



**Housing Authority  
Regular Meeting Minutes - Final**

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Monday, March 22, 2021

1:30 PM

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**1. CALL TO ORDER**

Commissioner Owen called the meeting to order at 1:30PM

**2. ROLL CALL**

Commissioner Downey joined the meeting after roll call at 1:39PM.

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

**3. STATEMENTS OF ABSTENTION**

None

**4. STUDY SESSION**

**4.1 REVIEW OF FY 2021/22 ADMINISTRATIVE BUDGET, INCLUDING OVERHEAD**

At the February 22, 2021 FY 2020/21 budget study session, the Authority requested to review the Housing Authority administrative budget, including overhead and other costs that are allocated by the City's Finance Department.

Kate Goldfine, Administrative Services Officer Housing and Community Services, and Brad Wilkes, MGT Consultant Group, provided information and answered Commissioner's questions.

**PUBLIC COMMENT**

None

**presented**

**4.2 HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) TENANT BASED RENTAL ASSISTANCE OVERVIEW**

It is recommended by the Housing and Community Services Department that the Housing Authority, hold a study session to receive information

on the HOME Investments Partnership Act Tenant Based Rental Assistance program.

Megan Basinger, Interim Director Housing and Community Services, and Rebecca Lane, Housing and Community Services Manager, provided information and answered Commissioner's questions.

#### PUBLIC COMMENT

None

**presented**

#### **4.3 FISCAL YEAR 2021-2022 NOTICE OF FUNDING AVAILABILITY PROCESS**

It is recommended by the Housing and Community Services Department that the Housing Authority hold a study session to receive information on the Fiscal Year 2021-2022 Notice of Funding Availability process and provide direction.

Megan Basinger, Interim Director Housing and Community Services, and Nicole Rathbun, Program Specialist II, provided information and answered Commissioner's questions.

#### PUBLIC COMMENT

Mary Stompe, Executive Director of Pep Housing, made comment about the transparency of the program. Urged that the bedroom size be removed from the criteria. Encouraged setting aside funds for rehabilitation.

Efren Carrillo, Director of Housing with Burbank Housing, commended Interim Director Basinger for her efforts. Commended Commissioner Burke for his direction in housing efforts.

Devon Neary, Project Manager from MidPen Housing, commented upon alignment of objective scoring for housing projects, stating that she supports the point system in competitive projects.

Yesenia Lemus, Associate Project Manager for MidPen Housing, offered her support of the alignment of the point system and recommended the Housing Authority to release guidelines prior to project bidding.

**presented**

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

None

## **6. APPROVAL OF MINUTES**

**6.1** February 22, 2021 - Draft Minutes.

**Approved as submitted.**

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

**7.1** The Housing Authority may provide the Chair direction on whether to send a letter to the City Manager requesting participation in Executive Director recruitment.

Chair Owen emphasized the need for the Housing Authority Commissioners to be involved in the City Council selection of a new Executive Director and asked if any Commissioners would be interested in volunteering to be on the selection panel.

Commissioner Downey expressed interest in being on the Executive Director selection panel.

Commissioner Burke expressed interest in being on the Executive Director selection panel.

### **PUBLIC COMMENTS**

None

**presented**

## **8. COMMITTEE REPORTS**

None

## 9. EXECUTIVE DIRECTOR REPORTS/ COMMUNICATION ITEMS - NONE

- 9.1 PENDING DEVELOPMENT PIPELINE UPDATE - Provided for information.

Megan Basinger, Interim Director Housing and Community Services, provided information and answered Commissioner's questions.

### PUBLIC COMMENTS

None

presented

## 10. CONSENT ITEMS

### PUBLIC COMMENT:

None

### Approval of the Consent Agenda

**A motion was made by Commissioner Olsen, seconded by Commissioner Downey, to waive reading of the text and adopt Consent Item 10.1. The motion carried by the following vote:**

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

- 10.1 RESOLUTION - RESCISSION OF HOUSING AUTHORITY RESOLUTION NO. 1692, WHICH HAD APPROVED A CONDITIONAL COMMITMENT OF LOAN FUNDS IN THE AMOUNT OF \$4,200,000 AND ALLOCATION OF 134 ARTICLE XXXIV UNITS, AND HOUSING AUTHORITY RESOLUTION NO. 1693, WHICH HAD APPROVED AN ALLOCATION OF EIGHT (8) PROJECT-BASED VOUCHERS FOR THE DETURK WINERY VILLAGE PROJECT AT 8 WEST 9TH STREET AND 808 DONAHUE STREET

RECOMMENDATION: It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, 1) rescind Housing Authority Resolution No. 1692, which approved a conditional commitment of loan funds in the amount of \$4,200,000 and an allocation of 134 Article XXXIV units; and 2) rescind

Housing Authority Resolution No. 1693, which allocated eight (8) Project-Based Vouchers, for the DeTurk Winery Village Project at 8 West 9th Street and 808 Donahue Street, as the developer advised it will no longer be proceeding with the project.

**This Consent - Motion was approved.**

**RESOLUTION NO. 1713 ENTITLED: RESCISSION OF HOUSING AUTHORITY RESOLUTION NO. 1692, WHICH HAD APPROVED A CONDITIONAL COMMITMENT OF LOAN FUNDS IN THE AMOUNT OF \$4,200,000 AND ALLOCATION OF 134 ARTICLE XXXIV UNITS, AND HOUSING AUTHORITY RESOLUTION NO. 1693, WHICH HAD APPROVED AN ALLOCATION OF EIGHT (8) PROJECT-BASED VOUCHERS FOR THE DETURK WINERY VILLAGE PROJECT AT 8 WEST 9TH STREET AND 808 DONAHUE STREET**

## **11. REPORT ITEMS - NONE**

None

## **12. PUBLIC HEARING**

### **12.1 PUBLIC HEARING - ADOPTION OF PUBLIC HOUSING AGENCY PLANS**

**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 Plan and Annual PHA Plan updates. The City of Santa Rosa is submitting a Five-Year Plan for Fiscal Years 2021-2026 and an Annual Plan for Fiscal Year 2021-2022. The Plans are reviewed by a Resident Advisory Board and by the public during a public meeting. The adoption of PHA Plans is required by the United States Department of Housing and Urban Development (HUD) for local administration of the Housing Choice Voucher program.

**RECOMMENDATION:** It is recommended by the Department of Housing and Community Services that the Housing Authority, by resolution, adopt the Annual Public Housing Agency Plan (PHA Plan) for Fiscal Year 2021-2022 and the Five-Year Plan for Fiscal Years 2021-2026.

Rebecca Lane, Housing and Community Services Manager, gave presentation and answered Commissioner's questions.

**Approved as submitted.**

**RESOLUTION NO. 1714 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING AND ADOPTING THE PUBLIC HOUSING AGENCY ANNUAL PLAN FOR FISCAL YEAR 2021-2022 AND 5-YEAR PLAN FOR FISCAL YEARS 2021- 2026. The motion carried by the following vote:**

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

### **13. ADJOURNMENT**

Hearing no further business, Chair Owen adjourned the meeting at 4:54PM.

**Approved on:**

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**Steven V. Brown  
Recording Secretary**