



**Housing Authority
Regular Meeting Minutes - Draft**

Monday, January 26, 2026

1:30 PM

1. CALL TO ORDER

Chair Owen called the meeting to order at 1:30p.m.

2. REMOTE PARTICIPATION UNDER THE BROWN ACT (Gov. Code § 54953.8)

None

3. ROLL CALL

Present 6 - Chair Jeffrey Owen, Commissioner Claudia Cappio, Commissioner Angela Conte, Commissioner Gregory Fearon, Commissioner Andrew Smith, and Commissioner Scott Wimmer

Absent 1 - Vice Chair Wayne Downey Ph. D

4. STATEMENTS OF ABSTENTION

None

5. STUDY SESSION

5.1 FY 2026/27 BUDGET PROCESS AND PUBLIC INPUT

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.

Kate Goldfine, Administrative Services Officer and Megan Basinger, Executive Director, presented the item for information only and responded to commissioner's questions.

Public Comment:

Duane DeWitt, representing Sonoma County Housing Advocacy Group, provided public comment regarding concerns about communication between HUD-VASH representatives and the Housing Authority, including clarity on available veteran vouchers.

6. PUBLIC COMMENTS (ON NON-AGENDA ITEMS)

Public Comment:

Duane DeWitt, representing the Sonoma County Housing Advocacy Group, commented on Senate Bill 4 and questioned why the City of Santa Rosa is not making greater use of it.

7. APPROVAL OF MINUTES

7.1 Draft Minutes November 24, 2025.

Approved as submitted.

Public Comment:

None

8. CHAIRMAN/ COMMISSIONER REPORTS

Chair Owen welcomed the Board's newest Commissioner, Gregory Fearon, and invited him to introduce himself.

Public Comment:

None

9. COMMITTEE REPORTS

None

10. EXECUTIVE DIRECTOR REPORTS/ COMMUNICATION ITEMS:

10.1 PENDING DEVELOPMENT PIPELINE UPDATE - Provided for information.

Megan Basinger, Executive Director, presented the Housing Pipeline and responded to commissioner's questions.

Public Comment:

David Harris provided public comment regarding Project-Based Vouchers and requested clarification on the number of vouchers the City currently has available.

Duane DeWitt, representing the Sonoma County Housing Advocacy Group, requested correcting the pipeline to place West Avenue Apartments in the correct city quadrant.

11. CONSENT ITEMS

None

12. REPORT ITEMS

12.1 REPORT - REVISION TO PRIOR AWARD RESOLUTION CLARIFYING LOAN SECURITY FOR ZANE-WOLFF VETERANS VILLAGE

BACKGROUND: Zane-Wolff Veterans Village (Project) is an affordable housing development consisting of 14 single-family dwellings of approximately 250 square feet commonly known as “tiny homes.” The developer of the Project is Community Housing Sonoma County (CHSC). Through the Fiscal Year 2025-2026 Notice of Funding Availability (NOFA), CHSC received a conditional commitment of \$489,228 in local funds for rehabilitation-related costs for the Project under Resolution 2025-014. The resolution states that the \$489,228 loan will be secured by a Deed of Trust, which is part of the standard loan documents used by the Housing Authority for loans to developers. However, CHSC cannot enter into a traditional Deed of Trust for the Project because CHSC does not own the land on which the Project is built. CHSC has a leasehold interest in the real property, which is owned by the County of Sonoma. The loan to CHSC must be secured by a Leasehold Deed of Trust, and a revised resolution clarifying the loan security must be approved by the Housing Authority.

RECOMMENDATION: The Housing and Community Services Department recommends that the Housing Authority, by resolution, approve a revision to the conditional commitment of loan funds in the amount of \$489,228 to Community Housing Sonoma County for

rehabilitation costs for Zane-Wolff Veterans Village. The revision clarifies that the loan will be secured by a Leasehold Deed of Trust.

Rebecca Lane, Program Specialist and Megan Basinger, Executive Director, gave a presentation and responded to commissioner's questions.

Public Comment:

David Harris requested clarification on the loan terms for Zane Wolff Veterans Village, including why the loan security is based on the land rather than the improvements.

Craig Meltzner, financial consultant for Community Housing Sonoma County, used the public comment period to address questions and concerns raised by the public.

Duane DeWitt, representing the Sonoma County Housing Advocacy Group, commented that the fees associated with the loan should be waived and redirected toward additional affordable housing for veterans. He also expressed support for the project.

A motion was made by Commissioner Fearon, seconded by Commissioner Conte, to adopt RECOMMENDATION The Housing and Community Services Department recommends that the Housing Authority, by resolution, approve a revision to the conditional commitment of loan funds in the amount of \$489,228 to Community Housing Sonoma County for rehabilitation costs for Zane-Wolff Veterans Village. The revision clarifies that the loan will be secured by a Leasehold Deed of Trust. The motion carried by the following vote:

Yes: 6 - Chair Owen, Commissioner Cappio, Commissioner Conte, Commissioner Fearon, Commissioner Smith and Commissioner Wimmer

Absent: 1 - Vice Chair Downey Ph. D

12.2 REPORT - APPROVAL OF TRANSFER OF OWNERSHIP AND ASSUMPTION OF HOUSING AUTHORITY REGULATORY AGREEMENT, DENSITY BONUS HOUSING AGREEMENT, PROJECT-BASED VOUCHER HOUSING ASSISTANCE PAYMENTS

CONTRACT, AND LOANS FOR BENTON VETERANS' VILLAGE - 1055 BENTON STREET

BACKGROUND: Community Housing Sonoma County (CHSC) is selling 1055 Benton Street, known as Benton Veterans Village (Project), and has entered into a purchase agreement with PEP Housing. The Project is a seven (7) unit apartment complex affordable to households with incomes between 30% and 80% of area median income (AMI). The Housing Authority has three (3) loans on the property, in the principal amount of \$1,572,294 due on July 28, 2071, a Regulatory Agreement and Density Bonus Housing Agreement securing affordability through October 22, 2073, and a Project-Based Voucher Housing Assistance Payments (PBV HAP) contract expiring on August 21, 2033. Additionally, the City of Santa Rosa provided the Project with a loan in the principal amount of \$895,448 due on January 9, 2073. As part of this transaction, PEP Housing is seeking the Housing Authority's approval to assume the Regulatory Agreement, Density Bonus Housing Agreement, PBV HAP contract, the Housing Authority's loans and City loan, and to extend the loans to October 22, 2073 to align with the terms of the Regulatory Agreement and Density Bonus Housing Agreement. City Council Resolution Number 2017-080 approving the \$895,448 loan authorized the Director of Housing and Community Services to execute agreements on behalf of the City, including assignment and assumption agreements.

RECOMMENDATION: The Housing and Community Services Department recommends that the Housing Authority, by resolution, conditionally approve the following for Benton Veterans Village, located at 1055 Benton Street: 1) the transfer of ownership from Community Housing Sonoma County to PEP Housing or an affiliate Limited Liability Company (LLC); 2) the assumption of the Housing Authority's Regulatory Agreement, Density Bonus Housing Agreement, Project-Based Voucher Housing Assistance Payments contract, and loans, in the principal amount of \$1,572,294, plus a City of Santa Rosa loan in the principal amount of \$895,448 by PEP Housing or an affiliate LLC; and 3) extension of the Housing Authority's loans and City loan to October 22, 2073 to align with the terms of the Regulatory Agreement and Density Bonus Housing Agreement.

Koy Stewart, Program Specialist, along with Kelli Kuykendall,

Manager and Megan Basinger, Executive Director, provided a presentation and responded to commissioner's questions.

Public Comment:

Craig Meltzner provided clarification on affordable housing loans, including the distinction between regulatory agreement terms and loan terms, noting that they are two separate matters.

David Harris referenced his prior public comment under Item 12.1.

A motion was made by Commissioner Fearon, seconded by Chair Smith, to adopt RECOMMENDATION The Housing and Community Services Department recommends that the Housing Authority, by resolution, conditionally approve the following for Benton Veterans Village, located at 1055 Benton Street: 1) the transfer of ownership from Community Housing Sonoma County to PEP Housing or an affiliate Limited Liability Company (LLC); 2) the assumption of the Housing Authority's Regulatory Agreement, Density Bonus Housing Agreement, Project-Based Voucher Housing Assistance Payments contract, and loans, in the principal amount of \$1,572,294, plus a City of Santa Rosa loan in the principal amount of \$895,448 by PEP Housing or an affiliate LLC; and 3) extension of the Housing Authority's loans and City loan to October 22, 2073 to align with the terms of the Regulatory Agreement and Density Bonus Housing Agreement.. The motion carried by the following vote:

Yes: 6 - Chair Owen, Commissioner Cappio, Commissioner Conte, Commissioner Fearon, Commissioner Smith and Commissioner Wimmer

Absent: 1 - Vice Chair Downey Ph. D

12.3 REPORT - ELECTION OF OFFICERS

BACKGROUND: Each year, the Authority, by motion, elects a Chair and Vice-Chair to serve for the remainder of the calendar year, and until a new Chair and Vice-Chair are elected.

RECOMMENDATION:

The Housing and Community Services Department recommends that the Housing Authority elect a Chair and Vice-Chair to serve with a term of office commencing on January 26, 2026..

As directed by General Counsel while two motions were on the floor, individual votes were conducted for Chair and Vice-Chair. Commissioner Andrew Smith and Current Chair Jeff Owen were nominated and Commissioner Smith was appointed Chair with four affirmative votes. Commissioner Claudia Cappio was nominated for Vice-Chair, with no other nominations Commissioner Cappio was appointed as Vice-Chair.

Public Comment:

None

13. ADJOURNMENT

Seeing no further business, newly appointed Chair Smith adjourned the meeting at 3:08p.m. in honor of the late Douglas Shivananda Friedman.