

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. – June 6, 2018

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

4:00 P.M. Chair Olson presiding

Board Members present: David Gustafson, David K. Hughes, Larry Larsson, Victor Suhr, Patricia Wheatley and Donald Olson

Board Members absent: Geoff Green

Staff Members present: R. Fredericks, S. Szymanski, D. Aazam, B. Peirson, T. Carter, T. Hood, A. Fink, C. Montenegro-Uhl and J. Schipa

**II. PUBLIC COMMENT – None**

*Chair Olson moved Item VI.1 forward to this point in the meeting to accommodate guests present.*

**VI. REPORT OF EXECUTIVE DIRECTOR**

1. Recommendation that the Commission recognize Housing Authority youth residents who earned the highest scores among Authority participants in NAHRO's Poster Competition, "What Home Means to Me".

Secretary Fredericks and Chair Olson presented certificates and art supplies to three youth residents who completed artwork for NAHRO's Poster Competition, "What Home Means to Me" and were chosen as best of their age group locally.

**III. CONSIDERATION OF MINUTES**

Minutes were considered under Item V. Consent Calendar.

**IV. BILLS AND COMMUNICATIONS**

**V. CONSENT CALENDAR**

**MOTION**

M/S Hughes/Wheatley moved to approve recommendations in Consent Calendar (Items 1 – 4).

*Commissioner Gustafson abstained from Items 1 and 2, and voted aye on Items 3 and 4*

**VOTE**

Ayes:	David Gustafson	Victor Suhr
	David Hughes	Patricia Wheatley
	Lawrence Larsson	Donald Olson
Nays:	None	
Abstain:	David Gustafson	
Absent:	Geoff Green	

1. Recommendation that the HACSB Commission and SBAHG Board approve the Minutes of their April 4, 2018 Regular Meeting.
2. Recommendation that the HACSB Commission approve the Minutes of their April 27, 2018 Special Meeting.
3. Recommendation that that the Commission review and order filed the quarterly investment report for quarter ended March 31, 2018.
4. Recommendation that the Board of Directors approve and authorize the CEO, or his designee, to negotiate and, with the approval of General Counsel, execute a grant of easement to Southern California Gas Company for the purpose of installation, relocation, repair and inspection of gas lines at the Presidio Springs property.

**VI. REPORT OF EXECUTIVE DIRECTOR – *Item VI.1 moved forward in meeting***

2. Recommendation that the Commission approve a Management Agreement between the Housing Authority and Parsons Family Management, LLC for the operation of Garden Court located at 1116 De La Vina Street for the period commencing when the Authority completes the acquisition of the property (targeted by June 30, 2018) to June 30, 2025 and authorize the Housing Authority’s Executive Director/CEO to execute same on behalf of the Authority.

**DOCUMENTS**

- May 24, 2018 Executive Director’s Report prepared by Director of Property, Development, and Administration

**SPEAKERS**

Staff: R. Fredericks, D. Aazam

Secretary Fredericks noted that staff is working with the California Tax Credit Allocation Committee on the transfer in ownership of Garden Court from the partnership to the Santa Barbara Affordable Housing Group.

**MOTION**

M/S Hughes/Suhr moved to approve a Management Agreement between the Housing Authority and Parsons Family Management, LLC for the operation of Garden Court located at 1116 De La Vina Street for the period commencing when the Authority completes the acquisition of the property (targeted by June 30, 2018) to June 30, 2025 and authorize the Housing Authority’s Executive Director/CEO to execute same on behalf of the Authority.

**VOTE**

Ayes:	David Gustafson	Victor Suhr
	David Hughes	Patricia Wheatley
	Lawrence Larsson	Donald Olson
Nays:	None	
Abstain:	None	
Absent:	Geoff Green	

3. Recommendation that that the Commission receive an oral report on the status of developments in planning and/or under construction.

**SPEAKERS**

Staff: R. Fredericks, D. Aazam

Mr. Aazam noted that the California Tax Credit Allocation Committee will decide tax credit awards for California projects next Wednesday, at which time The Gardens on Hope and Johnson Court will be considered.

4. Recommendation that the Commission authorize Rob Fredericks, additional staff and interested Commissioners as deemed appropriate, to attend the National Association of Housing and Redevelopment Officials (NAHRO) 2018 Summer Conference to be held in San Francisco, CA July 27-29 and National Conference to be held in Atlanta, GA, October 25-27, 2018.

#### DOCUMENTS

- May 23, 2018 Executive Director's Report prepared by Administrative and Public Information Coordinator

#### SPEAKERS

Staff: R. Fredericks

#### MOTION

M/S Hughes/Gustafson moved to authorize Rob Fredericks, up to four additional staff members and up to two Commissioners to attend the National Association of Housing and Redevelopment Officials (NAHRO) 2018 Summer Conference to be held in San Francisco, CA July 27-29, and authorize Rob Fredericks, up to four additional staff members and up to two Commissioners to attend the National Conference to be held in Atlanta, GA, October 25-27, 2018.

#### VOTE

Ayes:	David Gustafson	Victor Suhr
	David Hughes	Patricia Wheatley
	Lawrence Larsson	Donald Olson
Nays:	None	
Abstain:	None	
Absent:	Geoff Green	

### VII. TREASURER'S REPORT

1. Recommendation that the Commission review and order filed the quarterly financial statements for the Housing Authority of the City of Santa Barbara for the quarter ended March 31, 2018.

#### DOCUMENTS

- March 20, 2018 Executive Director's Report prepared by Finance Director

#### SPEAKERS

Staff: R. Fredericks, B. Peirson

#### MOTION

M/S Hughes/Gustafson moved to approve and order filed the quarterly financial statements for the quarter ended March 31, 2018.

#### VOTE

Ayes:	David Gustafson	Victor Suhr
	David Hughes	Patricia Wheatley
	Lawrence Larsson	Donald Olson
Nays:	None	
Abstain:	None	

Absent: Geoff Green

2. Recommendation that the Board review and order filed the quarterly financial statements for the Santa Barbara Affordable Housing Group for the quarter ended March 31, 2018.

DOCUMENTS

- May 22, 2018 Executive Director's Report prepared by Finance Director

SPEAKERS

Staff: R. Fredericks, B. Peirson

MOTION

M/S Hughes/Larsson moved to approve and order filed the quarterly financial statements for the quarter ended March 31, 2018.

VOTE

Ayes:	David Gustafson	Victor Suhr
	David Hughes	Patricia Wheatley
	Lawrence Larsson	Donald Olson
Nays:	None	
Abstain:	None	
Absent:	Geoff Green	

**VIII. COMMITTEE REPORT – None**

**IX. UNFINISHED BUSINESS – None**

**X. NEW BUSINESS**

1. Recommendation that the Commission adopt a resolution approving revisions to the Introductory Section and Sections 1.3 Working Hours, 1.7 Nepotism, 2.2 Harassment Free Workplace, 2.3 Equal Employment Opportunity, 2.7 Communications and Information Systems, 3.1 FLSA Payroll Workweek, Pay Periods and Pay Days, 3.6 Cellular Phone and Wireless Data Service Allowance, 3.8 Performance and Compensation Plan-Supervisory and General Employees, 3.9 Performance and Compensation Plan-Management, 4.8 Retirement Plans, 4.11 Paid Family Leave, 4.29 Uniform and Safety Shoe Reimbursement and 6.2 Travel, Meals and Lodging Expense and Reimbursement of the Housing Authority's Manual of Policies and Procedures effective June 6, 2018.

DOCUMENTS

- May 16, 2018 Executive Director's Report prepared by Human Resources Manager

SPEAKERS

Staff: R. Fredericks, T. Carter

MOTION

M/S Hughes/Wheatley moved to adopt a Resolution No. 2684 of the Housing Authority of the City of Santa Barbara, authorizing revisions to the Introductory Section and Sections 1.3 Working Hours, 1.7 Nepotism, 2.2 Harassment Free Workplace, 2.3 Equal Employment Opportunity, 2.7 Communications and Information Systems, 3.1 FLSA Payroll Workweek, Pay Periods and Pay Days, 3.6 Cellular Phone and Wireless Data Service Allowance, 3.8 Performance and Compensation Plan-Supervisory and General Employees, 3.9 Performance and Compensation Plan-Management, 4.8 Retirement Plans, 4.11 Paid Family Leave, 4.29 Uniform and Safety Shoe

Reimbursement and 6.2 Travel, Meals and Lodging Expense and Reimbursement of the Housing Authority's Manual of Policies and Procedures effective June 6, 2018 with the provision that Section 2.7 would be revised to eliminate noted conflicting language as much as possible concerning email use being intended for business purposes only

VOTE

Ayes:	David Gustafson	Victor Suhr
	David Hughes	Patricia Wheatley
	Lawrence Larsson	Donald Olson
Nays:	None	
Abstain:	None	
Absent:	Geoff Green	

2. 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 housing program; and (2) adopt a resolution approving said amendments to the Policy.

DOCUMENTS

- May 25, 2018 Executive Director's Report prepared by Senior Housing Programs Analyst

SPEAKERS

Staff: R. Fredericks

Chair Olson opened the meeting to the public at 5:00 PM. Meeting was closed to public comment at 5:00 PM by Chair Olson. Commissioner Hughes noted a typo on page 11-3 of the document, which staff will change. Vice Chair Wheatley inquired about the marketing strategy for targeting this income level. Staff responded that a marketing plan has not yet been put in to place, but based on past outreach to the higher income levels would include notification to local human resource managers, schools, Cottage Hospital and utilizing buses for advertising.

MOTION

M/S Hughes/Gustafson moved to adopt Resolution No. 2685 of the Housing Authority of the City of Santa Barbara, approving proposed amendments, with minor edit noted, to the Authority's Admissions and Continued Occupancy Policy for its Non-HUD housing program.

