



**Housing Authority
Regular Meeting Minutes - Draft**

Monday, September 25, 2023

1:30 PM

1. CALL TO ORDER

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

2. SEATING/INTRODUCTON OF NEW COMMISSIONERS

Chair Owen introduced the two new commissioners.

3. ROLL CALL

Present 6 - Chair Jeffrey Owen, Vice Chair Thomas LaPenna, Commissioner Angela Conte, Commissioner Doug Shivananda Friedman, Commissioner Jeremy Newton, and Commissioner Andrew Smith

Absent 1 - Commissioner Wayne Downey Ph. D

4. STATEMENTS OF ABSTENTION

NONE

5. STAFF BRIEFING

**5.1 HOUSING AUTHORITY FY 2022/23 QUARTER 4 (YEAR END)
UNAUDITED FINANCIAL REPORT**

This Staff Briefing summarizes Housing Authority (“Authority”) expenditures and funding for July 1, 2022 - June 30, 2023.

Kate Goldfine, Administrative Services Officer, provided information and answered Commissioner questions.

Public Comment:

None

6. STUDY SESSION

**6.1 HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN
OVERVIEW**

The purpose of this study session is to provide information regarding

the Housing Choice Voucher Program Administrative Plan. The Administrative Plan is the major policy document guiding the ongoing administration of the federally regulated Housing Choice Voucher (HCV) program.

Rebecca Lane, Manager, gave a presentation and answered Commissioner questions.

Public Comments:

Gregory Fearon made comments encouraging continued collaboration between the Housing Authority and Sonoma County through the Continuum of Care program.

7. PUBLIC COMMENTS (ON NON-AGENDA ITEMS)

Cliff Whigham made comments encouraging the Housing Authority to lend its support to amending the zoning of the Roberts District.

8. APPROVAL OF MINUTES

8.1 Draft Minutes - July 24, 2023.

Approved as submitted.

9. CHAIRPERSON/ COMMISSIONER REPORTS

NONE

10. COMMITTEE REPORTS

NONE

11. EXECUTIVE DIRECTOR REPORTS/ COMMUNICATION ITEMS:

11.1 PENDING DEVELOPMENT PIPELINE UPDATE. Provided for information.

Megan Basinger, Director, provided information regarding new employee Koy Stewart, HOME ARP funding, the opening of Caritas Homes Phase I, the anticipated opening of Laurel at Perennial Park Phases I and II, the progress with St. Vincent de Paul Commons, and the Pipeline Update for new affordable housing developments.

Public Comments:

Gregory Fearon made comments regarding the level of income that makes housing affordable.

12. CONSENT ITEMS

- 12.1 RESOLUTION - MODIFICATION TO HOUSING AUTHORITY RESOLUTION NUMBER 1760, CONDITIONAL COMMITMENT OF LOAN FUNDS IN THE AMOUNT OF \$1,073,583 TO PEP HOUSING FOR VIGIL LIGHT SENIOR APARTMENTS TO EXTEND THE DATE BY WHICH THE PROJECT MUST RECEIVE A TAX CREDIT AWARD

RECOMMENDATION: It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, modify the terms of the \$1,073,583 conditional commitment of loan funds to PEP Housing for Vigil Light Senior Apartments in Resolution Number 1760 to extend the date by which the project must receive a tax credit award to include the third round of applications in September 2023.

Public Comment:

None

A motion was made by Commissioner Smith, seconded by Vice Chair LaPenna, to waive reading of the text and adopt:

RESOLUTION 1763 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A MODIFICATION TO HOUSING AUTHORITY RESOLUTION NUMBER 1760, A CONDITIONAL COMMITMENT OF LOAN FUNDS IN THE AMOUNT OF \$1,073,583 TO PEP HOUSING FOR VIGIL LIGHT APARTMENTS, 1945 LONG DRIVE, SANTA ROSA, CALIFORNIA TO EXTEND THE TIMELINE FOR THE PROJECT TO RECEIVE A TAX CREDIT AWARD.

The motion carried by the following vote:

Yes: 6 - Chair Owen, Vice Chair LaPenna, Commissioner Conte, Commissioner Friedman, Commissioner Newton and Commissioner Smith

Absent: 1 - Commissioner Downey Ph. D

13. REPORT ITEMS

- 13.1 REPORT - MODIFICATION TO HOUSING AUTHORITY RESOLUTION NUMBERS 1694,1704,1707,1731,1743, FOR BURBANK AVENUE APARTMENTS TO CHANGE THE BORROWER ENTITY FROM WATERSTONE RESIDENTIAL, LLC AND WSA BURBANK HOUSING PARTNERS I, LP TO BHDC BURBANK AVE, LLC BY AND THROUGH BURBANK HOUSING DEVELOPMENT CORPORATION AND ALLOW PREDEVELOPMENT AS AN ELIGIBLE USE FOR THE LOCAL AND STATE FUNDS

BACKGROUND: Burbank Avenue Apartments (Project) has been awarded four commitments of loan funds totaling \$13,184,325 and sixteen (16) Project-Based Vouchers (PBVs). The loan funding and PBV commitments have been awarded to the Project over time and have been awarded to different borrower entities as the ownership structure of the Project has evolved. The borrower entities include Waterstone Residential, LLC, and WSA Burbank Housing Partners I, LP, a partnership with Burbank Housing Development Corporation (BHDC). Now fully funded, the Project has requested to transfer the ownership entity for all commitments to BHDC Burbank Avenue LLC, by and through its nonprofit partner, BHDC, and to allow predevelopment-related costs as an eligible use of loan funds. Approval of this transfer will allow the project to streamline the execution of loan documents, and will alleviate a future tax obligation to the Project.

RECOMMENDATION: It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, modify Housing Authority Resolutions 1694, 1704, 1707, 1731, 1743, and 1759 to change borrower entity for the prior commitments for Burbank Avenue Apartments from Waterstone Residential, LLC and WSA Burbank Housing Partners I, LP to BHDC Burbank Ave, LLC, by and through Burbank Housing Development Corporation and allow predevelopment-related costs as an eligible use of funds.

Julie Garen, Program Specialist, gave a presentation and answered Commissioner questions.

Nicole Del Fiorentino, Manager, assisted in answering Commissioner questions.

Public Comment:

Peter Schellinger, CEO Waterstone Residential, made comments regarding his appreciation of the support of the Housing Authority.

A motion was made by Commissioner Friedman, seconded by Commissioner Smith, to waive reading of the text and adopt:

RESOLUTION 1764 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A MODIFICATION TO HOUSING AUTHORITY RESOLUTION NUMBERS 1694, 1704, 1707, 1731, 1743, AND 1759 TO CHANGE BORROWER ENTITY FOR THE PRIOR COMMITMENTS FOR BURBANK AVENUE APARTMENTS FROM WATERSTONE RESIDENTIAL I, LLC AND WSA BURBANK HOUSING PARTNERS I LP TO BHDC BURBANK AVE, LLC BY AND THROUGH BURBANK HOUSING DEVELOPMENT CORPORATION AND ALLOW PREDEVELOPMENT-RELATED COSTS AS AN ELIGIBLE USE OF FUNDS.

The motion carried by the following vote:

Yes: 6 - Chair Owen, Vice Chair LaPenna, Commissioner Conte, Commissioner Friedman, Commissioner Newton and Commissioner Smith

Absent: 1 - Commissioner Downey Ph. D

13.2 REPORT - DOWN PAYMENT ASSISTANCE LOAN PROGRAM - AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO EXECUTE LOAN AND PROGRAM-RELATED DOCUMENTS

BACKGROUND: On February 15, 2022, the City Council appropriated \$2 million of the PG&E settlement funds to establish a downpayment assistance program for Santa Rosa residents and delegated program development and administration to the Department of Housing and Community Services (HCS). Delegation of authority by the Housing Authority is needed for the Executive Director to execute loan and program-related documents including, but not limited to Promissory Notes, Owner Occupancy Agreements, Subordination Agreements, and other program-related documents as needed.

RECOMMENDATION: It is recommended by the Housing and

Community Services Department that the Housing Authority, by resolution, authorize the Executive Director to execute loan and program-related documents for the Down Payment Assistance Loan Program.

Nicole Del Fiorentino, Manager, gave a presentation and answered Commissioner questions.

Megan Basinger, Director, assisted in answering Commissioner questions.

Public Comments:

Gregory Fearon made comments regarding programs that are similar to DPAL and stated that this program will be a benefit to Santa Rosa citizens.

A motion was made by Vice Chair LaPenna, seconded by Commissioner Conte, to waive reading of the text and adopt:

RESOLUTION 1765 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE DOWN PAYMENT ASSISTANCE LOAN (DPAL) PROGRAM LOAN DOCUMENTS.

The motion carried by the following vote:

Yes: 6 - Chair Owen, Vice Chair LaPenna, Commissioner Conte, Commissioner Friedman, Commissioner Newton and Commissioner Smith

Absent: 1 - Commissioner Downey Ph. D

14. ADJOURNMENT

Seeing no further business, Chair Owen adjourned the meeting at 3:08PM.

Approved on:

**Steven V. Brown,
Recording Secretary**