



**HOUSING AUTHORITY OF THE CITY OF LIVERMORE**  
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**BOARD OF COMMISSIONERS**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, May 13, 2020-5:30 p.m.

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

The meeting was called to order at 5:34 p.m. by Chairperson Mark Palajac. Also present were Commissioners Marty McFadden, Maureen Hamm, and Richard Knowles. Vice-Chairperson Wanda Hunter was unable to access Zoom conference.

**2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: APRIL 8, 2020.**

A motion was made by Commissioner Knowles to approve the board meeting minutes of April 8, 2020. Commissioner Hamm 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		
Marty McFadden	X		
Richard Knowles	X		

**3. PUBLIC COMMENT**

Chris Stuart who is a potential tenant commissioner joined the meeting to observe. Chairperson Palajac commented that he would be reaching out to the City Clerk’s office to get the ball rolling on the process.

**4. STAFF REPORTS**

**A. Report from the Executive Director**

D’Jon reported there were 2 vouchers issued in the month of April 2020 for existing participants who were transferring. D’Jon advised that there was recently an intake briefing and new vouchers are being issued in May 2020.

Public housing had 1 move-out, and there is 1 existing vacancy at Leahy Square. The Leahy move is apart of the “right sizing” of units to move those that are under-housed into a larger unit and those that are over-housed into a smaller unit.

Accounts Receivables for Las Posadas have decreased as residents are impacted by COVID-19. LHA will need to enter into repayment agreements for residents who do not have subsidies attached to their units once the county’s eviction moratorium lifts. There were flyers sent to all residents notifying them of the moratoriums. Chairperson Palajac inquired whether the moratorium lifts for the resident once shelter in place orders lifts or the individual resident is able to work. D’Jon advised that the moratorium applies across the board and no action can be taken on against non-payment of rent regardless of if the family has been able to work or not.

Annual Reexaminations are up to date.



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D'Jon advised that any HCV or PH resident who is receiving the additional \$600 weekly monies in unemployment has that excluded from their income calculations per HUD.

There were 2 initial inspections conducted in April and 1 self-certification initial completed. Through the waivers issued by HUD we were able to have the owners certify there are no life threatening deficiencies. HUD has stated that any physical inspection that were not completed during the waiver period have to be inspected no later than October 31, 2020. Chairperson Palajac noted that nearing the deadline it may be difficult to catch up and complete all the inspections. D'Jon noted that through our inspection's contractor they may need to bring on additional inspectors to keep up. However, because HUD has waived the SEMAP score for the year we will not be negatively impacted if we are running behind.

D'Jon advised the Board that the additional two months of admin fees and operating funds under the CARES Act were received. There were \$31,000 received for PH and \$125,000 for HCV. With the funds LHA ordered reusable masks for all tenants, tablets and hotspots to be checked out by residents while more households are needing to work and learn from home. Through a program with T-Mobile the tablets are of no cost, the data charge is \$30 a month. LHA also ordered laptops and docking stations for employees who are able to work from home which makes working from home smoother. Once the computers are swapped out the desktops can be placed in the West Wing building for a computer lab set up. Chairperson Palajac inquired if the additional funds can be used to offset rents not being received. D'Jon advised that HUD was clear that the money cannot be used for that purpose.

## **5. OLD BUSINESS**

### **A. Resolution No. 2020-03-20-A – Authorize acceptance of construction bid for renovations at Bluebell Apartments.**

Howard Corelitz with Kodama Diseno Architecture joined the call for this item. D'Jon advised that Howard issued a bid request on behalf of LHA for work to be done on two vacant units located at 1063 Bluebell. There was an executive committee meeting held in March where the bid of 76,150 from OK Construction was accepted. Once the contract was received from the contractor and submitted to LHA's attorney it was discovered the contract did not meet the public work's standards. Once OK Construction was advised of the new contract language it was discovered that they were not made aware of the public work's requirement. A new bid was submitted by the contractor which totaled \$118,000.

Commissioner Hamm stated that the new bid of \$118,00 is now coming in higher than the highest bid of the 3 that were initially submitted in March. Howard advised that with the original bids received in March there was no inclusion of prevailing wage and public work's requirements and therefore the highest bidder would have had a higher bid if included.

Chairperson Palajac stated that with the new bid the labor profit costs increase from 19% to 30%. Howard advised that the increase may be due to the material costs increasing. Chairperson Palajac stated that the increase in prevailing wage makes sense as well as a profit and overhead increase but there should be no increase in materials. Howard advised that they are required to have a



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certified apprentice program, training programs, and bond increases. By Chairperson Palajac's calculations the increased costs should not exceed \$100,000.

Commissioner Hamm inquired on whether we should proceed when we are having this much trouble with the contractor so early on. Howard stated that their work is wonderful and he has seen the good work that he has done at other agencies. He believes there is a disconnect with the clerical work and would like to go back to OK Construction to get a clearer breakdown and explanation of the increased costs. Chairperson Palajac shared Commissioner Hamm's concerns but stated that it is a difficult market to find good contractors and in his experience contractors are not always great at disclosing and presenting financial data. Commissioner Hamm agreed and disagreed and stated that apart of being a contractor is efficiently bidding on jobs but defers to Chairperson Palajac.

Chairperson Palajac has a form he would like to be completed by the contractor that shows what the costs were originally and how it is increasing and why. The excel sheet will be provided for OK Construction to complete. "An up to" approval amount will be set during the closed session.

**6. EXECUTIVE SESSION (CLOSED)**

Commissioner Knowles suggested that we move the closed session to the end of the meeting as not to disrupt the current meeting. A motion was made by Commissioner Hamm to move the item towards the end of the meeting. Chairperson Palajac seconded the motion and it passed with a vote of 4 ayes.

Closed session commenced at 6:51 p.m. and concluded at 7:22 p.m. Report out from closed session the board has approved with 4 ayes the Executive Director is authorized to accept the lower of 2 bidders not to exceed \$100,000 for rehab work to be completed at Bluebell Apartments.

**7. COMMUNICATION**

None.

**5. REPORTS/ITEMS FROM COMMISSIONERS**

Chairperson Palajac would like to begin having strategic planning meetings.

Commissioner Hamm mentioned she will be attending a meeting within the following week to discuss Chestnut Family and wanted to know if LHA was on track with opening the waitlist for the PBV units. D'Jon advised that he too would on the call and had been in communication with the City and everything is on track.

**6. COMMITTEE REPORTS**

None.

**7. ADJOURNMENT**

The board meeting adjourned at 7:31 p.m.