

## AGENDA

**REGULAR MEETING OF  
THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF TULARE  
4:00 P.M.  
WEDNESDAY, JANUARY 17, 2018  
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. Approval of Minutes of Regular Meeting Held on December 20, 2017.
4. Approval of Bills for December 2017 Operations.
5. Request to Add up to an Additional \$750,000 of Moving-to-Work Funds to Kaweah Management Company for the Development of Bardsley and Morrison in Tulare, CA.
6. Presentation of the Capital Fund Program Annual Statement/Performance and Evaluation Report.
7. Presentation of the Moving-to-Work 2018-19 Plan.
8. Presentation of Investment Report for Quarter Ended December 31, 2017.
9. Executive Director's Report.
10. Attorney/Client Conference.
11. 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, 17 DE ENERO DEL 2018  
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 sí solos su máxima extensión factible.*

1. Pase de Lista / Llamada a Orden.
2. Periodo de Comentario Público.
3. Aprobación de los Minutos de la Reunión Regular del 20 de Diciembre del 2017.
4. Aprobación de las Facturas de las Operaciones de Diciembre del 2017.
5. Petición de Avance de \$750,000 en Fondos Adicionales de Moviéndose-a-Trabajar para el desarrollo de Bardsley and Morrison en Tulare, CA.
6. Presentación del Informe Anual del Estado de Cuenta/Desempeño y Evaluación del Programad de fondos Capitales.
7. Presentación del Plan Moviéndose-a-Trabajar 2018-19.
8. Presentación del Reporte de Inversiones para el Cuarto que Termino Diciembre 31, 2017.
9. Reporte del Director Ejecutivo.
10. Conferencia Abogado/Cliente.
11. 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, DECEMBER 20, 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 L. Hess, Chairperson  
Judy Silicato, Vice Chairperson  
Ken Snyder, Commissioner  
Irene Rodrigues, Commissioner

ABSENT: Ursula Ybarra, Commissioner

Staff members present:

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

Staff members absent: None

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 from the public to comment.

**3. ELECTION OF OFFICERS FOR TWO-YEAR TERMS (CHAIRPERSON AND VICE CHAIRPERSON):** According to the amended bylaws of the Housing Authority of the County of Tulare, the Chairperson and Vice Chairperson are to be elected from among the commissioners of the Authority, and each is to hold office for a two-year term, or until his/her successor is elected and qualified.

Commissioner Snyder presented a motion to elect Commissioner Hess as Chairperson and Commissioner Silicato as Vice Chairperson. Commissioner Rodrigues seconded the motion, which was passed by the following vote:

AYES: Hess, Silicato, Snyder, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: Ybarra

**4. APPROVAL OF MINUTES OF REGULAR MEETING HELD ON NOVEMBER 15, 2017:** Commissioner Rodrigues presented a motion to approve the minutes of the regular meeting of November 15, 2017; with the correction of the title for Ken Snyder on page one to Commissioner from Chairperson. Commissioner Snyder seconded the motion, which was passed by the following vote:

AYES: Hess, Silicato, Snyder, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: Ybarra

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

Commissioner Silicato inquired about the \$31,068 paid to Kaweah Management. Mr. Kugler stated this was a loan paid to Kaweah Management, but it does get paid back to Admin.

Commissioner Silicato asked about the \$34,641 paid to Dale Atkins Contractor. Mr. Kugler reported Dale Atkins was the low bidder on two jobs and was awarded the contracts and this payment represents the payment for the work he has completed on the Inyo Street Apartments in Tulare and Lotas Street Apartments in Porterville.

Commissioner Silicato inquired about the \$19,545 paid to Tucoemas Federal Credit Union. Mr. Kugler reported this represented employee's elected payroll deduction deposits.

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

AYES: Hess, Silicato, Snyder, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: Ybarra

**6. RESOLUTION NO. 2017-10, APPROVING THE ACCOUNTS RECEIVABLES CHARGED TO COLLECTION LOSS FOR THE PERIOD ENDING DECEMBER 31, 2017:**

Mr. Kugler presented the current quarterly write-offs in the amount of \$1,019. Mr. Kugler reported that for the last four quarters, the current accounts receivables charged to collection loss for the period ending December 31, 2017, represents less than seven-hundredths of one-percent of the quarterly charges of the total tenant charges. He gave the board explanations for specific charge-offs.

Commissioner Snyder presented a motion to adopt Resolution No. 2017-10, approving the accounts receivables charged to collection loss for the period ending

December 31, 2017, in the amount of \$1,019. Commissioner Silicato seconded the motion, which was passed by the following vote:

AYES: Hess, Silicato, Snyder, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: Ybarra

**7. EXECUTIVE DIRECTOR'S REPORT:** Mr. Kugler circulated pictures of the current projects under construction.

Mr. Kugler reported several employees still have whole life insurance policies that were issued in the 80's. These policies were part of a pension plan and some employees at the time we transitioned to the new retirement plan decided to take the cash surrender value and others elected to keep the policy. Mr. Kugler requested a signature from Chairperson John Hess to authorize and request for the dividends earned to be used to pay for the annual premium on the policy.

Mr. Kugler reported 1844-1852 South Garden Street Apartments closed escrow. This project consist of 20-units and is located in Visalia.

Mr. Kugler reported escrow closed on the open lot located on Fulgham Street in Visalia. This property consist of 1.17 acres and is located next to the Myrtle Court Apartments.

Inyo Street Apartments and the Lotas Street Apartments both are moving forward. We are about a week behind on the Lotas Street Apartments, a set back to the development was due to where the City of Tulare indicated were the city connections were located. A revised draft was required once the correct location was identified. The

connections were several feet away from where they first were located, this resulted in an additional expenses to redraw the plans.

Mr. Kugler informed the board the drought-assistance-relocation program funded by the State of California is phasing out and currently 8 participants are still receiving assistance.

We have not received a response back from HUD on the cash-management for our voucher program.

Mr. Kugler reported the proposed round-about near the Orangewood Apartments in Lindsay is moving forward. A concrete/wrought-iron fence will be included in the development of the round-about. This will help add security to the tenants living at the Apartment complex and give a more esthetic look to the apartment complex.

Mr. Kugler said there is nothing new to report on tax-credit deals, however the recent open lot acquired on Fulgham in Visalia has the potential for development. This property abuts the Myrtle Court Apartments, however there is still one fourplex we do not own. We may have to pay the full market price to acquire the last fourplex on Myrtle Court. This would give us a total of 48 units for that project. We can then proceed to submit a tax-credit application with a four-percent tax-credit application. We can develop an additional 12-14 units on Fulgham and rehab the 48 units on Myrtle Court.

We have some issues with getting the Orangewood Apartments leased up, but we are doing significant rehab on those. The Groves in Lindsay is fully leased. There is a new apartment complex being built right next door to the Orangewood Apartments. Buckingham Property Management said they received applications for the vacant units and are under review.

Ken reported staff was appreciative of the approved merit-increase.

We have vacancies on the Central Street Apartments but we are working on those. This is a rough area in the City of Visalia, but we are working on filling those vacancies. A significant amount of rehab work has been completed and they look much nicer.

**8. ATTORNEY/CLIENT CONFERENCE:** Attorney Lew reported a tenant reported a dead-bolt lock was not installed properly on their storage unit, which he believes resulted in someone being able to break into the storage unit and remove items from his storage unit. We received a copy of the police report of the items reported stolen from the storage unit. The tenant claims the storage unit was not secured properly and is requesting we reimbursement for the loss of items. This property is owned by the Kaweah Management Company and the Housing Authority manages it.

Attorney Lew reported on the letter received from the neighbors that live next to one of our units that burned in July of this year in Tulare. The neighbors own the home directly next to the burned unit and requested a timeline of when the work will commence and requested for the damaged tree located in their backyard to be removed at our expense. Attorney Lew stated this claim is deemed rejected and stated we can send them a notice of rejection of claim.

**9. ADJOURNMENT:** There being no further business to come before the board, Chairperson Hess declared the meeting adjourned at 4:48 P.M., subject to call.

Respectfully submitted,

By \_\_\_\_\_  
KEN KUGLER, Executive Director