

MINUTES FOR THE HOUSING AUTHORITY OF THE CITY OF RICHMOND
HOUSING ADVISORY COMMISSION
MONDAY SEPTEMBER 16, 2019

1. Call to Order

The meeting was called to order by Vice-Chair Scott at 3:45 PM.

2. Roll Call

Commissioners Autry, Hegstrom, Lam and Scott were present Commissioner Lam was present via conference call. Commissioner Thorpe and Council Liaison Choi were absent. Also present were Richmond Housing Authority Executive Director Nannette Beacham; Assisted Housing Manager D'Jon Scott-Miller, Gabino Arredondo, Richmond Housing Authority; and, from the City of Richmond, Community and Economic Development Director Shasa Curl.

4. Agenda Review and Adoption

The agenda was adopted.

- 5. Approval of Minutes.** The minutes from the July 8, 2019 meeting were adopted. Commissioner Hegstrom made the motion which was seconded by Commissioner Autry. The minutes were approved unanimously.

- 6. Invited guest:** No invited guest.

- 7. Election of Housing Advisory Commission Chair.** Due to the resignation of the former chair, an election was called to vote for a chair. Secretary Hegstrom nominated herself for the chair position. A vote was taken and the vote was unanimous to approve Secretary Hegstrom as Chair of the Housing Advisory Commission.

- 8. Executive Director's Update: Nannette Beacham** (ED Beacham) gave the executive director's report. She said that although the Housing Advisory Commission did not meet in August there has been a lot of activity at the Housing Authority. The RFP/RFQ for the redevelopment of Nevin Plaza closed on August 16. Four applicants submitted proposals The Housing Authority is currently reviewing the 4 applications and will select the most qualified applicant and will make a recommendation to the Housing Advisory Commission at the October meeting. Also in August, RHA opened and closed the waiting list for housing at Nevin Plaza. There were enough applicants to fill the list, and everyone who applied was given a spot on the list. Furthermore, in August two new contractors for RHA started work. The new landscaping company for Nevin Plaza and Nystrom Village, and the new security company at Nevin Plaza and Hacienda both started in August. The commission had a brief discussion about excess trash piling up outside of Nevin Plaza recently. ED Beacham said that there had been some question as to who is responsible for trash pickup around the building. She said they have assigned staff to clean up the trash. ED Beacham gave a status update on the elevators at Nevin Plaza. She said that the contractor has the necessary permits and is ready to start work, however, RHA has applied for a Community Development Block

Grant (CDBG) through Contra Costa County. As soon as CDGB makes a decision as to whether RHA will be awarded a grant, the elevator work can begin. The grant would cover 75% of the \$1.1 million cost, which would free up funds for other uses at Nevin Plaza. RHA expects to hear about the decision in September.

9. **Housing Advisory Commissioners' Reports:** Secretary Hegstrom reported that the Nevin Plaza resident council had a meeting that focused on the new security company, ISMG. She said that there was a lot of discussion but that most residents have a favorable opinion of the new security guards. She said that there had been a failure to give residents notice and to distribute the ISMG dispatch phone number when the new security company took over. The resident council picked up the slack and distributed the flyers so now all the residents should have the ISMG dispatch phone number.
10. **No presentations.**
11. **Recommendations to the Housing Authority Board of Commissioners or Housing Authority Commission.**
 - a. **Adopt a resolution authorizing the Executive Director of the Richmond Housing Authority to execute a contract for a one-year term with Clampet Industries LLD dba EMC Corporation, in an amount not to exceed \$15,600 to complete a Seismic Assessment of Nevin Plaza.** Secretary Hegstrom asked if a seismic study should also be done at Nystrom Village, and ED Beacham answered that RHA is still working on the RFP for Nystrom, so it won't be needed at this time.
 - b. **Approve a standing purchase order with W.W. Grainger, Inc., using the Oregon NASPO ValuePoint Master Agreement to purchase electrical and facilities maintenance supplies, lighting products, industrial supplies, tools and hardware in an amount not to exceed \$50,000 for the term of the contract.** This is a general vendor used for supplies. The current contract needs to be extended in order to order maintenance supplies.
 - c. **Approve a standing purchase order with HC Supply Facilities Maintenance, using the Omnia Piggybackable contract for electrical and facilities maintenance supplies, lighting products, industrial supplies, tools and hardware in an amount not to exceed \$65,000 per the term of the contract, for an initial one year period, with a one-year optional extension.**
 - d. **Approve a standing purchase order with HERC rentals, using the Omnia Piggybackable contract for equipment rentals and related products in an amount not to exceed \$29,000 for a one-year period, with a one year optional extension for the use of a flat-bed truck.**
 - e. **Approve a standing purchase order with HERC Rentals, using the Omnia Piggybackable contract for equipment rentals and related products in an amount not to exceed \$17,000 for a one year period, with a one year optional extension, for the use of light towers at the Hacienda Development.** There was a brief discussion about whether Mercy Housing should be paying for the ongoing upkeep and security at the Hacienda. ED Beacham said RHA is in negotiations with Mercy Housing and will attempt to have them pay for as much as possible. So far, \$920,000 of funds expended by RHA for upkeep and security at the Hacienda site is scheduled to come back from Mercy Housing.
 - f. **Approve the 2019 Public Housing Recovery and Sustainability (PHARS) agreement with the US Department of Housing and Urban Development (HUD), which focuses on performance outcomes, timelines, and reporting requirements for the repositioning of RHA Public Housing (PH) portfolio.** There was a discussion about the HUD PHARS agreement. ED Beacham said she hopes this will be the last PHARS agreement RHA will need to sign with HUD. In this latest revision, most of the items center on the re-positioning of public housing.

Commissioner Autry said that she saw several different target dates listed in the agreement. She asked if RHA is on the way to meeting those target dates, and will HUD penalize RHA if it doesn't make the targets. ED Beacham answered no, RHA won't get penalized. She agreed that the PHARS agreement includes an aggressive timeline. She said that the timing of many of the steps are out of RHA's control. She said RHA worked with HUD to come up with this agreement. **g. Adopt a resolution approving a contract amendment with CVR Associates to provide management and financial services for the Richmond Housing Authority increasing the contract amount by \$170,000, and for a term extending to June 30, 2020.** ED Beacham gave some background. She said the RHA has had a relationship with CVR for several years. During an audit it was determined that several Section 8 landlords had received duplicate payments. RHA is seeking money from HUD to pay CVR to cover the expense of determining how much the overpayments were and how to recover the money. She said this contract will be a placeholder in case RHA can't get the funds from HUD, this contract will allow CVR to get paid. Commissioner Autry asked is there is a sense of how many landlords and how much money was overpaid. ED Beacham answered that from January through May of 2019, 390 landlords had been overpaid approximately \$500,000. Commissioner Autry asked how will the vendor (CVR) recoup the funds. CVR will help to come up with a plan. Contra Costa County Housing Authority (which now owns the Section 8 program) will be able to withhold payment to overpaid landlords. But it may be hard to recover costs from overpaid landlords that have since left the Section 8 program. Secretary Hegstrom moved that the commission approve items 11 a-g. Commissioner Autry seconded. The motion was passed unanimously, all items were approved.

12. **Open Forum:** There were no speakers for open forum.
13. **Old Business:** It was determined that Executive Director Beacham had covered the old business during the Executive Director's Update, so this item was skipped.
14. **New Business: a. Nystrom Village Development Update.** Executive Director Beacham announced that RHA is working on an RFP/RFQ for the Nystrom development RAD conversion, but that it likely won't be released until next year. She said that she expects that at least some of the current Nystrom Village structures will have to be demolished and re-built as higher density housing. She said currently RHA is focusing on the completing the Hacienda and Nevin Plaza projects.

15. **Next Meeting**

This Commission meets every 2nd Monday at 3:30 p.m. at 2400 Nevin Avenue in the Community Room. This meeting is being held in a wheelchair accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Soublet, ADA Coordinator, at (510) 620-6509 at least three business days before the meeting date. The next meeting is scheduled for **Monday, October 21, 2019 (due to a holiday on October 14th).**

16. **Adjournment.** Vice-Chair Scott adjourned the meeting at 3:45 PM.