



**Housing Authority  
Regular Meeting Minutes - Final**

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Monday, March 25, 2019

1:30 PM

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**1. CALL TO ORDER**

Chair Burke called the meeting to order at 1:30 PM.

**2. ROLL CALL**

**Present** 5 - Commissioner Stephen Burke, Commissioner Leora Johnson-Morgan, Commissioner Phil Olsen, Commissioner Diane Test, and Commissioner Jeffrey Owen

**Absent** 1 - Commissioner Wayne Downey Ph. D

**3. PRESENTATION FOR OUTGOING COMMISSIONERS**

Chair Burke presented Helga Lemke, former vice chair and commissioner, with a Certificate of Appreciation for her service to the Housing Authority. Chair Burke also acknowledged the service of David Harris, former chairperson and commissioner, who was not in attendance.

**4. STATEMENTS OF ABSTENTION**

None.

**5. PUBLIC COMMENTS:**

Duane Dewitt spoke regarding a study titled the Comprehensive Housing Affordability Strategy Annual Report for the City of Santa Rosa from December 1993.

Kate Blessing-Kawamura, Eden Housing, spoke regarding project based voucher housing projects.

**6. APPROVAL OF MINUTES**

Chair Burke approved the minutes as submitted.

**6.1**        SEPTEMBER 24, 2018 - DRAFT MEETING MINUTES

**6.2**        OCTOBER 22, 2018 - DRAFT MEETING MINUTES

**6.3** NOVEMBER 26, 2018 - DRAFT MEETING MINUTES

**6.4** FEBRUARY 25, 2019 - DRAFT MEETING MINUTES

## **7. CHAIRMAN/ COMMISSIONER REPORTS**

Chair Burke welcomed the new commissioners to the Housing Authority, and commented on the diligent work of the Council finding the At-Large Commissioners. Chair Burke asked whether future agenda items will be on the agenda as a standing item, and if it follows Council policy.

## **8. COMMITTEE REPORTS**

Chair Burke reported that the Project Based Voucher Ad Hoc Subcommittee met which included Vice Chair Johnson-Morgan, Commissioner Test and himself.

## **9. EXECUTIVE DIRECTOR REPORTS/ COMMUNICATION ITEMS:**

Executive Director Gouin presented the Monthly Activities Report. Chair Burke thanked staff for the time spent interviewing applicants for eligibility.

**9.1** MONTHLY ACTIVITIES REPORT- Provided for information.

## **10. REPORT ITEMS**

**10.1** REPORT - FISCAL YEAR 2019-2020 FOCUSED NOTICE OF FUNDING AVAILABILITY FOR AFFORDABLE HOUSING

**BACKGROUND:** In response to the need for additional affordable housing and in an effort to expedite the funding process, the Department of Housing and Community Services is requesting that the Housing Authority consider issuing a Focused Notice of Funding Availability (NOFA) for Projects pursuing Multifamily Housing Program (MHP) funds in June 2019 or 9% Tax Credits in July 2019. If supported, staff will release a NOFA for approximately \$3.7 Million in local funds in April 2019 and present recommendations to the Housing Authority in June 2019.

**RECOMMENDATION:** It is recommended that the Housing Authority, by

motion, approve proceeding with a Focused Notice of Funding Availability for FY 2019/2020 to stimulate the submittal of either Multifamily Housing Program (MHP) applications in June 2019 or 9% Tax Credit applications in the July 2019 funding round and appoint an Ad-Hoc subcommittee to work with staff on funding recommendations.

Presented by: Megan Basinger, Housing and Community Service Manager

PUBLIC COMMENT: Duane Dewitt spoke regarding a advocacy group, Sonoma County Housing Advocates, and asked the Housing Authority to dispense funds more equitably to different housing producers.

Chair Burke appointed Vice Chair Johnson-Morgan, and Commissioners Olsen and Test to the Ad Hoc Focused NOFA Review subcommittee. The commissioners accepted the request. Commissioner Owen had to recuse himself from the committee due to a business conflict.

