

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

**MEETING MINUTES OF May 16, 2024**

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

Chair Pittman called the meeting of the Housing Authority of the County of Butte to order at 2:03 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford (*arrived late 2:07 p.m.*), Randy Coy, Darlene Fredericks, David Pittman, and Sarah Richter; all attended in person.

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

Others Present: Sharice Atkins, Special Programs Coordinator and Page Gearhart-Davis, FSS Graduate.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Coy expressed concerns regarding the financial reporting adopted in the consent calendar and therefore indicated he would abstain from voting. He asked what the expectation is regarding accurate reporting. Executive Director Mayer detailed that certain balance sheet items are not true and have been unable to be reconciled due to the ongoing issues with the software conversion that began in the fall of 2022. Finance Director Hope Stone added that the income statement report is reconciled and true, and that the totals for the balance sheet are true. Executive Director Mayer assured the Board of Commissioners that there is much work being done behind the scenes to get this figured out with HACB staff and YARDI software specialists. After the discussion Commissioner Coy felt comfortable with moving forward to accept the consent calendar.

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self-Sufficiency (FSS Graduate) – Ms. Gearhart-Davis enrolled as an FSS participant in October of 2016 while she was a participant in Yuba City. Ms. Gearhart-Davis expressed her appreciation for the FSS program and detailed a few of the goals she was able to accomplish while participating in the program; obtain MSW from CSU Chico; social work internship, and lastly, homeownership. Homeownership will be an obtainable goal with her escrow earnings. Ms. Gearhart-Davis will continue her education and has been accepted into two (2) doctoral programs; She has chosen to attend the Sacramento State program and will start that journey this fall. She says she will now focus on employment. Ms. Gearhart-Davis exits the FSS program having accrued \$18,745.43 in FSS escrow earnings.

**\*RESOLUTION NO. 4920\***

Commissioner Fredericks moved that Resolution No. 4920 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE PAGE GEARHART-DAVIS”. Commissioner Alford seconded. The vote in favor was unanimous.

- 5.2 Family Self-Sufficiency (FSS Graduate) – Mr. Reed was not present, but Special Programs Coordinator Sharice Atkins spoke of his journey while on the FSS Program. Mr. Reed enrolled in the FSS program in Kern County in March of 2017. He is a single father who set forth the following goals; job search, job retention and credit counseling. After being a caretaker for an ill family member Mr. Reed was able to return to work and complete the FSS program. He has expressed interest in culinary arts school and opening a restaurant in the future. Mr. Reed exits the FSS program having accrued \$15,526.83 in FSS escrow earnings.

**\*RESOLUTION NO. 4921\***

Commissioner Richter moved that Resolution No. 4921 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE LOUIS REED”. Commissioner Fredericks seconded. The vote in favor was unanimous.

- 5.3 Receive and File Proposed Agency Annual Plan –  
5.4 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 July 18<sup>th</sup> Board 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 Coy moved to receive and file the draft Agency Plan updated, 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 July 18, 2024 meeting of the Board. Commissioner Richter seconded. The vote in favor was unanimous.

**\*MOTION\***

Commissioner Coy 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 July 18, 2024 meeting of the Board. Commissioner Richter seconded. The vote in favor was unanimous.

- 5.5 Lincoln Street Senior Apartments, Oroville – The HACB has committed 25 Section 8 vouchers to this property that will provide 61 units of affordable housing to low-income seniors. Due to lack of capacity, the City of Oroville has declined to administer the grant; the project developer, The Richman Group of California, has requested the HACB accept the grant. Adopting this resolution would authorize the HACB to accept a \$2,765,600 IIG grant on behalf of the Lincoln Senior Apartments.

**\*RESOLUTION NO. 4922\***

Commissioner Richter moved that Resolution No. 4922 be adopted by reading of title only: "INFILL INFRASTRUCTURE GRANT PROGRAM OF 2019, LINCOLN STREET SENIOR APARTMENTS". Commissioner Fredericks seconded. The roll call vote in favor was unanimous.

- 5.6 Humboldt Senior Housing Apartments, Chico – An update was provided regarding the status of this affordable housing project, which was compelled to return its commitment of CDBG-DR monies for lack of State prioritization. On behalf of the project, the HACB applied for \$5 million from Congress through the Office of Congressman LaMalfa. The application was made on behalf of Christian Church Homes’ proposed 80-unit senior housing development, the site is located off Highway 32 and Bruce Road in Chico. The HACB committed 25 HUD Section 8 vouchers to the project, and unfortunately, after multiple attempts the disaster recovery project failed to secure financing for building. During this attempt to secure funding CCH is applying for HUD Section 202 funds (supporting low-income seniors), as well as anticipated City of Chico CDBG-DR monies, and tax-credits.
- 5.7 Budgets – The annual budgeting cycle has begun. Up to three Commissioners are needed to guide and provide feedback to the process. Commissioners Richter, Alford and Coy volunteered to serve on the Budget Committee. Finance Director Hope Stone will coordinate meeting times and dates and send calendar invites to the committee.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

Executive Director Mayer attended a two-day HUD panel at the HUD offices in Seattle, WA, presented to approximately forty Region X public housing authorities (Pacific northwest). The panel of “experts” discussed Disaster preparedness and response, and the sessions were attended by the HUD Director of Public and Indian Housing (PIH) for Region X, and by HUD Deputy Assistant Secretary for PIH, Dr. Patricia Gaither.

9. REPORTS FROM COMMISSIONERS

Chair Pittman shared of recent public outcry by the residents of two (2) regulated affordable housing projects in Oroville; Mitchell Senior Apartments and Riverbend Family Apartments. Both are Disaster recovery projects in which the HACB’s non-profit instrumentality, BCAHDC, is partner. The properties were recently subject to two rent increases, including a utility allowance adjustment and the annual rent increase, which put a number of residents in financial distress. After determining the

increases were lawful and appropriate, the property management company, Cambridge Real Estate, was directed to meet with the residents to hear them out and explain what happened. In the end, implementation of the utility allowance adjustment was delayed, providing time for residents to prepare, financially.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Save the Date: PSWRC-NAHRO – Annual Conference: May 28 – 30, 2024, San Jose, CA**
- **Next Meeting – June 20, 2024**
- **NAHRO 2024 Summer Symposium, Chicago, IL: July 11-12, 2024**

13. ADJOURNMENT

Commissioner Richter moved that the meeting be adjourned. Commissioner Richter seconded. The meeting was adjourned at 3:36 p.m.

Dated: May 16, 2024.

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David Pittman, Board Chair

ATTEST:

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Edward S. Mayer, Secretary