

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

BOARD OF COMMISSIONERS ANNUAL MEETING

MINUTES OF April 21, 2011

Chair Lobo called the annual meeting of the Housing Authority of the County of Butte to order at 3:10 p.m.

1. ROLL CALL

Present for the Commissioners: Patricia Besser, Christine Boyle, Rebecca Graham, Larry Hamman, Clarence "Bino" Lobo, Gene McFarren and Laura Moravec.

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

2. AGENDA AMENDMENTS

Executive Director Mayer added (4.1) HUD correspondence.

3. CONSENT CALENDAR

Commissioner Hamman moved that the Consent Calendar be accepted as presented. Commissioner Boyle seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

- 4.1 HUD Correspondence – HACB received an invitation, dated April 15th, from Melina Whitehead, Acting Director, Office of Public Housing, HUD-San Francisco, to attend financial training for PHA Board members. There will be two (2) sessions available at the end of April, or the session(s) will be recorded and available later to view on YouTube. Commissioners Besser and Graham elected to attend the session at 5:30 p.m. on Thursday, April 28th; Commissioners McFarren, Lobo and Boyle elected 11:00 a.m. on Friday, April 29th; and Commissioners Moravec and Hamman elected to watch the YouTube recording at a later date on their own.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Election of Officers – Chair Lobo turned the meeting over to Executive Director Mayer to conduct the annual election of Board Officers in accordance with HACB's Bylaws. Executive Director Mayer asked for nominations for the positions of Chair and Vice Chair for the year April 2011 - March 2012. Commissioner Boyle

nominated Commissioner Lobo for Chair and Commissioner McFarren for Vice Chair. Commissioner Hamman seconded. No other nominations were put forth. Commissioner Moravec moved that the nominations be closed and Commissioner Graham seconded. The vote was unanimous for closing of the nominations, and for election of Commissioner Lobo as the Board Chair and Commissioner McFarren as the Vice Chair. Executive Director Mayer congratulated Commissioners Lobo and McFarren, then turned the meeting over to newly re-elected Chair Lobo.

- 5.2 Capital Fund 501-09 – Board approval of Revision #2 for Capital Fund 501-09 will allow the HACB to finalize spending of this capital fund. The completion of one (1) more contract will fully expend the 501-09 funds and enable closure of this Capital Fund increment.

RESOLUTION NO. 4390

Commissioner Hamman moved that Resolution No. 4390 be adopted by reading of title only: “APPROVAL OF REVISED BUDGET FOR HUD PUBLIC HOUSING CAPITAL FUND PROGRAM PROJECT NUMBER 501-09.” Commissioner Moravec seconded. The vote in favor was unanimous.

- 5.3 FNC Banking Resolutions – FNC requires corporate resolutions authorizing investment transactions for each the four (4) HACB accounts held at FNC. One (1) account is associated with the HACB’s Public Housing and Section 8 program investments, while the other three (3) are associated with Gridley Farm Labor Housing. The resolutions authorize Executive Director Mayer and Finance Officer Kemp to conduct transactions and manage accounts.

RESOLUTION NOS. 4391, 4392, 4393 & 4394

Commissioner Moravec moved that Resolution Nos. 4391, 4392, 4393 and 4394 be adopted by reading of the title only: “CORPORATE AUTHORITY CERTIFICATE AND TRADING AUTHORIZATION FOR BROKERAGE ACCOUNTS.” Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.4 Farm Labor Housing – Staff has worked through budget modifications such that it can be feasible to draw down and utilize the \$4 million USDA-RD loan funds to begin the rehab work at Farm Labor Housing starting with the construction of a new well. Budget modifications include decreases in landscaping and security costs. The most significant budget revision is a proposed rent increase from \$535 to \$595 for a two-bedroom apartment. The proposed rent increase will not affect residents receiving USDA Rental Assistance. Staff believes that the recommended new rent level of \$595 per month is as high a rent as can be charged without unduly affecting the tenancy of unsubsidized households. Proposed rent increase to be effective July 1st subject to USDA-RD approval. Notices sent to residents on May 1st.

RESOLUTION NO. 4395

Commissioner Boyle moved that Resolution No. 4395 be adopted by reading of the title only: “ADOPTION OF FY2011 BUDGET REVISION FOR GRIDLEY FARM LABOR HOUSING AND AUTHORIZATION FOR SUBMITTAL TO USDA-RD”. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.5 Receive and File Proposed Agency Annual Plan (2011-12) – HUD requires the Housing Authority to submit a One-Year Agency Plan and Capital Fund Plan(s). The plan documents must be submitted to HUD for review at least 75 days prior to the end of the Agency’s fiscal year (September 30 for HACB). Thus, the plans must be approved at the June meeting of the Board of Commissioners. Drafts of the plans must be available for public review and comment for 45 days prior to consideration of approval by the Board. The draft plans have already been reviewed by the Resident Advisory Board. The major change this year includes attaching both the Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) as appendices. The remainder of the changes addressed documentation of progress achieved toward previously set goals, updating tables, and general revisions.

MOTION

Commissioner Hamman moved that the Board receive and file the Annual Plan. Commissioner Moravec seconded. The vote in favor was unanimous.

