

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

**MEETING MINUTES OF October 18, 2018**

Chair Anderson called the meeting of the Housing Authority of the County of Butte to order at 2:07p.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; Marysol Perez, Executive Assistant; and Jerry Martin, Modernization Coordinator.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self-Sufficiency – Ms. Garcia was a participant in the FSS program since January 2016. During her time as an FSS participant, Ms. Garcia started a holistic cleaning business; and she accrued an escrow balance of \$1,741.50. Because of her earned income, she has zero-HAP in the Section 8 HCV program. Ms. Garcia aspires to grow her holistic health and cleaning services.

**\*RESOLUTION NO. 4711\***

Commissioner Besser moved that Resolution No. 4711 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE CHRISTINA GARCIA”. Commissioner Moravec seconded. The vote in favor was unanimous.

- 5.2 Family Self Sufficiency – Mr. Tamayo has been an FSS participant since September 2017. He achieved his principal goal of becoming a certified electrician, and further was able to secure employment. Mr. Tamayo is currently employed with IBEW (International Brotherhood of Electric Workers). Because of this earned income through employment, Mr. Tamayo earned \$3,714.15 in escrow funds.

**\*RESOLUTION NO. 4712\***

Commissioner Hamman moved that Resolution No. 4712 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE CALEM TAMAYO”. Commissioner Moravec seconded. The vote in favor was unanimous.

- 5.3 HACB Write-Offs – Annually, HACB records vacated tenant balances for doubtful accounts, reducing the net tenant accounts receivable shown on the balance sheet. This year, the Public Housing’s write off balance was significantly higher in due to increases in turnover damages, as well as unpaid rents from tenants. The Farm Labor Housing write-off balance was higher due to the immigration policy fears affecting leasing dynamics. However the Section 8 write-off balance was back to average numbers. Writing off the balances does not change the net accounts receivable balance, nor does it prevent HACB from pursuing collections; it is an in-house accounting “housekeeping” procedure. Bad Debt is sent to a national debt collection data base and local collection agencies, unfortunately it can no longer be sent to the State Franchise Tax Board.

**\*RESOLUTION NO. 4713\***

Commissioner Moravec moved that Resolution No. 4713 be adopted by reading of title only: “WRITE-OFF UNCOLLECTIBLE ACCOUNTS RECEIVABLE”. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.4 Public Housing – The tree maintenance project was developed to perform necessary tree pruning, fence line cleaning, and selected removals of diseased or dead trees as identified at all public housing properties. Modernization Coordinator Jerry Martin said there are 175 trees with over 24 inch diameters that would be trimmed. The contract is a large contract, in the amount of Two-

Hundred and Sixty-eight Thousand, Eight Hundred Dollars (\$268,800.00). The bid received from Firestorm dba North Valley Tree Service was determined to be the lowest responsive qualified bid and will be paid for by means of the Public Housing Capital Fund.

**\*RESOLUTON NO. 4714\***

Commissioner Jones moved that Resolution No. 4714 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO CONTRACT WITH FIRESTORM dba NORTH VALLEY TREE SERVICE FOR TREE PRUNING AND REMOVALS AT AREA HUD PUBLIC HOUSING”. Commissioner Moravec Seconded. The vote in favor was unanimous.

- 5.5 Capital Fund – This is a routine action item and final revision to 501-15. Capital Fund 501-15 has been fully expended; adoption of the resolution will enable project close-out with HUD.

**\*RESOLUTON NO. 4715\***

Commissioner Hamman moved that Resolution No. 4715 be adopted by reading of title only: “APPROVAL OF REVISED BUDGET FOR HUD PUBLIC HOUSING CAPITAL FUND PROGRAM PROJECT NUMBER 501-15. Commissioner Moravec Seconded. The vote in favor was unanimous.

- 5.6 Capital Fund – This is a routine action item and final revision to 501-16. Capital Fund 501-16 has been fully expended. There are no new changes to the budget, all in alignment with last budget. Adoption of the resolution will enable project close-out with HUD.

**\*RESOLUTION NO. 4716\***

Commissioner Moravec moved that Resolution No. 4716 be adopted by reading of title only: “APPROVAL OF REVISED BUDGET FOR HUD PUBLIC HOUSING CAPITAL FUND PROGRAM PROJECT NUMBER 501-16”. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.7 Banking – HACB staff recommends establishment of a banking account with Federal Self Help Credit Union (FSHCU). Establishment of the account is recommended to build a relationship with this low-income serving entity. HACB staff is very interested in the FSHCU social mission. HACB is proposing a deposit of \$100,000 of General Fund monies in a Certificate of Deposit.

**\*RESOLUTION NO. 4717\***

Commissioner Moravec moved that Resolution No. 4717 be adopted by reading of title only: “CORPORATE/BUSINESS/ENTITY RESOLUTION AND SIGNATURE AUTHORITY

DESIGNATING SELF-HELP FEDERAL CREDIT UNION (“CREDIT UNION”).  
Commissioner Besser seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

7.1 Unfunded Pension Liability – A brief status update was provided to the Board regarding Unfunded Pension Liability.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

Adjourned – 3:00 p.m.

Reconvened – 3:38 pm

11.1 Government Code Section 54957.6: Conference with Labor Negotiators – Chair Anderson reported out that the Board was updated and gave direction to staff regarding upcoming Labor negotiations.

11.2 Government Code 54957: Public Employee Performant Evaluation – Chair Anderson indicated the Board reviewed the Executive Director Performance evaluation process.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – November 15, 2018**
- **2018 NAHRO National Conference and Exhibition, Atlanta, GA – October 25-27, 2018.**
- 

13. ADJOURNMENT

Commissioner Moravec moved that the meeting be adjourned. Commissioner Pittman seconded. The meeting was adjourned at 3:40 p.m.

Dated: October 18, 2018.

---

Kate Anderson, Board Chair

ATTEST:

---

Edward S. Mayer, Secretary