



Berkeley Housing Authority

DRAFT MINUTES

BOARD OF THE BERKELEY HOUSING AUTHORITY

REGULAR MEETING

Thursday, December 13, 2012

North Berkeley Senior Center
1901 Hearst Avenue
Berkeley, CA 94709

6:00 p.m.

CAROLE NORRIS, CHAIR

VALERIE AGOSTINO
MARJORIE COX
ADOLPH MOODY

KATHARINE GALE
DOROTHY HUNT
RICHELIEU HEMPHILL

1. **Call to Order**
The meeting was called to order at 6:07 p.m.
2. **Roll Call**
Present: Vice-Chair Cox, Commissioners Gale, Hemphill and Moody. Absent: Chair Norris, Commissioners Agostino and Hunt.
3. **Comments from the Public**
No members of the public addressed the Board.

The meeting adjourned to closed session at 6:10 p.m.

If you need special assistance to participate in the meetings of the Berkeley Housing Authority's Board of Commissioners, please contact Rachel Gonzales-Levine, Reasonable Accommodation Coordinator, at (510) 981-5485, rgonzales-levine@ci.berkeley.ca.us or via California Relay Service (711). Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangement to ensure accessibility.



4A. **Closed Session**

Repositioning of Low Income Public Housing Units

Pursuant to Government Code Section 54956.8: Conference with real property negotiators regarding the price and terms of payment for the disposition of the Public Housing and Rental Housing Construction Program properties

Agency Negotiators: Tia Ingram, Eric Novak, Scott Jepsen, and Jennifer Bell.

Conference with Labor Negotiators pursuant to the California Government Code Section

54957.6 Designated representatives: Tia Ingram, Jennifer Bell, James Diamond. Employee Organization SEIU 1021.

Conference with Labor Negotiators pursuant to the California Government Code Section

54957.6 Designated representatives: Tia Ingram, Jennifer Bell, James Diamond. Employee Organization Local One.

The closed session concluded with no reportable actions, and the open session resumed at 6:45 p.m.

4. **Report from the Executive Director**

Executive Director will be briefed the Board on the status of activities of the Housing Authority in the areas of overall administration, rental assistance in the Section 8 Voucher, and Authority owned rental housing programs, and informed the Board of potential significant actions/developments which may transpire prior to the next regular meeting.

No written report was provided; oral highlights were provided (1) HUD reporting: (a) *all indicators (annual recertification and annual unit inspection) at or above the 95% threshold;* (b) *lease up remains over 95% by budget authority, concern continues about number of assisted units (currently 1,793 of a possible 1,902);* (c) *need to focus attention on correcting discrepancies in data submitted to HUD (typically a discrepancy in a vital statistic for a family, or an income issue) by Dec 31st;*

(2) HUD issues: (a) *received approval of our Corrective Action Plan addressing the "0" points scored for HQS enforcement on the last SEMAP report;* (b) *HUD FSS program waiver expires in April 2013, BHA must submit plan for resuming operations and serving 37 households by April 19th;*

(3) Operations: (a) *reinstatement of Celinda Aguilar-Vasquez to Executive Assistant position, and hire of Omar Flores, Office Assistant 1;* (b) *working with Goldfarb and Lipman to address, in upcoming labor contracts, changes in retirement benefits necessitated by PEPRRA – Public Employee Pension Reform Act;* (c) *emailed City Manager regarding need to formalize agreements regarding paid and in-kind services;* (d) *BHA office lease expires in December 2013;* (e) *relationship with City PHAs proving beneficial: provision of hand-held computers for HQS inspections (significantly below cost), and collaboration on study of new Fair Market Rents (shared cost for comprehensive bay area wide study);* (f) *major projects next 30-60 days include union negotiations, administrative plan revisions, and FSS program design;* (g) *reminder office will be closed to public Friday Dec 21st through Tuesday, January 1st;* (h) *Executive Director will be attending Executive Director retreat Jan 24-26, 2013.*

(4) Section 8: (a) *productive meeting with representatives of Strawberry Creek Lodge; SAHA (Satellite-Affordable Housing Associates) has joined the project; we are awaiting documents/information requested during the meeting;* (b) *meeting with affordable housing developers in the City of Berkeley scheduled for Dec 18th to review proposed changes to BHA's Project Base Voucher program, including fee structure;* (c) *owner retention project critical to*

preservation of S8 program, looking to identify cause(s) and what can be done to address same (i.e. the FMR study).

