DRAFT MINUTES

BOARD OF THE BERKELEY HOUSING AUTHORITY

May 9, 2019

South Berkeley Senior Center
2939 Ellis Street
Berkeley, CA 94703
6:00 pm

DANIEL ROSSI, Chair
Chris Schildt, Vice Chair
Marva Cremer

Adolph, Moody
Max Levine

1. Call to Order
The meeting was called to order at 6:02 p.m.

2. Roll Call
Present: Chairperson Rossi; Vice Chair Schildt; Commissioners Moody and Cremer. Commissioner Levine arrived at 6:04 p.m.

3. Comments from the Public – Limited to 3 minutes per speaker
None

4. Approval of Minutes
A. April 11, 2019
Moved and seconded by Commissioner Cremer and Vice-Chair Schildt, the Minutes of the April 11, 2019 meeting was approved with a typo correction on Item 7 to read “three vacancies.”

5. New Business

A. Swearing in of Newly Appointed Commissioner, Mr. Max Levine
Commissioner Levine was sworn as the newly appointed Commissioner of the Berkeley Housing Authority by ED Wilkins.

B. Resolution Recognizing BHA Retiring Staff, Virgilio S. Ocampo, BHA Accountant
Moved and seconded by Vice-Chair Schildt and Commissioner Moody, the resolution recognizing BHA Retiring Staff, Virgilio S. Ocampo, BHA Accountant, was approved.

C. Award of 99 Project Based Vouchers for New Construction Projects to Berkeley Food and Housing Project and BRIDGE HOUSING for 2012 Berkeley Way, and Satellite Affordable Housing Associates for 1601 Oxford St
Moved and seconded by Commissioners Levine and Cremer, the resolution allocating Project Based Voucher to BFHP Hope Center LP for BFHP Hope Center Housing at 2012 Berkeley Way for 53 studio units, was approved, upon satisfactory completion of all HUD requirements and approvals, including subsidy layering and environment reviews, and authorizing the Executive Director to execute an Agreement to Enter in a Housing assistance Payment Contract (AHAP) prior to construction, and a Housing Assistance Payment (HAP) Contract once construction is complete and inspected.

Moved and seconded by Commissioners Levine and Cremer, the resolution allocating Project Based Voucher to Bridge Berkeley Way LP for Bridge Berkeley Way Affordable at 2012 Berkeley Way for 22 units, was approved, upon satisfactory completion of all HUD requirements and approvals, including subsidy layering and environment reviews, and authorizing the Executive Director to execute an Agreement to Enter in a Housing assistance Payment Contract (AHAP) prior to construction, and a Housing Assistance Payment (HAP) Contract once construction is complete and inspected.

Moved and seconded by Commissioners Cremer and Levine, the resolution allocating Project Based Voucher to a to be determined partnership controlled by Satellite Affordable Housing Associates (SAHA) for 1601 Oxford Street for 24 studio units, was approved, upon satisfactory completion of all HUD requirements and approvals, including subsidy layering and environment reviews, and authorizing the Executive Director to execute an Agreement to Enter in a Housing assistance Payment Contract (AHAP) prior to construction, and a Housing Assistance Payment (HAP) Contract once construction is complete and inspected.

D. Payment Standard Schedule New Effective Date of 7/1/2019
Moved and seconded by Commissioners Cremer and Moody, the effective date of the Payment Standard Schedule for Section 8 Tenant-Based and Project-Based voucher programs, and the Moderate Rehabilitation, Single Room Occupancy (SRO) program was changed to July 1, 2019.

E. Contract Award to ISterling for Inspections
Moved and seconded by Commissioners Cremer and Moody, the resolution authorizing the Executive Director to award a two-year contract to ISterling with three one-year renewal options, to provide Housing Quality Standard inspections in the amount of $55,000 for fiscal year 2019-2020 and $67,000 for fiscal year 2020-2021, for a total amount not to exceed $122,000 effective July 1, 2019 was approved.

F. Contract Award to Goldfarb & Lipman LLP for Authority Legal Counsel
Moved and seconded by Vice-Chair Schildt and Commissioner Cremer, the resolution authorizing the Executive Director to execute a contract with the law offices of Goldfarb & Lipman, LLP for an initial term of two years, with three one-year options; with a not to exceed amount of $35,000 in year one; $35,000 in year two; and $38,000 in each of the three (3) one-year renewal options, was approved.

G. Finance Report – Actual vs Budget, March 31, 2019
Jesy reported a projected deficit of $292,670 for FY2019, a significant $75,907 reduction from the deficit projected last month; and $114,603 less than the originally projected deficit ($407,273) at the beginning of the fiscal year.

Jesy explained that the change from last month’s projection resulted from the final reconciliation of the 2018 Administrative Fee by HUD released on April 25th 2019. The final proration was .61% higher than previously reported, resulting in additional $49,342 earned administrative fee.

We also anticipate reduction in operating expenses resulting from savings in (1) employee benefits due to delay in hiring the front desk staff to July 1, 2019; (2) legal fees due to reduced
utilization of our legal consultants; and (3) inspection fees from the implementation of biennial inspections.

H. FY 2019-2020 Budget Proposal
Moved and seconded by Commissioners Cremer and Levine, the proposed FY2019-2020 Budget with a projected deficit of $413,697 was approved and adopted.

I. Executive Director’s Monthly Report – this report is intended to provide the Board of Commissioners with information pertaining to the general administration of the Housing Choice Voucher Program occurring since the last meeting. It will also provide important information on matters that may affect operations prior to the next scheduled meeting. The Executive Director updated the Board of the utilization of the Section 8 (Tenant Based and Project Based), VASH and Mainstream vouchers. A total of 105 vouchers have been issued to applicants in different programs, however, the remaining challenge for voucher holders is finding a unit to lease in Berkeley.

6. Commissioners’ Questions and Matters
None.

7. Communications
None.

8. Adjournment
Moved and seconded by Commissioners Cremer and Moody, the meeting of the Berkeley Housing Authority Board of Commissioners was adjourned at 8:28 p.m.