

**MINUTES**  
**HOUSING and URBAN DEVELOPMENT ADVISORY COMMITTEE**

Wednesday, February 24<sup>th</sup>, 2010, 5:00 PM  
350 Commercial ST NE, Salem, OR 97301

**MEMBERS PRESENT**

Maria Palacio – Chair  
Evelyn Roth – V. Chair  
Michael Bufalino  
Brett Gomsrud  
Levi Herrera-Lopez  
Nancy Stempek

**MEMBERS ABSENT**

Sean Nikas - A  
Darr Goss - A

**STAFF PRESENT**

Steve Downs-PW  
Mike Gotterba-PW  
Brett Mattson-UDD  
Toni Payseno-  
UDD/HSS  
Rena Peck-UDD/HSS  
Andy Wilch-UDD/HSS

**GUESTS**

**1. CALL TO ORDER:** Chair Palacio called the meeting to order at 5:05 PM, noting a quorum was present.

**2. APPEARANCE OF INTERESTED CITIZENS:** Chair Palacio noted that Mr. Wilch, HSS (Housing and Social Services) Division Manager wished to address the Board;

Mr. Wilch spoke with the Board on the importance of the upcoming CDBG/HOME application review process/cycle. He touched on the importance of confidentiality during what is in essence, a public process. Stressing that it is very important to honor the application process.

The Board discussed the process, proper allocations of funds, last year's activities and the possibility of a Board tour for this year, to include strategies on how to score each application.

Chair Palacio added the tour last year provided an excellent opportunity to ask questions, receive feedback and detail.

Mr. Bufalino added that last year he felt that the Board did not have the proper amount of application review time, especially given the fact that there was not enough money to fund everyone. Mr. Wilch answered that all applications are given due process and that the public forum is designed so that all concerned parties can comment.

**3. APPROVAL OF MINUTES:** Board members reviewed the minutes of September 9, 2009. Two typographical errors in paragraph 5(b) were pointed out. The first being the word "chair" was misspelled and that "Ms. Roth" was incorrectly identified as "Mr.". Mr. Herrera-Lopez **MADE A MOTION**, to approve the minutes, with the noted corrections, the **MOTION** seconded, **CARRIED** unanimously.

**4. INFORMATION ITEMS:**

a.) STORM WATER PRESENTATION – MIKE GOTTERBA:

Mr. Gotterba and Mr. Downs from Public Works briefed the Board on the implementation of the newly designed City of Salem water billing they wish to launch on January 1<sup>st</sup> 2011.

b.) REVIEW OF PROJECT SUMMARIES AND BOARD RANKING:

Ms. Peck thanked all present for the time they have spent reviewing and providing input for the electronic applications received so far from the requesting contractors.

Ms. Peck handed out Application Review "Rank Sheets" covering each contractor's Funding Request's, stating that 1.6 million dollars has been allocated for CDBG and 1.2 million for HOME projects.

The Board then discussed highlights of last year's CDBG/HOME tours and possible dates and locations for a tour to support this funding season. The scoring system itself was also discussed.

Additionally Ms. Peck and Ms. Payseno added that we have a very limited amount of time to prepare all the information gathered to date to be ready for Public Hearings by the end of April, adding that "everything" is due to HUD by May 15.

For the next meeting Chair Palacio directed staff to specify identify how much of the allocated funds needed to be set aside for HUD required costs, "non-negotiable's" so they had a clearer picture of exactly how much money they had to allocate/share with each project.

Due to the timeline the board discussed additional dates to meet. Mr. Bufalino **MOTIONED** to meet again on March 10<sup>th</sup>, 17<sup>th</sup> and the 24<sup>th</sup> to discuss the funding cycle , the **MOTION** seconded **CARRIED** unanimously.

c.) SCHEDULE SITE VISIT:

Possible tour dates we discussed concurrently above with the Board tentatively identifying March 19<sup>th</sup> 2010 as a date most convenient for everyone.

5. ADJOURN

Chair Palacio adjourned the meeting at 6:30, noting the next meeting will be held on March 10, 2010.