



# City of Santa Rosa

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

## Housing Authority Regular Meeting Minutes - Draft

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Monday, March 26, 2018

1:30 PM

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### 1:30 P.M. - REGULAR SESSION (COUNCIL CHAMBER)

#### 1. CALL TO ORDER

Chair Harris called the meeting of the Housing Authority to order at 1:35 p.m.

#### 2. ROLL CALL

**Present** 6 - Chair David Harris, Vice Chair Helga Lemke, Commissioner Fran Bolduc, Commissioner Stephen Burke, Commissioner Leora Johnson-Morgan, and Commissioner Phil Olsen

**Absent** 1 - Commissioner Wayne Downey Ph. D

#### 3. SEATING OF NEW TENANT COMMISSIONER AND HOUSING AUTHORITY REORGANIZATION

##### 3.1 ADMINISTRATION OF OATH OF OFFICE FOR NEWLY APPOINTED TENANT COMMISSIONER

Sara Roberts, Recording Secretary, administered the Oath of Office to Commissioner Johnson-Morgan.

##### PUBLIC COMMENT

Duane Dewitt thanked the newly appointed commissioner and offered words of encouragement.

#### 4. PUBLIC COMMENTS

##### PUBLIC COMMENT

Duane DeWitt spoke regarding a Homeless Forum being held at the Santa Rosa Junior College, which included speakers from City Council and Catholic Charities.

#### 5. STATEMENTS OF ABSTENTION

None.

## **6. APPROVAL OF MINUTES**

**A motion was made by Vice Chair Lemke, seconded by Commissioner Burke, to amend the Commissioner Report of February 26, 2018 to read as follows: "Vice Chair Lemke reported out an update on the progress to date among members of the housing bond group.". The motion carried by the following vote:**

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Recording Secretary, Sara Roberts, reminded the Housing Authority commissioners that Council and all Board and Commissions follow action minutes procedures, therefore discussion items are not captured within the minutes, but through the meeting recording.

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

None.

## **8. COMMITTEE REPORTS**

Chair Harris discussed appointing a subcommittee to discuss the Housing Authority Retreat Goals.

## **9. EXECUTIVE DIRECTOR'S REPORTS/ COMMUNICATION ITEMS:**

**Chair Harris made a motion to direct staff to make construction updates a standing item on the agenda. Hearing no second, the motion failed.**

**9.1** HOUSING AUTHORITY MONTHLY ACTIVITIES REPORT - Provided for information.

Executive Director Gouin had nothing to report, but welcomed questions regarding the Monthly Activities Report.

Rebecca Lane, Housing and Community Services Manager offered clarifying answers regarding the Family Self-Sufficiency program.

## **10. REPORT ITEMS**

**10.1** REPORT - CONVEYANCE OF FOUR PARCELS LOCATED AT 6th AND "A" STREETS TO THE SUCCESSOR AGENCY TO THE

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## REDEVELOPMENT AGENCY OF THE CITY OF SANTA ROSA

**BACKGROUND:** In 2011, the former Redevelopment Agency of the City of Santa Rosa (the “RDA”) conveyed four parcels to the Housing Authority to increase the stock of affordable housing in Santa Rosa. The parcels were left over from development of the Santa Rosa Plaza and realignment of 6th Street (the “Remnant Parcels”), a major downtown redevelopment project. Three years after the official dissolution of redevelopment agencies in California, the State Controller found that the transfer of the Remnant Parcels was not allowable and ordered the Housing Authority to reverse the land transfer and turn over the assets to the RDA Successor Agency (the “Successor Agency”) for disposition in accordance with Redevelopment Dissolution Law.

**RECOMMENDATION:** It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, convey the four Remnant Parcels located at 6th and “A” Streets to the Successor Agency to the Redevelopment Agency of the City of Santa Rosa.

Presenter: Frank Kasimov, Program Specialist

Commissioner Olsen stated he will abstain from the vote on this item due to a seat on another board.

**A motion was made by Commissioner Burke, seconded by Commissioner Bolduc, to continue the item to a closed session at a future meeting.**

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

**Yes:** 5 - Chair Harris, Vice Chair Lemke, Commissioner Bolduc, Commissioner Burke and Commissioner Johnson-Morgan

**Absent:** 1 - Commissioner Downey Ph. D

**Abstain:** 1 - Commissioner Olsen

### 10.2 REPORT - HOUSING AUTHORITY LOAN MODIFICATION/ CONVERSION CRITERIA

**BACKGROUND:** At its November 27, 2017 meeting, the Housing Authority requested a report from staff recommending criteria for evaluation of future loan conversion or modification requests. This item will review recommended criteria for evaluating requests from

individuals and developer/nonprofit borrowers to convert or modify their existing loans to grants. Criteria currently exist for evaluation of loan modification or conversion requests from developer/nonprofit borrowers, but not for evaluation of loan modification or conversion requests from individual borrowers.

**RECOMMENDATION:** It is recommended by the Housing & Community Services Department that the Housing Authority, by resolution, establish guidelines for considering requests for modification or conversion of Housing Authority loans to grants on a case-by-case basis.

Presenter: Nancy Manchester, Program Specialist

Commissioner Johnson-Morgan abstained from the vote due to not being aware of all facts regarding the parcels.

