



**Housing Authority
Regular Meeting Minutes - Final**

Monday, June 20, 2022

1:30 PM

1. CALL TO ORDER

2. ROLL CALL

Present 6 - Chair Diane Test, Vice Chair Jeffrey Owen, Commissioner Stephen Burke, Commissioner Wayne Downey Ph. D, Commissioner Scott McWhorter, and Commissioner Yvonne Rawhouser

Absent 1 - Commissioner Thomas LaPenna

3. STATEMENTS OF ABSTENTION

Commissioner Burke commented that he will be abstaining from Item 12.3 and the meeting minutes for May 23, 2022.

4. STAFF BRIEFING

Megan Basinger, Executive Director Housing and Community Services, introduced item 4.1.

4.1 HOUSING AUTHORITY 50TH ANNIVERSARY VIDEO

This briefing will highlight the achievements of the Housing Authority of Santa Rosa over the last fifty years.

Public Comments:

Dwayne Dewitt commented upon confusion over HUD VASH voucher availability. Chair Test approved comment out of agenda order.

5. STUDY SESSION

NONE

6. PUBLIC COMMENTS (ON NON-AGENDA ITEMS)

NONE

7. APPROVAL OF MINUTES

7.1 May 23, 2022 - Draft Minutes.

Approved as submitted.

8. CHAIRPERSON/ COMMISSIONER REPORTS

Commissioner Downey commented upon the 50th Anniversary video presentation and asked for clarification regarding the City's ability to meet housing needs.

Public Comments:

None

9. COMMITTEE REPORTS

NONE

10. EXECUTIVE DIRECTOR REPORTS/ COMMUNICATION ITEMS:

Megan Basinger, Executive Director Housing and Community Services, introduced items 10.1 and 10.2.

10.1 COMMUNICATION - PENDING DEVELOPMENT PIPELINE UPDATE
Provided for information only.

Megan Basinger, Executive Director Housing and Community Services, provided information and answered Commissioner questions.

Public Comments:

None

10.2 AFFORDABLE HOUSING MONTH PROCLAMATION
Provided for information only.

Megan Basinger, Executive Director Housing and Community Services, provided information and answered Commissioner questions.

Public Comments:

None

11. CONSENT ITEMS

11.1 RESOLUTION - CHANGE TO LEGAL NAME OF ENTITY ON PRIOR AWARD OF PROJECT BASED VOUCHERS FOR BURBANK AVENUE APARTMENTS

RECOMMENDATION: It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, change the legal name of the entity on prior award of twelve (12) Project Based Vouchers for Burbank Avenue Apartments from Waterstone Residential, LLC to WSA Burbank Housing Partners I, LP. All other provisions of Resolution No. 1694 remain unchanged.

Public Comments:

None

A motion was made by Vice Chair Owen, seconded by Commissioner Rawhouser, to waive reading of the text and adopt:

RESOLUTION NO. 1736 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A CHANGE TO LEGAL NAME OF ENTITY ON PRIOR PROJECT BASED VOUCHER AWARD FOR BURBANK AVENUE APARTMENTS, 1780 BURBANK AVENUE, SANTA ROSA, CALIFORNIA; APN 126-361-003.

The motion carried by the following vote:

Yes: 6 - Chair Test, Vice Chair Owen, Commissioner Burke, Commissioner Downey Ph. D, Commissioner McWhorter and Commissioner Rawhouser

Absent: 1 - Commissioner LaPenna

12. REPORT ITEMS

12.1 REPORT - FISCAL YEAR 2022/23 HOUSING AUTHORITY BUDGET ADOPTION

BACKGROUND: The Authority's annual budget preparation process runs concurrently with the City's process from January through June

each year. The Executive Director of the Authority must submit an expenditure, revenue, and transfer budget for all Authority programs for approval by the Authority Commissioners, which then becomes the formal budget for the next fiscal year. Annually, the Authority is asked to adopt the budget at their June meeting.

RECOMMENDATION: It is recommended by the Housing & Community Services Department that the Housing Authority, by resolution, adopt the proposed budget for Fiscal Year 2022/23.

Kate Goldfine, Administrative Services Officer Housing and Community Services, gave a presentation and answered Commissioner questions.

Public Comments:

None

A motion was made by Commissioner Burke, seconded by Vice Chair Owen, to waive reading of the text and adopt:

RESOLUTION NO. 1737 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING THE HOUSING AUTHORITY BUDGET FOR FISCAL YEAR 2022/23.

