



HOUSING AUTHORITY OF THE CITY OF LIVERMORE
3203 LEAHY WAY
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BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
Wednesday, December 9, 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, Vice-Commissioners Maureen Hamm, Richard Knowles, Matthew Graves and Christine Stuart. Present from LHA were Executive Director D’Jon Scott-Miller and Public Housing Manager Diana Thomas.

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: OCTOBER 14, 2020.

A motion was made by Commissioner Knowles to approve the board meeting minutes of November 18, 2020. Commissioner Stuart seconded the motion and it passed with a vote of 4 ayes and 1 abstention.

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

3. PUBLIC COMMENT

None.

4. NEW BUSINESS

A. Gelfand Update on Leahy Study

Austen Diliberto, Architect with Gelfand Partners attended the meeting to present a preliminary densification study to the Board. Gelfand was contracted to complete a study for Leahy Square Apartments to determine the possibilities to add units to the site and create additional housing.

Austen presented 3 schemes; Scheme A consist of an addition of 5 new 3-story townhouses which would add 19 new units and remove 2 existing units; Scheme B would consist of 6 new 3-story townhouses which would add 50 new units and remove 2 existing units; Scheme C would consist of 2 new flats and 2 new stacked apartments which would add 20 new units and remove 2 existing units.

Chairperson Palajac inquired what the demand for unit size is in the City of Livermore. With the majority of the schemes consisting of 2-bedroom units he wants to ensure we are targeting the demand. Austen stated he inquired with D’Jon what the greatest need is and D’Jon stated the demand is mostly for 1 and 2 bedroom units. Commissioner Graves recommended we reach out to the City to inquire as to what the demand is that they are seeing.

Member of the public, Stacey Swanson submitted question, “Is there a study that the City of Livermore has on hand already from the Downtown project market study?”. D’Jon will reach out to the City to follow up.



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Commissioner Hamm expressed concern with losing open space in Schemes A and C and expressed concern with adding 3-story buildings when the existing buildings are 2-story, and a taller building may create a blockage and cast shadows on existing residents.

Commissioner Graves suggested modifying Scheme B and moving the exiting playground to the open space near the basketball court and add additional units where the existing playground resides and near the open space which would result in impacting fewer residents.

Austen inquired if the space behind the office that connects from East Ave bus stop of the property which D'Jon answered no to and Commissioner Graves inquired why we do not open the space to which D'Jon answered it is due to security and privacy with office and Maintenance shop area. Member of the public, Valerie commented that currently any Livermore High students and parents have to walk quite a distance to walk around and opening an access point would be beneficial for students and parents.

B. LHA Mission, Vision and Values

Commissioner Stuart is taking the lead on strengthening the mission, vision, and values of the agency. In doing so, she started with looking at the definitions of each item so we can look at what we can use actively with staff, the board, and our partners. Commissioner Stuart sent a series of questions to LHA staff and the Board and will compile and condense them into our new mission, vision, and values statements.

D'Jon stated that these new statements will drive the work we do on a daily basis and it will extend beyond the staff to the community, partners, tenants, and participants. D'Jon also stated we are not just looking for words that sound nice but something we can live by and hold ourselves to daily.

Chairperson Palajac inquired if we may run into time constraints with the statements and the creation of the 501 (c)(3) to which D'Jon replied the constraint currently is providing 3 names for the nonprofit.

C. Nonprofit Name

D'Jon stated that our attorney, Bill Ford is in the process of creating our 501 (c)(3) and currently needs 3 names to submit to the state. Chairperson Palajac provided potential names; Housing Solutions; Livermore Housing Solutions; LV Housing Solutions; Safe Shelter; LHA Solutions. D'Jon stated he would like to have "Livermore" in the name, so it is clear who we are serving in our name. D'Jon also stated as we are looking at our mission, vision, and values we should incorporate that into the name somehow. Commissioner Stuart suggested the name, LHA Housing Value Center. If any names come to mind they should be emailed to D'Jon.

5. STAFF REPORTS

A. Report from the Executive Director

D'Jon provided an update on agency operations over the month of November. In the HCV department there were 4 vouchers issued, the voucher success rate is 80%, there were 6 move-ins and 13 move-outs, and annual reexaminations are up to date. For property management, overall occupancy rate is 97.60% with 3 vacancies at Bluebell and 1 at Leahy. Diana has conducted



showings for the units at Bluebell and received a request for an existing tenant to transfer into one of the newly renovated unit.

D'Jon had a call with Fremont Bank to follow up on the loan to complete work at Bluebell. Previously it was decided to relocate residents while all units were completed then move them back but with COVID and a 3rd vacancy at Bluebell it may be best to renovate the units one by one and increase the rent as renovations are completed. During that time the exterior work will also be completed at 1057 and 1063 Bluebell.

Chairperson Palajac inquired where we are with the RFP for legal services. D'Jon advised both proposers had errors in the pricing submitted through the online system and therefore we need to conduct best and final interviews with both proposers which we are looking to do in the coming weeks.

Chairperson Palajac inquired on the status of the 40 new Mainstream vouchers. D'Jon advised that he is working on the amendment of the admin plan, public notice or waitlist opening, and working with our waitlist management vendor to add the new preference points and prepare for the opening. D'Jon has had meetings with providers in Alameda County and has another meeting coming up to discuss the new vouchers and how best to move forward and work collaboratively to house the families.

6. COMMUNICATIONS

None.

7. REPORTS/ITEMS FROM COMMISSIONERS

A. Commissioner Vacancies

Vice-Chairperson Wanda Hunter resigned from the board which has created a vacancy for a tenant commissioner. D'Jon will be conducting an outreach to Leahy residents within the coming week. Commissioner Knowles seat expires January 1, 2021 and he has decided not to renew as he will be traveling more in the coming year and cannot meet the Brown Act posting requirements.

With Vice-Chairperson Hunter's resignation the seat is vacant and needs to be replaced. A motion was made by Commissioner Graves to become the Vice-Chairperson. Commissioner Stuart seconded the motion and it passed with a vote of 4 ayes.

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

8. COMMITTEE REPORTS

A. Strategic Planning

Report out was made from Commissioner Stuart earlier in meeting.

B. Personnel Committee



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The committee has been meeting with staff to conduct interviews for the Executive Director annual evaluation. Once interviews are completed the committee will meet and a report will be made in a closed session during January's regular board meeting.

9. ADJOURNMENT

The board meeting adjourned at 7:20 p.m.