

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

**MEETING MINUTES OF
April 16, 2026**

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

Vice Chair Ober 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: Bob Crowe, Laurel Faulk, Rich Ober, Sarah Richter, and Jean Snow; all attended in person.

Present for the Staff: Larry Guanzon, Executive Director; Tamra Young, Deputy Executive Director; Angie Little, Rental Assistance Programs Manager; Juan Meza, Public Housing Manager; Taylor Gonzalez, Project Manager; Marco Cruz, CFO Consultant; and Javi Pinedo, Special Programs Coordinator; all attended in person.

Present for the Public: Karen Garrett, Mary Jawar, Gloria Miller, Anna Backer, and Carolyn Fraser, all from 1200 Park Avenue Apartments attended in person; Anthony Scott, FSS Graduate and Kristina Scott, both also attended in person; and April Garcia, attended via web-conference.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

CFO Consultant Marco Cruz commented on 3.3 Financials:

- Starting next month, financials will be presented quarterly, with the goal that they will be produced monthly.
- EHV: Congress has not authorized any additional funding for this program. Therefore, Accounting and Section 8 are working together to ensure no one loses assistance. All EHV participants will be moved to HCV. Current estimate is that there is enough funding in EHV, based on current run rates, to make payments through the end of October (with a

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partial months funding still available for November 2026). However, we may be able to receive more EHV funds, since HUD has indicated that they may be reallocating unused funds from PHA's that have liquidated their EHV program to PHA's still running an EHV program. We will continue to keep a close eye on the program for possible additional funds and timing of the transfer of participants between EHV and HCV. HACB would like to fully utilize as much of EHV funding available as possible, while ensuring that participants transfer smoothly.

- HCV: CFO Consultant Cruz is auditing the HCV program to ensure the funds are properly coded as to whether they are HAP or Admin Fees.
- Public Housing: CFO Consultant Cruz reported that Public Housing is currently on "solid footing".
- Audits: Smith Marion conducted the in-house audit last week. Currently we know that there will be two findings: 1) SEMAP: SEMAP was approved by the Board and all forms were completed, with applicable back-up documentation on file. Unfortunately, SEMAP was not submitted online by due date, and 2) FDS: The unaudited preliminary FDS, which was submitted to HUD, will be very different than the audited FDS, which will be submitted. This is due to all of the clean-up work that we have been working on for the past 10+ months and the fact that HACB requested a 90-day extension from HUD and only received 30 days. We are currently coordinating closely with third party property management companies on the audit. The audit will be submitted on time (no later than June 30, 2026).

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

4. CORRESPONDENCE

4.1-4.2 HACB requested and received approval from the Town of Paradise for a unit mix revision for Mayer Commons Apartments in order to support leasing efforts at the property. With the approval of the unit mix revision, all the units have been leased, except one (1).

4.3 Laurel Faulk was introduced and welcomed as the new HACB Tenant Commissioner.

5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 Election of Officers – Vice Chair Ober turned the meeting over to Executive Director/Board Secretary Guanzon, to conduct the annual election of Board

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Officers in accordance with HACB Bylaws. Executive Director Guanzon asked for nominations for positions of Chair and Vice Chair for April 2026 through March 2026. Commissioner Crowe nominated Chair Pittman to continue to serve as Chair, to which Commissioner Richter seconded. No other nominations were made and nominations for Chair was closed. The vote in favor was unanimous and Chair Pittman was re-elected as Board Chair. Commissioner Crowe nominated Vice Chair Ober to continue to serve as Vice Chair, to which Commissioner Richter seconded. No other nominations were made and nominations for Vice Chair was closed. The vote in favor was unanimous and Vice Chair Ober was re-elected as Vice Chair of the Board. Congratulations and appreciation for willingness to once again serve the HACB Board of Commissioners was offered. The meeting was turned over to Vice Chair Ober.

