

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

MEETING MINUTES OF June 16, 2022

The meeting was conducted via teleconference, web-conference and in person, as noticed.

Board Chair Pittman called the meeting of the Housing Authority of the County of Butte to order at 2:05 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Robert Crowe, Larry Hamman, David Pittman, Sarah Richter, and Regina Sayles-Lambert; all attended in person with the exception of Commissioner Sayles-Lambert, who attended by means of web-conference.

Present for the Staff: Ed Mayer, Executive Director; Hope Stone, Finance Director; Tamra Young, Administrative Operations Director; Marysol Perez, Executive Assistant; Jerry Martin, Modernization Coordinator; and Angie Little, Section 8 Housing Manager; all attended in person.

Others Present: Amy Bergstrand, Housing Managing Analyst, City of Oroville, attended by means of web-conference.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) –

5.2 Agency Annual Plan and Five-Year Capital Fund Program –

As a public agency administering the HUD Low Income Public Housing and Section 8 Housing Choice Voucher programs, HACB is required to annually submit to HUD applicable agency and administrative plan documents 75 days prior to the end of HACB's fiscal year. Draft revisions of the Public Housing Admissions and Continued Occupancy Policy (ACOP), Section 8 Housing Choice Administrative Plan (AP),

Annual Agency Plan, and Capital Fund Program, were received by the Board at the April 2022 meeting, where they were accepted and authorized for issuance for public comment. This year, the 45-day Public Comment review period generated no comment. The plans become effective October 1st.

RESOLUTION NO. 4861

Commissioner Hamman moved that Resolution No. 4861 be adopted by reading of title only: “ADOPTION OF PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP) AND SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN (AP)”. Commissioner Richter seconded. The vote in favor was unanimous.

RESOLUTION NO. 4862

Commissioner Richter moved that Resolution No. 4862 be adopted by reading of title only: “ADOPTION OF THE ONE-YEAR AGENCY PLAN OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE”. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.3 Capital Fund – HUD has awarded the HACB 2022 Public Housing Capital Fund Program funds in the amount of \$1,113,256.00. The HACB annually identifies its Capital Fund needs for its Public Housing properties in its Annual Plan and Five-Year Plan process. Staff recommends acceptance of the 2022 Public Housing Capital Fund monies.

RESOLUTION NO. 4863

Commissioner Crowe moved that Resolution No. 4863 be adopted by reading of title only: “ACCEPTANCE OF U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) 2022 PUBLIC HOUSING CAPITAL FUND PROGRAM FUNDS”. Commissioner Richter seconded. The vote in favor was unanimous.

- 5.4 Section 8 Project Based Voucher (PBV) – The HACB issued a Request for Proposals (RFPs) for the project-basing of up to one hundred thirty-five (135) Section 8 HCV program vouchers in new developments within the burn scar of the 2018 Camp Fire Disaster (Town of Paradise, Magalia) and the City of Oroville. The HACB received ten (10) proposals, from six (6) different developers, seeking a total of 203 PBV’s. The proposals were reviewed by a Proposal Review Committee (PRC). All proposals were determined responsive with the exception of two. Unfortunately, the RFP was oversubscribed by 68 vouchers; the PRC made its commitment recommendations based on the following criteria: percentage of PBVs requested to total units produced in the project, developer inclusion of a local partner in the ownership structure ensuring representation of community interests and longevity of the project, design and amenities, and readiness to proceed. The PRC recommendations are detailed in the table below:

Project Name	Area	Service to:	Total Units	# PBV's	Developer
Cypress Family Apts.	Paradise	Families	70	25	Mercy Housing
Cypress Senior Apts	Paradise	Seniors 62+	70	25	Mercy Housing
Kathy Court Apts.	Paradise	Families	12	4	HACB
Lakeridge Circle Apts.	Magalia	Families	63	25	CHIP
2131 Fogg Ave Apts.	Oroville	Families	18	6	HACB
Lincoln St Family Apts.	Oroville	Families	61	25	The Richman Group
Lincoln St Senior Apts.	Oroville	Seniors 62+	50	25	The Richman Group
TOTAL			344	135	

RESOLUTION NO. 4864

Commissioner Crowe moved that Resolution No. 4864 be adopted by reading of title only: “SECTION 8 HCV PROGRAM PROJECT-BASED VOUCHER AWARD”. Commissioner Hamman seconded the motion. The vote in favor was unanimous.

