



Building Better Neighborhoods, Inc.
Special Meeting Agenda

Thursday, December 13, 2018 2:00 P.M. *

*Or as soon as the meeting may be held in conjunction with the Community Development Commission Board meeting

Community Development Commission
1076 N. State St.
Ukiah, CA 95482

- 1. Roll Call**
- 2. Minutes- Approval of September 20, 2018 minutes** (Attached) – Pages 3-4
- 3. Report of Posting Agenda:** Pursuant to Government Code §54954.2, the Agenda for this meeting was properly posted on December 13, 2018.
- 4. Executive Director Report and Department Reports**
None
- 5. Announcements**
None
- 6. Board Correspondence**
None
- 7. Media/Information**
None
- 8. Old Business**
None
- 9. New Business-20 Minutes**
 - A. Discussion and Possible Action Regarding Resolution #39-18 Allowing the Executive Director and Controller of Community Development Commission of Mendocino County to Write Off Uncollectable Debts** - Page 5-6
 - B. Discussion and Possible Action Regarding Resolution 40-18 Approving the Attached Budget for Fiscal Year 2018/2019.** - Pages 8-10
- 10. Public Expression**
- 11. Adjournment**

PUBLIC EXPRESSION

The Board welcomes participation in the meeting. Comments shall be limited so that everyone may be heard. This item is limited to matters under the jurisdiction of the Board which are not on the posted agenda and items which have not already been considered by the Board. The Board limits testimony on matters not on the agenda to three minutes per person and not more than 10 minutes for a particular subject. No action will be taken. Individuals wishing to address the Board under Public Expression are welcome to do so throughout the meeting day. To best facilitate these items, please notify either the Chair of the Board, or a Director.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Board complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Office Representative I by calling (707) 463-5462 x 119 at least five business days prior to the meeting.

ADDITIONS TO AGENDA

The Brown Act identifies the following three situations in which a body is permitted to take action on a matter not on the posted agenda:

- (1) Pursuant to Section 54954.2(b) (2) the body may discuss a non-agenda item when the body determines that the matter in question constitutes an emergency pursuant to Section 54956.5.
- (2) Pursuant to Section 54954.2(b) (2) the body may discuss a non-agenda item when the body determines (by 2/3 of the total body, or by unanimous vote if less than 2/3 present) that there is a need for immediate action which cannot reasonably wait for the next regularly scheduled meeting. However, the need for immediate action must have come to the attention of the body after the agenda had already been posted. This determination must be made by two-thirds of the total body or by unanimous vote if less than 2/3 are present.
- 3) Pursuant to Section 54954.2(b)(3) when an item has been posted on an agenda for a prior meeting, the item may be continued to a subsequent meeting which is held within five days of the meeting for which the item was properly posted. Under these circumstances, the item need not be posted for the subsequent meeting.



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



Building Better Neighborhoods, Inc.
Minutes of
September 20, 2018

Dawn Deetz called the meeting to order at 3:11 P.M. on September 20, 2018, 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.

Director Members Present:

Kathy Brigham
Dawn Deetz
Gary Mirata
Jeffrey Warner
Richard Willoughby

Director Members Absent:

None

BBN Officers:

None

Others Present

None

CDC Employees:

Todd Crabtree- Executive Director

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 13, 2018.

3. Minutes

Approval of the July 12, 2018 Minutes

Motion by Director Willoughby and Seconded by Director Brigham to approve the July 12, 2018 Minutes.

Ayes: Director Brigham, Director Deetz, Director Mirata, Director Warner and Director Willoughby. Notes: None. Abstained: None. Absent: None.

4. Executive Director's Report

None

5. Announcements

None

6. Board Correspondence

None

7. Media/Information

None

8. Unfinished Business

None

9. New Business

A. Discussion and Possible Action Regarding Real Estate Transaction – Possible Acquisition (Closed Session) – Government Code 54956.8

____ Board agreed in principle to proceed with the purchase of the two properties. The Board created an ADHOC Committee of Commissioner Deetz and Commissioner Willoughby to act with full authority for the Board.

Ayes: Director Brigham, Director Deetz, Director Mirata, Director Warner and Director Willoughby. Notes: None. Abstained: None. Absent: None.

10. Public Expression

None

11. Adjournment at 3:12 PM

Dawn Deetz, Chairperson

ATTEST: _____
Todd Crabtree, Executive Director



Agenda Summary

Agenda Summaries must be submitted no later than end of business Thursday, 14 days prior to the meeting date

TO: Board of Directors DATE: 12/7/2018

FROM: Heather Blough, Housing Manager for CDC AGENDA DATE: 12/20/2018

DEPARTMENT RESOURCE:		PHONE: 463-5462 ex 115	Present <input checked="" type="checkbox"/>	On Call <input type="checkbox"/>
Add On Item <input type="checkbox"/>	Regular Agenda <input checked="" type="checkbox"/>	Est. Time for Item: 10 minutes	Urgent <input type="checkbox"/>	Routine <input checked="" type="checkbox"/>

■ **AGENDA TITLE:** Discussion and Possible Action Authorizing Resolution #39-18 Allowing the Executive Director and Controller of Community Development Commission of Mendocino County to Write Off Uncollectable Debts.

■ **PREVIOUS BOARD OR BOARD COMMITTEE ACTIONS:** Most Recently, On April 21th, 2016, authorized a write off of \$814.70 of uncollectable debts.

The BBN, Inc. Rent Collection policy provides for the following:

When a vacated tenants' account has not been collected after all reasonable efforts to collect have been made by BBN, the Board of Directors, as a matter of good business practice and based on the recommendation of the Executive Director, will charge off such accounts to collection loss not less than annually.

An amount charged off to collection loss is still owed to BBN and efforts to collect will be made including and not limited to the following:

- a. Turning the debt over to the Collections for collection attempts. (Fifty percent of funds collected by the collection agency will be paid to BBN, Inc.)
- b. Provide information including, but not limited to tenants name, and all adult household members names, to the Housing Authority in data bases used by Housing Authorities nationwide to minimize repeat collection losses to Housing Authorities from families participating in assisted housing programs. These databases must also be checked when any person makes an application for residency to BBN.
- c. Providing information to the Housing Authority so that they can enter the tenants, and all adult household members' names in the Enterprise Income Verification (EIV) system.

■ **RECOMMENDED ACTION/MOTION:** Approve Resolution #39-18 Which Gives the Executive Director and Controller Authority to Write Off Uncollectable Debts for BBN, Inc.

■ **E.D. RECOMMENDATION:** Agree Disagree No Opinion Staff Report Attached

Recommended Write off 12/1/2018			
BBN, INC.			
Tenant	Balance	program	Reason for write off
t0001393	2,178.00	bbnuk	billed no response
t0019320	2,036.00	bbnsa	billed no response
t0001834	425.23	bbnbc	billed no response
t0003703	235.04	bbnsc	Billed no response
t0019335	5,041.00	bbnmb	billed no response
9,915.27			total to collections

RESOLUTION NO. 39-18

RESOLUTION OF BUILDING BETTER NEIGHBORHOODS, INC. THE EXECUTIVE DIRECTOR AND CONTROLLER OF COMMUNITY DEVELOPMENT COMMISSION OF MENDOCINO COUNTY TO WRITE OFF ACCOUNTS DECLARED UNCOLLECTABLE

WHEREAS, In Community Development Commission of Mendocino County's operation of Building Better Neighborhood, Inc.'s rental units it becomes necessary to write off certain debts of former tenants, and

WHEREAS, charged-off accounts will remain a legal debt to Building Better Neighborhoods, Inc. unless forgiven by judgment, statute of limitations, or legal action, and

Whereas, further collection efforts will be undertaken by an outside collection agency for the accounts attached hereto and made a part hereof,

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of Building Better Neighborhoods, Inc. do hereby authorize the Executive Director and Controller of Community Development Commission of Mendocino County to write off uncollectable debts in the amount totaling \$9,915.27.

PASSED AND ADOPTED, BY THE Board of Directors of Building Better Neighborhoods, Inc. on this 20th day of December, 2018 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

WHEREUPON, the chairperson declared Resolution No. 39-18 adopted, AND SO ORDERED.

Dawn Deetz, Chair

ATTEST:

Todd Crabtree, Executive Director



Building Better Neighborhoods, Inc. #9B

Agenda Summary

Agenda Summaries must be submitted no later than end of business Thursday, 14 days prior to the meeting date

TO: Board of Directors DATE: 12/07/18

FROM: Lisa Pope, Controller AGENDA DATE: 12/20/2018

DEPARTMENT RESOURCE: <u>Lisa Pope</u>		PHONE: 463-5462 ex 116	Present <input checked="" type="checkbox"/>	On Call <input type="checkbox"/>
Add On Item <input type="checkbox"/>	Regular Agenda <input checked="" type="checkbox"/>	Est. Time for Item: 10 minutes	Urgent <input type="checkbox"/>	Routine <input checked="" type="checkbox"/>

AGENDA TITLE: Discussion and Possible Action Regarding Resolution 40-18 Approving the Attached Budget for Fiscal Year 2018/2019

PREVIOUS BOARD OR BOARD COMMITTEE ACTIONS:

The BBN Board of Directors has approved annual budgets for previous fiscal years.

SUMMARY: Presentation by Lisa Pope

Commission staff has prepared a budget pertaining to the fiscal year 2018-19. Staff request Board review and approval of said budget.

FY 2018-19 Highlights:

- The BBN budget is being presented summarized instead of by property because the detail information was not available at the time the Board packet was prepared. The budget was prepared in October along with the CDC budget and was included in the CDC budget as a summarized column. There was no November BBN meeting to present the detail at. The Commission's server went down the weekend before the December Board packet was due. When data is restored, the detail budget will be made available.
- There was no significant changes to budgeted items from the prior year.

RECOMMENDED ACTION/MOTION: Approve Resolution #40-18 Approving the Attached BBN Budget for FY 2018-19

E.D. RECOMMENDATION: Agree Disagree No Opinion Staff Report Attached

Building Better Neighborhoods, Inc.
 Summarized Budget *
 Fiscal Year October 1, 2018 - September 30, 2019 Budget

Revenue

Rents	\$ 1,623,630
Other Tenant Revenues	45,410
Replacement Reserve Transfer In	168,000
Total Revenue	<u>1,837,040</u>

Expenses

Audit & Tax Services	7,160
Insurance	40,030
Legal	19,050
Postage	1,500
Office Supplies	1,360
General Expense	15,130
Misc Admin	10,510
Management Fee	750,000
Property Utilities	157,030
Maintenance	275,730
Depreciation Expense	478,330
Replacement Reserve Transfer Out	168,000
Total Expenses	<u>1,923,830</u>

Net Income (Loss) \$ (86,790)

Additional Information - Memorandum only

Non-Cash Items	
Depreciation Expense	<u>478,330</u>
Non-Expense Cash Payments	
None	
Semi Modified Accrual	<u><u>\$ 391,540</u></u>

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RESOLUTION NO. 40-18

**RESOLUTION OF THE BUILDING BETTER NEIGHBORHOODS APPROVING
THE BUDGET FOR THE 2018-2019 FISCAL YEAR**

WHEREAS, Building Better Neighborhoods desires to approve its budget for the 2018-19 Fiscal Year, and

WHEREAS, the Board of Directors has reviewed the information presented to the Board by the staff of the Commission at the December 13, 2018 Board meeting, and

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors does hereby adopt the fiscal year 2018-19 Building Better Neighborhoods budget.

PASSED AND ADOPTED, BY THE Board of Directors of Building Better Neighborhoods on the 13th day of December 2018 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

WHEREUPON, the chairperson declared Resolution No. 40-18 adopted, AND SO ORDERED.

Dawn Deetz, Chair

ATTEST:

Todd Crabtree, Executive Director