



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

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BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
 Wednesday, July 13, 2022 – 5:30 p.m.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:31 p.m. by Chairperson Karen Hutchinson. Also present were, Vice-Chairperson Mark Palajac, and Commissioners Charanjit Walia, Marvin Evans, Heather Casey, Christine Stuart and Maureen Hamm. Present from LHA were Executive Director D’Jon Scott-Miller, Housing Choice Voucher Manager Katherine Keller, Public Housing Manager Diana Thomas, Housing Analyst Monica LiMarzi, Housing Specialist III Regina Cortez, and Accountant Jenny King.

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: June 8, 2022.

Commissioner Hamm pointed out that Commissioner Casey’s votes were missing from the meeting minutes. D’Jon advised that he would correct that error.

A motion was made by Commissioner Hamm to approve the board meeting minutes of June 8, 2022. Vice-Chairperson Palajac seconded the motion and it passed with a vote of 6 ayes and 1 abstention.

| <u>VOTING</u> | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> |
|------------------|------------|-----------|----------------|
| Charanjit Walia | X | | |
| Christine Stuart | | | X |
| Heather Casey | X | | |
| Karen Hutchinson | X | | |
| Mark Palajac | X | | |
| Marvin Evans | X | | |
| Maureen Hamm | X | | |

3. PUBLIC COMMENT

During public comment, Executive Director candidate Sarah Ramler introduced herself to the Board members she had not met during the interview process and expressed how excited and thankful she was for the opportunity to work at Livermore Housing Authority.

4. CLOSED SESSION

A. Resolution 2022-07-13-B – Approval of Contract with Sarah Ramler as Executive Director

Closed session began at 5:40 p.m. and ended at 6:04 p.m. Vice-Chairperson Palajac reported out that the Board discussed the recruitment process and discussed the final candidate.

A motion was made by Chairperson Hutchinson to approve Resolution 2022-07-13-A. Vice-Chairperson Palajac seconded the motion and it passed with a vote of 7 ayes.

| <u>VOTING</u> | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> |
|------------------|------------|-----------|----------------|
| Charanjit Walia | X | | |
| Christine Stuart | X | | |
| Heather Casey | X | | |



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| | |
|------------------|---|
| Karen Hutchinson | X |
| Mark Palajac | X |
| Marvin Evans | X |
| Maureen Hamm | X |

5. NEW BUSINESS

A. Resolution 2022-07-13-B – Authorize Contracting with Wright Brothers Builders

D’Jon advised that for the previous 2+ years LHA has been working with Fremont Bank to obtain a loan to complete renovations on exteriors and interiors at Bluebell Apartments. Now that the loan has been funded, LHA has contracted with Matthew “Matt” Graves (attended meeting remotely) who is a previous Board member and has extensive experience working as a project manager for new construction and rehab and will act as the Project Manager for the Bluebell renovation project.

Vice-Chairperson Palajac added that he and Matt walked the property and examined the backyard patios which resulted in them discovering that only 1 patio needed to be replaced. Vice-Chairperson Palajac suggests that LHA move forward with the Wright Brothers to conduct the exterior work at 1057 Bluebell.

Chairperson Hutchinson pointed out that the Gantt chart has the work showing 100% complete and before moving forward with any work there should be a complete amount of work and an updated Gantt chart that has clear timelines for each item. Matt added that he would request an Gantt chart and detailed items.

Commissioner Evans inquired if a Request for Proposals (RFP) was published for this contract. D’Jon advised that there was no RFP as this is a non HUD property but in 2020 there was a Request for Bids that was issued to complete renovations of the interiors of Bluebell units and the Wright Brothers were one of three bidders, but LHA chose not to move forward with any bidders and utilized LHA staff to complete the renovations.

Commissioner Walia inquired if the interior work will be per each unit. D’Jon advised that the resolution is not for interior work and LHA will only be contracted for exterior work at the time being. Commissioner Hamm inquired if the work will only be for 1057 or if other buildings will be worked on as well. D’Jon advised that the loan is not enough to cover all buildings, but the plan is to do exterior work on 1057 and 1063 and landscaping across all buildings.

Vice-Chairperson Palajac stated that with the quote being submitted for 1057 and mentioning nothing of 1063 there should be a separate scope and quote submitted to the Board at a later time once the work has completed at 1057.

A motion was made by Chairperson Hutchinson to approve Resolution 2022-07-13-B. Vice-Chairperson Palajac seconded the motion and it passed with a vote of 7 ayes.

| <u>VOTING</u> | <u>YES</u> | <u>NO</u> | <u>ABSTAIN</u> |
|------------------|------------|-----------|----------------|
| Charanjit Walia | X | | |
| Christine Stuart | X | | |
| Heather Casey | X | | |



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| | |
|------------------|---|
| Karen Hutchinson | X |
| Mark Palajac | X |
| Marvin Evans | X |
| Maureen Hamm | X |

6. STAFF REPORTS

A. Report from the Executive Director

There were no housing choice vouchers issued in April and the success rate decreased from 60% to 48%.

There are six (6) voucher types currently, Homeownership (1), Mainstream (29), Port-Ins (6), Project-Based (62), Tenant Based (400), and VASH (6) totaling 504 vouchers currently leased. In the month of June 2022 Housing Assistance Payments (HAP) totaled \$781,315.

The overall occupancy rate is currently at 98.20% with a recent vacancy at Leahy Square. Tenant Accounts Receivables are 94.43% overall.

Annual reexaminations for HCV and Public Housing are up to date with Interim reexaminations being processed throughout the month. Work orders continue to be addressed and closed timely.

There were 30 Housing Quality Standard (HQS) inspections that passed, 8 that failed and 8 no-shows.

D'Jon advised that the Family Homeless Assistance grant that the City of Livermore applied for was awarded for \$581,000 and there is a projected launch date of October 2022 to house homeless families at Leahy Square. An RFP will need to be issued for the intensive case management and resident services.

The Fee Accountant, Hawkins and Ash will be coming to Livermore for an onsite visit on August 23, 2022 and will be onsite for 3 days.

D'Jon advised there is a National NAHRO conference from September 21st through September 24th in San Diego. D'Jon will bring a resolution to the August meeting for Board approval of any commissioners interested in attending.

7. COMMUNICATIONS

None.

8. REPORTS/ITEMS FROM COMMISSIONERS

None.

9. COMMITTEE REPORTS

None.

10. ADJOURNMENT

The board meeting adjourned at 6:57 p.m.



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