



Berkeley Housing Authority

**Item 6A**

**DRAFT MINUTES  
BOARD OF THE BERKELEY HOUSING AUTHORITY**

**Thursday, March 8, 2012**

**North Berkeley Senior Center  
1901 Hearst Avenue  
Berkeley, CA 94709**

**SPECIAL MEETING**

**Thursday, March 8, 2012**

**North Berkeley Senior Center  
1901 Hearst Avenue  
Berkeley, CA 94709**

**6:30 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 6:35 p.m.*

2. **Roll Call**

*Present: Chairperson Norris, Vice-Chair Cox; Commissioners Agostino and Gale.*

*Absent: Commissioners Hunt, Hemphill and Moody*

3. **Comments from the Public**

*No members from the public spoke.*

4. **Report from the Executive Director**

Executive Director will brief 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 will inform the Board of potential significant actions/developments which may transpire prior to the next regular meeting.

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*Executive Director reported the statistic for the period ending February 28<sup>th</sup>, including the drop in utilization (1,755 down from 1,761), what appears to be a flaw in the reporting of late annual recertifications (116 up from 38), late unit inspections (23 up from 22), another suspected flaw in the reported port-outs (98 up from 64), and port-ins (3 down from 5). Also reported was the appeal of the "troubled" Public Housing report submitted to David Vargas; the Board was advised that staff would be attending a community meeting scheduled by Council Member Moore, in response to a recent shooting in the 2200 block of Bonar. In response to a question raised by Commissioner Agostino, David Solis, Property Manager, clarified that the average 5-day response time includes situations where the resident requests a delay in the initial service date.*

5. **Consent Calendar**

- A. Approval of Minutes: Regular Meeting, February 9, 2012
- B. Approve a resolution (1) abolishing the classifications of BHA Administrative Secretary, Administrative Assistant, and BHA Senior Office Assistant, and (2) establishing new classification of BHA Executive Assistant, effective March 9, 2012.
- C. Approve a resolution adopting revised utility allowance schedules for the Section 8 Tenant Based and Project Based Programs effective June 1, 2012.

*Staff confirmed, in response to a question from Commissioner Gale, that the analysis supporting the proposed utility allowance is more refined than previously received. The consent calendar was moved/seconded (Agostino/Cox; Hemphill, Hunt and Moody absent.) and approved.*

6. **New Business**

*This section of the agenda was reordered. The minutes reflect the order in which the items were considered:*

- A. Approve a resolution authorizing the Executive Director to execute the Disposition, Development and Loan Agreement (DDLA) with Berkeley 75 Housing Partners, L.P., for the disposition of the Authority's 61 Low Income Public Housing and 14 Rental Housing Construction Program Units - Tia Ingram, Executive Director & LIPH Feasibility Committee  
*Scott Jepson, EJP Praxis Consulting Group/lead consultant, introduced the item, (a) stressing that the DDLA supports the Strategic Plan adopted by the Board; (b) acknowledged the extraordinary work of BHA staff, Feasibility Committee, and Commissioners to advance the project to this stage; and (c) noted how successful completion of the project will create 75 units of rehabilitated, affordable housing in the City of Berkeley. It was moved/seconded (Agostino/Cox; Hemphill, Hunt and Moody absent) to approve the resolution. Staff is to report, as soon as possible, the anticipated timing of key milestones, and any additional meetings that may be required of the Feasibility Committee and/or full Board, to keep the project on schedule.*
- B. Authorize temporary use of up to \$300,000 from the BHA Public Housing Program reserve for relocation activities.

*It was moved/seconded and approved (Agostino/Gale; Hemphill, Hunt and Moody absent.) to accept the staff recommendation.*

- C. Approve a resolution adopting the 2012 Annual Plan, including (1) approval of the 2012 Capital Plan, and (2) adoption of the revised Administrative Plan and the revised Admissions and Continued Occupancy Policy.

*It was moved/seconded (Gale/Cox; Hemphill, Hunt and Moody absent) to approve the staff recommendation.*

- D. Authorize a restricted opening of the Section 8 Project Based Wait List for families eligible to occupy (a) three-bedroom and four-bedroom units, (b) units designated for HOPWA eligible households, (c) Elderly households where all members are 62 years or older, and (d) youth emancipated from the foster care system.

*It was moved/seconded (Cox/Agostino; Hemphill, Hunt and Moody absent) to approve the staff recommendation.*

- E. Finance Report–Period Ending January 31, 2012 - Val Agostino, Chair, Finance Committee & Tia Ingram, Executive Director

*Vice-Chair of the Finance Committee Agostino provided summary comments. Most important news is on the revenue side, where BHA is earning more revenue than originally anticipated (leasing activity); other cost saving measures also effective, combining to reduce the anticipated year end deficit from approximately \$500k to approximately \$175k. Finance Committee working with staff to prepare budget for Fiscal Year (FY) 2012-13, and preliminary projections for FY 2013-14; anticipate presenting FY 2012-13 budget for approval in April or May; this budget will reflect our understanding of how the Asset Repositioning Fee will impact BHA's budget. Agostino concluded with the assurance that given the data reflected in the DDLA, there is no need for concern about viability of BHA for next 15 years. The report was accepted with thanks from the Board for the accomplishments, and the thorough written and oral presentation of the information.*

7. **Commissioners' Questions and Matters**

*Chairperson Norris reminded Commissioners of, and encouraged them to attend the April 2, 2012 City Council meeting where the \$700,000 Housing Trust Fund reservation from 2009 will be acted upon (approved for release to BHA and Related as appropriate).*

8. **Communications**

9. **Adjournment**

*It was moved/seconded (Cox/Gale) to adjourn at 6:52 p.m.*

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The next Regular meeting of the Board is scheduled for **Thursday, April 12, 2012** at 6:00 p.m. at the North Berkeley Senior Center.

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