



City of Port Hueneme

PORT HUENEME HOUSING AUTHORITY REGULAR MEETING

SEPTEMBER 5, 2017
6:30 PM

(Prior to the City Council meeting)

PORT HUENEME CITY HALL - CITY COUNCIL CHAMBER
250 NORTH VENTURA ROAD
PORT HUENEME, CA 93041

AGENDA

Public Communications: Each member of the public may speak on any item appearing on the Agenda or that is within the subject matter jurisdiction of the Housing Board. Speakers will be allowed three minutes per Agenda item to address the Board. Members of the public who want to address the Board should fill out a speaker card located on the back table in the City Council Chamber and provide the speaker card to the Authority Clerk. If a speaker wishes to address an item on the Agenda please note the Agenda item number or topic on the speaker card to ensure that you are called to speak before the Board takes action on the Agenda item. All speakers wishing to address the Board on items not on the Agenda will be called on to speak during the Open Forum portion of the Agenda.

1. **CALL TO ORDER, ROLL CALL**

2. **AGENDA:** *(Amend / Approve)*

3. **CONSENT AGENDA:**

A. **APPROVAL OF MINUTES**

Action: It is recommended the minutes. It is recommended the Board approve the Minutes of the July 17, 2017 Special and August 7, 2017 Regular Meetings.

4. **BOARD MEMBER COMMENTS:**

5. **OPEN FORUM:**

Anyone wishing to speak to the Board on any matter NOT on the Agenda may do so. Please approach the podium and give your name and city of residence clearly for the record. The Board cannot enter into a detailed discussion or take any action on comments, but may refer them to the

**HOUSING AUTHORITY OF THE CITY OF PORT HUENEME
SPECIAL MEETING**

JULY 17, 2017

MINUTES

The Special Meeting of the Housing Authority of the City of Port Hueneme was called to order by Chair Figg at 6:39 p.m. in the City Council Chambers at City Hall, 250 North Ventura Road, Port Hueneme, California. The Authority Clerk called the roll:

PRESENT: Members, Will Berg, Johnny Brown, Sylvia Muñoz Schnopp, Jonathan Sharkey; Vice Chair Jim Hensley, Chair Tom Figg
ABSENT: None.

Staff members present were: Rod Butler, Executive Director; Carmen Nichols, Deputy City Manager/Community Development and Housing Director; Gabby Basua, Housing Programs Manager; Michele Kostenuik, Authority Clerk.

AGENDA:

The Board had previously received copies of the Agenda.

Member Schnopp, seconded by, Member Sharkey, moved to approve the Agenda. Motion carried 6-0.

CONSENT AGENDA:

- A. APPROVAL OF MINUTES
Action: It is recommended the minutes. It is recommended the Board approve the Minutes of the June 19, 2017 Special Meeting.
- B. CASH DISBURSEMENTS RATIFICATION
Action: It is recommended the Board ratify the cash disbursements listing for the period June 10, 2016 through July 7, 2017.

Member Schnopp, seconded by, Member Hensley, moved to approve the Consent Agenda. Motion carried 6-0.

4. DEPUTY CITY MANAGER REPORTS/COMMENTS:

- A. ADOPT RESOLUTION FOR PROCUREMENT POLICY

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Action: It is recommended the Housing Authority Board review approve the attached resolution adopting the updated and re Procurement Policy.

RESOLUTION NO.548

A RESOLUTION OF THE CITY OF PORT HUENEME HOUSING AUTHORITY AUTHORIZINGTHE ADOPTION OF A REVISED PROCUREMNT POLICY EFFECTIVE JULY 17, 2017.

Gabby Basua, Housing Programs Manager gave a report. Discussion ensued among the Board.

Member Hensley, seconded by, Member Schnopp, moved to approve the capital improvement list presented. Motion carried 6-0.

COMMENTS FROM BOARD MEMBERS:

Member Brown stated residents are appreciative of the sidewalk improvements and tree debris clean up in front of Mar Vista Apartments. Member Hensley requested follow up on the smoking shelter and an update on the capital improvement projects.

