

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE**

**BOARD OF COMMISSIONERS MEETING**

**MINUTES OF October 21, 2010**

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Chair Lobo called the meeting of the Housing Authority of the County of Butte to order at 3:11 p.m.

1. ROLL CALL

Present for the Commissioners: Shirley Andrews, Christine Boyle, Larry Hamman, Clarence “Bino” Lobo, Gene McFarren, Laura Moravec and Lena White.

Present for the Staff: Ed Mayer, Executive Director; Roy Peters, Deputy Executive Director; Sue Kemp, Finance Officer; Larry Guanzon, Housing Director; and Tamra Young, Executive Assistant.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner White moved that the Consent Calendar be accepted as presented, subject to the correction of the “Checks written for” section. The amounts reported under “Landlords” and “Payroll” need to be reversed, such that \$929,899.29 is identified for 3.2.2 Landlords, and \$110,444.75 is identified for Payroll. Commissioner Hamman seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 MASS – Each year the Housing Authority, in administration of the Low Income Public Housing (LIPH) program, must submit to HUD program performance information and certifications. The Management Assessment Sub-System (MASS) is an overview of program management operations. Deputy Executive Director Peters distributed a couple of corrected pages of the MASS report to the Board. Items of note for FY2010, Unit Turnover time has improved from twenty-nine (29) days last year, to thirteen (13) days average this year. Housing Director Guanzon said that his Unit Turnover goal is to average between five (5) to eight (8) days. Also of note, of the 345 REAC inspections conducted for the reporting period, 85 units did not require any repairs.

**\*RESOLUTION NO. 4372\***

Commissioner Moravec moved that Resolution No. 4372 be adopted by reading of title only: “APPROVAL OF LOW RENT PUBLIC HOUSING PROGRAM MANAGEMENT ASSESSMENT FOR PUBLIC HOUSING AGENCIES (MASS) CERTIFICATION”. Commissioner White seconded. The vote in favor was unanimous.

5.2 Section 8 – Annually, new Payment Standards are adopted for administration of the Section 8 Housing Choice Voucher (HCV) program. This year the recommendation is to set Section 8 Payment Standards at 93% of the 2011 HUD Fair Market Rents. Due to the increase in Fair Market Rents from 2010 to 2011 (3%), the HACB can decrease its Payment Standard (to 93%) without affecting the actual dollar amount of the Standard. Essentially the Payment Standards have remained close to the same level since 2009. In some cases the proposed 2011 Payment Standards were slightly increased by a few dollars. Upon review of the HACB’s Section 8 Rent Reasonableness database, staff has determined that rents are priced sufficiently for families to lease up with the recommended Payment Standards. The Section 8 Payment Standard 2010-2011 comparison table was presented as follows:

<b>Bedroom Size</b>	<b>2010 (95% FMR)</b>	<b>2011 (93% FMR)</b>
0 BR	\$565	\$566
1 BR	\$672	\$674
2 BR	\$810	\$813
3 BR	\$1,142	\$1,146
4 BR	\$1,362	\$1,368

**\*RESOLUTION NO. 4373\***

Commissioner White moved that Resolution No. 4373 be adopted by reading of title only: “DETERMINATION OF 2011 PAYMENT STANDARDS FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM”. Commissioner Moravec seconded. The vote in favor was unanimous.

5.3 Write-Offs – Under State law, we cannot collect on debts over four years old. The write-off list includes delinquent accounts from 2006, and accounts associated with deceased debtors. Although, the debts are written off, tenants cannot get back on the Section 8 or Public Housing programs at any housing authority until the debts are paid or a payback agreement has been executed.

**\*RESOLUTION NO. 4374\***

Commissioner Hamman moved that Resolution No. 4374 be adopted by reading of title only: “WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS RECEIVABLE”. Commissioner McFarren seconded. The vote in favor was unanimous.

5.4 Walker Commons BCAHDC Management Agreement – The renewal of the Management Agreement between Butte County Affordable Housing Development Corporation and the Housing Authority of the County of Butte was presented for approval. This Agreement is entered into annually for the provision of management,

operations and maintenance services by the Housing Authority to the project. All contract terms and conditions remain the same. BCAHDC Board has already approved this Agreement.

**\*RESOLUTION NO. 4375\***

Commissioner White moved that Resolution No. 4375 be adopted by reading of title only: “RENEW MANAGEMENT CONTRACT WITH BUTTE COUNTY AFFORDABLE HOUSING DEVELOPMENT CORPORATION FOR WALKER COMMONS”. Commissioner Andrews seconded. The vote in favor was unanimous.

5.5 Cordillera BCAHDC Management Agreement – The Housing Authority entered into an Agreement with Butte County Affordable Housing Development Corporation (BCAHDC) for management services to Cordillera Apartments which expired September 30, 2010. The BCAHDC approved a resolution to extend the management agreement for one year. It was determined to be in the best interest of the Housing Authority to continue to provide the management services and the Board adopted Resolution No. 4376.

**\*RESOLUTION NO. 4376\***

Commissioner Hamman moved that Resolution No. 4376 be adopted by reading of title only: “ONE-YEAR EXTENSION OF CORDILLERA APARTMENTS MANAGEMENT AGREEMENT WITH BUTTE COUNTY AFFORDABLE HOUSING DEVELOPMENT CORPORATION – FY 10/1/10-9/30/11”. Commissioner Moravec seconded. The vote in favor was unanimous.

5.6 Allowance for Doubtful Accounts – Information. Annually, we put together of list of doubtful accounts. The clients (tenants and landlords) who owe the Housing Authority money are sent to a collection agency and the franchise tax board. After four years, if unsuccessful in collection, they are written off. Approval of the doubtful accounts list is the first step in the process.

5.7 Investment Report – Information. Finance Officer Kemp presented the quarterly investment report. \$3,000,000 in investments was divided into three (3) \$1,000,000 FDIC insured investments. Total cash available to the HACB for new projects and/or developments is around \$2,000,000.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INTIATED BY COMMISSIONERS

Commissioner Andrews turned in her resignation from HACB Board of Commissioners for personal reasons. Her Board resignation will take place effective immediately. She will remain Resident Manager at Winston Gardens until a replacement can be hired.

Commissioner Boyle suggested that staff seek HACB recognition for its work and to apply for NAHRO agency Awards of Merit, and other like awards, as applicable, in order to formally recognize the positive efforts and accomplishments of the HACB. She also requested that Disaster Preparedness policy and protocols be developed, both on a property-by-property basis, as well as countywide coordination with other public entities. Ms. Boyle provided Executive Director Mayer a hand-out of Disaster Preparedness discussion notes.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- Next meeting – November 18, 2010
- PHADA 2011 Commissioners Conference, January 9-12, 2011, Phoenix AZ

13. ADJOURNMENT

Commissioner White moved that the meeting be adjourned. The meeting was adjourned at 4:07 p.m.

Dated: October 21, 2010.

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Clarence Lobo, Chair

ATTEST:

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Edward S. Mayer, Secretary