

**ACTION  
MINUTES OF THE REGULAR BOARD MEETING  
OF THE  
MONTEREY COUNTY HOUSING AUTHORITY  
DEVELOPMENT CORPORATION  
HELD FEBRUARY 24, 2014**

Directors met at 123 Rico Street, Salinas, CA 93907. The meeting was called to order by Vice-Chair Tom Espinoza at 5:44 p.m. Present: Directors Elizabeth Williams, Kevin Healy, Kathy Beuthin, Mary Jo Zenk and Kathleen Ballesteros. HACM Staff: Jean Goebel, Executive Director, Lynn Santos, Director of Finance, and Joni Ruelaz, Housing Programs Manager. HDC Staff: Starla Warren, President, Marilyn Rose, Senior Finance Officer, Carolina Sahagun, Senior Community Development and Nora Ruvalcaba, Development Specialist. Recorder: Sandra Kandell.

**COMMENTS FROM THE PUBLIC**

None.

**PRESENTATIONS**

Ms. Warren indicates this item will moved to next month. It was to be an acknowledgment and appreciation of the work of two former board members which will follow HACM’s acknowledgment and appreciation.

Ms. Warren discusses the Board Manual passed out to the all Directors. She states the manual contains formation documents, HDC board policies, and informational documents and notes that it is the beginning of the board’s living binder. She requested board review and suggestions of additions. She further notes that rather than include the more voluminous documents, there are noted links in the appropriate sections and that HDC will add and ultimately have the entire Board Manual on the website.

**CONSENT AGENDA**

A. Minutes—Approval of Minutes of the regular Board Meeting held January 27, 2014

Upon motion by Director Williams, seconded by Director Healy, the Board approved the Consent Agenda. Motion carried with the following vote:

AYES: Williams, Healy, Espinoza, Beuthin, Zenk, Ballesteros  
NOES: None  
ABSENT: None

**NEW BUSINESS**

A. Procedure for Election of Directors

Ms. Warren reported that due to the changes to the Board since the October annual meeting and the absence of Alan Styles on both Boards, a new Chair will need to be elected by the Board.

Director Espinoza stated pursuant to the Roberts Rules of Order, the board needed nominations. Director Williams moves to nominate Director Espinoza and Director Healy seconds the motion. Director Espinoza asked if there were any other nominations for Chair.

Upon motion by Director Williams, seconded by Director Healy, the Board elects Director Espinoza as Chair for the year 2013-2014. Motion carried with the following vote:

AYES: Williams, Healy, Beuthin, Zenk, Ballesteros  
NOES: None  
ABSENT: None

Director Espinoza was nominated as Chair by acclamation.

Chair Espinoza requested nominations for the Vice-Chair. Director Zenk moves to nominate Director Williams as Vice-Chair and Director Ballesteros seconds the motion. Chair Espinoza asked if there were any other nominations for Vice Chair.

Upon motion by Director Zenk, seconded by Director Ballesteros, the Board elects Director Williams as Vice-Chair for the year 2013-2014. Motion carried with the following vote:

AYES: Espinoza, Healy, Beuthin, Zenk, Ballesteros  
NOES: None  
ABSENT: None

Director Williams was nominated as Vice-Chair by acclamation.

B. Appointments of Directors to Committees

Ms. Warren suggested the Chair take some time to review appointments to the subcommittees after reviewing current appointments and in coordination with HACM committee meetings. After much discussion, the Chair appointed Kathleen Ballesteros to the HDC Finance Development Committee. The HDC Ad Hoc Personnel Committee will be comprised of Director Healy and Director Beuthin. Ms. Santos raised the issue that Directors on HDC committees cannot be on the same HACM committees. Further discussed ensued after which Ms. Warren again suggested that the Chair take the time to think about it more offline. The Chair moved this item to the March Agenda.

**INFORMATION**

A. Planning Report

Ms. Warren reported that a discussion occurred at the HDC Finance and Development Committee meeting, and it was suggested by the Board that additional items be included in staff report that would outline potential development pipeline activities as well as short term uses of cash. Ms. Warren stated it will be accomplished as requested.

Ms. Sahagun reported everything is on the report but shared that HDC is working on Haciendas Phase III and IV environmental documents, and that they will be going in for funding for the resident services. Chair Espinoza asked what the timing was on the tax credit round.

Ms. Sahagun and Ms. Rose replied March 5, 2014 and July 1, 2014. Ms. Rose further stated they are currently working on Oak Park Phase 2 due next week.

B. Construction Manager Report

Ms. Warren reported on behalf of John Shores who prepared the report. She noted everything was on the report, that they are still struggling with Oak Park I, but that things are coming along. Director Espinoza asked if Mr. Shores was still employed with HDC to which Ms. Warren responded yes and that he has committed through the disposition of Haciendas II and Oak Park I. She notes that they have an Interim Construction Manager Mr. Bob Schneider, who will start on new projects.

Ms. Warren introduced and welcomed Ms. Nora Ruvalcaba as Ms. Nguyen's replacement. She notes Ms. Ruvalcaba is a past employee with HACM and John Stewart, is familiar with staff as well as many property management components giving her plenty of experience at the starting block.

C. Finance Report

Ms. Rose reported everything was on the report.

D. Quarterly Financial Report (HACM)

Ms. Santos stated the reports were attached as requested by the Board and will be provided each quarter.

Director Williams clarified to the Board that the committee asked for a little more information on what was coming down the pipe, understanding that Development does not have a timeline per se, but stated there are things coming up that the Board would like to be kept abreast on stating the Board was conservative due to the history of other projects.

Chair Espinoza stated the Board will look forward to the additional information requested.

E. Property Management Report

Ms. Goebel reported that she will answer questions on Ms. Tonkin's behalf. Director Williams asked about the one vacancy at Haciendas I. Ms. Goebel responded that the vacancy was due to an eviction.

Director Espinoza commented on Haciendas II and how the project is ahead of schedule. Ms. Rose concurred stating the reason the Grand Opening was early was due to Secretary Panetta's schedule.

**DIRECTOR COMMENTS**

Director Ballesteros thanked Ms. Warren and staff for the Board Manual stating it was very nice and with a lot of information and stated her interest in obtaining more information about the Brown Act.

Director Williams commented that the Grand Opening was wonderful and applauded all staff involved stating it must have been hard work but they did a great job. She welcomed Ms. Ruvalcaba and thanked everyone for their hard work.

Director Healy welcomed Ms. Ruvalcaba. He congratulated the Chair and Vice-Chair on their elections, and thanked everyone for their hard work.

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Director Zenk welcomed Ms. Ruvalcaba. She congratulated the Chair and Vice-Chair on their elections, thanked staff for their hard work in completing the board manual and again wanted to congratulate staff on a job well done at the Grand Opening.

Director Beuthin commented she was glad to see the completion of the Board Manual saying it was essential. She welcomed Ms. Ruvalcaba saying it was good to have someone who was familiar to the Agency, stating Ms. Nguyen's good fortune was also our good fortune.

Director Espinoza welcomed Ms. Ruvalcaba and let her know she could call him rather than email if urgent matters arise. He commended staff on a job well done at the Grand Opening.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:13 p.m.

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Chairman

ATTEST:

\_\_\_\_\_  
President/CEO

\_\_\_\_\_  
Date