

AGENDA

REGULAR MEETING OF
THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF TULARE
4:00 P.M.
WEDNESDAY, DECEMBER 20, 2017
5140 W. CYPRESS AVENUE
VISALIA, CALIFORNIA

Mission Statement

*To provide affordable, well-maintained rental housing to qualified low and very low-income families.
Priority shall be given to working families, seniors, and the disabled.
Tenant self-sufficiency and responsibility shall be encouraged.
Programs shall be self-supporting to the maximum extent feasible.*

1. Roll Call / Call to Order.
2. Public-Comment Period.
3. Election of Officers for Two-Year Terms (Chairperson and Vice Chairperson).
4. Approval of Minutes of Regular Meeting Held on November 15, 2017.
5. Approval of Bills for November 2017 Operations.
6. **Resolution 2017-10**, Approving the Accounts Receivables charged to Collections Loss for the Period Ending December 31, 2017.
7. Executive Director's Report.
8. Attorney/Client Conference.
9. Adjournment.

In compliance with the *Americans with Disabilities Act* and the *California Ralph M. Brown Act*, if you need special assistance to participate in this meeting, or to be able to access this agenda and documents in the agenda packet, please contact Cynthia Fernández at 559-627-3700, extension 122. Notification forty-eight (48) hours prior to the meeting will enable the Authority to make reasonable arrangements to ensure accessibility to this meeting and/or provision of an appropriate alternative format of the agenda and documents in the agenda packet. (28 CFR 35.102-35.104 ADA Title II). Materials related to an item on this Agenda submitted to the legislative body after distribution of the agenda packet are available for public inspection at 5140 W. Cypress Avenue, Visalia, CA 93277, during normal business hours.

AGENDA

**REUNIÓN REGULAR DE
LA MESA DE COMISIONADOS DE
LA AUTORIDAD DE VIVIENDAS DEL CONDADO DE TULARE
4:00 P.M.
MIÉRCOLES, 20 DE DICIEMBRE 2017
5140 W. CYPRESS AVENUE
VISALIA, CALIFORNIA**

Nuestra Misión

*Proveer viviendas habitables y de renta aceptable para familias de bajos o muy bajos ingresos que califiquen.
La prioridad es para familias que trabajen, personas de edad avanzada y personas incapacitadas.
La responsabilidad y autosuficiencia del inquilino debe ser fomentada.
Los programas deben mantener por si solos su máxima extensión factible.*

1. Pase de Lista / Llamada en Orden.
2. Periodo de Comentario Público.
3. Elección de Oficiales por un Termino de Dos Años (Presidente y Vicepresidente).
4. Aprobación de los Minutos de la Reunión Regular del 15 de Noviembre del 2017.
5. Aprobación de las Facturas de las Operaciones de noviembre del 2017.
6. **Resolución 2017-10**, Aprobación de las Cuentas Recibibles Cobradas como Perdidas a Colecciones del Periodo que termino el 31 de Diciembre 2017.
7. Reporte del Director Ejecutivo.
8. Conferencia Abogado/Cliente.
9. Clausura.

En cumplimiento con el *Acto de Incapacidad de Americanos* y el *Acto de California Ralph M. Brown*, si Ud. Necesita asistencia especial en participar en esta junta o poder acceder a esta agenda y documentos en el paquete de la agenda, por favor de comunicase con Cynthia Fernández, teléfono 559-627-3700, extensión 122. Notificación de 48 horas antes de la junta podrá de que la Autoridad pueda hacer arreglos razonables para asegurarse de accesibilidad a esta junta y / o provisión de un formato alternativo apropiado de la agenda y documentos en el paquete de la agenda. (28 CFR 35.102-35. 104 Titulo de ADA II) Materiales Relacionados con los objetos en esta Agenda sometidos al cuerpo legislativo después de la distribución de este paquete de Agenda estarán disponibles para inspección del público en el 5140 W. Cypress Ave, Visalia, CA 93277 durante las horas normales de trabajo.

**MINUTES OF THE REGULAR MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF TULARE**

WEDNESDAY, NOVEMBER 15, 2017

1. ROLL CALL / CALL TO ORDER: Vice Chairperson Hess called the meeting to order at 4:00 P.M., and a roll call showed the following members in attendance:

PRESENT: John Hess, Vice Chairperson
Ken Snyder, Chairperson
Judy Silicato, Commissioner
Irene Rodrigues, Commissioner

ABSENT: Paulie Romero, Chairperson
Ursula Ybarra, Commissioner

STAFF MEMBERS PRESENT:

Ken Kugler, Executive Director
Amy Powell, Human Resources Manager
Cynthia Fernandez, Executive Assistant
Julia M. Lew, Attorney

There being a quorum present, Vice Chairperson Hess declared the meeting ready to transact business.

2. PUBLIC-COMMENT PERIOD: Vice Chairperson Hess declared the public-comment period open. There was no one present for public comment. Mr. Kugler introduced Amy Powell, our new Human Resources Manager.

3. AFFIRMATION OF PRIOR ACTIONS/VOTES TAKEN ON OCTOBER 15, 2017: 1) APPROVAL OF SEPTEMBER 19, 2017 MINUTES, 2) APPROVAL OF BILLS FOR SEPTEMBER 2017, 3) APPROVAL OF INVESTMENT REPORT FOR QUARTER

ENDED SEPTEMBER 30, 2017 AND 4) CONSIDERATION OF DONATION (HOUSING CALIFORNIA):

Commissioner Snyder presented a motion to approve the prior actions/votes taken on October 15, 2017 meeting. Commissioner Silicato seconded the motion, which was passed by the following vote:

AYES: Hess, Snyder, Silicato, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: Romero, Ybarra

4. APPROVAL OF MINUTES OF REGULAR MEETING HELD ON OCTOBER 18, 2017: Commissioner Snyder presented a motion to approve the minutes of the regular meeting of October 18, 2017. Commissioner Rodrigues seconded the motion, which was passed by the following vote:

AYES: Hess, Snyder, Silicato, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: Romero, Ybarra

5. APPROVAL OF BILLS FOR OCTOBER 2017 OPERATIONS: The bills for the October 2017 operations were presented to the board for their review and approval.

Commissioner Hess inquired about the \$3,591 paid to AGR Funding, Inc. Mr. Kugler reported this represented wages for a temp-to-hire employee.

Commissioner Hess asked about the \$145 paid to County of Tulare Sheriff's Civil Division. Mr. Kugler said this was the cost to proceed with a tenant eviction.

Commissioner Silicato asked about the \$17,850 paid to George Ybarra. Mr. Kugler reported this was the cost for painting the exterior of units.

Commissioner Silicato inquired about the \$11,663 paid to Norman S. Wright LLC Duckworth. Mr. Kugler said this was for the vertical water source heat pump at the Santa Fe Plaza project in Porterville.

Commissioner Silicato asked about the \$8,400 paid to Personnel Solutions Unlimited, Inc. Mr. Kugler said this represented wages for temp-to-hire employees.

Commissioner Snyder inquired about the \$145 paid to Frontier California, Inc. Mr. Kugler reported this was for phone service at Belmont Apartments in Exeter.

Commissioner Silicato presented a motion ratifying payment of the bills for the October 2017 operations, as presented. Commissioner Rodrigues seconded the motion, which was passed by the following vote:

AYES: Hess, Snyder, Silicato, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: Romero, Ybarra

6. REQUEST FOR APPROVAL OF SALARIES FOR 2018: Mr. Kugler presented to the Board the 2018 proposed salary schedule representing a three-percent salary increase for review.

Commissioner Silicato presented a motion approving a three-percent salary increase for 2018, as presented. Commissioner Rodrigues seconded the motion, which was passed by the following vote:

AYES: Hess, Snyder, Silicato, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: Romero, Ybarra

7. CONSIDERATION OF ONE-TIME, OFF-SALARY MERIT PAYMENT: Mr.

Kugler asked the Board for consideration of a \$600 one-time, off-salary merit payment for all Housing Authority employees and \$6,000 for executive staff. Mr. Kugler informed the Board employees have worked diligently throughout the year and were deserving of the one-time, off-salary merit payment. The agency has continued to expand housing opportunities to families throughout Tulare County and continued to meet the agency goals.

Commissioner Silicato presented a motion approving a \$600 one-time, off-salary merit payment, for all employees and \$6,000 for all executive staff as presented. Commissioner Rodrigues seconded the motion, which was passed by the following vote:

AYES: Hess, Snyder, Silicato, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: Romero, Ybarra

8. EXECUTIVE DIRECTOR REPORT: Mr. Kugler reported on the notice received from HUD with respect to the Moving-to-Work contract and how the funds are administered by our agency. HUD noted three findings in their notice which state; 1) HATC has invested in Federal (HUD) provided funds in unapproved accounts or other instruments; 2) HATC should provide, to the best of their ability, documentation that could support that invested funds contain no HCV HAP originated funds; 3) HATC must immediately execute the GDS (form HUD-519999), without modification, for all accounts that hold HUD funds and provide a copy of the executed agreement to the San Francisco field office, the HUD Financial Management Center (FMC), and the QAD. If HATC choose to request an addendum to the GDA, the HATC must submit the propose addendum to the San Francisco Field Office for submission to HUD Headquarters for consideration. There is no guarantee that any such addendum will be approved. Mr. Kugler reported we are working with our legal counsel on a response to HUD in which we provide supportive documentation disputing HUD's findings.

Mr. Kugler reported on 885 North Putnam, the asking price was \$1,590,000 for 36 units and we submitted an offer. This property had multiple offers and we did not get this one.

We had another potential property on Bollinger in Visalia and we submitted an offer, but this one sold for over the asking price.

There is another property that went on the market, 1844-1852 South Garden. This property consists of 20 units and is located in Visalia. The sale price is \$1,700,000 and is in good condition, built in 2004. Inspections conducted were positive and we are looking forward to acquiring this property.

Mr. Kugler also reported on a potential purchase consisting of 1.7 acres property on Fulgham in Visalia. The sale price is \$279,000 with RMT zoning and it will hold up to 17 units.

Mr. Kugler reported construction started on the Inyo project in Tulare and the Newcomb project in Porterville, both properties we partnered with The Department of Mental Health.

We received information today that we received funds for the construction loan for Belmont Family Apartments in Exeter, roughly under \$3 million on this development and that includes the \$1.5 million that we promised to invest on the project through a residual receipt note and a permanent loan.

We completed the roof repairs at the South Santa Fe property in Visalia and the Houston and Burke project is complete.

9. ATTORNEY/CLIENT CONFERENCE: There was no discussion.

10. ADJOURNMENT: There being no further business to come before the board, Vice Chairperson Hess declared the meeting adjourned at 5:05 P.M., subject to call.

Respectfully submitted,

By _____
KEN KUGLER, Secretary