

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

MEETING MINUTES OF January 16, 2020

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:51 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; Sue Kemp, Finance Director; Marysol Perez, Executive Assistant; Tamra Young, Administrative Operations Director and Jerry Martin, Modernization Coordinator.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Chair Moravec inquired about the high number of voided checks for the month. Finance Director Kemp replied that the anomaly was due to checks being printed with the incorrect date.

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

4. CORRESPONDENCE

4.1 “IRS issues standard mileage rates for 2020” – The IRS determined mileage rate decrease from 0.58¢/mile to 0.575¢/mile.

4.2 HUD Releases 2019 Annual Homeless Assessment Report – Key finding: “Homelessness increased in California by 21,306 people, or 16.4 percent, accounting for more than the entire national increase.” California experiences 49% of the nation’s unsheltered homeless.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Accounts Receivable – Finance Director Kemp is recommending that Resolution No. 4092, dated October 17, 2002, be rescinded, in regards to HACB “absorption” of active tenant overpayment amounts under \$5. The Policy, impractical, if not illegal, has not been honored since 2005, and is recommended by staff to be abandoned. Chair Moravec asked if that policy had created more work, to track such accounts, and Finance Director Kemp affirmed that it had created more work for staff.

MOTION

Commissioner Anderson moved to rescind Resolution No. 4092, dated October 17, 2002, by reading of Title only: “AUTHORIZE ABSORPTION AS A MEANS OF HANDLING TENANT CREDIT ACCOUNT BALANCES (UNDER \$5)”. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.2 Section 8 Housing Choice Voucher Program (HCV) – In May 2019, with Board approval and in response to the Camp Fire Disaster, HACB staff submitted three (3) Section 8 Housing Choice program Waiver requests to HUD: 1) waiver of Section 8 Management Assessment Program (SEMAP) [24 CFR 985.101(a)] performance criteria for the 2018-19 operating year; 2) a Baseline Calculation Waiver [24 CFR 982.102(d)] maintaining Section 8 appropriations for such time as to allow the HACB to recover its Section 8 program; and 3) a waiver from the requirement to administer Incoming Portable Vouchers [24 CFR 982.355(b)], allowing the HACB to focus solely on community response. During the month of November 2019, HACB received approval of the SEMAP waiver request from the Regional HUD office in San Francisco. This waiver allowed HACB to retain “High Performer” status for the 2018-2019 SEMAP year. The following month, in December 2019, HACB received HUD approval of the requested one-year forbearance from accepting incoming ports to HACB’s jurisdiction. The December notice denied the Baseline Calculation Waiver request, based on statutory language in Congress’s 2019 appropriations bill. Upon review of the denial, staff determined it would not recommend pursuit of appeal of the denial, which would require extensive interaction with Congressional offices and HUD. By the time HACB received the Waiver denial from HUD, staff felt that the HACB had re-constituted the Section 8 program to the extent that such effort was not justified. Administrative Operations Director Young and Finance Director Kemp agreed enough had been done in program recovery to maintain funding ensuring program continuity.

Commissioner Anderson thanked Administrative Operations Director Young for her hard work.

- 5.3 HACB – During the July 18, 2019 Board of Commissioners meeting the Board authorized a change in HACB hours open to the public, in response to the Camp Fire Disaster and agency efforts to re-constitute its Section 8 program. Agency hours of operation open to the public were modified to 32 hours a week: Monday – Thursday, 9:00 a.m. to 4:00 p.m. and Friday 9:00 a.m. to noon. The shortened hours were intended to be temporary, lasting until December 31, 2019. At this time, HACB staff is requesting authorization to continue the shortened hours of operation open to the public due the following: 1) lack of administrative capacity; since the camp fire disaster nearly 50% of HACB staff are either in new positions or are new hires, 2) the Section 8 program is still re-building, requiring continuing extraordinary administrative effort, and 3) walk-in traffic and phone volume has increased significantly post-disaster, making it difficult for clerical staff to fulfill daily duties supporting agency administration.

MOTION

Commissioner Hamman moved to authorize continuation of HACB reduced hours open to the public, wherein the HAACB's hours open to the public shall be from 9:00 a.m. to 4:00 p.m. Monday through Thursday, and from 9:00 a.m. to noon on Friday, each week. Commissioner Jones seconded. The vote in favor was unanimous.

- 5.4 Bond Portfolio – Executive Director Mayer provided a brief status update. The Physical Needs Assessments (PHA's) and Appraisals for the six (6) properties selected for bond re-finance have been completed. It has been determined that there is enough capacity to leverage the properties to take care of the recommended improvements found in the PNA's, and about \$2 million worth of "other" improvements. Bond issuance is anticipated to happen in late February or March, as current rate environment remains low.
- 5.5 Disaster Response – Executive Director Mayer relayed there are numerous affordable housing development initiatives being discussed for the area, presenting a unique opportunity to capitalize on development opportunity. There are numerous for- and non-profit developers currently seeking to develop in the area, bringing invitations for participation by HACB by way of development partnerships.
- 5.6 Strategic Asset Plan – In addition to the Bond Portfolio activity discussed in Item 5.4, Executive Director Mayer provided a brief status update on other strategic

activity. A consultant has been retained and is ready to commence guidance on the 15-year 1200 Park Avenue Apartments partnership restructure. Once addressed, the following piece will be refinance of Chico Commons, Walker Commons and 1200 Park Avenue apartments together. Conceptually, Chico Commons Apartments would be brought into BCAHDC, providing opportunity to dissolve Barnyard Management. Ultimately, all tax-credit partnerships would be umbrellaed under BCAHDC, only, simplifying operations, tax returns, corporate filings, etc. The Cordillera Apartments, the only non-tax-credit regulated property in BCAHDC's portfolio, would be moved to the HACB, where it would be administered as part of HACB's bond-financed portfolio.

- 5.7 City of Chico RFI, Affordable Housing on City Property – HACB has been approached by Affordable Housing Development Corporation, Fresno (AHDC), to partner in response to the City of Chico's RFI seeking development community input as to how City-owned property can be used to advance affordable housing opportunity. AHDC is the developer retained by HACB to build 1200 Park Avenue Apartments, Chico, and with whom the HACB partnered to develop the Harvest Park Apartments, Chico. The HACB has proposed bringing in the North Valley Catholic Social Services (NVCSS) as a partner in response to the RFI, as well. Commissioner Jones asked if any costs were associated with this partnership, by way of RFI response, to which Executive Mayer replied none.

MOTION

Commissioner Pittman moved to authorize a written response to the City RFI, by means of partnership with AHDC in visioning and proposing use for City-owned land that has to date been held in reserve for expansion of Police Department facilities, but which use has been determined by the City to be no longer needed. Commissioner Besser 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

Tenant Commissioner Besser reported an increase of car break-ins and petty theft in her neighborhood (Hazel Street, Chico). The incidents have been reported to the police, and she has encouraged residents to keep a list of their possessions.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **NorCal/Nevada NAHRO Winter Conference, Napa CA – Jan 26-28, 2020.**
- **Next regular meeting – February 20, 2020.**
- **2020 NAHRO Washington Conference – March 29 – April 1, 2020.**

13. ADJOURNMENT

Commissioner Hamman moved that the meeting be adjourned. Commissioner Pittman seconded. The meeting was adjourned at 3:00 p.m.

Dated: January 16, 2020.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary