



# City of Santa Rosa

City Hall, Council Chamber  
100 Santa Rosa Avenue  
Santa Rosa, CA

## Housing Authority Regular Meeting Minutes - Final

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Monday, June 22, 2020

1:30 PM

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### 1. CALL TO ORDER

### 2. ROLL CALL

**Present** 5 - Commissioner Stephen Burke, Commissioner Wayne Downey Ph. D, Commissioner Phil Olsen, Vice Chair Diane Test, and Chair Jeffrey Owen

### 3. STATEMENTS OF ABSTENTION

Chair Jeff Owens abstain on 11.3

### 4. STUDY SESSION

### 5. PUBLIC COMMENTS (ON NON-AGENDA ITEMS)

None.

### 6. APPROVAL OF MINUTES

6.1 June 3, 2020 Special Meeting Minutes

Attachments: [Draft Minutes](#)

Approved as submitted

### 7. CHAIRMAN/ COMMISSIONER REPORTS

None.

### 8. COMMITTEE REPORTS

Vice Chair Test provided a brief report on the Ad Hoc subcommittee.

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

Chair Owen read proclamations for Nancy Manchester and Frank Kasimov who have retired from the City of Santa Rosa.

Megan Basinger, Housing and Community Services Manager, read a letter of appreciation from Frank Kasimov to the Housing Authority

for their dedication and his appreciation for City Staff.

Dave Gouin, Housing and Community Services Director, made a revision to the resolution for Mahonia Glen.

## 10. CONSENT ITEMS

### 10.1 RESOLUTION - ALLOCATION OF ARTICLE XXXIV UNITS FOR MAHONIA GLEN APARTMENTS & CARITAS VILLAGE

RECOMMENDATION: It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, approve an allocation of (1) 83 Article XXXIV units for Mahonia Glen Apartments, an 84-unit affordable housing project, with 83 income-restricted units and one unrestricted manager's unit, located at 5173 Highway 12; and (2) 128 Article XXXIV units for Caritas Village, located at 437 - 507 A Street and 516 - 612 Morgan Street

**Attachments:**    [Staff Report](#)  
[Resolution - Mahonia Glen](#)  
[Resolution - Caritas Village](#)  
[Resolutio - Mahonia Glen - FINAL updated 6.23.20](#)  
[Resolution - Mahonia Glen - redline updated 6.23.20](#)

Megan Basinger, Housing and Community Services Manager, revised Mahonia Glen resolution for 99 units for the entire project.

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

**RESOLUTION NO. 1689 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING AN ALLOCATION OF NINETY-NINE (99) ARTICLE XXXIV UNITS FOR MAHONIA GLEN LOCATED AT 5173 HIGHWAY 12**

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

**Yes:** 5 - Commissioner Burke, Commissioner Downey Ph. D, Commissioner Olsen, Vice Chair Test and Chair Owen

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

**RESOLUTION NO. 1690 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING AN ALLOCATION**

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**OF ONE HUNDRED TWENTY-EIGHT (128) ARTICLE XXXIV UNITS FOR  
CARITAS VILLAGE LOCATED AT 437 & 507 A STREET AND 516 & 612  
MORGAN STREET**

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

**Yes:** 5 - Commissioner Burke, Commissioner Downey Ph. D, Commissioner Olsen, Vice Chair Test and Chair Owen

**11. REPORT ITEMS**

**11.1 REPORT - FISCAL YEAR 2020/21 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. The Authority is asked to adopt the budget at their June meeting annually.

**RECOMMENDATION:** It is recommended by the Housing & Community Services Department that the Housing Authority, by resolution, adopt the proposed budget for Fiscal Year (FY) 2020/21.

**Attachments:** [Staff Report](#)  
[Attachment 1 - Budget](#)  
[Attachment 2 - Narrative](#)  
[Resolution](#)  
[Presentation](#)

Presented by David Gouin, Housing and Community Services Director, and Kate Goldfine, Administrative Services Officer, and answered questions from the Commissioners.

**RESOLUTION NO. 1691 ENTITLED: RESOLUTION OF THE  
HOUSING AUTHORITY OF THE CITY OF SANTA ROSA  
APPROVING THE HOUSING AUTHORITY BUDGET FOR FISCAL  
YEAR 2020/21**

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

**RESOLUTION NO. 1691 ENTITLED: RESOLUTION OF THE HOUSING**

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**AUTHORITY OF THE CITY OF SANTA ROSA APPROVING THE HOUSING  
AUTHORITY BUDGET FOR FISCAL YEAR 2020/21**

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

**Yes:** 5 - Commissioner Burke, Commissioner Downey Ph. D, Commissioner Olsen, Vice Chair Test and Chair Owen

**11.2 REPORT - 2020-2021 FOCUSED NOTICE OF FUNDING  
AVAILABILITY - FUNDING RECOMMENDATION FOR DETURK  
WINERY VILLAGE, 8 WEST 9TH STREET AND 808 DONAHUE  
STREET**

**BACKGROUND:** In response to the 2020-2021 Focused Notice of Funding Availability (NOFA) announcing approximately \$4.2 million of funds for affordable housing, the Housing Authority received four applications requesting \$14,700,000 million for 391 new units. The NOFA focused on multifamily rental projects with application deadlines in July or September for two state funding programs. All four projects submitted applications in the special disaster recovery tax credit program pursuant to the Further Consolidated Appropriations Act of 2020 ("FCAA"). A NOFA Ad Hoc Committee and staff reviewed applications and recommend funding one project.

**RECOMMENDATION:** It is recommended by the Housing Authority NOFA Ad Hoc Committee and the Housing and Community Services Department that the Housing Authority, by resolution, approve a conditional commitment of funds to MAC 2, L.P. and Foundation for Affordable Housing, Inc., in the amount of \$4,200,000 for acquisition, predevelopment and construction-related costs for DeTurk Winery Village, 136 multifamily rental units, located at 8 West 9th Street and 808 Donahue Street.

**Attachments:** [Staff Report](#)  
[Attachment 1 - NOFA](#)  
[Attachment 2 - Location Graphic](#)  
[Attachment 3 - Project Summary](#)  
[Attachment 4 - Project Narrative](#)  
[Attachment 5 - Loan Application](#)  
[Attachment 6 - Proforma](#)  
[Attachment 7 - General Plan Housing Policies](#)  
[Attachment 8 - Projects Not Recommended for Funding](#)  
[Resolution](#)  
[Presentation](#)

Presented by Megan Basinger, Housing and Community Services Manager.

Vice Chair Test provided a brief report on the findings by the Ad Hoc Subcommittee regarding the De Turk Winery Village.

Jenny Wong, Meta Housing, answered questions from the Commissioners.

RESOLUTION NO. 1692: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A CONDITIONAL COMMITMENT OF LOAN FUNDS IN THE AMOUNT OF \$4,200,000 TO DeTURK WINERY VILLAGE FOR ACQUISITION, PREDEVELOPMENT, AND CONSTRUCTION-RELATED COSTS FOR DETURK WINERY VILLAGE, 8 WEST 9th STREET and 808 DONAHUE STREET, SANTA ROSA, CALIFORNIA; APN's 010-091-001 and 010-091-007; LOAN NOS. 9030-3205-20, 9930-3215-20, 9930-3225-20, 9930-3235-20, 9930-3245-20, and 9930-3255-20

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

**RESOLUTION NO. 1692 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A CONDITIONAL COMMITMENT OF LOAN FUNDS IN THE AMOUNT OF \$4,200,000 TO DeTURK WINERY VILLAGE FOR ACQUISITION, PREDEVELOPMENT, AND CONSTRUCTION-RELATED COSTS FOR DETURK WINERY VILLAGE, 8 WEST 9th STREET and 808 DONAHUE STREET, SANTA ROSA, CALIFORNIA; APN's 010-091-001 and 010-091-007; LOAN NOS. 9030-3205-20, 9930-3215-20, 9930-3225-20, 9930-3235-20, 9930-3245-20, and 9930-3255-20**

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

**Yes: 5 - Commissioner Burke, Commissioner Downey Ph. D, Commissioner Olsen, Vice Chair Test and Chair Owen**

**11.3 REPORT - MAY 2020 REQUEST FOR PROPOSALS FOR PROJECT BASED VOUCHERS - FUNDING RECOMMENDATIONS FOR DETURK WINERY VILLAGE, BURBANK AVENUE APARTMENTS,**

## AND CARITAS HOMES, PHASE I

**BACKGROUND:** On May 14, 2020, the City of Santa Rosa Housing Authority released a Request for Funding Proposals (RFP) for up to sixty (60) Project-Based Vouchers with the intent of making projects more competitive for Disaster Recovery Tax Credits or other competitive housing funding. The RFP deadline was May 27, 2020. Six proposals were received under the RFP; four of the applicants plan to apply for the special disaster relief tax credit application funding round. A total of 91 vouchers were requested leveraging a total of 669 affordable units. A total of 50 vouchers are recommended for funding across three projects. The Housing Authority approval of the proposals will authorize staff to enter into the appropriate Housing Assistance Payments contract(s) as required under the PBV regulations at 24 CFR part 983.

