

MINUTES FOR THE RICHMOND HOUSING AUTHORITY  
HOUSING ADVISORY COMMISSION  
MONDAY July 8, 2019

**1. Call to Order**

The meeting was called to order by Chair Smith at 3:35 PM.

**2. Roll Call**

Commissioners Autry, Hegstrom, Lam, Scott, Smith, and Thorpe, and Council Liaison Choi were present. 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, Head of DIMO Tim Higaes and Mario Vaz.

**4. Agenda Review and Adoption**

The agenda was adopted.

- 5. Approval of Minutes.** The minutes from the June 17, 2019 special meeting were adopted. Vice-Chair Scott made the motion which was seconded by Commissioner Hegstrom. The minutes were approved unanimously.

- 6. Invited guest: Tim Higaes; Director, Department of Infrastructure & Maintenance (DIMO), City of Richmond.**

- 7. Announcements through the Housing Advisory Commission Chair.** Chair Smith announced that she attended the Coronado Resident Council meeting and gave an update on the RHA Section 8 transition and answered questions from residents regarding Nystrom Village and how the transition will impact them.

- 8. Executive Director's Update: D'Jon Scott-Miller, Assisted Housing Manager.** D'Jon Scott-Miller gave the updates. **New email for work order requests:** there is a new email address for work order requests: [workorderreq@rhaca.org](mailto:workorderreq@rhaca.org). **Public Housing Waitlist:** RHA plans to open a waitlist for public housing at Nevin Plaza by August 1, 2019. Depending on how many people respond, there will be a lottery to determine which applicants will be added to the list. The sign up will be on-line only. Later, there will be a list opening for Nystrom Village. **Nystrom Village RAD conversion:** RHA will be issuing a RPQ (request for qualifications) to find candidate developers for the Nystrom Village proposed RAD conversion. The RFQ will be issued with responses due by October. **Gabino Arredondo** gave further updates. **Housing Choice Voucher transfer:** The Section 8 program files were successfully electronically transferred to the Housing Authority of Contra Costa County. All landlords received their payments except for 58 landlords who had failed to file a W-9 form. Contra Costa Housing Authority will pay them once they file the form. **DIMO Director Tim Higaes** gave updates. **Cleanup at Nystrom Village:** He had city crews clear the weeds at Nystrom Village. The City of Richmond does not allow any sprays, including herbicides, to be used, which makes

weed abatement and control difficult. Pacific Site Management is the new landscaping company that will be taking over landscaping at both Nystrom Village and Nevin Plaza. DIMO Director Higaes met with representatives from Pacific Site Management and said it was a productive meeting. He said that he assigned DIMO Parks Department personnel to oversee the new landscape contractor's work to 'keep them on the ball'. Pacific Site Management will be submitting bids to fix the irrigation infrastructure at Nystrom Village. **RHA Executive Director Nannette Beacham: Nevin Plaza RFP.** A RFP for RAD conversion of the Nevin Plaza development went out on June 25, 2019. There have been several calls from interested parties. RHA staff will be giving tours of Nevin Plaza to interested developers. **Vacancies at RHA public housing developments.** ED Beacham reported that there are currently 36 vacancies at Nevin Plaza. The number varies as new tenants move in and others move out. Officially only 4 units are off-line. At Nystrom Village there are currently 23 vacancies, only 2 are officially off-line. Those include the apartment designated for the Resident Manager and an apartment designated for the Community Outreach (such as a Richmond Police Officer).

9. **Housing Advisory Commissioners' Reports:** Secretary Hegstrom reported that the free wifi at Nevin Plaza is still not working properly. She also reported that the hallway on her floor is not being vacuumed and that work order requests are not being addressed.
10. **No presentations.**
11. **Recommendations to the Housing Authority Board of Commissioners or Housing Authority Commission.**
  - a. **Adopt a resolution for a contract with Integrated Security Management Group for security services at Nevin Plaza and Hacienda for one year with one optional one year extension, for a total amount not to exceed \$735,840.** On November 27, 2019 a RFP went out for security services for RHA. There were 13 proposals submitted. The top four companies were invited for interviews. Integrated Security Management Group (ISMG) was selected based on their responses. There was a brief discussion of the selection. Commissioners were concerned that ISMG is not based locally. DIMO Director Tim Higaes was part of the selection team and he answered that ISMG has a local office in the East Bay. He said that ISMG provides security services for other public housing developments and is aware of the types of problems that will be encountered. **Executive Director Beacham** noted that the contract is only for one year, if ISMG does not perform well their contract will not be renewed. Secretary Hegstrom moved to adopt, Vice-Chair Scott seconded. The motion to approve was passed unanimously.
  - b. **Adopt a resolution approving the Hacienda First Amendment to Exclusive Negotiating Rights Agreement (ENRA) and First Amendment to the Option to Lease Agreement (OLA) with Mercy Housing and Community Housing Development Corporation (CHDC).** These amended agreements will extend the current contracts for 18 months. They will also result in payments to RHA of \$920,000 including reimbursement of \$600,000 in predevelopment costs incurred by RHA and \$40,000 quarterly payments for the OLA. The next step is to submit an application to the State of California for the Multi-Family Housing Program grant. The application is due in August and the response will be in December. The grant will provide significant financial incentives to developers to invest in the redevelopment. Commissioner Thorpe moved to adopt the resolution and Commissioner Autry seconded. The motion passed unanimously.
  - c. **Adopt a resolution approving the proposed Fiscal Year 2019-20 annual operating budget**

**with estimated revenues of \$3,887,971 and total proposed expenses of \$5,635,912.** ED Beacham explained that costs are significantly higher than income due to the loss of the Housing Choice Voucher (Section 8) income. RHA has reduced staff to bare bones in order to keep expenses to a minimum. ED Beacham expects to submit a revised budget in September which she expects will be more balanced. At this time the proposed budget must be approved in order to pay the costs associated with running the Richmond Housing Authority and its public housing developments. Several commissioners expressed concern about the large deficit and asked how the deficit will be made up. ED Beacham answered that traditionally the City of Richmond has covered the excess expenses of RHA. Chair Smith asked shouldn't RHA be getting money back that was lent to Friendship Manor. ED Beacham answered that there may be some money coming in but that it will be coming later than RHA had originally expected, and the actual amount may be less. She also stated that RHA is applying for Community Development Block Grant (CDBG) through Contra Costa County to help pay for the elevators at Nevin Plaza. If awarded, the CDBG would pay for 75% of the cost of the elevators, saving RHA about \$750,000. Many commissioners expressed reluctance to approve a budget with a projected deficit of over \$1,300,000. Secretary Hegstrom moved to adopt the resolution, Commissioner Thorpe seconded. The item failed with Secretary Hegstrom voting to approve, and Commissioners Autry, Lam, Scott, Smith and Thorpe opposed.

12. **Open Forum: Diana Claussen, resident of Nevin Plaza** asked whether Nevin Plaza residents will be able to move into the new 21-23 Nevin Development. She said that some time ago Nevin Plaza tenants had been told that they would be able to move to the new buildings when they are completed. ED Beacham answered that the 21-23 Nevin development has been awarded project-based vouchers and that Contra Costa Housing Authority will honor those vouchers. She said one building will be for seniors and the other will be for families. She said that there will be a lottery with a waiting list and that Nevin Plaza residents will have to apply like everyone else.
13. **Old Business: a. Elevator Update: Mario Vaz** from the City of Richmond said that applying for the CDBG grant will not slow down the work to build the new elevators. He said that RHA will learn by August whether it will be awarded the grant. In the meantime, the elevator contractor is ordering supplies and doing other preparatory work. **b. Maintenance work orders update. Mario Vaz** said he gave a report on work orders last month: he doesn't have the figures with him this month but can report the work orders backlog is stagnant due to the lack of staffing. He said maintenance staff is slow in answering everything except emergencies. Mario Vaz said he took a tour of Nystrom Village with inspectors from City of Richmond Code Enforcement. They looked at 20-25 vacant units. Some units need de-trashing. They were unable to enter some units due to hazardous conditions due to trash. Staff will write a report about what can be done. Some of the units may be able to be brought back online, however, in many units there is a potential for mold growth once tenants move in. He said that evacuation chairs have been installed at Nevin Plaza. He said the Richmond Fire Chief would like to come to Nevin Plaza to give a presentation to staff and residents about how to use the chairs to evacuate people who are not mobile in the event of an emergency. He said the chairs cannot be locked to the walls and there is a potential that some chairs may go missing. As far as he knows none of the chairs are missing at this time.
14. **New Business: No new business**

**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, September 16th, 2019.**

**16. Adjournment.** Chair Smith adjourned the meeting at 4:50 PM.