

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

**MEETING MINUTES OF September 16, 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.*

Vice Chair Pittman 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, Theresa Ayers, Laura Moravec, Rich Ober and David Pittman. Commissioners Alford, Ober and Pittman attended in person. Commissioners Ayers, and Moravec 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 Ober moved that consent calendar be accepted as presented. Commissioner Moravec seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

San Francisco Office of Public Housing, quarterly newsletter. San Francisco Office of Public Housing normally attends NAHRO Regional Chapter meetings to present performance awards, but due to the Covid-19 pandemic this hasn’t happened. In the newsletter, HACB was acknowledged for its disaster resilience performance. Executive Director Mayer noted the good work done rebuilding the Section 8 program, by Administrative Operations Director Tamra Young, Section 8 Housing Manager; Angie Little, as well as the Section 8 and Accounting staff.

## 5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self-Sufficiency (FSS) Graduate – Ms. Lopez enrolled as an FSS participant in December of 2019, her primary goal was to secure employment to be able to provide for her two daughters. Ms. Lopez was able to secure a position with Butte County Probation Department. She leaves the program having accrued \$9,167.84 in FSS escrow earnings.

### **\*RESOLUTION NO. 4837\***

Commissioner Alford moved that Resolution No. 4837 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE TRISHA LOPEZ”. Commissioner Ober seconded. The vote in favor was unanimous.

- 5.2 Section 8 Administrative Plan (AP) – As part of the Annual Agency Plan process the HACB adopts the Section 8 Administrative Plan (AP). The current Admin Plan, made effective October 1, 2021, was adopted by the Board during the July meeting. Brought to the Board today, is a small change to the Admin Plan recommended by HACB staff, the recommended change is not considered a “substantial deviation” and thus is not subject to the usual 60-day public review and comment process. Staff proposes to remove the paragraph in the Admin Plan related to nonresident applicant exceptions for initial ports. In the Section 8 program, non-resident applicant households must be residents of Butte or Glenn County for twelve (12) months before they are eligible to move. The policy in question has opened the door to non-resident applicant households to stay in their local jurisdictions without having to move to Butte County, by means of Reasonable Accommodation. This current provision was implemented per the recommendation of Nan McKay, our policy consultant. Staff recently discovered that this provision is not industry standard, and has long believed the policy to be in direct violation of the Section 8 program, which requires applicants from outside the jurisdiction to reside for a year within the jurisdiction before being allowed to take their voucher elsewhere. The intent of the program is to serve households within the jurisdiction. HACB staff has been administratively burdened in having to adjudicate significant numbers of accommodation requests from applicants who have no intention of residing in Butte County. Per industry standard, it is not reasonable to apply for rental assistance in a jurisdiction where the household has no intention of residing regardless of disability or special circumstance. Authorization to amend the Portability Exceptions Policy closes what has become a loophole in administrative practice.

### **\*RESOLUTION NO. 4838\***

Commissioner Moravec moved that Resolution No. 4838 be adopted by reading of title only: “AUTHORIZATION TO AMEND HUD SECTION 8 HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN PORTABILITY EXCEPTIONS POLICY”. Commissioner Alford seconded. The vote in favor was unanimous.

- 5.3 Gridley Farm Labor Housing (FLH) – Routine action item, authorizes HACB to close out a construction contract for acceptance of Workout Plan renovation work completed at FLH. The HACB entered into a construction contract with J Walt Construction, Inc. for the completion of Phases II & III Unit Rehab work at Gridley FLH. The work included the renovation of eleven (11) residential buildings converting twenty-two (22) dwelling units to seventeen (17) dwelling units. The total amount for the work was \$5,785,505.43. The contract work completed by J Walt Construction has been accepted. Acceptance of the work is a USDA-RD requirement, which they authorize them to release funds to the HACB. Modernization Coordinator, Jerry Martin, relayed the project came in on budget and slightly behind on time, by four (4) months. Executive Director Mayer added that J Walt Construction has been a very professional and responsive contractor.

**\*RESOLUTION NO. 4839\***

Commissioner Ober moved that Resolution No. 4839 be adopted by reading of title only: “ACCEPTANCE OF GRIDLEY FARM LABOR HOUSING UNIT REHAB PHASE II & III IMPROVEMENTS AND AUTHORIZATION TO MAKE FINAL PAYMENT TO CONTRACTOR”. Commissioner Moravec seconded. The vote in favor was unanimous.

- 5.4 Gridley Farm Labor Housing (FLH) – HACB has become aware that Always With Integrity Management Corporation (AWI), third-party property management company, has familiarity with administration of USDA-RD regulated Farm Labor Housing properties and programs. AWI already manages three (3) multi-family tax credit properties for HACB-related entities, and has a proven track record of service. HACB received property management services proposals (2), one for the USDA-RD regulated units, and one for the seven (7) unregulated Demonstration Program units. Both proposals are consistent with the budget established by the HACB for 2021-22 FLH operations. AWI has an existing working relationship with USDA, and feels very comfortable taking on the Gridley FLH property and its ongoing rehab efforts. HACB staff estimates a two (2) month transition period, beginning October 1<sup>st</sup> 2021. Deputy Executive Director Guanzon added that AWI’s maintenance and site management staff will be housed at Gridley FLH. HACB staff serving FLH will see one voluntary retirement, its manager re-assigned to the Main Office to support property management operations, and the remaining maintenance staff re-assigned to the maintenance pool. Staff recommends approval of the proposed retention of AWI as property manager at Gridley Farm Labor Housing and Demonstration units.

