

**MINUTES  
REGULAR MEETING  
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 7, 2016**

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

4:01 P.M. Chair Hughes presiding

Board Members present: Barbara Allen, Geoff Green, Lawrence Larsson, Don Olson, Victor Suhr and Catherine Woodford

Board Members absent: None

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

**II. PUBLIC COMMENT - None**

**III. CONSIDERATION OF MINUTES**

Minutes were considered under Item V. Consent Calendar.

**IV. BILLS AND COMMUNICATIONS**

**V. CONSENT CALENDAR**

**MOTION**

M/S Allen/Suhr moved to approve recommendations in Consent Calendar (Item Nos. 1 and 2)

**VOTE**

Ayes:	Barbara Allen	Victor Suhr
	Geoff Green	Catherine Woodford
	Lawrence Larsson	David Hughes
	Don Olson	

Nays: None

Abstain: None

Absent: None

1. Recommendation that that the HACSB Commission and SBAHG Board approve the Minutes of their November 2, 2016 Regular Meeting.
2. Recommendation that that the Commission approve costs incurred and payments made for the month of September, 2016.

**VI. REPORT OF EXECUTIVE DIRECTOR**

1. 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 two 9-unit apartment complexes located at 1913 and 1917 Castillo St., effective January 1, 2017.

DOCUMENTS

- October 27, 2016 Executive Director's Report prepared by Leasing Agent

SPEAKERS

Staff: R. Pearson, J. Morales

MOTION

M/S Allen/Green moved to execute a Property Management Agreement between the Housing Authority and Richard W. Moerler for the management of two 9-unit apartment complexes located at 1913 and 1917 Castillo St., effective January 1, 2017.

VOTE

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

2. Recommendation that the Commission receive: (1) a final staff report on the close-out of all CFP grants subsequent to successful conversion all former Public Housing properties through the Rental Assistance Demonstration (RAD) program; and (2) the performance and evaluation reports for the fully expended 2015 and 2016 Capital Fund Program (CFP) grants. This is an information-only report and requires no further action.
3. Recommendation that the Commission authorize the appropriation of \$12,000 from the Authority's Non-HUD program to replenish the Housing Authority Scholarship Fund administered by the Scholarship Foundation of Santa Barbara and, if approved, direct the Housing Authority's Executive Director to execute payment to the Foundation in said amount.

DOCUMENTS

- November 28, 2016 Executive Director's Report prepared by Housing Programs Analyst

SPEAKERS

Staff: R. Pearson

MOTION

M/S Woodford/Suhr moved to authorize the appropriation of \$12,000 from the Authority's Non-HUD program to replenish the Housing Authority Scholarship Fund administered by the Scholarship Foundation of Santa Barbara and direct the Housing Authority's Executive Director to execute payment to the Foundation in said amount.

VOTE

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

**VII. TREASURER'S REPORT**

1. Recommendation that the Commission review and approve the budgets for the Authority's Consolidated Property Management and Villa Santa Fe programs for fiscal year ending December 31, 2017.

DOCUMENTS

- November 29, 2016 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: R. Pearson, R. Peirson

MOTION

M/S Woodford/Allen moved to approve the budgets for the Authority's Consolidated Property Management and Villa Santa Fe programs for fiscal year ending December 31, 2017.

VOTE

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

**VIII. COMMITTEE REPORT – None**

**IX. UNFINISHED BUSINESS – None**

**X. NEW BUSINESS**

1. Recommendation that the Commission: (1) hold a public hearing and take public comment on proposed amendments to the Authority's Section 8 Administrative Plan governing the operation of its Section 8 Housing Choice Voucher (HCV) program; and (2) adopt a resolution approving said amendments to the Administrative Plan.

DOCUMENTS

- November 7, 2016 Executive Director's Report prepared by Housing Programs Analyst

SPEAKERS

Staff: R. Pearson, A. Fink

Chair Hughes held a public hearing, opened and closed at 4:31 P.M. with no public comment.

