

# NEW HOPE COMMUNITY DEVELOPMENT CORPORATION

## AGENDA

August 26, 2020



**NOTE: This meeting is being agendized to allow Board Members, staff and the public to participate in the meeting via teleconference, pursuant to the Governor's Executive Order N-29-20 (March 17, 2020), available at the following [link](#).**

**Teleconference Options to join Zoom meeting:  
By PC: <https://yolocounty.zoom.us/j/99473111152>**

**Meeting ID: 994 7311 1152**

**or**

**By Phone: (408) 638-0968  
Meeting ID: 994 7311 1152**

**Executive Order N-29-20 authorizes local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public. Members of the public are encouraged to observe and participate in the teleconference.**

**Further instructions on how to electronically participate and submit your public comments can be found in the PUBLIC PARTICIPATION note at the end of this agenda.**

SANDRA SIGRIST  
INTERIM EXECUTIVE DIRECTOR

MEGAN STEDTFELD  
AGENCY COUNSEL

### **3:00 P.M. CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call
3. Consider approval of the agenda.
4. Public Comment: Opportunity for members of the public to address the New Hope Development Corporation on subjects not otherwise on the agenda relating to New Hope Development Corporation business. The Board reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.

### **CONSENT AGENDA**

5. Approve the minutes of the New Hope CDC meeting of May 13, 2020 and the New Hope CDC Special meeting of July 9, 2020
6. Correspondence
7. Review and approve use of the Cottonwood Meadows Replacement Reserves for the Cottonwood Meadows Phase 3 staircases and rehabilitation/construction improvements, and authorize the Interim Executive Director to execute a construction contract with Interstate Companies.

### **ADJOURNMENT**

Next meeting to be determined

I declare under penalty of perjury that the foregoing agenda was posted August 21, 2020 by 5:00 p.m. at the following places:

- On the bulletin board at the east entrance of the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California; and
- On the bulletin board outside the Board of Supervisors Chambers, Room 206 in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California; and
- On the bulletin board of Yolo County Housing, 147 West Main Street, Woodland, California.
- On the Yolo County website: [www.yolocounty.org](http://www.yolocounty.org).

Julie Dachtler, Clerk of the Board

By: \_\_\_\_\_  
Clerk

#### **NOTICE**

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Clerk of the Board for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact the Clerk of the Board as soon as possible and at least 24 hours prior to the meeting. The Clerk of the Board may be reached at (530) 666-8195 or at the following address:

Clerk of the New Hope Development Corporation  
625 Court Street, Room 204  
Woodland, CA 95695

#### **PUBLIC PARTICIPATION INSTRUCTIONS:**

Based on guidance from the California Department of Public Health and the California Governor's Office, in order to minimize the spread of the COVID-19 virus, please do the following:

1. You are strongly encouraged to participate in the New Hope Community Development Corporation meeting <https://yolocounty.zoom.us/j/99473111152>, Meeting ID: 994 7311 1152 or phone in via 1-408-638-0968 Meeting ID: 994 7311 1152.
2. If you are joining the meeting via zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press \*9 to indicate a desire to make comment. The chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3:00 minutes.

**New Hope CDC**

**5.**

**Meeting Date:** 08/26/2020

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**Information**

**SUBJECT**

Approve the minutes of the New Hope CDC meeting of May 13, 2020 and the New Hope CDC Special meeting of July 9, 2020

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**Attachments**

Att. A. May 13, 2020 Minutes

Att. B. July 9, 2020 Minutes

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**Form Review**

Form Started By: Julie Dachtler

Started On: 08/21/2020 03:31 PM

Final Approval Date: 08/21/2020

# New Hope Community Development Corporation Yolo County, California

May 13, 2020

## MINUTES

The New Hope Community Development Corporation met on the 13th day of May 2019 via teleconference at 3:00 p.m. pursuant to the Governor's Executive Order N-29-20 (March 17, 2020), available at the following [link](#).

Present: Will Arnold; Pierre Neu; Babs Sandeen; Gary Sandy; Karen Vanderford

Absent: Richard Lansburgh; Joe Walters

Staff Present: Lisa Baker, CEO  
Janis Holt, General Director  
Megan Stedtfeld, Agency Counsel  
Julie Dachtler, Clerk

### 3:00 P.M. CALL TO ORDER

1. Consider approval of the agenda.

Minute Order No. 20-04: Approved agenda as submitted.

MOTION: Sandy. SECOND: Vanderford. AYES: Arnold, Neu, Sandeen, Sandy, Vanderford. ABSENT: Lansburgh, Walters.

2. Public Comment: Opportunity for members of the public to address the New Hope Development Corporation on subjects not otherwise on the agenda relating to New Hope Development Corporation business. The Board reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.

There was no public comment.

## CONSENT AGENDA

Minute Order No. 20-05: Approved Consent Agenda Item No. 3.

MOTION: Sandy. SECOND: Neu. AYES: Arnold, Neu, Sandeen, Sandy, Vanderford. ABSENT: Lansburgh, Walters.

3. Review and Approve the Minutes for the meetings of February 20, 2019 and March 18, 2020

Approved the minutes for the meetings of February 20, 2019 and March 18, 2020 on Consent.

## REGULAR AGENDA

4. Review and Approve a Proposed 0% Forgivable Loan Program to Support YCH Resident Families during the Conversion Period to New Utility Structure (Holt, Gillette, Baker)

Minute Order No. 20-06: Approved recommended action.

MOTION: Sandy. SECOND: Arnold. AYES: Arnold, Neu, Sandeen, Sandy, Vanderford. ABSENT: Lansburgh, Walters.

5. Review and Approve Draft Working Intergovernmental Agreement Between New Hope Community Development Corporation and the County of Yolo for the Proposed Acquisition and Rehabilitation of 1214 East 8th Street, Davis CA for Exclusive Use as an Adult Residential Treatment Services Facility (Baker)

Minute Order No. 20-07: Approved recommended action by **Agreement No. 20-02.**

MOTION: Sandy. SECOND: Neu. AYES: Arnold, Neu, Sandeen, Sandy, Vanderford. ABSENT: Lansburgh, Walters.

6. Receive verbal report on Big Day of Giving results

Received verbal report on Big Day of Giving results, noting they received \$1114.

7. Receive comments from Executive Director

Received comments from Executive Director.

8. Receive comments from Directors

Received comments from Directors, with a discussion on how best to plan strategically going forward.

## **ADJOURNMENT**

Next meeting to be determined

# New Hope Community Development Corporation Yolo County, California

July 9, 2020

## MINUTES

The New Hope Community Development Corporation met on the 9th day of July, 2020 via teleconference at 3:00 p.m. pursuant to the Governor's Executive Order N-29-20 (March 17, 2020), available at the following [link](#).

Present: Will Arnold; Richard Lansburgh; Pierre Neu; Babs Sandeen; Gary Sandy; Karen Vanderford; Joe Walters

Staff Present: Janis Holt, General Director  
Megan Stedtfeld, Agency Counsel  
Julie Dachtler, Clerk

### 3:00 P.M. CALL TO ORDER

1. Consider approval of the agenda.

Minute Order No. 20-08: Approved agenda as submitted.

MOTION: Sandy. SECOND: Neu. AYES: Arnold, Neu, Sandeen, Sandy, Vanderford, Walters. ABSENT: Lansburgh.

2. Public Comment: Opportunity for members of the public to address the New Hope Development Corporation on subjects not otherwise on the agenda relating to New Hope Development Corporation business. The Board reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.

There was no public comment.

## REGULAR AGENDA

3. Ratify the executed Intergovernmental Agreement between New Hope Community Development Corporation and the County of Yolo for the Acquisition and Rehabilitation of 1214 East 8th Street, Davis CA for Exclusive Use as an Adult Residential Treatment Services Facility (also known as the Pine Tree Gardens project); authorize the (Interim) Executive Director and/or Treasurer to execute and record the California Mental Health Services Act Deed Restriction and any other ancillary or required documents to finalize the Pine Tree Gardens project. (Stedtfeld/Gillette)

Minute Order No. 20-09: Ratified executed Intergovernmental **Agreement No. 20-89** between New Hope Community Development Corporation and the County of Yolo for the Acquisition and Rehabilitation of 1214 East 8th Street, Davis CA for Exclusive Use as an Adult Residential Treatment Services Facility (also known as the Pine Tree Gardens project); authorized the (Interim) Executive Director and/or Treasurer to execute and record the California Mental Health Services Act Deed Restriction and any other ancillary or required documents to finalize the Pine Tree Gardens project.

MOTION: Sandy. SECOND: Walters. AYES: Arnold, Lansburgh, Neu, Sandeen, Sandy, Vanderford, Walters.

## CLOSED SESSION

4. Public Employee Appointment  
Pursuant to Government Code Section 54957(b)(1)  
Position title: Interim Executive Director
5. Public Report of action taken in Closed Session.

It was reported out from closed session that on a motion by Commissioner Arnold, seconded by Commissioner Lansburgh, the New Hope Community Development Corporation (CDC) Board unanimously voted to appoint Sandra Sigrist the New Hope CDC Interim Executive Director for a period up to one-year or until the vacancy is permanently filled, whichever occurs first. The terms and conditions of her appointment will be made publicly available in the near future.

## ADJOURNMENT

Next meeting to be determined

**New Hope CDC**

**7.**

**Meeting Date:** 08/26/2020

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**Information**

**SUBJECT**

Review and approve use of the Cottonwood Meadows Replacement Reserves for the Cottonwood Meadows Phase 3 staircases and rehabilitation/construction improvements, and authorize the Interim Executive Director to execute a construction contract with Interstate Companies.

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**Attachments**

Staff Report

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**Form Review**

Form Started By: Julie Dachtler  
Final Approval Date: 08/21/2020

Started On: 08/21/2020 03:57 PM



## ***New Hope Community Development Corporation***

**Meeting Date:** August 26, 2020  
**Brief Title:** Cottonwood Meadows Construction Project – Phase III  
**From:** Sandra Sigrist, Interim Executive Director  
**Staff Contact:** Fred Ichtertz, Facilities Director

**Subject:** Cottonwood Meadows Construction Expenditure Increase  
(Financial Impact) (Sigrist)

### **Recommended Action:**

Approve use of the Cottonwood Meadows Replacement Reserves for the Cottonwood Meadows Phase III staircases and rehabilitation/construction improvements, and authorize the Interim Executive Director to execute a construction contract with Interstate Companies.

### **Strategic Plan Goal(s)**

Strategic Priority 2: Investing in Development

### **Reason for Recommended Action/Background**

- Bids received for the planned Phase III work at the Staircases and dry rot Improvements at Cottonwood Meadows came in over the originally approved construction budget for the project. The construction budget for Phase III work is \$108,148. The lowest reasonable responsive bid was received in the amount of \$124,950 which has caused a starting construction budget shortfall of \$16,802.
- In addition, this budget shortfall does not include any extra funds that may be needed to address unforeseen conditions discovered during renovations (e.g., extensive dry rot). This would require a construction change order to remedy newly discovered conditions, potentially further increasing the project expense beyond the \$124,950.
- There is not currently expenditure authority for the shortfall, nor an allowable percentage flexibility for unforeseen or urgent repairs.

### **History**

Cottonwood Meadows is a NHCDC-owned apartment complex at 120 N Cottonwood Street in Woodland, serving low to very low income senior residents. The site contains two (2) separate, two-story buildings which are connected by a “flying walkway”. There are a total of 47 one-bedroom apartments with exterior stairwells. Cottonwood Meadows was constructed in 1987 using wood frame method with an exterior skin of T-1-11 wood siding and wood trim.

NHCDC has phased the following repair work over multiple years with **Phase I** tackling the areas in most disrepair first.

**Phase I – 2016-2017.** NHCDC received a CDBG Grant award of \$45,000 with a contribution of an additional \$90,000 from NHCDC Cottonwood Meadows Replacement Reserve (NHCDC Reserve) fund to address the eight (8) stairwells, wood siding and trim, which had extensive dry rot. This Phase consisted of the removal, repair and replacement of dry-rotted framing at three (3) of the eight (8) stairwells, elimination of three (3) unnecessary staircases, and wood siding and trim replacement facing the western exposure. Work also included replacement of cracked and heaved sidewalks throughout the complex. Phase I work was awarded to Interstate Companies of Woodland on August 8, 2018 and a “Notice of Completion” was filed on November 19, 2018 with the Yolo County Recorder’s office.

**Phase II – 2017-2018.** NHCDC received additional \$60,000 of CDBG funding to continue with staircase repairs and replacement of dry-rotted framing, wood trim and painting at the complex with Interstate Companies, with a Notice of Completion also filed on November 19, 2018. The total cost of Phase I and II ended up at \$151,852, expending all of the awarded CDBG, and \$46,852 of the NHCDC Reserve funds.

**Phase III – 2018-2019.** Due to additional dry rot issues with Phases I and II, additional CDBG funding was then applied for and received in the amount of \$65,000. The NHCDC Reserve funds unused from the Phase I contribution are \$43,148. This combined \$108,148 would then continue with the replacement of dry rotted framing, **replacement of the last two remaining staircases**, T-1-11 wood siding, wood trim and painting.

**Bid Opening Results - Phase III.** On July 8, 2020, a formal bid opening was held at 2:00 pm for Phase III of improvements at the Cottonwood Meadows. Interstate Companies submitted the only bid at the scheduled bid opening.

Another contractor, TCL Construction showed an initial interest in submitting a proposal. TCL requested NHCDC move the bid opening forward from the original date of July 1<sup>st</sup> to July 8<sup>th</sup> which would allow them more time to submit a proposal. NHCDC agreed to their request because of limited interest from other contractors and issued an addendum extending the bid opening date. However, TCL then failed to submit a bid at the bid opening. A bid from TCL was eventually received by office staff on July 13, 2020.

Interstate’s bid was reviewed for compliance with the NHCDC bidding documents and was found to be in order. Even though TLC Construction submitted a late proposal, a review was subsequently completed, and it was found that TCL did not submit a Bid Bond with their bid and was therefore not in compliance with the bidding documents; their bid was rejected.

Cottonwood Meadows Phase II – Staircase Improvement – Bid Results	
Contractor	Bid Amount
Interstate Companies	\$124,950
*TCL Construction	\$49,911

\*TCL bid submitted late and not in compliance with bidding documents

## **Fiscal Information**

### Fiscal Impact of this Expenditure

- Total cost of recommended action \$16,802
- Amount budgeted for expenditure Yes. See source of funds, below.
- Additional expenditure authority needed Yes
- On-going commitment (annual cost) No
- Source of Funds for this Expenditure  
Cottonwood Meadows Replacement Reserves \$16,802

## **Attachments**

None