

**HOUSING COMMISSION
PALM DESERT HOUSING AUTHORITY
REGULAR MEETING MINUTES**

May 14, 2025, 3:30 p.m.

Present: Commissioner Jann Buller, Commissioner Andy Firestine,
Commissioner Dominic Moore, Commissioner Melody Morrison,
Chair Kathleen Bauer

Absent: Commissioner Olivia Docken, Vice-Chair Franchon-Marie Siddiq

Staff Present: Housing Manager Jessica Gonzales, Management Analyst Celina
Cabrera, Recording Secretary Monique Lomeli, Senior
Administrative Assistant Daniel Mora

Liaison(s) Present: City Council Liaison Pradetto

1. CALL TO ORDER

A Regular Meeting of the Housing Commission was called to order by Chair Bauer on Wednesday, May 14, 2025, at 3:30 p.m. in the Administrative Conference Room, City Hall, located at 73-510 Fred Waring Drive, Palm Desert, California.

2. ROLL CALL

3. NON-AGENDA PUBLIC COMMENTS

None.

4. CONSENT CALENDAR

Motion by: Commissioner Firestine

Seconded by: Commissioner Morrison

To approve the consent calendar as presented.

Motion Carried (5 to 0)

4.a APPROVAL OF MINUTES

Motion by: Commissioner Firestine

Seconded by: Commissioner Morrison

Approve the Minutes of April 9, 2025.

Motion Carried

5. BUSINESS ITEMS

5.a CONSIDER AMENDMENT NO. 1 TO CONTRACT HA48770 WITH VM POOL REPAIR AND SERVICE INC., TO INCREASE ADDITIONAL SERVICES IN FY 2024/25 AT PALM DESERT HOUSING AUTHORITY PROPERTIES

Senior Management Analyst Cabrera provided a staff report.

Senior Management Analyst Cabrera and Housing Manager Gonzales responded to Commissioner's inquiries.

Motion by: Commissioner Buller

Seconded by: Commissioner Firestine

Recommend that the Palm Desert Housing Authority Board:

1. Approve Amendment No. 1 to contract HA48770 with V.M. Pool Repair and Service, Inc. to increase the not to exceed amount for additional services in an amount of \$20,000.00 in fiscal year 2024/25 for an aggregate amount of \$35,000.00.
2. Authorize Special Counsel to make any non-monetary changes to the agreement.
3. Authorize the Executive Director, or his designee, to execute amendment to the agreement and to take any necessary actions to facilitate and effectuate the actions taken herewith.

Motion Carried (5 to 0)

5.b CONSIDER THE USE OF QUILL, WAXIE, LOWE'S, HD SUPPLY, SHERWIN WILLIAMS, AND HOME DEPOT FOR OPERATIONAL SUPPLIES FOR THE PALM DESERT HOUSING AUTHORITY FOR FISCAL YEAR 2025/26

Senior Management Analyst Cabrera provided a staff report.

Motion by: Commissioner Firestine

Seconded by: Chair Bauer

Recommend that the Palm Desert Housing Authority Board authorize the use of the following vendors for the Authority owned and operated properties pursuant to Section 3.30.160(E) of the Palm Desert Municipal Code for Fiscal Year 2025/26 by taking the following actions:

1. Authorize the use of Quill, LLC, for the recurring purchase of office supplies in an amount not to exceed \$17,000.00.
2. Authorize the use of Brady Plus dba Waxie Sanitary Supply for the recurring purchase of janitorial and sanitary supplies in an amount not to exceed \$17,000.00.

3. Authorize the use of Lowe's Home Centers, Inc., for the recurring purchase of materials, supplies, and appliances in an amount not to exceed \$215,000.00.
4. Authorize the use of Home Depot U.S.A., Inc. for the recurring purchase of materials and supplies in an amount not to exceed \$55,000.00.
5. Authorize the use of HD Supply Facilities Maintenance for the recurring purchase of materials and supplies in an amount not to exceed \$230,000.00
6. Authorize the use of The Sherwin-Williams Company for the recurring purchase of paint and supplies in an amount not to exceed \$45,000.00
7. Authorize the disposal and recycling of inefficient, damaged, obsolete, and non-functioning appliances as appropriate in accordance with Environmental Protection Agency ("EPA") standards and declare a surplus at the time of removal from the properties.

