



BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
 Wednesday, January 13, 2021-5:30 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 Matthew Graves, and Commissioners Maureen Hamm, Marty McFadden, and Christine Stuart. Present from LHA were Executive Director D’Jon Scott-Miller and Housing Analyst Monica LiMarzi.

2. APPOINTMENT OF CHAIR AND VICE-CHAIR

Commissioner Stuart nominated Mark Palajac to remain as Chairperson. Commissioner Graves seconded the nomination and it passed with a vote of 4 ayes.

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

Chairperson Palajac nominated Matthew Graves to remain at Vice-Chairperson. Commissioner Stuart seconded the nomination and it passed with a vote of 4 ayes.

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

3. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: December 9, 2020.

A motion was made by Vice-Chairperson Graves to approve the board meeting minutes of December 9, 2020. Commissioner Palajac seconded the motion and it passed with a vote of 3 ayes and 1 abstention. Commissioner Hamm was not present during the vote.

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

4. PUBLIC COMMENT

None.

5. CLOSED SESSION

A. Executive Director Annual Evaluation



A motion was made by Commissioner Stuart to re-sequence and move the closed session to the last item. Commissioner McFadden seconded the motion and it passed with a vote of 4 ayes.

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

Following the closed session there were no items to report out. The Board will need to convene for a Special Board Meeting on January 21, 2021 at 6PM for a follow up closed session to conclude the evaluation.

6. OLD BUSINESS

A. Gelfand Update on Leahy Densification Study33:16

Austen Diliberto, Architect with Gelfand Partners attended the meeting to present the final 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 and presented a preliminary study during December’s meeting.

Austen presented 2 schemes; Scheme A consist of an addition of 4 new 3-story townhouses which would add 12 (4 one-bedroom, 8 two-bedroom) new units and 34 new parking spaces; Scheme B would consist of 9 new 3-story townhouses which would add 15 (6 one-bedroom, 9 two-bedroom) new units and 30 new parking spaces.

Austen presented shadow studies for the property which showed the shadows that would be cast by the new buildings at various times of day and seasons during the year. Although the buildings would create shadows, he did not feel it would be a major negative impact on the site.

Austen advised both schemes would be good candidates for moderate construction where the location would be prepped for the construction and the units would be dropped in. The units would be built at a separate location and once dropped in the internal finishes would be completed. Austen stated the length of time would not shorten for the overall length of the project but it would shorten the impact on the Leahy residents as they would not have to live with ground-up construction for 12-14 months.

B. Mission, Vision, and Values

Commissioner Stuart reported out of the status of the mission, vision, and values. There was a request made to the Board and LHA staff to provide input in order to update the mission, vision and values. Commissioner Stuart expressed great gratitude to the staff for all feedback provided. Commissioner Stuart gathered the language from staff and commissioners and condensed into one main document.

The mission, vision, and values will be present on LHA’s website but the staff would also like them to be monumented in the office for visitors and staff to see when entering the building. The mission states who LHA is and what services are provided. The vision is what LHA wants to not only



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continue but what we aspire to be. In the vision there were key measures added in which will allow LHA to track how we are meeting our goals. The values are what we hold ourselves to and what the public and our partners hold us to.

Commissioner Hamm inquired if keeping everyone informed of LHA’s goals and how they are being achieved includes individuals outside of the agency or just those inside the agency. Commissioner Stuart stated the main focus was the Board and employees. Executive Director D’Jon stated he had in mind individuals outside of the agency as well. Chairperson Palajac commented that keeping everyone outside of the agency can be a difficult thing to do but something we should aspire to do.

A motion was made by Commissioner Hamm to adopt the draft as LHA’s Mission, Vision, and Values. Chairperson Palajac seconded the motion and it passed with a vote of 5 ayes.

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

7. NEW BUSINESS

A. Board Committee Appointments

Item tabled until a future meeting once two incoming commissioners have been sworn in.

B. Resolution 2021-01-13-A – 501(c)(3) By-Laws

D’Jon advised the by-laws were drafted by attorney Bill Ford for the nonprofit Livermore Housing Collaborative (LHC). D’Jon stated initially he thought the LHC Board of Directors could mirror the LHA Board of Commissioners, however with D’Jon, Diana and Jenny needing to be on the Board of Directors for LHC which would make the Board 10 members total and suggested an alternative could be the Executive Committee plus the 3 LHA employees making the Board 7 members.

Commissioner Stuart inquired what the plus/minus of either are. Chairperson Palajac stated the more members that are on the Board the longer the meetings are and the more members you need present for a quorum.

D’Jon suggested to email a word version of the by-laws to the Board to make any edits or suggestions which will be sent back to Bill Ford for amendment. In the meantime, the resolution can be approved with the understanding that any changes will be made prior to final approval. Commissioner Hamm suggested that Section 4.4. of the by-laws be amended to read the Board would consists of “no less than 7 and no more than 10 members”.

A motion was made by Chairperson Palajac to preliminarily approve the resolution with the understanding that any suggested edits will be included. Commissioner McFadden seconded the motion and it passed with a vote of 5 ayes.

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

C. 2021-01-13-B – LHA Board of Commissioners’ By-Laws

A motion was made by Commissioner McFadden to move this item to a future meeting. Commissioner Hamm seconded the motion and it passed with a vote of 5 ayes.

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

D. 2021-01-13-C – Expenditure Limit for Executive Director

D’Jon advised on an annual basis the expenditure limit for the Executive Director has to approved. The signing authority has been limited at \$50,000 and this would continue with the same limit.

A motion was made by Chairperson Palajac to approve the resolution. Commissioner Graves seconded the motion and it passed with a vote of 5 ayes.

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

E. 2021-01-13-D – Fremont Bank Loan for Bluebell Apartments

D’Jon advised Fremont Bank’s loan officer stated underwriting is hesitant to approve loans to public agencies that have restrictions when it comes to obtaining loans. Due to this, Fremont Bank wants a resolution that makes it clear Bluebell Apartments are not bound by the same restrictions as Leahy Square is since they are not public housing and do not receive federal funds.

D’Jon stated there will be a correction to the resolution as written to include the 3 additional buildings and not just the market rate buildings located at 1057 and 1063 Bluebell Drive.

A motion was made by Commissioner Hamm to approve the resolution. Commissioner McFadden seconded the motion and it passed with a vote of 5 ayes.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Mark Palajac	X		
Matthew Graves	X		



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Christine Stuart	X
Marty McFadden	X
Maureen Hamm	X

8. STAFF REPORTS

A. Report from the Executive Director

The voucher success rate increased from 80% to 85% for the month of November.

D’Jon advised that he requested HUD to change the Mainstream voucher start date from January 1, 2021 to March 1, 2021. The reason for the change in effective date is HUD requiring at least 80% of the vouchers to be leased within 6 months of the program start date and not being able to meet a quick turnaround time in voucher leasing. D’Jon also advised that 25 of the 40 vouchers will be direct referrals which has been a huge success for the agencies throughout Alameda County and leasing Mainstream vouchers with HACA. The waitlist opening announcement was issued and will be opening on Monday January 25, 2021 until Friday January 29, 2021. LHA will place up to 500 applicants on the waiting list by lottery system.

D’Jon provided an update on the waiting list purge and stated the purge was originally supposed to be complete by the end of December 2020, but was pushed out to mid-January 2021, due to a low response rate. The existing waiting list had over 10,000 applicants on it and there have been less than 1,000 responses received. Once the purge is completed there will be a manageable waiting list which will cut down on administrative time and costs in sending out a high number of mailers to only receive a response from a few individuals.

D’Jon provided an update on the work at Leahy; the site lighting is still being held at customs waiting to be offloaded from the shipping container. Other pending items include privacy screen behind the clubhouse and office, new gate/fence at employee entrance, and a new lock on the employee entrance door which will have a key card system attached.

9. COMMUNICATIONS

None.

10. REPORTS/ITEMS FROM COMMISSIONERS

Chairperson Palajac informed the Board he attended a PHADA conference and encouraged the commissioners to attend the future conferences because it provided great information. He also stated that he would like to share the documents with the Board and D’Jon advised that he will share the materials in the Dropbox for other commissioners to review.

11. COMMITTEE REPORTS

None.

12. ADJOURNMENT

The board meeting adjourned at 8:50 p.m.