

**CITY OF PALM DESERT  
HOUSING COMMISSION MEETING**

**MINUTES**

**JUNE 12, 2019**

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**I. CALL TO ORDER**

Gregory Ballard, Housing Commission Chair, convened the meeting at 3:30 p.m.

**II. ROLL CALL**

Present:

Greg Ballard, Chair  
Juan Mireles, Vice Chair  
Donna Ault  
Jann Buller  
Dennis Guinaw  
Melody Morrison

Absent:

Arthur Katz

Others Present:

Kathleen Kelly, City Council Member Liaison  
Jessica Gonzales, Senior Management Analyst  
Teresa Vakili, RPM Company  
Patty Leon, Recording Secretary  
Cora Gaugush, Management Specialist II

**III. ORAL COMMUNICATIONS**

**IV. APPROVAL OF MINUTES**

A. MINUTES of the Housing Commission meeting of **May 8, 2019**.

**Motion was made by Commissioner Juan Mireles to approve the minutes of the Housing Commission meeting of May 8th, 2019. Motion was seconded by Commissioner Jann Buller and carried by 6-0 vote (AYES: Ault, Buller, Guinaw, Mireles, Morrison, and Ballard; NOES: none; ABSENT: Katz).**

**V. NEW BUSINESS**

- A. Approve Change Order No. 1 and Accept Contract No. HA37350 with S&T Contractors, Inc.

Cora Gaugush summarized the staff report, stating that the project is complete and in accordance with the contract requirements.

Commissioner Jann Buller inquired on the change order.

Mrs. Gaugush explained that upon completion of the project, the contractor made available left over material that could be used for future repairs. The left over material will be stored at One Quail Place's storage facility.

Commissioner Donna Ault asked if costs to repair the handrails, in the event a handrail became damaged, is included in the contract of which Mrs. Gaugush replied yes.

**Motion was made by Commissioner Dennis Guinaw to forward the recommendation to the Housing Authority to Approve Change Order No. 1 and accept Contract No. HA37350 with S&T Contractors, Inc. dba Service Master Restoration by S&T of Santa Clarita, California, for the Top Stair Handrail Replacement at One Quail Place, as complete and authorize the City Clerk to file a Notice of Completion (Project No. 821-19). Motion was seconded by Commissioner Donna Ault and carried by 6-0 vote (AYES: Ault, Buller, Guinaw, Mireles, Morrison, and Ballard; NOES: none; ABSENT: Katz).**

- B. Approve an extension to Contract No. HA37270 with John Harrison Contracting, Inc., for HVAC Mechanical Systems Maintenance Services

Jessica Gonzales summarized the staff report, stating that these contracted services are part of the Energy Savings Assistance Program ("ESAP") which allows the Authority to pay for a small co-pay to replace HVAC systems. HVAC systems have to be in working conditions and at least 10 years old to qualify for the replacement program. The contract's extension will include an increase in price for the costs to replace those HVAC systems that do not qualify for the ESAP.

Commissioner Melody Morrison asked about swamp coolers at the properties; Mrs. Gonzales replied that the properties do not have swamp coolers.

**Motion was made by Commissioner Jann Buller to forward the recommendation to the Housing Authority to Approve an Extension to Contract No. HA37270 with John Harrison Contracting, Inc., for HVAC**

**Mechanical Systems Maintenance Services at the Palm Desert Housing Authority properties in the amount not to exceed \$175,000 for FY 2019/2020. Motion was seconded by Commissioner Donna Ault and carried by 6-0 vote (AYES: Ault, Buller, Guinaw, Mireles, Morrison, and Ballard; NOES: none; ABSENT: Katz).**

C. Authorize the use of Curtis Allan Floorcoverings, Inc. (Mohawk)

Jessica Gonzales stated that as part of the purchasing policy in place, the Authority is allowed to purchase and procure products and materials through a government cooperative pricing under the Sourcewell contract with Mohawk. Mohawk has selected Curtis Allan Floorcoverings as the certified installer for this area. Curtis Allan has been the floor installer at the properties for the last five years and have performed satisfactory. It is a prevailing wage contract.

In addition, Curtis Allan solicited other flooring options through the government cooperative pricing and found Engineered Floors, LLC, (on the Agenda as Item D for discussion). This will allow the communities to seek different flooring options in terms of durability and quality in the volume needed for all communities.

Commissioner Melody Morrison inquired why the properties are not purchasing carpet through Home Depot and Lowes currently both on contract with the Authority and asked if padding was included in both Mohawk and Engineered Flooring's contracts.

Teresa Vakili stated that RPM Company inquired with Lowe's to purchase carpet and padding however, unfortunately they do not carry the volume required and are not consistent with carpet options.

In addition, Mrs. Gonzales mentioned that both Mohawk and Engineered provide warranties; Lowe's and Home Depot do not. Engineered flooring provides a 10-year warranty on their flooring.

Commissioner Morrison asked about the removal of the existing carpet.

