

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

**MEETING MINUTES OF December 21, 2017**

Chair Anderson called the meeting of the Housing Authority of the County of Butte to order at 2:01 p.m.

1. ROLL CALL

Present for the Commissioners: Kate Anderson, Patricia Besser, Larry Hamman, Anne Jones, Laura Moravec and David Pittman.

Present for the Staff: Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Sue Kemp, Finance Director; Tamra Young, Administrative Operations Director; and Marysol Perez, Executive Assistant.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Executive Director Mayer brought forward information updating the current standstill regarding the Limited Partner approval of the property management change at 1200 Park Ave. Apts, Chico. Alden Torch, the Limited Partner, is stipulating a re-write of the proposed property management agreement with AWI, an “overreach” of their partnership role. Executive Director Mayor and Deputy Director Guanzon are currently negotiating the matter, supported by AWI, tax-credit attorney Sablehaus Law, and its Property & Liability insurer, HARRP. The matter will be brought back as an official agenda item should further communication/action be needed.

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

4. CORRESPONDENCE

None.

REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 HACB – Seeking approval for accessibility improvements project in main office. The project is intended to address three main office improvement needs that include; resolving deficiencies in physical accessibility, increasing the number and safety of Section 8 meeting rooms and offices, and construction of office

improvements supporting the agency’s contracting and project management work. The project has been bid, in the amount of \$192,713. The Section 8 specific improvements would be paid for by Section 8 Admin fee reserves; the balance of the improvements would be paid out of the General Fund initially, and be recouped over a 15-year period based the improvement depreciation being pro-rated across agency programs. Commissioner Pittman agreed that improvements to physical accessibility (ADA) are a priority, and asked if the reconfiguration of the Section 8 lobby would increase security to Section 8, and if HACB already has security measures in place. The updates proposed to the Section 8 lobby area are specifically designed to increase and ensure security. Currently Section 8 staff bring clients into their offices when conducting eligibility screenings. Executive Director Mayer explained that the new configuration in Section 8 would reduce the number of instances that clients will need to enter the employee only area of the office.

**\*RESOLUTION NO. 4687\***

Commissioner Moravec moved that Resolution No. 4687 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO CONTRACT WITH REM CONSTRUCTION FOR PHYSICAL IMPROVEMENTS TO 2039 FOREST AVENUE PROPERTY”. Commissioner Jones seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 Unfunded Pension Liability – Brief update and information provided to the Board of Commissioners by Executive Director Mayer. HACB is still awaiting the availability of its third party actuary, who will develop pension funding option for Board consideration.
  
- 7.2 Strategic Asset Plan & Development Opportunities – Currently four hot development opportunities on the board; one project in Gridley, another in Oroville and two prospective projects in Chico. All projects contemplate the project-basing of Section 8 vouchers, and inclusion of the HACB as a partner in the Limited Partnership owning entities to be created. The Gridley project is currently ready to go and is looking at July 2018 tax credit application date. Chair Anderson wanted to remind the Board of Commissioners that the Strategic Asset Plan continues to be a high priority on list of to-do’s. She reiterated the importance of the Strategic Asset Plan, stating that with the plan a path can be determined in allocating and prioritizing a balanced use of resources in pursuing both asset management work and development opportunities. Executive Director Mayer agreed that the plan has to be developed, recalling that while the number one objective on the HACB strategic plan is to create housing opportunities in the

community; both objectives are essential and interdependent because of their dependence on resource allocation. Commissioner Moravec added that she would like authorization to move the Strategic Asset Plan along, the process feels “stalled out”, asked what needs to be done to move forward and free up time for Executive Director Mayer. Executive Director Mayer response was that a Consultant or Project Manager would need to be hired, but that such action puts the Housing Authority at a crossroads regarding use of reserves and associated risk. Does the Housing Authority take on risk to build opportunity, or do we stay quiet and continue on focusing on core Section 8 and Public Housing administration? The consensus of the Board was to move forward with retention of capacity to adequately address both the Strategic Asset and Development Opportunity initiatives.

- 7.3 Oroville Jamboree Housing – Brief update given by Executive Director Mayer, in regards the status of Oroville’s 70 unit family development being brought forward by Jamboree housing. The development will seek funding in the following year’s tax-credit funding round, with the HACB included in the tax-credit partnership. The soonest the project would be seeking for money would be early 2019.

## 8. SPECIAL REPORTS

None.

## 9. REPORTS FROM COMMISSIONERS

None.

## 10. MATTERS INITIATED BY COMMISSIONERS

None.

## 11. EXECUTIVE SESSION

11.1 Government Code 54957 Public Employee Performance Evaluation – Executive Director Performance Evaluation – Continue item to January, status update provided; still pending complete responses from Commissioners.

## 12. COMMISSIONERS’ CALENDAR

- Holiday Luncheon – December 22, 2017, 12:00 p.m., Nash’s Restaurant 1717 Esplanade, Chico.
- **Next regular meeting – January 18, 2018.**
- NorCal/Nevada NAHRO Winter Conference, Napa CA, January 28-30, 2018.

13. ADJOURNMENT

Commissioner Pittman moved that the meeting be adjourned. Commissioner Moravec seconded. The meeting was adjourned at 3:29 p.m.

Dated: December 21, 2017.

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Kate Anderson, Board Chair

ATTEST:

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Edward S. Mayer, Secretary