

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

MEETING MINUTES OF May 20, 2021

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:53 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, Theresa Ayers, Laura Moravec and David Pittman. Commissioners Alford, 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; Marysol Perez, Executive Assistant; Jerry Martin, Modernization Coordinator; and Angie Little, Section 8 Manager all attended in person, with the exception of Sue Kemp, Finance Director who attended by means of web-conference.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 Receive and File Proposed Agency Annual and Five-Year Plan –

5.2 Receive and File Proposed Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) – HUD annually requires

the Housing Authority to update its “Agency Plan”; the Public Housing program “Capital Fund Plan(s)”; the Public Housing program “Admissions and Continued Occupancy Policy” (ACOP); and the Section 8 Housing Choice Voucher program “Administrative Plan” (AP). The plan documents must be submitted to HUD for review at least 75 days prior to the end of the Agency’s fiscal year (September 30th). This year the plans must be approved at the July meeting of the Board of Commissioners. Drafts of the plans must be available for public review and comment for 45 days prior to consideration for approval by the Board. The draft plans have already been reviewed by the Resident Advisory Board (RAB). The highlights for each plan/document include: description of progress in meeting HACB’s annual and 5-year goals, including new activity; Project Based Vouchers, Landlord Incentive, Development Activity. Capital Fund Plan include, Safety and Security improvements. The changes recommended in the ACOP and Section 8 Admin Plan are suggested changes provided by consultant Nan-McKay, and the majority of the changes mirror themselves in both plans. Specific to the Section 8 Admin Plan; staff recommends removing residency and veteran’s preferences from Section 8 wait list since HACB intends to open the wait list yearly. Staff recommends receiving and filing documents for public review and comment.

MOTION

Commissioner Pittman moved to receive and file the draft Agency Annual Plan update, including the revised Public Housing Capital Fund Plan, to authorize publication of Public Notice for public review and comment, and to schedule the Public Hearing for receipt of comment and final adoption of plan documents for July 15, 2020. Commissioner Alford seconded. The vote in favor was unanimous.

MOTION

Commissioner Pittman moved to receive the draft Public Housing ACOP and draft Section 8 Admin Plan, to authorize publication of Public Notice for public review and comment, and to schedule the Public Hearing for receipt of comment and final adoption of plan documents for July 15, 2021. Commissioner Alford seconded. The vote in favor was unanimous.

- 5.3 HACB Multifamily Housing Pool Revenue Bonds Series 2020A – Authorization for architectural contract with HMR Architects, regarding the rehabilitation of HACB 2020A bond properties was presented for approval. (To date, two (2) additional units have been purchased at Evanswood Estates with the bond proceeds.) The architectural agreement with HMR; authorizes the HACB to enter into contract for up to \$350,000 with HMR Architects. Executive Director Mayer added that the work that will be occurring will be subject to prevailing wage, requiring formal bid solicitations and documents. Commissioner Pittman asked about the prevailing wage oversight, Executive Director Mayer replied it is done internally by HACB staff.

***RESOLUTION NO. 4817 ***

Commissioner Pittman moved that Resolution No. 4817 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO CONTRACT WITH HMR ARCHITECTS, INC. TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES ON BEHALF OF 2020A BOND CAPITAL NEEDS IMPROVMENTS”. Commissioner Ayers seconded. The vote in favor was unanimous.

- 5.4 COVID-19 Status Update – Brief update, Governor Newsom has announced that as of June 15th the mask mandate will be lifted. HACB is also nearing completion of COVID-19 building improvements; and staff anticipates the next board meeting and future Board meetings to be held again in person. In addition, as of June 16th HACB staff will fully return to work in the office and the office will be open to the public normal business hours; 9:00 am – 4:00 pm, Monday – Thursday; and 9:00 am – noon on Friday’s.

- 5.5 Strategic Asset Plan – Recent focus has been on the repositioning of the three (3) tax credit properties: Walker Commons, 1200 Park Avenue and Chico Commons. Looking to conventionally reposition these properties, without use of tax credits, which are no longer feasible. Staff is now exploring means to address this portfolio. Staff has also been working with a HUD-sponsored consultant, analyzing HACB’s HUD Public Housing portfolio from an asset management perspective, specifically in regards to “disposition”, or “conversion”, of the portfolio to other financial/programmatic platform(s). The results of this analysis will be presented to the Board at their regular meeting of the Board in June.

- 5.6 Development Activity - Executive Director Mayer gave a status updated regarding the current development activity in the area, including a summary memo identifying all current known affordable housing development projects in Butte and Glenn Counties, their developers, target populations, funding and timing. Executive Director Mayer says he is tracking twenty-one projects and the HACB is actively involved in fourteen of those projects.

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

None.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – June 17, 2021.**

13. ADJOURNMENT

Commissioner Pittman moved that the meeting be adjourned. Commissioner Alford seconded. The meeting was adjourned at 3:39 p.m.

Dated: May 20, 2021.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary