

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

MEETING MINUTES OF October 21, 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 2:04 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Kate Anderson, Laura Moravec, Rich Ober and David Pittman. Commissioners Alford, Moravec and Pittman attended in person. Commissioners Anderson 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; and Jerry Martin, Modernization Coordinator; all in person with the exception of Executive Director Ed Mayer, who attended by web-conference.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Pittman moved that consent calendar be accepted as presented. Commissioner Anderson seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 HACB Write-Off's – Annually, HACB records vacated tenant balances for doubtful accounts, reducing the net tenant accounts receivable shown on the

balance sheet. The amount of bad debt is within historical perspective. The write-off accounts have been, or will be, sent to Butte County Collection Bureau for further action.

RESOLUTION NO. 4843

Commissioner Pittman moved that Resolution No. 4843 be adopted by reading of title only: “WRITE-OFF UNCOLLECTIBLE ACCOUNTS RECEIVABLE”. Commissioner Ober seconded. The vote in favor was unanimous.

- 5.2 Personnel – The proposed modification to the HACB’s IRS Section 125 Cafeteria Plan’s Medical Flexible Spending Account (FSA) sets to establish a \$2,750 annual limit to employees’ pre-tax contributions, and \$570 maximum rollover amount, consistent with the FSA ceiling established by the IRS for the 2022 plan year that commences January 1, 2022. Commissioner Anderson inquired about the number of employees that participate in the FSA, to which Administrative Operations Director Young replied there are currently fifteen (15) out of thirty-eight (38) employees participating in the plan.

RESOLUTION NO. 4844

Commissioner Anderson moved that Resolution No. 4844 be adopted by reading of title only: “SECTION 125 CAFETERIA PLAN – FLEXIBLE SPENDING ACCOUNT”. Commissioner Ober seconded. The vote in favor was unanimous.

- 5.3 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. 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 partnerships’ lenders. Basis Architecture will complete the physical needs assessments of the three properties. Reports will then go to an appraiser for property valuation, and then to our development consultant, Dawson Holdings, which will evaluate the properties for physical improvements and associated costing from an owner’s perspective, in order to precipitate financing criteria and options. 1200 Park Avenue Apartments may require more work, this was realized after working on this year’s budget. Also, 1200 Park Avenue LP’s Limited Partnership Agreement (LPA) may require modification, to remove the stipulated cap on property management fees, an atypical feature of LPA’s. Chair Moravec and Commissioner Pittman appreciated the pictures provided in the Board packet.
- 5.4 Development Activity – HACB is ready to issue another request for proposal (RFP) for the project-basing of an additional 100-150 Section 8 Housing Choice

Vouchers. This RFP is likely to be the last project-based voucher RFP issued by the HACB as Section 8 PBV limits are being approached. The RFP will be issued during the beginning of November; applications due around December 1st and awards will be made at the December Board of Commissioners meeting. Executive Director Mayer also 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. Most recently BCAHDC entered into development Memorandums with Pacific West Companies for development of two additional properties: one in Chico, Oleander Community Housing Apartments, serving homeless individuals and seriously mental ill clients; and the other being Phase I of Orchard View Apartments, Gridley, serving families.

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 – November 21, 2021**

13. ADJOURNMENT

Commissioner Pittman moved that the meeting be adjourned. Commissioner Alford seconded. The meeting was adjourned at 2:51 p.m.

Dated: October 21, 2021.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary