

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

MEETING MINUTES OF January 21, 2021

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:04 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: Charles Alford, Kate Anderson, Theresa Ayers, Larry Hamman, Laura Moravec, Rich Ober and David Pittman. Commissioners Hamman, Moravec and Pittman attended in person, the balance by means of web-conference.

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; all in person, with the exception of Sue Kemp, Finance Director, who attended by means of web-conference.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

- 3.3.1 Finance Director Kemp reported to the Board that there was an adjustment in FY2020 Other Post Retirement Benefits (OPEB) audit; net liability \$50,000 higher, will bring back the updated OPEB report at the February Board of Commissioners Meeting.

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

4. CORRESPONDENCE

- 4.1 “IRS issues standard mileage rates for 2021” – The IRS determined mileage rate decrease from 0.575¢/mile to 0.56¢/mile.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Gridley Farm Labor Housing - Proposed recognition of Yessenia Castaneda, FLH resident, will be pushed to next month board meeting given that Yessenia and her family are out of the country and not present to receive recognition from HACB. HACB is a member of NAHRO, an industry advocacy group. Annually NAHRO invites all the children that reside in Public Housing across the United States to compete in the Housing America “What Home Means to Me” poster contest. There are three (3) grade levels that compete; elementary, middle school and high school. Poster contestants submit their posters to NAHRO local chapters; winners are then passed on to Nationals. Yessenia Castaneda, FLH resident, was a winner in the elementary school category at the Nor-Cal Nevada Chapter of NAHRO, her poster was sent on to regionals, and ultimately was selected for consideration at the National NARHO level. In the National competition her poster was one of twelve (12) selected for publication in the 2021 calendar. This represents a significant accomplishment by one of our residents; every employee, Commissioner, and resident of FLH will receive a calendar. NAHRO will be awarding Yessenia a \$100 gift card for her work. Executive Director Mayer suggested that given the significance of this event, the HACB would give her a gift card as well, suggesting \$200 to go towards her education and wellbeing. Chair Moravec, Commissioner Pittman and Commissioner Ober suggested the award be increased. Commissioner Alford asked if this was the first annual poster contest. Executive Director Mayer replied this is an annual contest; but is the first year one of our tenants was selected as a winner. There was a motion from Commissioner Hamman to raise the award amount to \$1000, Seconded by Commissioner Pittman. The vote in favor was unanimous. In order to provide the best approach regarding the award and amount, Commissioner Anderson asked the age of Yessenia, to which Larry Guanzon replied that she is ten years old. Finance Director Kemp pointed out that the award would result in 1099 being generated for the individual receiving the award; as \$600 is the threshold that triggers a 1099. Executive Director proposed that staff come back with a coherent plan regarding the award amount next month. The item was tabled for the February Board Meeting.
- 5.2 HACB Budget – A significant piece of business, a budget revision for the HACB requires consideration, unusual for the agency, but necessitated by finalization of budget related factors that occurred subsequent to its adoption. When the budget was adopted in September there were numerous unknown factors; such as final HUD program allocations for the Public Housing and Section 8 program, shifts in insurance and other costs, completion of union negotiations for the 2021 year, and receipt of unanticipated federal CARES Act monies. Finance Director Kemp described some changes and assumptions; the HACB now knows the anticipated proration factors for PH and the Section 8 admin fee which is slightly higher than what was assumed. Also incorporated into the budget is the debt service associated with the 2020A Series Bond issuance, including an interest only payment in April, and the first interest and principal payment in October. Allowable use of CARES Act funds includes payment of up to 80 hours sick leave for COVID-19 events, which had been previously

mandated by federal law, but which expired December 31, 2020. HACB seeks to continue to use CARES Act funds to pay employees COVID sick leave. This would incentivize employees to get tested and stay home if sick. Commissioner Anderson asked if benefit will be extended at the federal level, Tamra Young replied that COVID sick leave benefit expired December 31, 2020 and made it optional for employers to provide benefit to employees as no extension is expected. Executive Director Mayer recommended its application as motivation and a tool for people to manage COVID and keep it out of the office. Chair Moravec asked if staff knew percentage of employees choosing to get vaccine, to which Director Mayer replied an unknown number; currently HACB has had four (4) staff members who've contract COVID to date.

RESOLUTION NO. 4808

Commissioner Anderson moved that Resolution No. 4788 be adopted by reading of title only: "APPROVAL OF FISCAL YEAR 2020-21 CONSOLIDATED OPERATING BUDGET, MODIFICATION INCLUDING THE HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM, HUD CONVENTIONAL LOW RENT PUBLIC HOUSING PROGRAM, USDA FARM LABOR HOUSING PROGRAM, AUTHORITY OWNED PROJECTS, AND OTHER AUTHORITY ADMINISTERED PROGRAMS AND CONTRACTS". Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.3 COVID-19 Status Update - Executive Director Mayer provided a brief update as to HACB's COVID-19 status. The memo provided in the board packet, indicates staff is discussing re-opening lobby to the public. We now have new improvements in office, and believe the lobby area can be opened safely to facilitate interaction with clients. Ionizers have been installed in HVAC system; neutralizing the air 24/7. The current thinking is to open the lobby to the public 10:00 am to 2:00 pm, Monday – Thursday. The Section 8 department currently has over 250 households with vouchers looking for housing in the community. In Public Housing we are trying to lease up vacant units and complete annual certifications. There is an extraordinary amount of paperwork that is generated with voucher participants and tenants. HACB seeks to make life and work more efficient for all, in particular the clients served by us. The people most impacted by COVID protocols, are the individuals with least technological access; which is the majority of the population we serve. Commissioner Pittman asked about a temperature checker in the lobby and an ultra violet light to sanitize surfaces and paperwork. Executive Director Mayer replied that staff is "working to open the door slowly"; restrooms will be closed, sanitization protocols are being worked out, and, for example, the Training Room has been painted with a special paint which is easier to clean, and a tile floor is set to follow.
- 5.4 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. A kickoff meeting to organize reimbursements for services provided and accomplished already is underway; will likely be engaging in

two to three-year exercise to expend those funds. Two units have been purchased at Evanswood Estates with one more in the works and additional unit to be negotiated for purchase. The financial consultant is now digesting the best way to reposition 1200 Park Avenue, Walker Commons and Chico Commons; the philosophy is to ensure the longevity of those three projects and their service to the public. Executive Director Mayer added that asset management work seems to be a new theme with Housing Authorities. The HACB is ready to launch into the next phase of strategic asset plan work.

- 5.5 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. The HACB is currently involved in 11 projects. Projects in front of the pack for development are Sunrise Village, Gridley, serving seniors, construction to begin in spring with lease up commencing in fall of 2021 or spring 2022. Next on the list is Prospect View Apartments, Oroville, a 40-unit project, serving formerly homeless and NPLH program clients – the County just authorized the No Place Like Home application, with the Board of Supervisors unanimously approving the application. North Creek Crossings Apartments, Chico, a 106-unit property serving families, is also on the fast track, it has received \$1 million soft loan commitment from City of Chico, the project has received its 9% tax credit allocation, and construction is expected to begin in the next 3-4 months. 1297 Park Avenue Apartments, Chico, a 56-unit project serving singles and disabled, has secured its 9% tax credit allocation, and construction is expected to start within 6 months. The septic system at Kathy Court, Paradise has been determined intact, and HACB is seeking to retain an architect. At Fogg Avenue, Oroville, the architect is refining the modular unit plan liked by the Board, and is preparing a comparison plan for using a traditional multi-family approach. HACB is contacted by developers on a regular basis. Seems that the state is putting together funding that may provide gap funding to projects already in the Disaster response pipeline. The Floral Avenue Project in Chico, will not be moving forward.

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

None.

11. EXECUTIVE SESSION

Adjourned – 2:46 p.m.

Reconvened – 2:50 p.m.

- 11.1 Government Code 54956.8: Conference with real estate negotiator – staff relayed to Board of Commissioners the status of acquisitions at the Evanswood Estates, Oroville. Direction was given to HACB staff regarding acquisition of additional available property at the complex. Present were all persons identified in the Roll Call.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – February 18, 2021.**

13. ADJOURNMENT

Commissioner Pittman moved that the meeting be adjourned. Commissioner Hamman seconded. The meeting was adjourned at 2:59 p.m.

Dated: January 21, 2021.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary