



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

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

**REGULAR
BOARD OF COMMISSIONERS
MEETING MINUTES**
Wednesday, October 12, 2022 – 5:30 PM

Location:
3203 Leahy Way, Livermore CA, 94550

1. CALL TO ORDER / ROLL CALL

The meeting was called to order at 5:31pm by Chair Karen Hutchinson. Also present were, Vice-Chairperson Mark Palajac, and Commissioners Marvin Evans, Charanjit Walia, Christine Stuart, and Maureen Hamm. Commissioner Heather Casey arrived late. Present from LHA were Executive Director Sarah Ramler, Public Housing Manager Diana Thomas, HCV Manager Katherine Keller and Accountant Jenny King.

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 14, 2022

A motion was made by Vice-Chairperson Palajac to approve the board meeting minutes of September 14, 2022. Commissioner Stuart seconded the motion and it passed with a vote of 6 ayes.

3. PUBLIC COMMENT

Comment from Executive Director Sarah Ramler regarding modification to the order of the Agenda.

Motion from Vice-Chair Palajac to move recognition 6A Recognition of Diana Thomas' 22 Years of Service and seconded by Chair Hutchinson

4. NEW BUSINESS

A. Resolution 2022-10-12-A Resolution Adopting Payment Standards Effective November 1, 2022

Sarah explained payment standard uses and requirements per HUD and how the implementation of new payment standards will be applied to new admissions and reexaminations. Commissioner Casey asked if these are the current amounts that are currently being used at Leahy Square. Sarah clarified that payment standards are related to Section 8. Commissioner Walia asked if this was related to the Adjusted Monthly Income (AMI), Sarah explained what AMIs are and how the Payment Standards are not related. Chair Hutchinson asked why the Payment Standards were set at 110% of the Fair Market Rents, Sarah explained the need to ensure the subsidies are competitive in the open market so voucher holders can successfully lease up. Commissioner Hamm inquired about the tenant portions, Sarah clarified the process for determining rent portion. Vice-Chair Palajac and HCV Manager explained rent portions for tenant and LHA and the calculation methods and explained the pro's and con's to adopting higher payment standards and Sarah explained long term funding impacts. Vice Chair Palajac recommended an introduction to the board of the Two Year Tool. Vice Chair Palajac moved to adopt Resolution 2022-10-12-A and was seconded by Commissioner Casey, motion passed unanimously.

VOTING

YES

NO

ABSTAIN

Charanjit Walia	X
Christine Stuart	X
Heather Casey	X
Karen Hutchinson	X
Mark Palajac	X
Marvin Evans	X
Maureen Hamm	X

B. Resolution 2022-10-12-B Resolution Accepting LHA Board of Commissioners’ Bylaws Edits

Sarah provided details related to the creation of an ad-hoc meeting at the September Board meeting and that the ad-hoc committee meeting occurred on September 25, 2022. Vice-Chair explained the key changes specifically authorizing the Executive Committee to fully pass actions in time constrained situations foregoing a consent calendaring of urgent items at the next Regular Board Meeting. Commissioner Hamm and Walia both asked clarification on the language used and proposed edits as reflected in the final copy.

Commissioner Hamm moved to adopt and seconded by Chair Hutchinson for Resolution 2022-10-12-B, motion passed unanimously.

<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		

C. Resolution 2022-10-12-C Resolution Accepting the Property Management Agreement Between Livermore Housing Authority and Livermore Affordable Housing

Sarah provided details referencing the ad-hoc committee in the previous resolution and explained the context and parties of the agreement and the need to memorialize the relationship between LHA and LAH. Commissioner Casey asked about the ownership entity and how that will relate to the physical property of Leahy Square. Vice Chair Palajac clarified the roles of each entity and the ownership delineation. Sarah provided a big picture description of the relationship between LHA, LAH and how this will impact the residents and management functions. Commissioner Casey pointed out section D regarding the condition of the office and later in section 7 related to air conditioning of the agreement asking clarification, explanation was provided by Vice Chair Palajac. Questions from Commissioners Casey and Walia both inquired about lease details and Sarah explained that this agreement does not cover the terms of the lease. Commissioner Casey asked about section 28 who principal parties are and Vice-Chair Palajac and Commissioner Hamm clarified that they are the signers of the document and previously referenced parties LAH and LHA.

Vice Chair Palajac moved to adopt the seconded by Chair Hutchinson for Resolution 2022-10-12-C, motioned passed unanimously.

<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

D. Resolution 2022-10-12-D Resolution Approving the Executive Director to Enter into Contract for the Roof Replacement at 1031 Bluebell.

Sarah explained that there was an identified need to replace the roof at 1031 Bluebell when doing a move out inspection. LHA asked a roofer to evaluate the roof and it was recommended to replace it. Vice Chair Palajac explained that he met with LHA Maintenance staff and contracted Project Manager Matt Graves to look at the state of the roof and all agreed that at least some rafters need to be replaced in that area and maybe more based on the work at 1057 Bluebell and we will need to remove the sheathing and shingles and replace. Commissioner Evans asked how many units and what the bidding process would involved for the replacement would look like. Chair Hutchinson asked what the dimensions were and Vice Chair provided an approximate measure. Commissioner Hamm inquired whether or not there was interior damage and Sarah confirmed that there was none that was visible at this point. Chair Hutchinson and Commissioner Stuart confirmed that the resolution is to allow Sarah to enter into contract. Commissioner Stuart recommended a modification to increase the amount to \$110, 000.

Commissioner Hamm moved to adopt resolution 2022-10-12-D as amended and was seconded by Commissioner Stuart and the motion passed unanimously.

