

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
BOARD OF COMMISSIONERS MEETING**

MINUTES OF July 19, 2012

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:06 p.m.

1. ROLL CALL

Present for the Commissioners: Patricia Besser, Sharon Chambers, Larry Hamman, Clarence Lobo, Gene McFarren, and Laura Moravec.

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.

Others Present: Doug DeSoto, HACB Interim Section 8 Housing Manager and Tia Taylor, FSS Graduate (5.1).

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

- 4.1 Appointment letter for Tenant Commissioner Sharon Chambers from Butte County Board of Supervisors dated June 26, 2012 – Congratulations and welcome Ms. Chambers.
- 4.2 Thank you letter from Mi C.A.S. A. Education, Inc. Summer Program participants dated June 28, 2012 – Board received a thank you card from Kathy McKenzie, Mi C.A.S.A. Director, and the Farm Labor Housing children participating in their summer program.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 FSS Graduate – The Board recognized the successful completion of the program by Family Self Sufficiency (FSS) Graduate Tia Taylor. Ms. Taylor was presented by HACB Interim Section 8 Housing Manager Doug DeSoto, who also acts as Special Programs Coordinator for the FSS program. Ms. Taylor enrolled in the FSS program in March 2008. She has completed two degrees at Butte College

and is employed full-time. Ms. Taylor is planning on transitioning to home ownership. She is receiving an FSS escrow check in the amount of \$28,618.09, which is the largest amount ever earned by an FSS participant at HACB. Mr. DeSoto congratulated Ms. Taylor on her hard work and Ms. Taylor thanked the Board for opportunity to participate in such a great program.

RESOLUTION NO. 4462

Commissioner Hamman moved that Resolution No. 4462 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE TIA TAYLOR”. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.2 FSS Graduate – The Board recognized the successful completion of the program by Family Self Sufficiency (FSS) Graduate Jasmined Smith. Ms. Smith was unable to attend the meeting. She is receiving an FSS escrow check for \$3,979.52.

RESOLUTION NO. 4463

Commissioner Chambers moved that Resolution No. 4463 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE JASMINED SMITH”. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.3 Section 8 Housing Choice Voucher Program – Management requested that that Board approve adoption of a new Payment Standard for one-bedroom units in the Glenn County Housing Choice Voucher Program. After review, based upon rent reasonableness, staff recognized that the current one-bedroom Payment Standard is too low and recommended changing it from 93% of the Fair Market Rent to 99%. State administration of the Glenn County Section 8 HCV program set the low Payment Standard. The HACB may set Payment Standards between 90-110% of the HUD-determined Fair Market Rents without HUD review and approval.

RESOLUTION NO. 4464

Commissioner Lobo moved that Resolution No. 4464 be adopted by reading of title only: “ADJUSTMENT OF THE 2012 ONE-BEDROOM PAYMENT STANDARD FOR THE GLENN COUNTY SECTION 8 HOUSING CHOICE VOUCHER PROGRAM”. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.4 Butte Countywide Continuum of Care – The Continuum of Care Coordinator Meagan Meloy, who is employed by the HACB, has identified a grant opportunity. There will only be five (5) grants of this type given out in the Country. However, it is believed that our application has a strong chance of being successful because Butte County is an excellent “rural” candidate for funding, has the highest per capita population of foster youth in California, has a strong local welfare department, has a strong coordinated services sector (Butte Countywide Homeless Continuum of Care), and the local Youth for Change Director is the Statewide Coordinator for foster services. The potential grant amount is \$1M per year for five (5) years. The grant application requires a fifty (50) unit program; Esplanade House, owned by Community Action Agency (CAA), would provide

thirty-five (35) project-based units; and HACB would supply the remaining fifteen (15) tenant-based housing units through the Section 8 Housing Choice Voucher program. All of the 15 units would include supportive services provided by CAA. In summary, the grant application requires a partnership between three (3) key agencies: HACB, CAA and the local County Welfare office. Management requested authorization for HACB participation in grant application. If successful, grantee will be given one year to put program together and the remaining five years to run the program. The grant is an “outcome” based grant and UC Davis is set to contract for administration of that portion of grant administration. HACB would provide contracted HQS inspections and 15 Family Unification Program (FUP) vouchers. The FUP program is already in HACB’s Section 8 Admin Plan; though FUP program has been on hold for the past few years. Receipt of grant funding will trigger activation of the HACB FUP program and prioritizing admissions for program participants. Once the HACB FUP program is established, HACB can later apply to HUD for FUP funding.

RESOLUTION NO. 4465

Commissioner Hamman moved that Resolution No. 4465 be adopted by reading of title only: “AUTHORIZE PARTICIPATION IN APPLICATION FOR U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES FUNDS UNDER THE PARTNERSHIPS TO DEMONSTRATE THE EFFECTIVENESS OF SUPPORTIVE HOUSING FOR FAMILIES IN THE CHILD WELFARE SYSTEM PROGRAM, FUNDING OPPORTUNITY NUMBER HHS 2012-ACF-ACYF-CA-0538”. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.5 2013 Farm Labor Housing Budget – The proposed annual Farm Labor Housing operating budget was presented for adoption. Budget is required to be submitted to USDA-RD by August 1st. USDA-RD will make comments and return for final adoption. The proposed budget is consistent with past years, but essentially serves as a place holder until the USDA-RD loan and grant for FLH rehab are closed. Some of the minor differences proposed are decreased maintenance costs, increase in security, and addition of the now FEMA-required flood insurance. Budget revision may be necessary once HACB-wide budget is finalized and/or USDA-RD loan/grant approvals have been received. As currently stands, loan payment(s) are not anticipated until next year.

RESOLUTION NO. 4466

Commissioner Besser moved that Resolution No. 4466 be adopted by reading of title only: “APPROVAL OF FISCAL YEAR 2013 BUDGET FOR THE USDA-RD FARM LABOR HOUSING PROGRAM”. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.6 Public Housing – Board approval for the project area was requested for HACB’s landscape/water conservation/ADA site upgrade improvements initiative. The proposed project area would include 34 units (17 duplexes) along the South Ohio Street corridor portion of Gridley’s Public Housing. HACB has already developed a landscape master plan, whose elements and principals will be applied to this project. The construction contract must be approved by September 30th to prevent the recapture of \$1M in Public Housing Reserves by HUD; contract

obligation would protect the Reserve funds. The proposed project includes both soft and hard landscape improvements, including site irrigation, water metering of individual dwelling units, and ADA-related site accessibility improvements. The project may get folded into an Energy Services Contract. Once complete, HACB will control the site water and tenants will be responsible for their own domestic water, receiving a utility allowance as part of their rent consideration.

MOTION

Commissioner Hamman moved that the Board authorize completion of landscape bid documents for the proposed project area, including authorization of complete improvements for the three (3) additional units located to the west of the duplex located at the corner of S. Ohio and Ash Streets, bounded by Ash and Iowa Streets, as a contingent piece of work should budget and bidding allow. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.7 Butte Countywide Continuum of Care – HACB proposes application for \$20,000 in grant funding to Sierra Health Foundation, in order to write the County’s 10-Year Plan to End Homelessness, a required document for HUD Homeless Continuum of Care administration. Meagan Meloy, Continuum of Care Coordinator, would write the grant application. Management requested authorization by the Board to apply for these funds, which will be used to hire a consultant to write the 10-Year Plan required by HUD.

MOTION

Commissioner McFarren moved that the Board authorize HACB application for Sierra Health Foundation Responsive Grants Program funds on behalf of the Butte Countywide Homeless Continuum of Care, to support the development of a local 10-Year Plan to End Homelessness. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.8 Utility Allowances – Utility Allowances are renewed annually. HACB retained Management Resource Group to establish utility allowances, using a “blended” methodology based on engineered analysis of utility use, checked against actual use. This year, electricity costs have declined, gas has remained the same, and water has increased. The proposed utility allowances would be effective for Glenn County Section 8 immediately, tax-credit projects on October 1, 2012, and Public Housing and Butte County Section 8 HCV programs on January 1, 2013.

MOTION

Commissioner Hamman moved the Utility Allowances be accepted, adopted and implemented as proposed for the upcoming 2012/2013 year, effective January 1, 2013. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.9 Affordable Family Apartments at Harvest Park, Chico – Both HACB and BCAHDC have already successfully negotiated their agreements with the developer AHDC for the Harvest Park project. However at the last minute, Wells Fargo, the Lender, decided to require a liquidity condition of the developer/guarantor which was too large for CCHC’s comfort. This late condition was, in fact, a problem caused by the closure of State Redevelopment Agencies. The City of Chico could not provide agreed loan monies as initially

contemplated in the deal. The developer, Central California Housing Corporation has decided to table the Project until January when the City has necessary funds available for the “close” of the transaction.

- 5.10 Investment Report/Reserves Analysis – Finance Officer Kemp reviewed the quarterly report. Currently Umpqua Bank is not charging HACB any fees but may decide to renegotiate. All accounts are earning almost no interest. HACB has over \$2M in cash available for development opportunities. Also, there is approximately \$1.8M in Section 8 Admin Funds which are available for affordable housing projects. HACB has earmarked funds to loan to BCAHDC or Banyard to purchase LP interests in Walker Commons and Chico Commons. Since interest rates are so low, HACB’s goal is to make our money work for ourselves and our community.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

Chair Moravec asked about the articles regarding vandalism at Winston Gardens, one of HACB’s senior properties in Oroville. Executive Director Mayer said that there are two issues. First, both Winston Gardens, Oroville and Walker Commons, Chico have seen increased “activity” on their properties. On that particular Friday night, local kids smashed windshields on four (4) cars on street in front of Winston Gardens (not in the parking lot where there are security cameras), two of which belonged to residents. HACB is looking at solutions: increased lighting, fencing, security, etc. Housing Director Guanzon met with Winston Garden residents to convey HACB’s concern. One option is the Oroville VIP program (retired officers to patrol site). Second, there has been a Resident Manager change at Winston Gardens and several residents are unhappy with the change and are causing problems by way of protest. Management is working with the disgruntled residents to address their concerns and improve relations.

11. EXECUTIVE SESSION

11.1 Government Code 54957.6: Conference with Labor Negotiators – Personnel Policy.

Adjourn: 3:39 p.m.

Reconvene: 3:44 p.m.

MOTION

Chair Moravec reported that Commissioner Hamman moved that Management be authorized to present the Personnel Policy, as amended, to the Union for their approval for 2012-13. Commissioner McFarren seconded. The vote in favor was unanimous.

12. COMMISSIONERS' CALENDAR

- **Next meeting – August 16, 2012**
- PSWRC-NAHRO Annual Fall Workshop, Scottsdale AZ, September 23-25, 2012.

13. ADJOURNMENT

The meeting was adjourned at 3:44 p.m.

Dated: July 19, 2012.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary