



**HOUSING AUTHORITY OF THE CITY OF  
LIVERMORE**  
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**REGULAR  
BOARD OF COMMISSIONERS  
MEETING MINUTES**  
**Wednesday, September 14, 2022 – 5:30 PM**

**Location:  
3203 Leahy Way, Livermore CA, 94550**

**1. CALL TO ORDER / ROLL CALL**

The meeting was called to order at 5:30pm by Chairperson Karen Hutchinson. Also present were Commissioners Maureen Hamm, Marvin Evans, Mark Palajac, Christine Stuart, Charanjit Walia. Present from LHA were Sarah Ramler, Jenny King, Diana Thomas, Kathy Keller, Regina Cortez, and Monica LiMarzi. Commissioner Heather Casey was excused

**2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 10, 2022**

A motion was made by Chairperson Karen Hutchinson to approve the board meeting minutes of August 10, 2022. Commissioner Stuart seconded the motion and passed with a vote of

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

**3. PUBLIC COMMENT**

Comment from Leahy resident, Kristina Reinert describing the high heat, reached out to Heather Casey to discuss and is looking to file a petition. Stated that has portable A/C units but that with the heat so high did not cool down the units fully. Former Executive Director, D'Jon Scott-Miller responded stating that updating A/C is on the to-do list post conversion but currently do not have the funds to accomplish that. Commissioner Stuart asked about A/C units and former Executive Director clarified that units are installed now in the bedrooms. Commissioner Palajac pointed out that the Board may not discuss this without an agenda item and suggested it be added to the next month's agenda for discussion. Chairperson Hutchinson confirmed with Sarah Ramler that it would be added to the agenda.

**4. NEW BUSINESS**

**A. Resolution 2022-09-14-A – Resolution Authorizing the Executive Director to Spend up to \$400,000 of Capital Funds or Operating Subsidy for Property Improvements at Leahy Square**  
Resolution was read by Chairperson Hutchinson and explanation was provided by Sarah Ramler, Executive Director, Sarah explained that she met with the fee accountants and reviewed the financials when joining the agency and it was brought to her attention that there was

approximately \$400k prior to any recent reconciled amounts after year end of Operating Subsidy remaining in the Public Housing program that needed to be spent prior to the conversion. Sarah explained that there are Capital Funds in the sum of approximately \$450k that the fee accountants pointed out that should be used only for capital expenses prior to conversion of Leahy out of Public Housing. Between the two there is almost \$900k that will need to be spent prior to the end of the conversion but Sarah explained the date is not firm for the conversion but hopes to get it done before the end of the year. Commissioner Marvin Evans asked if the funds only needed to be allocated or actually spent. Sarah responded that Operating funds need to be spent and Capital funds need to be allocated. Commissioner Stuart asked if there were recommendations for how to spend the funds. Sarah stated she met with staff to come up with a preliminary list of items which included mailboxes, furnaces but do not know the full amount needed and water heaters, A/C units and potentially exterior landscaping as well as boulders to deter illegal parking spaces, also an expansion of the security system and any sort of repairs. Commissioner Hutchinson asked about security on the school side and Sarah explained that there are bars that seem to be bent allowing a pathway through to the school. Commissioner Hutchinson asked if we have reached out to the school to see if they can assist financially and advised they have been receptive in the past when working with them. Commissioner Hamm asked if a gate was an option and staff advised that there was a gate and explained the opening schedule mostly happening when school is beginning and ending. Commissioner Hamm asked for clarification regarding Capital funds obligation timeline and was clarified that Operating subsidy needed to be done prior to the conversion and would have the ability to obligate capital funds. Sarah stated she would like to prioritize the expenditures of the Capital Funds first in case there was a need to issue an RFP and then would like to wait for the most recent reconciled amounts from the fee accountants before spending additional Operating Subsidy. Commissioner Palajac suggested that Capital Funds should be obligated as soon as possible and pointed out that Operating Subsidy may not be spent down then suggested an amendment to the resolution to increase the value from \$400k to \$900k to capture the full amount of Capital Funds and Operating Subsidy providing Executive Director discretion to manage within that for Leahy Square. Commissioner Palajac restated with a motion and Commissioner Hutchinson seconded the motion and it passed with a vote of 6 ayes.

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

**5. STAFF REPORTS**

**A. Report from the Executive Director**

Included report was read by Sarah and included commentary was that Sarah and Kathy will be meeting with the VA in the coming weeks to understand why the utilization is low. Commissioner Palajac asked if the project-based voucher utilization of 86% was reflective of full occupancy. Sarah noted 1 vacancy at Leahy that may be used to right size on the property. Sarah expressed that she would like to go into more detail on some of the topics when there is more time. Sarah called out the workorder close rate and acknowledged the maintenance staff for their timely closing of work orders and the large volume closed at Leahy. Former Executive Director D’Jon Scott-Miller noted Kathy had 5 HQS initial inspections and 45

re-inspection and all passed at Leahy Square.

After concluding the report brief updates from Sarah included an update for Bluebell Apartments, Matt Graves the Project Manager was excused from the meeting but all permits have been obtained for the exterior work but due to the heat the prior week it was not a good time to begin working. Community meeting was held the previous Monday to advise tenants of the work that was being done at the property and breaking ground in the next week or two. Removing the A/C at Bluebell from the roof and Public Housing Manager, Diana was discussing adding a new A/C system with Matt Graves and Commissioner Evans advised that heat pumps are a much cheaper option and a quote should be looked at for that. Commissioner Palajac asked whether or not the units would be returned to the roof if moved and Sarah confirmed that they would remain off the roof if moved. Commissioner Hamm asked about the timeline for the removal of the A/C and staff explained that service would not be interrupted to residents. Sarah submitted a letter of interest to HUD in partnership with the VA for 5 additional VASH vouchers. Sarah presented to the City Council on the annual update for LHA and provided high level demographic information and overview of the programs. No issues to report from the Council meeting.

**6. COMMUNICATIONS**

Recognition of D'Jon Scott-Miller's service to LHA from the board and presentation of class trophy by Commissioner Hutchinson. D'Jon thanked the board and shared his experience with the board and their support of him.

**7. REPORTS/ITEMS FROM COMMISSIONERS**

Commissioner Palajac suggested the establishment of a committee to review the Property Management agreement between LHA and LAH. Mark has drafted something but needs to be reviewed by a committee of the housing authority and a committee of the affordable housing corporation. Commissioner Hutchinson stated the, Palajac, Evans and Hutchinson will be a part of the committee meeting and set up a time when available.

**8. COMMITTEE REPORTS**

Executive Committee Meeting: August 24, 2022 update provided by Mark Palajac where approved the document included in the packet, the Affordable Housing Regulatory Agreement and Declaration of restricted use and approved resolution to sell Leahy to LAH.

**9. ADJOURNMENT**

The meeting was adjourned at 6:05pm