

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

I. CALL TO ORDER/ROLL CALL

4:02 P.M. Chair Johnston presiding

Board Members present: David Hughes, Geoff Green, Don Olson, Victor Suhr, Catherine Woodford and Mary Johnston

Board Members absent: Barbara B. Allen

Staff Members present: R. Fredericks, S. Szymanski, V. Loza, B. Peirson, D. Aazam, J. Schipa, T. Carter, C. Montenegro Uhl, M. Lopez, A. Velasquez, A. Fink, T. Hood, A. Villarreal Redit

II. PUBLIC COMMENT - None

III. CONSIDERATION OF MINUTES

1. Consideration of the Minutes of the Regular Meeting of August 7, 2013

MOTION

M/S Green/Suhr moved to approve the Minutes of the Regular Meeting of August 7, 2013.

VOTE

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

IV. BILLS AND COMMUNICATIONS

Staff responded to Commissioner Hughes inquiry about past success of appeals to HUD of Fair Market Rents, noting there have been two previous occasions the Authority has provided comments to HUD on proposed FMRs.

Staff announced a Housing Authority representative opening on the Community Development and Human Services Committee for which the City is currently taking applications. The Board was encouraged to apply if interested.

V. CONSENT CALENDAR – None

VI. REPORT OF EXECUTIVE DIRECTOR

1. Recommendation that the Commission receive a report on resident concerns regarding renovation of Villa Santa Fe Apartments I (SHIFCO)

DOCUMENTS

- August 20, 2013 Executive Director's Report prepared by Director of Property and Development

SPEAKERS

Staff: S. Syzmanski, D. Aazam

Letter related to subject was received by a member of the public, Diane Bess, dated September 4, 2013 and hand out to the Commissioners.

Staff acknowledged the scope of rehab work at Villa Santa Fe I (VSF I) has evolved, and changes along the way have created stress for everyone. Upon realizing bad information was being circulated amongst residents, staff began monthly on-site meetings to quell misconceptions and provide clear information. Staff noted that in such a deal/development, adjustments were required that were not anticipated, and as the deal changed information changed, especially since construction began.

Commissioner Hughes inquired as to the current status of the work at VSF I. Mr. Aazam noted the project is still in the beginning stages with 20-25% of the units completed, and is expected to last until spring of 2014.

Commissioner Hughes inquired as to the original plan to move residents to hotels during rehabilitation of their units. Staff responded that this original plan was altered due to cost and unexpected vacancy turnover at VSF I opening up units for temporary residency.

Angela Bell, a member of the public and resident of VSF I, noted she was part of one of the buildings that volunteered to vacate their units for the rehabilitation, and moved into temporary housing on-site. She noted the unit was beautifully furnished, included TV with cable and her own bed and chair. After being displaced for 5 weeks, her refurbished unit included a new kitchen, fridge, paint, and carpet. She noted her gratitude and feels the Housing Authority has listened to every resident complaint.

Nancy Martin, a member of the public and resident of VSF I, commented that her experience was bad. She noted that during the move all boxes were placed in the living room of her unit leaving no room when it came time to move in her furniture. Ms. Martin added appreciation for the Housing Authority improving the moving process, including the "helper program".

Diane Bess, a member of the public and resident of VSF I, commented the rehabilitation is going smoothly now, after a rough start. She noted the fact that things kept changing caused stress and lack of trust. She added that the radon and termite testing while residents were home was a big issue and the "straw that broke the camel's back" and why the anonymous letter of concern from the residents was submitted to the Housing Authority.

Alicia Bottoms, a member of the public and mother to VSF I resident Jeanette Twyman (who was also present), inquired about the color choices changing, to which staff responded the efficiency of construction, and the fact that costs and estimates altered. Ms. Bottoms noted her mother had recently moved as a result of a flood in her unit, and inquired whether the Authority is open to individual situations, noting it would be a hardship for her. Staff responded that they will be flexible but cannot make a blanket statement, that safety and frailty of the residents is of utmost importance.

