

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

**MEETING MINUTES OF
December 19, 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 2:02 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford (*arrived 2:04 p.m.*), Randy Coy, Rich Ober, 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

- 3.10.1 PGE Easement Park Place Apartments, Oroville – Taylor Gonzalez, Project Manager reported that the HACB was approached about a month and a half ago by PG &E as part of a larger project that they're completing on Meyer Street in Oroville where they're replacing gas service lines along Meyer Street and as part of that project they are also cleaning up some of their older land type issues where they would build their infrastructure and not get proper easements on private properties. As part of this project, they proposed an easement on the Park Place property in Oroville because PG&E owns the gas lines all the way up to the individual meters on the property. The HACB has come up with an agreement with PG &E so they can be able to do the project but we want to be able to ensure that we're not being too disrespectful for those tenants and residents, that being said, PG &E did propose the easement. It was reviewed by legal counsel and it's just a standard public utility

easement. Earlier in the week, Larry executed the easement. It's been delivered to PG &E as of today and we're looking at working with PG&E to plan the actual project over the next month or so. PG&E is anticipating starting the work on Park Place specifically in May or April 2025. That gives us some time to work with a third-party property manager to secure a concrete contractor who will come in after PG&E is done. PG&E has been very cooperative with the HACB.

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Housing Forecast – Presentation regarding Housing Situation in Butte County by former HACB Executive Director Ed Mayer. Mr. Mayer was asked by members of the Chico City Council to discuss growth in the community and asked to share the same presentation to the HACB Board of Commissioners. His presentation included various data & analysis as well some suggestions to address growth. Commissioners complimented the information shared by Mr. Mayer.

- 5.2 HACB Write-Offs – During the October Board meeting the HACB Board of commissioners approved the write-off uncollectible accounts receivable. Finance Director Hope Stone reports that the numbers were compiled from the Yardi system, however, it was later discovered that the report did not pull by the age of the receivables and reported incorrect numbers for the October meeting. When it was realized that the number were incorrect Finance Director Stone and the accounting department did a deep dive into the system and tenant files and discovered that the reports were not tied out to tenant files. They then reached out to Yardi for answers and they could not answer why the reporting was incorrect. HACB accounting department went through tenant files and had to create their own aging report, resulting in much higher numbers than what were reported in October, which were material enough to come back with a revision to the Board. The write-off amount that was presented in October was \$10,075, the new revised amount is \$219,559. The write-off accounts will be sent to a collection agency for further action. Commissioner Richter asked ho do the numbers compare to earlier years? Finance Director Stone replied that the numbers are much higher than normal years.

RESOLUTION NO. 4950

Commissioner Ober moved that Resolution No. 4950 be adopted by reading of title only: “WRITE-OFF UNCOLLECTIBLE AMOUNTS”. Commissioner Richter seconded. The vote in favor was unanimous.

- 5.3 HACB Audit – Finance Director Stone reported the 2023 FYE audit was completed by new auditors Bowman & Company, LLP and she has submitted unaudited and audited FDs to HUD and are waiting for approval of those submissions to HUD. Because the 2023 has been completed Bowman is already working on the FYE 2024 audit. Finance Director Stone informed the Board of two findings from the auditors; one of them was due to the audit being late and the second is due to internal controls; a reflection of the Yardi software implementation issues and associated changes now implemented to accounting protocols. There were no other compliance findings or questioned costs. HACB staff recommends acceptance of the HACB FY2023 Audit report.

MOTION

Commissioner Richter moved the HACB FY2023 Audit Report be accepted as presented. Commissioner Ober seconded. The vote in favor was unanimous.

- 5.4 Personnel – CalPERS requires that earnable compensation be duly approved and adopted by the governing body of the Housing Authority of the County of Butte, such information is to be accessible and available for public review. Deputy Director Tamra Young explained the two different pay schedules presented for adoption; one schedule is effective November 21, 2024 due to the two (2) changes made to the Organization Chart and compensation related to those changes and the second is based upon the 2.5% COLA effective January 1, 2025.

RESOLUTION NO. 4951

Commissioner Ober moved that Resolution No. 4951 be adopted by reading of title only: “RESOLUTION ADOPTING PUBLICALLY AVAILABLE PAY SCHEDULE FOR THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE”. Commissioner Alford seconded. The vote in favor was unanimous.

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 Meeting – January 16, 2025**

13. ADJOURNMENT

The meeting was adjourned at 3:25 p.m.

Dated: December 19, 2024.

David Pittman, Board Chair

ATTEST:

Lawrence C. Guanzon, Secretary