MOTION

M/S Green/Olson moved to adopt Resolution No. 2647 of the Housing Authority of the City of Santa Barbara, approving amendments to the Authority's Section 8 Administrative Plan governing the operation of its Section 8 Housing Choice Voucher (HCV) program.

VOTE

Ayes:	Barbara Allen	Victor Suhr
	Geoff Green	Catherine Woodford
	Lawrence Larsson	David Hughes

Don Olson  
Nays: None  
Abstain: None  
Absent: None

2. Recommendation that the Commission: (1) hold a public hearing and take public comment on the Housing Authority's adoption of a proposed Agency Annual Plan for fiscal year ending March 31, 2018, as required by the U.S. Department of Housing and Urban Development (HUD); and (2) adopt a resolution approving the Authority's Annual Plan for the fiscal year ending March 31, 2018 and authorizing its submission to HUD along with all required certifications.

#### DOCUMENTS

- November 14, 2016 Executive Director's Report prepared by Administrative & Public Information Coordinator

#### SPEAKERS

Staff: R. Pearson

Chair Hughes held a public hearing, opened and closed at 4:34 P.M. with no public comment.

#### MOTION

M/S Allen/Suhr moved to adopt Resolution No. 2648 of the Housing Authority of the City of Santa Barbara, approving the Authority's Annual Plan for the fiscal year ending March 31, 2018 and authorizing its submission to HUD along with all required certifications.

#### VOTE

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

3. Recommendation that the Commission adopt a resolution approving the implementation of a new 2017 utility allowance schedule effective January 1, 2017, 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, including the approval of a new 2017 utility allowance schedule for the Vista La Cumbre senior housing complex.

#### DOCUMENTS

- November 15, 2016 Executive Director's Report prepared by Leasing Agent

#### SPEAKERS

Staff: R. Pearson, J. Morales

#### MOTION

M/S Olson/Suhr moved to adopt Resolution No. 2649 of the Housing Authority of the City of Santa Barbara, approving the implementation of a new 2017 utility allowance schedule effective January 1, 2017, 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, including the approval of a new 2017 utility allowance schedule for the Vista La Cumbre senior housing complex.

VOTE

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

4. Recommendation that the Commission adopt a resolution: (1) approving the conveyance of the real property located 3869 State Street to Grace Village Apartments, LP via a sale in the amount of \$5,395,000; (2) authorizing seller carryback financing to Grace Village Apartments, LP in the amount of \$5,395,000; (3) authorizing gap loan financing to Grace Village Apartments, LP in the amount of \$1,710,000; and (4) authorizing needed actions relative to the financing agreements, partnership documents, purchase and sale agreement and any other agreements for the purpose of selling, constructing, operating and financing the Project.

DOCUMENTS

- November 22, 2016 Executive Director's Report prepared by Director of Property and Development

SPEAKERS

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

Chair Hughes requested staff to continue to outreach extensively to the community regarding the development. Staff assured the Board the outreach is in process and will be ongoing. Staff also noted that the neighboring Marc development will be fielding concerns and/or complaints from their own tenants. To date, the Authority has not received complaints regarding construction. Staff will bring construction drawings of Grace Village to the next meeting for the benefit of the Board.

MOTION

M/S Olson/Green moved to adopt Resolution No. 2650 of the Housing Authority of the City of Santa Barbara, (1) approving the conveyance of the real property located 3869 State Street to Grace Village Apartments, LP via a sale in the amount of \$5,395,000; (2) authorizing seller carryback financing to Grace Village Apartments, LP in the amount of \$5,395,000; (3) authorizing gap loan financing to Grace Village Apartments, LP in the amount of \$1,710,000; and (4) authorizing needed actions relative to the financing agreements, partnership documents, purchase and sale agreement and any other agreements for the purpose of selling, constructing, operating and financing the Project.

VOTE

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

5. Recommendation that the Commission: 1) approve the Governmental Defined Contribution Volume Submitter Plan, Adoption Agreement and Summary of Plan Provisions for the Housing Authority's Employees Money Purchase Pension 401(a) Plan effective January 1, 2017; (2) approve the Basic Plan Document, Adoption

Agreement and Summary of Plan Provisions for the Housing Authority's Deferred Compensation 457(b) Plan effective January 1, 2017; (3) ratify the Executive Director's, or his designee's, execution of contracts and agreements necessary to transfer the Housing Authority's Employees Money Purchase Pension and Deferred Compensation Plans to Empower Retirement effective January 1, 2017; and (4) grant authority to the Executive Director, or his designee, to take any further action and execute any additional agreements and contracts necessary to complete the transfer of said plans to Empower Retirement.

#### DOCUMENTS

- November 28, 2016 Executive Director's Report prepared by Human Resources Manager

#### SPEAKERS

Staff: R. Pearson, T. Carter

#### MOTION

M/S Allen/Woodford moved to adopt Resolution No. 2651 of the Housing Authority of the City of Santa Barbara, (1) approving the Governmental Defined Contribution Volume Submitter Plan, Adoption Agreement and Summary of Plan Provisions for the Housing Authority's Employees Money Purchase Pension 401(a) Plan effective January 1, 2017; (2) approving the Basic Plan Document, Adoption Agreement and Summary of Plan Provisions for the Housing Authority's Deferred Compensation 457(b) Plan effective January 1, 2017; (3) ratifying the Executive Director's, or his designee's, execution of contracts and agreements necessary to transfer the Housing Authority's Employees Money Purchase Pension and Deferred Compensation Plans to Empower Retirement effective January 1, 2017; and (4) granting authority to the Executive Director, or his designee, to take any further action and execute any additional agreements and contracts necessary to complete the transfer of said plans to Empower Retirement.

#### VOTE

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

*Item X.6 moved to the end of the meeting at order of Chair Hughes.*

#### XI. CLOSED SESSION - None

#### XII. COMMISSION MATTERS

1. Recommendation that the Commission elect a Chair and Vice Chair for the Housing Authority Board of Commissioners for 2017 by vote or have the Chair appoint a 3 member ad hoc nominating committee to return at your next meeting with recommendations for Chair and/or Vice Chair for 2017.

#### DOCUMENTS

- November 21, 2016 Executive Director's Report prepared by Deputy Executive Director/CAO

#### SPEAKERS

Staff: R. Pearson

#### MOTION

M/S Green/Allen moved to approve staff's recommendation of reappointing David Hughes as Chair and Catherine Woodford as Vice Chair for the Housing Authority Board of Commissioners for 2017.

VOTE

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

2. 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 12-31-16.

Chair Hughes appointed Commissioner Olson as the 3<sup>rd</sup> member of the Commission's Ad Hoc Subcommittee charged with completing the Executive Director/CEO's performance evaluation for the year ending 12-31-16.

*Item X.6 moved to end of meeting at order of Chair Hughes.*

X. NEW BUSINESS

6. Recommendation that the Commission adopt a resolution commending Robert G. Pearson for his Tireless Dedication, Outstanding Service and Significant Contributions to the Housing Authority, the Santa Barbara Community and the Affordable Housing Industry.

MOTION

M/S Green/Allen moved to adopt Resolution No. 2652 of the Housing Authority of the City of Santa Barbara, commending Robert G. Pearson for his Tireless Dedication, Outstanding Service and Significant Contributions to the Housing Authority, the Santa Barbara Community and the Affordable Housing Industry.

VOTE

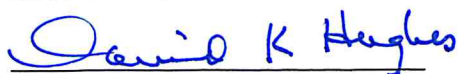
Ayes:	Barbara Allen	Victor Suhr
	Geoff Green	Catherine Woodford
	Lawrence Larsson	David Hughes
	Don Olson	
Nays:	None	
Abstain:	None	
Absent:	None	

XIII. ADJOURNMENT

Meeting adjourned at 5:00 P.M. on order of Chair Hughes.

  
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ROB FREDERICKS, SECRETARY

APPROVED:

  
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DAVID K. HUGHES, CHAIR