

Yolo County Housing Yolo County, California

December 6, 2017

MINUTES

The Yolo County Housing met on the 6th day of December, 2017, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 4:00 p.m.

Present: Will Arnold; Angel Barajas; Mark Johannessen; Pierre Neu; Karen Vanderford; Jennifer Wienecke-Friedman

Absent: Helen Thomson

Staff Present: Lisa Baker, CEO
Hope Welton, Agency Counsel
Janis Holt, General Managing Director
Julie Dachtler, Clerk

CALL TO ORDER

1. Pledge of Allegiance.
2. Consider approval of the agenda.

Minute Order No. 17-48: Approved agenda as submitted noting that Closed Session would follow the Consent Agenda.

MOTION: Arnold. SECOND: Barajas. AYES: Arnold, Barajas, Johannessen, Vanderford. ABSENT: Neu, Thomson, Wienecke-Friedman.

3. Public Comment: Opportunity for members of the public to address the Housing Authority on subjects not otherwise on the agenda relating to Housing Authority 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.

PRESENTATIONS

4. Presentation of staff and interns: Intern Ana Lam; Temporary HS II Joan Robinson

CEO Lisa Baker presented intern Ana Lam and General Director Janis Holt presented Temporary HS II Joan Robinson

5. Presentation to Mary Hammes - Fair Housing and Reasonable Accommodation Certification

General Director Janis Holt presented the Fair Housing and Reasonable Accommodation Certification to Mary Hammes.

6. Presentation to Mary Rice - Housing Quality Standards Certification

Management Analyst Colleen Brock presented Housing Quality Standards Certification to Mary Rice.

7. Recognition of Family Self Sufficiency Graduates Carrie Beatty and Christine Hermsmeyer (not in attendance)

The Commissioners recognized Family Self Sufficiency Graduates Carrie Beatty and Christine Hermsmeyer, although they were not in attendance.

CONSENT AGENDA

Minute Order No. 17-49: Approved Consent Agenda Items 8-11.

MOTION: Barajas. SECOND: Neu. AYES: Arnold, Barajas, Johannessen, Neu, Vanderford. ABSENT: Thomson, Wienecke-Friedman.

8. Review and Approve Minutes of the Meeting of October 25, 2017

Approved the minutes of the meeting of October 25, 2017 on Consent.

9. Review and Approve Destruction of Records in Accordance with the YCH Records and Retention Policy (Holt)

Approved recommended action on Consent.

10. Review and Approve Contract Award to West Coast Arborists for Tree Trimming and Removal Services (Holt, Ichtertz, Dogias)

Approved **Agreement No. 17-07** on Consent.

11. Receive and File Correspondence from the Yolo County Children's Alliance for A Tale of Two Cities fundraiser (Baker)

Approved recommended action on Consent.

REGULAR AGENDA

12. Set Date for January Meeting (Baker)

The next meeting date was confirmed for Wednesday, January 24, 2018, at 4:00 pm.

13. Receive Verbal Report from CEO Baker Regarding IGT House

CEO Lisa Baker reported they closed on the IGT House this week and will be returning to the Board in the near future to finalize everything.

14. Receive comments from CEO Baker

CEO Lisa Baker provided updates on the following items: the water well at El Rio Villas; water heater and heater issues at Pacifico in Davis; Crossroads Apartments hot water heater igniter went out; solar panels installation on Lemen Avenue; non-HUD lighting and water efficiencies begin installed in the YCH Administration Building; Prop 47 funding components for rapid rehousing; Davis and Madison Migrant Housing pieces and lastly, new Board members will be appointed December 12, 2017 on the Dixon Housing Authority and with that, they will be able to move forward with contracting with them.

15. Receive comments from Commissioners

There were no comments from Commissioners.

CLOSED SESSION

16. Conference with Legal Counsel - Anticipated Litigation
Pursuant to Government Code Section 54956.9(d) (2)
Significant exposure to litigation: 1 case

17. Conference with Real Property Negotiator
Pursuant to Government Code Section 54956.8
Property: 1752 Drew Circle, Davis, CA
Agency Negotiator: Lisa Baker
Negotiating Parties: TBD
X Price X Terms

18. Conference with Real Property Negotiator
Pursuant to Government Code Section 54956.8
Property: 1811 - 1815 Merkeley Avenue, West Sacramento, CA
X Price X Terms

19. Public Employment, Employee Evaluation
Pursuant to Government Code Section 54954.5
Position Title: CEO

ADJOURNMENT

Next meeting is January 24, 2018.

