

Consultant Name: Michael Allen Mediation Inc. DBA Collaborative Housing Solutions

Agreement for Consulting Services on Work Force Housing Project Phase 2

Project task number: 7022-1 Account Number# 687202-6570

Description of Services by Date and Amount of Time: January 2009 Invoice (Note: No billable hours performed in December 08)

- January 14<sup>th</sup> 2009- Travel and meeting time with Michael Thompson to identify preferable option in business plan for 2150 College (College Creek Plan). Discussion of next steps and possible private and public partnerships. 2.0 Hours ✓
- January 27<sup>th</sup> 2009- Travel and meeting time with Randy Poole to discuss business plan options for 2150 College. Discussion of next steps and need for long term project management. 2.5 Hours
- January 28<sup>th</sup> 2009-Preparation and follow up phone calls to schedule February next steps meeting. 0.5 Hours
- January 29<sup>th</sup> 2009 – Travel and meeting time with John Hadzess of Carpenters Housing Corporation to explore possibility of public/private partnership regarding 2150 College. 2.0 Hours

Total Time for January 2009- 7.0 Hours at \$125.00 per hour

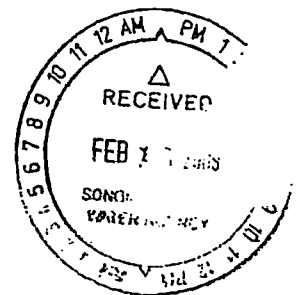
Total Due For January 2009- \$875.00

The items / services set forth herein were received / performed as ordered.

Date of Acceptance 2/1/09

Project Task # 7022-2

Invoice Subject Item # \_\_\_\_\_  
Manager / Supervisor Michael Allen  
(Signature)



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APR - 6 2009

SCWA

February 2009 Progress Report

As outlined in the Consultancy agreement my outreach activities in February 2009 were centered upon fair housing and community advocates and the diverse public/private membership of the Sonoma County Housing Coalition. By continuing on-going contacts and networking the 2150 College Creek concept has been introduced to a number of prospective for profit and non-profit partnering organizations. In addition resources for eventual neighborhood outreach efforts are being identified.

Our 2/24/09 SCWA meeting identified next steps as follows:

- Agency will begin work on 2150 College Ave. RFP to declare land as surplus and pursue either long term lease or land trust for property.
- Consultant will contact and brief Supervisors Zane and Carrillo regarding "College Creek" and request their participation on an RFP evaluation committee. The Criteria for evaluation will be established by the committee with the help of SCWA staff, Consultant, and County Counsel.
- Community outreach and identification of possible private and public partners to continue as an ongoing activity.
- Consultant will continue outreach to all constituencies identified in the Consultancy agreement to ensure the progress of implementation of a redevelopment plan for the West College property.
- Submission of a scope of work proposal for continued services by Consultant.

In March Consultant will meet with City of Santa Rosa to ensure that the Housing element and necessary General Plan Amendment is proceeding satisfactorily. As of this date 2/27/09 all progress appears to be on track for an eventual General Plan Update by late spring or early summer 2009 adoption by the Santa Rosa City Council.

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SCWA

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Housing Solutions

Agreement for Consulting Services on Work Force Housing Project  
Phase 2

Project task number: 7022-1 Account Number# 687202-6570

Description of Services by Date and Amount of Time: February 2009  
Invoice

- 2/20/09 Sonoma Housing Coalition Planning Meeting to discuss public outreach for upcoming Sonoma County Housing Week. Purpose is to build public support and public education regarding affordable housing. 2.0 Hours
- 2/23/2009 Meeting with Community Housing Board of Directors to discuss strategic plans for 2009, and discuss possible opportunities for future partnering concerning 2150 College Creek Neighborhood. 2.0 Hours
- 2/24/2009 SCWA meeting with Randy Poole, Michael Thompson, Brad Sherwood, and Ben Stone of the Sonoma County Economic Development Board to discuss next steps concerning 2150 College Ave. 2.0 Hours ✓
- 2/27/2009 Preparation of Progress Report and Telephone calls to Supervisors Zane and Carrillo to set up briefing meeting. 1.0 Hour

Total Time for February 2009 – 7 hours at \$125.00 per hour

Total Due for February 2009- \$875.00

The items / services set forth herein  
were received / performed as ordered.

Date of Acceptance 4/10/09

Project-Task # 7022-1

Invoice-Subtotal #

Manager / Supervisor Michael Thompson

(Signature)

7022-A2 med

Consultant Name: Michael Allen Mediation Inc. DBA Collaborative Housing Solutions

Agreement for Consulting Services on Work Force Housing Project Phase 2

Project task number: 7022-2 Account Number# 687202-6570

Description of Services by Date and Amount of Time: March 2009 Invoice

- 3/1/2009 3/12/2009 3/19/2009 3/23/2009 3/26/2009 E-Mail and Telephone calls to Supervisors Zane and Carrillo to set up briefing meeting. Brief check in with Wayne Goldberg City of Santa Rosa Advance Planning- Total of 1.0 Hours for e-mail. Phone calls and meeting.

Total Time for March 2009 – 1 hour at \$125.00 per hour

Total Due for March 2009- \$125.00

Progress Report for March- Zoning for 2150 College project moving forward with City of Santa Rosa; minimal work on project other than attempting to set up project briefing meeting with Supervisors Zane and Carrillo. (See enclosed e-mail) April report will have information about date for a confirmed meeting with Supervisors, Randy Poole, and I.

5/1/09  
7022-2  
Michael Allen

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APR 15 2009

SCWA

Michael Allen

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**From:** Jessica Diaz [jdiaz1@sonoma-county.org]  
**Sent:** Thursday, March 26, 2009 9:00 AM  
**To:** Michael Allen  
**Subject:** RE: College Creek Project

Hey Michael - Sorry we haven't gotten a meeting together on this! Do you want me to forward this to Efren's aide, Susan Upchurch and let her know that we need to get a meeting together? The next few weeks are pretty booked...when do you think they need to have their first meeting by? (And would it be just w/ you, or Randy Poole as well?)

Thanks,

Jessica Diaz  
Staff Assistant, Supervisor Shirlee Zane  
Sonoma County Board of Supervisors  
(707) 565-2241  
jdiaz1@sonoma-county.org

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**From:** Shirlee Zane [mailto:szane@sonic.net]  
**Sent:** Sunday, March 01, 2009 9:04 PM  
**To:** Jessica Diaz; Shirlee Zane  
**Subject:** FW: College Creek Project

*Shirlee R. Zane*  
Sonoma County Supervisor, 3rd District  
1111 McDonald Ave.  
Santa Rosa, CA 95404  
*"For a Healthy Sonoma County"*

-----Original Message-----

**From:** Michael Allen [mailto:mallen@pon.net]  
**Sent:** Sunday, March 01, 2009 2:31 PM  
**To:** 'Shirlee Zane'; efrentkd@hotmail.com  
**Cc:** 'Jessica Diaz'  
**Subject:** College Creek Project

Shirlee & Efren-- Randy Poole is asking me to set up a meeting to discuss this workforce housing neighborhood initiative that we have been working on for the past three years. The SCWA will be moving forward to the Board of Supervisors with a Request for Proposal in the near future, and we would love to have the 5<sup>th</sup> and 3<sup>rd</sup> District Supervisors on the evaluation committee. The evaluation committee would most probably include an affordable housing advocate, architect, and other community leaders that we could enlist to evaluate the proposals. The committee should probably have seven or nine members.

As part of my consultancy contract with the Water Agency I was responsible for bringing forth a site plan for 2150 College. In addition as value added Hart Marin

4/12/2009

produced a business plan; and we saved the County about \$150,000. by having the College Creek site included for study in the City of Santa Rosa updated Housing element plan. Due to present economic conditions the preferred alternative identified in the business plan is Alternative A which is all rental, and will produce an annual income of close to \$500,000.00 net after expenses. ✓

We hope to use cutting edge green building practices, solar energy, and water conservation measures. In addition we are hopeful to enlist the Labor Unions to provide apprenticeship opportunities for future green jobs. We plan to document this project as a reproducible template for future public/private partnerships both here, and nationwide.

Below is the link and password so that you can review this project at your convenience. Take Care, Michael Allen 707 695.6454

The direct link to the College Creek website is below:

<http://www.hartmarin.com/hmportal/2150wc.html>

The password at the Hart Marin Client Portal Page is: 2150wc

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MAY - 7 2009

SCWA

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Housing Solutions  
Agreement for Consulting Services on Work Force Housing Project Phase  
2

Project task number: 7022-1 Account Number# 687202-6570

Description of Services by Date and Amount of Time: April 2009 Invoice

- 4/10/09 Meeting with Randy Poole to discuss next steps for 2150 College Ave 2.0 Hours
- 4/13/09 Meeting with Neighborhood Alliance President Jim Wilkinson regarding 2150 College Ave 2.0 Hours
- 4/15/2009 Follow up Meeting with Carpenters Housing Corporation Manager John Hadzess regarding possible partnering opportunity with SCWA College Creek project during construction or post construction. 4.0 Hours
- 4/17/09 Preliminary meeting to explain concepts and history of SCWA employee housing initiatives with Supervisor Carrillo in advance of May meeting. 1.0 Hour
- 4/21/09 Review of all research regarding EAH in advance of May meeting with Supervisors Zane and Carrillo. 6.0 Hours
- 4/23/09 Telephone calls to Supervisors Zane and Carrillo offices with multiple call backs to finalize May 13<sup>th</sup> afternoon meeting with County Board of Supervisors. 1.0 hour
- 4/27/09 Telephone conference with Rob Hart and Associates to discuss presentation for May 13<sup>th</sup> 1.0 Hour
- 4/29/09 Review of all College Creek documents in preparation for May meeting with Supervisors. 5.0 Hours
- 4/30/2009 Meeting with Jack Buckhorn IBEW Business Manager of Local 551 and President of the Sonoma/Marin Trades Council regarding 2150 College Ave and to discuss AFL-CIO partnering and financing opportunities. 3.0 Hours

**Total Hours for April 2009- 25 Hours at \$125.00 per hour**

**Total Due for April 2009- \$3125.00**

April 2009 Progress Report- May meeting with Supervisors Zane and Carrillo is now scheduled for May 13<sup>th</sup> at 1:30 PM. Will be continuing to prepare for that meeting by coordinating with Brad Sherwood and Rob Hart, as well as preparing briefing packets regarding history of SCWA EHA initiatives as well as 2150 College in order to provide context for the Supervisors. Will be spending some time discussing design and format for RFP process with SCWA management before going forward with a recommendation for a citizen's and professional panel to evaluate proposals. Options for panel composition need to be discussed, as well as conferring with SCWA legal counsel.

5/14/09  
7022-2  
[Signature]

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JUN - 9 2009

SCWA

Consultant Name: Michael Allen Mediation Inc. DBA Collaborative  
Housing Solutions  
Agreement for Consulting Services on Work Force Housing Project Phase  
2  
Project task number: 7022-1 Account Number# 687202-6570

Description of Services by Date and Amount of Time: May 2009 Invoice

- May 11<sup>th</sup> and May 12<sup>th</sup> preparation of briefing binders that gives history and documentation of County and SCWA research and achievements with Employee Assisted Housing (EAH) - 8.0 Hours ✓
- May 13<sup>th</sup> Pre meeting and preparation with Rob Hart regarding College Creek - 1.0 Hours
- May 13<sup>th</sup> Meeting with SCWA staff, Board of Supervisors Shirlee Zane, Efren Carillio. Rob Hart of Hart Marin and Jessica Diaz Assistant to Supervisor Zane were also present. 3.0 Hours

**Total Hours for May 2009 - 12 Hours at \$125.00 per hour Total Due-  
\$1500.00 May 2009**

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May Progress Report- May meeting was successful with a complete briefing of the Board members. I received very positive comments from both Supervisors Carillio and Zane regarding both the presentation, and the 2150 project concept site and business plan. We will have a June meeting with SCWA staff to discuss next steps going forward to ascertain timing and sequence of next actions.

The items / services set forth herein  
were received / performed as ordered.

Date of Acceptance 6/15/09

Project-Task # 7022-02

Index-Subobject # \_\_\_\_\_

Manager / Supervisor *Michael Thompson*  
(Signature)



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JUL - 6 2009  
SCWA

Consultant Name: Michael Allen Mediation Inc. DBA  
Collaborative Housing Solutions  
Agreement for Consulting Services on Work Force Housing  
Project Phase 2  
Project task number: 7022-1 Account Number# 687202-6570

Description of Services by Date and Amount of Time: June  
2009 Invoice

- 6/8/2009 Meeting with Randy Poole to discuss progress to date and to discuss next steps meeting later in week. 2.0 Hours
- 6/11/2009 Meeting with Michael Thompson, Brad Sherwood, and Randy Poole to discuss next steps for 2150 College Ave project. 2.0 Hours
- 6/26/2009 Meeting of Housing Coalition to discuss community support for affordable housing, and development of strategic partnerships between government and private sector. 2.0 Hours

**Total Hours for June 2009- 6 Hours**  
**Total Due - \$625.00 for June 2009**

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June Progress was clarification of next steps for project. I will be checking in with both SCWA Management to discuss services in July and August. One possibility is the draft criteria for bid award by the proposed bid panel.

The items / services  
were received / provided  
Date of Acceptance *7/9/09*  
Project-Task # *2022-1*  
Index-Subcontract #  
Manager / Supervisor *[Signature]*

AUG 6 2009

Consultant Name: Michael Allen Mediation Inc. DBA  
Collaborative Housing Solutions  
Agreement for Consulting Services on Work Force Housing  
Project Phase 2  
Project task number: 7022-1 Account Number# 687202-6570

Description of Services by Date and Amount of Time: July  
2009 Invoice

- July 8<sup>th</sup> meeting with Randy Poole to discuss 2150  
College Project. 2.0 Hours
- July 30<sup>h</sup> meeting with Laura Levine of North Bay Family  
Homes to discuss cooperation with Sonoma County  
Housing Coalition. 3.0 Hours

**Total Hours for July 2009- 5 Hours**  
**Total Due - \$625.00 for July 2009**

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July progress was checking in with SCWA Management  
concerning possible Fall 09 work to move 2150 College  
forward, and checking in with NBFH regarding their activities,  
projects, and work with the Sonoma County Housing  
Coalition. I will be meeting with Randy Poole on August 5<sup>th</sup>  
2009 for further task planning.

The items / services set forth herein  
were received / performed as ordered.  
Date of Acceptance 8/17/09  
Project-Task # 7022-1  
Index-Subject # \_\_\_\_\_  
Manager / Supervisor *Michael Allen*  
(Signature)

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Project Phase 2  
Project task number: 7022-1 Account Number# 687202-6570

Description of Services by Date and Amount of Time: August  
2009 Invoice

- 8/1/09 Preparation for meeting with Randy Poole and Matt Vail (Review of all file materials) -2 hours
- 8/5/09 Meeting with Randy Poole and Matt Vail – 2 Hours
- 8/21/09 Review of materials and questions sent by Matt Vail – 2 Hours
- 8/22/09 Meeting with Matt Vail to review 2150 College Project and materials – 2 Hours

Total August Hours- 8 Hours at \$125.00 per hour

Total Due for August 2009- \$1000.00

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August Progress consisted of discussing next steps and beginning work on the Request for Proposal for 2150 College Ave. Conceptual criteria is being identified for inclusion for the RFP as well as SCWA selection panel composition.

The items / services set forth herein  
were received / performed as ordered.

Date of Acceptance 9/6/09

Project-task # 7022-2

Index-Subcontract # \_\_\_\_\_  
Manager / Supervisor *Michael Allen*  
(Signature)