

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

MEETING MINUTES OF July 18, 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, Larry Hamman, Anne Jones, Laura Moravec, David Pittman, and Heather Schlaff.

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

2. AGENDA AMENDMENTS

Request from Executive Director Mayer were made to the Board of Commissioners regarding a change in order of items from Reports from Executive Director. First request was to add an agenda Item 5.8, as a last minute request from Assemblyman Gallagher's office came to his desk regarding a letter of support in the matter of Infrastructure Funding in the City of Chico. Commissioner Anderson moved motion to add Item 5.8 to the July agenda, Commissioner Jones seconded. The vote in favor was unanimous. Additional request to move Items 5.6 and 5.7 to the beginning of the agenda were made, as they both involve presentations by third parties; the Board of commissioners was in favor of moving the two suggested items to the beginning of the agenda.

3. CONSENT CALENDAR

A revised report regarding Item 3.4, Section 8 Housing Choice Voucher, was distributed to the Board of Commissioners. The update consisted of a change in the HAP accrual basis.

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.7 Continuum of Care (CoC) – Continuum of Care Coordinator, Jennifer Griggs gave a summary presentation to the Board of Commissioners regarding the role and activities of the Butte Countywide Homeless CoC.
- 5.6 Strategic Asset Plan – Consultant Brawner & Company completed its analysis of the HACB’s non-HUD/non-USDA properties and provided the agency with a draft Strategic Portfolio Review: Asset Repositioning Study. Jim Brawner, Principal, and Zak de Gorgue, Development Manager, attended the meeting by conference call. Their analysis provides perspectives and directions as to what the HACB can do to optimize portfolio opportunities, regarding re-finance, leveraging, renovation, and feasibility concerns. The consultants gave a brief overview of their thoughts and approaches for repositioning HACB’s affordable housing assets. Their draft Study was provided to the Board; it will be discussed further at the August meeting, with both Jim and Zak personally attending.
- 5.1 2020 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-financed properties. In general, RSC tends to budget high – property performance often comes in under budget. Due to the anticipated reduction in principal paid (loss of Kathy Court Apartments in the Camp Fire), the trustee will re-amortize the Bond balance, with the debt service will changing for FY2020. The properties are operating well in excess of the bond indenture’s required debt service coverage ratio, despite the loss of Kathy Court.

RESOLUTION NO. 4743

Commissioner Anderson moved that Resolution No. 4743 be adopted by reading of title only: “APPROVAL OF FISCAL YEAR 2020 BUDGET FOR THE HOUSING AUTHORITY SERIES 2000A BOND PROGRAM.” Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.2 Gridley Springs II Apartments Budget – Fiscal Year 2020 Gridley Springs II proposed budget was presented to the Board of Commissioners for review and approval, with a minor update, reflective of a positive cash flow. The proposed budget was prepared by Sackett Corporation, the management agent for the property, in coordination with HACB management, and has been reviewed by the Budget Committee. The budget will be sent to CA Department of Housing and Community Development (HCD) for review and approval, with the final budget will be presented to the Board of Commissioners again with the Consolidated Budget, during the September Board of Commissioners meeting.

RESOLUTION NO. 4744

Commissioner Pitman moved that Resolution No. 4744 be adopted by reading of title only: “APPROVAL OF THE F/Y 2020 OPERATING BUDGET FOR GRIDLEY SPRINGS II APARTMENTS, 200 FORD AVENUE, GRIDLEY”. Commissioner Anderson seconded. The vote in favor was unanimous.

- 5.3 HACB Audit – The audited financial statements of the Housing Authority of the County of Butte (HACB), for the fiscal year ended September 30, 2018, including its component units Butte County Affordable Housing Development Corporation (BCAHDC) and Barnyard Management, were presented for acceptance. Once again, despite the comprehensiveness and complexity of the data shared with the auditor, there were no questions, observations, or findings. 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 Jones moved to accept the 2017-18 HACB Audit as presented. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.4 HACB Hours of Operation – A staff request to modify hours of operation where the HACB is open to the public is made due to lack of administrative capacity in addressing Camp Fire Disaster-related work flow, particularly in the Section 8 Department. HACB is currently open to the public 36 hours a week: Monday – Thursday, 9:00 a.m. to 5:00 p.m. and Friday, 9:00 a.m. to noon. The requested change would be to be open 32 hours a week: Monday – Thursday, 9:00 a.m. to 4:00 p.m. and remain the same on Friday 9:00 to noon. The shortened hours would only be temporary, anticipated to last until 12/31/2019. This disaster-related action item will give HACB personnel uninterrupted administrative hours to address the significant volume of Section 8 applications and admissions, efforts to re-constitute the Section 8 program.

MOTION

Commissioner Schlaff moved to authorize change in HACB hours open to public. Commissioner Jones seconded. The vote in favor was unanimous.

- 5.5 Camp Fire Disaster – The Board was provided with the latest written update that is sent to HUD on a weekly basis. The update addressed various post-Camp Fire disaster subjects as well as current Section 8 program dynamics.

- 5.8 Request from Assemblyman Gallagher's Office Letter of Support – Assemblyman Gallagher's office requested a letter of support for a bill to provide Infrastructure Funding in the City of Chico. The Board of Commissioners unanimously expressed their support, given that the proposed improvements to the Bruce Road Corridor will facilitate the development of severely needed housing stock for the community. A motion was made by Commissioner Pittman, seconded by Commissioner Schlaff, and enthusiastically approved by all, directing Executive Director Mayer to write the letter of support for the proposed legislation.

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

- 10.1 HACB Property Tour – The property tour took place June 26, 2019. Commissioners Jones, Pittman and Schlaff; as well as four HACB employees, participated. Commissioner Jones complimented the properties as nice and approachable, not run-down. Commissioner Anderson added that the HACB has done extremely well in maintaining the properties. Commissioner Pittman suggested an annual property tour as a public relations program, with invitations extended to the media, community stakeholders, and elected officials.

- 10.2 Commissioner Anderson informed the Board of extraordinary funding sources coming to Butte County, via the county and state; in the amount of \$491 million in federal Community Development Block Grant Disaster Recovery (CDBG-DR) monies. She encouraged the HACB to not miss out on access to and use of these funds targeting Disaster response.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – August 15, 2019**

13. ADJOURNMENT

Commissioner Anderson moved that the meeting be adjourned. Commissioner Jones seconded. The meeting was adjourned at 4:25 p.m.

Dated: July 18, 2019.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary