

**ACTION  
MINUTES OF THE REGULAR BOARD MEETING  
OF THE  
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY  
HELD MARCH 30, 2009**

Commissioners met at the Central Office. Chair Alan Styles called the meeting to order at 6 p.m. Present: Chair Alan Styles, Vice Chair Elizabeth Williams, and Commissioners Josh Stewart, John Dalessio, and Merri Bilek. Absent: Commissioner York Gin. Also Present: Jim Nakashima, Executive Director; Tony Caldwell, Chief Administrative and Operations Officer; Rosie Anderson, Director of Housing Assistance Programs; Jean Goebel, Director of Asset Management; Starla Warren, Director of Housing Development; Lynn Santos, Director of Finance; and Shelley Giancola, Human Resource Manager. Recorder: Sandy Tebbs

**COMMENTS FROM THE PUBLIC:**

Rod Wallace commented about not being advised about the Mediation Center and not being given veteran's preference. The Board requested Mr. Wallace provide his comments in writing to the Clerk of the Board.

Starla Warren read a letter from Helaine Clark, Rippling River resident, regarding Rippling River LLC Monies used Toward Utilities (for units only) at Rippling River.

**PRESENTATION:** Service Awards

Jean Goebel was presented with her Twenty-Year Certificate and Pin and Kimmy Nguyen was presented with her Five-Year Certificate and Pin. The Board thanked Ms. Goebel and Ms. Nguyen for their service.

The Board convened to Public Hearing at 6:18 p.m.

**PUBLIC HEARING:** Housing Authority of the County of Monterey PHA Plan

There were no public comments provided during the Public Hearing.

The Board reconvened to regular session at 6:19 p.m.

**CONSENT AGENDA**

- A. Minutes—Approval of Minutes of the Regular Board Meeting held February 23, 2009
- B. Minutes—Approval of Minutes of the Special Board Meeting held March 2, 2009
- C. Resolution 2590: Approve the Section 8 Mod Rehab Program Requisition Budget for the Fiscal Year Beginning July 1, 2009 and Ending June 30, 2010
- D. Resolution 2591: Live-in Aide Lease Amendment

Upon motion by Commissioner Dalessio, seconded by Commissioner Williams, the Board approved the Consent Agenda with the arrival time for Commissioner Stewart to be removed from the minutes dated February 23, 2009 and with any future Commissioner arrival times less than ten minutes to be excluded from the minutes unless a vote is affected. Motion carried with the following vote:

AYES: Styles, Williams, Stewart, Dalessio, Bilek,  
NOES: None  
ABSENT: Gin

**REPORT OF SECRETARY**

- A. Executive Report

Mr. Nakashima reported that the NAHRO Legislative Conference in Washington, D.C. was very informative and had the largest attendance mainly because of the new President's administration.

The focus is on the preservation of public housing with new program changes. He stated the majority of the stimulus money allocated to HUD's Capital Funds was locked in by March 23<sup>rd</sup>; the main requirements are to create jobs and most likely will be tied to hiring youth as part of contract requirements. It should help contractors get back to work as well as get the youth in summer training programs in the building field.

Mr. Nakashima further reported that Commissioners Styles, Williams, and Dalessio along with Ms. Warren met with Congressman Farr in a longer than expected meeting; Congressman Farr was impressed with a document Ms. Warren created showing the stimulus money and how it connects to the various housing programs.

Mr. Nakashima pointed out that HACM does have financial issues that cause concern, but staff is working together to solve the issues. The State shortfall may cause more problematic issues in the near future. For the record, there will be some difficult decisions to be made regarding budget, salaries and benefits.

Pueblo del Mar had a HOME audit in March which was well accepted; it is one of our show pieces and the only project we have on Fort Ord.

**REPORTS OF COMMITTEES**

<u>Personnel Committee</u>	Commissioner John Dalessio, Chairman
<u>Finance/Development Committee</u>	Commissioner Elizabeth Williams, Chairman
<u>Monterey County Housing, Inc.</u>	Starla Warren & Tony Caldwell, Representatives
<u>Affordable Acquisitions</u>	Starla Warren & Tony Caldwell, Representatives
<u>Resident Advisory Board</u>	Tony Caldwell/Michelle Machado, Representative
<u>Monterey County Housing Development Corporation</u>	Starla Warren, President
<u>TVI &amp; Tynan Village Affordable Housing LP</u>	Starla Warren, Authorized Signature
<u>Rippling River Affordable Housing LLC &amp; LP</u>	Starla Warren, Authorized Signature
<u>MCHADC &amp; Benito FLC, LP</u>	Starla Warren, Authorized Signature
<u>MCHADC &amp; Benito Street Affordable Housing LP</u>	Starla Warren, Authorized Signature
<u>MCHADC &amp; Monterey Affordable Housing LP</u>	Starla Warren, Authorized Signature
<u>MCHADC &amp; Fano Vista, LP</u>	Starla Warren, Authorized Signature

Commissioner Dalessio reported that the Personnel Committee did not meet for lack of a quorum.

Commissioner Williams reported the items reviewed by the Finance/Development Committee are on the Consent Agenda and under New Business. The Committee requested staff provide information on the disbursement of developer fees; staff will also be working to pay down the line of credit. To her query regarding John Stewart Company, staff replied Warren Reed was representing the John Stewart Company at tonight's meeting.

Mr. Caldwell introduced Sandra Reeder, new Executive Director for MCHI/MCHI-AA. Ms. Reeder stated she has over 20 years of experience in the housing arena and prior to that she was a Planner and Development Specialist and she appreciates the confidence of the Board. The Board welcomed Sandra Reeder.

Affordable Acquisitions- Same as MCHI

Mr. Caldwell reported that the RAB met on March 19<sup>th</sup>. The RAB Board has requested HACM staff help that Board to better understand their budget and various other policy issues. He mentioned that the RAB meeting will be held in English unless all in attendance are Spanish speaking.

Ms. Warren reported that the Development Corporation and all the limited partners listed are reported in her Development Report. To question regarding developer fees, Ms. Warren stated staff would provide a schedule with that information in her next Development Report.

**NEW BUSINESS**

- A. Resolution 2589: PHA Certification of Compliance with the PHA Plan and Related Regulations (2009)

Upon motion by Commissioner Williams, seconded by Commissioner Bilek, the Board adopted Resolution 2589, approval of the PHA Certification of Compliance with the PHA Plan and Related Regulations (2009). Motion carried with the following vote:

AYES: Styles, Williams, Stewart, Dalessio, Bilek,  
NOES: None  
ABSENT: Gin

**INFORMATION**

A. Financial Report: January 2009 Financial Statements and February 2009 Disbursements

Ms. Santos reported she had nothing to add to her report, but she and Ms. Warren would get together to provide the developer fees information to the Board. To Board query, Ms. Santos explained the operating costs of the central office building were not allocated in the budget to housing programs, but it has been possible to allocate the cost to some of the programs that are housed in the building. Ms. Warren responded to questions regarding Moss Landing properties that staff will be bringing a recommendation to the Board to entertain a purchase arrangement in order to get the properties sold or leased. No action required.

B. Human Resources Report /Summary of Activity March 2009

Ms. Giancola reported she had nothing to add to her report. Mr. Nakashima stated Ms. Giancola has done a stupendous job of fixing a lot of issues. She is currently looking to find a second carrier for the high risk workers comp claims. Staff reported that labor negotiations are reported in Closed Session to the full Board. No action required.

C. Status Report: Monthly Development Report

Ms. Warren reported due to the issues between banks and lenders, we are having a difficult time leasing up these multi-use units at Tynan Village. She reported that good news is there will be a \$6.7M pay-in forthcoming for Benito Affordable and a \$6.9M pay-in for Tynan Village regarding the conversion to perm. At Board's request, Ms. Warren explained that currently HACM pays the utilities for Rippling River, but there is a mechanism that Section 8 residents do get a utility allowance to assist in paying utilities. There is also a sub-metering process in the works and the plan is for residents to pay their own utility bill in the future, but they will be receiving a utility allowance. The Board recommends that Central Coast Energy Services provide an energy efficiency training to the residents before the sub-metering process is completed. Staff noted there is also a HEAT program for the elderly, frail, or handicap which assists with utilities. The Board requested the utility issue be agendaized for the next Board meeting. To Board questions, Ms. Warren reported that Soledad Housing Authority has not executed the release; HACM staff will help Seaside in finding funds for development. Mr. Nakashima reported that Marina would also like HACM to bid on their building projects.

Ms. Warren introduced Warren Reed, Director of Property Management, John Stewart Company, who reported that Tynan Village has 100 units occupied. He explained the process for submission of suggestions or complaints to their company and stated that the company would look into the complaint about personnel attitude. Ms. Warren commented that HACM and John Stewart Company meet weekly on leasing up the properties under their company.

The Board thanked Mr. Reed for his attendance and requested he attend the next Board meeting. No action required.

D. Status Report: Monthly Property Management Report

Mr. Caldwell reported he had nothing to add to his report; no action required.

E. Status Report: Monthly Asset Management Report

Ms. Goebel thanked the Board for passing the Annual Plan and introduced Andrew Nguyen from HUD, who was currently at HACM finalizing the Tier One Review. She stated staff will be submitting the capital funds document to HUD in April to get the properties fixed up.

Commissioner Styles stated in Washington, D.C., the concern was not about the money but how many jobs are created. Ms. Goebel further reported the bad news, because of State funding, is our multi-family recycling grant has been put on hold in terms of any additional money. However, because of the partnership we have built with Salinas Solid Waste Authority and BFI, we will continue to move forward with recycling at our sites because we are spending little or no money other than staff time to make it happen; when the grant money is released then we can start the construction work. No action required.

F. Status Report: Eligibility/Section 8 Reports

Ms. Anderson reported that the 109% for HAP Funding Utilized is okay to be at that percentage, but when the Units Allocated Utilized percentage goes up to 100% then we have to stop expending the HAP funding because at that point we would not be able to go into our reserves. For SEMAP we're at 99% funds expended and our reporting to PIC is at 99%. To Board question regarding FSS people dropping out of the program, Ms. Anderson reported the FSS Specialist is trying to bring the number up and there are three FSS clients possibly looking to buy a house. No action required.

