

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. – September 3, 2014

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

*The Santa Barbara Affordable Housing Group did not meet because there were no items requiring consideration on this date.*

4:02 P.M. Chair Green presiding

Board Members present: Don Olson, Victor Suhr, Dolores Daniel and Geoff Green  
Commissioner Woodford arrived at 4:08 P.M.

Board Members absent: Barbara B. Allen and David Hughes

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

**II. PUBLIC COMMENT**

**III. CONSIDERATION OF MINUTES**

Consideration of the Minutes of the Housing Authority of the City of Santa Barbara's Regular Meeting of August 6, 2014

**MOTION**

M/S Allen/Suhr moved to approve the Minutes of Housing Authority of the City of Santa Barbara's Regular Meeting of August 6, 2014

**VOTE**

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

**IV. BILLS AND COMMUNICATIONS**

**V. CONSENT CALENDAR – None**

**VI. REPORT OF EXECUTIVE DIRECTOR**

1. Recommendation that the Commission: (1) approve and authorize the Executive Director to award and execute a contract with Vortex Construction in the amount of \$107,842 for window replacements at 801, 813 and 835 Olive Street; (2) authorize the Executive Director, or his designee, to approve up to \$10,784 (10% 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 the cost of this project will be covered by a City of Santa Barbara-administered Community Development Block Grant (CDBG) award

#### DOCUMENTS

- August 25, 2014 Executive Director's Report prepared by Director of Property and Development

#### SPEAKERS

Staff: R. Pearson, D. Aazam

Commissioner Olson inquired about the difference between bid amounts; staff noted disappointment about the low number of bids, but stated Vortex had previously completed satisfactory work for the Authority.

#### MOTION

M/S Olson/Suhr moved to (1) approve and authorize the Executive Director to award and execute a contract with Vortex Construction in the amount of \$107,842 for window replacements at 801, 813 and 835 Olive Street; (2) authorize the Executive Director, or his designee, to approve up to \$10,784 (10% 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 the cost of this project will be covered by a City of Santa Barbara-administered Community Development Block Grant (CDBG) award

#### 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 and authorize the Executive Director to award and execute a contract with Blackstar Construction in the amount of \$91,496.10 for the proposed renovation of 2525 De la Vina Street; (2) authorize the Executive Director, or his designee, to approve up to \$13,724 (15% 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 the cost of this project will be covered by a City of Santa Barbara-administered Community Development Block Grant (CDBG) award

#### DOCUMENTS

- August 27, 2014 Executive Director's Report prepared by Director of Property and Development

#### SPEAKERS

Staff: R. Pearson, D. Aazam

Staff noted for the Commission that while Blackstar has checked out so far, insurance confirmation is still outstanding. Additionally, staff confirmed the Authority has experience with a few of Blackstar's subcontractors.

MOTION

M/S Olson/Woodford moved to (1) approve and authorize the Executive Director to award and execute a contract with Blackstar Construction in the amount of \$91,496.10 for the proposed renovation of 2525 De la Vina Street; (2) authorize the Executive Director, or his designee, to approve up to \$13,724 (15% 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 the cost of this project will be covered by a City of Santa Barbara-administered Community Development Block Grant (CDBG) award

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) approve the establishment of a Rapid Re-Housing Program fund in the amount of \$100,000 for the purpose of assisting homeless persons and families with one time grants in an amount not to exceed \$2,500 per household to assist in meeting the cost of first month's rent and security deposit. Applicants for said grants must be very low income (50% of area median income or below). It is anticipated that the average amount of these one-time grants will be \$1,500; and (2) if approved, appropriate the needed funding from Section 8 Housing Choice Voucher Administrative Fee Reserves (subject to HUD approval for use of said Reserves) or Non-HUD Reserves should HUD not approve said use of Administrative Fee reserves

DOCUMENTS

- August 28, 2014 Executive Director's Report prepared by Deputy Executive Director/CAO

SPEAKERS

Staff: R. Pearson

Commissioner Olson inquired as to the success of the previous program and whether data was collected and available. Staff noted that although there is no hard data, approximate success rate is 80%, and that part of the Housing Authority's program would be tracking this information. Staff confirmed for the Board that the prospective recipients of the funds will be clients that have stability through employment or a Section 8 Voucher in order achieve the highest rate of success and sustainability. Chair Green inquired as to whether staff has received confirmation from HUD; Mr. Pearson answered that staff received word that the Authority has flexibility to utilize pre-2004 reserves. Currently the Housing Authority holds \$3.1 million in reserves; of that \$450,000 is considered pre-2004 funds. He added that the requested amount of \$100,000 is based on perceived need according to shelter providers.