The motion carried by the following vote:

Yes: 6 - Chair Test, Vice Chair Owen, Commissioner Burke, Commissioner Downey Ph. D, Commissioner McWhorter and Commissioner Rawhouser

Absent: 1 - Commissioner LaPenna

**12.2 REPORT - HOUSING CHOICE VOUCHER PROGRAM
ADMINISTRATIVE PLAN REVISION - UTILITY ALLOWANCES IN THE
PROJECT-BASED VOUCHER PROGRAM**

BACKGROUND: The Administrative Plan is the major policy document guiding the ongoing administration of the federally regulated Housing Choice Voucher (HCV) program. Where allowed under law, the U.S. Department of Housing and Urban Development (HUD) permits local jurisdictions to establish policies pertaining to the program. Chapter 17

of the Santa Rosa Housing Authority Administrative Plan outlines the policies regarding the use of Project Based Vouchers (PBVs) within the HCV program. The Administrative Plan policies regarding PBVs are in need of revision to allow eligible units where the owner is participating in the Low-Income Housing Tax Credit Program (LIHTC) and utilizing a utility allowance that has been created with the California Utility Allowance Calculator (CUAC) to use the CUAC in the PBV assisted units if approved by the Department of Housing and Urban Development.

RECOMMENDATION: It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, adopt the revisions to the Housing Choice Voucher Program Administrative Plan Chapter 17 - Project Based Vouchers to allow eligible units where the owner is participating in the Low-Income Housing Tax Credit Program (LIHTC) and utilizing a utility allowance that has been created with the California Utility Allowance Calculator (CUAC) to use the CUAC in the PBV assisted units if approved by the Department of Housing and Urban Development.

Rebecca Lane, Housing and Community Services Manager, gave a presentation and answered Commissioner questions.

Public Comments:

None

A motion was made by Vice Chair Owen, seconded by Commissioner Burke, to waive reading of the text and adopt:

RESOLUTION NO. 1738 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING THE REVISIONS TO THE HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN PROJECT BASED VOUCHER PROGRAM POLICIES.

The motion carried by the following vote:

Yes: 6 - Chair Test, Vice Chair Owen, Commissioner Burke, Commissioner Downey Ph. D, Commissioner McWhorter and Commissioner Rawhouser

Absent: 1 - Commissioner LaPenna

12.3 REPORT - FISCAL YEAR 2022-2023 NOTICE OF FUNDING
AVAILABILITY - FUNDING RECOMMENDATIONS

BACKGROUND: The Fiscal Year 2022-2023 Focused NOFA was published on April 4, 2022, with project applications due on April 29, 2022 (Attachment 1). As communicated in the NOFA, approximately \$10,600,000 of funds are available. The Housing Authority received ten applications requesting \$21.2 million for 575 total units. Eight applications were received for new construction projects and two applications were received for rehabilitation and/or acquisition/rehabilitation projects.

The projects were evaluated and ranked based on project readiness, affordability, bedroom size, special needs set asides, leveraging, project competitiveness, developer and management experience, services and amenities, and other factors. A detailed list of the ranking criteria and the point. A Housing Authority Ad-Hoc Review Committee comprised of Commissioners Owen, LaPenna, and Rawhouser met on June 13, 2022 to review the projects and scoring details. The Ad Hoc recommending funding five of the ten applications that were received.

RECOMMENDATION: It is recommended by the Housing Authority Ad-Hoc Review Committee and the Housing and Community Services Department that the Housing Authority, by resolutions, approve a conditional commitment of loan funds to: 1) PEP Housing in the amount of \$2,200,000 for rehabilitation costs associated with Vigil Lights Apartments located at 1940 Long Drive; 2) BHDC Parkwood Apartments, LLC, in the amount of \$750,000 for rehabilitation-related costs for the Parkwood Apartments located at 6867 Montecito Boulevard; 3) MP Mahonia Glen Associates L.P. in the amount of \$2,000,000 for construction-related costs for Mahonia Glen project at 5173 Highway 12 in Santa Rosa; 4) Stony Point Flats, L.P., in the amount of \$1,200,000 for construction related costs for Stony Point Flats located at 2268 Stony Point Road; and 5) WSA Burbank Housing Partners I, LP in the amount of \$4,400,000 for construction related costs for Burbank Avenue Apartments located 1780 Burbank Avenue.

Megan Basinger, Executive Director Housing and Community

Services, gave a presentation and answered Commissioner questions.

Public Comments:

Efren Carrillo, Vice President Housing Development Burbank Housing, made comments in support of the NOFA funding recommendations.

A motion was made by Commissioner Downey Ph. D, seconded by Commissioner Rawhouser, to waive reading of the text and adopt:

RESOLUTION NO. 1739 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A CONDITIONAL COMMITMENT OF LOAN FUNDS IN THE AMOUNT OF \$2,220,000 TO PETALUMA ECUMENICAL PROPERTIES DBA PEP HOUSING FOR PRESERVATION AND REHABILITATION RELATED COSTS FOR VIGIL LIGHT APARTMENTS, 1940 LONG DRIVE, SANTA ROSA, CALIFORNIA; APNS 181-190-001 AND 181-220-046.

The motion carried by the following vote:

Yes: 5 - Chair Test, Vice Chair Owen, Commissioner Downey Ph. D, Commissioner McWhorter and Commissioner Rawhouser

Absent: 1 - Commissioner LaPenna

Abstain: 1 - Commissioner Burke

A motion was made by Vice Chair Owen, seconded by Chair Test, to waive reading of the text and adopt:

RESOLUTION 1740 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A COMMITMENT OF LOAN FUNDS IN THE AMOUNT OF \$750,000 TO BHDC PARKWOOD APARTMENTS, LLC. FOR REHABILITATION RELATED COSTS FOR PARKWOOD APARTMENTS, 6867 MONTECITO BOULEVARD, SANTA ROSA, CALIFORNIA; APN 183-060-049.

The motion carried by the following vote:

Yes: 5 - Chair Test, Vice Chair Owen, Commissioner Downey Ph. D, Commissioner McWhorter and Commissioner Rawhouser

Absent: 1 - Commissioner LaPenna

Abstain: 1 - Commissioner Burke

A motion was made by Commissioner Downey Ph. D, seconded by Commissioner McWhorter, to waive reading of the text and adopt:

RESOLUTION 1741 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A COMMITMENT OF LOAN FUNDS IN THE AMOUNT OF \$2,000,000 TO MP MAHONIA GLEN ASSOCIATES, L.P. FOR CONSTRUCTION RELATED COSTS FOR MAHONIA GLEN, 5173 HIGHWAY 12, SANTA ROSA, CALIFORNIA; APN 184-410-060.

The motion carried by the following vote:

Yes: 5 - Chair Test, Vice Chair Owen, Commissioner Downey Ph. D, Commissioner McWhorter and Commissioner Rawhouser

Absent: 1 - Commissioner LaPenna

Abstain: 1 - Commissioner Burke

A motion was made by Vice Chair Owen, seconded by Commissioner Rawhouser, to waive reading of the text and adopt:

RESOLUTION 1742 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A COMMITMENT OF LOAN FUNDS IN THE AMOUNT OF \$1,200,000 TO STONY POINT FLATS, L.P., FOR CONSTRUCTION-RELATED COSTS FOR STONY POINT FLATS, 2268 STONY POINT ROAD, SANTA ROSA, CALIFORNIA; APN 125-521-008.

The motion carried by the following vote:

Yes: 5 - Chair Test, Vice Chair Owen, Commissioner Downey Ph. D, Commissioner McWhorter and Commissioner Rawhouser

Absent: 1 - Commissioner LaPenna

Abstain: 1 - Commissioner Burke

A motion was made by Vice Chair Owen, seconded by Commissioner Downey Ph. D, to waive reading of the text and adopt:

RESOLUTION 1743 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A COMMITMENT OF LOAN FUNDS IN THE AMOUNT OF \$4,400,000 TO WSA BURBANK HOUSING PARTNERS I, LP FOR CONSTRUCTION RELATED COSTS FOR BURBANK AVENUE APARTMENTS, 1780 BURBANK AVENUE, SANTA ROSA, CALIFORNIA; APN 125-361-003.

The motion carried by the following vote:

Yes: 5 - Chair Test, Vice Chair Owen, Commissioner Downey Ph. D,
Commissioner McWhorter and Commissioner Rawhouser

Absent: 1 - Commissioner LaPenna

Abstain: 1 - Commissioner Burke

13. ADJOURNMENT

Seeing no further business, Chair Test adjourned the meeting at 3PM.

Approved on:

Steven V. Brown
Recording Secretary