

**MINUTES**  
**HOUSING AUTHORITY CITY OF SANTA BARBARA**  
**SANTA BARBARA AFFORDABLE HOUSING GROUP**  
814 Laguna St. Santa Barbara, California  
4:00 p.m. – June 5, 2013

**I. CALL TO ORDER/ROLL CALL**

4:03 P.M. Chair Johnston presiding

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

David Hughes arrived at 4:36 P.M.

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

**II. PUBLIC COMMENT - None**

**III. CONSIDERATION OF MINUTES**

1. Consideration of the Minutes of the Regular Meeting of May 1, 2013

**MOTION**

M/S Woodford/Allen moved to approve the Minutes of the Regular Meeting of May 1, 2013.

**VOTE**

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

**IV. BILLS AND COMMUNICATIONS**

The 2013 Spring Edition of the Housing Authority's resident newsletter, *Community Times*, was presented as Item No. 3 during the meeting.

**V. CONSENT CALENDAR – None**

**VI. REPORT OF EXECUTIVE DIRECTOR**

1. Recommendation that the Commission receive a report on radon testing at SHIFCO.

**DOCUMENTS**

- May 14, 2013 Executive Director's Report prepared by Director of Property and Development

**SPEAKERS**

Staff: R. Pearson

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

2. Recommendation that the Commission: 1) ratify the Executive Director's award and execution of a contract with Tomar Construction in the amount of \$58,345 for re-roofing and exterior paint and repair of 1913 San Pascual Street; 2) authorize the Executive Director, or his designee, to approve up to \$7,001 (12% 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 Capital Fund Program (CFP)

#### DOCUMENTS

- May 15, 2013 Executive Director's Report prepared by Director of Property and Development

#### SPEAKERS

Staff: R. Pearson

#### MOTION

M/S Allen/Green moved to 1) ratify the Executive Director's award and execution of a contract with Tomar Construction in the amount of \$58,345 for re-roofing and exterior paint and repair of 1913 San Pascual Street; 2) authorize the Executive Director, or his designee, to approve up to \$7,001 (12% 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 Capital Fund Program (CFP)

#### VOTE

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

3. Recommendation that the Commission: (1) approve the replacement of 53 Housing Authority desktop computers; (2) authorize the Executive Director or his designee to execute a Purchase Order with Dell Computers, Inc. in the amount of \$66,631.42 and authorize an additional allowance in a not to exceed amount of \$6,000 for any unforeseen upgrade requirements; and (3) appropriate funding for this purchase to be divided equally between the Public Housing Capital Fund Program (CFP--Management Improvements) and Section 8 Administrative Fee reserves

#### DOCUMENTS

- May 28, 2013 Executive Director's Report prepared by Information Systems Analyst

#### SPEAKERS

Staff: R. Pearson

#### MOTION

M/S Olson/Woodford moved to (1) approve the replacement of 53 Housing Authority desktop computers; (2) authorize the Executive Director or his designee to execute a Purchase Order with Dell Computers, Inc. in the amount of \$66,631.42 and authorize an additional allowance in a not to exceed amount of \$6,000 for any unforeseen upgrade requirements; and (3) appropriate funding for this purchase to be divided equally between the Public Housing Capital Fund Program (CFP--Management Improvements) and Section 8 Administrative Fee reserves

VOTE

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

**VII. TREASURER'S REPORT**

1. Recommendation that the Commission review and order filed the quarterly financial statements for the quarter ended March 31, 2013

DOCUMENTS

- May 29, 2013 Executive Director's Report prepared by Finance Director

SPEAKERS

Staff: R. Pearson, B. Peirson

Staff clarified the Authority's "restricted" and "unrestricted" funds, as well as responded to the Commission's questions about the origin of funds for the new office building. Additionally, staff confirmed for the Board that this fiscal year contains the majority of the cost savings effects of the shifts that occurred in the COCC.

MOTION

M/S Hughes/Green moved to approve and order filed the quarterly financial statements for the quarter ended March 31, 2013

VOTE

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

2. Recommendation that the Commission review and order filed the quarterly Investment Report for the quarter ended March 31, 2013

DOCUMENTS

- May 28, 2013 Executive Director's Report prepared by Finance Director

SPEAKERS

Staff: B. Peirson

MOTION

M/S Hughes/Woodford moved to approve and order filed the quarterly Investment Report for the quarter ended March 31, 2013

VOTE

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

**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 401(a) Employees' Money Purchase Pension Plan Document and revisions to Sections 1.1, 1.9, 4.15 and 4.16 of the Housing Authority's Manual of Policies and Procedures

DOCUMENTS

- May 14, 2013 Executive Director's Report prepared by Human Resources Analyst
- Resolution referenced above

