

**MINUTES  
REGULAR MEETING  
HOUSING AUTHORITY OF THE CITY OF SANTA BARBARA AND  
SANTA BARBARA AFFORDABLE HOUSING GROUP**

**706 Laguna St., Santa Barbara, CA  
Santa Barbara, California  
4:00 P.M. – March 6, 2024**

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

4:00 P.M. Chair Wheatley presiding

Board Members present: Lisa Carlos, Steven Faulstich, Mary Fenger and Patricia Wheatley

Board Members absent: David Rowell

Staff Members present: R. Fredericks, D. Aazam, V. Loza, B. Peirson, T. Carter, C. Montenegro, A. Villarreal Redit, A. Fink, J. Morales, E. Capristo, A. Ortiz, J. Emery and J. Schipa

**II. PUBLIC COMMENT**

**III. CONSIDERATION OF MINUTES**

Minutes were considered under Item V. Consent Calendar.

**IV. BILLS AND COMMUNICATIONS**

Four bills and communications items were presented by Secretary Fredericks.

**V. CONSENT CALENDAR**

**MOTION**

M/S Faulstich/Carlos moved to approve recommendation in Consent Calendar (Items No. 1-4).

1. Recommendation that the HACSB Commission and SBAHG Board approve the Minutes of their December 6, 2023 Regular Meeting.
2. Recommendation that the HACSB Commission and SBAHG Board approve the Minutes of their January 29, 2024 Special Meeting.
3. Recommendation that the Commission (1) review and order filed the quarterly investment report for quarter ended December 31, 2023; and (2) approve and adopt the Authority's Investment Policy.
4. Recommendation that the Commission approve costs incurred and payments made for the month of November 2023 and December 2023.

**VOTE**

Ayes: Lisa Carlos                      Mary Fenger  
         Steven Faulstich              Patricia Wheatley

Nays: None

Abstain: None

Absent: David Rowell

## VI. REPORT OF EXECUTIVE DIRECTOR

1. Recommendation that the Commission review and approve the Authority's draft 5-Year Action Plan for the period 2024 to 2029.

### DOCUMENTS

- February 21, 2024 Executive Director's Report prepared by Administrative and Public Information Coordinator

### SPEAKERS

Staff: R. Fredericks

### MOTION

M/S Carlos/Fenger moved to approve the Authority's draft 5-Year Action Plan for the period 2024 to 2029 with noted edits.

### VOTE

Ayes: Lisa Carlos                      Mary Fenger  
         Steven Faulstich              Patricia Wheatley

Nays: None

Abstain: None

Absent: David Rowell

2. Recommendation that the Commission approve the Extension of Contract for Legal Services with Price, Postel & Parma LLP and authorize the Housing Authority's Executive Director/CEO to execute same on behalf of the Authority.

### DOCUMENTS

- February 14, 2024 Executive Director's Report prepared by Administrative and Public Information Coordinator

### SPEAKERS

Staff: R. Fredericks

### MOTION

M/S Faulstich/Fenger moved to approve the Extension of Contract for Legal Services with Price, Postel & Parma LLP and authorize the Housing Authority's Executive Director/CEO to execute same on behalf of the Authority.

### VOTE

Ayes: Lisa Carlos                      Mary Fenger  
         Steven Faulstich              Patricia Wheatley

Nays: None

Abstain: None

Absent: David Rowell

## VII. TREASURER'S REPORT

1. Recommendation that the Commission adopt a resolution designating certain Authority staff and Commissioners as authorized signers on the Authority's checking and savings accounts with U.S. Bank, N.A. and designating certain Authority staff as authorized to act on behalf of the Authority on all matters related to the Authority's trust and investment accounts at U.S. Bank, N.A.

DOCUMENTS

- February 21, 2024 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: R. Fredericks, B. Peirson

MOTION

M/S Faulstich/Fenger moved to adopt Resolution No. 2832 of the Housing Authority of the City of Santa Barbara, designating certain Authority staff and Commissioners as authorized signers on the Authority's checking and savings accounts with U.S. Bank, N.A. and designating certain Authority staff as authorized to act on behalf of the Authority on all matters related to the Authority's trust and investment accounts at U.S. Bank, N.A.