Mrs. Gonzales replied that Curtis Allan is responsible for the removal of the carpets and installation as well.

Commissioner Greg Ballard asked about possibly donating the carpets after they are removed if there is any value to them.

Mrs. Gonzales replied that the carpets in need of replacement are not in a condition to be donated. In fact, as part of the contract, Curtis Allan will recycle the used carpets.

**Motion was made by Commissioner Juan Mireles to forward the recommendation to the Housing Authority to Authorize the use of Curtis Allan Floorcoverings, Inc. for purposes of procuring floor coverings and related supplies and services with Mohawk Carpet Distribution, Inc. at the Palm Desert Housing Authority properties in a total annual amount not to exceed \$125,000. Motion was seconded by Commissioner Melody Morrison and carried by 6-0 vote (AYES: Ault, Buller, Guinaw, Mireles, Morrison, and Ballard; NOES: none; ABSENT: Katz).**

- D. Authorize the use of Curtis Allan Floorcoverings, Inc. (Engineered Floors, LLC)

Jessica Gonzales summarized the staff report.

**Motion was made by Commissioner Dennis Guinaw to forward the recommendation to the Housing Authority to Authorize the use of Curtis Allan Floorcoverings, Inc. for purposes of procuring floor coverings and related supplies and services with Engineered Floors, LLC, (dba J+J Flooring Group and dba EF Contract) at the Palm Desert Housing Authority properties in a total annual amount not to exceed \$125,000. Motion was seconded by Commissioner Jann Buller and carried by 6-0 vote (AYES: Ault, Buller, Guinaw, Mireles, Morrison, and Ballard; NOES: none; ABSENT: Katz).**

- E. Authorize Award of Contract No. HA \_\_\_\_\_ to Garland/DBS, Inc., for roof repairs and related services

Jessica Gonzales stated that Garland has been performing satisfactorily under its current contract that is expiring June 30, 2019. Staff would like to enter into a new contract for a term of three years. As part of the response to U.S. Communities solicitation for roof repairs and related services, Garland included competitively bided labor rates for the installation from roofing companies nationally. Although the national installation labor rates have been accepted and established as part of the U. S. Communities' contract terms, Garland will re-bid project specific labor with Riverside County contractors to ensure the local county installation labor rates are comparable with the national rates. Garland has confirmed to the Authority, as a participating entity, the U.S. Communities contract terms, products, product warranty, services and pricing.

Commissioner Juan Mireles asked if the roofing companies obtained by Garland are local companies.

Mrs. Gonzales stated that most of the local roofing companies do not want to meet the prevailing wage requirement and therefore Garland extended their solicitations within the Riverside County area.

Upon questioned, Mrs. Gonzales stated that the contract with Garland will be in a total annual amount not to exceed \$75,000 for three years.

**Motion was made by Commissioner Juan Mireles to forward the recommendation to the Housing Authority to Authorize Award of Contract No. HA \_\_\_\_\_ to Garland/DBS, Inc., for roof repairs and related services at the Palm Desert Housing Authority properties in a total annual amount not to exceed \$75,000. Motion was seconded by Commissioner Donna Ault and carried by 6-0 vote (AYES: Ault, Buller, Guinaw, Mireles, Morrison, and Ballard; NOES: none; ABSENT: Katz).**

F. Authorize the use of Sherwin Williams Company

Jessica Gonzales stated that in order to provide the volume and paint materials needed to continue routine, recurring maintenance at the properties, staff would like to use The Sherwin-Williams Company as a vendor, on an as needed basis for one year.

Commissioner Melody Morrison asked if staff solicited bids from other paint companies such as Dunn Edwards, Vista, etc., as well.

Mrs. Gonzales stated that it is difficult to obtain quotes/bids from other companies because paint colors and products do not always match up. RPM Company has used Dunn Edwards, Vista, Sherwin Williams, and Lowes in the past and found that Sherwin Williams carry a larger selection of paints with a higher quality for the interior/exterior of the buildings, pool decks, patios, specialty paints such as nonslip resistant and for smoke units required at the properties.

**Motion was made by Commissioner Melody Morrison to forward the recommendation to the Housing Authority to Authorize the use of Sherwin Williams for purchase of paint and paint related materials and supplies for the Palm Desert Authority Properties for FY 2019/2020. Motion was seconded by Commissioner Juan Mireles and carried by 6-0 vote (AYES: Ault, Buller, Guinaw, Mireles, Morrison, and Ballard; NOES: none; ABSENT: Katz).**

G. Approval of the Vendor List for the Authority rental properties

Jessica Gonzales summarized the staff report.

**Motion was made by Commissioner Dennis Guinaw to forward the recommendation to the Housing Authority to Streamline the use of named vendors for the Authority by granting exception to the bidding requirements and approving the Authority Vendor List. Motion was seconded by Commissioner Jann Buller and carried by 6-0 vote (AYES: Ault, Buller, Guinaw, Mireles, Morrison, and Ballard; NOES: none; ABSENT: Katz).**

H. Adopt Resolution No. HA\_\_\_\_\_ Amending and Restating the Bylaws for the Palm Desert Housing Commission

Jessica Gonzales reiterated staff's recommendation to move the Housing Commission meetings to a different Wednesday of the month due to scheduling conflicts with staff members who also attend other meetings at the same time the Housing Commission currently meets.

