HOUSING AUTHORITY OF THE COUNTY OF BUTTE
BOARD OF COMMISSIONERS MEETING

MEETING MINUTES OF
October 22 2026

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 2:04 p.m.

1. ROLL CALL

Present for the Commissioners: Bob Crowe, Laurel Faulk, Tim Merrill, David Pittman, Sarah Richter and Jean Snow; all attended in person with the exception of Laurel Faulk who attended via web conference.

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

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Staff highlighted three specific informational items from the consent calendar for the Board's record.

3.3 Finance Update: Finance Director Karen Wells (in her first month with the HACB) reported on onboarding, program training, audit preparation, and upcoming submission of the unaudited financial data.

3.4 Section 8 Housing Choice Voucher (HCV) Program Report: Rental Assistance Programs Manager, Angie Little reported 95% overall voucher utilization. Per-unit Housing Assistance Payments (HAP) have risen significantly and are projected to

reach $966 per unit by year-end, creating a 2026 monthly overspending shortfall. On October 14, 2026, staff submitted a shortfall funding application to HUD for approximately $282,000 (a small percentage relative to the agency's $2.2M monthly HAP expenditure), with funds anticipated in the December disbursement. Agency reserves are available as a backup. HUD is providing a special funding mechanism to transition the agency's 52 Emergency Housing Vouchers (EHVs) into Tenant Protection Vouchers (TPVs) by year-end rather than absorbing them into the regular HCV pool. Combined with three new Project-Based Voucher (PBV) properties (75 units) coming online in 2027, no shortfall is projected for 2027.

3.5 Property Vacancy Report: Juan Meza and Executive Director Larry reviewed public housing vacancy tracking as part of HUD's Public Housing Assessment System (PHAS) recovery plan. Discussion centered on tightening the 21-day unit turnover window from 30-day notice to lease-up, proactively pulling multiple applicants from the waitlist ahead of anticipated winter slowdowns, and managing competition from newer affordable housing developments built since 2018.

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

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 Section 8 Housing Choice Voucher Program – Response to SEMAP On-Site Assessment & Corrective Action Plan. Deputy Executive Director Tamra Young and Rental Assistance Manager Angie Little reported that HACB contracted with Jenny Rios Consulting ($9,500 for Year 1) to oversee SEMAP quality control (QC) audits, field inspections, Standard Operating Procedures, and staff/Board training. Due to a late SEMAP self-certification submission the previous November, HUD conducted an on-site assessment and placed the agency on a 2–3-year oversight cycle. Following HUD's sample audit (which flagged Yardi data transfer and utility allowance discrepancies), staff initiated a 100% self-audit of all active participant files using standardized checklists and instituted biweekly staff roundtables. The signed Corrective Action Plan (CAP) has been submitted to HUD. Jenny Rios will

attend the November Board meeting to present SEMAP scoring and conduct Board training on the 14 SEMAP indicators and PHAS metrics.

5.2 Housing Authority of the County of Butte – Proposed PHAS Corrective Action Plan & Response to HUD 2025 Substandard Designation. Executive Director Larry Guanzon, Deputy Executive Director Tamra Young, and Public Housing Manager Juan Meza reviewed the agency's progress from a PHAS score of 55 to 79 (one-point shy of Standard Performer status, aided by regaining 25 points for on-time Financial Data Schedule submission). Occupancy reached 95.65% as of September 30, 2026 (0.35% shy of the 96% target). Tenant Accounts Receivable (TARs): Staff established a goal to reduce TARs by 1% per quarter (targeting below the 2.5% threshold). Moving forward, uncollectible former-tenant balances will be written off quarterly rather than annually, while remaining in active collections and tracked via monthly staff reports and quarterly Board reports. Commissioners requested that future quarterly write-off reports include the number of households represented alongside dollar totals per property. The PHAS Corrective Action Plan will be signed and transmitted to HUD on October 22, 2026, to meet the 30-day response deadline, with a formal HUD Memorandum of Agreement (MOA) resolution scheduled for the November meeting.

5.3 HACB Write-Offs – Finance Director Karen Wells presented uncollectible tenant accounts receivable totaling $12,155.14 ($1,157.71 for Chico and $10,997.43 for Oroville public housing, reflecting higher turnover/damage costs in larger 3- and 4-bedroom family units). A minor typo in the accompanying memo was noted for correction; the resolution figure of $12,155.14 was confirmed accurate.

RESOLUTION NO. 5009

Commissioner Richter moved that Resolution No. 5009 be adopted by reading of title only: "WRITE-OFF UNCOLLECTIBLE ACCOUNTS RECEIVABLE". Commissioner Crowe seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

Commissioner Richter inquired about a Community garden/agricultural land lease at Gridley FLH. Discussion took place regarding the feasibility of leasing roughly 10 acres of unused land at the farm labor housing property to a local Community-Supported Agriculture (CSA) organization (similar to Grub/Grout Farms in Chico) to provide gardening/employment opportunities. Staff noted they are awaiting feedback from the third-party property manager and will research potential USDA compliance requirements and reverse-grant opportunities.

8. SPECIAL REPORTS

8.1 NAHRO National Conference, October 15-17, 2026, Denver, Colorado - Executive Director Larry Guanzon reported on attending the NAHRO National Conference in Denver (October 15–17, 2026), participating on the National Member Services Committee, and attending sessions on crisis media relations and Yardi's upcoming AI-enabled front-desk application. Executive Director Guanzon also provided a Federal Budget update, Congress is operating under a Continuing Resolution (CR) providing level funding through December 11, 2026, with lawmakers returning in mid-November to negotiate appropriations and avoid a federal shutdown.

9. REPORTS FROM COMMISSIONERS

Hmong Cultural Center Outreach: Chair Pittman suggested arranging a site visit and tour for the coordinator of the Hmong Cultural Center on Oroville Dam Boulevard, to strengthen outreach and application assistance for Chico's growing Hmong community (noting recent New Year celebrations drew 10,000–12,000 attendees daily and Chico State reports 1,200 Hmong students). Staff welcomed coordinating the visit.

Humboldt Senior Apartments Groundbreaking: Executive Director Guanzon announced that Christian Church Homes will hold a groundbreaking ceremony on November 5, 2026, at 9:30 AM for the 80-unit Humboldt Senior Apartments, to which HACB allocated 25 Project-Based Vouchers. Commissioners were asked to RSVP through Marysol Perez, Executive Assistant.

AI & Public Records Act (PRA) Impacts: Commissioners and staff discussed cybersecurity safeguards against automated AI waitlist bots ahead of potential 2027 waitlist openings, as well as the heavy administrative and legal costs of processing AI-generated Public Records Act requests per month.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **NAHRO Distance Learning Opportunity: Commissioners' Fundamentals October 27 - October 29, 206**
- **Next Meeting: November 19, 2026**

13. ADJOURNMENT

The meeting was adjourned at 3:00 p.m.

Dated: October 22, 2026.

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David W. Pittman, Board Chair

ATTEST:

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Lawrence C. Guanzon, Secretary