Jim Bess, a member of the public and resident of VSF I, commented that he appreciates what the Housing Authority is providing to Santa Barbara, and he loves the community. He noted his opposition is to the chemical used in the termite treatment, and after staff noted that a final report has not been received, that the Authority consider using an alternative resource in the future.

Commissioner Hughes inquired who performed the termite treatment; staff noted the company was Anacapa, and that standard procedures and type of chemical was used. Mr. Szymanski noted that VSF I residents reported complaints of the termite treatment to the Agriculture Commission of SB County directly, and Housing Authority was not aware of the complaints until being notified by the Commission. Staff added they interviewed residents involved and no one reported being admitted to the Emergency Room. Diane Bess, resident of VSF I as noted above, stated she believes one person was seen in the ER. She followed up by inquiring whether it was a possibility to test for chemical residue on the property, and that it is her opinion that some residents are hesitant to come forward for fear of retaliation. Staff addressed this by reaffirming that the Authority does not engage in retaliation in any form. Commissioner Hughes requested the Board receive a copy of the report when completed by the Agricultural Commission and suggested the Authority may not want to use this chemical in the future. Staff noted the treatment was targeting subterranean and drywood infestation, therefore the chemical used was liquid and injected into soil or wood, and did not involve fumigation and tenting.

Keith Spittler, a member of the public and neighboring property owner, commented on the construction vehicles "plugging up" Santa Fe parking lot and street. Staff noted they will work with residents and contractors on this and acknowledged it as an issue.

This report was prepared and presented at the request of the Board; no action required or taken.

2. Recommendation that the Commission consider a grant request from Casa Esperanza Homeless Shelter to help sustain core services and, if deemed appropriate, authorize up to \$50,000 from the Authority's Non HUD Operating Reserves

DOCUMENTS

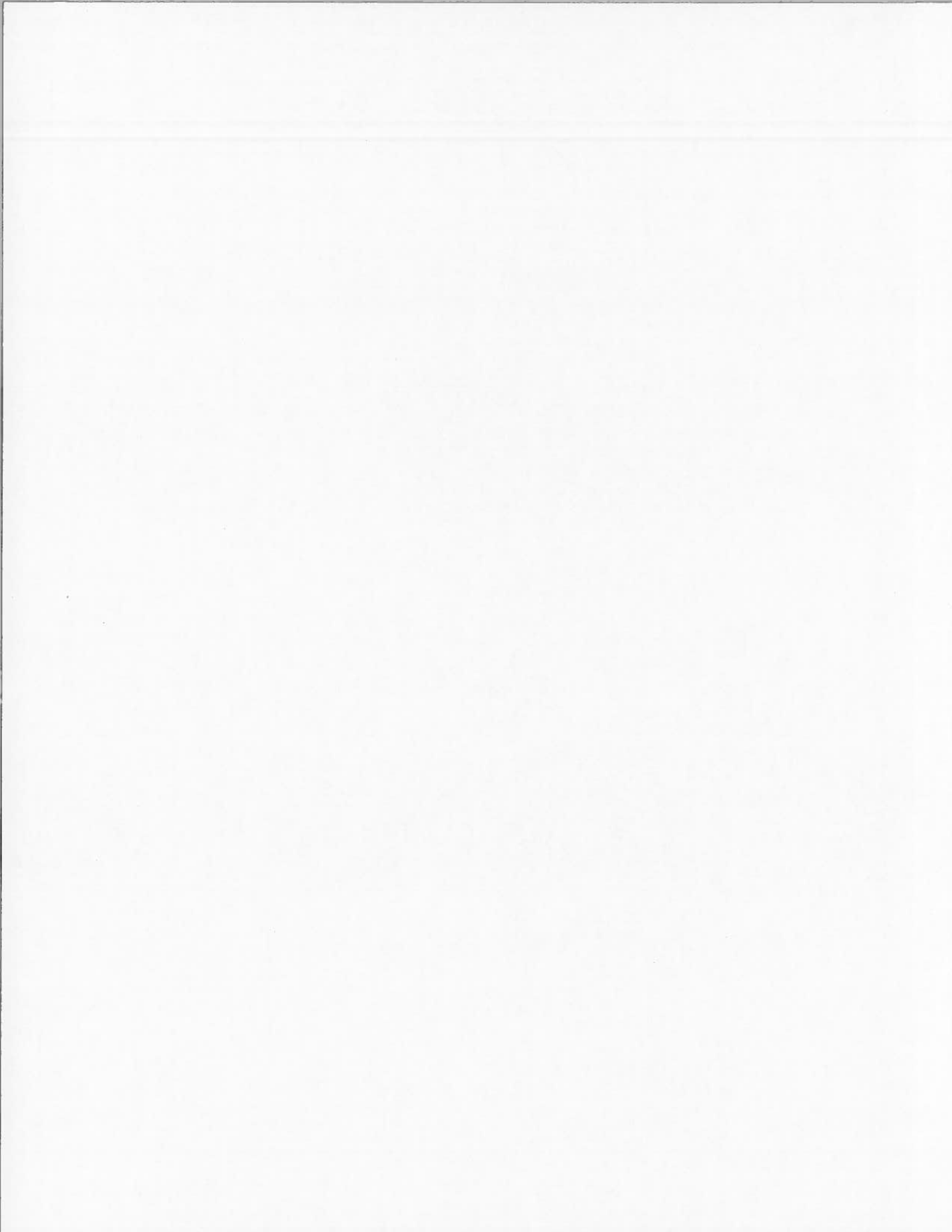
- August 24, 2013 Executive Director's Report prepared by Deputy Executive Director/CAO

SPEAKERS

Staff: S. Szymanski, R. Fredericks

Commissioner Hughes suggested staff consider establishing in-house policies and procedures for future grant requests that clearly identify the guidelines and requirements, such as follow up reports and how funds may or may not be used. Staff will follow up with this suggestion.

Commissioner Hughes noted Casa's appeal for funds lacked essential information; the Board agreed they wanted to see Casa's budget and a recovery plan before awarding the full grant. The Commission also discussed concern with the sustainability of Casa and how to support their recovery plan and long term funding sources. Staff recommended an ad hoc committee to review grant policies and procedures for the Housing Authority to include Mr. Fredericks, as well as Commissioners Hughes and Green.



Robert Burke, a member of the public, commented that Casa's current predicament could use someone with monetary expertise.

MOTION

M/S Green/Hughes moved to approve a grant to Casa Esperanza up to \$50,000, as amended under the following conditions:

1. The grant funds would not be used for repayment of debt – only for core operations.
2. The Commission would receive a report at its October 2nd Board meeting detailing Casa Esperanza's budget and recovery plan.
3. The release of funds would be split into two equal parts of \$25,000 as follows:
 - a. The first \$25,000 would be released would be granted immediately;
 - b. The second \$25,000 would be released upon the Commission's satisfactory review of Casa Esperanza's budget and recovery plan.

VOTE

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

3. Recommendation that the Commission receive a report on the Housing Authority's Resident Service's Campership Program in collaboration with Nature Corps

DOCUMENTS

- August 22, 2013 Executive Director's Report prepared by Housing Programs Analyst

SPEAKERS

Staff: S. Szymanski, M. Lopez, A. Velasquez

Commission members encouraged staff to increase resident participation next year.

Report provided for information only. No action necessary.

Santa Barbara Affordable Housing Group:

4. Recommendation that the Board of Directors authorize the Housing Authority's Deputy Executive Director/COO to negotiate and, with the approval of General Counsel, execute a Request for Addendum to Access Agreements with URS Corporation (URS) on behalf of Equilion

DOCUMENTS

- August 22, 2013 Executive Director's Report prepared by Deputy Executive Director/COO

SPEAKERS

Staff: S. Szymanski

Commissioner Hughes suggested the authorization allow greater sampling depth if need be; staff noted approval allows the Housing Authority to negotiate and approve such actions.

MOTION

M/S Hughes/Woodford moved authorize the Housing Authority's Deputy Executive Director/COO to negotiate and, with the approval of General Counsel, execute a Request for Addendum to Access Agreements with URS Corporation (URS) on behalf of Equilion

VOTE

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

VII. TREASURER'S REPORT

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

DOCUMENTS

- August 28, 2013 Executive Director's Report prepared Finance Analyst
- Resolution referenced above together with July 2013 expenditure list

SPEAKERS

Staff: B. Peirson

MOTION

M/S Hughes/Suhr moved to adopt Resolution No. 2533 of the Housing Authority of the City of Santa Barbara, as presented, setting forth costs incurred and payments made for the period of July 2013

2. Recommendation that the Commission accept and order filed the audited financial statements for all Housing Authority programs for the fiscal year ended March 31, 2013

DOCUMENTS

- August 27, 2013 Executive Director's Report prepared by Finance Director

SPEAKERS

Staff: B. Peirson

Commissioner Hughes inquired whether the errors found were from mistakes in collecting or entering data; staff responded the latter. At the request of the Commission, staff will prepare a summary of Section 8 program reductions and Sequestration and present it at a future meeting.

MOTION

M/S Olson/Woodford moved to accept and order filed the audited financial statements for all Housing Authority programs for the fiscal year ended March 31, 2013

VOTE

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

VIII. COMMITTEE REPORT - None

IX. UNFINISHED BUSINESS - None

X. NEW BUSINESS

1. Recommendation that the the Commission adopt a resolution approving revisions to Sections 1.2 and 7.2 of the Housing Authority's Manual of Policies and Procedures

DOCUMENTS

- August 26, 2013 Executive Director's Report prepared by Human Resources Analyst
- Resolution referenced above

SPEAKERS

Staff: S. Szymanski, T. Carter

Commissioner Hughes and staff agreed the label "clients" should be changed to "participants".

MOTION

M/S Hughes/Olson moved to adopt Resolution No. 2534 of the Housing Authority of the City of Santa Barbara, approving revisions to Sections 1.2 and 7.2 of the Housing Authority's Manual of Policies and Procedures

VOTE

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

Santa Barbara Affordable Housing Group:

2. Recommendation that the Board of Directors adopt a resolution approving amendments to the Santa Barbara Affordable Housing Group's Bylaws as follows: (1) adding Article IV, Section 10 creating an Assistant Secretary position; and (2) amending Article VI, Section 5. establishing the fiscal year of the corporation to be from April 1 through March 31

DOCUMENTS

- August 21, 2013 Executive Director's Report prepared Deputy Executive Director/CAO
- Resolution referenced above

SPEAKERS

Staff: S. Szymanski, R. Fredericks

MOTION

M/S Olson/Woodford moved to adopt Resolution No. 2 of the Santa Barbara Affordable Housing Group, approving amendments to the Santa Barbara Affordable Housing Group's Bylaws as follows: (1) adding Article IV, Section 10 creating an Assistant Secretary position; and (2) amending Article VI, Section 5. establishing the fiscal year of the corporation to be from April 1 through March 31

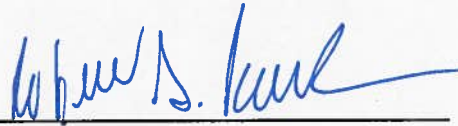
VOTE

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

XI. COMMISSION MATTERS - None.

XIII. ADJOURNMENT

Meeting adjourned at 5:52 P.M. on order of Chair Johnston.



ROBERT G. PEARSON, SECRETARY

APPROVED:


MARY JOHNSTON, CHAIR