

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

MEETING MINUTES OF July 19, 2018

Vice Chair Hart called the meeting of the Housing Authority of the County of Butte to order at 2:07 p.m.

1. ROLL CALL

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

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

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self Sufficiency (FSS) Graduate – Ms. Tull entered the Family Self Sufficiency program in June 2014. She successfully completed her FSS contract, accruing an escrow balance of \$ 8,134.51. While a participant of the FSS program Ms. Tull was able to fulfill one of her main objectives - she obtained employment with Butte County Department of Employment and Social Services (DESS). Her future goal is to obtain her Bachelors of Science degree. Ms. Tull has also started the process of purchasing a home and has already been approved for a home loan. She plans to voluntary exit the Section 8 program, once her home purchase is finalized.

RESOLUTION 4702

Commissioner Hamman moved that Resolution No. 4702 be adopted by reading of title only: “RECOGNITION OF FAMILY SELF SUFFICIENCY GRADUATE KATIE TULL”. Commissioner Jones seconded. The vote in favor was unanimous.

- 5.2 IRS Section 115 Pension Plan – A telephone conference was held with Mitch Barker, Executive Vice President of Public Agency Retirement Service (PARS) and Randy Yurchak, from HighMark Capital. Telephone conference call was accompanied by slide show presentation to the Board of Commissioners. The subject of the presentation was to select best suited investment strategy for the establishment of the IRS Section 115 Post-Employment Benefits Trust that will be administered by PARS. After overview of the various strategies, the Board of Directors, along with Executive Director Mayer and Finance Director Kemp, felt comfortable making the selection to move forward with the Moderate HighMark PLUS Investment Strategy, based on the information provided by Mitch Barker and Randy Yurchak, and the pension investment policy previously adopted by the Board.

RESOLUTION 4703

Commissioner Pittman moved that Resolution No. 4703 be adopted by reading of title only: “IRS SECTION 115 EMPLOYEE BENEFITS FUND PENSION PLAN INVESTMENT STRATEGY SELECTION”. Commissioner Jones seconded. The vote in favor was unanimous.

- 5.3 2019 Bonds Budget – The proposed Bond Project(s) budget were prepared in conjunction with RSC, in addition to being reviewed by the Budget Committee. The operating budget is due to the Bond Trustee on July 31st. RSC continues to manage all five (5) of the HACB-owned Bond properties, and continues to consistently perform satisfactorily. There are planned capital improvement projects planned for various properties; including parking lot repairs, painting, patio repairs; gutters and downspouts. Investment income is higher this year, and the properties are operating well in excess of the bond indenture’s required debt service coverage ratio.

RESOLUTION NO 4704

Commissioner Besser moved that Resolution No. 4704 be adopted by reading of title only: “APPROVAL OF FISCAL YEAR 2019 BUDGET FOR THE HOUSING AUTHORITY SERIES 2000A BOND PROGRAM.” Commissioner Jones seconded. The vote in favor was unanimous.

- 5.4 Gridley Springs II Apartment Budget – Fiscal Year 2019 Gridley Springs II proposed budget was presented to the Board of Commissioners for review and approval. The proposed budget was prepared by CBM Group, the management agent for the property, in coordination with HACB management, and review of the Budget Committee.

Notable highlights to the budget include small rent increases; reviews of utility costs to more accurately reflect annual costs. Capital improvements have been budgeted, to include an HVAC unit, select kitchen cabinet replacements, and anticipated appliance and flooring replacements – reflected in a Maintenance Contracts budget that is higher than past budgets for this line item.

***RESOLUTION NO. 4705**

Commissioner Pitman moved that Resolution No. 4705 be adopted by reading of title only: “APPROVAL OF THE F/Y 2019 OPERATING BUDGET FOR GRIDLEY SPRINGS II APARTMENTS, 200 FORD AVENUE, GRIDLEY”. Commissioner Besser seconded. The vote in favor was unanimous.

- 5.5 HACB Audit – The audited financial statements of the Housing Authority of the County of Butte (HACB), for the fiscal year ended September 30, 2017, including its component units Butte County Affordable Housing Development Corporation (BCAHDC) and Barnyard Management, were presented for acceptance. Once again, despite the comprehensiveness of the data shared with the auditor, there were no questions, observations, or findings. Patel & Associates, LLP recently had a change in ownership; they are now Harshwal & Company, LLP. Finance Director Kemp informed the Board that Harshwal & Company, LLP has been procured to complete the audit this coming year. Executive Director Mayer recognized the monumental amount of work that goes into the audit yearly, and appreciated that the auditors take a close look at compliance and other matters, not just financials.

MOTION

Commissioner Pittman moved that the 2016-17 HACB Audit be accepted as presented. Commissioner Hamman 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

None.

11. EXECUTIVE SESSION

11.1 Government Code Section 54957.6: Conference with labor Negotiators – postponed until next meeting.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – August 16, 2018**

13. ADJOURNMENT

Commissioner Hamman moved that the meeting be adjourned. Commissioner Besser seconded. The meeting was adjourned at 3:30 p.m.

Dated: July 19, 2018

Kate Anderson, Board Chair

ATTEST:

Edward S. Mayer, Secretary