- 5.2 Family Self-Sufficiency (FSS) Graduate – Family Self-Sufficiency Graduate Anthony Scott Sr., and his wife Kristina, were present for his recognition. Mr. Scott enrolled in the FSS program on August 1, 2024. During Mr. Scott’s enrollment in the FSS program, he has secured full-time employment and his goal is to work his way up the ladder. Mr. Scott attributes much of his success and motivation to his partnership with his wife. He graduates the FSS program having secured \$12,544.57 in escrow funds.

RESOLUTION NO. 4987

Commissioner Richter moved that Resolution No. 4987 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE ANTHONY SCOTT SR”. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.3 Section 8 Administrative Plan – In order to transition EHV families into the PHA’s regular HCV program, each family must be selected through the PHA’s HCV waiting list. The HACB’s request for waiver to streamline the process of placing all EHV families on its HCV waiting list, with the appropriate preference, has already been approved by HUD. At February’s Board meeting, the draft Admin Plan, with changes to Chapter 4 to provide two (2) EHV preferences, was received and filed. The forty-five (45) day review period has been completed. There were no comments received on the proposed changes to the S8 Admin Plan during the comment period. There was also no public comment at the Board meeting and adoption of the Section 8 Admin Plan, as proposed at the February meeting, was recommended by Staff.

*** RESOLUTION NO. 4988***

Commissioner Crowe moved that Resolution No. 4988 be adopted by reading of title only: “ADOPTION OF SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN (AP)”. Commissioner Richter seconded. The vote in favor was unanimous.

5.4 Receive and File Proposed Agency Annual/Five Year Plan – Receive and File Proposed Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) –

HUD requires the HACB to annually update its Agency Plan, Public Housing program Capital Fund Plan(s), Public Housing Program Admissions and Continued Occupancy Policy (ACOP), Section 8 Housing Choice Voucher program Administrative Plan (AP), and Family Self-Sufficiency (FSS) Action Plan. The plan documents must be submitted to HUD for review at least 75 days (July 18th) prior to the end of the agency’s fiscal year (September 30th), requiring HACB plan approval at the June 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), which was attended by one (1) Section program participant. Some highlighted changes to the Annual Agency Plan include three (3) new PBV contracts executed in the previous fiscal year (Oleander Community Housing Apartments, Chico; Cypress Family Apartments, Paradise; and Bar Triangle Apartments, Chico), representing eighty-seven (87) PBVs and an increase of one hundred seventy-eight (178) new units in the community; HACB is now designated as a “Troubled PHA”, with a HUD site visit scheduled for June 15, 2026; and “Conversion of Public Housing to Project-based Rental Assistance or Project-Based Vouchers under RAD” has been added in order to allow HACB to RAD Public Housing units if/when we elect to do so. The changes recommended in the ACOP and Admin Plan are suggested changes provided by policy consultant Nan McKay and reflect current regulations and Executive Orders. The most noteworthy changes in the Admin Plan and ACOP are related to requirements for Limited English Proficient persons and Violence Against Women Act (VAWA) emergency transfers. Staff recommends receiving and filing of the documents for public review and comment. Commissioners present were in favor of receiving draft documents and authorized publication of Public Notice for public review and comment, as well as scheduling Public Hearing for receipt of comment and final adoption of documents during the June 18th, 2026 Board of Commissioners meeting.

- 5.6 CalPERS/CERBT – The HACB has established an Other Post Employment Benefits (OPEB) trust with CERBT as trustee. OPEB trust assets have exceeded OPEB liabilities and staff are in the process of reimbursing HACB for out of pocket costs. CERBT identified that HACB’s authorized requesters were established in 2012 and should be updated. Resolution No. 4989 is required by CalPERS to update authorized requesters/signers for the CERBT plan.

RESOLUTION NO. 4989

Commissioner Richter moved that Resolution No. 4989 be adopted by reading of title only: “DELEGATION OF AUTHORITY TO REQUEST DISBURSEMENTS CALIFORNIA EMPLOYERS’ RETIREE BENEFIT TRUST”. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.7 Gridley Farm Labor Housing – In December 2022, the HACB successfully applied to the State Water Resources Control Board (SWRCB) Backup Generator Funding Program (Program). The Program provides backup generators to drinking water systems that do not have adequate backup electrical supply to ensure continuous operations during power failures. Utilizing technical support from the Rural Community Assistance Corporation (RCAC) and PACE Engineering, Inc. (PACE), the Gridley Farm Labor Housing Generator Project was developed to construct a new stationary natural gas emergency generator and automatic transfer switch at the well site. The new equipment will allow the generator to automatically provide backup power when utility power is unavailable. The Project was advertised for bids on January 28, 2026, and on March 4, 2026 ten (10) bids were received. Upon review by the HACB and PACE, Clyde G. Steagall, Inc., with a bid of \$257,848, provided the Lowest Responsive and Responsible bid for this project, which is below the Engineer’s Construction Cost Estimate. RCAC confirmed that a total project budget of \$492,066, which includes all engineering and construction costs based on Clyde G. Steagall, Inc.’s bid, along with a 10% contingency has been approved. The HACB has been notified that RCAC’s Program agreement with the State will not be extended beyond February 28, 2027. Therefore, should this project be substantially delayed, the HACB may be responsible for any remaining payments due to the contractor at that time. RCAC reports that an extension could be granted at a later date, but cannot make any guarantees. Therefore, should the project be delayed and RCAC’s program agreement extension not be approved, the HACB can utilize the properties “Construction Reserve” to pay any remaining expenses. The Notice to Proceed must be issued no later than May 4, 2026, to accommodate the 300-day contractual period required for substantial completion.

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To date, the Program has covered all technical assistance costs, including engineering fees. Staff recommended adoption of Resolution No. 4990, authorization to enter into a construction contract with Cyde G. Steagall, Inc.

RESOLUTION NO. 4990

Commissioner Crowe moved that Resolution No. 4990 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO CONTRACT WITH CLYDE G. STEAGALL, INC. FOR THE GRIDLEY FARM LABOR HOUSING GENERATOR PROJECT”. Commissioner Richter seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

1200 Park Avenue residents wanted to share with the Board that they are extremely happy with both the full-time resident manager (that has been there about one year) and the part-time assistant manager. Since their arrival, they have been instrumental in hosting community events and assist in taking care of the property and residents. Their concerns were that unless the part-time assistant manager can be made full-time that both would burn out. They also shared concerns regarding the lack of ADA accessibility for the managers’ office, creating a lack of privacy for wheel-chair bound and other disabled residents, since they can’t ‘get through the door’. Executive Director Guanzon will follow up with AWI regarding 1200 Park Avenue budget and staffing, as well as concerns regarding the property management office ADA-accessibility.

April Garcia, member of the public, attended via web conference and the Board was unable to hear her due to technical issues (despite extensive trouble shooting efforts by HACB IT). In lieu, she elected to send an email outlining her concerns to the Board, which was received after meeting was adjourned. Email was then forwarded to the HACB Board. A copy of her email is attached to the Minutes. HACB Management staff will prepare a response to Ms. Garcia.

7. MATTERS CONTINUED FOR DISCUSSION

Project Manager Gonzalez is researching murals, at the request of Commissioner Richter, for Lincoln Apartments.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

11.1 Government Code 54957: Public Employment Performance Evaluation

No Executive Session; Matter moved to next meeting.

12. COMMISSIONERS' CALENDAR

- **Next Meeting: May 21, 2026**
- **PSWRC-NAHRO – Annual Conference: May 27-29, 2026, Santa Barbara CA**

13. ADJOURNMENT

The meeting was adjourned at 4:08 p.m.

Dated: April 16, 2026.

David Pittman, Board Chair

ATTEST:

Lawrence C. Guanzon, Secretary