

**Community Development Commission of Mendocino County**  
**Regularly Scheduled**  
**Meeting Minutes**  
**November 1, 2018**

**Chair Person Dawn Deetz called the meeting to order at 1:34 P.M., November 1, 2018. The meeting was held at the Community Development Commission Conference Room, 1076 N. State St., Ukiah, Ca 95482**

**1. Roll Call**

The recording secretary took roll call and determined there was no quorum present.

**Commissioner Members Present**

Dawn Deetz

Gary Mirata - in at 1:41 P.M.

Jeff Warner - in at 1:55 P.M.

Richard Willoughby

Quorum present once Commissioner Warner Arrived

**Commissioner Members Absent**

Kathy Brigham

**Others Present**

None

**CDC Employees**

Heather Blough- Housing Manager

Todd Crabtree- Executive Director

Michelle Fox- Leasing and Property Specialist

Josh Killion- Sustainability and Energy Efficiency Specialist

Lisa Pope- Controller

Michelle Alvarez- Housing Programs Specialist

Sara Davis-Rogers- Housing Programs Specialist

**Members of the Public**

None

**2. Approval of September 20, 2018 minutes**

Motion by Commissioner Willoughby and Seconded by Commissioner Mirata to approve the September 20, 2018 Minutes.

Ayes: Commissioner Deetz, Commissioner Mirata, Commissioner Warner and Commissioner Willoughby. Noes: None. Abstained: None. Absent: Commissioner Brigham.

**3. Report of Posting Agenda**

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted October 25, 2018.

#### **4. Committee Reports**

ADHOC Committee met- No updates

#### **5. Executive Director Report and Department Reports**

##### **A. Administration**

Todd Crabtree presented his report as written with a couple updates. Todd asked Heather to introduce the two new employees, Michelle Alvarez and Sara Davis-Rogers. They are the new Housing Programs Specialists. Todd announced that Michelle Fox has taken the position of Leasing and Housing Specialist.

CDC was approved for \$517,024 from HUD for disaster funds. We anticipate this can assist 70-80 additional vouchers. This is in addition to the nineteen mainstream vouchers and the five HUD/VASH vouchers that have been recently awarded.

Todd hired a temporary Maintenance Technician. Dennis Brown, he was a previous employee. At this time the position is temporary. Todd will be watching to see if having a fourth Maintenance Technician increases productivity and decreases in contracting with vendors to complete work orders. Dennis has already increased the productivity of the department.

##### **B. Accounting**

Lisa Pope presented her report as written. Fiscal year 2018-2019 Budget is completed. This is an action item for today.

The financials are through September 2018, though it is missing some year-end payables. These are still trickling in.

On the CDC and BBN Combined Summary, under BBN and PMF, Lisa explains that the \$98,107 write off is a one-time expense from the interest forgiven for an old Public Housing property loan.

College Court is breaking even with the depreciation expense. College Court has two loans on it, one is to BBN that is interest free and one is a City of Ukiah Redevelopment loan that accrues interest at the rate of \$490 per month. Payments on the city loan in the amount of \$2,127 will begin in January 2019.

Lisa made a correction on the College Court report. The date should be 9/30/18 not 7/31/18 under Loans Payable section.

##### **C. Development and Sustainability**

Josh Killion presented the report as written with several updates. Josh is working with the City of Fort Bragg on two projects. The Glass Beach lighting project is going back to the original contract. They are now strictly doing the lighting for the property, not adding door replacement as well.

The other project is for the Owner Occupied Rehabilitation program for people in the city limits of Fort Bragg. We received a contract for that today. The project is very close to starting. The City estimates there are



going to be seven homes that will be assisted. They already have a waitlist of people for this project.

Josh and Todd met with NCO October 31, 2018, regarding CDC's Owner Occupied Rehabilitation program for \$990,000 natural disaster grant specifically for the victims of last year's wildfires in Redwood Valley. NCO is writing a proposal so they can partner with CDC to help administer the program. They have a waitlist of people we can potentially help if we decide to work with them. NCO worked with a group in Lake County and know how to administer the program and have a waitlist of people that need the help.

CDC hired a new temporary Maintenance Technician. The new maintenance technician is helping the department be more efficient.

Received contract from PG&E for 2019 for the MendoLake Energy Watch program. Funds for the program were decreased by 30%. We expected funds to be decreased more due to changes with PG&E.

#### **D. Housing**

Heather Blough presented her report as written with one update. The final number of applications received for the Housing Choice Voucher waitlist is 696 not 847. The reason for the discrepancy is that people can fax or e-mail applications and the original must be submitted as well. The duplicates were matched up and all applications have been entered into Yardi (CDC's housing software program).

Heather introduced Michelle Alvarez and Sara Davis-Rogers to the Board. Michelle and Sara are the new Housing Program Specialists. Heather also told the Board that Michelle Fox is transitioning to be the Leasing and Property Specialist. She will continue to work with the Board until April and will determine at that time if she can continue.

Todd applied for additional voucher for natural disaster for last year's wildfires. CDC was awarded 130 vouchers and we think that it will actually help approximately 70-80 households.

CDC was awarded 5 HUD/VASH vouchers and 19 Mainstream Vouchers. The Mainstream vouchers are for non-senior disabled people. CDC still has not heard if we were award the Family Unification Vouchers.

#### **6. Announcements**

- A. Eligibility letter from HUD for Disaster HAP Adjustment- Component 2 for an additional 130 vouchers

#### **7. Board Correspondence**

None

#### **8. Media/Information**

None

**9. Unfinished Business**

None

**10. Board Comments to Staff**

Keep up the good work!

**11. New Business**

**A. Discussion and Possible Action Regarding Resolution #1099-18 Approving the Section Eight Management Assessment Program Certification for Fiscal Year Ending 9/30/2018**

CDC is self-certifying that we are Standard Performers. CDC received zero points on one indicator, the Determination of Adjusted Income. These were very small findings. A Corrective Action Plan is required when any zero points are received on any indicator.

Motion by Commissioner Warner and Seconded by Commissioner Mirata to Adopt Resolution #1099-18 Approving the Section Eight Management Assessment Program Certification for Fiscal Year Ending 9/30/2018

Ayes: Commissioner Deetz, Commissioner Mirata, Commissioner Warner and Commissioner Willoughby. Noes: None. Abstained: None. Absent: Commissioner Brigham.

**B. Discussion and Possible Action Regarding Resolution #2000-18 Authorizing the Controller and Executive Director to Write Off Uncollectable Debts**

Motion by Commissioner Willoughby and Seconded by Commissioner Warner to Approve Resolution #2000-18 Authorizing the Controller and Executive Director to Write Off Uncollectable Debts

Ayes: Commissioner Deetz, Commissioner Mirata, Commissioner Warner and Commissioner Willoughby. Noes: None. Abstained: None. Absent: Commissioner Brigham.

**C. Discussion and Possible Action Regarding Resolution # 2001-18 Adopting the Agency's Salary Schedule Which Becomes Effective November 01, 2018**

The changes to the Salary Schedule is the addition of the Assistant Property Specialist and Waitlist and Eligibility Specialist.

Motion by Commissioner Willoughby and Seconded by Commissioner Mirata to Approve Resolution #2001-18 Adopting the Agency's Salary Schedule Which Becomes Effective November 01, 2018



Ayes: Commissioner Deetz, Commissioner Mirata, Commissioner Warner and Commissioner Willoughby. Noes: None. Abstained: None. Absent: Commissioner Brigham.

**D. Discussion and Possible Action Regarding Resolution #2002-18 Approving the Attached Budget for Fiscal Year 2018/2019**

Motion by Commissioner Mirata and Seconded by Commissioner Willoughby to Approve Resolution #2002-18 Approving the Attached Budget for Fiscal Year 2018/2019

Ayes: Commissioner Deetz, Commissioner Mirata, Commissioner Warner and Commissioner Willoughby. Noes: None. Abstained: None. Absent: Commissioner Brigham.

**E. Discussion and Possible Action Regarding Real Estate Transaction – Possible Acquisition (Closed Session) – Government Code 54957**

Reported out of closed session at 3:24 P.M.

The Board reported out of closed session.

Motion by Commissioner Willoughby and Seconded by Commissioner Mirata to approve purchase of 140 Zinfandel Drive ad 1707 Tanya Lane.

Ayes: Commissioner Deetz, Commissioner Mirata, Commissioner Warner and Commissioner Willoughby. Noes: None. Abstained: None. Absent: Commissioner Brigham.

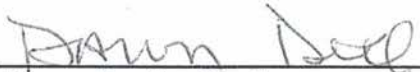
Motion by Commissioner Mirata and Seconded by Commissioner Warner approving ADHOC Committee to work with Executive Director to research and implement best course of action for the Roy Lee Tindle Jr. College Court Apartments.

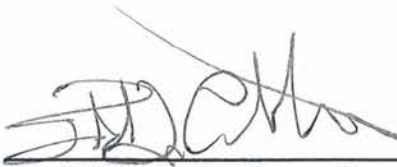
Ayes: Commissioner Deetz, Commissioner Mirata, Commissioner Warner and Commissioner Willoughby. Noes: None. Abstained: None. Absent: Commissioner Brigham.

**12. Public Expression**  
None

**13. Adjournment 3:25 P.M.**

Motion by Commissioner Warner and Seconded by Commissioner Willoughby to adjourn.

  
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Dawn Deetz, Chairperson

ATTEST:   
\_\_\_\_\_  
Todd Crabtree, Executive Director



Persons requiring an accommodation due to a disability may request such an accommodation at any time during this process.

