

**THE MINUTES OF THE ANNUAL MEETING  
OF THE COMMISSIONERS  
OF THE HOUSING AUTHORITY  
OF THE COUNTY OF SAN JOAQUIN  
HELD MAY 20, 2021**

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The Commissioners of the Housing Authority of the County of San Joaquin met in an Annual Meeting at 2575 Grand Canal Blvd., Stockton, California, at 4:00 p.m. on May 20, 2021. Certain Commissioners and staff attended by teleconference (Zoom) as permitted by California Government Code §54953 and Executive Order N-29-20.

The Chairperson called the meeting to order and upon roll call, those present and absent were as follows:

|                            |                         |
|----------------------------|-------------------------|
| Present: Patricia Barrett, | Second Vice Chairperson |
| Stephen Beckham,           | Commissioner            |
| Ryan Gresham,              | Chairperson             |
| Jon Mendelson,             | Commissioner            |
| Lester Patrick,            | First Vice Chairperson  |
| Crisanne Santini,          | Commissioner            |
| Rudy Willey,               | Commissioner            |

Absent: None

The Chairperson declared a quorum present and called for the Pledge of Allegiance.

Peter W. Ragsdale – Executive Director, Alan R. Coon – General Counsel, Gerald “Chip” Jones – Deputy Director, Melinda Hazard – Director of Finance, Carena Lane – Director of Occupancy and Housing Compliance, and Tom Gerber – Director of Administration were in attendance.

## **ELECTION OF OFFICERS**

The Chairperson announced that this was the time and place for the election of Chairperson, First Vice Chairperson, and Second Vice Chairperson.

Commissioner Patrick nominated Chairperson Gresham as Chairperson for the forthcoming year, and seconded by Commissioner Beckham. By unanimous nomination, Chairperson Gresham was voted as Chairperson for the forthcoming year.

Commissioner Barrett nominated herself as First Vice Chairperson for the forthcoming year, and seconded by Commissioner Willey. Commissioner Mendelson nominated Commissioner Patrick as First Vice Chairperson, and seconded by Commissioner Beckham. Since there were two (2) nominations, the Board of Commissioners voted by secret ballot viewed by General Counsel. Commissioner Barrett won the vote as First Vice Chairperson for the forthcoming year.

Chairperson Gresham nominated Commissioner Patrick as Second Vice Chairperson for the forthcoming year, seconded by Commissioner Santini.

## **APPROVAL OF THE MINUTES:**

Following a discussion, Commissioner Beckham moved, seconded by Commissioner Patrick that the following Resolution be approved as read:

### **RESOLUTION NO. 21-10**

#### **RESOLUTION APPROVING MINUTES**

**RESOLVED AND ORDERED** by the Board of Commissioners of the Housing Authority of the County of San Joaquin meeting in a Regular Meeting this 20<sup>th</sup> day of May, 2021, that the Minutes of the

Regular Meeting held April 15, 2021, be, and the same hereby are approved and adopted and the Secretary be, and he hereby is authorized and directed to sign said Minutes for and on behalf of the Authority.

Roll Call:

Ayes: Commissioners Barrett, Beckham, Gresham, Mendelson, Patrick, Santini, and Willey

Noes: None

Abstain: None

Absent: None

Upon roll call, the Chairperson declared the foregoing Resolution passed and adopted.

The Chairperson announced that the Board of Commissioners' meeting is recessed at this time, 4:12 p.m., so that the Commissioners could conduct the Delta Community Developers Corp. Board meeting.

The Board of Commissioners' meeting reconvened at 4:35 p.m.

The Chairperson called the meeting to order and upon roll call, those present and absent were as follows:

Roll Call:

Ayes: Commissioners Barrett, Beckham, Gresham, Mendelson, Patrick, Santini, and Willey

Noes: None

Abstain: None

Absent: None

## **EXECUTIVE DIRECTOR'S REPORT:**

1. COVID Update;
2. Development Updates – Victory Gardens, Crossway Residences, Turnpike Commons, Sonora Square, and Project HOMEKEY;

3. Award of Emergency Housing Vouchers (EHV); and
4. Support of San Joaquin County SHA and wind down of Project Room Key.

Please note that Executive Director's "Summary of Executive Director's Report" is attached as not part of the original posting of the Agenda.

### **REPORTS:**

Each Commissioner received either a paper copy or an electronic copy of the Significant Purchases and Contracts Report; Capital Fund Projects Report; Draft Financials Report; Unlawful Detainer Report; Stockton Police Department Activity Report for Conway Homes, Sierra Vista and HCVP Liaison; Vacancy Report; and Cash Balances and Investments Report.

Please note that two (2) missing pages related to the Creekside South Apartments and Crossway Residences financial reports are attached to the Minutes.

### **PUBLIC COMMENTS:**

None.

### **INFORMATION ITEMS:**

As part of Agenda Packet, each Commissioner received either a paper copy or an electronic copy of the following information items:

1. "Draft" Public Housing Authority (PHA) Annual Plan for Fiscal Year 2021/2022;
2. IRS Removed Proposed Penalty for Late Filing of 1099 Forms for Year 2018;

3. CalOSHA Citations;
4. Lease in Place Preferences; and
5. Project Room Key Grant Award.

**CONSENT ITEMS:**

None.

**ACTION ITEMS:**

None.

**WRITTEN COMMUNICATIONS:**

1. Letter of Appreciation dated April 20, 2021 from St. Mary's Dining Room for a gift of \$1,000.00.
2. Letter of Appreciation dated April 22, 2021 from Emergency Food Bank for a gift of \$500.00.
3. Complaint Letter dated April 17, 2021 Addressed to Governor Gavin Newsom and cc'd to Chairperson Ryan W. Gresham.

**COMMISSIONERS' QUESTIONS & COMMENTS/AGENDA BUILDING:**

Inquired about training sessions in Financials for Commissioners. NAHRO Professional Development has training session which covers Housing Authority Financials.

**CLOSED SESSION ITEMS:**

**Conference with Real Property Negotiators.** Government Code §54956.8. **Property:** APN No. [TBD] – Tracy Property, Tracy, CA. **Agency Negotiator:** Peter W. Ragsdale and Alan R. Coon. **Negotiating Parties:** Housing Authority of the County of San Joaquin, DFA Development.

**Conference with Real Property Negotiators.** Government Code §54956.8. **Property:** Purchase of 1310 Irwin Ave., Escalon, CA and 706 California Street, Escalon, CA. **Agency Negotiator:** Peter W. Ragsdale and Alan R. Coon. **Negotiating Parties:** Housing Authority of the County of San Joaquin, DFA Development.

**Conference with Real Property Negotiators.** Government Code §54956.8. **Property:** Consider Development of certain APN No.s Rose Creek lots to be identified (10 Lots), Stockton, CA. **Agency Negotiator:** Peter W. Ragsdale and Alan R. Coon. **Under Negotiation:** Development and Ancillary Agreements with future authority regarding financing. **Negotiating Parties:** Housing Authority of the County of San Joaquin, Orchard Homes, LLC.

**Conference with Real Property Negotiators.** Government Code §54956.8. **Property:** APN No. 175-160-41 – 3617 Mourfield Avenue, Stockton, CA. **Agency Negotiator:** Peter W. Ragsdale and Alan R. Coon. **Negotiating Parties:** Housing Authority of the County of San Joaquin, San Joaquin County.

**Conference with Legal Counsel – Pending Litigation.** K. Johnson EEOC Action #550-2020-01241. Government Code §54956.9 (c), (d)(1) and (e).

**Conference with Legal Counsel – Potential Litigation/Personnel Matter.** Government Code §§54954.5 (c), (e); 54956.9 (a), (d)(2); and 54957.

Whereupon said Board briefly adjourned at 5:24 p.m. to discuss in Closed Session the Delta Community Developers Corp. (DCDC) Closed Session matter.

Commencing Housing Authority of the County of San Joaquin Closed Session at 5:38 p.m., the Chairperson called the meeting to order and upon roll call, those present and absent were as follows:

Present: Patricia Barrett, Second Vice Chairperson  
Stephen Beckham, Commissioner  
Ryan Gresham, Chairperson  
Lester Patrick, First Vice Chairperson  
Crisanne Santini, Commissioner  
Rudy Willey, Commissioner

Absent: Jon Mendelson, Commissioner

Commissioner Mendelson recused himself and left the Closed Session, so that the Board might discuss the HomeKey matter.

The Chairperson declared a quorum present.

The Board of Commissioners returns from Closed Session at 5:55 p.m. to announce two (s) matters.

First, the Board of Directors for Delta Community Developers Corp. announced that it had unanimously authorized the acquisition of 1310 Irwin Ave. and 706 California Street, Escalon, California ("Escalon Property") in furtherance of the Delta Community Developers Corp.'s adoption today (May 20, 2021) of an Action Item and Resolution #21-14 related to the Irwin Village Project. Said Resolution is to be revised to authorize the acquisition of the Escalon Property and will be attached to the Minutes of this meeting.

Second, the Board of Commissioners unanimously authorized and directed a course of action for the acquisition of property for the development of a HomeKey project but further details are not reportable at this time.

**ADJOURNMENT:**

Whereupon unanimously approved, the Meeting was adjourned.

Roll Call:

Ayes: Commissioners Barrett, Beckham, Gresham,  
Patrick, Santini, and Willey

Noes: None

Abstain: None

Absent: Jon Mendelson

Upon roll call, the Chairperson declared the meeting adjourned  
at 5:57 p.m.



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Peter W. Ragsdale, Secretary




Executive Director's Report – May 20<sup>th</sup> 2021

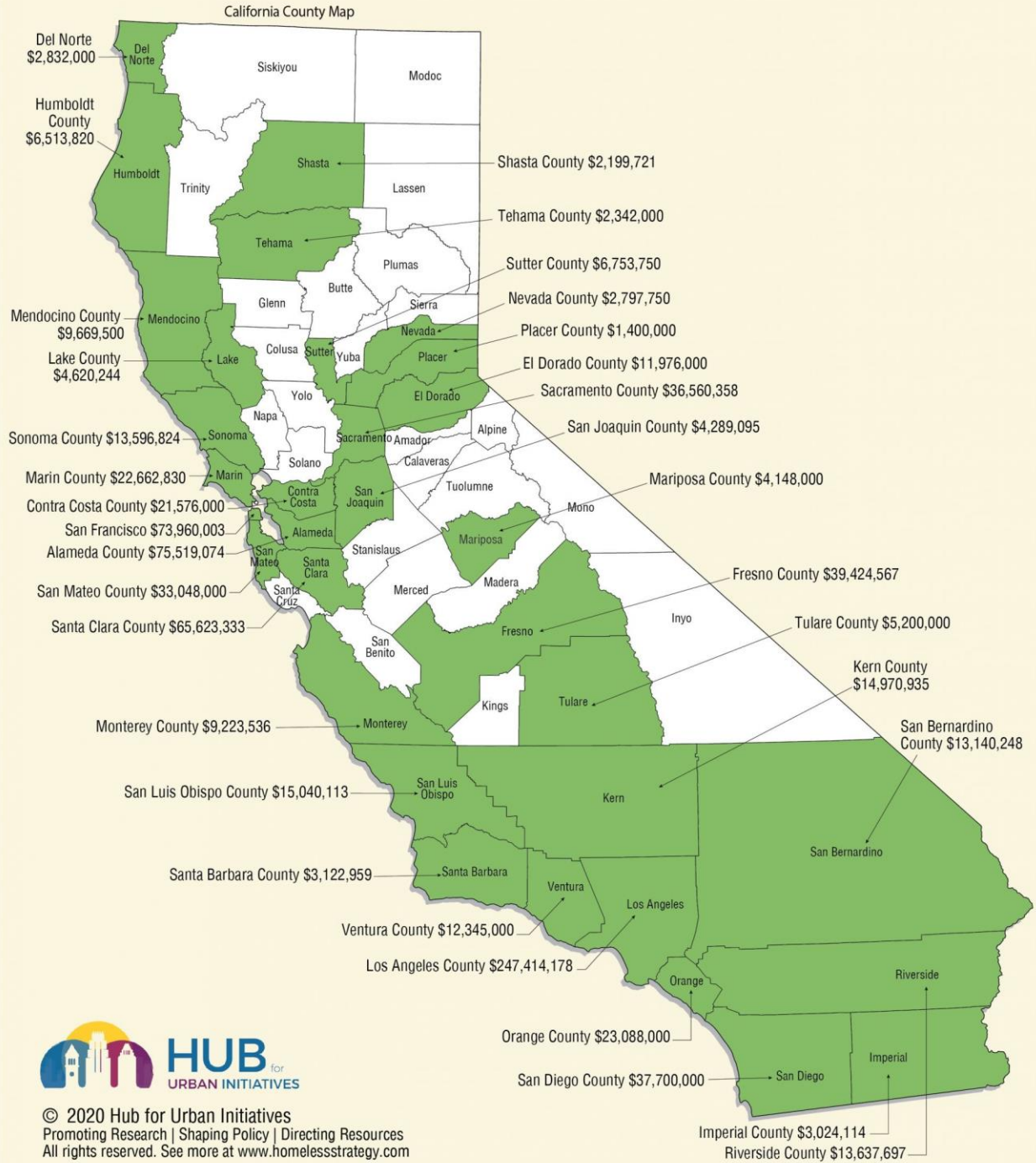
1. Covid Update: **COVID:** no current cases
  - a. Currently we have 44 employees fully vaccinated and another 6 with their first shot. One more email tomorrow encouraging employees to get vaccinated and then by June 2<sup>nd</sup> mandatory email announcement.
  - b. Maintaining ongoing list of employees who are vaccinated and distributing gift cards going out to employees who show proof of vaccine.
2. Development update:
  - a. Victory Gardens – Grading underway – PG&E remains a concern – Reached out to the County and Government Relations contact at PG&E
  - b. Crossways Residences - Ribbon Cutting May 26<sup>th</sup> – Final Phase – 12 units – Please come and we'd like to capture a ribbon cutting photo with our full Board of Commissioners!
  - c. Turnpike Commons – June 15<sup>th</sup> estimated
    - i. Offsite Concrete – Completed today (i.e. sidewalk, ADA Ramp, Curb & Gutter)
    - ii. Onsite Concrete – Completed by Wednesday next week
    - iii. Unit Stairs – Completed Wednesday next week
    - iv. Unit inside patching by Friday Next Week
    - v. Landscaping starting tomorrow. Completed by June 15<sup>th</sup>
    - vi. ADA Ramps to ADA Unit by June 4<sup>th</sup>
    - vii. Wooden Fencing Completed
  - d. Sonora Square – Moving forward with 9% LIHTC application due July 1. BOC action to approve a new, non-profit development partner.
  - e. Project HOMEKey - The Governor's 2021-22 State Budget proposal to the Legislature includes \$1.75 billion one-time funding to further the successful pace of the first round of Project Homekey, which consisted of over \$800 million awarded to 51 local agencies for 94 projects to provide over 6,000 housing units to help stop the spread of COVID-19 among households experiencing homelessness.

