

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS
OF THE HOUSING AUTHORITY OF THE
COUNTY OF KERN, LOCATED AT: 601
24TH STREET, BAKERSFIELD,
CALIFORNIA, HELD ON WEDNESDAY,
MARCH 11, 2026, AT: 2:00 P.M.**

1. CALL TO ORDER, ROLL CALL, AND INTRODUCTION OF GUESTS

Chairman Jassar called to order the regular meeting of the Board of Commissioners of the Housing Authority of the County of Kern, held in the Board Room of the Administration Building, located at: 601 24th Street, Bakersfield, California, **Wednesday, March 11, 2026, at 2 p.m.**

Commissioners: Raju Jassar, Carlos Baldovinos, Jessica Janssen, Jerry Winkle, Maurice Preston
Absent: Ingrid Lake, Carter Beardsley
Legal Counsel: Alan Peake
HA Staff: Stephen Pelz, Heather Kimmel, Marissa Ramirez, Mardi Sharples, Patty Fernandez, Diana Elliott, Isabel Moreno, Sandy Nuno-Villegas, Cristobal Baeza
Guests: Tiffany James, (Shannon Webster joined via zoom)

2. ADOPTION OF AGENDA

A motion was made to Approve the Agenda by Commissioner Janssen and seconded by Commissioner Baldovinos. It was carried by R. Jassar, J. Winkle, and M. Preston. Absent: I. Lake, and C. Beardsley. There were no abstentions.

3. RECOGNITION

A. Honoring Tiffany James for graduating early from the Family Self-Sufficiency Program

S. Pelz introduced Marissa Rodriguez, Service Coordinator, who proceeded to honor and introduce Tiffany James.

Marissa Rodriguez, Service Coordinator, recognized Tiffany James for her early graduation from the Family Self-Sufficiency Program. Tiffany enrolled on February 1, 2022, while unemployed and attending school, and secured part-time employment within two months, transitioning to full-time work by July 2022. Throughout the program, she remained focused on achieving her goals, including stable employment, completing her master's degree, and improving her financial literacy and credit. Tiffany actively participated in workshops, including the Building Hope conference, homeownership, and credit education sessions. She successfully fulfilled all program requirements and accumulated \$31,309.57 in escrow savings. Tiffany is graduating early as she pursues a full-time opportunity in another county. Her accomplishments were recognized as a strong example of determination and success.

Tiffany James expressed her appreciation to the Board and staff, with special recognition to Marissa Ramirez for her support throughout the program. She shared that this was not her first experience with the Housing Authority, as she previously received a Section 8 scholarship while pursuing her master's degree and has since advanced to a doctoral program. Tiffany noted that the program has been instrumental in her progress. She also shared that she is currently working with a realtor and improving her credit with the goal of purchasing a home in the near future. Tiffany thanked everyone for their continued support and dedication.

[Tiffany James was presented with her escrow check and a certificate of recognition. Photos were taken to commemorate the occasion.]

4. PUBLIC COMMENTS

There were no public comments.

5. REPORTS FROM COMMISSIONERS AND/OR OFFICERS OF THE BOARD

There were no reports.

6. CONSENT AGENDA

- A. Approval of the Minutes of the Regular Meeting of **February 11, 2026**, held at 2 p.m.
- B. Approval of the Minutes of the Special Meeting of **February 11, 2026**, held at 2:15 p.m.
- C. Claims
- D. Personnel Transactions
- E. Report on **Senate Bill 707 Brown Act**
- F. Authorization to reclassify qualifying Housing Manager I & II employees managing Permanent Supportive Housing sites to the new **Supportive Housing Manager I & II classifications**
- G. Report on Alternative Housing Types- 2025-2029 Goals: **Mass Timber Construction/CLT**
- H. Authorization to Approve **Public Housing Repositioning Plan**
- I. Authorization for Approval of **Landscape Maintenance Service Agreement** with **Johnny's Garden & Lawn Service** at multiple properties throughout Kern County, CA; the Awarding of a Contract; & the Appointment of the Executive Director as Contract Officer

A motion was made to Approve the Consent Agenda item 6(A) to 6(I) by Commissioner Baldovinos and seconded by Commissioner Janssen. It was carried by R. Jassar, M. Preston, and J. Winkle. Absent: I. Lake, and C. Beardsley. There were no abstentions.

7. FINANCE

A. Presentation of the **Draft Agency Audit Report** for Fiscal Year Ending June 30, 2025

Diana Elliott, Finance Director, acknowledged the efforts of Finance staff and auditors in preparing the draft FYE 2025 financial statements amid transitions in both external auditors and internal staff, noting the upcoming March 31 deadline. She reported that the Housing Authority remains in a strong financial position, with a total net position of approximately \$132.0 million as of June 30, 2025, an increase of \$14.5 million from the prior year. The Authority reported \$81.7 million in total revenue and \$67.39 million in total expenses. While operating revenue decreased by approximately \$11.5 million due to the absence of one-time state grants, expenses also decreased by approximately \$7.81 million, primarily related to reduced HAP payments due to federal funding shortfalls. The Authority's primary funding source continues to be HUD operating grants totaling \$64.7 million, followed by \$8.3 million in tenant rental income. Two audit findings were identified, and management has initiated corrective actions to strengthen procedures and ensure compliance. Overall, the audit reflects continued financial stability and effective management of resources. She also noted that representatives from the auditing firm, Daniells Phillips Vaughan & Bock, were present via zoom to provide additional details.

Shannon Webster, CPA, Partner with Daniells Phillips Vaughan & Bock, presented the audit remotely and provided an overview of the June 30, 2025, financial statements. She explained that the audit is an independent examination conducted in accordance with Generally Accepted Accounting Principles and Government Auditing Standards to ensure the financial statements are free from material misstatement. The audit process included testing internal controls, verifying financial data through sampling methods, and confirming balances with third parties. Ms. Webster noted that the audit is conducted on a test basis, with a focus on higher-risk areas. She concluded that the audit provides reasonable assurance regarding the accuracy and completeness of the Authority's financial statements.

8. EXECUTIVE DIRECTOR

A. **Resolution No 2668** Authorization to Approve the Allocation of 8 Project-Based Vouchers for the Pistachio Village Development

S. Pelz reported that a revised submission sheet and resolution were presented following the issuance of a Request for Proposals (RFP) for project-based vouchers. One proposal was received and submitted by the Housing Authority for the proposed Pistachio Village development, a potential second phase of the Almond Village project in Lost Hills.

He explained that additional subsidies are necessary to support rent revenue and secure financing. S. Pelz requested Board approval of a resolution authorizing eight project-based vouchers, subject to final approval and TCAC subsidy review.

A motion was made to Approve Resolution No. 2668 by Commissioner Janssen and seconded by Commissioner Winkle. It was carried by R. Jassar, C. Baldovinos, and M. Preston. Absent: I Lake and C. Beardsley. There were no abstentions.

B. Resolution No 2669 of the Housing Authority of the County of Kern Approving the Formation of a Limited Partnership, Acquisition, Financing, Syndication, Guarantor and Contracting Activity for the Proposed **Pistachio Village Development**

S. Pelz requested Board approval to move forward with the proposed Pistachio Village development, a 28-unit affordable housing project in Lost Hills and a potential second phase of the Almond Village development. He noted that affordable housing developments are structured through limited partnerships with complex financing arrangements, often executed outside of the Housing Authority. The project would be developed on an unused parcel from the existing Almond Village site, now buildable following the closure of a nearby airport. The development team plans to apply for 9% Low-Income Housing Tax Credits in April and has received a tentative commitment of \$3.6 million in HOME funding from Kern County. The financing structure also includes a developer loan of approximately \$1 million and a permanent bank loan.

The Housing Authority will partner with Wasco Affordable Housing (WAHI) under a joint development agreement, sharing responsibilities and developer fees equally. Staff is also working to obtain required consents from existing lenders and investors related to the sale of the unused parcel. Mr. Pelz emphasized the competitive nature of tax credit funding but stated staff believes the project is viable and necessary to help meet the continued demand for affordable housing in Lost Hills.

A motion was made to Approve Resolution No. 2669 by Commissioner Winkle and seconded by Commissioner Janssen. It was carried by R. Jassar, C. Baldovinos, and M. Preston. Absent: I. Lake and C. Beardsley. There were no abstentions.

9. NEXT MEETING

The next Regular Meeting of the Board of Commissioners of the Housing Authority of the County of Kern will be held on **Wednesday, April 8, 2026, at 2 p.m.**, in the Housing Authority's Central Office Board Room, located at: 601 – 24th Street, Bakersfield, Ca.


10. ADJOURNMENT

A motion was made to Adjourn the Regular Meeting of the Board of Commissioners of the Housing Authority of the County of Kern, held on Wednesday, March 11, 2026, at 2:00 p.m., by Commissioner Baldovinos and seconded by Commissioner Janssen. It was carried by R. Jassar, J. Winkle, and M. Preston. Absent: I. Lake, and C. Beardsley. There were no abstentions.

ATTEST:



**Stephen M. Pelz, Secretary of
the Board of Commissioners
of the Housing Authority of the County of Kern**



**Raju Jassar, Chairman of the Board
of Commissioners
of the Housing Authority of the County off Kern**