VOTE

Ayes: Lisa Carlos                      Mary Fenger  
         Steven Faulstich              Patricia Wheatley  
Nays: None  
Abstain: None  
Absent: David Rowell

2. Recommendation that the Commission receive an update on the status of the quarterly interim financial statements for the Housing Authority and Santa Barbara Affordable Housing Group.

SPEAKERS

Staff: R. Fredericks, B. Peirson

Mr. Peirson provided an update on the status of quarterly interim financial statements. No action required.

3. Recommendation that the Commission adopt a resolution approving the Authority's proposed consolidated operating budget for the fiscal year ending March 31, 2025.

DOCUMENTS

- February 27, 2024 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: R. Fredericks, B. Peirson

MOTION

M/S Carlos/Fenger moved to adopt Resolution No. 2833 of the Housing Authority of the City of Santa Barbara, approving the Authority's proposed consolidated operating budget for the fiscal year ending March 31, 2025.

VOTE

Ayes: Lisa Carlos                      Mary Fenger  
         Steven Faulstich              Patricia Wheatley  
Nays: None  
Abstain: None  
Absent: David Rowell

4. Recommendation that the Board of Directors approve the proposed operating budget for Santa Barbara Affordable Housing Group for the fiscal year ending March 31, 2025.

DOCUMENTS

- February 27, 2024 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: R. Fredericks, B. Peirson

MOTION

M/S Faulstich/Fenger moved to approve the proposed operating budget for Santa Barbara Affordable Housing Group for the fiscal year ending March 31, 2025.

VOTE

Ayes: Lisa Carlos                      Mary Fenger  
         Steven Faulstich              Patricia Wheatley  
Nays: None  
Abstain: None  
Absent: David Rowell

**VIII. COMMITTEE REPORT – None**

**IX. UNFINISHED BUSINESS – None**

**X. NEW BUSINESS**

1. Recommendation that the Commission approve a resolution authorizing the Authority to accept a Regional Early Action Planning (REAP 2.0) Grants of 2021 award from the Santa Barbara County Association of Governments (SBCAG) in the amount \$395,000 to fund architectural and related softs costs for the Jacaranda Court development located at 400 West Carrillo Street.

DOCUMENTS

- February 27, 2024 Executive Director's Report prepared by Housing Finance Analyst

SPEAKERS

Staff: R. Fredericks, D. Aazam

MOTION

M/S Carlos/ Fenger moved to approve Resolution No. 2834, of the Housing Authority of the City of Santa Barbara, authorizing the Authority to accept a Regional Early Action Planning (REAP 2.0) Grants of 2021 award from the Santa Barbara County Association of Governments (SBCAG) in the amount \$395,000 to fund architectural and related softs costs for the Jacaranda Court development located at 400 West Carrillo Street.

VOTE

Ayes: Lisa Carlos                      Mary Fenger  
         Steven Faulstich              Patricia Wheatley  
Nays: None  
Abstain: None  
Absent: David Rowell

2. Recommendation that the Commission adopt a resolution approving the following effective March 30, 2024: (1) elimination of the Deputy Executive Director/COO, Director of Housing Programs and Operations, Director of Real Estate and Technology and Executive Assistant positions and the creation of the Deputy Executive Director of Programs and Operations and Deputy Executive Director of Real Estate and Technology positions; (2) creation

of the Housing Programs and Services Manager and Property and Development Manager positions; (3) implementation of a salary and market adjustment for the Building and Facilities Construction Coordinator, Property and Development Supervisor, Resident Services Supervisor and Housing Programs Specialist positions; (4) retitling of the Property and Development Programs Analyst position to Property and Development Analyst; (5) addition of a Property Management Representative position; (6) updated position descriptions and organizational structure for certain Authority management, supervisor and general staff positions; and (7) amendments to the Authority's Manual of Policies and Procedures implementing a 3% across-the board cost of living salary increase for all management, supervisory and general employees.

