

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

MEETING MINUTES OF June 21, 2018

Chair Anderson called the meeting of the Housing Authority of the County of Butte to order at 2:02 p.m.

1. ROLL CALL

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

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

Others present: Bow Lee, Special Programs Coordinator, HACB; Edward Hernandez, FSS Graduate (5.1); Brad Long, Regional Site Director, Veterans Resource Center (VRC); Shaloma Wolske, Case Manager, VRC; and Loren Freeman, Public Housing Resident.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self Sufficiency (FSS) Graduate – Special Programs Coordinator Bow Lee and FSS Graduate Edward Hernandez were present for the Board’s recognition of Mr. Hernandez’ completion of the FSS program. Mr. Hernandez successfully completed his

FSS contract, accruing and escrow balance of \$ 8,879.51. While a participant of the FSS program Mr. Hernandez was able to obtain his Heavy Equipment Certificate from Butte College, triggering multiple job offers. With this certificate, Mr. Hernandez was able to secure employment, which catalyzed his FSS escrow account. Because of his increased income he is currently on zero-HAP for Section 8.

RESOLUTION 4696

Commissioner Hamman moved that Resolution No. 4696 be adopted by reading of title only: “RECOGNITION OF FAMILY SELF SUFFICIENCY GRADUATE EDWARD HERNANDEZ”. COMMISSIONER Pittman seconded. The vote in favor was unanimous.

- 5.2 Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section Administrative Plan (AP) –
- 5.3 Agency Annual Plan/Capital Fund Program - As a public agency administering the HUD Low Income Public Housing and Section 8 Housing Choice Voucher Programs, HACB is required to annually submit to HUD applicable agency and administrative plan documents 75 days prior to the end of HACB’s fiscal year. Draft revisions of the Public Housing Admissions and Continued Occupancy Policy (ACOP), Section 8 Housing Choice Administrative Plan (AP), Annual Agency Plan, and Capital Fund Program were received by the Board at the April 2018 meeting, where they were accepted and authorized for issuance for public comment. During the 45-day Public Comment review period, the HACB received only one comment, from Legal Services of Northern California (LSNC). HACB staff reviewed the letter from LSNC, with Management not recommending implementation of changes suggested by LSNC. As discussed at the April meeting, Administrative Operations Director Young outlined the bulk of the changes this year to both the AP and ACOP; updates addressing new HUD regulations include: Lead Safe Housing regulations, applicable to the Public Housing (PH), Section 8 Housing Choice Voucher (HCV), and Section 8 Project-Based Voucher programs; and regulations regarding the implementation of a project-based voucher program applicable to both conventional Section 8 and HUD-VASH vouchers. Chair Anderson opened the items for public comment - there was no public comment, and the item was closed to further comment. The Board elected to adopt the plans with the changes outlined. The AP and the ACOP will become effective October 1st.

RESOLUTION NO 4697

Commissioner Jones moved that Resolution No. 4697 be adopted by reading of title only: “ADOPTION OF PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP) AND SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN (AP).” Commissioner Besser seconded. The vote in favor was unanimous.

RESOLUTION NO. 4698

Commissioner Pittman moved that Resolution No. 4698 be adopted by reading of title only: “ADOPTION OF THE ONE-YEAR AGENCY PLAN OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE”. Commissioner Jones seconded. The vote in favor was unanimous.

- 5.4 Gridley Farm and Labor Housing Budget – The proposed annual Farm Labor Housing operating budget was presented for adoption. Finance Director Kemp outlined a couple budget details; because of rehab activity and marketing obstacles relating to federal immigration policy changes, FY2019’s projected income is lower than the current operating year; therefore several services and labor hours have been reduced in the proposed budget. Proposed rent increases are as follows; three (3) bedroom units to increase from \$1,344 to \$1,443 and four (4) bedroom units increase from \$1,614 to \$1,689. Currently FLH is operating with 75 occupied units, in order for the proposed budget to work FLH need to be operating at 80-85 occupied units. Executive Director Mayer explained that there are many factors as to why there is a high vacancy rate; one being that the un-rehabilitated older units are difficult to lease (applicants prefer the renovated units, which have be prioritized for use by existing residents), and second, the above referenced federal immigration policies and associated dynamics.

***RESOLUTION NO. 4699**

Commissioner Pitman moved that Resolution No. 4699 be adopted by reading of title only: “APPROVAL OF FISCAL YEAR 2019 BUDGET FOR THE USDA-RD FARM LABOR HOUSING PROGRAM”. Commissioner Jones seconded. The vote in favor was unanimous.

- 5.5 Unfunded Pension Liability Plan – A telephone conference was held with Mitch Barker, Executive Vice President at Public Agency Retirement Service (PARS). His telephone call was accompanied by slide show presentation that was reviewed with the Board of Commissioners. The subject of Mr. Barker’s presentation was the establishment of an IRS Section 115 Post-Employment Benefits Trust to be administered by PARS. Executive Director Mayer and Finance Director Kemp felt comfortable moving forward based on the information provided by Mitch Barker, recommending adoption of the resolution authorizing establishment of the penion trust to be administered by PARS.

RESOLUTION NO. 4700

Commissioner Jones moved that Resolution No. 4700 be adopted by reading of title only: “AUTHORIZING AND ADOPTING IRS SECTION 115 POST-EMPLPLOYMENT BENEFITS TRUST AS ADMINISTERED BY PUBLIC AGENCY RETIREMENT SERVICES (PARS)”. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.6 Memorandum of Agreement (MOA) – In efforts to increase the availability of affordable housing in our local jurisdiction, Pacific West Communities (PWC) has approached the HACB (and by association, the Butte County Affordable Development Corporation (BCAHDC)) for participation in the development of an affordable low-income senior housing property in the City of Gridley. The development provides for construction of thirty-seven (37) units, and is called the Sunrise Village Apartments. A MOA outlining development roles for PWC, HACB, and BCAHDC has been drafted for HACB and BCAHDC consideration. PWC seeks a loan of \$350,000 from HACB. Executive Director Mayer recommended adoption of the resolution authorizing the MOA, with no more than a \$200,000 loan, considering the HACB’s prioritization of Unfunded Pension Liability concerns. Commissioner Pittman added that the project is in an excellent location; it has great accessibility and he feels comfortable supporting the project. Chair Anderson asked if this is typical of development project to ask for loans from HACB. Executive Director Mayer replied that Harvest Park and 1200 Park Avenue Apartments each received \$600,000 loan contributions, and Gridley Springs II was loaned \$250,000. Commissioner Hamman said it was a good project to support and he was comfortable with a loan commitment amount of \$100,000. Commissioner Pittman agreed with Commissioner Hamman and said the project had his total support.

RESOLUTION NO. 4701

Commissioner Hamman moved that Resolution No. 4701 be adopted by reading of title only: “MEMORANDUM OF UNDERSTANDING WITH PACIFIC WEST COMMUNITIES AND BUTTE COUNTY AFFORDABLE HOUSING DEVELOPMENT CORPORATION FOR DEVELOPMENT AND OPERATION OF SUNRISE VILLAGE SENIOR APARTMENTS, GRIDLEY”, modifying the terms of the Resolution’s MOA, providing for an HACB loan of \$100,000 to the project. Commissioner Pittman seconded. The vote in favor was unanimous.

Commissioner Pittman left the Board of Commissioners meeting at 3:00 p.m.

6. MEETING OPEN FOR PUBLIC DISCUSSION

Brad Long, Regional Site Director, Veterans Resource Center (VRC) was present, advocating on behalf of the proposed new Veterans housing development opportunity in Chico. He was seeking re-assurance of HACB’s commitment of Section 8 Project-based and HUD-VASH vouchers to the development. Mr. Long was re-assured by Executive Director Mayer that the veteran’s housing project had been awarded the requested vouchers, such award being made administratively in accordance with the HACB’s Section 8 Admin Plan. No equity loans from the HACB to the project are contemplated, as the HACB (and its non-profit instrumentality, BCAHDC) are not involved in the project’s proposed owning partnership. Mr. Long replied that the VRC seeks a major source of public funds in applying

for State Veterans Homeless Housing Program (VHHP) funds, such application needing project-based Section 8 voucher support to be feasible. Project-based Section 8 and HUD-VASH voucher support was provided by means of public RFP conducted in accordance with HUD requirements.

7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 Strategic Asset Plan and Development Opportunities – Executive Director Mayer gave a brief status update regarding the Strategic Asset plan. Currently CalAHA is establishing capacity to conduct asset management work on behalf of its member agencies, providing an alternate means by which the work can be completed. Chair Anderson asked about the timeframe of that process, Executive Director Mayer replied since this is such an unusual scope of work, it would be another three (3) months. Chair Anderson reiterated the importance of getting a Strategic Asset Plan completed.

8. SPECIAL REPORTS

- 8.1 Super Conference PSWRC NAHRO Sacramento, CA – Executive Director Mayer reported on his attendance to the Super Conference that was held in Sacramento the conference was a joint effort with CalAHA and HARRP, in efforts to combine conferences. Other attendees included Finance Director Sue Kemp, which attended the finance track. Commissioners Anne Jones and David Pittman also attended the conference for commissioner centered tracks.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – July 19, 2018**
- 2018 NAHRO Summer Conference, San Francisco – July 26-28, 2018

13. ADJOURNMENT

Commissioner Hamman moved that the meeting be adjourned. Commissioner Besser seconded. The meeting was adjourned at 3:52 p.m.

Dated: June 21, 2018

Kate Anderson, Board Chair

ATTEST:

Edward S. Mayer, Secretary