

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

MEETING MINUTES OF August 19, 2021

The meeting was noticed pursuant to State Public Health COVID-19 pandemic health directives as authorized by Governor Gavin Newsom’s Executive Orders N-25-20 and N-29-20, providing for Brown Act exceptions, in observing “social distancing” protocols, to be conducted via teleconference, web-conference, and in person. Though the State directives were lifted on June 15, 2021, the meeting was conducted via teleconference, web-conference and in person, as noticed.

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:23 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Kate Anderson, Theresa Ayers, Larry Hamman, Laura Moravec, Rich Ober and David Pittman. Commissioners Alford, Hamman, Moravec and Pittman attended in person. Commissioners Anderson, Ayers, and Ober attended by means of web-conference.

Present for the Staff: Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Hope Stone, 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 Pittman moved that the Consent Calendar, including Resolution No. 4830 “ADOPT STANDARD CHARGES TO RESIDENTS FOR CLEANING, REPAIR, REPLACEMENT AND MISCELLANEOUS CHARGES”, and Resolution No. 4831 “FNC CORPORATE RESOLUTION CERTIFICATE, be accepted as presented. Commissioner Hamman seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Section 8 Housing Choice Voucher (HCV) & Emergency Housing Voucher (EHV) Payment Standards – Area Fair Market Rents (FMR’s) by bedroom size for Butte and Glenn Counties are issued by HUD annually. HACB analyzes them to set Payment Standards for purposes of program administration, in this case, the EHV program, such Standards to fall within +/- 20% of the FMR’s. Section 8 Housing Manager Angie Little reviewed market rental data to arrive at a recommendation for EHV Payment Standards for both Butte and Glenn Counties, recommended at 120% of FMR for all bedroom sizes. The justification is based on the systemic lack of area housing opportunity in general, and the layered difficulty in leasing up special-needs, formerly homeless households, who often require special considerations to be accepted by a landlord. The recommended Payment Standards would become effective October 1st.

RESOLUTION NO. 4832

Commissioner Ober moved that Resolution No. 4832 be adopted by reading of title only: “DETERMINATION OF 2022 PAYMENT STANDARDS FOR THE HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM AND EMERGENCY HOUSING VOUCHER PROGRAM”. Commissioner Anderson seconded. The vote in favor was unanimous.

- 5.2 Personnel – The Board of Commissioners is responsible for the establishments of all positions, position descriptions, and salaries of the Authority. With the recent departure of Finance Director Kemp, and to provide new Finance Director Stone with the necessary support in the Accounting Department, it is recommended to change the organizational structure of the Accounting Department. The following actions are recommended to address workload, 1) eliminate Accountant position, 2) establish a second Senior accountant position, and 3) establish an Accounting Technician position. The recommended changes have no significant budget impact.

RESOLUTION NO. 4833

Commissioner Hamman moved that Resolution No. 4833 be adopted by reading of title only: “RE-ORGANIZATION OF ACCOUNTING DEPARTMENT, INCLUDING ADOPTION OF POSITION DESCRIPTION FOR ACCOUNTING TECHNICIAN”. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.3 HACB Consolidated Budget – The FY 2021-22 budget was presented for approval. The proposed budget is effective October 1st, and was reviewed and discussed by the Board’s Budget Review Committee. The budget presented is a status quo budget in that HACB has received notice of adequate HUD funding for both Section 8 and Public Housing. It appears that the Section 8 HCV program, is finally taking on new life three (3) years post disaster, with much credit given to Administrative Operations Director Tamra Young and Section 8 Housing Manager Angie Little for their hardwork in rebuilding the program. A current area of concern is Gridley Farm

Labor, with USDA shifting administration and its lack of response to HACB's \$3 million grant proposal for completion of the next rehab phase. HACB has reached out to Congressman LaMalfa's office regarding funding FLH improvements by means of a Congressional appropriation "earmark" (\$20 million?). HACB is also evaluating application for State Joe Serna Junior Farmworker Housing funds, which may provide up to \$10 million in rehab monies. On another note, insurance costs are assumed to see a 15% increase in premiums. Deputy Executive Director Guanzon thinks the increases affect both property and liability insurance and flood insurance. Commissioner Pittman shared that insurance underwriters are not renewing policies and walking out of the area because of the wildfires; Deputy Director Guanzon also informed the Board that the HACB is also shopping for insurance on the Kathy Court rebuild, because HAARP will not re-insure the property. Executive Director Mayer added that the plan with Kathy Court is to move forward in submitting plans to "grandfather" the property's multi-family status, and look at insurance a year or two down the line, when markets have settled. Commissioner Anderson added that in Paradise insurance policy issuance is on hold because of the active wildfires, she also commended former Finance Director Kemp on an amazing job on assembling the budget.

