

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

MINUTES OF November 20, 2014

Chair Moravec 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: Kate Anderson, 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; Larry Guanzon, Housing Director; Sue Kemp, Finance Officer; and Tamra Young, Executive Assistant.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Finance Officer Kemp handed out a replacement Section 8 Housing Choice Voucher Program report. The report that had been included in Board packet was erroneous; it was a repeat of last month's report. The correct handout includes September 2014 information.

Chair Moravec asked about the Section 8 report. She noted that the numbers were low at the beginning of year and much higher currently. Executive Director Mayer said the increased lease-up was due to HACB purposely dropping their numbers in anticipation of federal Sequestration, which didn't happen, thereby requiring a rapid lease-up to get numbers where they need to be at year-end to ensure full funding. He also said that there is a strong possibility that the Section 8 wait list will be opened in the spring. HACB is considering the concept of an interest list which would be open at all times. A lottery would draw names from the interest list to move applicants onto the wait list as needed. Having the interest list open will better evidence demand in the community, and provide a more even playing field to applicants. Applicants would be required to contact the interest list annually to maintain their status on the interest list. HACB staff is scheduling a visit to Fresno Housing Authority to see how their interest list protocol works.

Commissioner Anderson asked about the number of Section 8 HUD-VASH vouchers. The HACB has received two (2) additional awards of vouchers recently, 23 and 3 respectively, for a total of 101 units of HUD-VASH assistance. Ms. Anderson also asked about the high Farm Labor Housing vacancies. HACB was required to evict thirteen (13) households admitted improperly under the USDA's Ineligible Tenant Waiver, the households had no heads-of-household with legal residency status. The high vacancy rate will challenge operation's revenues, but will be helpful with availability for resident

relocation once rehab work starts. HACB will be able to move families onsite in completing unit improvements.

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Section 8 Management Assessment Plan (SEMAP) – The Board considered the Resolution authorizing submittal of the annual Section Eight Management Assessment Program (SEMAP) to HUD. SEMAP is the self-certification report card for administration of the Section 8 Housing Choice Voucher program; the report is auditable. HACB’s Section 8 Department does an excellent job of verifying and retaining supporting documentation for each SEMAP Indicator. The HACB’s SEMAP score qualifies it as “High Performer”, again, this year.

RESOLUTION NO. 4563

Commissioner McFarren moved that Resolution No. 4563 be adopted by reading of title only: “APPROVAL OF SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION”. Commissioner Chambers seconded. The vote in favor was unanimous.

- 5.2 Gridley Springs II Apartments, Gridley – Gridley Springs II requires \$350,000 of capital improvement work, specifically replacement of siding, windows and doors, to stabilize the building envelope and address accessibility issues. The building envelope work will match the improvements completed at Gridley Springs I, which neighbors the site. It is recommended that funds be sourced as follows: \$250,000 from the balance of the Pre-2004 Section 8 Admin Fee Reserves and \$100,000 loan from Butte County Affordable Housing Development Corporation (BCAHDC), or another lender. The debt payments would be paid from cash flow. The \$350,000 includes a 12% contingency, which if not needed, would fund replacement of the tot lot. HACB paid \$10,000/unit for Gridley Springs II; with the additional improvements the cost per unit amounts to \$25,000/unit, which is very reasonable for multi-family property in the area. Management recommended the Board to approve the concept. Once approved, staff will put together an action plan to bring back to Board, for further approvals.

MOTION

Commissioner McFarren moved that the Board authorize \$350K effort to renovate Gridley Springs II building exteriors, \$250K to be sourced from Pre-2004 Section 8 Admin Fee Reserves, and \$100K to be borrowed, first lender of choice to be BCAHDC. Commissioner Hamman seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

7.1 HACB Strategic Planning – Executive Director Mayer has located one (1) strategic planning consultant (the one used by Santa Barbara Housing Authority). He is in the process of gathering other names; with leads on two (2) other names. Chair Moravec recommended contacting Shawn Morgan and partner, as a possible consultant. The strategic planning work will coordinate with property analyses, including physical needs assessments, and viability, opportunity, and mission analyses. The work will take place in 2015.

8. SPECIAL REPORTS

8.1 NAHRO National Conference, Baltimore MD, October 15-17, 2014 – Executive Director Mayer provided a report on the conference. He noted that Baltimore is very distressed. At the conference, HUD Secretary Julio Castro was the keynote speaker. Mr. Castro understands the business. However, unfortunately, he is a “lame duck” Secretary for two years, offering nothing really new to say. He is a supporter of RAD, HUD’s Public Housing disposition program. Of note, housing authorities are continuing to focus on, and are becoming more deeply involved with homelessness. Also, Mr. Mayer attended the Housing America session, a national housing advocacy initiative whose focus is to “brand” a message to the American public about the importance of affordable housing. Two (2) marketing tools developed to date are the annual “What Home Means to Me” calendar contest, in which children living in housing authority properties submit theme drawings, and the collection and dissemination of affordable housing success stories (creation of a video library).

9. REPORTS FROM COMMISSIONERS

Commissioner Chambers asked about Orange Tree apartments, Oroville. Non-profit PEP Housing, Petaluma, developed the fifty (50) unit senior housing project; it is regulated under the tax-credit and HUD Section 202 programs; tenants pay only 30% of income for housing. HACB saw a minimal amount of tenants (handful) move to the new project from its Park Place Apartment and Winston Gardens Apartment properties.

10. MATTERS INITIATED BY COMMISSIONERS

Commissioner McFarren gave notice that he will be leaving the Board at the end of the year, after 32 years of service. He will notify Supervisor Wahl of his departure and asked for any suggested candidate names that we may have that could be provided to Supervisor Wahl. Mr. McFarren said that we have a tremendous staff and the HACB is on a wonderful crusade. He has enjoyed it and said “thank you all!” Chair Moravec expressed gratitude on behalf of the Board and Staff for all his years of good work.

11. EXECUTIVE SESSION

11.1 Section 54957.6: Conference with Labor Negotiators

Adjourn: 2:45 p.m.
Reconvene: 3:20 p.m.

MOTION

Chair Moravec reported that the Board authorized a counter-offer to the Operating Engineer's Local No. 3 Union.

12. COMMISSIONERS' CALENDAR

- Mi C.A.S.A. Annual Dinner, Gridley Farm Labor Housing, 1584 Booth Dr., Rm 6 Gridley – 6:00 p.m., November 21, 2014
- Next Meeting – December 18, 2014
- Holiday Luncheon, Roots Catering, 3221 Esplanade Chico – 12:00 noon, December 19, 2014 (including “ugly sweater” contest)

13. ADJOURNMENT

The meeting was adjourned at 3:21 p.m.

Dated: November 20, 2014.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary