

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

MEETING MINUTES OF July 16, 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: 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; Marysol Perez, Executive Assistant; Jerry Martin, Modernization Coordinator and Angie Little, Section 8 Manager.

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 Family Self Sufficiency (FSS) Graduate – Ms. Durenda Baker’s primary goal was to obtain employments, as she had not been employed in over twenty years. She was able to obtain employment as an IHSS provider and has been working since 2017. Another of her goals was to purchase a reliable vehicle, which she was able to do. She graduated from the FSS program with an escrow balance of \$4438.42.

Chair Moravec inquired about the dates on the memo and resolution regarding Ms. Bakers time in the FSS program. Executive Director Mayer will confirm the correct dates.

RESOLUTION NO. 4781

Commissioner Hamman moved that Resolution No. 4781 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE DURENDA BAKER”. Commissioner Pittman seconded. The vote in favor was unanimous.

5.2 Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) –

5.3 Annual Plan and Five-Year Plan/Capital Fund Program –

As a public agency administering the HUD Low Income Public Housing and Section 8 Housing Choice Voucher programs, HACB is required to annually submit to HUD applicable agency and administrative plan documents 75 days prior to the end of HACB’s fiscal year. Draft revisions of the Public Housing Admissions and Continued Occupancy Policy (ACOP), Section 8 Housing Choice Administrative Plan (AP), Annual Agency Plan, and Capital Fund Program, were received by the Board at the May 2020 meeting, where they were accepted and authorized for issuance for public comment. This year, the 45-day Public Comment review period generated comment resulting in very few modifications to the plan. Tamra Young highlighted some of the changes to the Section 8 AP, reflecting feedback received from Legal Services of Northern California. Greg Einhorn, attorney, is now serving as Hearing Officer, making the Hearing Officer function a true third-party activity. Policy changes not allow applicants and participants to submit documents via email and fax, and the policy affirms implementation and application of Section 8 Homeless and Moving Up admissions preferences as previously adopted in the May 2020 meeting. The Agency Plan identifies the Section 8 Project-Based Vouchers awarded to date. There were no additional comments received and no additional changes made to the ACOP, Admin Plan, our Annual and Five-Year plans following the drafts presented in May. The plans will become effective October 1st.

RESOLUTION NO. 4782

Commissioner Pittman moved that Resolution No. 4782 be adopted by reading of title only: “ADOPTION OF PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP) AND SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN (AP)”. Commissioner Ober seconded. The vote in favor was unanimous.

RESOLUTION NO. 4783

Commissioner Ober moved that Resolution No. 4783 be adopted by reading of title only: “ADOPTION OF THE ONE- AND FIVE-YEAR AGENCY PLANS OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE”. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.4 Gridley Springs II Apartments Budget – Proposed operating budget for the 2021 year, the budget was reviewed by the Budget Committee. The property is an HCD regulated property, with a tax credit overlay. The property is owned by HACB and carries little debt. Proposed expenses are targeted towards turnovers, seeking to replace outdated cabinets and flooring. The budget includes a modest \$30.00/month rent increase. Turnovers have stabilized at the property; there was only one turnover in the past year. The budget appears to be straightforward, with net cash flow being directed to the HACB and repayment of the HCD loan’s accrued interest.

RESOLUTION NO. 4784

Commissioner Pittman moved that Resolution No. 4784 be adopted by reading of the title only: “APPROVAL OF THE F/Y 2021 OPERATING BUDGET FOR GRIDLEY SPRINGS II APARTMENTS, 210 FORD AVENUE, GRIDLEY”. Commissioner Ober seconded. The vote in favor was unanimous.

- 5.5 Utility Allowances – The HACB has completed review of the agency’s Utility Allowance (UA) schedules, used for administration of Section 8, tax-credit, and other income-based rental assistance programs. Utility Allowances must be reviewed annually, with adjustment required for any allowance that has changed more than 10%. Once again, the Utility Allowance review was conducted by Management Resource Group, Inc. (MRG), using a blended engineering- and consumption-based methodology. Deputy Director Guanzon reported electric and natural gas rates were higher than last year, as well as water in Chico. Public Housing residents will be provided a sixty (60) day comment period regarding changes to the UA’s, with implementation effective 01/01/2021. Section 8 HCV program Utility Allowance implementation is effective 10/01/2020. Tax Credit Properties Utility Allowances are to be implemented within ninety (90) days of Board adoption. Gridley Farm Labor UA’s will be implemented after Board and USDA approval. Commissioner Pittman asked why there was no listing for water and sewer at Winston Gardens in Oroville, Deputy Director Guanzon replied that is because HACB (landlord) pays for those utilities at that property.

MOTION

Commissioner Ober moved to implement Utility Allowances as proposed for the upcoming 2020/2021-year, Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.6 Standard and Poors (S&P) – Interesting exercise this year as Executive Director Mayer and Finance Director Kemp spent quite some time working on this with the analyst. HACB maintained its A+ rating, and the “credit watch” status was removed. Congratulations were expressed by the Commissioners. In conversations with S&P, it was relayed that HACB has a healthy debt to asset ratio. S&P’s methodology included a 5-year sweep, two audited years (2018 and 2019), a budgeted year (2020), and two projected years (2021 and 2022).

- 5.7 Strategic Asset Plan – Executive Director Mayer provided an update on the Strategic Asset Plan activity. The next piece is financing the six bond properties, working on a plan to move forward after the hold due to the continued COVID-19 pandemic. The plan is to get financing completed before the election. Gridley Springs II has recently come into play; Dawson Holdings, partner in Gridley Springs I is interested in buying Gridley Springs II. A sale could raise capital for the HACB to advance other affordable housing activity.
- 5.8 Development Activity – Executive Director provided an update regarding the current development activity in the area. On July 1st, 15 applications were submitted to the state from Butte County, including 1,225 units of affordable housing, to be subsidized by the special allocation of federal 9% Low Income Tax Credits made available to 14 disaster-affected counties in California. The proposals for Butte included affordable housing to be built in Gridley, Oroville, and Chico. The HACB’s instrumentality, BCAHDC, is involved as Managing General Partner I seven of the proposed developments.
- 5.9 COVID-19 (Coronavirus) – Executive Director Mayer discussed the HACB’s staff response to the COVID-19 pandemic, and associated public health recommendations. HACB continues to accomplish most, if not all business under the current protocols, where half of staff is working from home. Staff is starting to address possible procedures for expanded operations, including opening to the public. COVID-19 is closing in around us, with a few residents and participants claiming infection; no positive confirmed cases have been confirmed amongst employees or their families. The agency also has CARES Act monies to spend, staff is looking at tenant portals, robust client interface.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

Commissioner Pittman suggested upgrading from the i-Pads and or laptops. Finance Director Kemp said the agency could do that, though not through the use of CARES Act funds.

Commissioners expressed interest in having a “hybrid” Board meeting next month, where Commissioners could either attend in the central office Training Room, or attend by means of remote e-connection, if no leaps in new infections.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

Commissioner Pittman relayed that the City of Oroville received \$8.7 million in CDBG Disaster Relief funding, and they are currently looking at ways to spend. The CBDG-DR monies are from the Oroville Dam Disaster.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – August 20, 2020.**

13. ADJOURNMENT

Commissioner Ober moved that the meeting be adjourned. Commissioner Pittman seconded. The meeting was adjourned at 2:53p.m.

Dated: July 16, 2020.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary

