



# City of Santa Rosa

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

## Housing Authority Special Meeting Minutes - Final

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Monday, December 18, 2017

1:30 PM

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### 1. CALL TO ORDER

Chair Downey called the meeting to order at 1:37 p.m.

### 2. ROLL CALL

**Present** 5 - Chair Wayne Downey Ph. D, Vice Chair David Harris, Commissioner Stephen Burke, Commissioner Helga Lemke, and Commissioner Phil Olsen

**Absent** 2 - Commissioner Fran Bolduc, and Commissioner Delia Gaitan

### 3. PUBLIC COMMENTS

Dwayne Dewitt spoke regarding Journey's End and the current state of affordable housing for Santa Rosa.

### 4. STATEMENTS OF ABSTENTION

None.

### 5. APPROVAL OF MINUTES

5.1 November 27, 2017, Regular Meeting Minutes

**Approved as submitted.**

### 6. CHAIRMAN/ COMMISSIONER REPORTS

Commissioner Lemke spoke regarding the Nominating Committee, and suggested that Commissioner Olsen be appointed as the Chair of the committee. Commissioner Lemke also suggested that any commissioners interested in being Chair of the Housing Authority contact Commissioner Olsen. Commissioner Olsen asked that anyone interested in being elected as an officer, contact him.

Vice Chair Harris reported out about alternative fire resistant building materials for residences produced by a public housing authority in Arizona.

Chair Downey requested a report out from Director Gouin regarding requests for extensions on any loans, repayment following the fire. Director Gouin suggested that the budget discussions would cover that topic during the February meeting.

Vice Chair Harris mentioned he has been having connectivity and updating issues with the iPad and iPad application. Vice Chair Harris also mentioned he has not received answers from questions he and Commissioner Olsen had regarding the Project-Based Voucher Subcommittee.

Commissioner Lemke made a motion to add a report on Journey's End Mobile Home Estates for the next meeting. Seconded by Commissioner Burke.

## **7. COMMITTEE REPORTS**

None.

## **8. DIRECTOR'S REPORTS/ COMMUNICATION ITEMS:**

### **8.1 DISCUSSION - HOUSING AUTHORITY RETREAT**

Director Gouin responded to the request at the November meeting for a Housing Authority retreat. He suggested utilizing the January meeting date for an off-site special meeting which would include the discussions the Commissioners have requested in the past.

### **8.2 HOUSING AUTHORITY MONTHLY ACTIVITY REPORT - Provided for information.**

### **8.3 ANNUAL ADJUSTMENT TO THE MAXIMUM COST SCHEDULE FOR THE LOW INCOME HOUSING PRODUCTION PROGRAM. Provided for information.**

## **9. CONSENT ITEMS - NONE**

## **10. REPORT ITEMS**

### **10.1 REPORT - 2017 CDBG NOTICE OF FUNDING AVAILABILITY - RECOMMENDATION AND CONDITIONAL COMMITMENT OF FUNDS FOR REHABILITATION OF CHELSEA GARDENS I & II, LOCATED AT**

1220 MCMINN AVENUE AND 919 DELPORT AVENUE AND FOR  
APPLE VALLEY APARTMENTS, LOCATED AT 2862, 2866, 2870 AND  
2874 APPLE VALLEY LANE, AND EXTENSION OF DUE DATES OF  
EXISTING APPLE VALLEY APARTMENTS LOANS

BACKGROUND: Two applications were submitted in response to a Notice of Funding Availability ("NOFA") of U.S. Department of Housing and Urban Development ("HUD") Community Development Block Grant ("CDBG") funds in the amount of \$1,161,162. Chelsea Gardens Associates, L.P. submitted an application requesting \$787,652 to rehabilitate Chelsea Gardens I & II ("Chelsea Gardens"), 120 units located at 1220 McMinn Avenue and 919 Delport Avenue within the Sunset McMinn Neighborhood Revitalization Program ("NRP") area. Burbank Housing Development Corporation ("Burbank Housing") submitted an application requesting \$744,321 to rehabilitate eight units at Apple Valley Apartments, located at 2862, 2866, 2870 and 2874 Apple Valley Lane, continuing the rehabilitation effort of its properties in the Apple Valley-Papago Court NRP area.

RECOMMENDATION: It is recommended by the Housing and Community Services Department that the Housing Authority, by two resolutions, (1) approve a conditional commitment of CDBG funds in the amount of \$560,236 to Chelsea Gardens Associates, L.P. for rehabilitation of Chelsea Gardens I and II; and (2) approve a conditional commitment of CDBG funds in the amount of \$600,926 to Burbank Housing Development Corporation for rehabilitation of Apple Valley Apartments and extend the due date of the existing loans on the properties to align with the term of this CDBG loan.

Presented by Frank Kasimov, Program Specialist.

Commissioner Olsen inquired about the state of the property. Marianne Lim from Burbank Housing Corp. answered clarifying questions regarding the Apple Valley Apartments rehabilitation project.

Chair Downey and Vice Chair Harris asked clarifying questions regarding the expenditure of Community Development Block Grant funds on these projects. Megan Basinger, Housing and Community Services Manager provided answers.

Kirsten Dissinger from BRIDGE Housing Development Corp. answered clarifying questions regarding Chelsea Gardens rehabilitation project.

A motion was made by Commissioner Burke, seconded by Vice Chair Harris, Commissioner Burke approving two (2) resolutions to fully fund the Burbank Housing Corporation project request for Apple Valley Apartments, and the remainder of funds going to BRIDGE Housing Development Corporation for the Chelsea Gardens rehabilitation project.

**A motion was made by Commissioner Burke, seconded by Vice Chair Harris, approving:**

**Resolution No. 1640 entitled: Approving a conditional commitment of Community Development Corporation Block Grant funds in the total amount of \$744,321 to Burbank Housing Development Corporation for the rehabilitation of Apple Valley Apartments, located at 2862, 2866, 2870 and 2874 Apple Valley Lane - Loan Nos. 9929-2873-17 and 9929-2883-17- and approving an extension of the due date of existing loans to align with the CDBG loan.**

**and Resolution No. 1641, entitled: Approving a conditional commitment of Community Development Corporation Block Grant funds in the total amount of \$416,814 to Chelsea Gardens Associates, L.P. for rehabilitation of Chelsea gardens I & II, 1220 McMinn Avenue and 919 Delport Avenue - Loan No. 9031-2895-17.**

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

**Yes:** 3 - Chair Downey Ph. D, Vice Chair Harris and Commissioner Burke

**No:** 2 - Commissioner Lemke and Commissioner Olsen

**Absent:** 2 - Commissioner Bolduc and Commissioner Gaitan

**10.2 REPORT - REQUEST TO ALLOCATE FIFTY-FIVE (55) VETERANS AFFAIRS SUPPORTIVE HOUSING VOUCHERS FOR THE WINDSOR VETERANS VILLAGE UNDER A FIFTEEN-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 85 vouchers are still available. Urban Housing Communities, LLC submitted a proposal under the RFP for Windsor Veterans Village, a permanent supportive housing new construction project to be located at 9500 Oak Street in Windsor. Under an agreement with the Sonoma County Housing Authority, the City of Santa Rosa Housing Authority administers VASH vouchers throughout Sonoma County. Urban Housing Communities, LLC is requesting 55 VASH PBVs for the project. The proposal was reviewed by a committee consisting of two 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 fifty-five (55) Veterans Affairs Supportive Housing (VASH) vouchers under a fifteen-year Project-Based Housing Assistance Payments (HAP) contract for the Windsor Veterans Village

Presented by Rebecca Lane, Housing and Community Services Manager. John Bigley from Urban Housing Communities and Burt McChesney from the Veterans Resource Center were available to answer clarifying questions.

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

**Resolution No. 1642, entitled: Allocating fifty-five Veterans Affairs Supportive Housing Vouchers for the Windsor Veterans Village, owned by A0690 Windsor, LP For Urban Housing Communities, LLC, under a fifteen (15) year project-based housing assistance payments (HAP) contract.**

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

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

**Absent:** 2 - Commissioner Bolduc and Commissioner Gaitan

**11. ADJOURNMENT**

Chair Downey adjourned the meeting at 3:18 p.m.

**Approved on January 22, 2018.**

**/s/ Sara Roberts, Recording Secretary**