

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

MEETING MINUTES OF February 20, 2020

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:10 p.m.

1. ROLL CALL

Present for the Commissioners: Kate Anderson, Patricia Besser, Larry Hamman, Anne Jones, Laura Moravec, Rich Ober, and David Pittman.

Present for the Staff: Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Finance Director, Sue Kemp; Tamra Young, Administrative Operations Director; Marysol Perez, Executive Assistant; Jerry Martin, Modernization Coordinator; Angie Little, Section 8 Housing Manager; and Bow Lee, Special Programs Coordinator.

Others Present: Diana Palmer, Section 8 Program Participant; Carolyn Fraser and Anita Dehghani, Tax Credit Housing Tenants; and Greg Einhorn, Housing Authority Legal Counsel.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

- 4.1 New Commissioner Appointment – newly appointed Commissioner Rich Ober was appointed by Supervisor Debra Lucero. Commissioner Ober has a background in technology and communications, is a 26-year resident of Chico. Currently serves on the City of Chico Planning Commission, True North Housing Alliance Board of Directors, and Parks Commission. Commissioner Ober ran for Chico City Council in 2018 and is currently running for Chico City Council 2020. He is excited to be a part of the Board and is ready to pitch in.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self Sufficiency (FSS) Graduate – Ms. Palmer was a participant in the FSS program since January 1, 2015. During her time as a participant Ms. Palmer experienced a couple of challenges, one of them being the Camp Fire Disaster, during which time she was displaced from the area. But Ms. Palmer found her way to relocate back to Butte County, securing both housing and employment. She expressed gratitude for the opportunity and support of the FSS program. She was able to accrue and graduate the FSS program with an escrow balance of \$11,454.94.

RESOLUTION NO. 4764

Commissioner Jones moved that Resolution No. 4764 be adopted by reading of title only: “RESOLUTION OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE RECOGNITION OF FSS GRADUATE DIANA PALMER”. Commissioner Anderson seconded. The vote in favor was unanimous.

- 5.2 HUD Programs Household Income Determination – HACB is required to adopt a Passbook Savings Rate annually for purposes of determining participant household income in the HUD Public Housing, Section 8, and Homeless programs; as well as other HACB Administered tenant-based rental assistance programs where actual or imputed income from assets is considered in calculation of total household income. HACB Deputy Executive Director Guanzon surveyed local banks to determine the average passbook savings rate, ultimately recommending use of the National Savings Rate, because the actual impact of the interest rates are minimal and continue to remain low. The recommended rate is to remain at .09%.

MOTION

Commissioner Anderson moved to set the Passbook Savings Rate at 0.09%/year, effective March 1, 2020. Commissioner Jones seconded. The vote in favor was unanimous.

- 5.3 Contract Rates – The HACB has an ongoing Corporate Services Agreement with Banyard Management. The agreement sets the rates of compensation and an annual contract maximum. The rates have increased between 5% to 12% over the last year, based on assigned staffing, their employment status, and compensation/benefits. The HACB seeks to update its billing rates for services per the attached Hourly Billing Rate schedule, effective March 1, 2020.

MOTION

Commissioner Hamman moved to approve new HACB hourly billing rates to Banyard Management effective March 1, 2020, Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.4 Contract Rates – The HACB has an ongoing Corporate Services Agreement with Butte County Affordable Housing Corporation. The agreement sets the rates of compensation and an annual contract maximum. The rates have increased between 5% to 12% over the last year, based on assigned staffing, their employment status, and compensation/benefits. The HACB seeks to update its billing rates for services per the attached Hourly Billing Rate schedule, effective March 1, 2020.

MOTION

Commissioner Hamman moved to approve new HACB hourly billing rates to Butte County Affordable Housing Corporation effective March 1, 2020, Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.5 Commissioner Expense & Use Policy – In efforts to simplify the administration of the Commissioner Expense & Use policy, staff recommends that the Commissioner Policy mimic the Travel and Expense Policy of HACB Personnel, which was recently revised in September 2019, in accordance with IRS guidelines, that Meals & Incidental Expenses accounting be changed from receipt-based to a straight per diem allowance; such policy change is implemented effective immediately.

RESOLUTION NO. 4765

Commissioner Jones moved that Resolution No. 4765 be adopted by reading of title only: “AMENDMENT TO HOUSING AUTHORITY OF THE COUNTY OF BUTTE EXPENSE AND USE OF PUBLIC RESOURCES POLICY STATEMENT”. Commissioner Besser seconded. The vote in favor

- 5.6 FLH Modernization –

- 5.7 FLH Modernization –

USDA- RD Granted the HACB \$3M in grant funds in 2017 and another \$3M in grant funds in 2018 for a total of \$6M; for the rehab contract at FLH, the proposed resolutions are required USDA-Rd forms used to accept the funds. 20 buildings have been renovated so far, Phases II and III are out to bid now, bids due April 7th, with bid award being presented for recommendation during the April Board of Commissioners meeting. Modernization Coordinator Jerry Martin anticipates phases II & III of construction to be completed together, the plans have been approved by the County.

RESOLUTION NO. 4766

Commissioner Anderson moved that Resolution No. 4766 be adopted by reading of title only: “RESOLUTION OF THE BOARD OF DIRECTORS OF HOUSING AUTHORITY OF THE COUNTY OF BUTTE, GRIDLEY FLH PROVIDING FOR OBTAINING FINANCIAL ASSISTANCE IN THE AMOUNT \$3,000,000 TO AID IN FINANCING FEDERALLY DEFINED LOW-RENT HOUSING

AND RELATED FACILITIES FOR LOW-INCOME DOMESTIC FARM LABOR, AND RELATED MATTERS”. Commissioner Pittman seconded. The vote in favor was unanimous.

RESOLUTION NO. 4767

Commissioner Anderson moved that Resolution No. 4767 be adopted by reading of title only: “RESOLUTION OF THE BOARD OF DIRECTORS OF HOUSING AUTHORITY OF THE COUNTY OF BUTTE, GRIDLEY FLH PROVIDING FOR OBTAINING FINANCIAL ASSISTANCE IN THE AMOUNT \$3,000,000 TO AID IN FINANCING FEDERALLY DEFINED LOW-RENT HOUSING AND RELATED FACILITIES FOR LOW-INCOME DOMESTIC FARM LABOR, AND RELATED MATTERS”. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.8 Yolo Housing Authority – Executive Director Mayer recommended recognition of the Housing Authority of the County of Yolo for their extraordinary emergency response during the Camp Fire Disaster. During the disaster they were able provide temporary housing to households displaced by the disaster, opening their Migrant Center and working with displaced Section 8 clients. Executive Director Mayer will visit the Yolo Housing Authority to present the resolution to the YHA Board of Commissioners at their May meeting.

RESOLUTION NO. 4768

Commissioner Pittman moved that Resolution No. 4768 be adopted by reading of title only: “RECOGNITION OF THE HOUSING AUTHORITY OF THE COUNTY OF YOLO FOR CAMP FIRE DISASTER RESPONSE”. Commissioner Jones seconded. The vote in favor was unanimous.

- 5.9 Strategic Asset Plan – Executive Director Mayer provided an update on the strategic asset plan activity. To date, six properties have had appraisals and physical needs assessments completed. An attorney has been consulted as to the transfer of ownership of Cordillera apartments from BCAHDC to HACB, which is necessary for the HACB public bond issuance. Outreach to the limited partner, Alden Torch at 1200 Park Avenue has been initiated regarding repositioning of the property. Chair Moravec inquired about what happens to Banyard Management? Executive Director Mayer responded that the remaining tax credit properties will be bundled together; Chico Commons, Walker Commons and 1200 Park Avenue. Thus, eliminating the need for Banyard Management.
- 5.10 City of Chico Request for Information (RFI) – A copy of the response to the City of Chico Request for Information (RFI) was provided for informational purposes. The response was led by developer Affordable Housing Development Corporation, with HACB and North Valley Catholic Social Services participating as non-profit partners. Since the City of Chico received a limited number of responses, the RFI has been extended to May 2020.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

8.1 Nor/Cal Nevada NAHRO Chapter Conference – Commissioner Jones was in attendance for the Commissioner track on Sunday. She was pleased with the training and was grateful to serve on such a dynamic Board here at the HACB. Administrative Operations Director Young attended the conference. She attended High Performance Management courses and exclaimed they were one of the best classes she has attended. As in the past, she found the networking portion of the conference extremely beneficial. Deputy Executive Director Guanzon was also at the conference, attending High Performance Management, REAC and Risk Management courses. Deputy Executive Director Guanzon was part of the conference’s organizing committee, reporting the conference had great attendance this year. Executive Director Mayer attended the awards luncheon on the last day of the conference. Once again HACB was awarded HUD High Performer status in both the HUD Section 8 and Public Housing programs, in addition to receiving a special Disaster Resiliency Award in response to the Camp Fire disaster. Executive Director Mayer also mentioned the fourteen poster contest entries for the “What Home Means to Me” contest, this is the first time a participant from HACB made it to regional finals.

8.2 CAHA – Executive Director Mayer and Deputy Executive Director Guanzon attended the annual California Association of Housing Authorities (CAHA) conference in Long Beach. This conference provides opportunity to craft State and federal legislative position policies, policies that are used at the State legislature and presented to Congressional offices at the annual NAHRO Washington Legislative Conference, in the Spring.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

Commissioner Pittman relayed the changing status of the FEMA trailers located in Oroville, indicating there may be an opportunity to acquire such housing for affordable housing interests. It was his

understanding that such acquisition by a non-profit comes with a requirement to provide housing for at least a year.

Commissioner Pittman relayed the pro-development stance of the Oroville City Council, seeking to build City capacities and infrastructure using Disaster response as a vehicle.

Commissioner Anderson expressed the Town of Paradise's interest in the rebuilding of the 12-unit Kathy Court Apartments property. She encouraged the HACB to move directly to address serious community housing need. Paradise is earnestly seeking to provide rental opportunity to lower income, working households. Most activity on the ridge is the rebuilding of single-family homes.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – March 19, 2020**
- **2020 NAHRO Washington Conference – March 29 – April 1, 2020.**

13. ADJOURNMENT

Commissioner Anderson moved that the meeting be adjourned. Commissioner Besser seconded. The meeting was adjourned at 3:33 p.m.

Dated: February 20, 2020.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary