



**HOUSING COMMISSION AGENDA**  
**Special Meeting: December 16, 2015**  
**Time: 8:00 a.m.**

**HACA Board Room, 22941 Atherton Street, Hayward, CA 94541**

*The public is welcome at all Housing Commission meetings. If you wish to speak on a matter NOT on the Agenda, please file a Public Comment card with the Commission Clerk. Upon recognition by the Chairperson during Public Comment, state your name, comments and/or questions. Anyone wishing to address the Commission on an agenda item or on business introduced by the Housing Commission may do so when the Chairperson calls for comments on the agenda item. Please be brief and limit your comments to the specific subject under discussion. NOTE: Only matters within the Housing Commission's jurisdiction may be addressed.*

*To allow the opportunity for all to speak, a time limit of 3 minutes has been set for public speakers wishing to address the Housing Commission. The Chairperson has the discretion to further limit this time if warranted by the number of speakers.*

*The Housing Commission Secretary of the Housing Authority of the County of Alameda has, on Thursday, December 10, 2015 duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.*

*AMERICANS WITH DISABILITIES: In compliance with the Americans with Disabilities Act, if special assistance to participate in this meeting is needed, please contact the Housing Authority office at (510) 727-8511. Notification at least 48 hours prior to the meeting will enable the Housing Authority to make reasonable arrangements.*

	<u>PAGE</u>
<b>1. CALL TO ORDER / ROLL CALL</b>	
<b>2. CLOSED SESSION</b>	
<i>CONTRACT NEGOTIATIONS WITH SEIU LOCAL 1021 AND THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA</i>	
<i>Labor Negotiations Pursuant to Government Code 54957.6</i>	
<i>CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION</i>	
<i>Initiation of litigation pursuant to subdivision (c) of Section 54956.9: one case</i>	
<b>3. APPROVAL OF THE MINUTES OF THE NOVEMBER 18, 2015 MEETING</b>	<b>ACTION 2</b>
<b>4. PUBLIC COMMENT</b>	
On matters not on the Agenda	
<b>5. NEW BUSINESS</b>	
<b>5-1. Emery Glen Public Housing Exterior Siding Bid Award</b>	<b>ACTION 9</b>
<b>6. COMMISSIONER REPORTS</b>	
<b>7. COMMUNICATIONS</b>	
<b>8. ADJOURNMENT</b>	

**MINUTES**  
**November 18, 2015**



Housing Authority of the  
County of Alameda

HACA AGENDA ITEM NO.: 3.

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**HOUSING COMMISSION MINUTES  
SPECIAL MEETING: NOVEMBER 18, 2015  
HACA BOARD ROOM, 22941 ATHERTON STREET, HAYWARD, CA 94541**

**SUMMARY ACTION MINUTES**

**1. CALL TO ORDER/ROLL CALL**

**Call to Order**

Chairperson Biddle called the meeting to order at 8:04 a.m.

**Roll Call**

Present: Cmr. Asher, Bacon, Biddle, Gacoscos, Hannon, Peixoto, Reed and Steiner

Excused: Cmr. Gerry

Entered after Roll Call: Cmr. Buckholz and Iosefa

Absent: Cmr. Cashmere

**2. APPROVAL OF THE MINUTES OF THE OCTOBER 14, 2015 HOUSING COMMISSION MEETING**

Recommendation: Approve the minutes of the October 14, 2015 Housing Commission meeting as presented.

Motion/Second: Hannon/Reed.

6 Ayes; 2 Abstentions: Cmr. Asher and Peixoto; 2 not present for the vote: Cmr. Buckholz and Iosefa.

Motion passed. **APPROVED AS RECOMMENDED.**

**3. PUBLIC COMMENT**

Elizabeth Adams, a member of the public, commented on the United State Bioethics Committee and made a request for a reduction in the bedroom size for her Section 8 voucher.

**4. NEW BUSINESS**

**4-1. ACTION: SECTION 8 HOUSING CHOICE VOUCHER AND VASH PAYMENT STANDARDS**

Christine Gouig, Executive Director, gave a brief introduction to this agenda item. In her introduction Ms. Gouig reported that HUD's proposed Fair Market Rents (FMRs) show a decrease in the counties of Alameda and Contra Costa. She stated that HACA has joined with the seven other housing authorities in the two counties who will also be impacted by the decreased FMRs and together the group has organized several activities in opposition to the proposed FMRS. Ms. Gouig reported that the group has had discussions with

elected officials and HUD Secretary Julián Castro and has talked with local media. She indicated that the group has also hired a consultant to conduct a survey on the rents and that other local agencies and non-profit organizations have agreed to share the costs for this consultant. Ms. Gouig stated that although HUD will not reimburse any of the agencies involved for the cost of this survey, HUD will work quickly to revise the FMRs to incorporate the survey data once it is available. Ms. Gouig explained that until the results of the survey are available, HUD has indicated that it will grant Exception Payment Standards to HACA and the other housing authorities. Jennifer Cado, Senior Administrative Analyst, presented the staff report. Ms. Cado described the emergency exceptions to the payment standards for the Section 8 Housing Choice Voucher and VASH programs and the exceptions to the payment standards for these programs should HUD revise the FMRs as a result of the survey.

*Before continuing with the Commission discussion of agenda item 4-1., Chairperson Biddle introduced Helen Buckholz as HACA's newly-appointed Senior Tenant Commissioner. Chairperson Biddle stated that Cmr. Buckholz is from the city of Dublin and welcomed her to the meeting.*

*The Commission returned to agenda item 4-1.*

**4-1. ACTION: SECTION 8 HOUSING CHOICE VOUCHER AND VASH PAYMENT STANDARDS**

Recommendation: Approve the proposed exception payment standards for the Section 8 Housing Choice Voucher Program and VASH Program as presented and authorize the Executive Director to implement these exception payment standards as recommended.

Commission Discussion: Cmr. Steiner praised staff for being proactive on this issue. Ms. Gouig commented that the Rental Housing Association of Southern Alameda County has been very supportive. Cmr. Peixoto asked if the HUD Secretary was made aware of the flaws in HUD's methodology for determining the FMRs and what, if any, type of assistance the local HUD office provided. Ms. Gouig commented that the local HUD office has been very supportive and that Ophelia Basgal, HUD Regional Administrator, has been a valuable resource. Ron Dion, Deputy Director for Programs, spoke to HUD's flawed methodology and commented that, based on various reports with conflicting information on the market rents, there appears to be a disconnect within HUD on the subject of market rents. He stated that it will take some time for HUD to resolve the discrepancies. Cmr. Steiner and Ms. Gouig discussed the other regions on the West Coast that are experiencing a similar issue with the FMRs. Cmr. Hannon thanked staff for the work that they have done. Cmr. Hannon and Ms. Gouig discussed the timing for HUD to approve the request for exception payment standards. He also requested that staff provide the Commission with a summary of the data from the survey once the data is available.

Motion/Second: Reed/Asher.

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

**4-2. ACTION: REVISIONS TO HACA'S SECTION 8 ADMINISTRATIVE PLAN**

Jennifer Cado presented the staff report. Ms. Cado reported that staff is proposing to amend HACA's Section 8 Administrative Plan in order to allow an exception to HACA's subsidy standards for currently housed project-based families in an effort to keep these families from becoming homeless. She described the proposed amendments and when this exception to the subsidy standards would apply.

Commission Discussion: Cmr. Hannon asked if staff has considered adopting the state housing code as it

relates to habitability standards. Ms. Cado indicated that this proposed amendment follows the “2+1 rule” standard and explained that this rule is accepted in the affordable housing industry and that staff is proposing to implement it only for the Project-Based Voucher program at this time. Cmr. Biddle commented that this is a logical approach to take. Ms. Gouig explained the current standard for occupancy that HACA is using for the Section 8 Housing Choice Voucher program.

Motion/Second: Peixoto/Bacon.

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

**4-3. INFORMATION: PROCUREMENT PROCESS IMPROVEMENT FOR SOLICITATIONS AND CONTRACT AWARD**

Christine Gouig gave an introduction to this item. Ms. Gouig reported that the Emery Glen situation has prompted staff to review the current procurement process in order to identify areas for improvement.

Beverly Brewer, Procurement Analyst, presented the staff report. She explained that staff completed a thorough review of the procurement process and has increased the level of review of solicitations and contracts. She described the new procedures, the checklist that staff will use when reviewing solicitations and awards, and the setup for electronic files that can be accessed by all staff involved in the procurement process.

Commission Discussion: Cmr. Reed and Ms. Brewer discussed the implementation of these new procedures. Cmr. Steiner and Ms. Gouig discussed the process for documenting that building permits had been pulled and Ms. Gouig indicated that this process will be reviewed by the Maintenance and Modernization department. Cmr. Peixoto commented that it appears staff has taken the appropriate corrective action. Ms. Brewer discussed the various checks that will take place in the process. Cmr. Gacoscos and Ms. Brewer discussed the previous procurement process. Ms. Brewer explained how the new procedures allow for additional review.

**4-4. INFORMATION: BUDGET STATUS REPORT**

Cathy Leoncio, Finance Director, presented the staff report. Ms. Leoncio provided an update on the administrative fee funding proration. There were no questions or comments from the Commission.

**4-5. INFORMATION: PROGRAM ACTIVITYREPORT**

Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor thanked Cmr. Hannon, Reed and Steiner for attending the Family Self-Sufficiency (FSS) *It's Your Time to Shine* event and mentioned that Roz Wright, chairperson of Pleasanton's Human Services Commission, also attended the event. He reported on the highlights of the event and recognized FSS Coordinators, Mary Sturges and Eli Isaacs, for coordinating this year's event. Mr. Taylor also expressed appreciation to 1<sup>st</sup> United Services Credit Union for the support they have provided to the FSS program. Mr. Taylor announced that FSS staff has started accepting donations for the annual FSS Giving Connection, a gift giving event that will help the FSS families over the holidays.

Commission Discussion: Chairperson Biddle commented that he was not able to attend the event due to a scheduling conflict. Cmr. Reed announced that the Marina Community Center will be upgrading its sound system. Mr. Taylor commented that the Marina Community Center was a great venue for this event. Cmr.

Steiner commented that it was great to see the children of the FSS families witnessing their parents being honored for their achievements. She also commented that Ms. Wright enjoyed the event. Cmr. Hannon commented that the event was fabulous and that it was inspirational to hear about the achievements and see the pride among the families in their accomplishments. He also commented that it would be interesting to do a sociological study to see how successful these families have become after they've left the FSS program.

**5. COMMISSIONER REPORTS**

Cmr. Peixoto reported that the dedication of Fire Station No. 7 and the Tiburcio-Vasquez health clinic in the same location on Huntwood Avenue and Tennyson Road in Hayward took place on November 13. He commented that the health clinic will bring much needed services to the south Hayward area. Cmr. Peixoto also reported that Congressman Swalwell attended the event.

Cmr. Reed reported that the City of San Leandro will be opening up warming centers for the homeless this winter and with support from various organizations will be able to open the centers for a longer time. She also indicated that San Leandro is working to provide funding for more affordable housing but is facing some challenges in locating available housing.

Cmr. Steiner provided an update on the progress of the Kottinger public housing redevelopment project and reported that Mid-Peninsula Housing, the developer for this project, is currently working on the relocation of the residents. She indicated that the ground-breaking will likely take place in March or April 2016.

Cmr. Biddle reported on the ground-breaking for the City of Dublin's veterans' housing project. He indicated that the event was well attended by state and county elected officials including Congressman Eric Swalwell. He passed around the event agenda. Ms. Gouig announced that HACA was awarded 25 VASH project-based vouchers for this project in a national competition.

**6. COMMUNICATIONS**

Ms. Gouig reported that HACA has partnered with Eden Housing and Roem Corporation to develop 40 senior housing units on a site in Dublin that Alameda County had offered for sale. She announced that the Alameda County Board of Supervisors accepted the offer at yesterday's Board meeting and authorized County staff to negotiate a development agreement with the HACA/Eden/Roem team. Cmr. Biddle provided a brief history of the County's surplus land in the City of Dublin.

Ms. Gouig provided an update on HACA's application to the Rental Assistance Demonstration (RAD) program.

Ms. Gouig and Cmr. Biddle reported on their attendance at the 2015 NAHRO National Conference in Los Angeles. Both found the sessions to be very relevant and informative. Cmr. Biddle commented that Ms. Gouig is highly respected and well known at NAHRO. Ms. Gouig reported that her term on NAHRO's National Board of Governors has ended but that she will remain on NAHRO's National Legislative Network.

Ms. Gouig provided an update on the status of the federal budget.

Ms. Gouig requested that the Housing Commission move its December meeting to December 16. After a brief discussion the Commission agreed to the change in the meeting date.

**7. ADJOURNMENT**

There being no further business to discuss Chairperson Biddle adjourned the meeting at 9:09 a.m.

Respectfully Submitted,

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Melissa Taesali  
Executive Assistant

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Christine Gouig  
Executive Director/Housing Commission Secretary

**Approved:** \_\_\_\_\_  
Don Biddle  
Housing Commission Chairperson

# **NEW BUSINESS**

**December 16, 2015**



**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: December 16, 2015

Subject: Emery Glen Public Housing Exterior Siding Bid Award

Exhibits Attached: None

Recommendation: Award contract to lowest responsible bidder as presented at meeting

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**BACKGROUND**

The Housing Authority had awarded a contract for the replacement of the exterior siding, windows and patio doors at the Emery Glen public housing project in Emeryville. On staff's recommendation, your Commission terminated the contract before all work was completed when the contractor failed to perform the work in accordance with the bid specifications.

**DISCUSSION AND ANALYSIS**

In order to complete the work, the project was put out to bid on November 24. The bid specifications covered the work that was not finished by the original contractor as well as work that needed to be redone. A mandatory walk-through for interested bidders was conducted on December 1 with nine companies attending. Bids were due December 8 and three bids were received.

Prior to recommending the winning bidder staff must review the arithmetic calculations of all bidders, verify that every bidder has submitted a bid bond, compare the name of the bidder on the bid bond to that shown on the bid sheet, verify that the bidders have the correct licenses, cross-check the names on the licenses and the bid sheet, and check references, including making site visits to local projects. These tasks cannot all be completed prior to your agenda packet mailing on December 10, so staff will bring the list of bidders to your Commission meeting along with its recommendation for award to the lowest responsible bidder.

It is possible that, in consultation with and upon the advice of counsel, staff will recommend that all bids be rejected and the contract not be awarded. If this occurs, your December meeting will be cancelled and counsel will provide an update in closed session at your January 2016 meeting as appropriate.