- 5.6 Receive and File Proposed Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) – HUD requires the HACB to annually submit its Public Housing program’s Admissions and Continued Occupancy Policy (ACOP), and its Section 8 HCV program’s Administrative Plan (AP). Like the Agency Plan (Item 5.5 above) the plan documents must be submitted to HUD for review at least 75 days prior to the end of the Agency’s fiscal year, requiring approval at the June Board meeting. Drafts of the plans must be available for public review and comment prior for 45 days prior to consideration of approval by the Board. The draft plans have also already been reviewed by the Resident Advisory Board. Major changes to both the ACOP and AP include a complete re-write of the policy documents utilizing an industry-specialist consultant. The re-write use a format which first identifies the relevant law/regulation, and then identifies the the HACB’s policy(s) for implementation. Specification of procedures and processes for policy implementation have have been removed from the documents as they are not required to be included and contribute to confusion in actual use of the ACOP and Admin Plan documents. Major changes to the ACOP include: increased smoking deposit from \$150 to \$200, and, allowing up to two (2) pets (1-dog and 1-other).

MOTION

Commissioner Moravec moved that the Board receive and file the Public Housing Admissions and Continued Occupancy Policy and Section 8 Administrative Plan. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.7 Harvest Park Apartments, Chico – The Board previously authorized staff to initiate negotiations with Affordable Housing Development Corporation, Inc. (AHDC) for material participation in AHDC’s proposed 90-unit affordable housing family development to be located on the “Stiles” property, east of Orchard Supply and Hardware on East Avenue in Chico. AHDC had approached the HACB requesting HACB/non-profit participation as Managing General Partner in the developments, as well as a contribution of approximately \$600,000. Butte County Affordable Housing Development Corporation (BCAHDC), non-profit instrumentality of HACB, has retained financial and legal consultants to represent BCAHDC’s and HACB’s interests in negotiating partnership roles and terms. Greg Dunfield, GMD Development, Seattle, WA, has been retained as financial consultant (Mr. Dunfield worked for many years as partner in the firm Pacific Housing Advisors). The Law Offices of Patrick Sabelhaus has been retained as legal consultant, as this law firm has represented the HACB in all its tax-credit and bond-financed transactions over the years. A draft Memorandum of Understanding was presented to the Board for its review and consideration. Staff’s primary concern was the long-term viability and control of the property. The Board expressed concerns regarding the aesthetics of the project. Executive Director Mayer will forward the Board’s concerns to AHDC, and will return to the Board with a more fully developed MOU for consideration.
- 5.8 Budget Review Committee – The budgets this year will be more complicated and require closer examination because of the renewal of the Union Memorandum of Understanding and the uncertainty of the federal funding streams. Commissioners Boyle, Moravec and Lobo volunteered to serve on the Budget Committee. Budget review committee meeting dates will be emailed to all committee members by Executive Assistant Young.
- 5.9 Butte County-wide Continuum of Care – The Butte Countywide Homeless Continuum of Care conducted the sixth annual Point-in-Time Census and Survey on January 27, 2011. Over 150 volunteers collected survey data throughout the County. The effort yielded 1,410 surveys which contained information about 1,772 individuals experiencing homelessness in Butte County, which represents a 20% increase over the number of homeless individuals surveyed in 2010. The draft survey results were presented to the Board.
- 5.10 Investment Report – Finance Officer presented the investment report. HACB is continuing to invest in short-term CD’s due to the low interest rates.

- 5.11 HACB Logo – Board presented with stationary and business cards options showing with new logo. HACB is pursuing a new look and direction. Commissioner Boyle suggested using logotournament.com. Commissioner McFarren suggested changing the name of the agency to Housing Authority County of Butte (dropping the “of the” in the middle of the name). Commissioner Boyle and Moravec both liked the side master option of the letterhead presented. It was the consensus of the Board to remove the list of Commissioners’ names from the side of the current HACB letterhead.
- 5.12 Public Housing Reserves – Staff presented approximately \$96,500 of initial operational expenses beyond what was authorized in this year’s budget to the Board for their consideration. This extraordinary expenditure is an effort to expend Public Housing Reserves on Public Housing operations given HUD/Congress’s proposal to fund the 2012 Operating Subsidy with “surplus” Public Housing reserves. These operational expenses consist of vehicle replacement, computer upgrades, training, and disaster preparedness planning. The Board had no objection to the proposed expenditures. Staff will return to the Board at next month’s meeting with the proposal as an “action” item, for Board approval.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

Commissioner Moravec inquired about how Kim Sayers, Property Manager, RSC Associates was faring. Executive Director Mayer said that she was healing but would be off for an extended period of time. Brian Lowden, Property Manager, RSC Associates has been assigned as the Agency’s contact for the duration. Mr. Lowden has been responsive to HACB requests and so far is doing a “good job”.

10. MATTERS INTIATED BY COMMISSIONERS

- 10.1 Brown Act – A copy of the current Brown Act was distributed to Board for information.

- 10.2 HACB Website – Housing Director Guanzon briefly outlined some upgrades to the HACB website including: partner resources; maps prepared by CSU-Chico CED identifying client services including B-line public bus routes and, school districts; and general disaster preparedness information. HACB will be contracting with a consultant to design a disaster preparedness program specific to the HACB and its properties.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next meeting – May 19, 2011**
- PSWRC-NAHRO Annual Spring Conference, San Francisco CA, May 21-24, 2011.

13. ADJOURNMENT

Commissioner Moravec moved that the meeting be adjourned. Commissioner McFarren seconded. The vote in favor was unanimous. The meeting was adjourned at 4:44 p.m.

Dated: April 21, 2011.

Clarence Lobo, Chair

ATTEST:

Edward S. Mayer, Secretary