With the Commission's concurrence and upon Authority Board approval, the Housing Commission meetings will meet on the first Wednesday of the month commencing September 4<sup>th</sup>, 2019 at 3:30 p.m. in the North Wing Conference Room.

**Motion was made by Commissioner Jann Buller to forward the recommendation to the Housing Authority to Waive further reading and adopt Resolution No. HA\_\_\_ Amending and Restating the Bylaws for the Palm Desert Housing Commission, which adopts the First Wednesday of the month as a regular meeting date that is mutually acceptable to the Housing Commission. Motion was seconded by Commissioner Juan Mireles and carried by 6-0 vote (AYES: Ault, Buller, Guinaw, Mireles, Morrison, and Ballard; NOES: none; ABSENT: Katz).**

VI. CONTINUED BUSINESS

VII. REPORTS AND REMARKS

A. COMMISSION REPORTS

Jessica Gonzales reminded the Housing Commission of the Ethic's Training required by State Law. The City's Attorney will be providing a live instruction workshop on Wednesday June 26, 2019 from 10:00 a.m. to 12:00 p.m. at City Hall. There is also an on-line training course of which

staff will email the Commission with the web address link and deadline to complete the training.

B. SUMMARY OF CITY COUNCIL, SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY, AND HOUSING AUTHORITY AGENDA ITEMS

A memo summarizing the approved action items from the City Council and Authority Board meetings was provided to the Commission for review.

C. RPM Company Monthly Reports for April

- Monthly Occupancy Status Report
- Report #1 - Monthly Occupancy and Average Rent Statement
- Report #2 - Monthly Net Operating Income Statements

The Commission reviewed the Reports for April.

Teresa Vakili reported that the properties are 98.2% occupied. Staff completed 69 re-certifications; there were 13 move-ins and 10 move-outs.

Jessica Gonzales stated that there was an inquiry at the last meeting with regard to the number of households in each unit. She noted that when RPM Staff compiled the report there were 1082 units occupied with 1788 individuals residing in the Authority communities.

D. HOUSING AUTHORITY PROPERTIES UPDATE

An update on the Housing Authority Properties was provided to the Commission for review (May)

Teresa Vakili summarized the report highlighting that staff completed 466 service requests and completed 4 unit renovations that included new cabinets and countertops.

Commissioner Melody Morrison asked about the vacant units on the property update report for an extended time.

Ms. Vakili explained that the vacant units mentioned on the report are not the same units each month.

Jessica Gonzales mentioned that One Quail Place has approximately 15 down units due to plumbing issues that require attention that are part of the re-plumbing project.

Commissioner Morrison asked about the number of handicap units at the properties.

Ms. Vakili stated that when the properties were built, ADA requirements were different in terms of the number of units required as ADA. However staff modified reasonable accommodations on an individual basis only. New units will have to comply with ADA codes.

Commissioner Jann Buller inquired on the bee removals at the properties and is it becoming a problem.

Ms. Vakili replied that Vector Control inspect the communities from time to time and have not reported a swarm problem.

Commissioner Dennis Guinaw inquired on the shopping carts at One Quail Place.

Ms. Vakili stated that residents will bring back shopping carts from neighboring stores and leave the carts all over the property. RPM maintenance staff will then relocate the carts to one particular section of the property and store them until the department store can pick them up. She noted that 30 carts have been stored at one time. In the event the store does not retrieve their carts, RPM staff will haul them back to the appropriate store.

Councilmember Liaison Kathleen Kelly suggested contacting the Public Works Department given that they also address abandoned shopping carts.

F. Authority Home Improvement Program (HIP) Update (Jessica)

ACTIVITY (May 2019)

Inquiries (calls, walk-ins, emails):	2
Applications Provided:	0
Applications Received:	2
Application being processed	1
Eligible (possibly meets criteria):	1
Ineligible (does not meet criteria):	0
Energy Savings Assistance Programs Referrals:	0
<i>(JHC Construction - SCE/Gas Co)</i>	

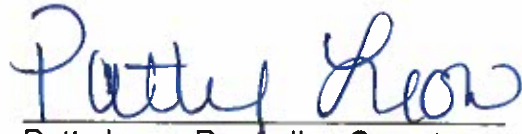
Jessica Gonzales reported that homeowners inquiring about the program are typically referred to other programs such as the Energy Savings Assistance Programs.



VIII. NEXT MEETING DATE – July 10<sup>th</sup>, 2019

IX. ADJOURNMENT

With Commission concurrence, Chair Ballard adjourned the meeting at 4:21 p.m. to July 10<sup>th</sup> 2019.



Patty Leon, Recording Secretary