

MINUTES
HOUSING AUTHORITY OF THE CITY OF SANTA BARBARA AND
SANTA BARBARA AFFORDABLE HOUSING GROUP
706 Laguna St. Santa Barbara, California
4:00 p.m. – December 3, 2014

I. CALL TO ORDER/ROLL CALL

4:01 P.M. Chair Green presiding

Board Members present: Barbara B. Allen, David Hughes, Don Olson, Victor Suhr, Dolores Daniel and Geoff Green

Board Members absent: Catherine Woodford

Staff Members present: R. Pearson, R. Fredericks, S. Szymanski, D. Aazam, T. Carter, V. Loza, F. Quezada and J. Morales

II. PUBLIC COMMENT

Robert Burke, a member of the public, commented about his appreciation.

III. CONSIDERATION OF MINUTES

Consideration of the Minutes of the Housing Authority of the City of Santa Barbara and Santa Barbara Affordable Housing Group's Regular Meeting of November 5, 2014

Staff provided the Board a copy of minutes that had been revised per Counsel's advice by adding the sentence: "Mr. Amspoker confirmed that the Housing Authority's appraiser is very experienced with eminent domain appraisals and knew the purpose of the appraisal" under Item X.2.

MOTION

M/S Allen/Suhr moved to approve the Minutes as amended of Housing Authority of the City of Santa Barbara's and Santa Barbara Affordable Housing Group's Regular Meeting of November 5, 2014

VOTE

Ayes:	Barbara Allen	Don Olson
	Dolores Daniel	Victor Suhr
	David Hughes	Geoff Green

Nays: None

Abstain: None

Absent: Catherine Woodford

IV. BILLS AND COMMUNICATIONS

In addition to the item included in the packet, staff provided the Board with the Housing Authority's 2014 Annual Report/2015 Calendar and a letter from Casa Esperanza in appreciation for the recent grant.

V. CONSENT CALENDAR – None

At this time during the meeting, Chair Green ordered Item IX.1 to be brought forward to discuss due to the presence of counsel.

IX. UNFINISHED BUSINESS

1. Recommendation that the Commission review a memorandum from the Authority's General Counsel providing a legal opinion on the ability and authority to utilize Housing Authority resources to assist sister non-profit agencies in the community and provide direction to staff

DOCUMENTS

- October 29, 2014 Executive Director's Report

SPEAKERS

Staff: R. Pearson

The Authority's counsel, Mark Manion, was present to provide guidance on the memorandum's subject and answer the Board's questions.

Mr. Manion confirmed for Commissioner Hughes that the definitions included in the guiding legislation, Article 16 Section 6, that note "public money or thing of value" and in Government Code Section 8314 "public resources" apply to not just monetary assistance but also services.

Commissioner Hughes inquired whether reimbursement should have also been sought for staff time spent on behalf of Casa Esperanza, or whether reimbursement should not have been sought for the \$500 costs for the sake of consistency. Mr. Manion replied that any expenditure should be looked at within the provisions of the Enabling Act, for example, inquiring as to the reason for the expenditure, its connection to the Authority's purpose and whether it benefited a housing project as defined by the Enabling Act. He added that the Courts will defer to the Board's discretion as long as the decision is reasonable. He confirmed there is enough within the Enabling Act to allow the service to go unreimbursed.

Commissioner Hughes inquired whether there were any requests a housing project could make that would not be appropriate for the Authority to fund. Mr. Manion noted there might be instances where providing resources to an agency might not be a wise business decision, e.g. an agency soon to go out of business, but for the most part if staff and the Board went through the proper analysis and found a reasonable nexus, the Courts would not disturb that decision.

Mr. Pearson noted staff has attempted to apply a standard to this process by only seeking reimbursement for direct costs (such reimbursement for bond counsel costs when issuing bond for other non-profit housing providers), not indirect costs that can be easily absorbed and serve to help carry out the Authority's mission.

Chair Green requested staff create a simple in-house guide establishing standards for procedures related to the expenditure of Non-HUD funds and utilization of staff resources benefitting local organizations that provide services to the same populations served by the Housing Authority. Staff will work with Chair Green and Commissioner Hughes to develop the guidance document.

No action needed for this item.

VI. REPORT OF EXECUTIVE DIRECTOR

1. Recommendation that the Commission receive a status report on the Housing Authority's development efforts: (1) conversion of HACSB's 316 units of Public Housing under HUD's Rental Assistance Demonstration Program; (2) The Gardens on Hope – 251 South Hope Avenue; (3) Grace Village Senior Housing Development – 3869 State Street; and (4) 813 East Carrillo Street

SPEAKERS

Staff: R. Pearson, D. Aazam, S. Szymanski, R. Fredericks

No action needed for this item.

2. Recommendation that the Commission approve the proposed Master Lease Agreement with Transition House for the real property located at 813 East Carrillo Street for use as transitional housing

DOCUMENTS

- November 17, 2014 Executive Director's Report prepared by Deputy Executive Director/CAO

SPEAKERS

Staff: R. Pearson

Commissioner Daniel exited the room and recused herself from discussion and vote on this Item.

MOTION

M/S Olson/Allen moved to approve the proposed Master Lease Agreement with Transition House for the real property located at 813 East Carrillo Street for use as transitional housing

VOTE

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

3. Recommendation that the Commission appropriate \$10,000 from its Non-HUD program to fund the Housing Authority Scholarship Fund administered by the Scholarship Foundation of Santa Barbara

DOCUMENTS

- November 13, 2014 Executive Director's Report prepared by Housing Programs Analyst

SPEAKERS

Staff: R. Pearson

Exhibit A was not included in packets and will be forwarded to the Board via email tomorrow.

MOTION

M/S Hughes/Olson moved to appropriate \$10,000 from its Non-HUD program to fund the Housing Authority Scholarship Fund administered by the Scholarship Foundation of Santa Barbara

VOTE

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

4. Recommendation that the Commission, with regard to the recently approved \$86,300 contract award to Ardalan Construction Company, Inc. for the installation of a new fence and gates at the rear of Artisan Court (422 East Cota Street): (1) authorize the Executive Director, or his designee, to increase the change order allowance for additional work not anticipated or covered by the base contract from \$8,630 (10% of the base contract amount) to \$17,260 (20% of the base amount); and (2) note that the increased cost of this project will be funded from the property's current operational revenue account

DOCUMENTS

- November 20, 2014 Executive Director's Report prepared by Director of Property and Development

SPEAKERS

Staff: R. Pearson

MOTION

M/S Allen/Suhr, with regard to the recently approved \$86,300 contract award to Ardalan Construction Company, Inc. for the installation of a new fence and gates at the rear of Artisan Court (422 East Cota Street) moved to: (1) authorize the Executive Director, or his designee, to increase the change order allowance for additional work not anticipated or covered by the base contract from \$8,630 (10% of the base contract amount) to \$17,260 (20% of the base amount); and (2) note that the increased cost of this project will be funded from the property's current operational revenue account

VOTE

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

5. Recommendation that the Commission approve the use of the Presidio Springs Community Room as an over-flow site for the Freedom Warming Center (FWC) and direct the Housing Authority's Executive Director to execute a memorandum of understanding (MOU) between the Housing Authority and the Unitarian Society of Santa Barbara, the FWC's fiscal agent

DOCUMENTS

- November 20, 2014 Executive Director's Report prepared by Housing Programs Analyst

SPEAKERS

Staff: R. Pearson

MOTION

M/S Daniel/Suhr moved to approve the use of the Presidio Springs Community Room as an overflow site for the Freedom Warming Center (FWC) and direct the Housing Authority's Executive Director to execute a memorandum of understanding (MOU) between the Housing Authority and the Unitarian Society of Santa Barbara, the FWC's fiscal agent

VOTE

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

6. Recommendation that the Commission authorize the Executive Director, or his designee, to execute a Property Management Agreement between the Housing Authority and Richard W. Moerler for the management of a 15 unit apartment complex located at 818 N. Salsipuedes St., effective January 1, 2015

DOCUMENTS

- November 19, 2014 Executive Director's Report prepared by Leasing Agent

SPEAKERS

Staff: R. Pearson

MOTION

M/S Allen/Olson moved to authorize the Executive Director, or his designee, to execute a Property Management Agreement between the Housing Authority and Richard W. Moerler for the management of a 15 unit apartment complex located at 818 N. Salsipuedes St., effective January 1, 2015

VOTE

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

VII. TREASURER'S REPORT

1. Recommendation that the Commission adopt a resolution of the Housing Authority of the City of Santa Barbara setting forth costs incurred and payments made for the month of October,

2014

DOCUMENTS

- November 25, 2014 Executive Director's Report prepared by Finance Analyst
- Resolution referenced above together with October 2014 expenditure list

SPEAKERS

Staff: R. Pearson

MOTION

M/S Hughes/Allen moved to adopt Resolution No. 2578 of the Housing Authority of the City of Santa Barbara, as presented, setting forth costs incurred and payments made for the period of October, 2014

VOTE

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

VIII. COMMITTEE REPORT - None

IX. UNFINISHED BUSINESS – Moved forward in meeting

X. NEW BUSINESS

1. Recommendation that the Commission adopt a resolution approving the continued use of 2014 utility allowances effective January 1, 2015, for tenant paid utilities for residents of affordable rental housing in the City of Santa Barbara as well as Housing Authority programs where utility allowances are required, and that the Commission approve the continued use of the 2014 utility allowance schedule for the Vista La Cumbre senior public housing complex, noting there are no proposed changes

DOCUMENTS

- November 24, 2014 Executive Director's Report prepared by Leasing Agent
- Resolution referenced above

SPEAKERS

Staff: R. Pearson, J. Morales, V. Loza

MOTION

M/S Daniel/Suhr moved to adopt Resolution No. 2579 of the Housing Authority of the City of Santa Barbara, as presented, approving the continued use of 2014 utility allowances effective January 1, 2015, for tenant paid utilities for residents of affordable rental housing in the City of Santa Barbara as well as Housing Authority programs where utility allowances are required, and that the Commission approve the continued use of the 2014 utility allowance schedule for the Vista La Cumbre senior public housing complex, noting there are no proposed changes

VOTE

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

2. Recommendation that the Commission adopt a resolution approving amendments to the Authority's Manual of Policies and Procedures relative to creating a Human Resources Manager position and eliminating the Human Resources Analyst position effective January 3, 2015

DOCUMENTS

- November 19, 2014 Executive Director's Report prepared by Deputy Executive Director/CAO
- Resolution referenced above

SPEAKERS

Staff: R. Pearson

MOTION

M/S Allen/Suhr moved to adopt Resolution No. 2580 of the Housing Authority of the City of Santa Barbara, as presented, approving amendments to the Authority's Manual of Policies and Procedures relative to creating a Human Resources Manager position and eliminating the Human Resources Analyst position effective January 3, 2015

VOTE

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

XI. COMMISSION MATTERS

1. Recommendation that the Chair appoint a 3rd Commissioner (in addition to Chair and Vice Chair) to serve on the Commission's Ad Hoc Subcommittee charged with completing the Executive Director/CEO's performance evaluation for the year ending 12-31-14

Commissioner Olson was appointed by Chair Green as the 3rd Commissioner to sit on the Ad Hoc Subcommittee for completion of the Executive Director/CEO's performance evaluation. The Board was in approval of this appointment.

2. Recommendation: That the Commission vote to elect a Chair and Vice Chair for the Housing Authority Board of Commissioners for 2015 or have the Chair appoint a 3 member Ad Hoc nominating committee to return at the Board's next meeting with recommendations for Chair and/or Vice Chair for 2015

DOCUMENTS

- November 17, 2014 Executive Director's Report prepared by Deputy Executive Director/CAO

SPEAKERS

Staff: R. Pearson

MOTION

M/S Allen/Daniel moved to approve Geoff Green as Chair and David K. Hughes as Vice Chair for the Housing Authority Board of Commissioners for 2015

VOTE

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

XII. CLOSED SESSION - None

XIII. ADJOURNMENT

Meeting adjourned at 5:04 P.M. on order of Chair Green.



ROBERT PEARSON, SECRETARY

APPROVED:



GEOFF GREEN, CHAIR