



**Housing Authority  
Regular Meeting Minutes - Final**

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Monday, February 27, 2023

1:30 PM

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**1. CALL TO ORDER**

Chair Test called the meeting to order at 1:48PM.

**2. ROLL CALL**

**Present 7** - Vice Chair Jeffrey Owen, Commissioner Wayne Downey Ph. D, Commissioner Thomas LaPenna, Commissioner Scott McWhorter, Commissioner Yvonne Rawhouser, Chair Diane Test, and Commissioner Stephen Burke

**3. STATEMENTS OF ABSTENTION**

NONE

**4 STAFF BRIEFING**

**4.1 HOUSING AUTHORITY FY 2022/23 QUARTER 2 FINANCIAL REPORT**

This presentation will provide information regarding Housing Authority expenditures and funding for July 1 - December 31, 2022.

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

Megan Basinger, Director Housing and Community Services, assisted in answering Commissioner questions.

**5. STUDY SESSION**

**5.1 AFFORDABLE HOUSING FUNDING SOURCES OVERVIEW**

Housing Authority Commissioners reviewed the 2022 Planning Day themes at their January 2023 meeting. From these themes, Commissioners requested additional information about the funding

sources included in the Housing Trust budget for affordable housing in advance of the next Notice of Funding Availability (NOFA) solicitation.

Nicole Del Fiorentino, Housing and Community Services Manager, gave a presentation and answered Commissioner questions.

Megan Basinger, Director Housing and Community Services, assisted in answering Commissioner questions.

Public Comments:

None

## **6. PUBLIC COMMENTS (ON NON-AGENDA ITEMS)**

NONE

## **7. APPROVAL OF MINUTES**

- 7.1 Draft Minutes - January 23, 2023  
Approved as submitted.

## **8. CHAIRPERSON/ COMMISSIONER REPORTS**

NONE

## **9. COMMITTEE REPORTS**

NONE

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

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

Megan Basinger, Director Housing and Community Services, provided information regarding the City of Santa Rosa being awarded an additional infill infrastructure grant, the demolition of the

Bennett Valley Senior Center and progressing toward the sale of the property to Freebird Development, the current Pending Development Pipeline update, and answered Commissioner questions.

## 11. CONSENT ITEMS

### 11.1 RESOLUTION - BUDGET APPROPRIATION OF FUNDS IN THE AMOUNT OF \$325,000.00 FOR AFFORDABLE HOUSING PURPOSES (CEQA EXEMPT)

RECOMMENDATION: It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, appropriate \$325,000.00 in Fiscal Year 2021/2022 Fund 2296 Impact Fee Fund revenue and loan repayments for affordable housing purposes.

Public Comments:  
None

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

**RESOLUTION 1753 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROPRIATING FUNDS IN THE AMOUNT OF \$325,000.00 FOR AFFORDABLE HOUSING PURPOSES.**

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

**Yes:** 7 - Vice Chair Owen, Commissioner Downey Ph. D, Commissioner LaPenna, Commissioner McWhorter, Commissioner Rawhouser, Chair Test and Commissioner Burke

## 12. REPORT ITEMS

### 12.1 REPORT - REPORT ON THE HOME INVESTMENT PARTNERSHIPS - AMERICAN RESCUE PLAN (HOME-ARP) ALLOCATION PLAN AND SUBMISSION PROCESS.

BACKGROUND: The City of Santa Rosa (City), was allocated \$2,737,433 in HOME Investment Partnerships - American Rescue Plan

(HOME-ARP) funds by the U.S. Department of Housing and Urban Development (HUD). The one-time funds must benefit individuals experiencing or at risk of homelessness, experiencing housing instability, or fleeing domestic violence. Selection of an eligible use for these funds is dictated by a public participation process determined by HUD, which began in December, 2021, and will include comments received at this meeting and the City Council public hearing on February 28, 2023. Based on the consultation process, the draft HOME-ARP Plan recommends use of the funds for supportive services, focusing on homelessness prevention.

RECOMMENDATION: It is recommended by the Housing and Community Services Department that the Housing Authority review the draft HOME Investment Partnerships - American Rescue Plan (HOME-ARP) Allocation Plan and provide feedback to staff.

Marc Hughes, Program Specialist Housing and Community Services, gave a presentation and answered Commissioner questions.

Megan Basinger, Director Housing and Community Services, assisted in responding to Commissioner questions.

Public Comments:

None

**12.2 REPORT - APPROVAL OF A LEASE AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA AND THE CITY OF SANTA ROSA FOR 983 SONOMA AVENUE**

BACKGROUND: On January 23, 2023, in Closed Session, the Housing Authority gave staff direction to negotiate a lease agreement (Lease) with the City of Santa Rosa's inRESPONSE program for the property located at 983 Sonoma Avenue for use as office space and mental health intake interviews by the inRESPONSE team in partnership with the Santa Rosa Police and Fire Departments. Staff has negotiated a Lease within the price and terms given by Housing Authority and now requests Housing Authority approval as well as authorization for the Executive Director to execute the Lease. This action is exempt for CEQA.

RECOMMENDATION: It is recommended by the Department of Housing and Community Services, that the Housing Authority by resolution, approve a Lease Agreement between the Housing Authority and the City of Santa Rosa for the inRESPONSE Program and authorize the Executive Director to sign, subject to approval by the General Counsel of the Housing Authority, a five (5) year lease with the option for two (2), five (5) year extensions.

Megan Basinger, Director Housing and Community Services, gave a presentation and answered Commissioner questions.

Sue Gallagher, General Counsel, assisted in answering Commissioner questions.

Public Comments:  
None

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

**RESOLUTION 1754 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A LEASE AGREEMENT BETWEEN THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA AND THE CITY OF SANTA ROSA FOR 983 SONOMA AVENUE.**

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

**Yes:** 7 - Vice Chair Owen, Commissioner Downey Ph. D, Commissioner LaPenna, Commissioner McWhorter, Commissioner Rawhouser, Chair Test and Commissioner Burke

### **13. PROCLAMATIONS/PRESENTATIONS**

#### **13.1 PROCLAMATION - PROCLAMATION OF APPRECIATION FOR DIANE TEST**

Commissioner Burke presented Chair Test with a Proclamation of Appreciation for her service to the Housing Authority.

Public Comments:

Karen Weeks commended Chair Test's service to the City of Santa

Rosa.

**13.2 PROCLAMATION - PROCLAMATION OF APPRECIATION FOR STEPHEN BURKE**

Chair Test presented Commissioner Burke with a Proclamation of Appreciation for his service to the Housing Authority.

**Public Comments:**

Karen Weeks commended Commissioner Burke's service to the City of Santa Rosa.

Mark Krug commended Commissioner Burke's service to the City of Santa Rosa.

Chuck Regalia commended Commissioner Burke's service to the City of Santa Rosa.

David Gouin commended Commissioner Burke's service to the City of Santa Rosa.

Commissioner Downey commended Commissioner Burke's service to the City of Santa Rosa.

Chair Test read an email public comment from Jeff Kolin into the record commending Commissioner Burke's service to the City of Santa Rosa.

**14. SWEARING IN/ SEATING/ INTRODUCTION OF NEW COMMISSIONERS**

Steven V. Brown, Housing Authority Recording Secretary, administered the oath of office to Commissioner Smith, Commissioner Newton, and Vice Chair Owen.

**15. ROLL CALL**

**Present** 7: Vice Chair Owen, Commissioner Wayne Downey Ph. D., Commissioner Thomas LaPenna, Commissioner Scott McWhorter, Commissioner Yvonne Rawhouser, Commissioner Andrew Smith, Commissioner

Jeremy Newton

## 16. ELECTION OF OFFICERS

### 16.1 REPORT - ELECTION OF OFFICERS

**BACKGROUND:** The Housing Authority Bylaws Section 2.04 entitled "Election of Officers" establishes the annual election of officers on the next Regular Meeting of the Authority following City Council appointments to the Housing Authority board for the new calendar year. The City Council appointed three commissioners to the Housing Authority board at their February 14, 2023, Regular Meeting.

**RECOMMENDATION:** It is recommended by the Housing and Community Services Department that the Housing Authority elect a Chair and Vice-Chair to serve with a term of office commencing on February 27, 2023.

Megan Basinger, Director Housing and Community Services, introduced the item and provided background.

Public Comments:

None

**A motion was made by Commissioner LaPenna, seconded by Commissioner Smith, to nominate Vice Chair Owen as the Housing Authority Chair:**

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

**Yes 7: Vice Chair Owen, Commissioner Downey Ph. D., Commissioner LaPenna, Commissioner McWhorter, Commissioner Rawhouser, Commissioner Smith, Commissioner Newton**

**A motion was made by Commissioner Rawhouser, seconded by Commissioner Smith, to nominate Commissioner LaPenna as the Housing Authority Vice Chair:**

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

**Yes 7: Chair Owen, Commissioner Downey Ph. D., Commissioner McWhorter, Commissioner Rawhouser, Commissioner Smith, Commissioner Newton**

**Abstain 1: Commissioner LaPenna**

## **17. ADJOURNMENT**

Seeing no further business, Chair Owen adjourned the meeting at 3:55PM.