

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

MEETING MINUTES OF February 15, 2018

Chair Anderson called the meeting of the Housing Authority of the County of Butte to order at 2:34 p.m.

1. ROLL CALL

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

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

2. AGENDA AMENDMENTS

Executive Assistant Perez, brought forward three (3) agenda amendments for consideration, the items were mistakenly left off the agenda by an oversight. Items to be discussed and brought forward during designated agenda allocation include: 7.1 Unfunded Pension Liability Plan – Update and information; 8.1 Special Reports – NorCal NAHRO Conference reports from Deputy Executive Director Guanzon, Administrative Operations Director Young and Commissioner Moravec; and 12. Commissioners Calendar – Mi Casa Spring Dinner Fundraiser – February 24, 2018, 5:00 p.m. - 7:00 p.m. Butte Hall, Gridley Fairgrounds.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 HUD Programs Household Income Determination – HACB is required to adopt a Passbook Savings Rate annually for purposes of determining participant household

income in the HUD Public Housing, Section 8 and Homeless programs; and other HACB Administered tenant-based rental assistance programs where actual or imputed income from assets is considered in calculation of total household income It is recommended to set Passbook Savings Rate at 0.07%, which is the same as the National Savings Rate. In addition in each of the last four years the HACB Board approved a passbook savings rate of 0.06%.

MOTION

Commissioner Hart moved to set Passbook Savings Rate at 0.07%/year, effective March 1, 2018. Commissioner Moravec seconded. The vote in favor was unanimous.

- 5.2 Contract Rates – The HACB has an ongoing Corporate Services Agreement with Banyard Management. The agreement sets the rates of compensation and an annual contract maximum. The HACB seeks to update its billing rates for services per the attached Hourly Billing Rate schedule, effective March 1, 2018, and affirm the contract maximum for the 2018 operating year.

MOTION

Commissioner Moravec moved to: approve updated billing rates for HACB personnel, such rates to become effective March 1, 2018; authorization to submit such rates to Banyard for consideration; and re-affirm the annual contract maximum for the period extending from October 1, 2017 through September 30, 2018. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.3 Contract Rates – The HACB has an ongoing Corporate Services Agreement with Butte County Affordable Housing Development Corporation. The agreement sets the rates of compensation and an annual contract maximum. The HACB seeks to update its billing rates for services per the attached Hourly Billing Rate schedule, effective March 1, 2018, and affirm the contract maximum for the 2018 operating year.

MOTION

Commissioner Hamman moved to: approve updated billing rates for HACB personnel, such rates to become effective March 1, 2018; authorization to submit such rates to Butte County Affordable Housing Development Corporation for consideration; and re-affirm the annual contract maximum for the period extending from October 1, 2017 through September 30, 2018. Commissioner Pittman seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 Unfunded Pension Liability Plan – Updated information provided to the Board of Commissioners by Finance Director Kemp. Unfortunately the third party actuary who HACB staff had engaged will not be able to perform the necessary actuarial as expected. The company the actuarial works for was bought out by a third party and they have lost personnel. The actuary gave Finance Director Kemp contact information, which included a two-page list of current CalPERS actuaries. Finance Director Kemp seeks to have an actuary under contract by the next Board meeting. In addition Finance Director Kemp provided the Board of Commissioners with a visual actuarial report that included a projection of CalPERS Classic Annual UPL Payments as of June 30, 2016, and HACB CalPERS Classic – Unfunded Pension Liability as of June 30, 2016. Current UPL is at \$3.2 million, with an estimated pay off by 2047. Commissioner Hart added that it would be foolish for HACB and Board of Commissioners to ignore the UPL debacle, does not want the HACB to fall victim to this unsustainable pension issue. Chair Anderson emphasized how important it is to the Board of Commissioners to address UPL now, and before Strategic Asset Plan.

8. SPECIAL REPORTS

- 8.1 NorCal/Nevada Chapter NAHRO Conference – Commissioner Moravec attended the Commissioner track of the conference. There was five (5) other Commissioners in attendance, three (3) from Oakland and (2) from Livermore. Commissioner Moravec said she was by far the most “seasoned” of the Commissioners in attendance and the commissioner track was more of a roundtable discussion. She did relay information regarding the online HUD Exchange, which provides designated website/training specifically for Commissioners: Lead the Way - PHA Governance and Financial Management – A Training for Board Members. The HUD Exchange was something Commissioners found very informative and helpful. Administrative Operations Director Young also attended the conference. She was present for the recognition lunch where once again the HACB was awarded with HUD High Performer status in both the Section 8 Housing Choice Voucher and Public Housing programs. Of note, Administrative Director Young said she was intrigued by Marin County’s Section 8 landlord engagement. They have a single point of contact for landlords and hold a landlord appreciation day; they have also increased their payment standard to the maximum allowed. Deputy Executive Director Guanzon added that Marin County HA received money from the city, and that landlord engagement is an “incentive” program. Deputy Executive Director Guanzon reported he moderated a conference track with Nathaniel Hill, and he commended Commissioner Moravec for her attendance at the conference as

it was reported to him that the Board of Commissioners track was very engaged and they found Commissioner Moravec very knowledgeable. He also had HACB maintenance staff in attendance including HACB Maintenance Supervisor Claudio Romo. HACB maintenance staff relayed that they found the maintenance tracks beneficial as the topics covered included HVAC and plumbing.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Mi Casa Spring Dinner Fundraiser – February 24, 2018, 5:00 p.m. - 7:00 p.m. Butte Hall, Gridley Fairgrounds**
- **Next regular meeting – March 15, 2018**
- **2018 NAHRO Washington, D.C. Conference – April 22 – 24, 2018**

13. ADJOURNMENT

Commissioner Moravec moved that the meeting be adjourned. Commissioner Pittman seconded. The meeting was adjourned at 3:14 p.m.

Dated: February 15, 2018.

Kate Anderson, Board Chair

ATTEST:

Edward S. Mayer, Secretary