OPEN FORUM: None.

CLOSED SESSION: None.

ADJOURNMENT:

Chair Figg, without objection, adjourned the meeting at 6:44 p.m. to the Regular Meeting to be held August 7, 2017 in the City Council Chambers, prior to the 6:30 p.m. City Council meeting.

Respectfully submitted,

Michele Kostenuik
Authority Clerk

APPROVED:

CHAIR TOM FIGG

**HOUSING AUTHORITY OF THE CITY OF PORT HUENEME
REGULAR MEETING**

AUGUST 7, 2017

MINUTES

The Regular Meeting of the Housing Authority of the City of Port Hueneme was called to order by Chair Figg at 6:39 p.m. in the City Council Chambers at City Hall, 250 North Ventura Road, Port Hueneme, California. The Authority Deputy Clerk called the roll:

PRESENT: Members, Will Berg, Johnny Brown, Sylvia Muñoz Schnopp, Jonathan Sharkey; Vice Chair Jim Hensley, Chair Tom Figg
ABSENT: None.

Staff members present were: Rod Butler, Executive Director; Carmen Nichols, Deputy City Manager/Community Development and Housing Director; Alvin Burrell, Finance Director; Gabby Basua, Housing Programs Manager; Cammeo Jupp, Human Resource Analyst (Authority Deputy Clerk).

AGENDA:

The Board had previously received copies of the Agenda.

Member Schnopp, seconded by, Member Sharkey, moved to approve the Agenda.
Motion carried 6-0.

CONSENT AGENDA:

- A. ADOPTION OF HOUSING AUTHORITY BUDGET FOR FISCAL YEAR 2017-2018 AND 2018-2019
Action: Review and approve the Housing Authority Two Year Budgets for Fiscal Years 2017-2018 and 2018-2019 as presented; and approve corresponding Resolution.
RESOLUTION NO. 550
A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF PORT HUENEME, CALIFORNIA, APPROVING THE FISCAL YEAR 2017-19 BIENNIAL BUDGET
- B. APPROVAL OF 2015-2016 COST ALLOCATION PLAN (CAP) FOR THE HOUSING AUTHORITY
Action: Approve the Housing Authority Cost Allocation Plan as presented; and approve corresponding Resolution.
RESOLUTION NO. 551

A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF PORT HUENEME, CALIFORNIA, APPROVING THE FISCAL YEAR 2015-16 FEDERAL COST ALLOCATION PLAN

Member Sharkey, seconded by, Member Schnopp, moved to approve the Consent Agenda. Motion carried 6-0.

4. DEPUTY CITY MANAGER REPORTS/COMMENTS:

A. ADOPT RESOLUTION FOR SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (“SEMAP”) CERTIFICATION AND SUBMISSION 2016/2017 FYE

Action: It is recommended the Board adopt a resolution approving Section Eight Management Assessment Program (SEMAP) Certification and submission to the U.S. Department of Housing and Urban Development (HUD) for the period ending June 2017.

RESOLUTION NO.549

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF PORT HUENEME, CALIFORNIA, APPROVING THE SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION AND AUTHORIZING ITS SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

Gabby Basua, Housing Programs Manager gave a report. Discussion ensued among the Board.

Member Berg, seconded by, Member Sharkey, moved to approve the capital improvement list presented. Motion carried 5-1-0 (Hensley abstained).

COMMENTS FROM BOARD MEMBERS:

None.

OPEN FORUM: None.

CLOSED SESSION: None.

ADJOURNMENT:

Chair Figg, without objection, adjourned the meeting at 6:44 p.m. to the Regular Meeting to be held September 5, 2017 in the City Council Chambers, prior to the 6:30 p.m. City Council meeting.

Respectfully submitted,

Michele Kostenuik
Authority Clerk

APPROVED:

CHAIR TOM FIGG