Motion Carried (5 to 0)

5.c CONSIDER CONTRACT WITH TRI-STAR CONTRACTING II, INC. FOR DEMOLITION AND PARTIAL REMOVAL OF WATER FEATURE AT ONE QUAIL PLACE APARTMENTS (PROJECT NO. CHA00012)

At the request of staff, this item was removed from the agenda.

5.d RECOMMENDATION TO REJECT BIDS FOR THE DESERT POINTE APARTMENT NUMBER 13 INTERIOR RENOVATION

Senior Management Analyst Cabrera provided a staff report.

Senior Management Analyst Cabrera and Housing Manager Gonzales responded to Commissioner's inquiries.

Motion by: Commissioner Firestine

Seconded by: Commissioner Morrison

Recommend that the Palm Desert Housing Authority Board:

1. Reject all bids submitted in response to a published Invitation for Bid ("IFB") for the interior renovation of unit #13 at Desert Pointe Apartments.
2. Authorize Staff to resolicit new bids for these services and to include additional interior renovations needed at Palm Desert Housing Authority properties.

Motion Carried (5 to 0)

6. INFORMATIONAL REPORTS

6.a FGA MONTHLY REPORTS

6.a.1 MARCH 2025 - MONTHLY LEASE REPORT

Cyndi Karp, Falkenberg-Gilliam and Associates representative, provided an overview of the March 2025 lease report.

6.a.2 RESIDENT ACTIVITIES AT PALM DESERT HOUSING AUTHORITY PROPERTIES

Cyndi Karp, Falkenberg-Gilliam and Associates representative, narrated a PowerPoint presentation.

6.b SUMMARY OF CITY COUNCIL AND HOUSING AUTHORITY ACTIONS

Housing Manager Gonzales reported the following actions by the City Council/Housing Authority Board:

- Held a Study Session on the FY 2025/26 Budget; no changes were made. Final approval is expected in late June 2025.
- Approved the Housing Commission's 2025 meeting schedule.
- Approved the proposed use of CDBG grant funds; project work will commence in June 2025.
- Approved bond issuance for Palm Villas Phase I.

6.c CITY STAFF

Housing Manager Gonzales requested that Commissioners send any agenda-related questions and notice of absence to the Recording Secretary before the meeting, allowing staff to prepare accurate and efficient responses.

Representatives from National CORE, the new property management company set to assume responsibility on July 1, 2025, introduced themselves.

6.c.1 FY 2025/2026 BUDGET INFORMATIONAL REPORT

In response to Vice Chair Siddiq's inquiry at a previous meeting, Housing Manager Gonzales provided an overview of the miscellaneous budget, explaining that it includes expenses such as office supplies, computers, legal counsel leasing fees, operating licenses, and other related items.

6.c.2 HOME IMPROVEMENT PROGRAM ACTIVITY REPORT FOR MARCH 2025

Housing Manager Gonzales provided a report on Home Improvement Program activity for the month of March 2025.

6.c.3 ATTENDANCE REPORT

Report provided; no action taken on this item.

6.d CITY COUNCIL LIAISON

City Council Liaison Pradetto reported on the City's budget focus on capital improvements and deferred maintenance, noted a possible study session on long-term housing plans, and encouraged attendance at Concerts in the Park.

7. REQUESTS FOR ACTION

None.

8. ADJOURNMENT

The Housing Commission adjourned at 4:12 p.m.

9. PUBLIC NOTICES

Monique Lomeli, Senior Deputy Clerk
Recording Secretary

Jessica Gonzales, Housing Manager
Secretary

DATE APPROVED BY HOUSING COMMISSION