

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

MEETING MINUTES OF April 20, 2023

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 2:00 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Randy Coy, Darlene Fredericks, David Pittman, Sarah Richter; all attended in person with the exception of Commissioner Richter, who attended by means of web-conference.

Present for the Staff: Ed Mayer, Executive Director; Hope Stone, Finance Director; Larry Guanzon, Deputy Executive Director; Tamra Young, Administrative Operations Director; Angie Little, Section 8 Housing Manager; Taylor Gonzalez, Project Manager and Marysol Perez, Executive Assistant; all attended in person.

Others Present: Tim Fox, HACB Systems Administrator; Tiffany Lee, HACB S8 Occupancy Specialist, Bill Brouhard, Urban Planner Valleys Edge; all attended in person.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Ober moved that the Consent Calendar be accepted as presented, Commissioner Coy seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

- 4.1 Response Letter dated February 21, 2023, regarding requests for support for Purpose Place Apartments, Orland. – The HACB had received two letters, one from the Glenn County Board of Supervisors, and one from the Dos Rios Continuum of Care, regarding request to transfer the commitment of 31 HUD Section PBV's from Garden Park Apartments Willows, to Purpose Place Apartments, Orland. The response was sent on behalf of HACB Board of Commissioners.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Election of Officers – Annual Election of Officers. Chair Pittman turned the meeting over to Executive Director/Board Secretary Mayer, to conduct the annual election of Board Officers in accordance with HACB Bylaws. Executive Director Mayer asked for nominations for the positions of Chair and Vice Chair for the year April 2022 through March 2023. Commissioner Ober nominated Chair Pittman to continue to serve as Chair, to which Commissioner Alford seconded. No other nominations were made and nominations for Chair was closed. The vote in favor was unanimous, Chair Pittman being re-elected as Board Chair. Chair Pittman nominated Vice Chair Ober to continue to serve as Vice Chair, to which Commissioner Sayles-Lambert seconded. The vote in favor was unanimous, Commissioner Ober was re-elected as Vice Chair of the Board. Executive Director Mayer congratulated the re-elected officers, thanking them for their willingness to serve. The meeting was turned over to Chair Pittman.
- 5.8 Valley’s Edge Planning Area, Chico – Bill Brouhard, development representative to Chico’s Valley’s Edge planning area, gave a presentation on the Valley’s Edge project. Included was discussion of potential opportunity for affordable housing in the proposed development, including interest in HACB as prospective development partner.
- 5.2 Receive and File Proposed Agency Annual Plan –
- 5.3 Receive and File Proposed Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) – HUD requires the Housing Authority to annually update its “Agency Plan”, its Public Housing program “Capital Fund Plan(s)”, its Public Housing program “Admissions and Continued Occupancy Policy” (ACOP), and its 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), requiring HACB plan approval at the June 15th meeting. 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; refinement of Project Based Vouchers program policy in reflecting Development Activity, and changes reflecting HOTMA regulation. The changes recommended in the ACOP and Section 8 Admin Plan are suggested changes provided by policy consultant Nan-McKay. Staff recommends receiving and filing of the documents for public review and comment.

MOTION

Commissioner Ober 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 the June 15, 2023 meeting of the Board. Commissioner Sayles-Lambert seconded. The vote in favor was unanimous.

MOTION

Commissioner Ober moved to receive and file 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 the June 15, 2023 meeting of the Board. Commissioner Sayles-Lambert seconded. The vote in favor was unanimous.

- 5.4 Utility Allowances – Area Wide High Efficiency Section 8 HCV Program Utility Allowances (UA’s) were presented to the Board for approval. These proposed High Efficiency UA’s will be used for current and new developments built under current California Title 24 Energy Standards. The UA review was completed under contract by Management Resource Group Inc. (MRG), and, like the other UA’s adopted by the Board, will be reviewed for revision annually, required when there is an increase or decrease of more than 10% in any particular standard.

MOTION

Commissioner Coy moved to adopt Area Wide High Efficiency Utility Allowances for its Section 8 HCV Program for the 2023-year, effective as of adoption. Commissioners Sayles-Lambert seconded, the vote in favor was unanimous.

- 5.5 Housing Authority of the County of Butte (HACB) – Discussion was engaged regarding the Fogg Avenue, Oroville development initiative. The HACB owns a single-family home on 1.1 acres in Oroville, rented since it was acquired. The HACB received notice to vacate from the current tenants of the property, providing opportunity to clear the site in anticipation of development of a low-income affordable multi-family housing project.
- 5.6 Housing Authority of the County of Butte (HACB) – The HACB Board of Commissioners is relatively new in its tenure, none of the current Commissioners were participants in the visioning and strategic planning work completed in 2015-15, much less the HUD Public Housing asset analysis completed shortly after. Since, the agency has been consumed by Camp Fire Disaster Response, including reconstitution of the Section 8 HCV program, and engagement in significant new affordable housing development work. It is proposed the Board be informed, starting with HACB’s Mission Statement and Identity, followed by orientation to the previous asset management work, all by way of bringing the Board current. Once complete, a visioning exercise will be engaged, to set HACB’s course in the post Disaster response era. The Board of Commissioners agreed to move forward with the orientation and visioning exercise, over the course of the next set of Board meetings.
- 5.7 Development Activity – Executive Director Mayer reviewed a detailed update to agency and area development activity in Butte and Glenn Counties.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

- 8.1 **Washington Conference: NAHRO at 90 Advocate: March 22-24, 2023** - Executive Director Edward Mayer and Chair Pittman attended the Washington Conference in Washington DC on March 22-24. Like many conferences this year, it was the first time in three years that the conference took place in person. Mr. Mayer and Mr. Pittman met with Congressman LaMalfa's housing aide and found the conference relevant in its legislative, regulatory, and socio-economic offerings.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next Meeting – May 18, 2023**
- **Save the Date: PSWRC-NAHRO – Annual Conference: May 22-24, 2023**

13. ADJOURNMENT

Commissioner Ober moved that the meeting be adjourned. Commissioner Sayles-Lambert seconded. The meeting was adjourned at 4:12 p.m.

Dated: April 20, 2023.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary