

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. – August 5, 2015

I. CALL TO ORDER/ROLL CALL

4:03 P.M. Chair Green presiding

Board Members present: Dolores Daniel, Don Olson, Victor Suhr, Catherine Woodford and Geoff Green

Board Members absent: Barbara B. Allen and David Hughes

Staff Members present: R. Pearson, R. Fredericks, S. Szymanski, D. Aazam, B. Peirson, T. Carter, V. Loza, T. Hood, A. Fink and J. Schipa

II. PUBLIC COMMENT – None

III. CONSIDERATION OF MINUTES

Minutes were considered under Item V. Consent Calendar.

IV. BILLS AND COMMUNICATIONS

Commissioner Olson noted the SEMAP score notice from HUD noted different scores within the letter; staff will look into this and notify Board of results or amended letter.

V. CONSENT CALENDAR

Note: Item Nos. 5 and 6 were moved by order of Chair Green to Report of Executive Director due to being non-actionable items.

MOTION

M/S Woodford/Suhr moved to approve recommendations in Consent Calendar (Item Nos. 1, 2, 3, 4, 7, 8, 9, and 10)

VOTE

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

1. Recommendation that the Commission and Board approve the Minutes of the Housing Authority of the City of Santa Barbara and Santa Barbara Affordable Housing Group's Regular Meeting of June 3, 2015
2. Recommendation that the Commission review and order filed the quarterly investment report for the quarter ended June 30, 2015

3. Recommendation that the Commission adopt a resolution setting forth costs incurred and payments made for the month of April, 2015
4. Recommendation that the Commission adopt a resolution setting forth costs incurred and payments made for the month of May, 2015
7. Recommendation that the Commission: (1) approve and authorize the Executive Director to award and execute a contract with Rounds Construction Inc. in the amount of \$264,000 for conversion of two units to handicapped-accessible, associated parking and pathway accessibility modifications, and new gas furnaces, water heaters, upgraded insulation and replacement of exterior porch lights for all units at the apartment complex located at 219-231 Meigs Road; (2) authorize the Executive Director, or his designee, to approve up to \$52,800 (20% of the base amount) in additional expenses to cover any cost increases resulting from change orders for work not anticipated or covered by the contract; and (3) note that the cost of this project will be funded from the Capital Fund Program (CFP)
8. Recommendation that the Commission adopt a resolution authorizing the destruction of certain records held by the Administration and Finance Departments
9. Recommendation that the Commission: (1) approve and authorize the Executive Director to award and execute a contract with A. Bates G.C., Inc. in the amount of \$749,000 for rehabilitation work at Casa Castillo located at 620-652 Castillo Street including the following: replace all windows and sliding doors, replace and expand concrete patios, replace or repair fences, replace roofing and gutters, replace siding and trim, replace all water heaters with energy-efficient models, replace entry door exterior lights with LED fixtures, install programmable thermostats and install R-30 insulation in attics; (2) authorize the Executive Director, or his designee, to approve up to \$149,800 (20% of the base contract amount) in additional expenses to cover any cost increases resulting from change orders for work not anticipated or covered by the contract; and (3) note that the cost of this project will be funded from the Capital Fund Program (CFP)
10. Recommendation that the Commission: (1) approve and authorize the Executive Director to award and execute a contract with Tomar Construction in the amount of \$126,000 for rehabilitation work at Elise Way Apartments located at 1934-1938 Elise Way to convert one apartment unit to handicapped accessible as well as associated parking and pathway accessibility modifications; and (2) authorize the Executive Director, or his designee, to approve up to \$25,200 (20% of the base contract amount) in additional expenses to cover any cost increases resulting from change orders for work not anticipated or covered by the contract; and (3) note that the cost of this project will be funded from the Capital Fund Program (CFP)

VI. REPORT OF EXECUTIVE DIRECTOR

1. Recommendation that the Commission authorize Rob Pearson, Rob Fredericks, Barbara Allen, eight additional staff members and an additional number of Commissioners as deemed appropriate to attend the National Association of Housing and Redevelopment Officials (NAHRO) 2015 National Conference to be held in Los Angeles, California, October 15th through October 17th, 2015

DOCUMENTS

- July 13, 2015 Executive Director's Report prepared by Deputy Executive Director/CAO

SPEAKERS

Staff: R. Pearson

MOTION

M/S Olson/Suhr moved to authorize Rob Pearson, Rob Fredericks, Barbara Allen, eight additional staff members and up to two Commissioners to attend the National Association of Housing and Redevelopment Officials (NAHRO) 2015 National Conference to be held in Los Angeles, California, October 15th through October 17th, 2015

VOTE

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

2. Recommendation that the Commission: (1) approve renewal of Master Lease Agreement(s) with (a) the Council on Alcoholism and Drug Abuse (CADA) for the real property located at 1020 Placido Avenue; (b) Transition House for the real property located at 3030 De La Vina Street; (c) Willbridge of Santa Barbara, Inc. for real property located at 2904 State Street; (d) PathPoint for the real property located at 817 Olive Street; and (2) authorize the Executive Director or his designee to execute same on behalf of the Housing Authority

DOCUMENTS

- July 1, 2015 Executive Director's Report prepared by Director of Housing Programs

SPEAKERS

Staff: R. Pearson, V. Loza

Staff confirmed for the Board that both the Authority and Lessee's are satisfied with the Agreements and rent increases, and that the community has not brought forth any complaints regarding the properties.

VOTE

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

3. Recommendation that the Commission receive an oral report on the status of the Authority's development projects including 3869 State Street, 251 South Hope Avenue, 813 East Carrillo Street, and the RAD Conversions of Public Housing units

SPEAKERS

Staff: R. Pearson, S. Szymanski

No action needed.

4. Recommendation that the Commission receive a report from Casa Esperanza Homeless Shelter in regards to \$50,000 grant received from the Housing Authority in November, 2014 (Note: This report formerly under Item V. Consent Calendar, no. 5)

DOCUMENTS

- July 14, 2015 Executive Director's Report prepared by Administrative and Public Information Coordinator

SPEAKERS

Staff: R. Pearson

No action needed.

5. Recommendation that the Commission receive a report from Rental Housing Mediation Task Force in regards to \$10,000 grant received from the Housing Authority in November, 2014 (Note: This report formerly under Item V. Consent Calendar, no. 6)

DOCUMENTS

- July 28, 2015 Executive Director's Report prepared by Administrative and Public Information Coordinator

SPEAKERS

Staff: R. Pearson

No action needed.

VII. TREASURER'S REPORT

1. Recommendation that the Commission review and order filed the quarterly financial statements for the quarter ended June 30, 2015

DOCUMENTS

- July 24, 2015 Executive Director's Report prepared by Finance Director

SPEAKERS

Staff: R. Pearson, B. Peirson

MOTION

M/S Suhr/Daniel moved to order filed the quarterly financial statements for the quarter ended June 30, 2015

VOTE

Ayes: Dolores Daniel Catherine Woodford
Don Olson Geoff Green
Victor Suhr

Nays: None

Abstain: None

Absent: Barbara Allen, David Hughes

2. Recommendation that the SBAHG Board review and order filed the quarterly financial statements for the quarter ended June 30, 2015

DOCUMENTS

- July 24, 2015 Executive Director's Report prepared by Finance Director

SPEAKERS

Staff: R. Pearson, B. Peirson

MOTION

M/S Woodford/Suhr moved to order filed the quarterly financial statements for Santa Barbara Affordable Housing Group for the quarter ended June 30, 2015

VOTE

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

VIII. COMMITTEE REPORT – None

IX. UNFINISHED BUSINESS – None

X. NEW BUSINESS

1. Recommendation that the Commission adopt a resolution approving and authorizing the conversion of the form of rental subsidy for the 180 former HUD-assisted Public Housing units, conveyed to Santa Barbara Affordable Housing Group under a Section 18 Disposition Application, from Section 8 Project Based Vouchers to Tenant Based Housing Choice Vouchers

DOCUMENTS

- July 8, 2015 Executive Director's Report prepared by Deputy Executive Director/CAO
- Resolution referenced above

SPEAKERS

Staff: R. Pearson, R. Fredericks

MOTION

M/S Olson/Woodford moved to adopt Resolution No. 2607 of the Housing Authority of the City of Santa Barbara, as presented, approving and authorizing the conversion of the form of rental subsidy for the 180 former HUD-assisted Public Housing units, conveyed to Santa Barbara Affordable Housing Group under a Section 18 Disposition Application, from Section 8 Project Based Vouchers to Tenant Based Housing Choice Vouchers

VOTE

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

2. Recommendation that the Board of Directors of the Santa Barbara Affordable Housing Group adopt a resolution approving and authorizing the conversion of rental subsidy for the 180 former HUD-assisted Public Housing units from Section 8 Project Based Vouchers to Tenant Based Housing Choice Vouchers and to set-aside the 180 units to be used exclusively by Section 8 Voucher holders for the remaining term of the recorded use restriction

DOCUMENTS

- July 8, 2015 Executive Director's Report prepared by Deputy Executive Director/CAO
- Resolution referenced above

SPEAKERS

Staff: R. Pearson, R. Fredericks

MOTION

M/S Olson/Woodford moved to adopt Resolution No. 9 of the Santa Barbara Affordable Housing Group, as presented, approving and authorizing the conversion of rental subsidy for the 180 former HUD-assisted Public Housing units from Section 8 Project Based Vouchers to Tenant Based Housing Choice Vouchers and to set-aside the 180 units to be used exclusively by Section 8 Voucher holders for the remaining term of the recorded use restriction

VOTE

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

3. Recommendation that the Commission: (1) drive by the property at 100 North La Cumbre Road that is a 19 unit apartment complex; (2) if a majority of the Commission is interested in the Authority's control of the subject property, direct staff to complete the acquisition of the leasehold interest in the property at a purchase price of \$300,000 plus closing costs per the general terms outlined below; (3) adopt a resolution approving the leasehold interest purchase and appropriating Non-HUD unrestricted reserves for this purpose; and (4) determine that the acquisition of the subject lease is exempt from the California Environmental Quality Act (CEQA) and that the Authority's Executive Director is directed to file a Notice of Exemption from the California Environmental Quality Act (CEQA) with the Santa Barbara County Clerk

DOCUMENTS

- July 7, 2015 Executive Director's Report prepared by Deputy Executive Director/COO
- Resolution referenced above

SPEAKERS

Staff: R. Pearson, S. Szymanski

Commissioner Olson noted the property's tired appearance and inquired whether the Authority is in a financial position to take on possible repairs. Staff noted there are no plans for rehabilitation and feel comfortable with its current condition for the short term, as well as purchase price.

MOTION

M/S Olson/Woodford moved to adopt Resolution No. 2608 of the Housing Authority of the City of Santa Barbara, as presented (1) approving the acquisition of the leasehold interest in the property at 100 North La Cumbre Road at a purchase price of \$300,000 plus closing costs per the general terms outlined; (2) appropriating Non-HUD unrestricted reserves for this purpose; and (3) determining that the acquisition of the subject lease is exempt from the California Environmental Quality Act (CEQA) and that the Authority's Executive Director is directed to file a Notice of Exemption from the California Environmental Quality Act (CEQA) with the Santa Barbara County Clerk

VOTE

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

4. Recommendation that the Commission adopt a resolution confirming a loan commitment of \$1,700,000 to Grace Village Apartments, L.P. as permanent financing for the development of a 58-unit apartment building for low income seniors

DOCUMENTS

- July 15, 2015 Executive Director's Report prepared by Director of Property and Development
- Resolution referenced above

SPEAKERS

Staff: R. Pearson, D. Aazam

MOTION

M/S Woodford/Daniel moved to adopt Resolution No. 2609 of the Housing Authority of the City of Santa Barbara, as presented approving a loan commitment of \$1,700,000 to Grace Village Apartments, L.P. as permanent financing for the development of a 58-unit apartment building for low income seniors

VOTE

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

5. Recommendation that the Commission: (1) hold a public hearing and take public comment on proposed amendments to the Authority's Admissions and Continued Occupancy Policy for its Non-HUD Public Housing program; and (2) adopt a resolution approving said amendments to the Policy

DOCUMENTS

- July 13, 2015 Executive Director's Report prepared by Housing Programs Analyst
- Resolution referenced above

SPEAKERS

Staff: R. Pearson, V. Loza

Chair Green opened the public hearing at 5:20 P.M. Public hearing was closed at 5:21 P.M.

MOTION

M/S Olson/Suhr moved to adopt Resolution No. 2610 of the Housing Authority of the City of Santa Barbara, as presented approving amendments to the Authority's Admissions and Continued Occupancy Policy for its Non-HUD Public Housing program

VOTE

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

6. Recommendation that the Commission adopt a resolution approving amendments to the Authority's Manual of Policies and Procedures to implement beginning October 10, 2015: (1) a 3.0% across-the-board salary increase for management, supervisory and general employees; and (2) a 2.0% market salary adjustment for the Housing Inspector and Operations and Modernization Coordinator positions

DOCUMENTS

- June 29, 2015 Executive Director's Report prepared by Human Resources Manager
- Resolution referenced above

SPEAKERS

Staff: R. Pearson, T. Carter

MOTION

M/S Woodford/Suhr moved to adopt Resolution No. 2611 of the Housing Authority of the City of Santa Barbara, as presented approving amendments to the Authority's Manual of Policies and Procedures to implement beginning October 10, 2015: (1) a 3.0% across-the-board salary increase for management, supervisory and general employees; and (2) a 2.0% market salary adjustment for the Housing Inspector and Operations and Modernization Coordinator positions

VOTE

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

7. Recommendation that the Commission adopt a resolution approving revisions to Sections 1.9 Separations and 4.2 Group Health Plan of the Housing Authority's Manual of Policies and Procedures effective August 5, 2015

DOCUMENTS

- June 25, 2015 Executive Director's Report prepared by Human Resources Manager
- Resolution referenced above

SPEAKERS

Staff: R. Pearson, T. Carter

MOTION

M/S Olson/Suhr moved to adopt Resolution No. 2612 of the Housing Authority of the City of Santa Barbara, as presented approving revisions to Sections 1.9 Separations and 4.2 Group Health Plan of the Housing Authority's Manual of Policies and Procedures effective August 5, 2015

VOTE

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

XI. COMMISSION MATTERS – None

XII. CLOSED SESSION – None

XIII. ADJOURNMENT

MOTION

M/S Olson/Woodford moved to cancel the regularly scheduled Housing Authority Commission meeting of September 2, 2015 and adjourn the meeting to Wednesday, September 9, 2015 at 4:00 P.M.

VOTE

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

Meeting adjourned at 5:35 P.M. on order of Chair Green.



ROBERT PEARSON, SECRETARY

APPROVED:



GEOFF GREEN, CHAIR