**RECOMMENDATION:** It is recommended by the Housing Authority NOFA and RFP Ad Hoc Committee and the Housing and Community Services Department that the Housing Authority, by resolution, approve a conditional commitment of eight (8) Project Based Vouchers (PBVs) to MAC 2, L.P. (Meta Housing) for DeTurk Winery Village, with a total of 136 multifamily rental units, located at 8 West 9th Street and 808 Donahue Street.

In addition, it is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, approve conditional voucher commitments to the projects seeking Disaster Recovery Tax Credits in July 2020 as follows: twelve (12) vouchers to Waterstone Residential, LLC for Burbank Avenue Apartments located at 1400 Burbank Ave and 1780 Burbank Ave; and thirty (30) vouchers to Burbank Housing Development Corporation for Caritas Homes Phase I located at A Street and Seventh Street.

**Attachments:** [Staff Report](#)  
[Attachment 1 - Request for Proposals](#)  
[Attachment 2 - DeTurk Application](#)  
[Attachment 3 - Burbank Application](#)  
[Attachment 4 - Caritas Application](#)  
[Resolution - DeTurk](#)  
[Resolution - Burbank Avenue](#)  
[Resolution - Caritas Homes](#)  
[Presentation](#)

Housing and Community Services Manager Rebecca Lane

presented and answered questions from the Commissioners.

RESOLUTION NO. 1693 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA ALLOCATING EIGHT (8) PROJECT-BASED HOUSING CHOICE VOUCHERS FOR THE DETURK WINERY VILLAGE, AWARDING TO MAC 2, L.P. (META HOUSING) UNDER A TWENTY (20) YEAR PROJECT-BASED HOUSING ASSISTANCE PAYMENTS (HAP) CONTRACT

RESOLUTION NO. 1694 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA ALLOCATING TWELVE (12) PROJECT-BASED HOUSING CHOICE VOUCHERS FOR THE BURBANK AVENUE APARTMENTS, AWARDING TO WATERSTONE RESIDENTIAL UNDER A TWENTY (20) YEAR PROJECT-BASED HOUSING ASSISTANCE PAYMENTS (HAP) CONTRACT

RESOLUTION NO. 1695 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA ALLOCATING THIRTY (30) PROJECT-BASED HOUSING CHOICE VOUCHERS FOR THE CARITAS HOMES, PHASE I, AWARDING TO BURBANK HOUSING DEVELOPMENT CORPORATION UNDER A TWENTY (20) YEAR PROJECT-BASED HOUSING ASSISTANCE PAYMENTS (HAP) CONTRACT

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

**RESOLUTION NO. 1693 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA ALLOCATING EIGHT (8) PROJECT-BASED HOUSING CHOICE VOUCHERS FOR THE DETURK WINERY VILLAGE, AWARDING TO MAC 2, L.P. (META HOUSING) UNDER A TWENTY (20) YEAR PROJECT-BASED HOUSING ASSISTANCE PAYMENTS (HAP) CONTRACT**

**RESOLUTION NO. 1694 ENTITLED: RESOLUTION OF THE HOUSING**

**AUTHORITY OF THE CITY OF SANTA ROSA ALLOCATING TWELVE (12) PROJECT-BASED HOUSING CHOICE VOUCHERS FOR THE BURBANK AVENUE APARTMENTS, AWARDING TO WATERSTONE RESIDENTIAL UNDER A TWENTY (20) YEAR PROJECT-BASED HOUSING ASSISTANCE PAYMENTS (HAP) CONTRACT**

**RESOLUTION NO. 1695 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA ALLOCATING THIRTY (30) PROJECT-BASED HOUSING CHOICE VOUCHERS FOR THE CARITAS HOMES, PHASE I, AWARDING TO BURBANK HOUSING DEVELOPMENT CORPORATION UNDER A TWENTY (20) YEAR PROJECT-BASED HOUSING ASSISTANCE PAYMENTS (HAP) CONTRACT**

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

**Yes:** 4 - Commissioner Burke, Commissioner Downey Ph. D, Commissioner Olsen and Vice Chair Test

**Recused:** 1 - Chair Owen

## **12. ADJOURNMENT**

Hearing no further business, Vice Chair Test Adjourned the meeting at 3:15 p.m.

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This information can also be accessed via the internet at: <http://www.srcity.org>

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NOTE: Any writings or documents provided to a majority of the Housing Authority regarding any item on this agenda will be made available for public inspection in the Department of Housing and Community Services located 90 Santa Rosa Avenue during normal business hours.

**Approved on: July 27, 2020**  
**/s/ Kali Mahre, Recording Secretary**