

# **HOUSING AUTHORITY OF THE COUNTY OF BUTTE**

## **BOARD OF COMMISSIONERS MEETING**

### **MINUTES OF March 15, 2012**

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Commissioner Hamman called the meeting of the Housing Authority of the County of Butte to order at 2:00 p.m.

#### **1. ROLL CALL**

Present for the Commissioners: Patricia Besser, Christine Boyle, Rebecca Graham, Larry Hamman, and Laura Moravec. Commissioner McFarren arrived late.

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**

Executive Director Mayer wished to acknowledge the noteworthy accomplishment of Commissioner McFarren's 30-year anniversary of service to the Board.

#### **3. CONSENT CALENDAR**

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

#### **4. CORRESPONDENCE**

- 4.1 HACB received a letter from Donald J. Lavoy, Deputy Assistant Secretary, Office of Field Operations, Office of Public and Indian Housing, US Department of Housing and Urban Development (HUD) regarding expenditure of funds by public housing authorities for lobbying of Congress and HUD dated February 24, 2012. It was sent as a reminder to all housing authorities that it is illegal to hire lobbyists with federal funds. The three (3) industry advocacy entities: NAHRO, PHADA, CLPHA, are not be covered by this notice.

#### **5. REPORTS FROM EXECUTIVE DIRECTOR**

- 5.1 Section 8 Family Self-Sufficiency Program – HACB is submitting the annual application to HUD for FSS Coordinator grant funds renewal. The proposed Resolution is required as part of the application process. Due to the number of successful graduates, the mandatory size of the HACB Family Self Sufficiency program is now ten (10) participants; however because of the importance of this program to participants, the HACB continues to maintain a maximum program size of fifty (50) participating households.

**\*RESOLUTION NO. 4444\***

Commissioner Graham moved that Resolution No. 4444 be adopted by reading of title only: “AUTHORIZE THE SUBMITTAL OF AN APPLICATION FOR FEDERAL ASSISTANCE FOR THE FY2012 HOUSING AUTHORITY OF THE COUNTY OF BUTTE SECTION 8 HOUSING CHOICE VOUCHER FAMILY SELF SUFFICIENCY PROGRAM TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT”. Commissioner Moravec seconded. The vote in favor was unanimous.

- 5.2 Locust Street Apartments – Board approval requested for IFB12-002, Locust Street Apartments Parking Lot and Storm Drain Replacement Contract. Locust Street Apartments is a twelve-unit apartment complex owned by HACB in Chico. For many years, the parking lot has been in disrepair due to a non-functioning storm drain system. Many times in the winter the parking lot is a “lake”. The proposed contract includes parking lot replacement and re-grading, which also establishes accessible paths of travel for the site. Locust has reserves of approximately \$100,000. Management recommended award to the lowest responsive bidder RJ Heuton Construction, in the amount of \$59,847.50.

**\*RESOLUTION NO. 4445\***

Commissioner Moravec moved that Resolution No. 4420 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO CONTRACT WITH RJ HEUTON CONSTRUCTION FOR SITE IMPROVEMENTS AT 1519 LOCUST STREET APARTMENTS”. Commissioner Boyle seconded. The vote in favor was unanimous.

- 5.3 Section 8 HUD-VASH Voucher Invitation – HACB currently has thirty-five (35) HUD-VASH vouchers in support of homeless vets. Based upon success of the program, HUD invited HACB to apply for an additional allocation of twenty-five (25) vouchers, bringing the total program size to sixty (60). The program requires joint cooperation with Veterans Affairs. The success of the HACB program is partially due to HACB providing Bobby Walden, Veterans Affairs Coordinator, office space, and HACB’s creation of a security deposit fund. Per HUD, one out of six homeless persons is a veteran. Outreach to homeless veterans will be made at the Butte County Homeless Continuum of Care’s “Project Homeless Connect”, a one-day homeless services fair to be held at the County Fairgrounds in Chico, April 18<sup>th</sup>.
- 5.4 Public Housing Landscape Pilot Project – HACB is endeavoring to reduce water usage in Public Housing. Two (2) contracts have been completed thus far in implementing the landscape pilot project at the Public Housing duplex located at 694 12<sup>th</sup> Street, Chico: tree removal and water meter installation. Separate meters were installed for each unit in the duplex, which will be complemented by a third master landscape meter. The final contract is for the actual landscape installation. A Notice to Proceed has been issued to Turf King. Actual construction will take four to six weeks. Once completed, improvements will be reviewed before water conservation work is planned and developed for the rest of Public Housing.

- 5.5 Farm Labor Housing Rehab – Architectural and Engineering plans are approximately 60% complete. The first draw submittal has been sent to Joe Serna, and appears to be “OK”. The 480 foot, 32 inch diameter well has been drilled and is currently being developed. Wellhead and infrastructure improvement designs are underway. Management staff met with the County Building Department regarding flood plain criteria for the rehab design. HACB is also in the process of determining applicable relocation rules and process for households displaced by the rehab work. The USDA-RD grant and loan is scheduled to close soon.
- 5.6 Public Housing Energy Performance Contract – HACB entered into a 3-party agreement with Yolo and Sutter County housing authorities. The consortium is named 3Green Energy Partners. 3Green has issued the Request for Proposals to secure an Energy Performance Contractor. Three (3) contractors have shown interest; Johnson Controls, Pepco Energy Services, and Siemens. The HACB’s proposed Public Housing water conservation measures and landscape improvements may be rolled into an energy conservation services contract.
- 5.7 2012 HACB Planning – The HACB Public Housing Admissions and Continued Occupancy Policy, Section 8 Administrative Plan and Agency Plan are required annually. Next month the draft documents will be adopted by the Board. In June, final documents will be adopted. There are very few changes to the documents this year. Once draft documents have been adopted, the budget work will be the next priority.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

HACB congratulated Commissioner McFarren on his thirty (30) years of service as a Board member and thanked him for his selfless work on behalf of the residents of Butte County.

Since several Board members were not in attendance at last month’s meeting, Executive Director Mayer again requested the Board’s opinion on the Commissioner’s page on the HACB website. Commissioner Boyle would like to see the whole “theme” of the website be changed to be more “resident friendly”, including pictures of HACB properties, etc. and felt that adding Commissioner’s pictures to the page would be appropriate at that time.

Commissioner Graham is purchasing a home with her family. Once purchase is complete she would be required to resign as a Commissioner.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next meeting – April 19, 2012.**

13. ADJOURNMENT

Commissioner Graham moved that the meeting be adjourned. Commissioner Moravec seconded. The vote in favor was unanimous. The meeting was adjourned at 3:07 p.m.

Dated: March 15, 2012.

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Laura Moravec, Chair

ATTEST:

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Edward S. Mayer, Secretary