(5) BHA owned rental units. Rent collection at 98% for year; 10 households have not paid December rent, and received a 14-day notice, will face eviction if rent is not paid; (b) notice of Section 3 job training/employment opportunity via Richmond Works mailed to all households; (c) results of 2-bedroom lottery mailed to all entrants, including specific units that will be reconfigured; (d) as required by ordinance, interest on security deposit has been returned to all residents (or applied to any outstanding balance).

5. **New Business**

A. Approval of Minutes: Special Meeting, November 13, 2012

It was moved/seconded (Hemphill/Moody, absent Norris, Agostino and Hunt) to approve the minutes as presented.

B. Finance Report: Period Ending October 31, 2012 - Val Agostino, Chair, Finance Committee & Jesy Yturalde, Finance Manager

Highlights were presented by Board and Finance Committee Vice-Chair Cox; no significant changes; staff is carefully monitoring expenditures; uncertainty remains regarding the Federal budget; Finance Committee will present a forecast of the FY13-14 budget at the January meeting.

C. Executive Director Compensation

It was moved/seconded (Hemphill/Gale, absent Norris, Agostino and Hunt) to provide the Executive Director a 3% salary increase retroactive to June 24, 2012 (the beginning of the pay period of July 1st).

D. Approve a resolution authorizing the Executive Director to enter into a five year extension of the existing Project-based Section 8 Master HAP Contract with Resources for Community Development for 18 units at Adeline Street Apartments for disabled families including 5 HOPWA units

Some discussion about the fact that only a five-year extension was requested by the project; staff advised project owner anticipates a major rehab in five years, which may result in a request for an additional extension. It was moved/seconded (Gale/Moody, absent Norris, Agostino and Hunt) to approve the extension.

E. Authorize the Executive Director to solicit volunteers from the LIPH and Section 8 Voucher Programs, and appoint up to five individuals to serve on the Resident Advisory Board (for the 2013 Annual Plan process)

It was moved/seconded (Moody/Hemphill, absent Norris, Agostino and Hunt) to authorize the Executive Director to proceed with appointments to the Resident Advisory Board, including provision of a \$15 stipend for meeting attendance.

F. 2013 Board of Commissioners Meeting Schedule

Report received. Commissioners were also provided a wallet size laminated list of meetings scheduled for calendar year 2013.

G. Authorize the Executive Director to execute an extension of the term of the Disposition Development and Loan Agreement with "Berkeley 75 Housing Partners, L.P.", the Limited

Partnership of the Related Company of California, that will hold title to the BHA 75 family rental units.

Brief discussion with (1) Chad Wakefield, Overland, Pacific and Cutler (OPC) regarding relocation activity, and the prospects of completing the mandatory relocations by March 2013, and (2) Don Lusty, The Related Company, regarding extension of the relocation contingency. Feasibility Committee "meeting doodle" has been issued for a meeting late January; a representative of the Finance Committee has been invited to attend. Clarified that action requested is an extension of the date for the relocation contingency in the schedule of performance, not an extension of the DDLA; resolution to be revised accordingly. It was moved/seconded (Gale/Hemphill, absent Norris, Agostino and Hunt) to authorize the extension.

- H. Authorize the Executive Director to execute the agreement and promissory note with the City of Berkeley for a \$300,000 Housing Trust Fund allocation.
Commissioner Gale expressed appreciation to Chairperson Norris and Executive Director Ingram for efforts to secure this critical financing from the City. Vice-Chair Cox commented on the importance of deferring the first draw to next Fiscal Year (FY) to avoid triggering interest expense for BHA this FY. It was moved/seconded (Moody/Hemphill, absent Norris, Agostino and Hunt) to execute the agreement and promissory note.

6. **Commissioners' Questions and Matters**

None

7. **Communications**

- A. Email from Satellite Housing (November 14, 2012)
B. Letter to Landlord April Green (October 15, 2012)

9. **Adjournment**

The meeting adjourned by 7:30 p.m.

This agenda was posted on the doors of the Berkeley Housing Authority at 1901 Fairview Street, Berkeley, CA 94703; at North Berkeley Senior Center, 1901 Hearst Avenue, Berkeley, CA 94709; as well as the Berkeley Housing Authority website. The next Regular meeting of the Board is scheduled for Thursday, January 10, 2013 at 6:00 p.m. at the North Berkeley Senior Center.

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