

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

**MEETING MINUTES OF June 18, 2020**

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:06p.m.

*(Pursuant to current State Public Health directives to shelter-in-place and practice social distancing, and as authorized by Governor Gavin Newsom’s Executive Orders N-25-20 and N-29-20, This Board of Directors meeting observed “social distancing” protocols, and was conducted via teleconference and web-conference. 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: Kate Anderson, Larry Hamman, Laura Moravec, Rich Ober, and David Pittman.

Present for the Staff: Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Sue Kemp, Finance Director; Tamra Young, Administrative Operations Director; Jerry Martin, Modernization Coordinator, and Chloe Bartel, Admin Services Specialist.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Ober 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 Gridley Farm Labor Housing (FLH) Budget – The proposed annual Farm Labor Housing operating budget was presented for adoption. Staff met with the Budget Committee prior, who recommended adoption of the proposed budget, which is due to USDA-RD by June 30th. Some budget assumptions of note: break-even cashflow, higher vacancy rates, increased rents for one- and two-bedroom units,

reduced landscaping costs, with renovation Phases 2 and 3 to begin shortly. Budget and rent increases is subject to USDA-RD approval, after Board adoption.

**\*RESOLUTION NO. 4778\***

Commissioner Hamman moved that Resolution No. 4778 be adopted by reading of title only: “APPROVAL OF FISCAL YEAR 2021 BUDGET FOR THE USDA-RD FARM LABOR HOUSING PROGRAM”. Commissioner Ober seconded. The vote in favor was unanimous.

- 5.2 Section 8 Project Based Vouchers (PBV) Allocation – Due to an impacted market and in the wake of the Camp Fire, HACB issued a Request for Proposals for project basing of vouchers in new housing developments. HACB received affirmation from HUD that up to 441 Section 8 vouchers can be project based. While HACB has already committed 235 vouchers to project-based housing, it have determined a need for more deeply subsidized family housing in Chico. The HACB received two PBV proposals from AHDC to be used at the proposed LIHTC-subsidized North Creek Crossings at Meriam Park Apartments, Phases I and II, Chico, targeting families. The 160-unit project seeks (39) PBV’s, equating to 25% of the units in the project. BCAHDC is the managing general partner. All PBV’s carry a twenty-year commitment, and in this case, helps fulfill Housing Authority Camp Fire Disaster response through creation of new very-low and extremely-low income housing opportunity.

**\*RESOLUTION NO. 4779\***

Commissioner Anderson moved that Resolution No. 4779 be adopted by reading of title only: “SECTION 8 HCV PROGRAM PROJECT-BASED VOUCHER AWARD”. Commissioner Ober seconded. The vote in favor was unanimous.

- 5.3 1297 Park Avenue – 1297 Park Avenue is a proposed development project that will be located on the old Jesus Center site in Chico. Jamboree Housing Corporation has entered into a Memorandum of Understanding with BCAHDC to develop a 59-unit affordable housing development serving singles and special needs populations. Jamboree requests the HACB approve a Monthly Utility Allowance schedule specific to the development, based on use of the California Utility Allowance Calculator (CUAC) by a California CUAC-certified engineer. The action is consistent with HACB establishment of utility allowances at other LIHTC-regulated properties in which BCAHDC is a general partner in the partnership.

**\*RESOLUTION NO. 4780\***

Commissioner Pittman moved that Resolution No. 4780 be adopted by reading of title only: “1297 PARK AVENUE APARTMENTS, CHICO – UTILITY ALLOWANCES”. Commissioner Anderson seconded. The vote in favor was unanimous.

- 5.4 Strategic Asset Plan – Executive Director Mayer provided an update on the Strategic Asset Plan activity. Due to the continued COVID-19 pandemic and current development projects, the Strategic Asset Plan been pushed to the

backburner. The assignment of Cordillera Apartments ownership from BCAHDC to HACB is complete. Standard & Poor's is currently conducting its annual rating re-evaluation of HACB. With the completion of these two items, HACB is in ready position for the bond finance effort. 1200 Park Avenue LP buy-out negotiations will recommence in 2021. Upon completion of the transaction, the property will be re-financed together with Chico Commons Apartments, and Walker Commons Apartments, both in Chico.

- 5.5 Development Activity – Executive Director Mayer provided a spreadsheet showing current area affordable housing development activity. A wave of affordable housing development has been facilitated by a special appropriation of federal 9% Low Income Tax Credits to fourteen disaster-affected counties in California - Butte County has been allocated the lion's share of the credits. This credit availability is generating developer proposals for about 1,200 units of housing in fourteen projects, to be built in Gridley, Oroville, and Chico. In total, the HACB is aware of about 1,500 units of affordable housing, twenty-two different projects, proposed for development in Butte and Glenn Counties.
- 5.6 COVID-19 (Coronavirus) – Executive Director Mayer discussed the HACB's staff response to the COVID-19 pandemic and associated public health recommendations. Currently HACB front doors remain closed to the public. Approximately 50% of staff work from home part-time. HACB is accomplishing most, if not all business under the current protocols, staff is starting to address possible procedures for expanded operations, including opening to the public/ In addition, maintenance and HQS inspectors have resumed entering homes for routine work orders and inspections, using proper Personal Protective Equipment (PPE) including at a minimum, masks, and goggles.

## 6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

## 7. MATTERS CONTINUED FOR DISCUSSION

It was noted that the HACB is aware that another application for Tenant Commissioner has been received by the Butte County Clerk, for a total of five (5) applicants to date. Executive Director Mayer expects a decision will be made for the two (2) open Tenant Commissioners positions in the next one to three months.

## 8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

Commissioner Moravec broached the subject of how long we would continue to have Board Meetings virtually. She expressed her preference for in-person meetings (or an in person-virtual hybrid), considering the ability to social distance in the HACB training room due to its size. However, she expressed concern regarding how the other Commissioners and staff felt on the matter. After discussion, the decision was made to continue with a virtual meeting for July's Board Meeting. The matter will be readdressed at the next meeting with the possibility of an in person-virtual hybrid meeting in August.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – July 16, 2020.**

13. ADJOURNMENT

Commissioner Hamman moved that the meeting be adjourned. Commissioner Pittman seconded. The meeting was adjourned at 2:45p.m.

Dated: June 18, 2020.

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Laura Moravec, Board Chair

ATTEST:

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Edward S. Mayer, Secretary