VOTE

Ayes:	David Gustafson	Victor Suhr
	David Hughes	Patricia Wheatley
	Lawrence Larsson	Donald Olson
Nays:	None	
Abstain:	None	
Absent:	Geoff Green	

3. Recommendation that the Housing Authority Commission adopt a resolution: (1) approving the conveyance of the real property located 251 South Hope Avenue to 251 South Hope Associates, LP via a sale in the amount of \$5,000,000; (2) authorizing financing to 251 South Hope Associates, LP in the amount of \$7,750,000; (3) authorizing Housing Authority guaranties required by the equity investor and lender; 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.

Recommendation that the SBAHG Board of Directors adopt a resolution: (1) authorizing SBAHG to act as

developer of the project; and (2) 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

- May 22, 2018 Executive Director's Report prepared by Director of Property, Development and Administration

SPEAKERS

Staff: R. Fredericks, D. Aazam

MOTION

M/S Wheatley/Hughes moved to adopt Resolution No. 2686 of the Housing Authority of the City of Santa Barbara (1) approving the conveyance of the real property located 251 South Hope Avenue to 251 South Hope Associates, LP via a sale in the amount of \$5,000,000; (2) authorizing financing to 251 South Hope Associates, LP in the amount of \$7,750,000; (3) authorizing Housing Authority guaranties required by the equity investor and lender; 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:	David Gustafson	Victor Suhr
	David Hughes	Patricia Wheatley
	Lawrence Larsson	Donald Olson
Nays:	None	
Abstain:	None	
Absent:	Geoff Green	

MOTION

M/S Hughes/Gustafson moved to adopt Resolution No. 18 of the Santa Barbara Affordable Housing Group, approving (1) authorizing SBAHG to act as developer of the project; and (2) 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:	David Gustafson	Victor Suhr
	David Hughes	Patricia Wheatley
	Lawrence Larsson	Donald Olson
Nays:	None	
Abstain:	None	
Absent:	Geoff Green	

4. Recommendation that the Housing Authority Commission adopt a resolution: (1) approving the conveyance of the real property located 813 East Carrillo Street to 813 East Carrillo, L.P. via a sale in the amount of \$1,000,000 (this represents that \$720,000 worth of the land is being "donated" to the project since the land has been valued at \$1,720,000); (2) authorizing Housing Authority guaranties required by the equity investor and lenders; and (3) 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.

Recommendation that the SBAHG Board of Directors adopt a resolution: (1) authorizing SBAHG to act as developer of the project; and (2) 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

- May 25, 2018 Executive Director's Report prepared by Director of Property, Development and Administration

SPEAKERS

Staff: R. Fredericks, D. Aazam

MOTION

M/S Hughes/Wheatley moved to adopt Resolution No. 2687 of the Housing Authority of the City of Santa Barbara, (1) approving the conveyance of the real property located 813 East Carrillo Street to 813 East Carrillo, L.P. via a sale in the amount of \$1,000,000 (this represents that \$720,000 worth of the land is being "donated" to the project since the land has been valued at \$1,720,000); (2) authorizing Housing Authority guaranties required by the equity investor and lenders; and (3) 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:	David Gustafson	Victor Suhr
	David Hughes	Patricia Wheatley
	Lawrence Larsson	Donald Olson
Nays:	None	
Abstain:	None	
Absent:	Geoff Green	

MOTION

M/S Hughes/Larsson moved to adopt Resolution No. 19 of the Santa Barbara Affordable Housing Group, (1) authorizing SBAHG to act as developer of the project; and (2) 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:	David Gustafson	Victor Suhr
	David Hughes	Patricia Wheatley
	Lawrence Larsson	Donald Olson
Nays:	None	
Abstain:	None	
Absent:	Geoff Green	

**XI. CLOSED SESSION – None**

**XII. COMMISSION MATTERS**

1. Report by Commissioners Gustafson and Wheatley on attendance at the National NAHRO Conference held in Washington, DC.

Vice Chair Wheatley and Commissioner Gustafson summarized their experiences and information obtained during attendance at the National NAHRO Conference held in Washington, DC. Highlights included "Day on the Hill" and meeting with Congressional representatives, meeting and networking with the County of Santa Barbara Housing Authority Commissioners, display on the book "Evicted", meeting staff on the front lines and hearing the common themes of "housing as a hub for health" and the lack of push back on the great need for housing.

2. Discussion of Summer Commission Meeting Schedule.

With the Board's agreement, Chair Olson ordered July's Board meeting cancelled for lack of business. Additionally, it was agreed that the August 2018 meeting would be adjourned to the 2<sup>nd</sup> Wednesday of the next month, September 12, due to proximity to the Labor Day holiday.

Secretary Fredericks added that the ground breaking ceremony for The Gardens on Hope will tentatively be scheduled in late July or early August.

Staff addressed the question of the status of the minor rehabilitation of the Authority's most recent purchases, Oak Park Lane and Castillo St., noting they will wrap up in the next month or so and no displacement of residents was required.

**XIII. ADJOURNMENT**

Meeting adjourned at 5:34 P.M.



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ROB FREDERICKS, SECRETARY

APPROVED:



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PATRICIA WHEATLEY, VICE CHAIR