

MINUTES
HOUSING AUTHORITY CITY OF SANTA BARBARA
814 Laguna St. Santa Barbara, California
4:00 p.m. – July 3, 2013

I. CALL TO ORDER/ROLL CALL

4:03 P.M. Vice Chair Green presiding

Board Members present: Barbara B. Allen, Don Olson, Victor Suhr, Catherine Woodford

Board Members absent: David Hughes, Mary Johnston

City Council Liaison present: Cathy Murillo arrived at 4:31 P.M.

Staff Members present: R. Pearson, R. Fredericks, S. Szymanski, B. Peirson, D. Aazam, J. Schipa, T. Carter

II. PUBLIC COMMENT - Robert Burke, a member of the public, provided public comment on current issues and his perspective.

III. CONSIDERATION OF MINUTES

1. Consideration of the Minutes of the Regular Meeting of June 5, 2013

Commissioner Woodford's name was inadvertently omitted from roll call and "Board Members present."

MOTION

M/S Allen/Suhr moved to approve the Minutes of the Regular Meeting of June 5, 2013 as corrected.

VOTE

Ayes:	Barbara Allen	Victor Suhr
	Geoff Green	Catherine Woodford
	Don Olson	
Nays:	None	
Abstain:	None	
Absent:	David Hughes, Mary Johnston	

IV. BILLS AND COMMUNICATIONS

V. CONSENT CALENDAR – None

VI. REPORT OF EXECUTIVE DIRECTOR

1. Recommendation that the Commission ratify recent changes authorized by the Executive Director/CEO to the landscaping contracts approved by the Commission in December 2012 affecting three of the landscape maintenance contractors and authorize that future property re-assignments be allowed without Commission approval provided that the changes are effective within the term of the current two-year contracts and the Executive Director determines that the costs associated with any change are reasonable

DOCUMENTS

- June 18, 2013 Executive Director's Report prepared by Director of Property and Development

SPEAKERS

Staff: R. Pearson, D. Aazam

In response to Vice Chair Green's inquiry, staff noted two landscape maintenance contractors, on the smaller end of contract size, were terminated as part of the recent changes noted.

MOTION

M/S Woodford/Suhr moved to ratify recent changes authorized by the Executive Director/CEO to the landscaping contracts approved by the Commission in December 2012 affecting three of the landscape maintenance contractors and authorize that future property re-assignments be allowed without Commission approval provided that the changes are effective within the term of the current two-year contracts and the Executive Director determines that the costs associated with any change are reasonable

VOTE

Ayes:	Barbara Allen	Victor Suhr
	Geoff Green	Catherine Woodford
	Don Olson	
Nays:	None	
Abstain:	None	
Absent:	David Hughes, Mary Johnston	

2. Recommendation that the Commission approve an extension of the audit services contract with Barton, Gonzalez & Meyers, P.A. for the 2013 and 2014 fiscal year audits for a fee of \$30,200 and \$30,400 respectively

DOCUMENTS

- June 19, 2013 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: R. Pearson

Commissioner Allen inquired as to how often a Request For Proposal (RFP) process is needed for this service. Staff responded that the frequency is up to the Board and that staff is intending to issue a new RFP at the end of the contract extension period if the recommendation is approved

MOTION

M/S Allen/Suhr moved to approve an extension of the audit services contract with Barton, Gonzalez & Meyers, P.A. for the 2013 and 2014 fiscal year audits for a fee of \$30,200 and \$30,400 respectively

VOTE

Ayes:	Barbara Allen	Victor Suhr
	Geoff Green	Catherine Woodford
	Don Olson	

Nays: None
Abstain: None
Absent: David Hughes, Mary Johnston

3. Recommendation that the Commission ratify the Executive Director's decision to process payment to the Housing Authorities Risk Retention Pool (HARRP) for general liability, property, fidelity, auto and errors and omissions coverage for the period July 1, 2013 to June 30, 2014 in the amount of \$101,865

DOCUMENTS

- June 20, 2013 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: R. Pearson

Staff noted that appraisal values are assessed on an annual basis, including examining coverage for replacement value. Mr. Pearson added that premiums through HARRP are approximately 50% below what the commercial market would offer.

MOTION

M/S Olson/Woodford moved to ratify the Executive Director's decision to process payment to the Housing Authorities Risk Retention Pool (HARRP) for general liability, property, fidelity, auto and errors and omissions coverage for the period July 1, 2013 to June 30, 2014 in the amount of \$101,865

VOTE

Ayes: Barbara Allen Victor Suhr
 Geoff Green Catherine Woodford
 Don Olson
Nays: None
Abstain: None
Absent: David Hughes, Mary Johnston

4. Recommendation that the Commission receive an update on the closing of Villa Santa Fe and approve the allocation of the Authority's proceeds from the financing received at closing and related equity transfers as follows: (1) an equity transfer, effective March 31, 2013, of \$1,569,707 from the Non-HUD Fund to the Central Office Cost Center (COCC); (2) \$1.5 million to the Non-HUD replacement reserves; (3) \$2 million to the Central Office Cost Center Fund; (4) \$3.5 million to a set-aside in the Non-HUD Fund for possible future property acquisitions; and (5) \$281,278 to Non-HUD Fund operations

DOCUMENTS

- June 24, 2013 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: R. Pearson, B. Peirson

Staff answered Commissioner Allen's inquiry about the Non-HUD replacement reserves fund by stating current funding policy calls for \$25/unit/month, and that staff considers a \$3 million balance a safe cushion.

Staff confirmed for Commissioner Olson that the Villa Santa Fe proceeds were close to the amount projected. Additionally, Commissioner Olson inquired as to whether staff anticipates further COCC issues, to which Mr. Pierson commented that future deficiencies are not expected.

MOTION

M/S Allen/Woodford moved to approve the allocation of the Authority's proceeds from the financing received at closing and related equity transfers as follows: (1) an equity transfer, effective March 31, 2013, of \$1,569,707 from the Non-HUD Fund to the Central Office Cost Center (COCC); (2) \$1.5 million to the Non-HUD replacement reserves; (3) \$2 million to the Central Office Cost Center Fund; (4) \$3.5 million to a set-aside in the Non-HUD Fund for possible future property acquisitions; and (5) \$281,278 to Non-HUD Fund operations

VOTE

Ayes:	Barbara Allen	Victor Suhr
	Geoff Green	Catherine Woodford
	Don Olson	
Nays:	None	
Abstain:	None	
Absent:	David Hughes, Mary Johnston	

VII. TREASURER'S REPORT

1. Recommendation that the Commission adopt a resolution setting forth costs incurred and payments made for the month of March 2013

DOCUMENTS

- June 25, 2013 Executive Director's Report prepared Finance Analyst
- Resolution referenced above together with March 2013 expenditure

SPEAKERS

Staff: B. Peirson

MOTION

M/S Woodford/Olson moved to adopt Resolution No. 2526 of the Housing Authority of the City of Santa Barbara, as presented, setting forth costs incurred and payments made for the period of March 2013

VOTE

Ayes:	Barbara Allen	Victor Suhr
	Geoff Green	Catherine Woodford
	Don Olson	
Nays:	None	
Abstain:	None	
Absent:	David Hughes, Mary Johnston	

2. Recommendation that the Commission adopt a resolution setting forth costs incurred and payments made for the month of April 2013

DOCUMENTS

- June 25, 2013 Executive Director's Report prepared by Finance Analyst
- Resolution referenced above together with April 2013 expenditure list

SPEAKERS

Staff: B. Peirson

Questions regarding items within the expenditure list were answered by staff to the satisfaction of the Board.

MOTION

M/S Allen/Suhr moved to adopt Resolution No. 2527 of the Housing Authority of the City of Santa Barbara, as presented, setting forth costs incurred and payments made for the period of April 2013

VOTE

Ayes:	Barbara Allen	Victor Suhr
	Geoff Green	Catherine Woodford
	Don Olson	
Nays:	None	
Abstain:	None	
Absent:	David Hughes, Mary Johnston	

VIII. COMMITTEE REPORT - None

IX. UNFINISHED BUSINESS - None

X. NEW BUSINESS

1. Recommendation that the Commission adopt a resolution approving an amendment to the Housing Authority's 457(b) Deferred Compensation Plan Document and revision to Section 4.7 Retirement Plans of the Housing Authority's Manual of Policies and Procedures excluding the Board of Commissioners' participation in the Housing Authority's FICA Alternate Retirement Plan

DOCUMENTS

- June 11, 2013 Executive Director's Report prepared by Human Resources Analyst
- Resolution referenced above

SPEAKERS

Staff: R. Pearson, T. Carter

MOTION

M/S Olson/Woodford moved to adopt Resolution No. 2528 of the Housing Authority of the City of Santa Barbara, approving an amendment to the Housing Authority's 457(b) Deferred Compensation Plan Document and revision to Section 4.7 Retirement Plans of the Housing Authority's Manual of Policies and Procedures excluding the Board of Commissioners' participation in the Housing Authority's FICA Alternate Retirement Plan

VOTE

Ayes:	Barbara Allen	Victor Suhr
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	Geoff Green	Catherine Woodford
	Don Olson	
Nays:	None	
Abstain:	None	
Absent:	David Hughes, Mary Johnston	

XI. COMMISSION MATTERS

1. Scheduling of Commission and Management Staff work session/retreat for development of the Authority's 5 Year Action Plan for 2014 thru 2019 – No dates in October 2013 worked for all Commission members to attend, so staff will resend the survey for dates in November

XII. CLOSED SESSION (GOVERNMENT CODE SECTION 54957 (B))

1. Vice Chair Green ordered the closed session at 5:07 P.M. Vice Chair Green reopened the meeting at 5:35 P.M. No reportable actions.

XIII. ADJOURNMENT

Meeting adjourned at 5:36 P.M. on order of Vice Chair Green.



ROBERT G. PEARSON, SECRETARY

APPROVED:



MARY JOHNSTON, CHAIR