once clubhouse is complete the office renovations will begin.

D'Jon advised that REDS made a suggestion that LHA work with the Renaissance Group who assists with monitoring of prevailing wage for construction projects. Sandy with Renaissance Group was brought on board and is working with all the contractors on monitoring prevailing and also conducting Section 3 outreach.

Chairperson Palajac inquired if the proposal from Gelfand was received for possibilities at Leahy. Commissioner Graves stated that he did receive the proposal and will circulate to the group. The fee came in at \$30,000. Chairperson Palajac inquired if we are able to do a sole source and D'Jon advised that he will need to obtain 3 quotes and spoke with the City of Livermore to obtain a reference for architectural firms and will reach out to them to obtain additional quotes.

6. COMMUNICATIONS

None.



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7. REPORTS/ITEMS FROM COMMISSIONERS

Chairperson Palajac would like to schedule committee meetings for Strategic Planning, Leahy, and Finance.

8. COMMITTEE REPORTS

A. Personnel Committee

The committee met and discussed goals and objectives for the Executive Director. Once Commissioner Hamm returns from vacation, she will schedule a meeting with the committee and D'Jon to discuss.

B. Executive Committee

Nothing to report out.

9. ADJOURNMENT

The board meeting adjourned at 6:52 p.m.