

Community Development Commission of Mendocino County
Regularly Scheduled
Meeting Minutes
September 21, 2017

Vice Chair Person Kathy Brigham called the meeting to order at 1:34 P.M., September 21, 2017. 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 a quorum present.

Commissioner Members Present

Kathy Brigham
Dawn Deetz- in at 1:47 P.M.
Gary Mirata
Jeff Warner

Commissioner Members Absent

None

Others Present

None

CDC Employees

Heather Blough- Housing Manager
Todd Crabtree- Executive Director
Michelle Leher- Office Representative I
Lisa Pope- Controller

Members of the Public

None

2. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted September 14, 2017.

3. Approval of the minutes

Approval of July 11, 2017 minutes

Motion by Commissioner Mirata and Seconded by Commissioner Warner to approve the July 11, 2017 Minutes.

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

4. Committee Reports

None.

5. Executive Director Report

A. Administration

Todd Crabtree presented his report as written with a few updates. He is trying to recruit new Commissioners.

In the future CDC may want to look into purchasing property in Willits. CDC is the successor of redevelopment funds that may be available to purchase units in Willits. The properties to look into should have multiple units.

The maintenance staff has removed all the playgrounds from the Fort Bragg properties. The playgrounds were hard to maintain and becoming dangerous. Todd is going to work with Heather and the tenants to decide what they want to replace the playgrounds with. There was a letter sent to the tenants asking what they would want to replace the playgrounds with no response.

Lisa and Todd met with the California Housing Workers' Compensation Authority (CHWCA) and told them CDC was leaving the group and signing on with a state workers comp program. The state program will cost almost half of the cost CDC is paying CHWCA.

B. Accounting

Lisa Pope presented her report as written. The new accountant has been hired. She is doing well. The other accountant has returned from short term leave.

Lisa explained on the Development and Sustainability Programming report that the loss of \$53,838 was not a cash loss. This was redevelopment funds that were converted from a loan to a grant expense.

C. Development and Sustainability

Todd Crabtree updated the Board. Two Seacliff bathrooms have been renovated. Glass Beach windows project has been completed. Meadowbrook in south Ukiah has had flooding issues this past year. The water is coming from the neighboring property and a trench needs to be built in the back of the property to divert the water back there.

Austin McCaffrey, Sustainability and Energy Efficiency Specialist, is moving to the Bay Area to pursue other career opportunities. When he leaves his position will not be filled.

Austin and Bryan Titzler, Sustainability and Energy Efficiency Specialist, offered a First Time Homebuyers counseling class.

CDC received three HOME grants for City of Ukiah, Mendocino County and the City of Fort Bragg. The City of Fort Bragg is owner occupied

rehab, the City of Ukiah and Mendocino County grants have Tenant Based Rental Assistance and the City of Ukiah grant also has a first time homebuyer component.

D. Housing

Heather Blough presented her report as written. The Reasonable Accommodation request that was submitted to the HUD Field Office was sent to Washington D.C. was approved.

The Housing Choice Voucher waitlist was opened for two days. We received 640 applications in that two days. All applications have been entered in the computer with the assistance of Austin and Bryan.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

None

9. Unfinished Business

None

10. Board Comments to Staff

The Board thinks the staff is doing a great job and keep up the great work!

11. New Business

A. Discussion and Possible Action Regarding Resolution #1084-17 Adopting Updated Success Rate Payment Standards Based on Updated 50th Percentile Rents for use in the Housing Choice Voucher Program Effective 12/1/2017

Motion by Commissioner Warner and Seconded by Commissioner Mirata to Adopt Resolution #1084-17 Adopting Updated Success Rate Payment Standards Based on Updated 50th Percentile Rents for use in the Housing Choice Voucher Program Effective 12/1/2017

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

12. Public Expression

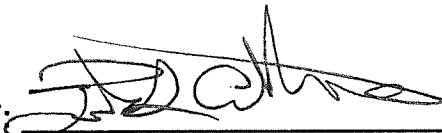
None

13. Adjournment 2:30 P.M.

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



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.