- 5.5 Gridley Farm Labor Housing (FLH) Budget – The proposed annual Farm Labor Housing operating budget was presented for adoption. HACB staff worked with third-party property manager AWI in the preparation of the proposed budget. Staff met with the Budget Committee prior, which recommended adoption of the proposed budget, due to USDA-RD by June 30th. The proposed budget and proposed rent increases are subject to USDA-RD approval, after Board adoption.

RESOLUTION NO. 4865

Commissioner Alford moved that Resolution No. 4865 be adopted by reading of title only: “APPROVAL OF FISCAL YEAR 2023 BUDGET FOR THE USDA-RD FARM LABOR HOUSING PROGRAM”. Commissioner Crowe seconded the motion. The vote in favor was unanimous.

- 5.6 Evanswood Estates – HACB solicited bids for the Evanswood Estates Exterior Modernization Project. The project was developed to complete exterior modernization improvements as detailed in the 2020A Bond issuance’s Property Conditions Assessment. A total of 16 buildings, including 31 residences, will be modernized through siding and exterior window and door replacement. Three (3) qualified contractor bids were received. Of the three, Experts in Your Home was low bidder. Staff recommended adoption of Resolution No. 4866, in the contract amount of \$3,047,113.00, authorizing the obligation and work.

RESOLUTION NO. 4866

Commissioner Hamman moved that Resolution No. 4866 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO CONTRACT WITH HIGNELL INCORPORATED, DBA EXPERTS IN YOUR HOME FOR EXTERIOR MODERNIZATION AT EVANSWOOD ESTATES, OROVILLE”. Commissioner Crowe seconded the motion. The vote in favor was unanimous.

- 5.7 Personnel – Due to the departure of Modernization Coordinator Jerry Martin it has been determined necessary to establish and incorporate a new position, that of Contracts Administrator. In accordance with the HACB Personnel Policy, addressing “Allocation of Positions”, the HACB Board of Commissioners approves by resolution the number and description of all permanent positions. It was recommended by staff that the Board of Commissioners adopt the position description for Contracts Administrator, while also modifying the agency’s personnel organization chart, 1) eliminating the Procurement and Contract Specialist position, 2) eliminating the Modernization Coordinator position, and 3) establishing the Contracts Administrator position.

RESOLUTION NO. 4867

Commissioner Crowe moved that Resolution No. 4867 be adopted by reading of title only: “ADOPTION OF POSITION DESCRIPTION FOR CONTRACTS ADMINISTRATOR”. Commissioner. The vote in favor was unanimous.

- 5.8 Personnel – Due to the departure of Modernization Coordinator Jerry Martin it has been determined necessary to adopt a position description for the Project Manager position, previously included in the agency personnel organization chart by Board action at the December 2020 Meeting of the Board. The Project Manager position salary allocation was included in the agency’s CY 2022 consolidated budget. In accordance with the HACB Personnel Policy, addressing “Allocation of Positions”, the HACB Board of Commissioners approves by resolution the number and description of all permanent positions. Staff recommended that the Board of Commissioners adopt the position description for the Project Manager position.

RESOLUTION NO. 4868

Commissioner Crowe moved that Resolution No. 4868 be adopted by reading of title only: “ADOPTION OF POSITION DESCRIPTION FOR PROJECT MANAGER”. Commissioner Richter. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

Property Tour – Feedback received from the June 2nd tour of HACB properties.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

Chair Pittman shared that the City of Oroville is in Preliminary budget meetings in regards to private security contracts to enforce security in public areas around the City of Oroville.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

Adjourned: 3:38 pm

Reconvened: 3:50 pm

11.1 Government Code 54957.6: The HACB Board of Commissioners unanimously agreed to provide a one-time payment of \$3,000 (collectively representing approximately 8% of salary) to each full-time agency employee, to help defray unanticipated inflation confronted by employees in 2022, acknowledging the insufficiency of 2022's 2% COLA, a function of the 3-year Memorandum of Understanding with the Operating Engineers No. 3 union. The Board acknowledged and appreciated all staff, including unrepresented Management personnel, for their good work,

12. COMMISSIONERS' CALENDAR

- **North Creek Crossings at Meriam Park I&II – Groundbreaking Ceremony, Friday June 17th at 10:00 a.m.**
- **Next Meeting – July 21, 2022**
- **NAHRO Commissioner Fundamentals Virtual Classroom – July 12-14, 2022**

13. ADJOURNMENT

Commissioner Crowe moved that the meeting be adjourned. Commissioner Richter seconded. The meeting was adjourned at 3:52 p.m.

Dated: June 16, 2022.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary