

Yolo County Housing  
Yolo County, California

July 8, 2010

MINUTES

Yolo County Housing met on the 8th day of July, 2010 in regular session in its Chambers in the Erwin Meier Administration Center, 625 Court Street, Woodland, California at 2:00 p.m. Present were Commissioners Chamberlain, McGowan, Thomson, Rexroad, Toney and Garnes. Commissioner Provenza was absent. Chair Rexroad presided. Lisa A. Baker, Executive Director and Hope Welton, Agency Counsel, were present.

Agenda Item No. 1.01  
Pledge of Allegiance

This meeting of the Board of Commissioners commenced with the Pledge of Allegiance.

Agenda Item No. 1.02  
Approval of the Agenda

Minute Order No. 10-30: Approved the agenda for this meeting as submitted, with the removal of Agenda Item No. 5.02 from the Regular Agenda and moved to the Consent Agenda.

MOTION: Thomson. SECOND: Garnes. AYES: Chamberlain, McGowan, Thomson, Rexroad, Garnes, Toney. ABSENT: Provenza.

Agenda Item No. 1.03  
Public Comment

The Chair invited individuals of the public to make statements on matters relating to Yolo County Housing business. There was no public comment.

Agenda Item No. 2.01  
Consent Agenda

Minute Order No. 10-31: Acted on the Consent Agenda as follows:

2.01 Approved the minutes for the meeting of June 10, 2010.

2.02 Received and filed correspondence from the U.S. Department of Housing and Urban Development (HUD) regarding the 2010 Annual Plan, the MOA closeout and the 2008 Confirmatory Review Closeout.

2.03 Received and filed correspondence from the U.S. Department of Commerce thanking YCH for support for the 2010 Census.

2.04 Received and filed correspondence from the U.S. Department of Agriculture, Rural Development for 2010 Migrant Center Inspections.

5.02 Ratified contract award with Interstate Drywall, Inc., as the lowest responsive-responsible Base Bid bidder for 2008-2009 Capital fund Improvements at Riverbend Manor I and II, West Sacramento.

MOTION: Thomson. SECOND: Garnes. AYES: Chamberlain, McGowan, Thomson, Rexroad, Garnes, Toney. ABSENT: Provenza.

#### Agenda Item No. 3.01

##### Presentations

3.01 Gary Engel, Yolo County Human Resources, presented Certificate of Recognition from the Yolo Training Academy to Janis Holt, Resource Administrator and to Lisa Baker, Executive Director.

3.02 Janice Holt, Resource Administrator, presented Volunteer Tenant Liaison Mr. Reginald Martin (Yolano-Donelly) and acknowledged Mr. Michael Hendrix (Winters), who was absent.

3.03 The Chair presented WIA Work Experience Participant José Alvarez (YCH Senior Media Coordinator).

#### Agenda Item No. 5.01

##### Housing Choice Voucher Program

Minute Order No. 10-32: Approved and authorized the Chair to sign **Resolution No. 10-08** amending the Payment Standards for the Housing Choice Program for Yolo County Housing, and authorized the Executive Director to implement new Payment Standards effective October 1, 2010.

MOTION: Thomson. SECOND: Garnes. AYES: Chamberlain, McGowan, Thomson, Rexroad, Garnes, Toney. ABSENT: Provenza.

#### Agenda Item No. 5.04

##### Governance

Received oral report from the Executive Director on Governance.

#### Agenda Item No. 5.05

##### Executive Director Comments

Received comments from the Executive Director, Lisa Baker, who addressed the Board of Commissioners and provided an update on the following issues:

- Referred to letter from D. Ross Parker, former Executive Director for Yolo County Housing, acknowledging and commending the YCH on their 60<sup>th</sup> Anniversary.

## **ACCOMPLISHMENTS – July 2010**

### Operations

- Of the 50 applicants called from the waitlist that were reported in May 2010, we have issued 13 vouchers, have leased one unit and have five additional leases pending.
- Staff has now called another 100 applicants from the list. 53 of the applicants have responded. We believe we will be issuing vouchers to qualified households the week of July 26. We are also preparing to call another 150 applicants from the list the week of July 19.
- In Real Estate Services, we continue to be between 98% and 99% leased and staff is doing a good job of unit turnover.

### Facilities

- Window replacement with ARRA funds continues and in Knights Landing, Yolo, West Sacramento, CA and El Rio Villa I was completed by June 30, 2010. The contractor is currently working at El Rio Villa III and IV and will be completed there at the end of July. Yolano-Donnelly complexes (2) will begin to have window replacement in August and should finish by the end of September with all final completions of the project anticipated by late October.
- The Davis Solar homes rehabilitation project is complete. In addition, we returned approximately \$8,000 to the City of Davis since work came in under budget.
- The back-up generators have been installed in Winters and final inspection is scheduled for the middle of next week. YCH also has Air Quality Board inspections for the generators scheduled for July 12, 2010 at 2:00 p.m.
- The West Sacramento Riverbend Manor I and II project is moving forward. The contractor is on site and has removed the bad wood siding at both locations. Contractor is currently installing plywood backer board for the new cement fiber board that will replace the old siding. The project continues on schedule.
- YCH staff continues to supply the labor compliance monitoring for the Rochdale Grange multi-family housing project in Springlake in Woodland. Staff monitored by the State this week and the project continues to move forward.
- Technical specifications for the new Davis Migrant Center are complete and staff is working on creating the front end requirements and project manual for this project.

- The TANA project for labor compliance is almost complete. YCH staff has provided labor compliance documentation to the City as the contract labor monitor. We are waiting for final on minor wage restitution required of some subcontractors in order to complete project closeout.

#### Administration

- YCH has added another free wireless “hot spot” at Winters complexes. YCH currently has 3 hot spots (main admin, West Sacramento, Winters).
- Staff is in the process of converting retired servers into a new Blackberry server and new domain controller using a new server operating system (Windows Server 2003).
- Staff has completed the transition of all PC’s from Windows 2000 to Windows XP/SP3.
- On June 3, 2010, identified staff for emergency operations attended training on operations for newly installed Winters generators provided by the generator company.
- The ED was the featured speaker in June for the Green Building Council’s nationwide Sustainability in Housing web conference. She spoke on the Yolo Housing story and greening its operations.
- Staff in Finance report that we received a little over \$4,000 in an insurance dividend from our new insurer – Housing Authority Insurance Group (HAIG) for last year.
- Finance is preparing to move our payroll from 2 times monthly to bi-weekly in order to streamline payroll and minimize staff time spent on time card and payroll revisions. YCH will be moving to bi-weekly payroll in December 2010.
- YCH held its 60<sup>th</sup> Anniversary and Partner Appreciation Event.
  - Attendance feedback reports that the event was a great success. HUD was particularly impressed and sent comments to the ED commending staff on their efforts and results. The comments were shared with all staff.
  - 96 attendees signed the guest book and 38 staff were in attendance; however, attendance was higher since many individuals present did not sign the guest book. Staff estimates that total attendance was approximately 150.
  - YCH presented partners and service providers with Commendations and Certificates along with special recognition memorabilia.
  - YC received a Resolution from Assemblymember Yamada who presented along with staff from State Senator Lois Wolk’s office. YCH also received a special Congressional Recognition from Congressman Thompson’s office.

#### Staffing

- Two new tenant liaison volunteers started in June for the Woodland and Winters sites.

- YCH is currently holding interview rounds for a Housing Specialist II position to replace the staff member who recently resigned.
- YCH is in the process of selecting a new computer lab operator for the Winters site. This site has a computer lab, but until now has not had an operator to make the lab fully functional for residents.
- YCH is currently recruiting a temporary part time labor construction manager to assist Facilities with its projects. This temporary job is expected to last until the end of October.
- Our front desk receptionist has been temporarily reassigned to Vouchers to assist with leasing applicant families. We are using an Experience Works intern and a temporary hire to help with the front desk during this push to lease families.

#### Services

- RISE now has an outlying office in Winters. This is as an outgrowth of both RISE's work and the work of the Winters Youth Collaborative. The Winters Youth Collaborative was created after the Yolo County Substance Abuse Summit and the YCH has been an active participant in the Collaborative. After surveying YCH Winters residents in order to determine needs, RISE has started a nutrition/education/exercise community class on Wednesdays from 10 to 12 and it is open to any YCH resident adult.
- RISE has also started a Monday morning summer fun activity class for Winters youth in the YCH complex park from 9 to 11 a.m.
- The YCH Youth Soccer League is now in its 3<sup>rd</sup> year! We have expanded the League to include Dixon and Davis Migrant Centers. This grows the league to 5 teams including Madison, Woodland and Winters. YCH has received donations from Davis Unified School District, Yolo Interfaith Network, and the Mexican-American Concillio of Yolo County (through the efforts of Rick Gonzalez Jr.). Currently, the donation total is at \$800 plus a 4-H grant in the amount of \$500, bringing the league donations to a total of \$1,300. Scholarships are available for youth that are unable to pay the \$20 participation fee. This season kicks off with games scheduled on July 25<sup>th</sup>. This is an inter-age and coed league.
- Staff is in the process of creating next year's Calendar and Annual report. For 2011, the theme is centered around our residents and participants ant their stories about how housing has changed their lives. This will be a story and family recipe calendar and keepsake. Staff has drafted the submission forms and will be distributing them before the end of the month.

## ACCOMPLISHMENTS – Migrant Centers July 2010

- All three (3) centers remained at full occupancy through the end of June 2010
- At fiscal year end, all three (3) budgets ended with funds remaining, allowing these funds to be rolled over to reserves for future capital needs.
- Two (2) water heaters were replaced at the Dixon center, along with one (1) evaporative cooler.
- Dixon center staff received gas stove replacements as part of the 2009-2010 budget allocation
- All staff members in Agricultural Housing received herbicide and pesticide training in order to safely use these products. (These are agricultural, not residential, grade products)
- Ground water and waste Water sampling and testing have been completed as required for the month of June and all testing requirements are up to date.
- All three (3) centers continue to receive services and support from other partner agencies, including health screening and summer classes.

Agenda Item No. 5.06

### Board of Commissioners Comments

There were no comments from the Board of Commissioners.

The Housing Commissioners recessed to Closed Session at 2:31 p.m. on the following matters:

#### Conference with Real Property Negotiator

Property: 646 3<sup>rd</sup> Street Woodland, CA

Agency negotiator: Lisa Baker

Negotiating parties: CalAHA; Dawson Holdings, Inc. and DFA Development, Inc. (DHA-DFA)

Under negotiation:                     price                     Terms of Payment

#### Conference with Legal Counsel - Anticipated Litigation

Significant exposure to litigation pursuant to Government Code

Section 54956.9(b) 1 case(s)

Chairman Rexroad recused himself from the real property closed session and from item 5.03. Former Chair Thomson reconvened the meeting at 2:50 p.m. and presided.

Agenda Item No. 5.03  
Letter of Intent with DHA-DFI

Minute Order No. 10-33: Reviewed and approved Letter of Intent with DHA-DFI and authorized the Executive Director to execute and negotiate subsequent development agreement.

Danny Fred addressed the Board of Commissioners providing background information on the DHA-LFI.

MOTION: McGowan. SECOND: Chamberlain. AYES: Chamberlain, McGowan, Thomson, Ganes, Toney. ABSENT: Provenza, Rexroad.

Adjournment

Adjourned this meeting of the Yolo County Housing at 2:57 p.m.

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Matt Rexroad, Chair  
Yolo County Housing

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Julie Dachtler, Clerk of the Board