SPEAKERS

Staff: R. Pearson, T. Carter

MOTION

M/S Woodford/Allen moved to adopt Resolution No. 2523 of the Housing Authority of the City of Santa Barbara, approving an amendment to the Housing Authority's 401(a) Employees' Money Purchase Pension Plan Document and revisions to Sections 1.1, 1.9, 4.15 and 4.16 of the Housing Authority's Manual of Policies and Procedures

VOTE

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

2. Recommendation that the Commission adopt a resolution authorizing an increase in the aggregate construction and permanent financing loans by the Housing Authority to Villa Santa Fe Apartments, LP in a cumulative amount not to exceed nineteen million dollars (\$19,000,000)

DOCUMENTS

- May 26, 2013 Executive Director's Report prepared Deputy Executive Director/CAO
- Resolution referenced above

SPEAKERS

Staff: R. Pearson, R. Fredericks

Commissioner Olson inquired as to the reasoning behind the increase in the loan amount; staff responded factors included final construction cost as well as the balancing of the sources and uses for the project. Mr. Fredericks verified that the sales price did not change.

MOTION

M/S Olson/Woodford moved to adopt Resolution No. 2524 of the Housing Authority of the City of Santa Barbara, authorizing an increase in the aggregate construction and permanent financing loans by the Housing Authority to Villa Santa Fe Apartments, LP in a cumulative amount not to exceed nineteen million dollars (\$19,000,000)

VOTE

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

3. Recommendation that the that the Commission adopt a resolution approving and authorizing the disposition of the Housing Authority's AMP 3 Public Housing Inventory (CA076000003) in accordance with the U.S. Department of Housing and Urban Development, Special Application Center's April 11, 2013 approval

DOCUMENTS

- May 27, 2013 Executive Director's Report
- Resolution referenced above

SPEAKERS

Staff: R. Pearson

MOTION

M/S Hughes/Allen moved to adopt Resolution No. 2525 of the Housing Authority of the City of Santa Barbara with noted corrections, authorizing the disposition of the Housing Authority's AMP 3 Public Housing Inventory (CA076000003) in accordance with the U.S. Department of Housing and Urban Development, Special Application Center's April 11, 2013 approval

VOTE

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

4. Recommendation that the Board of Directors of the Santa Barbara Affordable Housing Group adopt a resolution approving and authorizing the acquisition of the Housing Authority's AMP 3 Public Housing Inventory (CA076000003) in accordance with the U.S. Department of Housing and Urban Development, Special Application Center's April 11, 2013 approval.

DOCUMENTS

- May 27, 2013 Executive Director's Report
- Resolution referenced above

SPEAKERS

Staff: R. Pearson, R. Fredericks

Board member Hughes inquired whether the new income to the SBAHG from the Housing Choice Vouchers would be sufficient to repay the loan with the 3 percent interest amortized over the term of the loan. Mr. Pearson responded that although the numbers have not been run he believes it is probable.

Board member Hughes subsequently asked if rental income as a result of the Vouchers generates excess income to SBAHG, above the payment terms of the loan, will it be used to pre-pay the loan. Mr. Pearson agreed.

MOTION

M/S Hughes/Allen moved to adopt Resolution No. 1 with noted corrections of the Santa Barbara Affordable Housing Group, approving and authorizing the acquisition of the Housing Authority's AMP 3 Public Housing Inventory (CA076000003) in accordance with the U.S. Department of Housing and Urban Development, Special Application Center's April 11, 2013 approval

VOTE

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

**XI. COMMISSION MATTERS**

1. Commissioner Green discussed with Board Freedom Warming Centers' need for continued funding and the possibility of HACSB providing support in a proposed grant amount of \$10,000. Commissioner Allen requested, and several other Board members agreed, that any funds donated by the Housing Authority stay within the city of Santa Barbara. Commissioner Hughes noted any publicly funded donation to a church should be avoided. Commissioner Green noted the Unitarian Society holds a separate bank account under the name "Freedom Warming Centers" to which the Authority could issue a check, although the Unitarians still do administer the program. Commissioner Hughes inquired about the \$110,000 budget; and Commissioner Green noted it includes on-call staffing at the various sites (\$70,000), coordination/fund-raising (\$25,000), and remaining necessities such as insurance, etc. (\$15,000). A formal proposal will be brought back to the Board at a later meeting for the winter 2013-14 operations.
2. Mr. Pearson reported the favorable results for the Housing Authority in the Budke litigation.
3. Mr. Pearson noted Judge Anderle's dismissal of wrongful death suit against the Authority.
4. The Commission was informed by Mr. Pearson of Garden Court's upcoming Art Show as well as the fact that Montecito Bank & Trust came through with an \$8600.00 donation towards the funding gap for the Garden Court replacement van.

**XIII. ADJOURNMENT**

Meeting adjourned at 5:42 P.M. on order of Chair Johnston.

  
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ROBERT G. PEARSON, SECRETARY

APPROVED:

  
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GEOFF GREEN, VICE CHAIR