MOTION

M/S Woodford/Suhr moved to (1) approve the establishment of a Rapid Re-Housing Program fund in the amount of \$100,000 for the purpose of assisting homeless persons and families with one time grants in an amount not to exceed \$2,500 per household to assist in meeting the cost of first month's rent and security deposit. Applicants for said grants must be very low income (50% of area median income or below). It is anticipated that the average amount of these one-

time grants will be \$1,500; and (2) if approved, appropriate the needed funding from Section 8 Housing Choice Voucher Administrative Fee Reserves (subject to HUD approval for use of said Reserves) or Non-HUD Reserves should HUD not approve said use of Administrative Fee reserves

VOTE

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

VII. TREASURER'S REPORT

1. Recommendation that the Commission accept and order filed the audited financial statements for all Housing Authority programs for the fiscal year ended March 31, 2014

DOCUMENTS

- August 26, 2014 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: B. Peirson

MOTION

M/S Woodford/Olson moved to accept and order filed the audited financial statements for all Housing Authority programs for the fiscal year ended March 31, 2014

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 find it in the best interests of the Authority to enter into a professional services agreement with the firm Barton, Gonzalez & Meyers, P.A. for audit services for the two fiscal years ending March 31, 2015 and 2016, without a competitive solicitation

DOCUMENTS

- August 26, 2014 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: B. Peirson

MOTION

M/S Woodford/Suhr moved to find it in the best interests of the Authority to enter into a professional services agreement with the firm Barton, Gonzalez & Meyers, P.A. for audit

services for the two fiscal years ending March 31, 2015 and 2016, without a competitive solicitation

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 adopt a resolution of the Housing Authority of the City of Santa Barbara setting forth costs incurred and payments made for the month of July, 2014

DOCUMENTS

- August 27, 2014 Executive Director's Report prepared by Finance Analyst
- Resolution referenced above together with July 2014 expenditure list

SPEAKERS

Staff: B. Peirson

MOTION

M/S Olson/Woodford moved to adopt Resolution No. 2569 of the Housing Authority of the City of Santa Barbara, as presented, setting forth costs incurred and payments made for the period of July, 2014

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 an amendment to Appendices B1 and B2 of the Authority's Manual of Policies and Procedures relative to the rental amounts paid by site coordinators effective January 1, 2015

DOCUMENTS

- August 22, 2014 Executive Director's Report prepared by Human Resources Analyst
- Resolution referenced above

SPEAKERS

Staff: R. Pearson

VOTE

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

MOTION

M/S Daniel/Suhr moved to adopt Resolution No. 2570 of the Housing Authority of the City of Santa Barbara, as presented, approving an amendment to Appendices B1 and B2 of the Authority's Manual of Policies and Procedures relative to the rental amounts paid by site coordinators effective January 1, 2015

2. Recommendation that the Commission adopt a resolution: (1) approving the conveyance of 316 units of HUD assisted Public Housing to soon to-be formed California limited partnerships as needed based on appraised value; (2) authorizing predevelopment loans for each HUD approved RAD transaction up to an aggregate amount of \$1,000,000; and (3) authorizing the Executive Director, or designee, to execute and take all needed actions relative to financing agreements, development agreements, property management agreements, guaranty agreements, purchase agreements, right of first refusal and all other related agreements necessary for predevelopment, repositioning, transfer and rehabilitation of said units through HUD's Rental Assistance Demonstration (RAD) program, utilizing the Low-Income Housing Tax Credit Program and other available and appropriate funding sources

DOCUMENTS

- August 26, 2014 Executive Director's Report prepared by Deputy Executive Director/CAO
- Resolution referenced above

SPEAKERS

Staff: R. Pearson

Staff confirmed for the Board that the loans noted in the recommendation are not in increments of \$1 million, but total \$1 million.

VOTE

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

MOTION

M/S Olson/Suhr moved to adopt Resolution No. 2571 of the Housing Authority of the City of Santa Barbara, as presented, approving (1) approving the conveyance of 316 units of HUD assisted Public Housing to soon to-be formed California limited partnerships as needed based

on appraised value; (2) authorizing predevelopment loans for each HUD approved RAD transaction up to an aggregate amount of \$1,000,000; and (3) authorizing the Executive Director, or designee, to execute and take all needed actions relative to financing agreements, development agreements, property management agreements, guaranty agreements, purchase agreements, right of first refusal and all other related agreements necessary for predevelopment, repositioning, transfer and rehabilitation of said units through HUD's Rental Assistance Demonstration (RAD) program, utilizing the Low-Income Housing Tax Credit Program and other available and appropriate funding sources

**XI. COMMISSION MATTERS**


Commissioner Olson inquired about the presentation to the Planning Commission by staff. Staff confirmed the presentation went well and included conversation about increased affordable housing for workforce, and concern regarding the increase in rentals as second homes.

Commissioner Woodford requested a report on the vacancy and turnover rates of the Authority's properties, which staff will provide at the next Board meeting.

**XII. CLOSED SESSION - None**

**XIII. ADJOURNMENT**

Meeting adjourned at 5:31 P.M. on order of Chair Green.

  
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ROBERT PEARSON, SECRETARY

APPROVED:

  
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GEOFF GREEN, CHAIR