The map below shows that the first round Homekey funding was awarded to eligible applicants in approximately half (56.9%) of California's 58 counties to purchase and rehabilitate housing, which included hotels, motels, vacant apartment buildings, and other buildings and convert them into either interim or permanent housing including supportive housing.

The map also notes the total amount that eligible applicants received in each county. Eligible applicants are local public entities, which include cities, counties, or other local public entities, including housing authorities or federally recognized tribal governments within California.

# Project Homekey Awards

 Awarded Funding



**Creekside South Apartments**  
**August 1, 2020 to March 31, 2021**

|                                   | <b>YTD 20-21<br/>Actual</b> | <b>PUM</b>    | <b>Notes</b>  |
|-----------------------------------|-----------------------------|---------------|---|
| <b>INCOME</b>                     |                             |               |   |
| Dwelling Rent Income              | 280,754                     | 899.85        | Vacancies higher than forecasted. Management is having trouble finding qualified seniors for 2 bedroom vacancy  |
| Tenant Charges                    | 0                           | 0.00          |   |
| Interest Income                   | 5                           | 0.02          |   |
| Other Income                      | 1,247                       | 4.00          |   |
| <b>TOTAL INCOME</b>               | <b>282,006</b>              | <b>903.87</b> |   |
| <b>EXPENSES</b>                   |                             |               |   |
| <b>ADMINISTRATIVE EXPENSES:</b>   |                             |               |   |
| Property Management Fees          | 16,581                      | 53.14         | Management Fees from Property Management Company  |
| Manager's Salary & Benefits       | 13,122                      | 42.06         |   |
| Professional Fees                 | 18,255                      | 58.51         | Includes costs of preparing and filing tax returns and HUD REAC financial reporting \$6100, preparing HUD required Limited English Proficiency Plan \$1000, Property Needs Assessment (PNA) \$3900, and financial consultant for acquisition \$7650             |
| Telephone Expense                 | 1,421                       | 4.55          |   |
| Internet/Modems                   | 901                         | 2.89          |   |
| Computer Maintenance              | 5,800                       | 18.59         | Yardi licensing for management company  |
| Office Supplies                   | 2,791                       | 8.95          |   |
| Postage/Mailing                   | 37                          | 0.12          |   |
| Other Expenses                    | 2,285                       | 7.32          |   |
| HACSI Management Fees             | 1,300                       | 4.17          |   |
| <b>TOTAL ADMINISTRATIVE EXP.</b>  | <b>62,493</b>               | <b>200.30</b> |   |
| <b>UTILITIES:</b>                 |                             |               |   |
| Water                             | 7,798                       | 24.99         |   |
| Electricity                       | 7,333                       | 23.50         |   |
| Gas                               | 5,650                       | 18.11         |   |
| Sewer                             | 7,825                       | 25.08         |   |
| <b>TOTAL UTILITY EXPENSES</b>     | <b>28,606</b>               | <b>91.69</b>  |   |
| <b>MAINTENANCE</b>                |                             |               |   |
| Maintenance - Materials           | 4,027                       | 12.91         |   |
| Maintenance - Contract Work       | 44,672                      | 143.18        | Nonroutine and capital improvements since January 2021 total \$16,691 and include: HVAC replacement 2 units \$11,677, tub and grab bar installation \$1808, replacement of recirculation pump for hot water heater \$1395 and new flooring in vacant unit \$801 |
| <b>TOTAL MAINTENANCE EXPENSES</b> | <b>48,699</b>               | <b>156.09</b> |   |
| <b>GENERAL EXPENSE:</b>           |                             |               |   |
| Protective Service                | 555                         | 1.78          |   |
| Insurance                         | 1,104                       | 3.54          |   |
| Workers Comp Ins/First Aid        | 1,872                       | 6.00          |   |
| Taxes & Assessments               | 0                           | 0.00          |   |
| Principle & Interest Expense      | 104,395                     | 334.60        | Two quarterly payments made since acquisition, next quarterly payment due April 30th - \$52,198   |
| <b>TOTAL GENERAL EXPENSE</b>      | <b>107,926</b>              | <b>345.92</b> |   |
| <b>TOTAL EXPENSES</b>             | <b>247,724</b>              | <b>793.99</b> |   |
| <b>NET INCOME</b>                 | <b>34,282</b>               | <b>109.88</b> |   |

**Crossway Residences**  
December 2020 to March 31, 2021

|                                   | 2021<br>Actual | PUM           | Notes  |
|-----------------------------------|----------------|---------------|--|
| <b>INCOME</b>                     |                |               |  |
| Dwelling Rent Income              | 47,274         | 738.66        | Occupancy began in December, Park Street began occupancy in February                 |
| Other Income                      | 23             | 0.36          |  |
| <b>TOTAL INCOME</b>               | <b>47,297</b>  | <b>739.02</b> |  |
| <b>EXPENSES</b>                   |                |               |  |
| <b>ADMINISTRATIVE EXPENSES:</b>   |                |               |  |
| Manager's Salary & Benefits       | 4,213          | 65.83         |  |
| Professional Fees                 | 2,800          | 43.75         | Appraisal  |
| Telephone & Internet/Modems       | 1,027          | 16.05         |  |
| Computer Maintenance              | 1,613          | 25.20         | Computer for management office and operations set up                                 |
| Office Supplies                   | 538            | 8.41          |  |
| Other Expenses                    | 822            | 12.84         | Moving expenses for onsite manager   |
| Management Fees                   | 5,070          | 79.22         |  |
| <b>TOTAL ADMINISTRATIVE EXP.</b>  | <b>16,083</b>  | <b>251.30</b> |  |
| <b>UTILITIES:</b>                 |                |               |  |
| Water                             | 1,194          | 18.66         |  |
| Electricity                       | 2,198          | 34.34         |  |
| Gas                               | 284            | 4.44          |  |
| Sewer                             | 1,466          | 22.91         |  |
| <b>TOTAL UTILITY EXPENSES</b>     | <b>5,142</b>   | <b>80.34</b>  |  |
| <b>MAINTENANCE</b>                |                |               |  |
| Maintenance - Materials           | 2,017          | 31.52         |  |
| Maintenance - Contract Work       | 3,829          | 59.83         |  |
| <b>TOTAL MAINTENANCE EXPENSES</b> | <b>5,846</b>   | <b>91.34</b>  |  |
| <b>GENERAL EXPENSE:</b>           |                |               |  |
| Protective Service                | 467            | 7.30          |  |
| Insurance                         | 0              | 0.00          |  |
| Workers Comp Ins/First Aid        | 0              | 0.00          |  |
| Taxes & Assessments               | 317            | 4.95          |  |
| Principle & Interest Expense      | 10,296         | 160.88        | Principal and interest on both properties during construction without full occupancy |
| <b>TOTAL GENERAL EXPENSE</b>      | <b>11,080</b>  | <b>173.13</b> |  |
| <b>TOTAL EXPENSES</b>             | <b>38,151</b>  | <b>596.12</b> |  |
| <b>NET INCOME</b>                 | <b>9,146</b>   | <b>142.90</b> |  |

- \* First 14 units began occupancy in December - partial month rents
- \* Park Street began occupancy in February 2021
- \* Final 12 units should begin occupancy in June