Mark Johannessen, Chair
Yolo County Housing

Julie Dachtler, Clerk
Yolo County Housing

YOLO COUNTY HOUSING

AGENDA

REGULAR MEETING

December 6, 2017

4:00 p.m.



YOLO COUNTY HOUSING
HOUSING COMMISSION

WILL ARNOLD
ANGEL BARAJAS
MARK JOHANNESSEN
PIERRE NEU
HELEN MACLEOD THOMSON
KAREN VANDERFORD
JENNIFER WIENECKE-FRIEDMAN

BOARD OF SUPERVISORS CHAMBERS
625 COURT STREET, ROOM 206
WOODLAND, CALIFORNIA 95695

LISA A. BAKER
CHIEF EXECUTIVE OFFICER

HOPE WELTON
AGENCY COUNSEL

Reminder: Please turn off cell phones.

CALL TO ORDER

1. Pledge of Allegiance.
2. Consider approval of the agenda.
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PRESENTATIONS

4. Presentation of staff and interns: Intern Ana Lam; Temporary HS II Joan Robinson
5. Presentation to Mary Hammes - Fair Housing and Reasonable Accommodation Certification
6. Presentation to Mary Rice - Housing Quality Standards Certification
7. Recognition of Family Self Sufficiency Graduates Carrie Beatty and Christine Hermsmeyer (not in attendance)

CONSENT AGENDA

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15. Receive comments from Commissioners

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Property: 1811 - 1815 Merkeley Avenue, West Sacramento, CA
X Price X Terms
19. Public Employment, Employee Evaluation
Pursuant to Government Code Section 54954.5
Position Title: CEO

ADJOURNMENT

Next meeting is TBD

I declare under penalty of perjury that the foregoing agenda was posted by Friday, December 1, 2017 by 4:00 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.

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 72 hours prior to the meeting. The Clerk of the Board may be reached at (530) 666-8195 or at the following address:

Yolo County Housing
c/o Clerk of the Board of Supervisors
County of Yolo
625 Court Street, Room 204, Woodland, CA 95695

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 17-49 Item No. 8, of the Yolo County Housing meeting of December 6, 2017.

MOTION: Barajas. SECOND: Neu. AYES: Arnold, Barajas, Johannessen, Neu, Vanderford.
ABSENT: Thomson, Wienecke-Friedman.

8.

Review and Approve Minutes of the Meeting of October 25, 2017

Approved the minutes of the meeting of October 25, 2017 on Consent.

Yolo County Housing Yolo County, California

October 25, 2017

MINUTES

The Yolo County Housing met on the 25th day of October, 2017, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 4:00 p.m.

Present: Will Arnold; Angel Barajas; Mark Johannessen; Pierre Neu; Helen Thomson; Karen Vanderford

Absent: Jennifer Wienecke-Friedman

Staff Present: Hope Welton, Agency Counsel
Janis Holt, General Director (subbing for CEO Lisa Baker)
Lupita Ramirez, Clerk

CALL TO ORDER

1. Pledge of Allegiance.
2. Consider approval of the agenda.

Minute Order No. 17-44: Approved agenda as submitted.

MOTION: Arnold. SECOND: Thomson. AYES: Arnold, Barajas, Johannessen, Neu, Thomson, Vanderford. ABSENT: Wienecke-Friedman.

3. Public Comment: Opportunity for members of the public to address the Housing Authority on subjects not otherwise on the agenda relating to Housing Authority 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. 17-45: Approved Consent Agenda Item Nos. 4-13.

MOTION: Thomson. SECOND: Arnold. AYES: Arnold, Barajas, Johannessen, Neu, Thomson, Vanderford. ABSENT: Wienecke-Friedman.

4. Approval of Minutes from the meeting of August 23, 2017

Approved the minutes from the meeting of August 23, 2017 on Consent.

5. Review, Approve and Adopt a Resolution Honoring the Yolo Food Bank for its Participation in the Drought Food Assistance Program (Baker, Holt)

Approved **Resolution No. 17-13** on Consent.

6. Receive and File Correspondence from the U.S. Department of Housing and Urban Development (HUD) Quality Assurance Division (QAD) Regarding its Rent Reasonableness Remote Review (holt, Jimenez-Perez)

Approved recommended action on Consent.

7. Review and Approve the Management Unit Collective Bargaining Agreement (Baker, Holt)

Approved **Agreement No. 17-05** on Consent.

8. Review and Approve Assignment of Preference Points in the Admissions and Continued Occupancy Plan (ACOP) for Displacement to Conform to other YCH programs (Holt)

Approved recommended action on Consent.

9. Review, Approve and Authorize the Write-Off of Quarterly Uncollectible Debt in Accordance with the Adopted Accounts Receivable Charge-Off Policy (Gillette, Dogias)

Approved recommended action on Consent.

10. Review, Approve and Adopt a Resolution Updating the YCH Resident-Citizen Participation Plan in Accordance with Requirements of the Affirmatively Furthering Fair Housing Rule (Baker, Holt)

Approved **Resolution No. 17-14** on Consent.

11. Review and Approve a One Year Extension of Fair Housing Agreement with Legal Services of Northern California and Authorize the CEO to Execute (Baker, Holt)

Approved **Agreement No. 17-06** on Consent.

12. Receive and File Unaudited Financial Statement for Fiscal Year Ending June 30, 2017 (Gillette, Baker)

Approved recommended action on Consent.

13. Review and Approve Contract Award to S.W. Allen Construction for the Davis Migrant Center Americans with Disabilities Act (ADA) Improvements and Authorize the CEO to Execute (Ichtertz)

Approved recommended action on Consent.

PRESENTATIONS

14. Presentation of a Resolution to the Yolo Food Bank for its Participation in the Drought Assistance Program (DFAP)

Janis Holt, General Director, presented the resolution to the Yolo Food Bank.

15. Presentation of New Computer Learning Center Staff: Olivia Ayala (Crosswood), Alysia Castillo (El Rio Villas), Jennifer Mitchell (Las Casitas), Aren Scardaci (Yolano-Donnelly)

Janis Holt, General Director, presented new Computer Learning Center Staff.

REGULAR AGENDA

16. Review, Approve and Authorize YCH to Apply to the List for the Rental Assistance Demonstration Program (RAD) and Explore Options to Improve the Financial Position of its Public Housing Stock (Baker, Gillette, Holt, Dogias, Ichtertz)

Minute Order No. 17-46: Approved recommended action.

MOTION: Thomson. SECOND: Barajas. AYES: Arnold, Barajas, Johannessen, Neu, Vanderford, Thomson. ABSENT: Wienecke-Friedman.

17. Review, Approve and Authorize the CEO on behalf of YCH to Participate in the Statewide Moving to Work Initiative (MTW) and to Participate in Future MTW Opportunities that May Become Available (Baker, Gillette, Holt)

Minute Order No. 17-47: Approved recommended action.

MOTION: Thomson. SECOND: Barajas. AYES: Arnold, Barajas, Johannessen, Neu, Vanderford, Thomson. ABSENT: Wienecke-Friedman.

18. Receive comments from General Director Holt

General Director Holt referred to an article written by CEO Lisa Baker in the Journal of Housing & Community Development titled, "Walls & Bridges - Inside the Neuroscience of Implicit Bias." She also referred to a book given to each Commissioner titled, "What Matters: Investing in Results to Build Strong, Vibrant Communities." She also provided an update on the progress of the new MHSA Housing Project going up at 10 N. Cottonwood (formerly 180 W. Beamer) and encouraged Commissioners to drive by and take a look. Ms. Holt mentioned the film series on Saturday, November 4, 2017 at the Veterans Memorial Theatre called "I Am Your Neighbor: A Tale of Two Cities" but that it also was recently held in West Sacramento. An update on the water well was provided as well. 'Getting to Zero' Quarterly Report by the Davis Pathways to Permanent Supported Housing was provided to each member. Letter was recently sent to HUD for more VASH Vouchers for Yolo County. And lastly, Esperanza Crossing Phase II in Esparto has recently housed several families, so that is good news.

19. Receive comments from Commissioners

There were no comments from the Commissioners.

CLOSED SESSION

20. Conference with Legal Counsel - Existing Litigation
Pursuant to Government Code Section 54956.9(d)(1)
Name of Case: Reyes v. Yolo County Housing (Yolo Superior Court CV17-1347)

Next meeting is December 6, 2017



Mark Johannessen, Chair
Yolo County Housing



Julie Dachtler, Clerk
Yolo County Housing

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 17-49 Item No. 9, of the Yolo County Housing meeting of December 6, 2017.

MOTION: Barajas. SECOND: Neu. AYES: Arnold, Barajas, Johannessen, Neu, Vanderford.
ABSENT: Thomson, Wienecke-Friedman.

9. Review and Approve Destruction of Records in Accordance with the YCH Records and Retention Policy (Holt)

Approved recommended action on Consent.



Yolo County Housing

147 W. Main Street
WOODLAND, CA 95695

Woodland: (530) 662-5428
Sacramento: (916) 444-8982
TTY: (800) 545-1833, ext. 626

DATE: December 6, 2017
TO: YCH Housing Commission
FROM: Lisa A. Baker, CEO
PREPARED BY: Janis Holt, General Managing Director

SUBJECT: Review and Approve Destruction of YCH Records in Accordance with Revised Records and Retention Policy and Schedules.

RECOMMENDED ACTION:

That the Board of Commissioners authorizes staff to destroy housing, finance, contractual and personnel records in accordance with the Agency's revised records retention policy and schedules.

BACKGROUND / DISCUSSION

In accordance with the revised Records Retention policy, the General Director, Finance Director, and Housing Program Supervisors have reviewed documents stored on-site. These records are listed for approval of destruction January 1, 2018.

- Housing Assistance (HCV) and Real Estate Services (LRPH and Migrant) files of active participant file contents prior that are greater than three years after the annual re-exam (unit inspection reports; rent reasonableness determination (during term of HAP contract); income verification documentation; HCV terminations 7 years or older; (EIV) and other records specified by HUD in 24 CFR 908.101 and 982.158(e). Destroy after three (3) years.
- Personnel files of former employees; Destroy after seven (7) years any records dated December 31, 2010 or older.
- Past applications for employment; Destroy after three (3) years any records dated December 31, 2014 or older.
- Financial records; Pre-12/31/2010 AP records; Pre-12/31/2010 Bank Statements; Pre-12/31/2010 Monthly Financial Reports and Supporting Documents; YCH policy allows destruction of records seven (7) years after close of fiscal year.
- Miscellaneous files returned to YCH related to the Grand Jury investigation which took place in 2006 as reviewed and approved for destruction by YCH legal

counsel and CEO.

FISCAL IMPACT

Approximate cost for destruction of records will be \$150.

CONCLUSION

Staff recommends that the Housing Commission approve the destruction of these records in accordance with the approved policy.

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 17-49 Item No. 10, of the Yolo County Housing meeting of December 6, 2017.

MOTION: Barajas. SECOND: Neu. AYES: Arnold, Barajas, Johannessen, Neu, Vanderford. ABSENT: Thomson, Wienecke-Friedman.

10.

Review and Approve Contract Award to West Coast Arborists for Tree Trimming and Removal Services (Holt, Ichtertz, Dogias)

Approved **Agreement No. 17-07** on Consent.



Yolo County Housing

147 W. Main Street
WOODLAND, CA 95695

Woodland: (530) 662-5428
Sacramento: (916) 444-8982
TTY: (800) 545-1833, ext. 626

DATE: December 6, 2017
TO: YCH Housing Commission
FROM: Lisa A. Baker, CEO
PREPARED BY: Janis Holt, General Director
Fred Ichtertz, Facilities Director
SUBJECT: **Review and Approve Contract Award to West Coast Arborists
for Tree Trimming and Removal Services**

RECOMMENDED ACTION

That the Housing Commission:

1. Review and Approve Contract Award to West Coast Arborists for Tree Trimming and Removal Services, and;
2. Authorize the CEO to Execute the Contract

BACKGROUND/DISCUSSION

Last year, during several wind and storm events across Yolo County, the Yolo County Housing (YCH) portfolio sustained damage to some roofs from falling tree branches and limbs, but fortunately did not sustain any major damage that would have led to an insurance claim. Nevertheless, rain and wind after several years of drought did result in extensive tree damage, including the need to remove trees due to threat of structural damage.

Traditionally, procurement for tree trimming and removal has been procured by each property manager going through the process of getting three bids, requesting approval from management, and scheduling the work. This process takes a lot of time, is an inefficient use of staff time and has become an administrative burden to the organization. In addition, we do not currently have an "on-call" contractor for emergency situations. It would be beneficial to the organization to enter into a contract with a single contractor that could serve all YCH and New Hope Community Development Corporation (NHCD) locations and be pre-procured for such services.

The HUD Procurement Handbook 7460.8, Rev 2 states that housing agencies may purchase "supplies and services through a local, county or State government's supply, service or equipment contractor". This practice is also encouraged and allowed by

Working together to provide quality affordable housing and community development services for all

Code of Federal Regulations at 24 CFR, Part 85.36; as a result, staff researched opportunities to purchase tree contracting services through a local government contract. Currently, the contracting firm, West Coast Arborists, Inc., provides tree trimming and removal services to the County of Yolo, City of Davis, City of Woodland, City of Sacramento and Sacramento Housing and Redevelopment Agency (SHRA). The County of Yolo provided YCH with a copy of their completed Request for Proposal (RFP) and selection process for tree trimming and removal services and West Coast Arborists has extended the same services and prices to YCH allowing us to piggyback off the existing, completed procurement in accordance with requirements.

In addition to streamlining operational efficiency, preventive maintenance, and improving emergency response in the case of a disaster or business continuity event, West Coast Arborists are capable of providing add-ons such as geo-coding of all trees on our properties. Tree geo-coding has been a long time goal for YCH to allow for better planning and maintenance of its many trees.

The proposed contract amount is for one year in the amount of up to \$30,000 with an option to amend for add-ons for geo-coding and/or emergency contract services in the event of a disaster and/or extending the contract for up to three (3) one year extensions.

FISCAL IMPACT:

None at this time. Tree trimming and removal is already a line item in our budgets and the bid quote is within our independent cost estimate.

CONCLUSION:

Review and approve contract award to West Coast Arborists, Inc for tree trimming and removal, authorizing the CEO to execute.

AGREEMENT NO. 17-07
(Short-Form Agreement)

THIS AGREEMENT is made this 6th day of December, 2017, by and between the Housing Authority of the County of Yolo ("YCH"), and West Coast Arborists ("CONTRACTOR"), who agree as follows:

TERMS

1. CONTRACTOR shall perform the following personal services: Tree Trimming and Removal Services
2. CONTRACTOR shall perform said services between November 15, 2017, and June 30, 2018.
3. The complete contract shall include the following Exhibits attached hereto and incorporated herin: Exhibit A: Insurance Requirements, Exhibit B: Bid Tabulation Packet, and Exhibit C: Extension to Tree Trimming & Removal Services through 6/30/2018.
4. Subject to CONTRACTOR'S satisfactory and complete performance of all the terms and conditions of this Agreement, and upon CONTRACTOR'S submission of an appropriate claim, YCH shall pay CONTRACTOR no more than a total amount of \$30,000, as identified in THIS CONTRACT. Hourly rates shall be calculated in accordance with the rate schedule included in Exhibit C.
5. CONTRACTOR, at his sole cost and expense, shall obtain and maintain throughout the entire term of this Contract, the insurance set forth in Exhibit A attached hereto.
6. CONTRACTOR shall defend, indemnify, and hold harmless YCH, its officers, officials, employees and agents from any and all claims, demands, liability, damages, cost or expenses (including but not limited to attorney fees) in law or equity that may at any time arise or be asserted based in whole or in part upon any negligent or other wrongful act or omission of the CONTRACTOR, it's officers, agents, or employees.
7. CONTRACTOR shall comply with all applicable laws and regulations, including but not limited to any, which are promulgated to protect the public health, welfare and safety or prevent conflicts of interest. CONTRACTOR shall defend YCH and reimburse it for any fines, damages or costs (including attorney fees) that might be incurred or assessed based upon a claim or determination that CONTRACTOR has violated any applicable law or regulation.
8. This Agreement is subject to YCH, the State of California and the United States appropriating and approving sufficient funds for the activities required of the Contractor pursuant to this Agreement. If YCH's adopted budget and/or its receipts from California and the United States do not contain sufficient funds for this Agreement, YCH may terminate this Agreement by giving ten (10) days advance written notice thereof to the Contractor, in which even YCH shall have no obligation to pay the Contractor any further funds or provide other consideration and the Contractor shall have no obligation to provide any further services under this Agreement.
9. If CONTRACTOR fails to perform any part of this Agreement, YCH may notify the CONTRACTOR of the default and CONTRACTOR shall remedy the default. If CONTRACTOR fails to do so, then, in addition to any other remedy that YCH may have, YCH may terminate this Agreement and withhold any or all payments otherwise owed to CONTRACTOR pursuant to this Agreement.
10. Attached are licenses &/or certificates required by CONTRACTOR's profession (Indicating type; No.; State; & Expiration date), and CONTRACTOR certifies that he/she/it shall maintain them throughout this Agreement, and that CONTRACTOR's performance will meet the standards of licensure/certification.

11. CONTRACTOR understands that he/she is not an employee of YCH and is not eligible for any employee benefits, including but not limited to unemployment, health/dental insurance, worker's compensation, vacation or sick leave.

12. CONTRACTOR will hold in confidence all information disclosed to or obtained by CONTRACTOR which relates to activities under this Agreement and/or to YCH's plans or activities. All documents and information developed under this Agreement and all work products, reports, and related data and materials shall become the property of YCH. CONTRACTOR shall deliver all of the foregoing to YCH upon completion of the services hereunder, or upon earlier termination of this Agreement. In addition, CONTRACTOR shall retain all of its own records regarding this Agreement and the services provided hereunder for a period of not less than four (4) years, and shall make them available to YCH for audit and discovery purposes.

13. This Agreement constitutes the entire agreement of the parties, and no other agreements or representations, oral or written, have been made or relied upon by either party. This Agreement may only be amended in writing signed by both parties, and any other purported amendment shall be of no force or effect. This Agreement, including all attachments, shall be subject to disclosure pursuant to the California Public Records Act.

14. This Agreement shall be deemed to be executed within the State of California and construed in accordance with and governed by laws of the State of California. Any action or proceeding arising out of this Agreement shall be filed and resolved in a California State court located in Woodland, California.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above by affixing their signatures hereafter.

CONTRACTOR:

YCH:

Contractor Signature

Lisa A. Baker, CEO Signature

Patrick Mahoney, President
Printed Name

2200 E. Via Burton
Street Address/PO Box

147 West Main Street

Anaheim, CA 92806
City/State/Zip

Woodland, CA, 95695

714-991-1900
Phone

530-662-5428

CERTIFICATION: I hereby certify under the penalty of perjury that all statements made in or incorporated into this Agreement are true and complete to the best of my knowledge. I understand and agree that YCH may, in its sole discretion, terminate this Agreement if any such statements are false, incomplete, or incorrect.

Contractor Signature

EXHIBIT A

INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001).
2. Insurance Services Office Form Number CA 0001 covering Automobile Liability, code 1 (any auto).
3. Professional Liability Insurance (Errors and Omissions).
4. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

Minimum Limits of Insurance

Contractor shall maintain limits no less than:

1. General Liability:

(Including operations, products and completed operations.)
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\$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2. Automobile Liability: **\$1,000,000** per accident for bodily injury and property damage.
3. Employer's Liability: **\$1,000,000** per accident for bodily injury or disease.
4. Professional Liability: **\$1,000,000.**

5. Workers' Compensation: **Statutory Limit.**

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the Housing Authority of Yolo County (YCH). At the option of YCH, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects YCH, its officers, officials, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to YCH guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. YCH, its officers, officials, employees, and volunteers are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance, or as a separate owner's policy (CG 20 10 11 85).
2. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects YCH, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by YCH, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to YCH.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

Verification of Coverage

Contractor shall furnish YCH with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by YCH or on other than YCH's forms, provided those endorsements or policies conform to the requirements. All certificates and endorsements are to be received and approved by YCH before work commences. YCH reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

Subcontractors

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

"EXHIBIT B"



County of Yolo

www.yolocounty.org

HOWARD H. NEWENS, CIA, CPA
Chief Financial Officer

DOUGLAS K. OLANDER, CPA
Assistant Chief Financial Officer

DEPARTMENT OF FINANCIAL SERVICES

625 Court Street, Room 102
PO BOX 1268
WOODLAND, CA 95776
PHONE: (530) 666-8190
FAX: (530) 666-8215
DFS @ yolocounty.org

- Financial Strategy Leadership
- Budget & Financial Planning
- Treasury & Finance
- Tax & Fee Collection
- Financial Systems Oversight
- Accounting & Financial Reporting
- Internal Audit
- Procurement

Results for Tree Trimming & Removal Services

Yolo County has completed its evaluation of proposals for RFP#PURRFPPK1604.

The following vendor, West Coast Arborists, is the best evaluated Proposer that the County has considered for contract award.

<u>Vendors:</u>	<u>Terms:</u>	<u>Criteria Evaluations Point Ranking</u>
1. *West Coast Arborists	1% 20 days	302.67
2. Professional Tree Care	1% 10 days	255.67
3. Evergreen Arborists	3% 30 days	253.35

Yolo County wishes to thank you for the submission of your proposal, and appreciates your interest in providing goods and services to the County. We hope you will respond to future proposals.

If you have any questions regarding this solicitation, please contact the soliciting agency. For questions on using the system to view the solicitation, please contact customer support at vendorsupport@bidsync.com or 1-801-765-9245.

Exhibit C - 1



County of Yolo

www.yolocounty.org

HOWARD H. NEWENS, CIA, CPA
Chief Financial Officer

DOUGLAS K. OLANDER, CPA
Assistant Chief Financial Officer

DEPARTMENT OF FINANCIAL SERVICES

625 Court Street, Room 102
PO BOX 1268
WOODLAND, CA 95776
PHONE: (530) 666-8190
FAX: (530) 666-8215
DFS @ yolocounty.org

- Financial Strategy Leadership
- Budget & Financial Planning
- Treasury & Finance
- Tax & Fee Collection
- Financial Systems Oversight
- Accounting & Financial Reporting
- Internal Audit
- Procurement

Date: 3/23/17

West Coast Arborists, Inc.
Attn: Patrick Mahoney
2200 E. Via Burton
Anaheim, CA. 92806

RE: Contract#AUDRFPKK1604 Extension for Tree Trimming & Removal Services for fiscal year "7/1/17-6/30/18"

Dear Mr. Mahoney:

The bid contract for Tree Trimming & Removal Services expires on 6/30/18 and has a provision for renewal under the original terms, conditions and specifications for three (3) additional one (1) year terms. This would constitute the first extension of this bid contract.

Please sign and select one of the options provided below indicating your acceptance and acknowledgment. Your response must be received **no later than 5:00pm, May 4th**. Responses can be sent to this office via e-mail to karen.kawelmacher@yolocounty.org.

Should you have any questions or concerns, I can be reached at (530) 666-8073 or email karen.kawelmacher@yolocounty.org.

We offer to renew this contract under the current rates, terms, conditions and specifications for one (1) year. (Current Rates Attached)

We offer to renew this contract at further reduced rates under the current terms, conditions and specifications for one (1) year. (Please attach new pricing)

	Patrick Mahoney, President	March 27, 2017
Signature:	Title:	Date:

Thank you for your attention and consideration to this matter.

Sincerely,

Karen Kawelmacher
Lead Buyer

**TREE TRIMMING & REMOVAL SERVICES
EXHIBIT "A" COST PROPOSAL SHEET**

West Coast Arborists, Inc.				
A. LABOR RATES (PER PERSON, INCLUSIVE OF ALL COSTS)				
LINE	DESCRIPTION	STRAIGHT TIME 7AM-4PM WEEKDAYS M-F	OVERTIME: AFTER HOURS & SATURDAYS	SUNDAYS & HOLIDAYS
1	Certified Arborist	\$86.70per hour	\$108.40 per hour	\$108.40 per hour
2	Climber/Bucket Operator	\$86.70per hour	\$108.40 per hour	\$108.40 per hour
3	Groundsman	\$86.70per hour	\$108.40 per hour	\$108.40 per hour
4	Stump Grinder	\$10.80per hour	\$10.80per hour	\$10.80per hour
B. TRAVEL				
5	FLAT RATE TRIP CHARGE			\$130.00
C. PAYMENT TERMS				
6	<u>PROMPT PAYMENT DISCOUNT:</u> Contractor will allow 1.0 % discount if paid within			1% 20 DAYS
Equipment List Summary Provided				

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No. 17-49 Item No. 11, of the Yolo County Housing meeting of December 6, 2017.

MOTION: Barajas. SECOND: Neu. AYES: Arnold, Barajas, Johannessen, Neu, Vanderford. ABSENT: Thomson, Wienecke-Friedman.

11.

Receive and File Correspondence from the Yolo County Children's Alliance for A Tale of Two Cities fundraiser (Baker)

Approved recommended action on Consent.



Yolo County Housing

Lisa A. Baker, Chief Executive Officer

147 W. Main Street

Woodland: (530) 662-5428

WOODLAND, CA 95695

Sacramento: (916) 444-8982

TTY:

(800) 545-1833, ext. 626

DATE: December 6, 2017
TO: YCH Housing Commission
FROM: Lisa A. Baker, Chief Executive Officer
SUBJECT: **Receive and File Correspondence from the Yolo County Children's Alliance**

RECOMMENDED ACTIONS:

That the Commissioners receive and file the correspondence.

BACKGROUND / DISCUSSION

YCH has received correspondence from the Yolo County Children's Alliance (YCCA) in recognition of our Cal Humanities project with the Yolo County Library for a film festival around homelessness and fundraiser for YCCA's annual West Sacramento Giveaway Day.

FINANCIAL IMPACT

None at this time. I am Your Neighbor – A Tale of Two Cities raised a little over \$200 for YCCA and the same for the Davis Interfaith Rotating Winter Shelter.

CONCLUSION

That the Commission receive and file the correspondence.

Attachment: Letter from Yolo County Children's Alliance

**YOLO COUNTY CHILDREN'S ALLIANCE
& CHILD ABUSE PREVENTION COUNCIL**

celebrating 10 years of continued service to children and families



November 14, 2017

Lisa Baker
Yolo County Housing Authority
147 W. Main St.
Woodland, CA 95695

*Thank you so much
Lisa for your continued
support of YCCA!
♥*

Dear Lisa,

On behalf of the Yolo County Children's Alliance, I would like to thank you for your support of our agency by hosting a drive at the "I Am Your Neighbor – A Tale of Two Cities" event. With your generosity to our agency we are able to make life a little brighter for families in Yolo County.

Thank you for your partnership and continuous support to our agency and our efforts to support Yolo County's families! We could not do this without your support!

Sincerely,

Katie Villegas
Executive Director
Yolo County Children's Alliance

600 A Street, Suite Y
Davis, CA 95616
530-757-5573 phone
530-753-7662 fax
www.yolokids.org
katie.villegas@yolocounty.org

The mission of the Yolo County Children's Alliance is to assess, coordinate and act to strengthen and support the continuum of prevention and intervention services and resources for children, youth and their families.

The Yolo County Children's Alliance is a tax-exempt 501(c) 3 organization (Federal tax id: 68-0526185) which includes the Yolo County Child Abuse Prevention Council. All donations are tax deductible.

Yolo County Housing
Yolo County, California

Meeting Date: December 6, 2017

To: County Counsel ✓
Yolo County Housing ✓

12.

Set Date for January Meeting (Baker)

The next meeting date was confirmed for Wednesday, January 24, 2018, at 4:00 pm.



Yolo County Housing

Lisa A. Baker, Chief Executive Officer

147 W. Main Street
WOODLAND, CA 95695

Woodland: (530) 662-5428

Sacramento: (916) 444-8982

TTY: (800) 545-1833, ext. 626

DATE: December 6, 2017
TO: YCH Housing Commission
FROM: Lisa A. Baker, Chief Executive Officer
SUBJECT: **Set Date for January meeting**

RECOMMENDED ACTIONS:

Staff recommends that the Housing Commission Review and Approve a date and time for the January meeting and authorize the CEO to bring back a proposed annual calendar in January.

BACKGROUND / DISCUSSION

The YCH is required to meet at regular times. According to the by-laws of the YCH at "Article III – Meetings," the Authority is required to hold an annual meeting. In general, the YCH Commission holds meetings monthly, with the exception of November.

Staff proposes that the Commission select mutually agreeable dates for the meetings. The Commission generally meets on Wednesday at 4 p.m. At this time, not all the proposed meeting and travel schedules are available for 2018. As a result, staff offers the following alternatives for the Commission to choose from for the January meeting and will bring back a proposed calendar for the remainder of 2018 at the January meeting. Possible dates and times in January:

- Wednesday, January 17, 2018 at 4 p.m.
- Wednesday, January 24, 2018 at 4 p.m.
- Wednesday, January 31, 2018 at 4 p.m.

FISCAL IMPACT

No additional fiscal impact. Meeting at regular times will keep YCH in compliance with the requirements of its funding partners and will allow YCH to conduct business and make required reporting submissions on a timely basis.

CONCLUSION

In accordance with the Authority's by-laws, current practice and the needs of the YCH, staff proposes that the Housing Commission select a date for the January 2018 meeting.

Yolo County Housing
Yolo County, California

Meeting Date: December 6, 2017

To: County Counsel ✓
Yolo County Housing ✓

14.

Receive comments from CEO Baker

CEO Lisa Baker provided updates on the following items: the water well at El Rio Villas; water heater and heater issues at Pacifico in Davis; Crossroads Apartments hot water heater igniter went out; solar panels installation on Lemen Avenue; non-HUD lighting and water efficiencies begin installed in the YCH Administration Building; Prop 47 funding components for rapid rehousing; Davis and Madison Migrant Housing pieces and lastly, new Board members will be appointed December 12, 2017 on the Dixon Housing Authority and with that, they will be able to move forward with contracting with them.

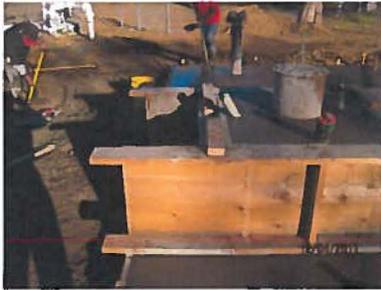
El Rio Villa Water System Replacement/Upgrade
December 06, 2017



New water connection from new well to existing water tank inlet



New wellhead stub up and electrical conduit stub up at formed pad area



Concrete pour at formed wellhead pad area



Concrete form removal and finish concrete work at new wellhead pad area