



Berkeley Housing Authority

SUMMARY

Thursday, February 11, 2010

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

REGULAR MEETING OF THE BOARD OF THE BERKELEY HOUSING AUTHORITY

6:00 p.m.

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

CLOSED SESSION at the end of the Regular Meeting Agenda

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

CAROLE NORRIS, CHAIR

VALERIE AGOSTINO

MARJORIE COX

GEORGE AUSTIN

KATHARINE GALE

DOROTHY HUNT

ADOLPH MOODY

1. **Call to Order**

The meeting was called to order 6:09 p.m.

2. **Roll Call**

Board Members present: Chairperson Norris and Commissioners Cox, Moody, Hunt (arrived at 6:10 p.m.) and Austin (arrived at 6:20 p.m.).

Board Member Gale (absent).

3. **Comments from the Public**

Four members of the public addressed the Commission.

4. **Ceremonial Matters**

Congresswoman Barbara Lee representative, Katherine Huong, presented the Berkeley Housing Authority a Certificate of Achievement in acknowledgment of the Berkeley Housing Authority certifying to standard performer.

5. **Consent Calendar**

A. Approval of Minutes: Regular Meeting, January 14, 2010

Minutes of the Regular meeting of January 14, 2010 were moved, seconded and carried (Cox, Moody; Abstain: None; Opposed: None; Absent: Gale, Austin).

B. Consideration of a resolution revising Chapter 6 of the Administrative Plan, "Eligibility for Admission," to include an option to receive applications for the Section 8 Housing Choice Voucher Program via the Internet – Tia Ingram, Executive Director
Resolution revising Chapter 6 of the Administrative Plan, "Eligibility for Admission," to include an option to receive applications for the Section 8 Housing Choice Voucher Program via the Internet was moved, seconded and carried (Cox, Moody; Abstain: None; Opposed: None; Absent: Gale, Austin).

C. Consideration of a resolution revising the following Sections of the Administrative Plan regarding Project Based Vouchers: Section 31.1 ("Introduction") and 31.11 ("Agreement to Enter Housing Assistance Payment Contract") to change the initial term for the Housing Assistance Payment (HAP) Contract for Section 8 Project Based assistance from 10 years to 15 years, consistent with Housing and Economic Recovery Act (HERA) – Tia Ingram, Executive Director
Resolution revising the following Sections of the Administrative Plan regarding Project Based Vouchers: Section 31.1 ("Introduction") and 31.11 ("Agreement to Enter Housing Assistance Payment Contract") to change the initial term for the Housing Assistance Payment (HAP) Contract for Section 8 Project Based assistance from 10 years to 15 years, consistent with Housing and Economic Recovery Act (HERA) was moved, seconded and carried (Cox, Moody; Abstain: None; Opposed: None; Absent: Gale, Austin).

D. Consideration of a resolution adopting a schedule of charges for the production of records as required by the Public Records Act and the Brown Act – Tia Ingram, Executive Director
Resolution adopting a schedule of charges for the production of records as required by the Public Records Act and the Brown Act (Cox, Moody; Abstain: None; Opposed: None; Absent: Gale, Austin).

6. **Report from the Executive Director**

Executive Director 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.

7. **Report from the Chairperson**

A. Consideration of a procedure for conducting the annual performance appraisal for the Executive Director - Chairperson Norris

Chairperson Norris suggested that an ad hoc committee be created to go over the Executive Director's annual performance who will then report to the full Board at a closed session. Chairperson Norris stated that the review would not be as formal as last year, but felt that it was worth providing feedback on the goals. Board Members Moody, Hunt and Austin were selected for the committee. At the last annual performance appraisal, the Executive Director was given 11 items/goals to work on for the year. She will be invited to attend the closed session to review her performance and review the goals that were given to her at the last appraisal.

- B. Consideration of a resolution delegating authority to the LIPH Feasibility Committee to appoint members to serve on the Planning/Advisory Committee – Chairperson Norris Resolution delegating authority to the LIPH Feasibility Committee to appoint members to serve on the Planning/Advisory Committee was moved, seconded and carried (Cox, Hunt; Abstain: None; Opposed: None; Absent: Gale).
- C. Goals and principles to govern the repositioning of the 61 Federal and State financed large family rental units – Chairperson Norris & Tia Ingram, Executive Director Resolution to approve goals and principles to govern the repositioning of the 61 Federal and State financed large family rental units was moved, seconded and carried (Cox, Hunt; Abstain: None; Opposed: None; Absent: Gale).

8. **Information**

A. Budget Report - Marjorie Cox, Chair, Finance Committee & Tia Ingram, Executive Director

Information received.

B. Fiscal Year 2009-10 SEMAP Certification: Mid-year Update –Tia Ingram, Executive Director

Information received.

C. Memorandum of Agreement with HUD: Status Update – Tia Ingram, Executive Director

Information received.

9. **New Business**

A. **Section 8 Project Based Vouchers** – Rachel Gonzales-Levine, Management Analyst

1. Consideration of separate resolutions:

- a. Approving the allocation of a total of 39 Project Based Vouchers to the below listed existing projects, and authorizing the Executive Director to execute all appropriate Housing Assistance Payment Contracts and all other related documents:

- Shattuck Senior Homes: 5 One-bedroom units;
- Allston House: 4 Two-bedroom units;
- Hillegass Apartments: 4 studio units;
- Helios Corner: 19 One-bedroom units and 1 Two-bedroom unit;
- Albany Creekside Apartments: 2 One-bedroom units;
- Northern California Land Trust:
 - 1342 & 1348 Blake Street: 2 One-bedroom units;
 - 3011 Shattuck Avenue, #3: 1 One-bedroom unit; and,
 - 2425 California Street, #1: 1 One-bedroom unit.

Resolution approving the allocation of project based subsidy to Satellite Housing for Helios corner: 19-one bedroom and one (1) two-bedroom units, with \$1,000 per unit upgrades, upon satisfactory completion of all HUD requirements and approvals, and authorizing the Executive Director to execute housing assistance payment contracts and all other related documents was moved, seconded and carried (Agostino, Moody; Abstain: Hunt; Opposed: None; Absent: Gale).

Resolution approving the allocation of project based subsidy to Affordable Housing Associates for Shattuck Senior Homes: five (5) one-bedroom units, with \$1,000 per unit upgrades, upon satisfactory completion of all HUD requirements and approvals, and authorizing the Executive Director to execute housing assistance payment contracts and all other related documents was moved, seconded and carried (Agostino, Moody; Abstain: None; Opposed: None; Absent: Gale).

Resolution approving the allocation of project based subsidy to Affordable Housing Associates for Allston House: four (4) two-bedroom units, with \$1,000 per unit upgrades, upon satisfactory completion of all HUD requirements and approvals, and authorizing the Executive Director to execute housing assistance payment contracts and all other related documents was moved, seconded and carried (Cox, Hunt; Abstain: Hunt; Opposed: None; Absent: Gale).

Resolution approving the allocation of project based subsidy to Affordable Housing Associates for Hillegass Apartments: four (4) studio units, with \$1,000 per unit upgrades, upon satisfactory completion of all HUD requirements and approvals, and authorizing the Executive Director to execute housing assistance payment contracts and all other related documents was moved, seconded and carried (Cox, Hunt; Abstain: None; Opposed: None; Absent: Gale).

Resolution approving the allocation of project based subsidy to Northern California Land Trust for 1342 & 1348 Blake Street: two (2) one-bedroom units, with \$1,000 per unit upgrades, upon satisfactory completion of all HUD requirements and approvals, and authorizing the Executive Director to execute housing assistance payment contracts and all other related documents was moved, seconded and carried (Agostino, Hunt; Abstain: None; Opposed: None; Absent: Gale).

Resolution approving the allocation of project based subsidy to Northern California Land Trust for 2425 California #1: one (1) one-bedroom unit, with \$1,000 per unit upgrades, upon satisfactory completion of all HUD requirements and approvals, and authorizing the Executive Director to execute housing assistance payment contracts and all other related documents was moved, seconded and carried (Agostino, Hunt; Abstain: None; Opposed: None; Absent: Gale).

Resolution approving the allocation of project based subsidy to Northern California Land Trust for 3011 Shattuck Ave. #3: one (1) one-bedroom unit, with \$1,000 per unit upgrades, upon satisfactory completion of all HUD requirements and approvals, and authorizing the Executive Director to execute housing assistance payment contracts and all other related documents (Agostino, Hunt; Abstain: None; Opposed: None; Absent: Gale).

Resolution approving the allocation of project based subsidy to resources for community development for Creekside Apartments: two (2) one-bedroom units, with \$1,000 per unit upgrades, upon satisfactory completion of all HUD requirements and approvals, and authorizing the Executive Director to execute housing assistance payment contracts and all other related documents was moved, seconded and carried (Cox, Agostino; Abstain: None; Opposed: None; Absent: Gale).

2. Approving the allocation of a total of 92 Project Based Vouchers to the below listed new construction projects, and authorizing the Executive Director to execute Agreements to enter into Housing Assistance Payment Contracts and all other related documents:
 - Ashby Arts: 72 One-bedroom units and 15 Two-bedroom units; and,
 - Harmon Gardens: 5 studio units.

Resolution approving the allocation of project based subsidy to five (5) studio units at Harmon Gardens, a new construction project, developed by Affordable Housing Associates, upon satisfactory completion of all HUD requirements and approvals, and authorizing the Executive Director to execute agreements to enter into housing assistance payment contracts, housing assistance payment contracts, and all other related documents was moved, seconded and carried (Agostino, Hunt; Abstain: Moody; Opposed: None; Absent: Gale).

Resolution approving the allocation of project based subsidy to 87 units (72 one-bedrooms and 15 two-bedrooms) at Ashby Arts, a new construction project, developed by CityCentric, upon (a) satisfactory completion of all HUD requirements and approvals, (b) securing necessary financing no later than June 30, 2010, and authorizing the Executive Director to execute agreements to enter into housing assistance payment contracts, housing assistance payment contracts, and all other related documents was moved, seconded and carried (Cox, Hunt; Abstain: None; Opposed: None; Absent: Gale).

- B. Consideration of a resolution authorizing the Executive Director to enter into a contract for roofs, gutters and new entry roofs in an amount not to exceed \$61,000.
The Executive Director requested from the Board that the item be placed on the agenda as an emergency item. The Board moved, seconded and carried that the item be placed as 9B (Cox, Hunt; Abstain: None; Opposed: None; Absent: Gale).
Resolution authorizing the Executive Director to enter into a contract for roofs, gutters and new entry roofs in an amount not to exceed \$61,000 was moved, seconded and carried (Cox, Hunt; Abstain: None; Opposed: None; Absent: Gale).

C. Resident Advisory Board

Consideration of a resolution (1) appointing a Resident Advisory Board for the 2010-2011 Annual Plan process, and (2) continuing the policy of providing a \$15 meeting stipend, for a maximum of \$30 per month- Tia Ingram, Executive Director
Resolution (1) appointing a Resident Advisory Board for the 2010-2011 Annual Plan process, and (2) continuing the policy of providing a \$15 meeting stipend, for a maximum of \$30 per month was moved, seconded and carried (Cox, Moody; Abstain: Agostino; Opposed: None; Absent: Gale).

D. Housing Trust Fund

Consideration of a Resolution authorizing the Executive Director, working in concert with the LIPH Feasibility Committee of the Board of Commissioners to prepare and submit an

application to the City of Berkeley under the 2010 Housing Trust Fund Notice of Funding Availability – Tia Ingram, Executive Director
Resolution authorizing the Executive Director, working in concert with the LIPH Feasibility Committee of the Board of Commissioners to prepare and submit an application to the City of Berkeley under the 2010 Housing Trust Fund Notice of Funding Availability was moved, seconded and carried (Cox, Hunt; Abstain: None; Opposed: None; Absent: Gale).

10. **Adjournment to Closed Session**

Meeting adjourned to closed session at 8:21 p.m.

Closed Session Pursuant to Government Code 54956.9 (b)-Conference with legal counsel- anticipated litigation: significant exposure to litigation.

Purpose: Pursuant to Government Code Section 54956.9 – Conference with Legal Counsel re existing litigation: Berkeley Housing Authority vs. Tequoia Nickson, Alameda County Superior Court No. RGO9458700, Berkeley Housing Authority v. Tequoia Nickson, Alameda County Superior Court No. BG09445568.