

**MINUTES OF THE
LOMITA HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, FEBRUARY 5, 2019**

1. OPENING CEREMONIES

a. Call Meeting to Order

The meeting was called to order by Chairman Sanchez at 6:15 p.m., February 5, 2019, in the Council Chambers, at Lomita City Hall, 24300 Narbonne Avenue, Lomita, CA.

b. Flag Salute

Chairman Sanchez led the salute to the flag.

c. Roll Call

Present: Commissioners Breitman, Gazeley, Larson, Savidan, Segawa, and Chairman Sanchez

Absent: Commissioner Waronek

Staff Present: Executive Director Smoot; General Counsel Hogin; Assistant City Manager Sugano; Public Works Director Dillon, Administrative Analyst Knighton; Secretary Medina and Deputy City Clerk Hill.

2. ORAL COMMUNICATIONS

There were no comments received.

3. COMMISSIONER COMMENTS

Commissioner Larson mentioned that the Saver's fundraising event raised \$140. Some of the funds were spent on parties and other activities.

Commissioner Breitman stated that 32 boxes were assembled for the homeless during the holiday season. The project was sponsored by Harbor Church and the boxes included much needed items such as toothbrushes and socks.

4. CONSENT AGENDA

All items under the Consent Agenda are considered to be routine and will be enacted by one motion in the form listed below. There may be separate discussion of these items prior to the time the Housing Authority votes on the motion. Specific items may be removed from the Consent Agenda at the request of any Commissioner or staff.

MOTION: Commissioner Gazeley made a motion, seconded by Commissioner Savidan that the Consent Calendar Items 4 a-c, be approved.

- a) Approval of the Housing Authority minutes of December 4, 2018

RECOMMENDED ACTION: That the minutes of be approved.

- b) Lomita Manor November & December Financial Documents

RECOMMENDED ACTION: That the Lomita Manor Monthly Financial documents be approved.

- c) Lomita Manor December 2018 and January 2019 Monthly Activity Report

RECOMMENDED ACTION: That the reports be received and filed.

MOTION CARRIED by the following vote:

AYES: Commissioners: Breitman, Gazeley, Larson, Savidan, Segawa, and Chairman Sanchez

NOES: None

ABSENT: Commissioner: Waronek

SCHEDULED ITEMS:

5. DISCUSSION REGARDING CONTRACT FOR JANITORIAL SERVICES

Ms. Knighton presented the report and gave background information on the request to hire a janitorial service to clean the common areas of Lomita Manor. Previous budgets for these services were at the rate of \$500 for 12 hours per week. Ms. Knighton stated that a possible alternative would be to hire a janitorial company on an as-needed basis at a cost of about \$625 for 16 hours per week. At present, Housing Authority reserves have incurred unanticipated expenses and are significantly impacted. After Ms. Knighton completed her presentation Mayor Sanchez asked if there were questions

Commissioner Savidan stated that he and Commissioner Gazeley visited Lomita Manor and that the conditions of Lomita Manor were pretty good. There are areas where the carpet needs to be replaced and/or cleaned, but overall the place is in good condition. Commissioner Gazeley stated that the residents are happy with Silverio and that he has a good handle on it.

Commissioner Breitman stated that Silverio does a wonderful job, but that not all areas are cleaned on a regular basis like the windows, stairwell, and laundry room. Commission consensus is that Silverio is doing a great job and they are happy with what they have seen.

Commissioner Savidan made a motion, seconded by Commissioner Gazeley, that the commission approve staff's recommendation to continue status quo and work with Silverio to determine if he needs assistance on an as-needed basis.

MOTION CARRIED by the following vote:

AYES: Commissioners: Breitman, Gazeley, Larson, Savidan, Segawa, and Chairman Sanchez

NOES: None

ABSENT: Commissioner: Waronek

6. DISCUSSION AND DIRECTION CONSIDERING A RESOLUTION AMENDING THE MEETING TIME OF THE HOUSING AUTHORITY TO 5:45 P.M.

City Manager Smoot introduced the item and stated that the need for the time change is a result of the City Council's decision to change the time of City Council meetings to 6:00 p.m. from 6:30 p.m.

Commissioner Gazeley made a motion, seconded by Commissioner Segawa that the Housing Authority direct staff to draft a resolution approving the time change to 5:45 p.m. to become effective corresponding with the adoption of an ordinance amending the time for the City Council meetings.

MOTION CARRIED by the following vote:

AYES: Commissioners: Breitman, Gazeley, Larson, Savidan, Segawa, and Chairman Sanchez

NOES: None

ABSENT: Commissioner: Waronek

7. ADJOURNMENT

At 6:29 p.m. Chairman Sanchez adjourned the meeting. The next regular meeting of the Lomita Housing Authority will be held on Tuesday, March 5, 2019, at 6:15 p.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Kathleen Hill". The signature is written in a cursive style and is positioned above a horizontal line.

Kathleen Hill, CMC
Deputy Board Secretary