<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		

E. Discussion Regarding Air Conditioning at Leahy Square

Sarah explained that this item was agendized based on request from the Board after public comment received by a Leahy Square resident. Commissioner Hamm asked about the current air conditioning situation and Commissioner Casey described to existing AC units and number for each household and limitation that the portable units pose mostly due to the windows being roll out or crank versus slide. Vice Chair recommended LHA bring in an HVAC expert to evaluate the units. Commissioner Casey stated that money could be better spent on something else but Palajac stated that it could end up being cheaper to use a heat pump instead. Hutchinson asked about existing rebates that we might be eligible for. Sarah’s takeaways are that LHA will find an HVAC evaluation of the site and will report this back to the board, find out the cost benefit, and then research eligibility for grants and other funding.

5. STAFF REPORTS

A. Report from Matt Graves, Project Manager for Bluebell

Matt Graves was unable to attend but Sarah provided a report on his behalf. Nearly 50% of the work was completed and we’ve been billed for 40% of the work. Overall the structure was fine and Matt was happy with the work and was surprised with the condition of the building. We need to determine the exterior color of the

property. The work will be done ahead of schedule which was originally February and likely complete by December. Commissioner Stuart and Hutchinson volunteered to choose the paint color and Sarah will schedule a meeting to get this completed. Vice Chair further provided updates that the windows on the front of building have been done and the sheathing is done and the wiring should be done to install cameras and flood light.

B. Report from the Executive Director

Sarah reminded the board about the City of Livermore Civic Appreciation Dinner. Applications for reappointment on the Board due at the end of the week. NorCal NAHRO conference is in January and asked if anyone wanted to attend and Sarah asked whether or not this was considered

Finance topics, completing the Single File Audit and there were not findings or comments as of now. In addition, Sarah sent an email to the Board notifying them of a notice from HUD regarding the SEMAP submission after the fiscal year was not received nor a waiver was submitted so pending response from HUD on whether or not a late waiver would be expected. Sarah asked if the Board was interested in getting a yearend financial report. Human Resources items as reflected in the ED goals provided to Sarah from D'Jon included a reorganization of the agency. Sarah advised that interested in surveying staff and engaging with a consultant to assess the agency needs but in the short term need a Property Manager. Programmatic updates included an exploration of rent increases at Affordable Housing units. Replacing the back wall at Las Posadas and removing and trimming trees and potential fence replacement. No questions from the Board on the Monthly report. Review of the Leahy Square site improvements tracking sheet. Commissioner Casey inquired about the mailboxes and boulders, Sarah explained the justification for those items and suggested that they be placed in front of dumpsters. Commissioner asked about some of the bid processes and then suggested renting a dumpster for the site. Sarah talked about some of the new services that LHA is working on getting in place with La Familia and the City of Livermore School District. Also, partnering with LPD on crime prevention initiatives and also conducting a fire safety poster contest for children at Leahy and offering a cash prize. Chair Hutchinson asked about whether or not there is movement with the VASH program and Sarah explained that there is more engagement with them. Commissioner Hamm asked whether or not the fire trucks would come through when they judge and asked if we are providing supplies for them. Sarah discussed the required documents for HUD regarding the Leahy Conversion and provided a copy of the email sent from HUD with templates and explained the process. Vice Chair Palajac suggested the Executive Committee meet to review the HUD provided templates many of which in substance have already been approved. There was agreement for Chair and Vice Chair would convene to review these documents.

6. COMMUNICATIONS

A. Recognition of Diana Thomas' 22 Years of Service

This item was called after Public Comment before New Business. Diana thanked the board and the board appreciated her for her service.

7. REPORTS/ITEMS FROM COMMISSIONERS

A. If Any

8. COMMITTEE REPORTS

A. Ad-hoc committee update

Vice Chair explained that topics were already discussed earlier in the agenda.

9. ADJOURNMENT

The Board meeting was adjourned at 7:15pm.

*Under Government Code §54957.5, any **supplemental material** distributed to the Board members of the Livermore Housing Authority after the posting of this agenda will be available for public review in the office lobby, Housing Authority of the City of Livermore, 3203 Leahy Way, Livermore, CA. If supplemental materials are made available to the Board members at the meeting, a copy will be available for public review at the same location.*

Pursuant to Title II of the Americans with Disabilities Act (Codified at 42 United States Code Section 12101 and 28 Code of Federal Regulations Part 35), the Livermore Housing Authority does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or sexual orientation in the provision of any services, programs, or activities. To arrange an accommodation in order to participate in this public meeting, please call (925) 447-3600 or (800) 545-1833 ext. 917 TDD/TTY at least 72 hours in advance of the meeting.

Procedure for Public Comment

Public Comment is an opportunity for the public to speak regarding items not listed on the agenda. Speakers are limited to a maximum of three minutes per person. The Chair may reduce the amount of time based on the number of persons wishing to speak. Please be aware that the Board of Commissioners is prohibited by State law from taking action on any items that are not listed on the agenda. However, if your item requires action, the Board of Commissioners may place it on a future agenda or direct staff to work with you and/or report to the Board of Commissioners on the issue.

Speaker Cards - If you wish to address the Board of Commissioners, you must complete a speaker card for each item about which you want to speak. Speakers are limited to a maximum of three minutes per person. The speaker card box is located in the West Wing entrance. Place your speaker card in this box before the item is to be considered. Staff will collect the cards and give the speaker cards to the Chair. The Chair will call speakers. No cards will be accepted once the presentation on that item has commenced.