

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

MEETING MINUTES OF March 19, 2020

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:22 p.m.

(The meeting observed “social distancing” protocols, in accordance with Public Health guidance in response to the COVID-19 pandemic; three (3) Commissioners chose to join the meeting by telephone. Meeting notice and public participation was addressed consistent with the State Governor’s COVID-19 Executive Order, providing for Brown Act exceptions.)

1. ROLL CALL

Present for the Commissioners: Anne Jones, Laura Moravec, Rich Ober, and David Pittman.

Present for the Commissioners via telephone: Kate Anderson, Patricia Besser, and Larry Hamman.

Present for the Staff: Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Tamra Young, Administrative Operations Director; Marysol Perez, Executive Assistant; and Angie Little, Section 8 Housing Manager.

Present for the Staff via telephone: Sue Kemp, Finance Director.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self Sufficiency (FSS) Graduate – Ms. Santistevan was a participant in the FSS program since June 2018. During her time as a participant Ms. Santistevan set the goal to start a small business. In November of 2019 she started a meal preparation business and was able to increase her income to \$25,000 a year. While on the FSS program she was able to accrue and graduate the FSS program with an escrow balance of \$3,496.75.

RESOLUTION NO. 4769

Commissioner Hamman moved that Resolution No. 4769 be adopted by reading of title only: “RESOLUTION OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE RECOGNITION OF FSS GRADUATE REGINA SANTISTEVAN”. Commissioner Besser seconded. The vote in favor was unanimous.

- 5.2 Public Housing – A Capital Fund refrigeration replacement contract was presented for approval. A national procurement contract was accessed and used to solicit the bid. Home Depot, OMNIA-US Communities Contract #16154, was presented for approval. The bid received in the amount of \$85,153.78 was been determined responsive and qualified in the purchase of 124 refrigerators. Contract compensations will be paid for with HUD Public Housing Capital Fund monies under Capital Fund Allocation 501-18; 92% of 501-18 Capital Fund Monies will be obligated with the approval of this contract, achieving an obligation threshold objective for the Allocation.

RESOLUTION NO. 4770

Commissioner Jones moved that Resolution No. 4770 be adopted by reading of title only: AUTHORIZATION TO ENTER INTO CONTRACT WITH HOME DEPOT, UNDER OMNIA-US COMMUNITIES CONTRACT #16154 FOR 2020 PUBLIC HOUSING REFRIGIRATOR REPLACEMENT PROGRAM”. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.3 Receive and File Proposed Section 8 Administrative Plan (AP) Draft – In order to refine service to area homeless on behalf of the community, the following changes are recommended to Chapter 4 of the Section 8 Administrative Plan, to be made effective June 1, 2020.
- Reduce Limited Homeless Preference vouchers from 75 to 65 households.
 - Add Limited Moving Up Preference to 10 households.

- Use the Butte Countywide Homeless Continuum of Care’s (CoC’s) Coordinated Entry system’s VI-SPDAT score to rank households qualifying for admission under the Limited Homeless Preference, instead of lottery date and time.

Administrative Operations Director Young relayed that the recommended changes constitute a “significant amendment” to the AP, requiring the following steps:

- a Resident Advisory Board (RAB) consultation (meeting was held on March 10, 2020);
- a 45-day public comment period after acceptance of the draft changes by the Board, (upon acceptance of the draft, public notice will be posted) and;
- adoption of the changes, considering RAB, public, and other feedback, scheduled for adoption during the May 2020 Board meeting, in order that the changes become effective June 1, 2020.

MOTION

Commissioner Pittman moved to receive and file the draft Section 8 Admin Plan, to authorize publication of Public Notice for public review and comment and to schedule Public Hearing for receipt of comment and final adoption of documents on May 21, 2020. Commissioner Ober seconded. The vote in favor was unanimous.

- 5.4 Personnel - Currently the HACB uses Mass Mutual to administer its IRS Section 457b retirement plan. Mass Mutual has unfortunately dropped its customer service platform, and continues to increase fees to plan participants. HACB seeks to establish an additional deferred compensation plan for its employees, recommending CalPER’s Supplemental Income 457 plan. There is no cost to the HACB, this is simply an additional investment option for employees, one that includes customer service and reasonable fees. Commissioner Anderson added that the Town of Paradise is in contract with Voya Financial (the plan’s recordkeeper), and it has worked out very well.

RESOLUTION NO. 4771

Commissioner Anderson moved that Resolution No. 4771 be adopted by reading of title only: “APPROVING ADOPTION OF CalPERS SUPPLEMENTAL INCOME 457 PLAN.” Commissioner Jones seconded. The vote in favor was unanimous.

- 5.5 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. Currently, given the COVID-19 pandemic and associated economic uncertainty, the bond transaction is on hold as such bonds

cannot be priced. The HACB will seek private bond financing in the interim. BCAHDC has outreached to Alden Torch, Limited Partner (LP) at 1200 Park Avenue Apartments, Chico, regarding early buyout of their partnership interests. Alden Torch proposed a methodology that strayed significantly from what is provided for in the Partnership Agreement, a methodology that was determined counterproductive to BCAHDC interests. The conversation has tentatively been put on hold pending year-end, bringing with it the completion of the 15-year LIHTC compliance period, at which point the mechanisms found in the Partnership Agreement for LP buyout can be employed. Finally, Executive Director Mayer detailed that the remaining tax credit properties, Chico Commons Apartments, Chico, and Walker Commons Apartments, Chico will be bundled together with 1200 Park Avenue Apartments for collective repositioning, once Year-15 issues have been cleared for 1200 Park Avenue Apartments.

- 5.6 Development Activity – There is much affordable housing development action in the area, in part due to federal appropriations from a California Congressmen, a significant allocation of 9% LITHC’s has been appropriated to disaster-affected counties in California, including Butte County. In anticipation of this extraordinary allocation, there are a number of affordable housing development projects ramping up. Pacific West Communities (PWC) has multiple projects in the area - two in Gridley, two in Oroville and another in Chico, in addition to three projects in Orland. In addition, AHDC has a project in the works at Meriam Park in Chico, and CHIP and Jamboree each have projects underway in Chico. The HACB, through its non-profit instrumentality, BCHADC, is engaged as Managing General Partner (MGP) in five of these projects, and anticipates opportunity to participate in as many as an additional five projects.
- 5.7 COVID-19 (Coronavirus) – Executive Director Mayer discussed the guidance Memos that were provided to HACB staff in response to the COVID-19 pandemic and associated public health recommendations. HACB is considered an essential services provider, but has closed its offices to face-to-face public contact. Communications are being effected through use of electronic media - telephone, text, fax, e-mail, etc. Executive Director Mayer anticipates a “shelter in place” (SIP) order from City of Chico/ Butte County. HACB staff is minimizing contact with the public and practicing sanitation and social distancing guidelines. Half of staff is assigned home each day, resulting in HACB staff working two 2-day shifts in the office each week. Technology is being deployed to gain ever greater functionality for employees assigned to home duty. Commissioner Anderson asked if the HACB had declared a State of Emergency, because there are FEMA funds

related to COVID-19 that can be available to the agency. Executive Director Mayer responded that no action has been taken towards such declaration, and that to date, administrative remedies to address SIP conditions have not cost enough to justify pursuit of reimbursements. Commissioner Anderson also recommended an Emergency Operations consultant that the Town of Paradise is using (Jim Broshears?), she will provide his contact information to Executive Director Mayer.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

Chair Moravec was curious to know if the situation at 1200 Park Avenue Apartments, Chico had settled down. Deputy Director Guanzon replied he was at the property recently for CTCAC inspections, and he is aware there is still some percentage of residents not happy. Executive Director Mayer added that AWI Property Manager is currently working with senior services provider, Passages, to develop a package of supportive services to be made available to the senior residents.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

Commissioner Anderson inquired about her request during last month's Board meeting regarding the Town of Paradise's interest in the rebuilding of the 12-unit Kathy Court Apartments property. Executive Director Mayer replied that the HACB has retained one of its indefinite contract architects to analyze and plan for redevelopment at the site.

Executive Director Mayer and Finance Director Kemp sought out volunteers from the Board of Commissioners for the Budget Committee. Chair Moravec, Commissioner Pittman, and Commissioner Ober volunteered for the Budget Committee. Finance Director Kemp informed the volunteers that committee meetings would commence in May.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- Next regular meeting – April 16, 2020.
- ~~2020 NAHRO Washington Conference – March 29 – April 1, 2020.~~ **CANCELED**

13. ADJOURNMENT

Commissioner Pittman moved that the meeting be adjourned. Commissioner Jones seconded. The meeting was adjourned at 3:44 p.m.

Dated: March 19, 2020.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary