

**MINUTES
HOUSING AUTHORITY
CITY OF SANTA BARBARA
814 Laguna St. Santa Barbara, California
4:00 p.m. – February 6, 2013**

I. CALL TO ORDER/ROLL CALL

4:01 P.M. Chair Johnston presiding

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

Board Members absent: None

Staff Members present: R. Pearson, R. Fredericks, S. Szymanski, V. Loza, B. Peirson, J. Schipa

II. PUBLIC COMMENT - None

III. CONSIDERATION OF MINUTES

1. Consideration of the Minutes of the Regular Meeting of December 5, 2012

Staff noted a correction to page 5, Item VI.3 in the minutes, discovered after the meeting packet was distributed to the Board. The corrected page was provided to the Board for review and staff added that the agenda item was worded correctly when voted upon. Corrections to the Recommendation and Motion read as follows:

“Recommendation that the Commission (1) approve and award a contract to McGillivray Construction in their base bid an amount not to exceed of \$2,441,583 to McGillivray Construction, Inc. for the addition construction of new offices space (Building A) at 702 Laguna Street; (2) approve and authorize up to \$244,158 (10% of the base contract amount) in additional expenses expenditures to cover any cost increases resulting from change orders for work not anticipated or covered by the contract; and (3) appropriate and authorize the expenditure of \$2,685,741 ~~2,685,741~~ in Public Housing, Section 8 program reserves to fund the subject contract, with additional funding if required to be expended from the and Non-HUD program reserves in equal amounts of \$895,247 to fund the subject contract”

MOTION

M/S Hughes/Green moved to approve the Minutes of the Regular Meeting of December 5, 2012 as corrected.

VOTE

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

IV. BILLS AND COMMUNICATIONS

Mr. Pearson commented on the Authority's need for a "High Performer" score through the Public Housing Assessment System to be eligible in the future as "Moving to Work" agency as there are limited slots.

Mr. Pearson noted that his election to the HARRP Board of Directors will require quarterly meetings, held on the first Thursday of the quarter, which will prevent him on occasion from attending the Authority's meetings, due to travel the day before. The Board had no objection to Mr. Pearson's service on the HARRP Board, including occasional conflict in meetings.

V. CONSENT CALENDAR – None

VI. REPORT OF EXECUTIVE DIRECTOR

1. Recommendation that the Commission appropriate \$5,000 from its Non-HUD program to fund the Housing Authority Scholarship Fund administered by the Scholarship Foundation of Santa Barbara

DOCUMENTS

- January 17, 2013 Executive Director's Report

SPEAKERS

Staff: R. Pearson

MOTION

M/S Allen/Woodford moved to authorize the appropriation of \$5,000 from the Authority's Non-HUD program to fund the Housing Authority Scholarship Fund administered by the Scholarship Foundation of Santa Barbara

VOTE

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

2. Recommendation that the Commission authorize up to three staff members and an appropriate number of Commissioners to attend the National Association of Housing and Redevelopment Officials (NAHRO) 2013 Legislative Conference in Washington D.C. on March 3/17/13 to 3/20/13

DOCUMENTS

- January 17, 2013 Executive Director's Report

SPEAKERS

Staff: R. Pearson

MOTION

M/S Hughes/Allen moved to authorize two staff members and two Commissioners, to be determined, to attend the National Association of Housing and Redevelopment Officials (NAHRO) 2013 Legislative Conference in Washington D.C. on March 3/17/13 to 3/20/13

VOTE

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

3. Recommendation that the Commission acknowledge the selection of Octavio Botello as the Housing Authority's 2012 Employee of the Year selection as well as Rob Fredericks as the Stephen B. Logan Humanitarian of the Year and Santa Barbara Bank and Trust as the Community Partner award winners

SPEAKERS

Staff: R. Pearson

No action required, none taken.

4. Recommendation that the Commission: (1) approve and authorize an amendment to the Authority's contract with East Beach Ventures for additional architectural design and engineering services for the proposed office and warehouse space at 702 Laguna Street; (2) authorize the Executive Director/CEO, and/or his designee, to approve expenditures of up to an additional \$40,000 for work related to this contract amendment and/or related costs/services, such that the new total contract amount with East Beach Ventures shall be an amount not to exceed \$219,923; and (3) that funds for this expenditure will be paid through the Capital Fund Program (CFP) and the Authority's operational reserves as necessary

DOCUMENTS

- January 9, 2013 Executive Director's Report prepared by Director of Property and Development

SPEAKERS

Staff: R. Pearson

Commissioner Olson inquired whether the redrawn plans would be cost saving for the building of the second phase of additional office space in the future. Staff noted that most likely the plans would no longer be effective for approval through the City by the time the Authority decided to complete phase two, however, the base set of plans are of value for any future addition.

MOTION

M/S Hughes/Olson moved to (1) approve and authorize an amendment to the Authority's contract with East Beach Ventures for additional architectural design and engineering services

for the proposed office and warehouse space at 702 Laguna Street; (2) authorize the Executive Director/CEO, and/or his designee, to approve expenditures of up to an additional \$40,000 for work related to this contract amendment and/or related costs/services, such that the new total contract amount with East Beach Ventures shall be an amount not to exceed \$219,923; and (3) that funds for this expenditure will be paid through the Capital Fund Program (CFP) and the Authority's operational reserves as necessary

VOTE

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

5. Recommendation that the Commission receive an update on access to 610-616 West a Carrillo Street by Shell Oil Products U.S. and their agents for the purpose of well monitoring and related sampling and testing

DOCUMENTS

- January 24, 2013 Executive Director's Report prepared by Deputy Executive Director

SPEAKERS

Staff: R. Pearson

No action necessary, none taken.

6. Recommendation that the Commission (1) approve and authorize the Executive Director, or his designee, to execute a contract with Corliss Contracting in the amount of \$59,200 for the repair/replacement of the balcony and exterior stairs at 2941 State Street; (2) authorize the Executive Director, or his designee, to approve up to \$11,840 (20% of 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 funds will be expended from the Non-HUD Extraordinary Maintenance account

DOCUMENTS

- January 17, 2013 Executive Director's Report prepared by Director of Property and Development

SPEAKERS

Staff: R. Pearson

MOTION

M/S Olson/Woodford moved to (1) approve and authorize the Executive Director, or his designee, to execute a contract with Corliss Contracting in the amount of \$59,200 for the repair/replacement of the balcony and exterior stairs at 2941 State Street; (2) authorize the Executive Director, or his designee, to approve up to \$11,840 (20% of 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 funds will be expended from the Non-

HUD Extraordinary Maintenance account

VOTE

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

VII. TREASURER'S REPORT

1. Recommendation that the Commission adopt the attached Resolution as presented setting forth Housing Authority expenditures for the month of October, 2012

DOCUMENTS

- January 17, 2013 Executive Director's Report prepared by Finance Analyst
- Resolution referenced above together with October, 2012 expenditure list

SPEAKERS

Staff: B. Peirson

MOTION

M/S Allen/Green moved to adopt Resolution No. 2507 of the Housing Authority of the City of Santa Barbara, as presented, setting forth costs incurred and payments made for the period of October, 2012.

VOTE

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

2. Recommendation that the Commission adopt the attached Resolution as presented setting forth Housing Authority expenditures for the month of November, 2012

DOCUMENTS

- January 17, 2013 Executive Director's Report prepared by Finance Analyst
- Resolution referenced above together with November, 2012 expenditure list

SPEAKERS

Staff: B. Peirson

MOTION

M/S Allen/Green moved to adopt Resolution No. 2508 of the Housing Authority of the City of Santa Barbara, as presented, setting forth costs incurred and payments made for the period of November, 2012.

VOTE

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

3. Recommendation that the Commission adopt the attached Resolution as presented setting forth Housing Authority expenditures for the month of December, 2012

DOCUMENTS

- January 30, 2013 Executive Director's Report prepared by Finance Analyst
- Resolution referenced above together with December, 2012 expenditure list

SPEAKERS

Staff: B. Peirson

MOTION

M/S Allen/Green moved to adopt Resolution No. 2509 of the Housing Authority of the City of Santa Barbara, as presented, setting forth costs incurred and payments made for the period of December, 2012.

VOTE

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

4. Recommendation that the Commission (1) review and order filed the Housing Authority's quarterly Investment Report for period ending December 31, 2012; and (2) review and approve the Authority's Investment Policy for calendar year 2013

DOCUMENTS

- January 30, 2013 Executive Director's Report prepared by Finance Director

SPEAKERS

Staff: B. Peirson

Commissioner Hughes inquired about the management of the Authority's investment portfolio in light of Santa Barbara Bank & Trust (SBB&T) becoming Union Bank, as well as any expected change in fees as a result of the transition. Mr. Peirson responded by stating the Authority will

continue to have the same portfolio manager there are no indications of a change in fees. Mr. Peirson added that there has been no indication that Union Bank will be implementing new investment approaches and/or procedures as they take over SBB&T, and that he will be meeting with Wealth Management staff, Todd McGinley and Monica Vidger-Trent, in the next month.

Regarding the Investment Policy, Commissioner Hughes inquired as to the sentence under part 9.0 "Safekeeping and Custody" that notes "physical delivery" of securities purchased or acquired as a delivery method, and whether this method is outdated. Mr. Peirson agreed this language is not necessary, and after striking a comma and these two words, the sentence will read "All securities purchased or acquired shall be delivered to the HACSB by book entry or by third party custodial agreement, CGC Section 53601." Mr. Peirson confirmed this change will comply with state law.

Additionally, Commissioner Hughes inquired whether it would be beneficial to acquire Union Bank's feedback and/or acknowledgment of the Investment Policy. Staff agreed and will return to the Board with any suggestions received by the Bank.

MOTION

M/S Hughes/Green moved to review and order filed the Housing Authority's quarterly Investment Report for period ending December 30, 2012 and approve the Authority's Investment Policy as amended.

VOTE

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

VIII. COMMITTEE REPORT - None

IX. UNFINISHED BUSINESS - None

X. NEW BUSINESS

1. Recommendation that the Commission approve a Resolution commending Roberta Maccianti for her outstanding service and significant contributions to the Housing Authority and the community

DOCUMENTS

- Resolution referenced above

SPEAKERS

Staff: R. Pearson

MOTION

M/S Olson/Woodford moved to adopt Resolution No. 2510 of the Housing Authority of the

City of Santa Barbara, approving a Resolution commending Roberta Maccianti for her outstanding service and significant contributions to the Housing Authority and the community

VOTE

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

2. Recommendation that the Commission adopt a Resolution authorizing the destruction of certain records held by the Finance, Resident Services, Housing Management and Property and Development Departments

DOCUMENTS

- January 24, 2013 Executive Director's Report prepared by Housing Management Specialist II
- Resolution referenced above together with list of documents for destruction

SPEAKERS

Staff: R. Pearson

MOTION

M/S Green/Allen moved to adopt Resolution No. 2511 of the Housing Authority of the City of Santa Barbara, authorizing the destruction of certain records held by the Finance, Resident Services, Housing Management and Property and Development Departments

VOTE

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

XI. COMMISSION MATTERS

Commissioner Hughes commended Rob Fredericks, Alice Villarreal Redit and other staff involved with the recent point-in-time homeless count in Santa Barbara, adding it was well planned and organized with much Housing Authority support. Staff commented that the expectation is to have County of Santa Barbara Housing and Community Development Department take the lead on the next count, two years from now.

In response to Commissioner Allen's request for an update on the Villa Santa Fe project, staff commented that monthly meetings with the residents continue and have been very positive and interactive. Although the partnership isn't due to close until mid-March, some work has been started on current vacancies, including some critical repairs required by HUD. Commissioner Olson inquired as to any negative impacts as a result of the delays, and staff

responded there are none expected, and the reason work has begun is to meet the deadline. Mr. Pearson added that staff would return to the Board at the next meeting to request an increase in the loan to the partnership to continue this pre-closing work, as well as an increase in the Housing Authority's permanent loan.

Mr. Szymanski noted the recent receipt of the developer fee for the Mom's project was a result of many individuals involved from the Housing Authority. Commissioner Allen suggested staff compose an email conveying the Board's appreciation for the work involved in the Mom's project and subsequent developer fee.

XII. ADJOURNMENT

Meeting adjourned at 5:12 p.m. on order of Chair Johnston.

ROBERT G. PEARSON, SECRETARY

APPROVED:

MARY JOHNSTON, CHAIR