

**HOUSING ADVISORY COMMISSION**  
**Monday, September 14, 2020 – 3:30 PM**  
**450 Civic Center Plaza, Richmond, CA 94804**  
**Virtual Meeting held via Zoom**  
**MINUTES**

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**2. ROLL CALL, PLEDGE**

**The meeting was called to order at 3:32 p.m. by Housing Advisory Commissioner and Chair Carol Hegstrom.**

Present: Carol Hegstrom (Chair), Jaycine Scott (Vice Chair), Commissioner Dena Nelson, Commissioner Preston Lam

Absent: Commissioner Y'Anad Burrell, Commissioner Toni Autrey

Staff Members: Nannette Beacham, RHA Executive Director, Gabino Arredondo, City of Richmond

Council Liaison: Ben Choi, Council Liaison – Present

**3. WELCOME AND MEETING PROCEDURES**

**4. AGENDA REVIEW AND ADOPTION – No changes.**

**5. APPROVAL OF MINUTES**

**6. INTROUDUCTION OF INVITED GUESTS**

-EAH Housing Team = Scott Johnson, Christian Torres; Brian Swartz, Cascade Capital LLC.

**7. EXECUTIVE DIRECTOR'S UPDATE**

- **Nystrom Village Illegal Dumping**

-There have been a lot of issues with illegal dumping at Nystrom Village. Requested support from City Abatement Team. Dumping cleared yesterday. Regarding the RV that was burned, RHA is coordinating with Police to remove.

- **Staffing Update**

-New resident housing manager hired.

-Commissioner Carol Hegstrom mentioned new housing manager is making a difference.

-Question from Commissioner Dena Nelson: How do residents report illegal dumping and what happens when they do so?

-Answer, it depends. If is in the public street you can call the City Abatement Team and you can use the City of Richmond app for reporting. If it is on a private property they call the Code Enforcement Team and they contact the owner. RHA residents can call the main line where they request work orders. It is a City wide problem.

## **8. HOUSING ADVISORY COMMISSIONERS' REPORTS**

## **9. HOUSING ADVISORY COMMISSIONER APPOINTMENTS**

- **Nominate and Elect Secretary Position**

-Commissioner Carol Hegstrom nominates Commissioner Dena Nelson, motion 2<sup>nd</sup> by Commissioner Jaycine Scott. Commissioner Dena Nelson accepts the nomination.

-Approved unanimously.

## **10. PRESENTATIONS – No Presentations.**

## **11. RECOMMENDATIONS TO THE HOUSING AUTHORITY BOARD OF COMMISSIONERS**

ADOPT a resolution approving a contract amendment with Intergraded Security Management Group (ISMG) for security services at Nevin Plaza and Hacienda in the amount of \$667,732, for a total amount not to exceed \$1,403,572, with a one-year optional extension - Richmond Housing Authority (Nannette J. Beacham 621-1309).

-ISMG was the security company selected by the last procurement process. Their contract was only for 1 year. Previous years there have been concerns with the security companies. RHA has been satisfied with their performance.

-Comment Commissioner Carol Hegstrom – This has been the best security company since I have been in the building.

-Comment Commissioner Dena Nelson – Was the amount included in the budget?

-Answer, Yes. Even though the item is approved in the budget all items over \$10,000 have to go to the full board for approval.

- ADOPT a resolution authorizing a contract amendment with USA Carpet for as-needed carpet installation services to support unit turn over activities in the amount of \$30,000 for a new contract total amount not to exceed \$40,000 and extending the term to September 30, 2022 - Richmond Housing Authority (Nannette Beacham/Sharrone Taylor 621-1309).

-Unit turnovers at Nevin Plaza have been occurring at Nevin Plaza and a key component is the replacement of carpets. We solicited three vendors for the work. USA Carpet has been responsive and at a lower rate.

- ADOPT a resolution approving a one-year sole-source license agreement addendum with Yardi Computer Systems, Inc. to provide the computer software required to administer the Low-Income Public Housing Program in an amount not to exceed

\$21,000 ending July 1, 2021 - Richmond Housing Authority (Nannette Beacham 621-1309).

-RHA staff uses YARDI for operations such as work orders, re-certifications, and some financials. This has been an expenditure comes up as a renewal that happens every year. However the expense has been less because we no longer manage the Section 8 program.

- ADOPT a resolution authorizing the RHA to submit a Section 18 Disposition Application to HUD for the Nevin Plaza Development (2400 Nevin Avenue) - Richmond Housing Authority (Nannette J. Beacham/Shasa Curl 621-1300).

-EAH and their providers are doing Section 18 application HUD application

-RHA has to submit the application. EAH has been supporting the creation of the application and cost in partnership with RHA.

-Mike Andrews from HUD is supporting and the Richmond City Planning Department.

-The application needs to show obsolescence.

-Application will also include the award of Section 8 Project Based Vouchers (PBV) - Most impactful source of federal funding that accompanies the conveyance of title from RHA to EAH.

-Question from Commissioner Carol Hegstrom: Is there a chance it will not be approved?

-There is always a chance however we have been working closely with HUD support on the application.

-Question from Commissioner Dena Nelson Process: How long does it take after being submitted?

-Expected 90 day turn-around and plan to submit first week of October. We are hoping for approval in January (possibly early February).

-The proposal is over the budget threshold that HUD is looking for, which should help with approval.

-The application also needs to provide evidence of obsolescence to a certain extent.

-The approval authorizes conveyance to third party.

-Question from Commissioner Carol Hegstrom: What does the application make you do?

-The application is a big lift however staff has been very supportive. We need to provide evidence of obsolescence in HUD format. Once that is authorized it allows the conveyance of the property to a third property where in this case would be EAH.

-It will no longer be public housing; RHA will own and lease the land.

-Question from Commissioner Carol Hegstrom: Did you list specific things that are obsolete; can you give us some examples of what was listed? Need for air conditioning is becoming more of a concern.

-New cooling systems for common areas and corridors—maybe on unit by unit basis if budget allows, not currently budgeted; Heating systems; Ventilation; Solar Electrical and solar thermal; Fire safety; Plumbing; Windows; Bathroom and kitchen rehab; New unit appliances; Painting; New flooring and drywall, etc.

-Detailed line item for all improvements.

-Process for application submission.

-Draft will be shared with the city by end of this week, then will be part of Housing Authority Board agenda packet Sept 29<sup>th</sup> and then will go to HUD.

- Draft can be shared with commissioners.
- Question from Commissioner Preston Lam: Is the Section 18 application for Phase 2?
  - Answer No, it is two separate projects.
  - Phase 2 - construction (separate entitlement track, will need full planning review, separate tax credit application as well, currently assuming no section 8 project based vouchers for this part; works without section 8 but would be great to have them, very welcome, 70 units affordable for seniors and disabled)
  - Public Arts master plan to come that will be involving residents and the community.
- Question from Commissioner Preston Lam: Did you have to do a NEPA Report? Out of curiosity does it help to have higher rehab costs?
  - Answer, Yes. The staff has done great work.
  - Answer, It does. On the rehab costs, higher rehab costs actually help application, overall cost must be over \$21 million in improvements and application is over \$22 million.
- Question from Commissioner Carol Hegstrom: HUD will be source of 22 million?
  - Answer, No. HUD will be source for Section 8 vouchers.
  - Funding sources for \$22 million: Low income housing tax credit (needs to be applied for), and section 8 vouchers that leverage a robust first mortgage, and conventional construction loan.
- Question from Commissioner Preston Lam: Is your tax credit application going in as two projects or just one?
  - Answer, it will be going in as two. Two separate phases.
- Question from Commissioner Dena Nelson: Will the second phase have Section 8 vouchers?
  - Answer, Currently underwriting/modeling as no Section 8 vouchers. If available it would be welcomed.
- Question from Commissioner Carol Hegstrom: Will there be market rate units?
  - Answer, currently that is not being projected.

Motion to Approve all Resolutions by Commissioner Jaycine Scott, 2<sup>nd</sup> Deena Nelson. Approved Unanimously.

## **12. OPEN FORUM**

-Cordell Hindler, adding young adult with experience with housing for vacancy. Invites commission to Contra Costa County Mayors conference December 3<sup>rd</sup>.

## **13. OLD BUSINESS**

- **Asset Repositioning Update**

- In negotiation for disposition and development agreement for Nevin Plaza and agreements with Mercy for Hacienda has been going very well.
- Still reviewing financials for Nystrom proposals. Once that is completed the preferred developer would need to be approved by the Board.
- For the Administration Building, HUD asked for a Deed of Trust to be added which has been completed.

-Question from Commissioner Carol Hegstrom: Has the Section 18 application for Hacienda been approved?

-Answer, Yes.

#### **14. NEW BUSINESS**

#### **15. NEXT SCHEDULED MEETING**

-Monday October 12th 2020 (*Note: Later moved to October 19<sup>th</sup> due to Columbus Day*)

#### **ADJOURNMENT**

-Chair Carol Hegstrom adjourned the meeting at 4:23 p.m.