

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

**MEETING MINUTES OF June 20, 2019**

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:09 p.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; Finance Director, Sue Kemp; Administrative Operations Director, Tamra Young; and Marysol Perez, Executive Assistant.

Others Present: Loren Freeman, Public Housing Resident.

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. Stenholm was a participant of the FSS program since June of 2013. While a participant of the FSS program Ms. Stenholm was able to complete a Medical Assistant program in Yuba City. She is currently working full time. During her time as an FSS participant, Ms. Stenholm was able to accrue an FSS escrow balance of \$17,785.82. Ms. Stenholm’s ultimate goal is to obtain stable and permanent housing for her and her two children.

**\*RESOLUTION NO. 4738\***

Commissioner Pittman moved that Resolution No. 4738 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE ERICA STENHOLM”. Commissioner Anderson seconded. The vote in favor was unanimous.

- 5.2 Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 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 2019 meeting, where they were accepted and authorized for issuance for public comment. During the 45-day Public Comment review period, the HACB received three comments relating to the preference policies in the Section 8 Administrative Plan. Chair Moravec was concerned in regards to the government displacement preference outlined in the Section 8 Administrative Plan changes, the current policy is subject to the approval of the Executive Director, after a brief discussion it was decided that the HACB Board must be notified within a reasonable time that preference has been approved, that language was added to the preference in the Section 8 Administrative Plan. The Board elected to adopt the plans with the changes outlined. The AP and the ACOP will become effective July 1<sup>st</sup>, with the Annual Plan being effective October 1st.

**\*RESOLUTION NO. 4739\***

Commissioner Anderson moved that Resolution No. 4739 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 Pittman seconded. The vote in favor was unanimous

**\*RESOLUTION NO. 4740\***

Commissioner Hamman moved that Resolution No. 4740 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 Labor Housing Budget – The proposed annual Farm Labor Housing operating budget was presented for adoption, the budget is due to USDA-RD by June 30<sup>th</sup>.

**\*RESOLUTION NO. 4741**

Commissioner Anderson moved that Resolution No. 4741 be adopted by reading of title only: “APPROVAL OF FISCAL YEAR 2020 BUDGET FOR THE USDA-RD FARM LABOR HOUSING PROGRAM”. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.5 Contract Amendment – The HACB Board of Commissioners has set a procurement policy such that contracts greater than \$50,000.00 be authorized by resolution of the Board. In regards to civil engineering needs at the FLH main well, specifically regarding the indefinite contract work undertaken by North Star Engineering, it has been determined necessary to extend contract authority for the contract year, increasing the not-to-exceed authorization amount to \$75,000.00 for this contract year only. This will efficiently and effectively address well contamination remediation needs for Gridley Farm Labor Housing’s well.

**\*RESOLUTION NO. 4742\***

Commissioner Jones moved that Resolution No. 4742 be adopted by reading of title only: “AUTHORIZATION TO INCREASE NORTHSTAR INDEFINITE DELIVERY, INDEFINITE QUANTITY CIVIL ENGINEERING SERVICES NOT-TO-EXCEED CONTRACT AMOUNT FOR AGENCY WIDE ENGINEERING SERVICES”. Commissioner Besser seconded. The vote in favor was unanimous.

- 5.6 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 as well as current Section 8 program dynamics. Chair Moravec likes the updates in the packet.
- 5.7 Strategic Asset Plan – Executive Director Mayer gave a brief update regarding the Strategic Asset Plan. During the first week of June HACB staff, associates from Brawner, as well as staff from RSC, and AWI toured HACB’s non-HUD/USDA portfolio of properties. Executive Director anticipates the first status report of the analysis to be included in the July board packet.

6. MEETING OPEN FOR PUBLIC DISCUSSION

Loren Freeman, Public Housing resident detailed his recent case management experience at a hospital and expressed his thoughts on having case management available for public housing participants, particularly in regards to Camp Fire Disaster trauma. Chair Moravec thanked Mr. Freeman for his input and suggestion.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

- 10.1 Assembly Bill 430 – Letter of Support – Chair Moravec complimented Executive Director Mayer on writing a very nice letter.
- 10.2 HACB Property Tour – The tour has been scheduled for June 26, 2019, details will be sent to interested parties, and the tour will include commissioners and HACB staff.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **HACB Property Tour – June 26, 2019**
- **Next regular meeting – July 18, 2019**

13. ADJOURNMENT

Commissioner Jones moved that the meeting be adjourned. Commissioner Anderson seconded. The meeting was adjourned at 3:12 p.m.

Dated: June 20, 2019.

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Laura Moravec, Board Chair

ATTEST:

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Edward S. Mayer, Secretary