



Human Services Department Representative: Oscar Chavez, Tenant Representatives: Judith Morgan, Jessica Vega
1st District: Betzy Chavez (Vice Chair) | 2nd District: Jake Mackenzie | 3rd District: Susan Adams (Chair) | 4th District: Vacant
5th District: Linda Garcia | Interim Executive Director: Dave Kiff

Sonoma County Community Development Committee Regular Meeting

October 20, 2021

10:00 am – 12:00 pm

This meeting will be held virtually to comply with the Governor's Executive Order N-29-20

Please see Page 2 for instructions on making public comments

MEMBERS MAY NOT ATTEND THIS MEETING IN PERSON

General public meeting access:**

<https://sonomacounty.zoom.us/j/97524347081?pwd=amVXVEpPbWlrZFF0cVZiTG90bitTZz09>

Webinar ID: 975 2434 7081 #

Passcode: 229472 #

Phone: +1 669 900 9128

***CD Committee members and presenters will receive unique Zoom links
the day before the meeting to participate.*

AGENDA

1. Call to Order and Roll Call (5 minutes)

2. Public Comment on Items Not on the Agenda (5 minutes)

3. Approve Meeting Minutes for September 15, 2021 (5 minutes)

The Committee will review, discuss, and may take action to approve the meeting minutes or may recommend changes to these minutes.

- Committee questions/discussion
- Public comments
- Motion
- Roll Call Vote

Recommended Action: Approve minutes

4. Interim Director's Report (15 minutes) - Dave Kiff

- New CDC Staff
- ERAP Progress Report
- HOME ARPA Funds Update
- CFH NOFA Update
- Waitlist Opening Update

4. Interim Director's Report (continued)

- Affordable Housing Compliance Update
 - Committee member questions
 - Public comments

Information only. No Action Item.

5. Alta Madrone Project Presentation (15 minutes)

Adam Kuperman, Senior Project Manager from Satellite Affordable Housing Associates (SAHA) will provide a visual presentation on the finished apartment project named Alta Madrone located in the city of Sonoma.

Information only. No Action Item.

6. Expansion of Agreement with Nan McKay & Associates, Inc. (5 Minutes)

Staff (Martha Cheever, Housing Authority Manager) will present proposed changes to the agreement with Nan McKay & Associates to provide operational support to the Housing Authority.

- Staff presentation
- Committee questions
- Public comments
- Committee discussion
- Motion
- Roll Call Vote

Recommended Action: Recommend approval to the Board of Commissioners

7. Adjournment

**Next Regular Meeting and Concurrent Public Hearing:
November 17, 2021 | 10:00 am (Virtual)**

PUBLIC COMMENT PRIOR TO THE COMMITTEE MEETING: Public Comment may be submitted via email to Veronica.Ortiz-DeAnda@sonoma-county.org.

PUBLIC COMMENT DURING THE BOARD MEETING: Members of the public who join the WebEx meeting, either through their web browser online or by calling in, will be able to provide live public comment at specific points throughout the meeting. One may also email public comment to Veronica.Ortiz-DeAnda@sonoma-county.org throughout the meeting. All emailed public comments will be read into the record.

Any writings or documents presented to a majority of the Community Development Committee regarding any item on this agenda may be requested by email.

DISABLED ACCOMMODATION: If you have a disability that requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Section 504 Coordinator at (707) 565-7520, as soon as possible to ensure arrangements for accommodation.

Language Services are available upon request if made at least 48 hours in advance of the meeting to help ensure availability. For more information or to request services, please contact the Section 504 Coordinator at (707) 565-7520.

Servicios de idiomas se pueden proveer para esta junta. Para más información o para solicitar servicios de traducción llame al (707) 565-7520 por lo menos 48 horas (2 días) antes de la fecha de la junta.

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Human Services Department Representative: Oscar Chavez, Tenant Representatives: Judith Morgan, Jessica Vega
1st District: Betzy Chavez (Vice Chair) | 2nd District: Jake Mackenzie | 3rd District: Susan Hollingsworth Adams (Chair)
4th District: *Vacant* | 5th District: Linda Garcia | Interim Executive Director: Dave Kiff

**Sonoma County Community Development Committee
Regular Meeting & Concurrent Public Hearing
DRAFT Meeting Minutes**

Wednesday, September 15, 2021

10:00 am - 12:00 pm

Meeting Recording:

<https://www.youtube.com/watch?v=HUFKntgie2I>

1. Call to Order and Roll Call

The meeting was called to order at 10:01 a.m. by Chair Chavez.
Community Development Commission (CDC) staff initiated roll call.

Community Development Committee Members Present

Betzy Chavez (1st District) *arrived late*
Jake Mackenzie (2nd District)
Susan Hollingsworth Adams (3rd District)
Linda Garcia (5th District)
Oscar Chavez (Human Services Department)
Jessica Vega (Tenant Representative)
Judith Morgan (Tenant Representative)

Vacant Seat:
4th District

Absent:
None

CDC Staff Present

Dave Kiff, Interim Executive Director
Martha Cheever, Housing Authority Manager
Marc Chandler, Acting Community Development Manager
Veronica Ortiz-De Anda, Community Development Associate
Valerie Johnson, Senior Community Development Specialist
Christopher Raschke, Administrative Aide
Susan Vahlstrom, Executive Secretary

Guests

Margaret Grahame, Timber Cove
Efren Carrillo, Burbank Housing
Riley Weissenborn, MidPen Housing
McKenzie Dibble, Danco Communities

Chair Chavez announced changes to the order of the agenda.

2. Public Comments for Items Not on the Agenda

Margaret Grahame of Timber Cove spoke to the Committee about her interest in learning about affordable housing opportunities in the coastal zone, including becoming involved in the process of the committee and raising awareness of housing issues in the coastal area. She works with Timber Cove Resort, which has begun to independently work on housing for resort staff.

There was no additional public comment.

3. Approval of August 18, 2021, Meeting Minutes

Jake Mackenzie moved to approve the minutes; Linda Garcia seconded the motion. There was no discussion or correction to the minutes.

Ayes:

Jake Mackenzie
Susan Hollingsworth Adams
Linda Garcia
Oscar Chavez
Judy Morgan

Abstain:

Jessica Vega

Absent:

Betzy Chavez (*arrived late*)

4. Interim Director's Report

Dave Kiff, Interim Executive Director, shared his screen and provided the committee with a monthly progress report regarding the Emergency Rental Assistance Program (ERAP). Members of the Committee posed questions and these were answered by Dave Kiff and Christopher Raschke, CDC staff.

Dave Kiff provided an update on the fourth district representative vacant seat on the Committee and indicated that Supervisor Gore is working on it. He also spoke about the CDBG-CV Round 3 Program. Marc Chandler, CDC staff, informed the Committee that there is money left over from the CDBG-CV Round 1 Program and these could potentially be grouped with Round 3 funds, but more information will be brought forward to the Committee when available.

Dave Kiff invited Martha Cheever, CDC staff, to speak about the opening of the Housing Authority waitlist lottery. Martha Cheever informed the Committee that on October 1, 2021, the waitlist lottery would be opening and would be closing on November 1, 2021. This time the waitlist will be opened to 750 applicants, as opposed to the last time when only 500 applicants were allowed to apply.

Martha Cheever also provided an update on AB 686 concerning the RFP previously released for work related to complying with affirmatively furthering fair housing requirements in all local housing elements. She advised that one proposal was received in response to the RFP, and it was determined by staff that the

one applicant did not possess sufficient experience in this realm of work. Instead of issuing another RFP, the CDC will be working with the Association of Bay Area Government's (ABAG) Napa-Sonoma Planning Collaborative, which is a group of local jurisdictions that share consulting resources as they work together to address their housing priorities. The CDC will be joining the Collaborative's contract with 4-Leaf, Inc., to do this work. Staff will be taking a contract with 4-Leaf, Inc. to the Board of Commissioners in November.

Jake Mackenzie asked if an update would be provided today from staff about compliance issues. The Interim Director informed the Committee that CDC staff is doing a review of current procedures related to monitoring and compliance. Part of that is looking into changes that should be implemented to provide staff the necessary resources to carry out the work. Jake Mackenzie moved to place this topic on the agenda for a future meeting and receive a report from staff; Linda Garcia seconded. There were no questions or discussion about this topic.

Ayes:

Betzy Chavez
Jake Mackenzie
Susan Hollingsworth Adams
Linda Garcia
Oscar Chavez
Jessica Vega
Judy Morgan

In response to questions about the Housing Authority waitlist, Martha Cheever said she would send out additional information to the Committee. Chair Chavez opened it up for public comment on the Interim's Director Report. A person from the public asked whether the ABAG survey of disability access would be included in the assessment of fair housing analysis. Staff answered that it could be included.

5. Public Hearing (Concurrently with the Cities and Town Advisory Committee) Approval of Fiscal Year 2022-23 Federal Funding Policies

Veronica Ortiz-De Anda, CDC staff, presented the proposed FY 2022-23 Federal Funding Policies for the CDBG and HOME programs. She explained that no major changes were being proposed at this time.

Chair Chavez asked if there were attendees who would like to speak on this item. There was no public comment.

CTAC members asked questions regarding language in the policies related to projects outside of the Urban County that are being recommended for funding. They expressed their concerns that more projects outside of the Urban County are being brought forward for funding recommendation and that applicants need to have a clear understanding as to whether or not their project is eligible if it is not located in the Urban County.

CTAC members also asked for clarification of language in the policies involving ESG programs that are under the purview of the Continuum of Care Committee and how they relate to the CDBG/HOME programs that the CD and CTAC committees oversee. CDC staff responded that fair housing set aside

funds are a fixed percentage, which can only be funded via CDBG, not ESG or HOME. The CTAC Chair provided clarification about the relationship of ESG funds intended for homelessness and CDBG/HOME funds. The Interim Director said he would share a chart, which lists programs, funds, and their respective committees who have oversight of them.

Susan Hollingsworth Adams moved to place on the November meeting agenda the draft CDBG/HOME NOFA with language included informing prospective applicants that priority will be given to projects in non-entitlement jurisdictions within the Urban County and with language directing applicants with projects in entitlement jurisdictions to HUD's regulations requiring that project benefits to the Urban County be demonstrated. Seconded by Linda Garcia.

Ayes:

Betzy Chavez
Jake Mackenzie
Susan Hollingsworth Adams
Linda Garcia
Oscar Chavez
Jessica Vega
Judy Morgan

Chair Chavez called for a motion to approve the Federal Funding Policies as proposed by staff. Linda Garcia moved to approve, and this was seconded by Jake Mackenzie. There was no discussion or additional questions.

Ayes:

Betzy Chavez
Jake Mackenzie
Susan Hollingsworth Adams
Linda Garcia
Oscar Chavez
Jessica Vega
Judy Morgan

**6. Public Hearing (Concurrently with the Cities and Town Advisory Committee)
2020 Consolidated Annual Performance and Evaluation Report (CAPER)**

Valerie Johnson, CDC staff, presented the CAPER report to the Committee.

The Chair asked if there was anyone in attendance who wished to speak on this item. There was no public comment.

Committee members commented about the report and asked questions. Staff responded accordingly.

Susan Hollingsworth Adams made a motion to approve the CAPER as presented by staff. This was seconded by Linda Garcia.

Ayes:

Betzy Chavez
Jake Mackenzie
Susan Hollingsworth Adams
Linda Garcia
Oscar Chavez
Jessica Vega
Judy Morgan

7. Annual Election of CD Committee Officers

Chair Chavez announced the requirement of an annual election of officers for the CD Committee. He called on the Committee members for nominations.

Linda Garcia moved to nominate Jake Mackenzie as Chair. Jake Mackenzie respectfully declined. Linda withdrew her nomination and instead moved to nominate Susan Hollingsworth Adams. This was seconded by Betzy Chavez. Susan Hollingsworth Adams accepted.

There was a comment for future consideration by Jake Mackenzie on the selection of officers, suggesting that the Committee take a look at the by-laws to consider having officers selected on a rotational basis.

Ayes:

Betzy Chavez
Jake Mackenzie
Susan Hollingsworth Adams
Linda Garcia
Oscar Chavez
Jessica Vega
Judy Morgan

Linda Garcia moved to nominate Betzy Chavez as Vice Chair; Jake Mackenzie seconded the motion. Betzy Chavez accepted.

Ayes:

Betzy Chavez
Jake Mackenzie
Susan Hollingsworth Adams
Linda Garcia
Oscar Chavez
Jessica Vega
Judy Morgan

8. 2021 County Fund for Housing (CFH) Notice of Funding Availability (NOFA)

Dave Kiff and Veronica Ortiz-De Anda presented the allocation amounts and proposed timeline for this year's NOFA. The Committee posed questions, to which staff answered accordingly. The Committee recommended to combine the unused funds of last year's CFH allocation with this year's amounts for

award to projects.

9. Review and Approval of CDBG-DR Funding Recommendations

Marc Chandler, CDC staff, presented the funding applications for the CDBG-DR Program. He provided a summary of each application and their requested amounts. Recommendations by staff were to award as follows:

Applicant	Project Name	Amount Requested
Burbank Housing	3575 Mendocino Ave. Phase II	\$2,436,753
Burbank Housing	Petaluma River Place Apartments	\$ 492,175
MidPen Housing	414 Petaluma	\$1,300,000
Total		\$4,228,928

Committee members posed questions related to eligibility, lack of applications from the Urban County, and the Roseland Project in Santa Rosa. Staff answered accordingly.

Efren Carrillo spoke on behalf of all Burbank Housing projects that were presented. Riley Weissenborn with MidPen Housing spoke on behalf of the 414 Petaluma Project. McKenzie Dibble with Danco Communities spoke on behalf of Meridian at Corona Station Project, and informed the group that the project is now in possession of planning entitlements, and NEPA review is not required for the project.

Oscar Chavez said he concurs with staff’s recommendation and moved to recommend funding as presented by staff; Jake Mackenzie seconded.

Ayes:

- Betzy Chavez
- Jake Mackenzie
- Susan Hollingsworth Adams
- Linda Garcia
- Oscar Chavez
- Jessica Vega
- Judy Morgan

Chair Adams adjourned the meeting at 11:54 am.

MEMORANDUM

Date: October 20, 2021

To: Community Development Committee

From: Martha Cheever, Housing Authority Manager

Subject: Amendment to the Nan McKay & Associates' Agreement for Operational Support

Due to the pandemic, the Housing Authority experienced a dramatic increase in workload. In order to increase Housing Authority's capacity and meet regulatory requirements, and following meeting and conferring with SEIU 1021, a Request for Proposal (RFP) was released on July 8, 2020, seeking operational support.

In response to the RFP, one proposal was received from Nan McKay & Associates, Inc. (NMA). Upon review, it was determined that NMA met all requirements of the RFP, had verified experience in providing the type of services sought, and was able to provide the services requested. On August 31, 2020, the Interim Executive Director of the Sonoma County Community Development Commission entered into a Professional Services Agreement (Agreement) with NMA for a 6-month term ending February 28, 2021, and a not-to-exceed amount of \$50,000. Prior to the expiration of the Agreement, the Interim Executive Director authorized Amendment No. 1 and Amendment No. 2 to expand the scope of services and extend the term through December 31, 2021.

The services provided through this agreement have been instrumental in assisting the Housing Authority by completing annual re-examinations and conducting intakes from the waitlist.

The Housing Authority is now seeking to extend the term of the Agreement to December 31, 2022, and increase the not-to-exceed amount of the Agreement to \$250,000.

Requested Action: Recommend that the Board of Commissioners approve Amendment No. 3 to the Nan McKay & Associates' Agreement for Operational Support.