

MINUTES
ADJOURNED 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. – September 12, 2018

I. CALL TO ORDER/ROLL CALL

4:00 P.M. Chair Wheatley presiding

Board Members present: Lucille Boss, David K. Hughes, Geoff Green (arrived at 4:30 P.M.), David Gustafson, Larry Larsson and Victor Suhr

Board Members absent: None

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

II. PUBLIC COMMENT – None

III. CONSIDERATION OF MINUTES

Minutes were considered under Item V. Consent Calendar.

IV. BILLS AND COMMUNICATIONS – None

V. CONSENT CALENDAR

MOTION

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

VOTE

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

1. Recommendation that the HACSB Commission and SBAHG Board approve the Minutes of their August 1, 2018 Regular Meeting.
2. Recommendation that that the Commission approve costs incurred and payments made for the month of June 2018.
3. Recommendation that that the Commission approve costs incurred and payments made for the month of July 2018.
4. Recommendation that that the Commission review and order filed the quarterly investment report for quarter ended March 31, 2018.

VI. REPORT OF EXECUTIVE DIRECTOR

1. Recommendation that the Commission ratify the Executive Director's execution of a License Agreement between California Lutheran Homes as the Licensor and the Housing Authority as Licensee for the use of a leased parking strip adjacent to Grace Village Apartments, 3869 State Street.

DOCUMENTS

- August 8, 2018 Executive Director's Report prepared by Deputy Executive Director/COO

SPEAKERS

Staff: R. Fredericks, S. Szymanski

MOTION

M/S Larsson/Suhr moved to ratify the Executive Director's execution of a License Agreement between California Lutheran Homes as the Licensor and the Housing Authority as Licensee for the use of a leased parking strip adjacent to Grace Village Apartments, 3869 State Street.

VOTE

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

2. Recommendation that the Commission receive a report on the opening of applications for the Section 8 waiting list. This report is for information only; no action needed.

DOCUMENTS

- August 31, 2018 Executive Director's Report prepared by Director of Housing Programs

SPEAKERS

Staff: R. Fredericks, V. Loza

No action required. Ms. Loza noted there are currently 100 Vouchers issued to families who are actively looking to lease up. Staff continued, stating the current waiting list contains only approximately 200 local residents, hence the need for opening for applicants. Ms. Loza confirmed for the Board that a new applicant applying on October 1 could be placed on the waiting list ahead of those currently on the list depending on preference points.

3. Recommendation that the Commission: (1) approve the award and execution of a contract with Pueblo Construction in the amount of \$205,391.13 for rehabilitation improvements to the apartment complex located at 2904 State Street; (2) authorize the Executive Director, or his designee, to approve up to \$30,809 (15% of the base 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 funded from a \$240,000 Community Development Block Grant (CDBG) administered by the City of Santa Barbara. While not anticipated, any excess funding above the CDBG grant will come from Housing Authority reserves, if needed.

DOCUMENTS

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

SPEAKERS

Staff: R. Fredericks, D. Aazam

Mr. Aazam addressed the Board's question about only one company bidding, stating there is apparently a lot of work available currently, and the sole bidder is a local company. Staff confirmed that tenants will not have to vacate during the completion of the work. Additionally, staff addressed the Board's inquiry about the status of the property and its lease with Willbridge.

MOTION

M/S Gustafson/Suhr moved to (1) approve the award and execution of a contract with Pueblo Construction in the amount of \$205,391.13 for rehabilitation improvements to the apartment complex located at 2904 State Street; (2) authorize the Executive Director, or his designee, to approve up to \$30,809 (15% of the base amount) in additional expenses to cover any cost increases resulting from change orders for work not anticipated or covered by the contract.

VOTE

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

4. Recommendation that the Commission: (1) approve a contract with PathPoint in the amount of \$70,000 for the period of October 1, 2018 to September 30, 2019, for site-based Residential Support Services Program at El Carrillo, Artisan Court and Bradley Studios; (2) find it appropriate to waive the Procurement procedures for the selection of PathPoint; and (3) authorize the Executive Director, or his designee, to execute the contract on behalf of the Housing Authority.

DOCUMENTS

- August 27, 2018 Executive Director's Report prepared by Housing Programs Analyst

SPEAKERS

Staff: R. Fredericks, V. Loza

Commissioners noted the moderate amount of the contract for the service provided and staff responded that other amounts are being contributed, including from the County of Santa Barbara's Behavioral Wellness. Staff confirmed the schedules of the supportive services providers depends on the needs of each property, although El Carrillo continues to have full time staffing.

MOTION

M/S Hughes/Gustafson moved to (1) approve a contract with PathPoint in the amount of \$70,000 for the period of October 1, 2018 to September 30, 2019, for site-based Residential Support Services Program at El Carrillo, Artisan Court and Bradley Studios; (2) find it appropriate to waive the Procurement procedures for the selection of PathPoint; and (3) authorize the Executive Director, or his designee, to execute the contract on behalf of the Housing Authority.

VOTE

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

5. Recommendation that the Commission approve the Authority's new Payment Standards based upon HUD's published revised Fair Market Rents for Santa Barbara County effective October 1, 2018.

DOCUMENTS

- September 4, 2018 Executive Director's Report prepared by Leasing Agent

SPEAKERS

Staff: R. Fredericks

MOTION

M/S Larsson/Suhr moved to approve the Authority's new Payment Standards based upon HUD's published revised Fair Market Rents for Santa Barbara County effective October 1, 2018.

VOTE

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

6. Recommendation that the Commission receive information on planned local activities in October celebrating and supporting Housing America Month.

DOCUMENTS

- August 31, 2018 Executive Director's Report

SPEAKERS

Staff: R. Fredericks

7. Recommendation 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 final capital contribution was received last week on behalf of Soledad and Pearl Gardens in the amount of \$477,000. Regarding Grace Village, staff expects the final certificate of occupancy by the end of this week. Also noted is that staff are working on the permanent loan phase of the project, social services have started, and the food pantry will hopefully be up and running soon. Mr. Aazam stated The Gardens on Hope grading is scheduled for September 24 and the City has signed off on the commercial kitchen.

Still outstanding is the project's final building permit. Regarding Johnson Court, Mr. Aazam remarked that the asbestos abatement was completed, and staff is waiting for the utilities to be turned off for demolition. Additionally, the architect submitted revised plans to the City today.

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, 2018.

DOCUMENTS

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

SPEAKERS

Staff: R. Fredericks, B. Peirson

Commissioner Green inquired whether staff has tracked the income targeting data over the years. Staff responded that it is tracked monthly. Commissioner Hughes noted consecutive years of the same finding by the auditors of not meeting HUD's income targeting requirement should constitute more examination by the Board and staff at a future meeting and in particular include discussion of how this requirement may or may not impact the Board's desire to serve moderate income households. Staff agreed and noted there have been discussions with the local HUD office regarding the improbability of meeting the income targeting requirement.

MOTION

M/S Green/Gustafson moved to accept and order filed the audited financial statements for all Housing Authority programs for the fiscal year ended March 31, 2018.

VOTE

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

Chair Wheatley ordered the Adjourned Meeting closed at this point, 5:00 P.M., to hold a Special Meeting. Adjourned Meeting started up again at the order of Chair Wheatley at the close of the Special Meeting, 5:30 P.M.

2. 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 June 30, 2018.

DOCUMENTS

- August 29, 2018 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: R. Fredericks, B. Peirson

MOTION

M/S Green/Suhr moved to order filed the quarterly financial statements for the Housing Authority of the City of Santa Barbara for the quarter ended June 30, 2018.

VOTE

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

3. Recommendation that the Board review and order filed the quarterly financial statements for the Santa Barbara Affordable Housing Group for the quarter ended June 30, 2018.

DOCUMENTS

- August 29, 2018 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: R. Fredericks, B. Peirson

MOTION

M/S Green/Suhr moved to order filed the quarterly financial statements for the Santa Barbara Affordable Housing Group for the quarter ended June 30, 2018.

VOTE

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

VIII. COMMITTEE REPORT – None

IX. UNFINISHED BUSINESS – None

X. NEW BUSINESS

1. That the Commission adopt a resolution approving amendments to the Authority's Manual of Policies and Procedures effective October 1, 2018 relative to adding an additional Information Systems Analyst position.

DOCUMENTS

- August 14, 2018 Executive Director's Report prepared by Human Resources Manager

SPEAKERS

Staff: R. Fredericks, T. Carter

MOTION

M/S Hughes/Green moved to adopt a Resolution No. 2691 of the Housing Authority of the City of Santa Barbara, approving amendments to the Authority's Manual of Policies and Procedures effective October 1, 2018 relative to adding an additional Information Systems Analyst position.

VOTE

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

2. Recommendation that the Commission adopt a resolution approving the selection and dedication of 97 Section 8 Project Based Vouchers to Garden Court on De la Vina, 1116 De La Vina Street, and authorize the Executive Director/CEO or his designee to execute and all contracts/documents required for the dedication of the Vouchers to said projects.

DOCUMENTS

- August 28, 2018 Executive Director's Report prepared by Senior Housing Programs Analyst

SPEAKERS

Staff: R. Fredericks

MOTION

M/S Green/Suhr moved to adopt Resolution No. 2692 of the Housing Authority of the City of Santa Barbara, approving the selection and dedication of 97 Section 8 Project Based Vouchers to Garden Court on De la Vina, 1116 De La Vina Street, and authorize the Executive Director/CEO or his designee to execute and all contracts/documents required for the dedication of the Vouchers to said projects.

VOTE

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

3. Recommendation that the Commission adopt a resolution indicating the Commission's desire to terminate the Public Housing Annual Contributions Contract (ACC) and confirming that the Authority has complied with the closeout requirements of the Rental Assistance Demonstration (RAD) program.

DOCUMENTS

- August 10, 2018 Executive Director's Report prepared by Director of Property, Development and Administration

SPEAKERS

Staff: R. Fredericks

MOTION

M/S Gustafson/Green moved to adopt Resolution No. 2693 of the Housing Authority of the City of Santa Barbara, approving the Commission's desire to terminate the Public Housing Annual Contributions Contract (ACC) and confirming that the Authority has complied with the closeout requirements of the Rental Assistance

Demonstration (RAD) program.

VOTE

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

XI. CLOSED SESSION – None

XII. COMMISSION MATTERS

1. Recommendation that the Commission select a Commissioner to serve on the Garden Court, Inc. Board of Directors.

DOCUMENTS

- August 28, 2018 Executive Director's Report prepared by Administrative and Public Information Coordinator

SPEAKERS

Staff: R. Fredericks

MOTION

M/S Green/Hughes moved to approve selection of Commissioner Boss to serve on the Garden Court, Inc. Board of Directors.

VOTE

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

2. Secretary Fredericks announced Commissioner's Boss and Green will be absent for October Board meeting; this same meeting will welcome a guest speaker from People's Self Help Housing providing the Board and staff a presentation on employer sponsored housing.

Staff will provide an overview of propositions for upcoming election in November.

XIII. ADJOURNMENT

Meeting adjourned at 5:56 P.M.



ROB FREDERICKS, SECRETARY

APPROVED:



PATRICIA WHEATLEY, CHAIR