

Community Development Commission of Mendocino County
Regularly Scheduled
Meeting Minutes
February 15, 2018

Chair Person Dawn Deetz called the meeting to order at 1:33 P.M., February 15, 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 a quorum present.

Commissioner Members Present

Kathy Brigham
Dawn Deetz
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
Amy Sanchez- Scheduler Planner Specialist
Bryan Titzler- Sustainability and Energy Efficiency Specialist

Members of the Public

None

2. Report of Posting Agenda

Pursuant to Government Code §54954.2, the agenda for this meeting was properly posted February 8, 2018.

3. Approval of the minutes

Approval of November 28, 2017 minutes

Motion by Commissioner Warner and Seconded by Commissioner Mirata to approve the November 28, 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. Todd introduced Amy Sanchez and Bryan Titzler. They will be giving the Development and Sustainability presentation today.

Todd has been working on the Request for Proposals for project based vouchers. He is working on project based vouchers for existing sites and new construction. The RFP should be completed this week.

Todd will look into realtors, as well, that can look for properties that CDC may be interested in purchasing.

Todd signed an extension for loans with RCHDC and Savings Bank for Orchard Village, Orchard Manor and River Gardens. CDC issued the bonds (essentially a pass through) for these sites to maintain their affordability 15 years ago.

Richard Willoughby has agreed to return as Commissioner for CDC. He should be approved by the County in March. The maintenance staff along with Amy and Bryan have been generating a list of potential client Commissioners.

Todd updated the Board on the Disaster Recovery meeting that he and Heather attended. They met with FEMA and HUD representatives. Todd informed them that CDC Board has changed the Admin Plan adding a natural disaster preference so that people effected by natural disasters that impact their housing will move to the top of the waitlists. There will be multiple Disaster Recovery meetings. The recovery will be a long term process.

B. Accounting

Lisa Pope presented her report as written. The Board had no questions or concerns on the report.

C. Development and Sustainability

Bryan Titzler presented the report as written with several updates. There was a problem with the window supplier for the Glass Beach windows project that has been resolved and the windows will be delivered this week.

They have signed Diamond D Construction to complete the Meadowbrook drainage project. Diamond D can move forward with the project quickly.

The Glass Beach Exterior Rehab project is mainly for exterior lighting and possibly some door replacements. The exterior site lighting needs to be improved for safety. Bob Schlosser, architect, has agreed to work on the project.

D&S is also working with the City of Fort Bragg on an Owner-Occupied Rehabilitation program grant. Bryan anticipates that seven rehabs in total will be completed in Fort Bragg.

Bryan is working with the County on the First Time Homebuyer program. They are working on a flyer to advertise the program. The program is for unincorporated areas in the county.

Amy updated the Board that the maintenance staff met and created the small projects plan and submitted the draft to Todd.

Amy went over the recap of the 2016-2017 Summary for the MendoLake Energy Watch. Overall they were at 180% of their goal for kilowatt hours and 172% for kilowatts. This was a successful two year cycle. Incentives provided to customers was \$400,152.45. This was from energy savings retrofits. The kilowatts saved is the equivalent of 319 passenger vehicles removed from the road for a year. The majority of the savings was from small and medium businesses.

Working into a new program management plan with PG&E. This is a six month cycle. PG&E is transitioning away from the local government partnerships over time. They have changed the focus away from small and medium businesses towards the public sector, which is local governments, special districts and schools.

Bryan and Amy asked the Board for recommendations of contacts for agencies that may qualify for the new PG&E programs. They have also asked PG&E to set up revolving loan funds.

D. Housing

Heather Blough presented her report as written. CDC opened the Housing Choice Voucher waitlist on 2/13/18 and 2/14/18. The waitlist was last opened in August 2017. There were 312 applications submitted at CDC office and more than 300 faxed or e-mailed to CDC. Total applications submitted was 678. We were able to advertise the opening of the waitlist better than previous openings. The flier was e-mailed out to the CoC agencies and then sent to other agencies. The opening was posted in the Ukiah Daily Journal and Al Punto, the Spanish publication as well as on their Facebook page. Also, Heather did an interview on KZYX and public service announcements were made on several radio stations. We also mailed a notice to our current landlords informing them of the waitlist opening so they could inform their tenants who might need assistance.

CDC Board approved the Lease in Place preference for the waitlists at the last Board meeting. This preference gives preference to applicants that already are in a unit and their landlord will accept a voucher.

There are currently 12 active Request for Tenancy approvals. This will result in twelve more units under lease/ under contract.

A few years ago, CDC submitted an application to HUD for the Continuum of Care rental assistance for permanent supportive housing for four units for Transitional Age Youth (TAY). TAY are young people between the ages of eight-teen and twenty-four and this rental assistance would serve this age group who are homeless and have a disability. This was funded for a year and we were unable to house anyone.

Heather attended a meeting by Dr. Marbut who is the consultant the County has hired study the homeless population. There will be a report out on March 15. There will be a moderator in Ukiah, Willits and Fort Bragg for the report out. Dr. Marbut has been doing a more detailed, hands on homeless count than the annual Point in Time Count.

6. Announcements

None

7. Board Correspondence

None

8. Media/Information

Heather had an interview with radio station KZYX discussing the opening of the Housing Choice Voucher waitlist.

<http://kzyx.org/post/housing-choice-wait-list-opens-soon>

9. Unfinished Business

None

10. Board Comments to Staff

Commissioner Warner was happy to see the four bedroom unit at Sanderson Way was occupied.

11. New Business

A. Discussion and Possible Action Regarding Resolution #1088-18 Approving the Attached Budget for Fiscal Year 2017/2018

Motion by Commissioner Mirata and Seconded by Commissioner Warner to Adopt Resolution #1088-18 Approving the Budget for Fiscal Year 2017/2018

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

B. Discussion and Possible Action Regarding Adoption of Board Meeting and Holiday Schedule for 2018

Motion by Commissioner Mirata and Seconded by Commissioner Warner to Adopt the Board Meeting and Holiday Schedule for 2018

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

C. Discussion and Possible Action Regarding Election of Officers for 2018

Motion by Commissioner Mirata to nominate Commissioner Deetz as Chair and Commissioner Brigham as Vice Chair. Commissioner Warner Seconded.

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

12. Public Expression

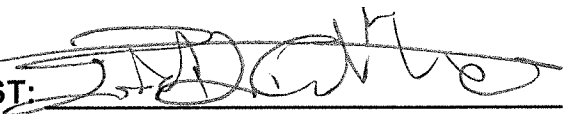
None

13. Adjournment 3:09 P.M.

Motion by Commissioner Warner and Seconded by Commissioner Brigham 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.