**\*RESOLUTION NO. 4840\***

Commissioner Moravec moved that Resolution No. 4840 be adopted by reading of title only: “MANAGEMENT AGREEMENTS (W) WITH ALWAYS WITH INTEGRITY (AWI) FOR PROPERTY MANAGEMENT OF USDA-RD GRIDLEY FARM LABOR HOUSING AND HACB “DEMONSTRATION UNITS, 850 EAST GRIDLEY ROAD, GRIDLEY”. Commissioner Ober seconded. The vote in favor was unanimous.

- 5.5 Personnel – Staff is recommending change to the organizational structure of the HACB Maintenance Department. The proposed change includes changing (1) Maintenance II position to a Maintenance (1) position. The change will provide the necessary staffing and training structure to manage coming retirements and existing vacancies in the Maintenance department. The re-organization is intended to facilitate retention of entry level workers, who can be trained up once employment is secured; more skilled technicians are currently very difficult to find.

**\*RESOLUTION NO. 4841\***

Commissioner Ober moved that Resolution No. 4841 be adopted by reading of title only: “RE-ORGANIZATION OF MAINTENANCE DEPARTMENT”. Commissioner Moravec seconded. The vote in favor was unanimous.

- 5.6 Cal-Osha Required Policies (8) – HACB staff has identified eight policies that are Cal-Osha required. Three (3) of the policies are being presented for adoption today; a COVID Prevention policy (an update to what was previously adopted); a Respirator Policy, and a Heat Illness Prevention Policy. The Respirator Policy is somewhat extraordinary, as it provides for elective use of respirators by Section 8 HQS Inspectors; requiring a special policy to be added due to industrial relations labor law. Commissioner Alford asked if a federal vaccination mandate would affect HACB staff. Administrative Operations Director Young relayed that the HACB would fall under the category of a Federal contractor; which would require compliance. At this moment no guidance has been received from Washington.

**\*RESOLUTION NO. 4842\***

Commissioner Moravec moved that Resolution No. 4842 be adopted by reading of title only: “ADOPTION OF Cal-OHSA-REQUIRED POLICIES: COVID PREVENTION POLICY, RESPIRATOR POLICY, HEAT ILLNESS PREVENTION POLICY”. Commissioner Ober seconded. Resolution passed with four (4) votes in favor and one (1) nay from Commissioner Alford.

- 5.7 Strategic Asset Plan – Executive Director Mayer provided a brief update on the status of the repositioning of 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 take action during their meetings and 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.
- 5.8 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 (5) BCAHDC projects have closed to date; and four are under construction. Pacific West Companies has successfully bought a 9-acre parcel in Gridley, intended for a 3-phase family project. Of particular interest is a proposed property in Chico, the old Regal Inn site, north of Rio Lindo Avenue, east of Esplanade. Pacific Companies has secured a buy sell agreement and is planning for a 38-unit project serving homeless singles, including a Seriously Mental Ill component supported by State No Place Like Home program funds (to be applied for).

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

Commissioner Pittman reported on a recent fire in Oroville at Olive Ranch Apartments, Phase I; affecting thirty (30) affordable housing units under construction in Oroville. The project suffered a five-million-dollar loss, the perpetrator has been caught and has confessed to setting the fire. Reconstruction has begun on the project and it is moving forward, again. Commissioner Pittman also toured the recently completed 48-unit senior affordable housing property, Sierra Heights Apartments, Oroville, developed by Willow Partners - he had very positive reviews of the project, commenting on the great facilities and views.

9. REPORTS FROM COMMISSIONERS

- 9.1 Executive Director Compensation – Chair Moravec on behalf of the Board of Commissioners acknowledged and thanked Executive Director Mayer for a tremendous job in his thirteen (13) years of service to the HACB, adding that it has been a genuine pleasure to work with him; that every year he gets a little bit better at what he does. The Board of Commissioners authorized a \$10,000 one-time cash bonus in addition to forty (40) hours of administrative leave time to be used in the next twelve months. Executive Director Mayer expressed sincere gratitude and surprise, and is very grateful for the support of the Board. He added that it has been a joy serving in his position.

**\*MOTION\***

Commissioner Alford moved to authorize a \$10,000 one-time cash bonus in addition to forty (40) hours of administrative leave to be used in the next twelve months. Commissioner Ober seconded. The vote in favor was unanimous.

10. MATTERS INITIATED BY COMMISSIONERS

Chair Moravec suggested increase of the stipend that is paid to Commissioners of the Board; she added that it is getting harder to get people to do things; and reflected that she has served on the Board for thirteen (13) years and the amount has always been the same, fifty dollars. She suggests the new amount be effective January 1, 2022, as by that time she will no longer be on the Board of Commissioners. Executive Director Mayer replied that the stipends are a function of state law, but staff will go back and look at policy and bring forward information at a future meeting.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – October 21, 2021**

13. ADJOURNMENT

Commissioner Ober moved that the meeting be adjourned. Commissioner Alford seconded. The meeting was adjourned at 2:56 p.m.

Dated: September 16, 2021.

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Laura Moravec, Board Chair

ATTEST:

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Edward S. Mayer, Secretary