**A motion was made by Commissioner Burke, seconded by Vice Chair Lemke, to waive reading of the text and adopt as amended to include insurance proceed criteria:**

**Resolution No. 1646 entitled: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING LOAN MODIFICATION/ CONVERSION CRITERIA.**

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

**Yes:** 5 - Chair Harris, Vice Chair Lemke, Commissioner Bolduc, Commissioner Burke and Commissioner Olsen

**Absent:** 1 - Commissioner Downey Ph. D

**Abstain:** 1 - Commissioner Johnson-Morgan

**10.3 REPORT - REQUEST TO ALLOCATE TEN (10) VETERANS AFFAIRS SUPPORTIVE HOUSING VOUCHERS FOR THE ALTAMIRA FAMILY APARTMENTS UNDER A FIFTEEN-YEAR PROJECT-BASED HOUSING ASSISTANCE PAYMENTS CONTRACT**

**BACKGROUND:** The Project-Based Voucher (PBV) program is a component of the Housing Choice Voucher (HCV) program. Under this program, a Public Housing Authority can attach up to 20 percent of its budget authority under the Housing Choice Voucher program to specific housing units. Project-basing of VASH vouchers is allowed so long as the VA is in support of the project.

The low vacancy rates and high rent costs in Sonoma County have presented significant challenges to Veterans attempting to use VASH vouchers. The VASH program is targeted towards chronically homeless Veterans; the unique needs of the target population create additional barriers to successful long-term housing placements. The utilization rate for the program is currently 77 percent.

The Housing Authority approved the release of a Request for Proposals (RFP) for Project-Based VASH Vouchers in 2015 with up to 100 vouchers available. To date, 73 vouchers have been allocated under the RFP.

The Altamira Family Apartments proposal (Proposal) was reviewed by a committee consisting of two Housing Authority commissioners and a representative from the Veterans Administration. The committee supports the project moving forward to the full Housing Authority Board of Commissioners.

The Housing Authority approval of the Proposal will authorize staff to enter into the appropriate Housing Assistance Payments (HAP) contracts as required under the PBV regulations at 24 CFR Part 983 for the Altamira Family Apartments.

**RECOMMENDATION:** It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, approve the allocation of ten (10) Veterans Affairs Supportive Housing (VASH) vouchers under a fifteen-year Project-Based Housing Assistance Payments (HAP) contract for the Altamira Family Apartments in the city of Sonoma, California.

Presenters: Rebecca Lane, Housing and Community Services Manager; and Jules Pelican, Program Specialist

Also presenting: Adam Cooperman, SAHA, Project Manager.

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

**Resolution No. 1647, entitled: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA ALLOCATING TEN VETERANS AFFAIRS**

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**SUPPORTIVE HOUSING VOUCHERS FOR THE ALTAMIRA FAMILY APARTMENTS, OWNED BY SATTELITE AFFORDABLE HOUSING ASSOCIATES, UNDER A FIFTEEN (15) YEAR PROJECT-BASED HOUSING ASSISTANCE PAYMENTS (HAP) CONTRACT**

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

**Yes:** 6 - Chair Harris, Vice Chair Lemke, Commissioner Bolduc, Commissioner Burke, Commissioner Johnson-Morgan and Commissioner Olsen

**Absent:** 1 - Commissioner Downey Ph. D

**10.4 REPORT - REQUEST TO ALLOCATE TEN (10) VETERANS AFFAIRS SUPPORTIVE HOUSING VOUCHERS FOR THE HERITAGE PARK APARTMENTS UNDER A 15-YEAR PROJECT-BASED HOUSING ASSISTANCE PAYMENTS CONTRACT**

BACKGROUND: On June 1, 2015, the City of Santa Rosa Housing Authority released a Request for Funding Proposals (RFP) for Project-Based Veterans Affairs Supportive Housing (VASH) funding with the goals of increasing housing opportunities for Veterans and increasing utilization of VASH vouchers. The RFP is operating under a rolling deadline and approximately 30 vouchers are still available. MW Development, Inc. submitted a proposal under the RFP for Heritage Park Apartments, a permanent supportive housing new construction project to be located at 8685 Old Redwood Highway in Windsor. Under an agreement with the Sonoma County Housing Authority, the City of Santa Rosa Housing Authority administers VASH vouchers throughout Sonoma County. MW Development is requesting ten (10) VASH PBVs for the project. The proposal was reviewed by a committee consisting of two (2) Housing Authority commissioners and a representative from the Veterans Administration. The committee recommended the Proposal move forward for review by the Housing Authority. The Housing Authority approval of the proposal 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 and Community Services Department that the Housing Authority, by resolution, approve the allocation of ten (10) Veterans Affairs Supportive Housing (VASH) vouchers under a fifteen-year

Project-Based Housing Assistance Payments (HAP) contract for the Heritage Park Apartments.

Presenters: Rebecca Lane, Housing and Community Services Manager; and Jules Pelican, Program Specialist

Also Presenting: Michael Weyrick, MW Developers, Program Manager

**A motion was made by Vice Chair Lemke, seconded by Commissioner Bolduc, to waive reading of the text and adopt:**

**Resolution No. 1648, entitled: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA ALLOCATING TEN VETERANS AFFAIRS SUPPORTIVE HOUSING VOUCHERS FOR THE HERITAGE PARK APARTMENTS, OWNED BY MW DEVELOPMENT, INC., UNDER A FIFTEEN (15) YEAR PROJECT-BASED HOUSING ASSISTANCE PAYMENTS (HAP) CONTRACT**

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

**Yes:** 6 - Chair Harris, Vice Chair Lemke, Commissioner Bolduc, Commissioner Burke, Commissioner Johnson-Morgan and Commissioner Olsen

**Absent:** 1 - Commissioner Downey Ph. D

## **11. ADJOURNMENT**

Chair Harris adjourned the meeting at 3:02 pm.

The City of Santa Rosa does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by contacting the Housing Authority Recording Secretary at (707) 543-3300 one week prior to the meeting/program.

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

**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.