RESOLUTION NO. 4834

Commissioner Anderson moved that Resolution No. 4834 be adopted by reading of title only: "APPROVAL OF FISCAL YEAR 2021-22 CONSOLIDATED OPERATING BUDGET 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 Alford seconded. The vote in favor was unanimous.

- 5.4 Liberty Bell Courtyards, Orland – Liberty Bell Apartment is a development project that will be located at North 6th Street, Orland. Pacific West Communities (PWC) entered into a Memorandum of Understanding with HACB's non-profit instrumentality, BCAHDC, to develop a thirty-two (32) unit affordable housing property serving seniors. PWC has requested the HACB approve a monthly utility allowance schedule specific to the development, based on use of the CTCAC-sanctioned California Utility Allowance Calculator (CUAC), where utility allowances are calculated by a California CUAC-certified engineer. The requested action is consistent with HACB establishment of utility allowances at other LIHTC-regulated properties in which it or its instrumentalities are involved.

RESOLUTION NO. 4835

Commissioner Ober moved that Resolution No. 4835 be adopted by reading of title only: "LIBERTY BELL COURTYARD APARTMENTS, ORLAND – UTILITY ALLOWANCES". Commissioner Anderson seconded. The vote in favor was unanimous.

- 5.5 Woodward Family Apartments, Orland – Woodward Family Apartments is a development project that will be located at 211 Swift Street, Orland. Pacific West Communities (PWC) entered into a Memorandum of Understanding with HACB’s not profit instrumentality, BCAHDC, to develop thirty-six (36) units of affordable housing. PWC has requested the HACB approve a monthly utility allowance schedule specific to the development, based on use of the CTCAC-sanctioned California Utility Allowance Calculator (CUAC), where utility allowances are calculated by a California CUAC-certified engineer. The requested action is consistent with HACB establishment of utility allowances at other LIHTC-regulated properties in which it or its instrumentalities are involved.

RESOLUTION NO. 4836

Commissioner Anderson moved that Resolution No. 4836 be adopted by reading of title only: “WOODWARD FAMILY APARTMENTS, ORLAND – UTILITY ALLOWANCES”. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.6 Strategic Asset Plan – Executive Director Mayer indicated that next month the HACB will bring forward for consideration a plan on how to advance the repositioning of the Walker Commons Apartments, Chico Commons Apartments and 1200 Park Avenue Apartments, all in Chico. The HACB is Investor Limited Partner (ILP) in the three tax-credit regulated properties. Its instrumentalities, BCAHDC and Banyard Management, will consider retaining the California Affordable Housing Agency (CalAHA) to reposition the properties. CalAHA will complete a renovation/refinancing plan for consideration by the respective owning partnerships, including HACB as ILP, BCAHDC and Banyard Management as Managing General Partners, and the partnership lenders.
- 5.7 Development Activity – Executive Director provided an update regarding the current development activity in the area, including a spreadsheet that identifies all current known affordable housing development projects in Butte and Glenn Counties; five projects have closed to date. Staff is also advancing work on Kathy Court apartments and is pushing forward on Fogg Avenue project direction. In addition, the agency is also looking into hiring a consultant to write application for Joe Serna funds for completion of FLH rehabilitation.

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: 3:01 pm

Reconvened: 3:14 pm

11.1 Government Code 54957: Public Employment Performance Evaluation – Chair Moravec reported out that the Board had reviewed and discussed the Executive Director’s Performance Evaluation, and direction was given to staff.

12. COMMISSIONERS’ CALENDAR

- **Next regular meeting – September 16, 2021.**

13. ADJOURNMENT

Commissioner Pittman moved that the meeting be adjourned. Commissioner Charles seconded. The meeting was adjourned at 3:15 p.m.

Dated: August 19, 2021.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary