

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

MEETING MINUTES OF December 17, 2020

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:01 p.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 Commissioner meeting observed “social distancing” protocols, and was conducted via teleconference, web-conference, and in person. 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 by means of web-conference: Charles Alford, Kate Anderson, Theresa Ayers, Larry Hamman, Laura Moravec, Rich Ober and David Pittman.

Present for the Staff by means of web-conference: 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.

Others present: Javi Pinedo, Special Programs Coordinator, and Debbie Villasenor, Butte County Behavioral Health; both by means of web-conference.

2. AGENDA AMENDMENTS

Request from Executive Director Mayer was made to the Board of Commissioners regarding adding an agenda item: the proposed Item 5.11 relates to proposed Resolution No. 4806, regarding formalizing authorization for property purchases (2) at Evanswood Estates, Oroville, required by the Title Company. Commissioner Ober moved that item 5.11 be added to the agenda. Commissioner Pittman seconded. The vote in favor was unanimous.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self-Sufficiency (FSS) Graduate – Javi Pinedo, Special Programs Coordinator provided a brief summary of participant Mai Lao, S8 HCV FSS graduate. She started in the family self-sufficiency program with very low income, and proceeded to obtain many different jobs during her period in the FSS program. Part of her goals were to own a home. Her children also became employed and started contributing towards the escrow account, Ms. Lao was enrolled in the program just shy of 5 years, accumulating over \$26,000 in escrow savings. Ms. Lao requested to graduate and seeks to use the funds to purchase a home. Javi Pinedo didn't interact with the participant much as he had just taken over the position recently. Executive Director Mayer explained that the escrow money represents the money that the HACB would have provided her in rental subsidy had she not secured employment.

RESOLUTION NO. 4800

Commissioner Anderson moved that Resolution No. 4800 be adopted by reading of title only: "RECOGNITION OF FSS GRADUATE MAI LAO". Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.2 Personnel Policy – Revisions to the agency Personnel Policy and its Management Addendum were presented to the Board of Commissioners for consideration. Summarizing the materials provided in the board packet, Administrative Operations Director Young outlined changes made to the Personnel Policy, reflecting textual clarifications, and Union-negotiated items. This year's personnel policy saw relatively light edits, and included the addition of a new protected class under California law, protecting those with hairstyles that are culturally significant. The only significant change to the personnel policy resulting from union negotiation related to the accrual of vacation hours for post PEPRAs employees. Changes to the Management Addendum were also very minimal; HACB no longer has a Continuum of Care Coordinator at the agency, and an added Project Manager position was acknowledged. Another change related to the work week; if a member of management works on a Sunday; they can trade for an alternate weekday workday with the permission of the Executive Director, something that is already happening but which is now codified in policy. The Personnel Policy is a component part of HACB's union agreement, being incorporated by reference.

RESOLUTION NO. 4801

Commissioner Anderson moved that Resolution No. 4801 be adopted by reading of title only: "RESOLUTION TO REVISE PERSONNEL POLICY, AND MANAGEMENT ADDENDUM TO THE PERSONNEL POLICY, OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE". Commissioner Ober seconded. The vote in favor was unanimous.

- 5.3 Memorandum of Understanding (MOU) – The 2021-23 Union MOU, with Operating Engineer's Local No. 3, was presented for consideration. HACB met and conferred with the Union in negotiating the new MOU, for the period extending from January 1,

2021 through December 31, 2023, making this a 3-year MOU. Administrative Operations Director Young provided an overview of the process; negotiations consisted of five proposals back and forth, before reaching agreement. The HACB again relied on Labor Negotiator Patrick Clark to interface with the union representatives. The first MOU year integrates the modified Bryce Salary Survey benchmarks, resetting the agency's compensation by position to competitive industry standard. The second MOU year provides for a two-percent salary increase; with the third MOU year provided for a three-percent salary increase. The employer/employee Health-Dental-Vision insurance split remains at 90%/10%, and the health insurance opt-out reimbursement remains at 80% of the employee-only premium; the HACB currently has nine (9) employees opting out. The changes see an increased vacation accrual for post 10/01/2013 employees, justified by industry comparisons. Executive Director Mayer added that, based on the conclusions of the Salary Survey, many employees will see raises, no one will see a decrease; the HACB had fallen behind in compensation comparisons because of the lack of COLA's negotiated in the past several years. Finance Director Kemp added that the overall impact is an increase of 5% to agency salary obligations. Adoption of the MOU will, amongst other factors, necessitate a 2021 budget revision, an item to brought to the Board next month.

RESOLUTION NO. 4802

Commissioner Ober moved that Resolution No. 4802 be adopted by reading of the title only: "MEMORANDUM OF UNDERSTANDING BETWEEN OPERATING ENGINEERS LOCAL UNION NO. 3 AND HOUSING AUTHORITY OF THE COUNTY OF BUTTE". Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.4 Personnel – CalPERS requires that earnable compensation be duly approved and adopted by the governing body of the Housing Authority of the County of Butte, such information to be accessible and available for public review. Commissioner Pittman commended HACB staff for putting this work together.

RESOLUTION NO. 4803

Commissioner Pittman moved that Resolution No. 4803 be adopted by reading of the title only: "RESOLUTION ADOPTING PUBLICALLY AVAILABLE PAY SCHEDULE FOR THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE". Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.5 Personnel Acknowledgement – Executive Director Mayer brought forward a resolution to recognize the superior sustained performance of the agency's Management staff over a two-year period following the Camp Fire Disaster, which included working under COVID-19 protocols. The recognition was justified based on the agency's recovery and resiliency in the wake of the Disaster, and in particular, the extraordinary efforts by Management staff to maintain continuity of operations, rebuild the Section 8 program, and continue the agency's extraordinary strategic and asset management work. The resolution of acknowledgement includes bonuses totaling \$19,000 to be distributed to the two classes of Management personnel. Chair

Moravec thanked Management on behalf of the Board for the work provided by the Management team.

RESOLUTION NO. 4804

Commissioner Ober moved that Resolution No. 4804 be adopted by reading of the title only: “SUSTAINED SUPERIOR ACCOMPLISHMENT AWARD (FOR SUSTAINED SUPERIOR PERFORMANCE OVER A PERIOD OF 24 MONTHS)”. Commissioner Anderson seconded. The vote in favor was unanimous.

- 5.6 Section 8 Project Based Voucher (PBV) Allocation – A single proposal was received in response to the HACB’s Request for Proposals for project-basing of vouchers to homeless special needs populations in the Oroville area. The proposal was received from Pacific West Communities, where thirty-nine vouchers were proposed for project-basing in the 40-unit Prospect View Apartments, Nelson Avenue, Oroville. The project is sited on three-acres, immediately east of the County Clerk and Recorder’s Office. The project proposes provision of housing and supportive services to 39 formerly homeless singles, the tenants being referred from the Butte Countywide Homeless Continuum of Care’s (CoC’s) Coordinated Entry System (CES), which prioritizes the housing of homeless persons by need. Fifteen (15) units are proposed to be dedicated to the clients served by Butte County Behavioral Health under the state No Place Like Home (NPLH) program. The project has been developed with the enthusiastic support of the City of Oroville and the Butte County Behavioral Health Department. The Butte County Affordable Housing Development Corporation (BCAHDC) has agreed to function as Managing General Partner to the development. Debbie Villasenor, Housing Consultant with Butte County Behavioral Health, provided very supportive comments, while acknowledging the County’s internal issues where different departments have been conflicted over the initiative, anticipating that the issues will be resolved favorably. The project-based voucher commitment will make the project even stronger in its application for NPLH funds. With Section 8 assistance, the project will be able to serve clients without regard to income. Administrative Operations Director Young added that the PBV proposal scored all points possible in its evaluation. HACB is allowed to award up to 441 PBV’s, based on its Section 8 HCV program size. Should the Board award PBV’s to the Prospect View Apartments, the HACB will have awarded a total 313 PBV’s to date. Chair Moravec asked when the project would go online, Executive Director Mayer replied it is scheduled for 2022. Commissioner Pittman commended Executive Director Mayer for the hard work done in explaining the project to the Oroville community. Commissioner Alford acknowledged the cooperation between public agencies that was necessary to bring the proposal forward.

RESOLUTION NO. 4805

Commissioner Pittman moved that Resolution No. 4805 be adopted by reading of the title only: “SECTION 8 HCV PROGRAM PROJECT-BASED VOUCHER AWARD”. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.7 Commissioner Status Update – Commissioners Anderson, Hamman and Pittman have all expressed interest in re-appointment. Commissioner Hamman said he had communicated with incoming Supervisor Kimmelshue, and it was his understanding that Supervisor Kimmelshue would re-appoint him. Commissioner Anderson asked for the template letter to send to her Supervisor, Supervisor Teeter. Commissioner Pittman has already communicated with Supervisor Connelly, and submitted his request for reappointment.
- 5.8 COVID-19 Status Update - Executive Director Mayer provided a brief update as to HACB’s COVID-19 status. Office improvement are well underway, including the installation of separations at the interview rooms, and installation of the ionization devices in the building’s HVAC systems. Employees are in quarantine, having been exposed by family or friends, though no staff members have fallen ill to date. All exposures to date have come from outside the workplace. Finance Director Kemp added we have the technology to continue to conduct work should the office have to close because of exposure. Management staff has concluded that, given the COVID-29 management tools and protocols levied by the state and local jurisdictions, that there is no feasible way to preclude an infection event in the workplace. Staff continues to contemplate protocols for re-opening of the office to the public, especially now that vaccines have become available, focusing in particular on the lobby area. Staff has been able to conduct most business remotely, though working through the mail system is extremely slow and administratively burdensome. Chair Moravec asked about guidance regarding vaccines and employees. Administrative Operations Director Young said she will be attending a webinar regarding vaccines. Chair Moravec added she will be interested in hearing what is said.
- 5.9 Strategic Asset Plan – Executive Director Mayer briefly provided a status update to Strategic Asset Plan. The 2020A Bond transaction has settled; \$9.35 million on CalAHA Butte County Series 2020A Bonds were sold, resulting in a project fund amounting to over \$9.5 million. With an A+ rating from S&P, the bond sale was oversubscribed, resulting in a 30-year/3.2% fixed interest borrowing, net of costs. Chair Moravec commended Executive Director Mayer’s excellent long-term vision in securing the S&P rating, something that cost the HACB \$60K to attain and maintain, but which realized savings of over \$1.8 million to the HACB over the life of the loan. On another subject, the Limited Partner interest at 1200 Park Avenue Apartments is now owned by HACB, the transaction buying out the Limited Partner interests held by Alden Torch has been completed. Moving forward, the focus is on the financial repositioning of the Chico Commons Apartments, Chico (where Banyard Management is Managing General Partner), and the Walker Commons and 1200 Park Avenue Apartments, Chico (both having BCHADC as Managing General Partner).
- 5.10 Development Activity – Executive Director provided a brief update regarding the current development activity in the area, including a summary spreadsheet identifying all current known affordable housing development projects in Butte and Glenn Counties. Commissioner Anderson asked if a more detailed list with a developer

column listed. Executive Director Mayer said he could clarify that during the next update.

- 5.11 Evanswood Estates – HACB owns twenty-eight of thirty-two condominiums at the Evanswood Estates Apartments, Oroville. Two additional units have been secured under a Purchase and Sale Agreement, Units 21 and 25. While the Board of Commissioners has previously authorized the transaction, a formal resolution is required by the Title Company to legitimize the transaction. As planned, 2020A Bond proceeds will be used to purchase these units.

RESOLUTION NO. 4806

Commissioner Hamman moved that Resolution No. 4806 be adopted by reading of the title only: “AUTHORIZATION TO PURCHASE PROPERTY 21 AND 25 EVANSWOOD CIRCLE, OROVILLE, CA AND ACCEPTING ALL OF GRANTOR’S INTEREST THERIN BY GRANT DEEDS” Commissioner Ayers seconded. The vote in favor was unanimous. The Resolution required a Roll Call vote; all Commissioners in attendance individually affirmed their vote.

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

Commissioner Pittman reported that the city of Oroville recently approved a 97-unit subdivision. In addition, he reported that first time homebuyers in Oroville are running out of inventory.

11. EXECUTIVE SESSION

Adjourned – 3:12 p.m.

Reconvened – 3:21 p.m.

11.1 Government Code 54956.8: Conference with real estate negotiator – direction was given to HACB staff regarding acquisition of additional properties located at Evanswood Estates, Oroville. Present were all persons identified in the Roll Call.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – January 21, 2021.**

13. ADJOURNMENT

Commissioner Hamman moved that the meeting be adjourned. Commissioner Pittman seconded. The meeting was adjourned at 3:25 p.m.

Dated: December 17, 2020.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary