

## AGENDA

**REGULAR MEETING OF  
THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF TULARE  
4:00 P.M.  
WEDNESDAY, JULY 18, 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. 4:00 P.M.
2. Public-Comment Period.
3. Approval of Minutes of Regular Meeting Held on May 29, 2018.
4. Approval of Revised Minutes of Regular Meeting Held on May 17, 2017.
5. Approval of Bills for May and June 2018 Operations.
6. **Resolution 2018-05**, Approving the Accounts Receivable Charged to Collection Loss for the Period Ended June 30, 2018.
7. Authorization to Approve Advance of Moving-To-Work Funds to Kaweah Management Company to Purchase 2750 W. Lark Ave., in Visalia, CA., in the Amount up to \$625,000.
8. Discussion of Single Audit Report for Year Ended June 30, 2017.
9. Authorization to begin Investigation of Compliance Order No. 03-24-18R-014 1,2,3 Trichloropropane Maximum Contaminant Level, (1,2,3-TCP) Potential Violation for Woodville Farm Labor Center.
10. Authorization to Utilize \$2.5 Million Dollars of MTW Reserve Funds as a Construction Loan to Kaweah Management Company, Inc. for 627 S. Fulgham in Visalia, CA.
11. Authorization to Sign Agreement with the City of Lindsay for the Purchase of Approximately 3,200 Square Feet of Property for the Amount of \$22,500. The Sale of the Property will allow the City to Complete the Installation of the City Planned Roundabout at the Northeast Corner of Orangewood Apartments.
12. Presentation of Investment Report for Period Ending June 30, 2018.
13. Executive Director's Report.
14. Attorney/Client Conference.
15. Adjournment.

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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.  
MIÉRCOLES, 18 DE JULIO 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 29 de Mayo del 2018.
4. Aprobación de la Revisión a los Minutos de Reunión Regular del 17 de Mayo del 2017.
5. Aprobación de las Facturas de las Operaciones de Mayo y Junio del 2018.
6. **Resolución 2018-05**, Aprobación de las Cuentas Recibibles Cobradas como Perdidas a Colecciones para el Periodo que Termino el 30 de Junio del 2018.
7. Autorización para Aprobar Avancé de Fondos de Moviéndose-A-Trabajar a Kaweah Management Company para la Compra de la Propiedad en 2750 W. Lark Ave., en Visalia, CA., en la Cantidad hasta \$625,000.
8. Discusión del Reporte de la Auditoria Singular para el Año que termino el 30 de Junio del 2017.
9. Autorización para Comenzar una Investigación de Cumplimiento Orden No. 03-24-18R-014 1,2,3 Trichloropropane Maximum Contaminant Level, (1,2,3-TCP) Posible Violación en Woodville Farm Labor Center.
10. Autorización para Utilizar \$2.5 Millones de Dólares de los Fondos de Reserva MTW como Préstamo a Kaweah Management Company, Inc. Para la Construcción de 627 S. Fulgham en Visalia, CA.
11. Autorización para Firmar un Acuerdo con la Ciudad de Lindsay para la Compra de Aproximadamente 3,200 Pies Cuadrados de Propiedad por la Cantidad de f \$22,500. La Venta de la Propiedad dejara que la Ciudad Complete la Instalación de la Glorieta que la Ciudad Planea en la Esquina Noreste de los Apartamentos Orangewood.
12. Presentación del Reporte Compresivo Financiero del Cuarto que Término el 30 de Junio.
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 *Título 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**

**TUESDAY, MAY 29, 2018**

**1. ROLL CALL / CALL TO ORDER:** 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, Chairperson  
Judy Silicato, Vice Chairperson  
Kenneth Snyder, Commissioner  
Irene Rodrigues, Commissioner

ABSENT: None

STAFF MEMBERS PRESENT:  
Ken Kugler, Executive Director  
Amy Powell, Human Resources Manager  
Cynthia Lopez, Executive Assistant  
Julia Lew, Attorney

ABSENT: None

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

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

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

AYES: Hess, Snyder, Silicato, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: None

**4. APPROVAL OF BILLS FOR MARCH AND APRIL 2018 OPERATIONS:**

The bills for the March and April 2018 operations were presented to the Board for their review and approval.

Commissioner Silicato inquired about the location of Clark Court and the \$127,010 paid to Dennis Duke Construction. Mr. Kugler stated that was for the remodel project at the Clark Court property.

Commissioner Silicato asked about the \$417,718 paid to Dale Atkins. Mr. Kugler stated this was payment for the Inyo Street Apartments in Tulare and Lotas Apartments in Porterville.

Commissioner Silicato presented a motion ratifying payment of the bills for the month of March and April 2018 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: None

**5. CLOSED SESSION: DISCUSSION OF EXECUTIVE DIRECTOR'S EVALUATION, PURSUANT TO GOVERNMENT CODE, 54957(B)(1): ITEM WAS NOT NEEDED.**

**6. CONSIDERATION OF EXECUTIVE DIRECTOR'S CONTRACT WITH AN INCREASE IN SALARY BY TWO-PERCENT TO \$195,302:** Board discussed the Executive Director's contract.

Commissioner Silicato presented a motion approving the Executive Director's contract with an increase in salary by two-percent to \$195,302. Commissioner Rodrigues seconded the motion, which was passed by the following vote:

AYES: Hess, Silicato, Snyder, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: None

**7. AUTHORIZATION TO APPROVE ADVANCE OF MOVING-TO-WORK FUNDS TO KAWEAH MANAGEMENT COMPANY TO PURCHASE 1105 SOUTH 1<sup>ST</sup> STREET IN DINUBA CALIFORNIA IN THE AMOUNT OF \$208,000:** Mr. Kugler informed the Board of the purchase of 1105 S. 1<sup>ST</sup> Street in Dinuba, a two unit project built in 1980. This property will be a good addition to Dinuba, the property is in good condition and is a total of 2,200 square feet. The sale price is \$208,000.

Commissioner Silicato presented a motion approving the advance of Moving-to-Work funds to Kaweah Management Company to purchase 1105 S. 1<sup>st</sup> Street in Dinuba, California in the amount of \$208,000. Commissioner Snyder 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 ADVANCE OF MOVING-TO-WORK FUNDS TO KAWEAH MANAGEMENT COMPANY TO PURCHASE 1001 E. MYRTLE AVENUE, IN VISALIA CALIFORNIA IN THE AMOUNT OF \$140,000:** Mr. Kugler informed the Board of this property on 1001 E. Myrtle Avenue in Visalia. It is a good site built in 1967, one unit with total square footage of 1,230. The sale price is \$140,000.

Commissioner Snyder presented a motion approving the advance of Moving-to-Work funds to Kaweah Management Company to purchase 1001 E. Myrtle Avenue in Visalia, California in the amount of \$140,000. Commissioner Silicato seconded the motion, which was passed by the following vote:

AYES: Hess, Silicato, Snyder, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: None

**9. PRESENTATION OF INVESTMENT REPORT FOR QUARTER ENDED MARCH 31, 2018:** Mr. Kugler presented the Housing Authority investment accounts for the quarter ended March 31, 2018. Mr. Kugler specified which banking institutions were being used, types of accounts and fund balances for all investments as of March 31, 2018. The total invested value as of March 31, 2018, was \$68,308.

Mr. Kugler proceeded to report the detailed summary of investment accounts as of March 31, 2018, as follows: Bank of the West \$23,397,618; Stifel Nicolaus \$39,847,531 in bonds; Stifel Nicolaus \$152,465 in cash; Prudential Huntoon Impound \$1,099,884; Local Agency Investment Fund \$147,412; Rabo Bank \$385,407; California Bank and Trust/Union Bank/BOA \$573,422; Mortgage Holder Replacement Reserve \$780,934; Developer/Ownership/Other \$1,923,380. The report detailed the purchase date, face value, and estimated annual income for each account for the Board's review.

Commissioner Snyder made a motion to approve the Investment Report for Quarter Ended March 31, 2018. Commissioner Silicato seconded the motion, which was passed by the following vote:

AYES: Hess, Silicato, Snyder, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: None

**10. CONSIDERATION TO SUBMIT APPLICATION TO REQUEST SECTION 811 HOUSING CHOICE VOUCHERS FROM THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT:** Mr. Kugler presented the opportunity to apply for Section 811 Housing Choice Vouchers, with partnership with the Continuum of Care (CoC) and Community Services Employment Training (CSET) in an effort to address the homelessness in our community.

Commissioner Rodrigues made a motion to approve the submission of an application to request Section 811 Vouchers from the Department of Housing and

Urban Development, as presented. Commissioner Silicato seconded the motion, which was passed by the following vote:

AYES: Hess, Snyder, Silicato, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: None

**11. CLOSED SESSION: LIABILITY CLAIM PURSUANT TO GOVERNMENT CODE 54956.95, CLAIMANT: ROBERT AGUILAR, AGENCY CLAIMED AGAINST: TULARE COUNTY HOUSING AUTHORITY:** This item was removed.

**12. CLOSED SESSION: LIABILITY CLAIM PURSUANT TO GOVERNMENT CODE 54956.95, CLAIMANT: JONI BERNHARDT, AGENCY CLAIMED AGAINST: TULARE COUNTY HOUSING AUTHORITY:** The board discussed claim.

Commissioner Silicato made a motion to deny claim by operational law, as presented. Commissioner Rodrigues seconded the motion, which was passed by the following vote:

AYES: Hess, Snyder, Silicato, Rodrigues

NAYES: None

ABSTAIN: None

ABSENT: None

**13. EXECUTIVE DIRECTOR'S REPORT:** Mr. Kugler reported on the developments currently under construction, Lotas Apartments in Porterville and Inyo Street Apartments in Tulare. The Department of Mental Health is our partner and these are going to be purchased by TMHSA, Housing Inc. The final contract cost for Inyo



totaled to 2,011,885 and the final cost for Lotas Street Apartments was \$1,792,900. These two contract were awarded to Dale Atkins as the low bidder. The anticipated rent schedule for these units range from \$1,200 – \$1,300 a month.

Another project layout that has been discussed with the Department of Mental Health is the “tiny house” concept with dual occupancy.

Another potential project for purchase came up and is located at 2750 W. Lark. The property layout is similar to the apartment complex West Oriole in Visalia. The current asking price is \$650,000. These are two-bedroom units and the rents range from \$1,200 – \$1,400. Properties are selling in that price range and they are in high demand.

Mr. Kugler stated the fencing project is complete at the Pacific Court Apartments in Visalia is complete.

Mr. Kugler stated the roundabout presented to us by the City of Lindsay is still pending. They City of Lindsay offered \$20,000 for 3,000 square feet of property at Orangewood Apartments and Mr. Kugler stated he did not agree with the amount offered for the purchase of the property. This is still under negotiation for the final sale price. Mr. Kugler reported the concern is mostly to ensure privacy for the tenants and best value for the property.

Mr. Kugler reported the computer system conversion and upgrade is still underway and we are still having issues that come up, but we are continuing to move forward.

Mr. Kugler stated, Amy Powell, our Human Resources Manager wanted to provide an update on the Scholarship program.

Amy reminded the board of the requirements for applicants. She stated program participants need to be receiving assistance through the Section 8 Program, Public Housing or Farm Labor, applicants need to have a least 3.0 grade point average, submit three letters of recommendation, and complete an application along with an essay. We had three applicants this year, but only two met the requirements and were awarded. One scholarship recipient was given the opportunity to attend high school abroad for a year and we agreed to hold his scholarship for when he returns. The scholarship awards are \$500 for a max of two year, if they attend a community college or trade school and \$1,500 a year, for a maximum of 4 years if they attend a four year university. Amy then provided an update of the total awarded recipients receiving scholarship awards.

**13. ATTORNEY/CLIENT CONFERENCE:** There is no items to discuss.

**14. ADJOURNMENT:** There being no further business to come before the Board, Chairperson Hess declared the meeting adjourned at 5:06 P.M., subject to call.

Respectfully submitted,

By \_\_\_\_\_

KEN KUGLER, Secretary