

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

MEETING MINUTES OF March 21, 2019

Commissioner Hamman called the meeting of the Housing Authority of the County of Butte to order at 2:08 p.m.

1. ROLL CALL

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

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

Others Present: Bow Lee, Special Programs Coordinator; Samantha Hon, Family Self Sufficiency Participant/Graduate.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Pittman 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 (FSS) Graduate - Special Programs Coordinator Bow Lee and FSS Graduate Samantha Hon were present for the Board's recognition of Ms. Hon's completion of the FSS program. Ms. Hon successfully completed her FSS contract, accruing \$7,887.82. Ms. Hon expressed her gratitude to the Board. While a participant of the FSS program, Ms. Hon obtained Associates of Arts degree at Butte College, and also became a certified Nurse Assistant. She is currently awaiting acceptance into a Registered Nursing program.

RESOLUTION NO. 4729

Commissioner Pittman moved that Resolution No. 4729 be adopted by reading of title only: "RECOGNITION OF FSS GRADUATE SAMANTHA HON". Commissioner Jones seconded. The vote in favor was unanimous.

- 5.2 Family Self-Sufficiency (FSS) Graduate – Ms. Tavizon was a participant in the FSS program since March of 2016. While a participant of the FSS program Ms. Tavizon accrued an FSS escrow balance of \$10,141.93. She has aspirations to become a nurse, and was accepted into the Registered Nursing program; unfortunately she and her family were impacted by the Camp Fire and that goal is on hold.

RESOLUTION NO. 4730

Commissioner Jones moved that Resolution No. 4730 be adopted by reading of title only: "RECOGNITION OF FSS GRADUATE SONADA TAVIZON". Commissioner Besser seconded. The vote in favor was unanimous.

- 5.3 Farm Labor Housing (FLH) – The presence of 1,2,3-Trichloropropane (TCP) was found in the property's Community Well during routine periodic testing. TCP is a carcinogenic chemical used in the agricultural and solvent industries for decades; the State has started requiring periodic testing for the substance. The TCP found at the FLH property has been inconsistently present, and present at very low levels when found, in fact the most recent testing came back negative for its presence. In coordination with Butte County Health and State regulators, the HACB submitted an application to the California State Water Resource Control Board for grant funding to pay for the required provision of emergency drinking water to property residents. The grant was awarded, and HACB seeks to enter into the funding agreement that will provide for emergency water reimbursement.

RESOLUTION NO. 4731

Commissioner Pittman moved that Resolution No. 4731 be adopted by reading of title only: "FUNDING AGREEMENT WITH THE CALIFORNIA STATE WATER RESOURCES CONTROL BOARD FOR PROVISION OF WATER AT THE GRIDLEY FARM LABOR PROPERTY". Commissioner Besser seconded. The vote in favor was unanimous.

- 5.4 Bond Properties – HACB is recommending a private contractor be hired to complete the required debris removal at Kathy Court Apartments, Paradise, which property sustained total loss during the November 2018 Camp Fire. HACB had initially opted in with the CalOES government-sponsored debris removal program, but seeks to withdraw and instead participate in the Alternative Fire Debris Removal Program where projected costs and scope of work are better known and controlled. Such work would include tree removals, something the CalOES program does not include. By working with a private contractor, the HACB can better ensure preservation of site improvements including existing paved areas, fencing and site septic system. HACB received two (2) contractor bids for the project: Alliance Environmental Services, Inc. was the lowest responsive bidder for the project, coming in with a bid of \$69,645.00. Operational insurance proceeds will be more than sufficient to source payment of the contract.

RESOLUTION NO. 4732

Commissioner Besser moved that Resolution No. 4732 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO CONTRACT WITH ALLIANCE ENVIRONMENTAL SERVICES, INC. FOR KATHY COURT APARTMENTS FIRE DEBRIS REMOVAL”. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.5 Personnel – HACB seeks to adjust (increase) compensation to the Section 8 Intake Specialist position by 5%, changing the position’s Salary Range 87 compensation to Salary Range 92, making the position equivalent to the Public Housing Intake Specialist and other Section 8 Case Workers. HACB reviewed the job duties and determined that the compensation increase was justified based on the volume of applications managed and processed in the program, which has increased dramatically as housing availability has declined, particularly in the wake of the Camp Fire Disaster.

RESOLUTION NO. 4733

Commissioner Besser moved that Resolution No. 4733 be adopted by reading of title only: “PERSONNEL COMPENSATION ADJUSTMENT INTAKE SPECIALIST – SECTION 8”. Commissioner Jones seconded. The vote in favor was unanimous.

- 5.6 Housing Choice Voucher Section 8 – HACB will be opening the Section 8 HCV Waiting List to Camp Fire Survivors only. In response to the Camp Fire, the HACB Section 8 Housing Choice Voucher department implemented a three step process to assist the community in Disaster response. Step 1 consisted of making contact with and re-issuance of vouchers to the 318 Section 8 households displaced by the Disaster. Step 2 included prioritization of Disaster-affected Section 8 applicants currently on the Section 8 waiting list, by implementing preferences for “Lease in Place” and “Displaced by Government Action – Camp Fire Survivors”. The 3rd and final step is to open the Wait List to Camp Fire survivors only. The waiting list will be open to applicants from April 1 – 30, 2019.
- 5.7 Camp Fire Disaster - Executive Director Mayer provided the Board with the latest written update that is sent to HUD on a weekly basis. His update addressed various post-Camp Fire disaster subjects. HUD representatives continue to participate in subject group meetings once a week at the HACB, to coordinate local efforts in response to the Disaster.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 Unfunded Pension Liability (UPL) – Executive Director Mayer affirmed the final deposit of \$500,000 will be made the following week, making the total \$2 million in deposits to the Pension Trust complete.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

Commissioner Besser expressed compliments to the recent tree trimming service conducted in her neighborhood. The tree service crew, under contract to prune trees and shrubbery at HACB's Public Housing properties had many obstacles to overcome. She complimented the contractor for doing good work and for their consideration of the tenants who they had to work around. She was very grateful.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **2019 NAHRO Washington Conference – April 7-9, 2019**
- **Next regular meeting – April 18, 2019**
- **2019 Annual Conference PSWRC NAHRO – May 20-21, 2019**

13. ADJOURNMENT

Commissioner Pittman moved that the meeting be adjourned. Commissioner Jones seconded. The meeting was adjourned at 3:23 p.m.

Dated: March 21, 2019.

Kate Anderson, Board Chair

ATTEST:

Edward S. Mayer, Secretary