DOCUMENTS

- February 20, 2024 Executive Director's Report prepared by Human Resources Manager

SPEAKERS

Staff: R. Fredericks, T. Carter

MOTION

M/S Faulstich/Fenger moved to adopt Resolution No. 2835 of the Housing Authority of the City of Santa Barbara, approving the following effective March 30, 2024: (1) elimination of the Deputy Executive Director/COO, Director of Housing Programs and Operations, Director of Real Estate and Technology and Executive Assistant positions and the creation of the Deputy Executive Director of Programs and Operations and Deputy Executive Director of Real Estate and Technology positions; (2) creation of the Housing Programs and Services Manager and Property and Development Manager positions; (3) implementation of a salary and market adjustment for the Building and Facilities Construction Coordinator, Property and Development Supervisor, Resident Services Supervisor and Housing Programs Specialist positions; (4) retitling of the Property and Development Programs Analyst position to Property and Development Analyst; (5) addition of a Property Management Representative position; (6) updated position descriptions and organizational structure for certain Authority management, supervisor and general staff positions; and (7) amendments to the Authority's Manual of Policies and Procedures implementing a 3% across-the board cost of living salary increase for all management, supervisory and general employees.

VOTE

Ayes: Lisa Carlos                      Mary Fenger  
         Steven Faulstich              Patricia Wheatley  
Nays: None  
Abstain: None  
Absent: David Rowell

3. Recommendation that the Commission adopt a resolution approving revisions to the Housing Authority's Manual of Policies and Procedures.

DOCUMENTS

- February 27, 2024 Executive Director's Report prepared by Human Resources Manager

SPEAKERS

Staff: R. Fredericks, T. Carter

MOTION

M/S Carlos/Fenger moved to adopt Resolution No. 2836 of the Housing Authority of the City of Santa Barbara, approving revisions to the Housing Authority's Manual of Policies and Procedures.

VOTE

Ayes: Lisa Carlos                      Mary Fenger

Steven Faulstich Patricia Wheatley

Nays: None

Abstain: None

Absent: David Rowell

4. Recommendation that the Commission adopt a resolution designating the following positions to serve as members of the Housing Authority's Retirement Committee: Executive Director/CEO, Director of Finance and Deputy Executive Director, Real Estate and Technology.

#### SPEAKERS

Staff: R. Fredericks, T. Carter

#### DOCUMENTS

- February 20, 2024 Executive Director's Report prepared by Human Resources Manager

#### MOTION

M/S Faulstich/Fenger moved to adopt Resolution No. 2837 of the Housing Authority of the City of Santa Barbara, designating the following positions to serve as members of the Housing Authority's Retirement Committee: Executive Director/CEO, Director of Finance and Deputy Executive Director, Real Estate and Technology.

#### VOTE

Ayes: Lisa Carlos Mary Fenger

Steven Faulstich Patricia Wheatley

Nays: None

Abstain: None

Absent: David Rowell

5. Recommendation that the Commission adopt a resolution approving the following amendments to the Housing Authority's Bylaws: Article II Section 5 - Assistant Secretary – changing the Assistant Secretary from the Deputy Executive Director/Chief Operating Officer to Deputy Executive Director/Programs and Operations.

#### DOCUMENTS

- February 26, 2024 Executive Director's Report prepared by Administrative and Public Information Coordinator

#### SPEAKERS

Staff: R. Fredericks

#### MOTION

M/S Faulstich/Fenger moved to adopt Resolution No. 2838 of the Housing Authority of the City of Santa Barbara, approving the following amendments to the Housing Authority's Bylaws: Article II Section 5 - Assistant Secretary – changing the Assistant Secretary from the Deputy Executive Director/Chief Operating Officer to Deputy Executive Director/Programs and Operations.

#### VOTE

Ayes: Lisa Carlos Mary Fenger

Steven Faulstich Patricia Wheatley

Nays: None

Abstain: None

Absent: David Rowell

**XI. CLOSED SESSION – None**

**XII. COMMISSION MATTERS**

1. On February 29, 2024, Commissioner Almengor submitted his resignation from the Board effective March 1, 2024 via email to Secretary Fredericks and Chair Wheatley

**XIII. ADJOURNMENT**

Meeting adjourned at 5:26 P.M.



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VERONICA LOZA, ASSISTANT SECRETARY

APPROVED:

Patricia L. Wheatley

Patricia L. Wheatley (May 8, 2024 11:57 PDT)

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PATRICIA WHEATLEY, CHAIR