

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

June 11, 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 Michelle Nance, Senior  
Administrative Assistant Daniel Mora

Liaison(s) Present: Councilmember Joe Pradetto

**1. CALL TO ORDER**

A Regular Meeting of the Housing Commission was called to order by Chair Bauer on Wednesday, June 11, 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 Morrison

**Seconded by:** Chair Bauer

To approve the consent calendar as presented.

**Motion Carried (5 to 0)**

**4.a APPROVAL OF MINUTES**

**Motion by:** Commissioner Morrison

**Seconded by:** Chair Bauer

Approve the Minutes of May 14, 2025.

**Motion Carried (5 to 0)**

**5. CONSENT ITEMS HELD OVER**

None.

**6. BUSINESS ITEMS**

**6.a AWARD CONTRACT TO GARLAND/DBS, INC., FOR ROOF REPLACEMENTS - LAS SERENAS, NEIGHBORS AND PUEBLOS (PROJECT NO. CHA00011)**

Housing Manager Gonzales introduced Capital Improvement Project Manager Leyva who provided a staff report and responded to Commissioner inquiries.

**Motion by:** Commissioner Firestine

**Seconded by:** Commissioner Morrison

1. Award the construction contract to Garland/DBS, Inc., for Roof Replacements at Las Serenas, Neighbors, and Pueblos (Project No. CHA00011), in an amount not to exceed \$4,594,147.
2. Authorize the Director of Finance to set aside contingency in the amount of \$459,415 for unforeseen conditions.
3. Authorize Director of Finance to appropriate \$369,415 from Housing Authority Reserve to Account No. 8714195-4331100.
4. Authorize the Chairman and/or the Executive Director to execute the Agreement and written requests for change orders up to the contingency amount, amendments, and any documents necessary to effectuate the actions taken herewith.
5. Authorize the Chairman and/or Executive Director to execute the Notice of Completion (NOC) and the City Clerk to file the NOC upon satisfactory completion of the Project.

**Motion Carried (5 to 0)**

**6.b CONSIDER AWARD OF A CONTRACT TO TRI-STAR CONTRACTING II, INC., FOR DEMOLITION AND PARTIAL REMOVAL OF WATER FEATURE AT ONE QUAIL PLACE APARTMENTS (PROJECT NO. CHA00012)**

Senior Management Analyst Cabrera provided a staff report and responded to Commissioner inquiries.

**Motion by:** Commissioner Firestine

**Seconded by:** Commissioner Buller

Recommend to the Palm Desert Housing Authority Board to:

1. Award Contract to Tri-Star Contracting II, Inc., in an amount not to exceed \$128,362.
2. Authorize the Director of Finance to set aside a 20% contingency in the amount of \$25,672. for unforeseen circumstances.
3. Authorize Special Legal Counsel to make necessary non-monetary changes to the contract.

4. Authorize the Executive Director to approve and execute the contract, change orders up to contingency amount, amendments, and any other documents necessary to effectuate this action in accordance with Section 3.30.170(B) of the Palm Desert Municipal Code.
5. Authorize the Executive Director to execute the Notice of Completion and the City Clerk file the same upon satisfactory completion of the project.

**Motion Carried (5 to 0)**

**6.c RECOMMEND APPROVAL FOR HOUSING AUTHORITY TO ENTER FACILITIES REPAIRS AND IMPROVEMENTS CONTRACTS**

Housing Manager Gonzales introduced Community Services Manager Muir who provided a staff report and responded to Commissioner inquiries.

**Motion by:** Commissioner Buller

**Seconded by:** Chair Bauer

1. Award maintenance service agreements to eight vendors for Facilities Repairs and Improvements, in a total amount not to exceed \$4,500,000 per Fiscal Year, for a three-year term with two one-year extensions.
2. Authorize the City Attorney to make necessary non-monetary changes to the agreement.
3. Authorize the City Manager to execute the agreement and any other documents necessary to effectuate this action.
4. Authorize National Community Renaissance of California, to enter into on-call contracts with the eight vendors for Facilities Repairs and Improvements.

**Motion Carried (5 to 0)**

**6.d CONSIDER APPROVAL OF AMENDMENT NUMBER 1 TO HA48600 WITH MOHAWK COMMERCIAL FOR THE PROCUREMENT OF FLOOR COVERINGS AT PALM DESERT HOUSING AUTHORITY PROPERTIES IN AN AMOUNT NOT TO EXCEED \$250,000 FOR FISCAL YEAR 2025/26.**

Senior Management Analyst Cabrera provided a staff report and responded to Commissioner inquiries.

**Motion by:** Commissioner Firestine

**Seconded by:** Commissioner Morrison

Recommend to the Palm Desert Housing Authority Board to:

1. Approve Amendment number 1 to contract HA48600 with Mohawk Commercial, Inc. ("Mohawk") for the procurement of floor coverings and installation at Palm Desert Housing Authority ("Authority") properties in an amount not to exceed \$250,000 for fiscal year 2025/26.

2. Authorize Special Counsel to make necessary non-monetary changes to the agreement.
3. Authorize the Executive Director to execute agreement, amendments, changes, and all documents necessary to effectuate this action in accordance with Section 3.30.170 of the Palm Desert Municipal Code ("PDMC").

**Motion Carried (5 to 0)**

**6.e CONSIDER AWARD OF CONTRACT TO FRED ROCK POOLS, INC., FOR POOL AND SPA MAINTENANCE AND ADDITIONAL WORK AT PALM DESERT HOUSING AUTHORITY PROPERTIES**

Senior Management Analyst Cabrera provided a staff report and responded to Commissioner inquiries.

**Motion by:** Commissioner Morrison

**Seconded by:** Commissioner Moore

Recommend to the Palm Desert Housing Authority Board to:

1. Award a maintenance services agreement to Fred Rock Pools, Inc. (Fred Rock), for Pool Maintenance at an annual cost of \$191,240.00, subject to CPI increases if budget allows, for a two-year term with three one-year extension options.
2. Authorize additional work for pool and spa repairs and emergency response in an annual amount not to exceed \$60,000.
3. Authorize Special Counsel to make necessary non-monetary changes to the agreement.
4. Authorize the Executive Director to execute agreement, amendments, changes, and all documents necessary to effectuate this action, in accordance with Section 3.30.170 of the Palm Desert Municipal Code (PDMC).

**Motion Carried (5 to 0)**

**7. INFORMATIONAL REPORTS**

**7.a FGA MONTHLY REPORTS**

Housing Manager Gonzales provided the staff report and responded to Commissioner inquiries.

**7.b RESIDENT ACTIVITIES AT PALM DESERT HOUSING AUTHORITY PROPERTIES**

Housing Manager Gonzales provided the staff report and responded to Commissioner inquiries.

**7.c SUMMARY OF CITY COUNCIL AND HOUSING AUTHORITY ACTIONS**

Housing Manager Gonzales provided an update on recent actions taken by City Council and Housing Authority and responded to Commissioner inquiries.

**7.d CITY STAFF**

**7.d.1 HOME IMPROVEMENT PROGRAM ACTIVITY REPORT FOR APRIL 2025**

Report provided; no action taken on this item.

**7.e CITY COUNCIL LIAISON**

Councilmember Pradetto expressed appreciation to the Commission, welcomed National CORE to the team, and shared an update on recent actions taken by City Council.

**7.f ATTENDANCE REPORT**

Report provided; no action taken on this item.

**8. REQUESTS FOR ACTION**

None.

**9. ADJOURNMENT**

The Housing Commission adjourned at 4:17 p.m.

Respectfully submitted,

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Michelle Nance, Senior Deputy Clerk  
Recording Secretary

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Jessica Gonzales, Housing Manager  
Secretary

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DATE APPROVED BY HOUSING COMMISSION