



**Housing Authority
Regular Meeting Minutes - Draft**

Monday, February 25, 2019

1:30 PM

1. CALL TO ORDER

Executive Director Gouin called the meeting to order at 1:30 p.m.

2. ROLL CALL

Present 5 - Commissioner Wayne Downey Ph. D, Commissioner Leora Johnson-Morgan, Commissioner Phil Olsen, Commissioner Diane Test, and Commissioner Jeffrey Owen

Absent 1 - Commissioner Stephen Burke

3. SEATING OF NEWLY APPOINTED MEMBERS AND ELECTION OF OFFICERS

3.1 REPORT - REPORT ON NOMINATION AND ELECTION OF OFFICERS

BACKGROUND: The Housing Authority Bylaws which were adopted on July 27, 2015 contains updates to Section 2.04 Election of Officers, which postpones the annual election of officers to the next regular meeting of the Authority following City Council appointments to the Authority Board for the new calendar year.

The former Chair and Vice Chair were not re-appointed following the February 12, 2019 Council meeting, and therefore will not be seated as commissioners at the regular meeting. After consultation with the City Attorney and City Clerk, it was decided in this instance the Executive Director would call the meeting to order, perform roll call attendance and the first order of business for the Authority would be to elect their officers.

RECOMMENDATION: The Department of Housing and Community Services recommends that the Housing Authority by motion, elect a Chair and Vice-Chair to preside for the next calendar year with the term of office commencing on February 25, 2019.

A motion was made by Commissioner Olsen, seconded by Commissioner Test, to nominate Commissioner Stephen Burke as Chair, and Commissioner Leora Johnson-Morgan as Vice Chair of the Housing

Authority.

The motion carried by the following vote:

Yes: 5 - Commissioner Downey Ph. D, Commissioner Johnson-Morgan,
Commissioner Olsen, Commissioner Test and Commissioner Owen

Absent: 1 - Commissioner Burke

4. STATEMENTS OF ABSTENTION

None.

5. DISCUSSION ITEM

5.1 DISCUSSION AND POSSIBLE MOTION TO DETERMINE IF THE HOUSING AUTHORITY WILL DIRECT STAFF TO DEVELOP PRELIMINARY HOUSING AUTHORITY AGENDAS NINE DAYS IN ADVANCE OF THE HOUSING AUTHORITY MEETING

BACKGROUND: At the regular meeting of September 24,2018 there was a motion and a second top consider a Preliminary Agenda. On October 22,2018, the Housing Authority voted to place a discussion and possible motion on Preliminary Housing Authority Agenda at a future meeting. On November 26, 2018 the Housing Authority made a motion to direct staff to gather more information regarding the amount of time and costs associated with establishing a preliminary agenda. This item allows the Housing Authority Commissioners to continue the discussion, understand the purpose and expectations, and consider a motion to direct staff to develop a system and provide the Housing Authority Agenda to Commission members nine (9) days in advance of the meeting mirroring City Council Preliminary Agendas. The agenda packet, with staff report, and attachments will follow the regulatory deadline of 72 hours prior to a regular meeting and 24 hours prior to a special meeting.

A motion was made by Commissioner Johnson-Morgan, seconded by Commissioner Owen, to direct staff to develop a system and provide the Housing Authority Agenda to Commission members nine (9) days in advance of the meeting mirroring City Council Preliminary Agendas. The agenda packet, with staff report, and attachments will follow the regulatory deadline of 72 hours prior to a regular meeting and 24 hours prior to a special meeting.

The motion failed by the following vote:

No: 5 - Commissioner Downey Ph. D, Commissioner Johnson-Morgan,
Commissioner Olsen, Commissioner Test and Commissioner Owen

Absent: 1 - Commissioner Burke

6. STUDY SESSION

6.1 AFFORDABLE HOUSING MAPPING

BACKGROUND: Demonstration of the Affordable Housing Mapping project that is being developed by staff from the Departments of Housing and Community Services and I.T.

Presented by: Elaine Gutsch, Administrative Technician.

PUBLIC COMMENT: Thomas Ells spoke regarding an affordable housing meeting that could use this platform or something like it to gather information and recommendations.

6.2 FY 2019/20 BUDGET PROCESS AND PUBLIC INPUT

BACKGROUND: Early each year, the Housing Authority holds a study session to obtain feedback and comments from the Housing Authority Commissioners and public regarding the annual budget process. Staff will provide an overview of the budget process timeline and anticipated trends for the coming year.

Presented by: Kate Goldfine, Administrative Services Officer

PUBLIC COMMENT: Thomas Ells asked why there was no information on the actual budget within this item. Vice Chair Johnson Morgan offered that this item explains the process of the Housing Authority budget to the Housing Authority commissioners and the public.

7. PUBLIC COMMENTS:

None.

8. APPROVAL OF MINUTES

Vice Chair Johnson-Morgan continued the draft minutes to the next regularly scheduled meeting.

8.1 SEPTEMBER 24, 2018 - DRAFT MEETING MINUTES

8.2 OCTOBER 22, 2018 - DRAFT MEETING MINUTES

8.3 NOVEMBER 26, 2018 - DRAFT MEETING MINUTES

9. CHAIRMAN/ COMMISSIONER REPORTS

None.

10. COMMITTEE REPORTS

None to report. Executive Director Gouin requested that Vice Chair Johnson-Morgan appoint a third member to the Project Based Voucher Ad Hoc Committee.

11. EXECUTIVE DIRECTOR REPORTS/ COMMUNICATION ITEMS:

Executive Director Gouin reported on item relating to the Housing Authority.

11.1 FY 2018/19 QUARTER 2 FINANCIAL REPORT - Provided for information.

11.2 MONTHLY ACTIVITIES REPORT - Provided for information.

12. REPORT ITEMS

12.1 REPORT - 2018 NOTICE OF FUNDING AVAILABILITY - ROUND 2 FUNDING RECOMMENDATIONS: (1) CONDITIONAL FURTHER ADVANCE COMMITMENT IN THE AMOUNT OF \$285,000.00 TO COMMUNITY HOUSING SONOMA COUNTY FOR HEARN VETERANS VILLAGE, 2149 WEST HEARN AVENUE AND (2) CONDITIONAL LOAN COMMITMENT IN THE AMOUNT OF \$200,000 TO DANCO COMMUNITIES FOR BOYD STREET APARTMENTS, 811 BOYD STREET

BACKGROUND: In response to a Notice of Funding Availability ("NOFA") issued July 26, 2018, announcing approximately \$4.1 million of federal and local funds for affordable housing, the Housing Authority received 11 applications requesting almost \$22 million. On October 22, 2018, the Housing Authority approved funding for two projects totaling \$3.7 million and deferred consideration of additional commitments for

remaining funds. On December 12, 2018, the NOFA Ad Hoc Committee and staff reviewed the remaining nine applications and selected four for further consideration of the remaining NOFA funds. One applicant declined to be further considered stating that the remaining funds would be insufficient to finance the project. Two projects are recommended for funding.

RECOMMENDATION: It is recommended by Housing and Community Services Department that the Housing Authority, by two resolutions, (1) approve a conditional Further Advance to Community Housing Sonoma County in the amount of \$285,000 for predevelopment costs associated with 24 units of permanent, supportive veterans housing at its existing Hearn Veterans Village site, 2149 West Hearn Avenue; and (2) approve conditional commitment of loan funds to Danco Communities in the amount of \$200,000 for construction costs for Boyd Street Apartments, 46 rental apartment units, located at 811 Boyd Street.

Presented by: Frank Kasimov, Program Specialist.

Clarifying answers given by Paula Cooke of Community Housing Sonoma County.

PUBLIC COMMENT: Chris Knerr, 1320 Fair Oaks Ave. asked whether prevailing wages would be used for the construction of the Boyd Street Apartments project due to public money being used.

Thomas Ells spoke regarding tiny home building being accomplished at a modest price and quickly. He spoke regarding the challenges of the projects.

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

RESOLUTION NO. 1656 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A CONDITIONAL FURTHER ADVANCE OF FUNDS IN THE AMOUNT OF \$285,000 TO COMMUNITY HOUSING SONOMA COUNTY FOR HEARN VETERANS VILLAGE, 2149 WEST HEARN AVENUE, APN 134-011-012, LOAN NOS. 9933-3035-18 AND 9933-3045-18.

The motion carried by the following vote:

Yes: 5 - Commissioner Downey Ph. D, Commissioner Johnson-Morgan, Commissioner Olsen, Commissioner Test and Commissioner Owen

Absent: 1 - Commissioner Burke

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

RESOLUTION NO. 1657 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A CONDITIONAL COMMITMENT OF LOAN FUNDS IN THE AMOUNT OF \$200,000 TO DANCO COMMUNITIES, FOR CONSTRUCTION RELATED COSTS OF BOYD STREET APARTMENTS, 811 BOYD STREET, APN 037-101-003 LOAN NOS. 9031-3055-18, 9931-3065-18 and 9931-3075-18.

The motion carried by the following vote:

Yes: 5 - Commissioner Downey Ph. D, Commissioner Johnson-Morgan, Commissioner Olsen, Commissioner Test and Commissioner Owen

Absent: 1 - Commissioner Burke

12.2 REPORT - ADOPTION OF ANNUAL PUBLIC HOUSING AGENCY PLAN AND FIVE-YEAR PUBLIC HOUSING AGENCY PLAN

BACKGROUND: The Quality Housing and Work Responsibility Act of 1998 requires any housing authority that administers the Section 8 Housing Choice Voucher program to adopt a Public Housing Agency (PHA) Plan with two components: The Five-Year PHA Plan and Annual PHA Plan updates. The City of Santa Rosa Housing Authority submitted its last Five-Year plan in 2014 for 2014-2019; the current plans are an Annual PHA Plan for Fiscal Year 2019-2020 and a Five-Year plan for Fiscal Years 2019-2024. The PHA Plans must be presented at a public meeting and be reviewed by a local Resident Advisory Board (RAB), and any comments by the RAB must be submitted with the PHA plans. The RAB requirement for the City of Santa Rosa is satisfied by the service of Tenant Commissioners on the Santa Rosa Housing Authority who represent the interests of those served by the Section 8 Housing Choice Voucher program. Adoption of the PHA Plan appoints any and all Housing Authority commissioners who are also Housing Choice Voucher program participants as the RAB.

RECOMMENDATION: The Department of Housing and Community

Services recommends that the Housing Authority, by resolution, adopt the City of Santa Rosa Housing Authority Annual PHA Plan for Fiscal Year 2019-2020 and PHA Five-Year Plan for Fiscal Years 2019-2024.

Presented by: Rebecca Lane, Housing and Community Services Manager; and Jules Pelican, Program Specialist.

PUBLIC COMMENT: Thomas Ells spoke regarding the 5 PHA year plan and how to work to find housing for the lowest income people possible.

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

RESOLUTION NO. 1658 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING AND ADOPTING THE PUBLIC HOUSING AGENCY ANNUAL PLAN FOR FISCAL YEAR 2019-2020 AND 5-YEAR PLAN FOR FISCAL YEARS 2019-2024 AND ESTABLISHING MEMBERSHIP OF THE RESIDENT ADVISORY BOARD.

The motion carried by the following vote:

Yes: 5 - Commissioner Downey Ph. D, Commissioner Johnson-Morgan, Commissioner Olsen, Commissioner Test and Commissioner Owen

Absent: 1 - Commissioner Burke

13. ADJOURNMENT

Vice Chair Johnson- Morgan adjourned the meeting at 3:02 p.m.