

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

**MEETING MINUTES OF July 18, 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 2:15 p.m.

1. ROLL CALL

Present for the Commissioners: Randy Coy, Darlene Fredericks, David Pittman, and Sarah Richter; all attended in person.

Present for the Staff: Larry Guanzon, Executive Director; Tamra Young, Deputy Executive Director; Hope Stone, Finance Director; Angie Little, Rental Assistance Programs Manager; Juan Meza, Public Housing Manager; Taylor Gonzalez, Project Manager, and Marysol Perez, Executive Assistant; all attended in person.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

- 4.1 HUD Correspondence regarding accepting application regarding request for Foster Youth Initiative Voucher Program.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) –
- 5.2 Family Self-Sufficiency (FSS) –

5.3 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 during the May 2024 meeting, where they were accepted and authorized for issuance for public comment; 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. Since the May meeting there were only comments received from Legal Services regarding the ACOP and while the Annual Plan received no outside comments, HACB Staff is requesting to add a paragraph related to PBV projects. Under new HOTMA regulations, a PHA is allowed to non-competitively project-base vouchers in projects owned by one of its subsidiaries, as long as it is included in the HACB Annual Plan. Since HACB is slated to rehabilitate three (3) of BCAHDC’s tax credit projects sometime in the near future and since such rehabilitation may require the use of PBV vouchers, as a funding source. The Admin Plan received comment from LSNC and staff agreed to a couple of their suggestions; Decisions Subject to Informal Hearings – HACB agrees to adding “Overpayments” to the list of items subject to informal hearing, as requested. Informal Hearings for Participants – HACB agrees to delivery of notices via email, as well as mail, where HACB has email on record for participant. Lastly, HACB Staff found an error under “Waiting List and Selection” for Prospect View Apartments. The Admin Plan referenced the fifteen (15) No Place Like Home Preference, but not the Homeless Preference for the remainder of the units. All units at Prospect View Apartments are referral only. Therefore, we need to add the Homeless Preference language. Once approved by the HACB Board, the plans become effective October 1st.

**\*RESOLUTION NO. 4928\***

Commissioner Richter moved that Resolution No. 4928 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 Fredericks seconded. The vote in favor was unanimous.

**\*RESOLUTION NO. 4929\***

Commissioner Richter moved that Resolution No. 4929 be adopted by reading of title only: “ADOPTION OF ACTION PLAN FOR SECTION 8 HOUSING CHOICE VOUCHER FAMILY SELF-SUFFICIENCY PROGRAM”. Commissioner Fredericks seconded. The vote in favor was unanimous.

**\*RESOLUTION NO. 4930\***

Commissioner Richter moved that Resolution No. 4930 be adopted by reading of title only: “ADOPTION OF THE ONE-YEAR AGENCY PLAN OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE”. Commissioner Fredericks seconded. The vote in favor was unanimous.

- 5.4 Capital Fund – HUD awarded the HACB 2024 Public Housing Capital Fund Program funds in the amount of \$1,156,572.00. 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 2024 Public Housing Capital Fund monies.

**\*RESOLUTION NO. 4931\***

Commissioner Richter moved that Resolution No. 4931 be adopted by reading of title only: “ACCEPTANCE OF U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) 2024 PUBLIC HOUSING CAPITAL FUND PROGRAM FUNDS”. Commissioner Coy seconded. The vote in favor was unanimous.

- 5.5 Gridley Farm Labor Housing (FLH) Budget – The 2025 FLH budget was prepared by AWI, the third-party property management agent, in coordination with Executive Director Guanzon and Finance Director Stone. The budget will be submitted to USDA-RD for approval. Once approved budget comes back, it will be incorporated into HACB’s Agency-wide budget.

**\*RESOLUTION NO. 4932\***

Commissioner Coy moved that Resolution No. 4932 be adopted by reading of title only: “APPROVAL OF FISCAL YEAR 2025 BUDGET FOR THE USDA-RD FARM LABOR HOUSING PROGRAM”. Commissioner Fredericks seconded. The vote in favor was unanimous.

- 5.7 Gridley Springs II Apartments Budget – The 2025 Gridley Springs II (GSII) budget was prepared by Sackett, the third-party property management agent, in coordination with Executive Director Guanzon and Finance Director Stone. The budget is a break-even budget due to regulations. The GSII budget must be

submitted to USDA-RD for approval and the approved budget will be incorporated into HACB's Agency-wide budget.

**\*RESOLUTION NO. 4933\***

Commissioner Richter moved that Resolution No. 4933 be adopted by reading of title only: "APPROVAL OF THE FISCAL YEAR 2025 OPERATING BUDGET FOR GRIDLEY SPRINGS II APARTMENTS, 210 FORD AVENUE, GRIDLEY". Commissioner Fredericks seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

Chair Pittman shared that the recent data shared regarding the recent public outcry by the residents of two (2) regulated affordable housing projects in Oroville; Mitchell Senior Apartments and Riverbend Family Apartments was very valuable as it showed factual numbers regarding where the residents that moved into these properties moved from.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Grand Opening The Foundation Apartments, Chico – Thursday. August 15, 2024  
10:00 am – 11:30 am, 1297 Park Avenue**
- **Next Meeting – August 15, 2024**

13. ADJOURNMENT

Commissioner Richter moved that the meeting be adjourned. Commissioner Coy seconded. The meeting was adjourned at 3:10 p.m.

Dated: July 18, 2024.

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David Pittman, Board Chair

ATTEST:

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Lawrence C. Guanzon, Secretary