



Housing Authority of the County of Stanislaus

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MINUTES

HOUSING AUTHORITY OF THE COUNTY OF STANISLAUS

Special Board of Commissioners Meeting of
September 27, 2016

The meeting was called to order by Vice- Chairperson Hoek at 5:32 P.M.

ROLL CALL:

PRESENT: Commissioners Haile, Hoek and Ploof

ABSENT: Chairperson Estacio, Commissioners Degele

OFFICERS: Barbara Kauss, Executive Director
Philip B. Avila, General Counsel
Rosa Vazquez, Temporary Clerk of the Board

GENERAL PUBLIC COMMENT PERIOD AND RECOGNITION OF GUESTS

Vice Chairperson Hoek welcomed guests and staff, opened the floor for Public Comment. The Public Comment period was closed when there were no requests to address the Board.

APPROVAL OF MINUTES

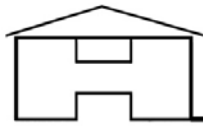
Approval of the Minutes of the special regular meeting August 16, 2016 was made by Commissioner Haile and seconded by Commissioner Ploof and unanimously approved.

EXECUTIVE DIRECTOR REPORT

The Housing Choice Voucher (“HCV”) program assisted 4,589 households, at 96.84% Year to Date lease up and has utilized 104.5% of the Annual Budget Authority through the end of July 2016.

The occupancy rate for the Public Housing (“PH”) units was at 98% and occupancy for the Farm Labor Housing program was 99% occupancy through the end of August 2016.

Barbara Kauss, the Executive Director, informed the Commissioners that there are now two interested applicants for the vacant positions for the Housing Authority of the County of Stanislaus (“Authority”) Board of Commissioners.



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One of the applicants would be submitting the completed application and the other applicants was in the process of picking up the application to complete.

Development Report:

For Glendale Quarters the Authority received the final plans from the City of Modesto and quotes are currently being requested from contractors for the work. All quotes are due by the second week in October.

The Authority and Visionary Home Builders staff held a meeting to discuss preliminary design parameters for the 56 two and three bedroom units. In addition the Memorandum of Understanding was discussed and is under review.

The Authority was contacted by the County and requested that a proposal for the Westley Bunkhouse Single Room Occupancy be submitted. Staff is working on a proposal to submit to the County for this project.

Glendale Annex is a project designed for chronically homeless veterans, staff is working on the development of specification to construct two and three bedroom units on the three in-fill lots.

The purchase of the Waterford Property is now complete, and staff is having the lot cleaned. The planning department has verified that a previous zoning plan for a 13 single family homes at the site was approved and is still current.

The Authority staff is working on the concept of a land trust for 25 lots and the site where the homes would be constructed and sold. The Authority would retain ownership of the land. Since there are very few models of this type of agreement the plans are being reviewed to determine the best method to follow to develop an agreement which will be better suited for the market and first time home buyers.

The Authority received a surplus notification from Sonoma/Tuolumne County of property in Pine Crest that is for sale off Highway 108, asking price of \$395,000.00. Staff is looking at the area, unfortunately the Authority does not have first choice to the property.

Social Service Programs-Little Libraries

Barbara Kauss, the Executive Director, reported on Social Services for the HCV and PH programs.

National Night Out

National Night Out was hosted by the Authority on August 2, 2016 at the Westview Gardens



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and Village One developments. Those attending the event were treated to hot dogs, chips and faves for children and adults.

Credit Counseling Workshop

Habitat for Humanity and Wells Fargo bank hosted a credit counseling workshop on August 31, 2016 at the Westview Gardens Community Center. The credit counseling event was attended by Family Self Sufficiency (“FSS”) participants who have goals to repair their credit and receive first time homeownership information. The workshop hosted 11 current participants, the Authority will continue to host this workshop ongoing throughout the year.

Mobile Farmer’s Market (Interfaith Ministries)

The Authority in collaboration with Interfaith Ministries and the Mobile Farmer’s Market distribute fresh fruits and vegetables to the residents of the Authority and to low income families in the surrounding areas every fourth Tuesday of the month from 10:00 a.m., to 11:00 a.m.

The Mobile Farmer’s Market is made possible by Interfaith ministries and does not charge for any of the healthy fresh food provided.

Program Coordinating Committee (“PCC”)

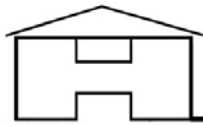
The Authority has established a PCC committee group that consists of several organizations from the County that provide a variety of supportive services to FSS participants. The PCC group links participants to services to families that are on a path to self-sufficiency. The Authority and the PCC group held the first meeting on September 15, 2016 with an attendance of 12 agencies participating in the meeting.

Little Free Library Program

The Authority has established “Little Libraries” at the Village One Community Center as a way to promote literacy for the children and families at the PH developments. The Little Library provides free books for residents to take and read. When those who have taken the books are done with them the book may be returned or replace the book with another book. Village Once Little Library has expanded the program by hosting an onsite volunteer that reads to children two days a week. The program now has 2 to 5 volunteers that ready, provide social interaction to children and the adults oversee the Little Library. The Authority will be opening two small libraries by the end of September at Westview Gardens and the exterior of Village One, which will allow access to books after office hours and weekends.

October Board of Commissioners Meeting and Proposed New Meeting Date

Barbara Kauss, the Executive Director, presented to the Board of Commissioners (“BOC”) that since the Regular BOC meeting were moved to the second Tuesday of the month there have been struggling with the Tuesday BOC meeting. Barbara Kauss requested to move the Regular Meetings to the second or third Thursday of the month, and reminded the BOC that the second



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Thursday of the month was previously the regular meeting date. After discussion and review of the Commissioners in attendance they agreed that the second Thursday of the month is acceptable. The two Commissioners will be contacted during the next few days and see if this is

Acceptable to them. (Note: Chairperson Estacio and Commissioner Degele both agreed to move the regular BOC meeting to the second Thursday of the Month.

Barbara Kauss reminded the BOC that in October all the Commissioners are scheduled to attend the NAHRO Conference in New Orleans, therefore the regular meeting will have to be moved or cancelled. Barbara Kauss, notified the Commissioners that the Agenda for the Special Meeting contains several topics that were scheduled for October and therefore the regular October meeting would not need to occur or the BOC could move the meeting a later date in October. The BOC agreed to no meeting in October.

INFORMATION/DISCUSSION ITEMS

The Board of Commissioners were presented a power point presentation from Linh Luong, Finance Director and Scott Fitzgerald, Maintenance Director, on the Fiscal Year 2016-2017 Phase II Budget.

FINANCIAL REPORT

The Finance Director, Linh Luong, presented to the BOC the Financial Report, the Annual Audit Year End and the Check Register.

The Annual Audit Year End will be tabled until the November BOC meeting.

Approval of the Financial Report and Check Register was made by Commissioner Haile and seconded by Commissioner Ploof and unanimously approved.

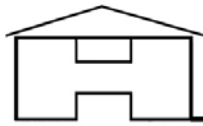
Action Agenda

1. Consideration of Resolution No. 15-16-37 – Resolution Approving the Housing Choice Voucher Program Operating Budget for Fiscal Year 2016-2017

Chairperson Estacio invited Public Comment, hearing none, moved to ask for Board discussion and vote.

On a motion by Commissioner Haile and a second by Commissioner Ploof Resolution No. 15- 16-37 was approved by the following roll call vote:

Ayes: Commissioner, Hoek, Ploof, and Haile



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Abstain: None
Nays: None
Absent: Commissioner Degele, Chairperson Estacio

1. Consideration of Resolution Number #15-16-39 Approving U.S.D.A. Farm Labor Centers LC23, 29, 30 and 31 Operating Budget for Fiscal Year 2016-2017

Vice Chairperson Hoek invited Public Comment, hearing none, moved to ask for Board discussion and vote.

On a motion by Commissioner Haile and a second by Commissioner Ploof Resolution No. 15-16-37 was approved by the following roll call vote:

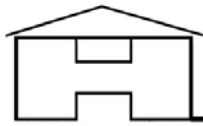
Ayes: Commissioner Hoek, Ploof, Haile
Abstain: None
Nays: None
Absent: Chairperson Estacio, Commissioner Degele

2 Consider Resolution Number #15-16-45 Approving the Valley Budget for Fiscal Year 2016-2017

Vice Chairperson Hoek invited Public Comment, hearing none, moved to ask for Board discussion and vote.

On a motion by Commissioner Haile and a second by Commissioner Ploof Resolution No. 15-16-37 was approved by the following roll call vote:

Ayes: Commissioner Hoek, Ploof, Haile
Abstain: None



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Nays: John Degele
Absent: Chairperson Estacio

3. Action item #3- Proposed Budget for Small Programs

- Consider Resolution Number #15-16-46 for Small Programs Fiscal Year 2016-2017

Vice Chairperson Hoek invited Public Comment, hearing none, moved to ask for Board discussion and vote.

On a motion by Commissioner Ploof and a second by Commissioner Haile Resolution No. 15-16-46 was approved by the following roll call vote:

Ayes: Commissioner Hoek, Haile
Abstain: None
Nays: John Degele
Absent: Chairperson Estacio

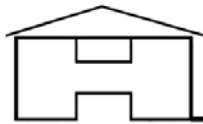
4. Action Item #4- Proposed Local Account Budget for FY 2016-2017

- Consider Resolution Number #15-16-47 for Local Account Budget for Fiscal Year

Vice Chairperson Hoek invited Public Comment, hearing none, moved to ask for Board discussion and vote.

On a motion by Commissioner Ploof and a second by Commissioner Haile Resolution No. 15-16-47 was approved by the following roll call vote:

Ayes: Commissioner Hoek, Ploof, Haile
Abstain: None
Nays: None
Absent: Chairperson Estacio, Commissioner Degele



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5 Consider Resolution Number #15-16-48 Approving Banking Services Award to F&M Bank

Vice Chairperson Hoek invited Public Comment, hearing none, moved to ask for Board discussion and vote.

On a motion by Commissioner Haile and a second by Commissioner Ploof Resolution No. 15-16-48 was approved by the following roll call vote:

Ayes:	Commissioner Hoek, Ploof, Haile
Abstain:	None
Nays:	None
Absent:	Chairperson Estacio, Commissioner Degele

6. Action Item #6- Amend the current Office of Migrant Services (“OMS”) Operating contract OMS Operating Budget #15-OMS-10555 and OMS Operating Budget #15-OMS-10556

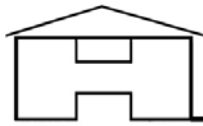
- **Consider Resolution Number #15-16-49 Amending the OMS Operation Budget Contract #15-OMS-10555**

Vice Chairperson Hoek invited Public Comment, hearing none, moved to ask for Board discussion and vote.

On a motion by Commissioner Haile and a second by Commissioner Ploof Resolution No. 15-16-49 was approved by the following roll call vote:

Ayes:	Commissioner Hoek, Ploof, Haile
Abstain:	None
Nays:	None
Absent:	Chairperson Estacio, Commissioner Degele

- **Consider Resolution Number #15-16-50 Amending the OMS Operation Budget Contract #15-OMS-10556**



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- Vice Chairperson Hoek invited Public Comment, hearing none, moved to ask for Board discussion and vote.
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- On a motion by Commissioner Ploof and a second by Commissioner Haile Resolution No. 15- 16-50 was approved by the following roll call vote:
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- Ayes: Commissioner Hoek, Ploof, Haile
- Abstain: None
- Nays: None
- Absent: Chairperson Estacio, Commissioner Degele
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7. Action Item #7- Propose awarding the construction contract as a result of the Physical Needs Assessment to Alameda Construction

- Consider Resolution Number #15-16-51 awarding the contract to Alameda Construction for work at Empire

Vice Chairperson Hoek invited Public Comment, hearing none, moved to ask for Board discussion and vote.

On a motion by Commissioner Haile and a second by Commissioner Ploof Resolution No. 15-16-51 was approved by the following roll call vote:

Ayes: Commissioner Hoek, Ploof, Haile
Abstain: None
Nays: None
Absent: Chairperson Estacio, Commissioner Degele

- Consider Resolution Number #15-16-52 awarding the construction contact to Alameda Construction for work at Westley

Vice Chairperson Hoek invited Public Comment, hearing none, moved to ask for Board discussion and vote.



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On a motion by Commissioner Haile and a second by Commissioner Ploof Resolution No. 15-16-52 was approved by the following roll call vote:

Ayes:	Commissioner Hoek, Ploof, Haile
Abstain:	None
Nays:	None
Absent:	Chairperson Estacio, Commissioner Degele

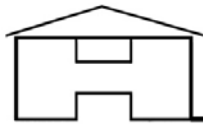
8. Action Item #8- Propose Improvements to the Water System and Waste Water Treatment Plant for Westley

- **Consider Resolution Number #15-16-53 awarding the contract to Quality Engineering for the water system improvements to Westley**

- Vice Chairperson Hoek invited Public Comment, hearing none, moved to ask for Board discussion and vote.
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- On a motion by Commissioner Ploof and a second by Commissioner Haile Resolution No. 15-16-53 was approved by the following roll call vote:
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- Ayes: Commissioner Hoek, Ploof, Haile
- Abstain: None
- Nays: None
- Absent: Chairperson Estacio, Commissioner Degele
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- **Consider Resolution Number #15-16-54 awarding the contract to Quality Engineering for the waste water system in Westley**

- Vice Chairperson Hoek invited Public Comment, hearing none, moved to ask for Board discussion and vote.
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- On a motion by Commissioner Haile and a second by Commissioner Ploof Resolution No. 15-16-54 was approved by the following roll call vote:
-
- Ayes: Commissioner Hoek, Ploof, Haile
- Abstain: None



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- Nays: None
- Absent: Chairperson Estacio, Commissioner Degele
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9. Action Item #9- Propose Allowing the Executive Director to Designate Signors for the Housing Authority of the County of Stanislaus

- Consider Resolution Number #15-16-55 approving the Executive Director to appoint designated staff to sign in the absence of the Executive Director

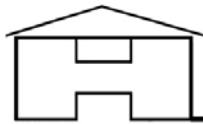
Vice Chairperson Hoek invited Public Comment, hearing none, moved to ask for Board discussion and vote.

On a motion by Commissioner Haile and a second by Commissioner Ploof Resolution No. 15-16-55 was approved by the following roll call vote:

Ayes: Commissioner Hoek, Ploof, Haile
Abstain: None
Nays: None
Absent: Chairperson Estacio, Commissioner Degele

10. Action Item #10- Approving Write Off for Low Rent Program Write Off for Farm Labor Housing Program, Write off for Conan Place, Write Off for Valley Manor, Write Off for the Small Programs

- **Consider Resolution Number #15-16-56 approving the write off for the Low Rent Program**
- Vice Chairperson Hoek invited Public Comment, hearing none, moved to ask for Board discussion and vote.
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- On a motion by Commissioner Haile and a second by Commissioner Ploof Resolution No. 15-16-56 was approved by the following roll call vote:
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- Ayes: Commissioner Hoek, Ploof, Haile



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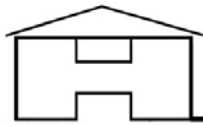
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- Abstain: None
- Nays: None
- Absent: Chairperson Estacio, Commissioner Degele
-

- **Consider Resolution Number #15-16-57 approving the write off for Farm Labor Housing Program**
- Vice Chairperson Hoek invited Public Comment, hearing none, moved to ask for Board discussion and vote.
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- On a motion by Commissioner Haile and a second by Commissioner Ploof Resolution No. 15-16-57 was approved by the following roll call vote:
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 - Ayes: Commissioner Hoek, Ploof, Haile
 - Abstain: None
 - Nays: None
 - Absent: Chairperson Estacio, Commissioner Degele

- **Consider Resolution Number #15-16-58 approving the write off for Conon Place**
- Vice Chairperson Hoek invited Public Comment, hearing none, moved to ask for Board discussion and vote.
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- On a motion by Commissioner Ploof and a second by Commissioner Haile Resolution No. 15-16-58 was approved by the following roll call vote:
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 - Ayes: Commissioner Hoek, Ploof, Haile
 - Abstain: None
 - Nays: None
 - Absent: Chairperson Estacio, Commissioner Degele

- **Consider Resolution Number #15-16-59 approving the write off for Valley Manor**



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Vice Chairperson Hoek invited Public Comment, hearing none, moved to ask for Board discussion and vote.

On a motion by Commissioner Ploof and a second by Commissioner Haile Resolution No. 15-16-59 was approved by the following roll call vote:

Ayes: Commissioner Hoek, Haile
Abstain: None
Nays: None
Absent: Chairperson Estacio, Commissioner Degele

- **Consider Resolution Number #15-16-60 approving the write off for the Small Programs**

Vice Chairperson Hoek invited Public Comment, hearing none, moved to ask for Board discussion and vote.

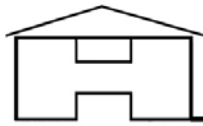
On a motion by Commissioner Haile and a second by Commissioner Ploof Resolution No. 15-16-60 was approved by the following roll call vote:

Ayes: Commissioner Hoek, Ploof, Haile
Abstain: None
Nays: None
Absent: Chairperson Estacio, Commissioner Degele

11. Action Item #11- Approving Write Off for Fixed Assets

- **Consider Resolution Number #15-16-61 approving the write off for Fixed Assets**

Vice Chairperson Hoek invited Public Comment, hearing none, moved to ask for Board discussion and vote.



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On a motion by Commissioner Haile and a second by Commissioner Ploof Resolution No. 15-16-61 was approved by the following roll call vote:

Ayes:	Commissioner Hoek, Ploof, Haile
Abstain:	None
Nays:	None
Absent:	Chairperson Estacio, Commissioner Degele

I. Adjournment to Closed Session:

No closed session, meeting was adjourned at 7:35pm.