

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

**SPECIAL MEETING MINUTES OF December 29, 2015**

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:27 p.m.

1. ROLL CALL

Present for the Commissioners: Kate Anderson, Patricia Besser, Larry Hamman, Roger Hart, 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.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

None.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Property Management Contracts – As discussed at a previous meeting, HACB staff recommended contracting to an outside property management company four (4) out of the five (5) properties previously managed by a Property Specialist who resigned, including HACB-owned properties Park Place Apartments, Oroville and Locust Street Apartments, Chico. HACB recommended that the contracts for Park Place and Locust be awarded to RSC Associates, Inc., because of their competitive pricing, current good working relationship, knowledge (RSC already manages all of the other bond properties - Park Place would make it a complete package), and location (Locust Apartments is close to Lincoln Apartments in Chico). The plan is to re-bid all RSC-managed properties in mid-2016. Banyard and BCAHDC already agreed to use an alternative property management company, USRG, for Chico Commons Apartments, Chico, and Walker Commons

Apartments, Chico. The Winston Gardens Apartments, Oroville, a senior/disabled property, is the only property that was managed by the former employee that HACB will continue to manage in-house, ostensibly due to the specialized nature of this property (HUD Public Housing). It will be reassigned to Property Manager Meza, who needs to reduce his billable hours applied to Gridley Farm Labor Housing. Program surplus in the Public Housing and Section 8 programs will absorb the increased overhead cost allocations previously allocated to the four (4) properties recommended for third-party property management.

**\*RESOLUTION NO. 4610\***

Commissioner Anderson moved that Resolution No. 4610 be adopted by reading of title only: “MANAGEMENT AGREEMENT WITH RSC ASSOCIATES, INC. FOR PROPERTY MANAGEMENT OF PARK PLACE APARTMENTS, OROVILLE, AND LOCUST APARTMENTS, CHICO”. Commissioner Hart seconded. The vote in favor was unanimous.

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

- 10.1 Commissioner Besser expressed concern about over-housed tenants in her neighborhood, where she has observed single-person households occupying two- and three-bedroom units. Housing Director Guanzon said that these tenants were initially housed with household members sufficient to justify the unit size, and that after lease-up, the household composition changed. The tenants are likely on the transfer list, to be moved to appropriate sized units, but the HACB has little recourse to fix this issue as there are not smaller sized units available in HACB’s Public Housing inventory. Chair Moravec asked about the tree removals at Rhodes Terrace. Deputy Executive Director Peters said that the trees had to be

removed due to surface roots heaving sidewalks and creating tripping hazards, etc. The trees will be replaced.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- Next Regular Meeting – January 21, 2016.

13. ADJOURNMENT

Commissioner Hart moved that the meeting be adjourned. Commissioner Hamman seconded. The meeting was adjourned at 2:42 p.m.

Dated: December 29, 2015.

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Larry Hamman, Vice Chair

ATTEST:

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Edward S. Mayer, Secretary