

AGENDA

REGULAR MEETING OF
THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF TULARE
4:00 P.M.
TUESDAY, MAY 29, 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 March 21, 2018.
4. Approval of Bills for March and April 2018 Operations.
5. **Closed Session:** Discussion of Executive Director's Evaluation, Pursuant to Government Code, 54957(B) (1).
6. Consideration of Executive Director's Contract with an Increase in Salary by two-percent (2%) to \$195,302.
7. Request to Advance Moving-To-Work Funds to Kaweah Management Company for the Purchase of 1105 South 1ST Street in Dinuba, CA. in the Amount up to \$208,000.
8. Request to Advance Moving-To-Work Funds to Kaweah Management Company for the Purchase of 1001 E. Myrtle Avenue, Visalia, CA. in the Amount up to \$130,000.
9. Presentation of Investment Report for Quarter Ended March 31, 2018.
10. Consideration to Submit Application to request Section 811 Housing Choice Vouchers from the Department of Housing and Urban Development.
11. Closed Session: Liability Claim Pursuant to Government Code 54956.95, Claimant: Robert Aguilar, Agency Claimed Against: Tulare County Housing Authority
12. Closed Session: Liability Claim Pursuant to Government 54956.95, Claimant: Joni Bernhardt, Agency Claimed Against: Tulare County Housing Authority
13. Executive Director's Report.
14. Attorney/Client Conference.
15. 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 Lopez 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.
MARTES, 21 DE MARZO 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 si solos su máxima extensión factible.*

1. Pase de Lista / Llamada en Orden.
2. Periodo de Comentario Público.
3. Aprobación de los Minutos de la Reunión Regular del 21 de Marzo del 2018.
4. Aprobación de las Facturas de las Operaciones de Marzo y Abril del 2018.
5. Sesión Cerrada: Discusión de la Evaluación del Director Ejecutivo, Conforme al Código Gubernamental, 54957(B)(1).
6. Consideración del Contrato del Director Ejecutivo con un Aumento de Salario del Dos-Porciento (2%) a \$195,302.
7. Petición para el Avancé de Fondos de Moviéndose-A-Trabajar a Kaweah Management Company para la Compra de la Propiedad en el 1105 South 1st Street in Dinuba, CA. en la Cantidad de hasta \$208,000.
8. Petición para el Avancé de Fondos de Moviéndose-A-Trabajar a Kaweah Management Company para la Compra de la Propiedad en el 1001 East Myrtle Avenue, Visalia, CA. en la Cantidad de hasta \$130,000.
9. Presentación del Reporte de las Inversiones del Cuarto que Término el 30 de Marzo del 2018.
10. Consideración para Someter una Aplicación para Solicitar Section 811 Housing Choice Vouchers del Departamento de Vivienda y Desarrollo Urbano.
11. Sesión Cerrada: Reclamación de Responsabilidad Conforme al Código Gubernamental 54956,95, Demandante: Robert Aguilar, Reclamación en Contra de: Autoridad de Vivienda del Condado de Tulare.
12. Sesión Cerrada: Reclamación de Responsabilidad Conforme al Código Gubernamental 54956,95, Demandante: Joni Bernhardt, Reclamación en Contra de: Autoridad de Vivienda del Condado de Tulare.
13. Reporte del Director Ejecutivo.
14. Conferencia Abogado/Cliente.
15. 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 Lopez, 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, MARCH 21, 2018

1. ROLL CALL / CALL TO ORDER: Chairperson Hess called the meeting to order at 4:11 P.M., and a rollcall showed the following members in attendance:

PRESENT: John Hess, Vice Chair Person
Kenneth Snyder, Commissioner
Irene Rodrigues, Commissioner
Judy Silicato, Commissioner

ABSENT: None

Staff members present:

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

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

2. PUBLIC-COMMENT PERIOD: Vice Chairperson Hess declared the public-comment period open. There was no one was present from the public.

3. APPROVAL OF MINUTES OF REGULAR MEETING HELD ON FEBRUARY 21, 2018: Commissioner Silicato presented a motion to approve the minutes of the regular meeting of February 21, 2018. Commissioner Rodrigues seconded the motion, which was passed by the following vote:

AYES: Hess, Silicato, Snyder, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: None

4. APPROVAL OF BILLS FOR FEBRUARY 2018 OPERATIONS: The bills for the February 2018 operations were presented to the board for their review and approval.

Chairperson Hess inquired about the \$394 paid to Campensina. Secretary Kugler reported this represented advertising for Farm Labor projects.

Commissioner Silicato asked about the \$577,786 paid to Dale Atkins. Secretary Kugler reported this was payment for the construction development of Inyo Apartments in Tulare and Lotas Apartments in Porterville.

Chairperson asked about the \$6,440 paid to Mike David. Mr. Kugler reported this represented the contract cost for assistance administering the Tulare area office.

Commissioner Rodrigues presented a motion ratifying payment of the bills for the February 2018 operations, as presented. Commissioner Silicato seconded the motion, which was passed by the following vote:

AYES: Hess, Silicato, Snyder, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: None

5. PRESENTATION OF ADMINISTRATIVE FUND AUDIT FOR YEAR ENDED JUNE 30, 2018: Mr. Kugler presented the audited financial statements of the Housing Authority of the County of Tulare as they pertain to administrative funds for the year ended June 30, 2018. Ken reviewed in detail the audit and reported no findings.

Commissioner Snyder presented a motion approving the Administrative Audit for year ended June 30, 2018, as presented. Commissioner Silicato seconded the motion, which was passed by the following vote:

AYES: Hess, Silicato, Snyder, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: None

6. RESOLUTION 2018-03, APPROVING THE ACCOUNTS RECEIVABLE CHARGED TO COLLECTION LOSS FOR THE PERIOD ENDING MARCH 31, 2018: Mr. Kugler presented the accounts receivable charged to collection loss for the period ending March 31, 2018, in which residents have vacated the premises and failed to make complete settlement of the amounts due. Mr. Kugler reported the current accounts receivables charged to collection loss for the period ending March 31, 2018 is in the amount of \$11,674, which represents eight-tenths of one percent for the last four quarters of the total tenant charges. Mr. Kugler offered explanations regarding some of the larger charge-offs.

Commissioner Silicato presented a motion approving Resolution 2018-03, approving the accounts receivable charged to collection loss for the period ending

March 31, 2018, as presented. Commissioner Rodrigues seconded the motion, which was passed by the following vote:

AYES: Hess, Silicato, Snyder, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: None

7. RESOLUTION 2018-04, IN THE MATTER OF APPROVING AMENDMENT TO THE PERSONNEL POLICY SECTION ARTICLE 5, SECTION 506 AND SECTION 507; ARTICLE 8, SECTION 804 AND ARTICLE 9, SECTION 901:

Ms. Powell, Human Resources Manager informed the board of the requested updates made to the Personnel Policy. The Sexual Harassment and Discrimination Training required for Supervisors had some updates which prompted the need to review the Personnel Policy. The items noted for changes are as follows; Article 5, Section 506 defined supervisor duty to immediately report any claims regarding allegations of harassment or discrimination made to them by their supervised employees; Article 5, Section 507 updated drug policy's application to all drugs banned or controlled by state and federal law; Article 8, Section 804 was deleted and incorporated into Article 9; Article 9 expanded and revised harassment/discrimination policy.

Commissioner Snyder presented a motion approving the amendment to the Personnel Policy, Article 5, Section 506 and 507; Article 8, Section 804 and Article 9, Section 901, as presented. Commissioner Rodrigues seconded the motion, which was passed by the following vote:

AYES: Hess, Silicato, Snyder, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: None

8. AUTHORIZATION TO APPROVE REVISIONS TO THE SECTION 8

POLICIES: Mr. Kugler reported revisions to the Section 8 Policies to include a “lease-in place” option which would allow the agency to create a preference and access the current waiting list of applicants. This will help the Housing Authority access applicants currently renting from a landlord willing to participate in the Section 8 Voucher Program and increase utilization of Section 8 Vouchers. Applicants would need to meet certain requirements in order to be considered a qualified applicant before receiving a Section 8 Voucher, pass the necessary inspections and background checks.

Commissioner Silicato presented a motion to approve revisions to the Section 8 Policies, as presented. Commissioner Rodrigues seconded the motion, which was passed by the following vote:

AYES: Hess, Silicato, Snyder, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: None

9. PRESENTATION OF COMPREHENSIVE FINANCIAL REPORT FOR PERIOD ENDED DECEMBER 31, 2018: Mr. Kugler then presented a review of the affiliated entities for the period ended December 31, 2018. This included Santa Fe

Plaza, La Serena, TMHSA Housing, Inc. and Kaweah Management Company, which have separate boards of directors.

Kaweah Management Company includes: Poplar Grove, shows a loss of \$378,093; Court & Paradise, shows a loss of \$48,771; Country Manor shows a loss of 32,674; TMHSA Housing, Inc. shows a gain of \$210,164; Newcomb Court shows a loss of \$368,755; Belmont Apartments shows a loss of \$161,325; Sequoia Villas shows a loss of \$136,031; Parkside Court shows a loss of 143,398; Euclid shows a loss of 547,583; Gateway Village shows a loss of \$459,488; Village Grove shows a loss of \$119,361; Lindsay Senior Apartments shows a loss of \$339,403; Tule Vista shows a loss of \$407,414; West Trail Apartments shows a loss of \$302,313; Gateway Village II shows a loss of \$135,387; Palomar Apartments shows a loss of \$224,553; and Aspen Court Apartments shows a loss of \$314,224. A review of the various reports showed that the projects met their budgets for the year. The tax-credit projects are designed to create depreciation and show a loss. Mr. Kugler offered the board explanations to specific accounts.

Commissioner Silicato presented a motion approving the Comprehensive Financial Report for period ended December 31, 2018, as presented. Commissioner Rodrigues seconded the motion, which was passed by the following vote:

AYES: Hess, Silicato, Snyder, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: None

10. CLOSED SESSION: DISCUSSION OF EXECUTIVE DIRECTOR'S EVALUATION, PURSUANT TO GOVERNMENT CODE, 54957(B)(1): No reportable action was taken.

11. CONSIDERATION OF EXECUTIVE DIRECTOR'S CONTRACT: This item was tabled for next month's board meeting.

12. EXECUTIVE DIRECTOR'S REPORT: The Drought Assistance Program All program participants will be timing out by the end of this month.

We received a loan for the property located at 617 & 619 S. Santa Fe, two triplexes in Visalia from the City of Visalia and with the funds received we rehabilitated the project. Mr. Kugler reported the property was purchased for 410,000 and this property consist of 6 units. The loan will be forgivable over a term of 55-years. This property will remain designated to provide housing to low income individuals. However, one unit will be designated for extremely low-income, which is for 30-percent or below the median income. The rehab project consisted of upgrading the windows, floors and siding. One unit was broken into and damaged the door frame, but we will be installing metal frames to help prevent this from reoccurring. This project will provide housing assistance with Section 8 rapid rehousing clients.

Mr. Kugler circulated pictures for the Inyo Apartments in Tulare and Lotas Apartments in Porterville. Funding for these two projects came from the Department of Mental Health and Services (HHSA), additional funding was approved verbally as a result of higher costs than anticipated as HHSA would like these two projects completed as soon as possible.

The current status of the computer system is delayed due to lack of staff support. There is several issues in the payroll implementation with the new software, so we are testing the payroll system concurrently with our old program in effort to streamline and identify the issues.

Mr. Kugler reported a property that is for sale and there is a new property for sale located off of Houston in Visalia. This property is 1,260 square feet and is all on one parcel. We are considering putting an offer for \$---

Mr. Kugler reported the units located at 1321 and 1325 South Central are not leasing up as soon as anticipated. Those units are located in a rough area but we are working on reaching full vacancy.

Houston and Burke property wrought iron fence is complete and has improved the site appearance.

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

THE BOARD ENTERED INTO CLOSED SESSION 5:00 P.M.

14. ADJOURNMENT: There being no further business to come before the board, Vice Chairperson Hess declared the meeting adjourned at 5:11 P.M., subject to call.

Respectfully submitted,

By _____

KEN KUGLER, Secretary