G. Status Report: Administrative Report

Mr. Caldwell reported he had nothing to add to his report. To Board query, he stated the Yard completion target date is July 1<sup>st</sup>. No action required.

H. Legislative Update

Mr. Caldwell reported he had nothing to add to his report; no action required.

I. Media Update

Mr. Caldwell reported he had nothing to add to his report; no action required. Commissioner Dalessio requested this report be provided via email. No action required.

**COMMISSIONER COMMENTS**

Commissioner Stewart commented that he plans to talk to other non-profits in Seaside about sending a representative to talk to our Board about their organization. Commissioner Styles thanked Commissioner Stewart for his work in Seaside.

Commissioner Bilek commented that she would like to know if it is possible to teleconference in to the Board meeting when her attendance is needed for a quorum. Mr. Nakashima stated that it is possible according to the Brown Act to teleconference into the meeting if there is a majority of the Board members meeting on site and her location is accessible to the public. It was also noted by staff that her location address would have to be placed on the agenda and that location would have to be handicap accessible and open to the public during the meeting. An agenda would also need to be posted to the web site as well as at her location so others would know an open meeting was taking place via teleconference. Commissioner Styles responded that the Board would certainly take that request into consideration.

Commissioner Dalessio reported that he and Commissioner Stewart met with County Board of Supervisor Parker. They were able to inform the new Supervisor about what the Housing Authority is doing and answer some questions regarding her interest in Pacific Meadows and the rent situation. Commissioner Stewart stated the meeting was very beneficial in getting the correct information provided and this type of meeting is needed on a continuous basis.

Commissioner Dalessio further commented that Congressman Farr has a favorable opinion of this Housing Authority and one of the things he mentioned about us doing was more of our own management similar to what John Stewart Company does. Commissioner Dalessio stated it was his sense that the Congressman would be willing to convene groups to help in that endeavor. He stated he thought the Congressman was extremely impressed with Ms. Warren's report and especially since she had prepared it only days after the President had presented part of it.

Commissioner Williams asked about the Tenant Commissioner application process and staff responded that only one application had been received and staff would like to extend the deadline. The Board recommended extending the Tenant Commissioner application deadline for 30 days.

Commissioner Williams commented that the Legislative Conference was well worth the trip; they were so busy meeting with legislators and HUD that they didn't have time for the conference sessions. The meeting with David Vargas, HUD, went very well and he gave us quite a lot of time; he was impressed with Ms. Warren's Points of Interest document. Mr. Vargas was also impressed that HACM had already applied for the \$1.6M stimulus money and that we already knew what we wanted to do with that money. Congressman Farr seemed very supportive in what we wanted and needed. The breakfast with Senator Feinstein was enlightening; she talked about things that we had questions on so that was very good. Commissioner Williams thanked the Commissioners and staff that attended the conference for helping her to get where she needed to go in Washington, D.C.

Commissioner Dalessio stated he would like to mention Pacific Meadows. He reported that he and Ms. Warren had received more information that showed ABHOW could pay rent from their development fees that they were receiving over a period of time so a tentative proposal was sent back to them with it being very clear that the proposal would require Board approval. ABHOW came back and said they couldn't make that work and what else were we going to do for them; we sent back our response that there was nothing else we could do and that was the final offer. We have not heard back from ABHOW. The application deadline was yesterday for the money to repair. He stated he didn't know what ABHOW has done at this point, but they have not communicated to HACM.

Commissioner Styles commented that the Legislative Conference was a good trip and the meeting with Mr. Vargas was one of the best he had attended. The meeting with Congressman Farr was a lot better this year. He recommends anyone from California attend the Senator Feinstein breakfast; she has one on a weekly basis. There were mayors, city council members, fire personnel, and even a group of 8<sup>th</sup> graders at the breakfast he attended. The Senator even challenged the 8<sup>th</sup> graders on how many Representatives and Senators were they, which was a good civics lesson since the students didn't know the answers. Senator Feinstein also explained the federal budget which showed that Congress and the President cannot touch 55% of it because that portion are the entitlements such as social security and medicare as well as the interest on the debt. That leaves a very small portion for the congress to work with to keep the country going. The atmosphere in Washington, D.C. in years past was horrible and this year the attitude was almost we can do this and we can get this done as well as we need you; it was wonderful.

The Board took a break at 8:25 p.m. and convened to Closed Session at 8:33 p.m.

### **CLOSED SESSION**

A. With respect to every item to be discussed in Closed Session pursuant to Government Code Section 54956.95: LIABILITY CLAIMS CLAIMANT: Meri Bautch  
AGENCY CLAIMED AGAINST: Housing Authority of the County of Monterey  
**ACTION:** The Board denied the claim of Meri Bautch .

The Board reconvened to regular session at 8:38 p.m.

### **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:39 p.m.

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Chairman

March 30, 2009

ATTEST:

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Secretary

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Date