**A motion was made by Vice-Chair Johnson-Morgan, seconded by Commissioner Owen, to direct staff to proceed with a Focused Notice of Funding Availability for FY 2019/2020 to stimulate the submittal of either Multifamily Housing Program (MHP) applications in June 2019 or 9% Tax Credit applications in the July 2019 funding round and appoint an Ad-Hoc subcommittee to work with staff on funding recommendations.**

**The motion carried by the following vote:**

**Yes:** 5 - Commissioner Burke, Commissioner Johnson-Morgan, Commissioner Olsen, Commissioner Test and Commissioner Owen

**Absent:** 1 - Commissioner Downey Ph. D

## **10.2 REPORT - ADDITIONAL LIMITED PREFERENCES FOR THE HOUSING CHOICE VOUCHER PROGRAM WAITING LIST**

BACKGROUND: The Department of Housing and Community Services administers the federal Housing Choice Voucher program in the City of Santa Rosa. The U.S. Department of Housing and Urban Development (HUD), requires that each local Housing Authority administering the voucher program maintain an Administrative Plan outlining local policies

for the program. Housing and Community Services wishes to increase the number of vouchers available under the Limited Preference for the Housing Choice Voucher program for families affected by the October 2017 wildfire disaster from 24 to 48 vouchers. By HUD requirement, any changes in the Administrative Plan must be adopted by Housing Authority resolution during a public meeting.

**RECOMMENDATION:** The Department of Housing and Community Services recommends that the Housing Authority, by resolution, adopt the revision to Chapter 4, Section 4-III.C of the Housing Choice Voucher Program Administrative Plan dated March 25, 2019.

Presented by: Rebecca Lane, Housing and Community Services Manager

**PUBLIC COMMENT:** Duane Dewitt spoke regarding his hope that this item assists Journey's End residents who may need assistance.

**A motion was made by Commissioner Test, seconded by Commissioner Owen, to waive reading of the text and adopt**

**RESOLUTION NO. 1659, ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A REVISION OF THE HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN EXPANDING THE WAITING LIST LIMITED PREFERENCE FOR DISASTER-AFFECTED FAMILIES.**

**The motion carried by the following vote:**

**Yes:** 5 - Commissioner Burke, Commissioner Johnson-Morgan, Commissioner Olsen, Commissioner Test and Commissioner Owen

**Absent:** 1 - Commissioner Downey Ph. D

**10.3** REPORT - REQUEST TO ALLOCATE NINETEEN (19) VETERANS AFFAIRS SUPPORTIVE HOUSING VOUCHERS FOR THE RIVER CITY APARTMENTS UNDER A 15-YEAR PROJECT-BASED HOUSING ASSISTANCE PAYMENTS CONTRACT

**BACKGROUND:** On June 1, 2015, the City of Santa Rosa Housing Authority released a Request for Funding Proposals (RFP) for Project-Based Veterans Affairs Supportive Housing (VASH) funding with the goals of increasing housing opportunities for Veterans and

increasing utilization of VASH vouchers. The RFP is operating under a rolling deadline and 19 vouchers are still available. Petaluma Ecumenical Properties (PEP Housing) submitted a proposal under the RFP for River City Apartments, a permanent supportive housing new construction project to be located at 951 Petaluma Boulevard South in Petaluma, California. Under an agreement with the Sonoma County Housing Authority, the City of Santa Rosa Housing Authority administers VASH vouchers throughout Sonoma County. PEP Housing is requesting 19 VASH PBVs for the project. The proposal was reviewed by a subcommittee of three Housing Authority commissioners and was independently reviewed by the VA; both the subcommittee and the VA support the project. The Housing Authority approval of the proposal will authorize staff to enter into the appropriate Housing Assistance Payments contract(s) as required under the PBV regulations at 24 CFR part 983. This allocation of vouchers will also close the RFP for Project-Based VASH vouchers.

**RECOMMENDATION:** It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, approve the allocation of nineteen (19) Veterans Affairs Supportive Housing (VASH) vouchers under a fifteen-year Project-Based Housing Assistance Payments (HAP) contract for the River City Senior Apartments.

Presented by: Rebecca Lane, Housing and Community Services Manager.

Jim Wallen of PEP Housing offered some clarifying answers for the Housing Authority.

**PUBLIC COMMENT:** Duane Dewitt spoke regarding his support for the project with the request that the contract be for 30 years, instead of 15 years.

**A motion was made by Commissioner Owen, seconded by Commissioner Test, to waive reading of the text and adopt**

**RESOLUTION NO. 1660, ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA ALLOCATING NINETEEN (19) VETERANS AFFAIRS SUPPORTIVE HOUSING VOUCHERS FOR THE RIVER CITY SENIOR APARTMENTS, OWNED BY PETALUMA**

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**ECUMENICAL PROPERTIES, UNDER A FIFTEEN (15) YEAR  
PROJECT-BASED HOUSING ASSISTANCE PAYMENTS (HAP) CONTRACT.**

**The motion carried by the following vote:**

**Yes:** 5 - Commissioner Burke, Commissioner Johnson-Morgan,  
Commissioner Olsen, Commissioner Test and Commissioner Owen

**Absent:** 1 - Commissioner Downey Ph. D

**10.4 REPORT - REQUEST TO ALLOCATE TWENTY-ONE (21)  
VOUCHERS FOR THE PARKWOOD APARTMENTS UNDER A  
FIFTEEN-YEAR PROJECT-BASED HOUSING ASSISTANCE  
PAYMENTS CONTRACT**

**BACKGROUND:** The City of Santa Rosa Housing Authority released a Request for Funding Proposals (RFP) for Project-Based Vouchers in September 2018. Burbank Housing Development Corporation submitted a proposal under the RFP for Parkwood Apartments, an existing 56-unit apartment complex located at 6899 Montecito Boulevard in the Rincon Valley area of east Santa Rosa. Burbank Housing is requesting 21 PBVs for the project. The proposal was reviewed by a subcommittee of three Housing Authority commissioners and recommended for approval by the full Housing Authority. The Housing Authority approval of the proposal will authorize staff to enter into the Housing Assistance Payments contract as required under the PBV regulations at 24 CFR part 983.

**RECOMMENDATION:** It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, approve the allocation of twenty-one (21) vouchers under a fifteen-year Project-Based Housing Assistance Payments (HAP) contract for the Parkwood Apartments.

Presented by: Rebecca Lane, Housing and Community Services Manager

**PUBLIC COMMENT:** Duane Dewitt spoke regarding his support for the project with the request that the contract be for 30 years, instead of 15 years.

Riley Weissenborn, Project Manager, of Midpen Housing spoke

regarding the Roseland Village Project and gave a project update in regards to their application for the project based vouchers.

**A motion was made by Commissioner Owen, seconded by Commissioner Johnson-Morgan, to waive reading of the text and adopt**

**RESOLUTION NO. 1661, ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA ALLOCATING TWENTY-ONE (21) HOUSING VOUCHERS FOR THE PARKWOOD APARTMENTS, OWNED BY BURBANK HOUSING CORPORATION, UNDER A FIFTEEN (15) YEAR PROJECT-BASED HOUSING ASSISTANCE PAYMENTS (HAP) CONTRACT.**

**The motion carried by the following vote:**

**Yes:** 5 - Commissioner Burke, Commissioner Johnson-Morgan, Commissioner Olsen, Commissioner Test and Commissioner Owen

**Absent:** 1 - Commissioner Downey Ph. D

## **11. ADJOURNMENT**

Chair Burke adjourned the meeting at 2:34 PM.

**Approved on April 20, 2019**

**/s/ Sara Roberts, Recording Secretary**