

**BANYARD MANAGEMENT
Board of Directors Meeting**

2039 Forest Avenue
Chico, CA 95928

MEETING AGENDA

February 18, 2021
2:00 p.m.

Coronavirus (COVID-19) Advisory Notice: The health and safety of Butte County residents and community members, public officials and employees is a top priority for the Housing Authority of the County of Butte and the Board of Commissioners.

Pursuant to current State Public Health directives to shelter-in-place and practice social distancing, and as authorized by Governor Gavin Newsom's Executive Orders N-25-20 and N-29-20, Board of Commissioners meetings will be closed to the public for the foreseeable future. Members of the Board of Commissioners and HACB staff will be participating either in person or via teleconference. The Board of Commissioners encourages members of the public to participate remotely from a safe location.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/674349709>

Dial in instructions:

United States (Toll Free): 1 866 899 4679

United States: +1 (571) 317-3116

Access Code: 674-349-709

If you have any trouble accessing the meeting agenda, or attachments; or if you are disabled and need special assistance to participate in this meeting, please email marysolk@butte-housing.com or call 530-895-4474 x.210.

Notification at least 24 hours prior to the meeting will enable the Housing Authority to make a reasonable attempt to assist you.

NEXT RESOLUTION NO. 21-1B

ITEMS OF BUSINESS

1. ROLL CALL
2. AGENDA AMENDMENTS
3. CONSENT CALENDAR
 - 3.1 Minutes for the meeting of November 19, 2020
 - 3.2 Banyard Management – Financial Report
 - 3.3 Chico Commons – HACB report/AWI Report

*Banyard Management
Board of Directors
Agenda –Meeting of February 18, 2021
Page 1*

4. CORRESPONDENCE

5. REPORTS FROM PRESIDENT

5.1 Housing Authority of the County of Butte (HACB) – Acceptance of billing rates and services authorization.

Recommendation:

Resolution No. 21-1B

6. MEETING OPEN FOR PUBLIC DISCUSSION

7. MATTERS CONTINUED FOR DISCUSSION

8. SPECIAL REPORTS

9. REPORTS FROM DIRECTORS

10. MATTERS INITIATED BY DIRECTORS

11. EXECUTIVE SESSION

12. DIRECTORS' CALENDAR

Next meeting – May 20, 2021.

13. ADJOURNMENT

BANYARD MANAGEMENT

Board of Directors Meeting

2039 Forest Avenue
Chico, CA 95928

MEETING MINUTES

November 19, 2020

President Mayer called the meeting of Banyard Management to order at 2:04 p.m.

(Pursuant to current State Public Health directives to shelter-in-place and practice social distancing, and as authorized by Governor Gavin Newsom's Executive Orders N-25-20 and N-29-20, This Board of Directors meeting observed "social distancing" protocols, and was conducted via teleconference and web-conference. Meeting notice and public participation was addressed consistent with the State Governor's COVID-19 Executive Order, providing for Brown Act exceptions.)

1. ROLL CALL

Present for the Directors: Charles Alford, Kate Anderson, Theresa Ayers, Larry Hamman, Laura Moravec, Rich Ober and David Pittman. Commissioners Hamman, Moravec and Pittman attended in person, the balance by means of web-conference.

Others Present: President Ed Mayer, Chief Financial Officer Sue Kemp, Secretary Marysol Perez, Larry Guanzon, Tamra Young, and Jerry Martin, all in person, with the exception of Sue Kemp, Chief Financial Officer, who attended by means of web-conference.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Director Moravec moved to accept the Consent Calendar as presented. Director Hamman seconded the motion. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM PRESIDENT

- 5.1 Chico Commons Budget – The FY2021 Chico Commons budget was presented for approval. The budget was prepared by AWI Property Management, third party property manager, with HACB staff input. Larry Guanzon reported that vacancy Loss is projected at 4%, which allows for turnovers. AWI has requested a management fee increase from \$41/unit to \$43/unit, which is consistent with low income housing tax credit (LIHTC) management fees throughout the industry. Operational capital expenses include tree trimming, property signs, dumpster enclosures, and gutter cleaning. President Mayer and Larry Guanzon affirmed this was a status quo budget, with no relative major issues at the property. President Mayer also added that relative to work of the strategic asset plan, this property will likely see refinancing and major capital improvement work as function of restructuring of property. Director Pittman inquired about the security camera system, Larry Guanzon confirmed that the security system will feed to the Management Office: the Managers housing unit is connected to the Management Office; which will house the main controls of the security system.

RESOLUTION NO. 20-2B

Director Anderson moved that Resolution No. 20-2B be adopted by reading of title only: “APPROVAL OF THE OPERATING BUDGET FOR F/Y 2020 FOR CHICO COMMONS APARTMENTS, CHICO, CA”. Director Ober 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 BOARD MEMBERS

None.

10. MATTERS INITIATED BY BOARD MEMBERS

None.

11. EXECUTIVE SESSION

None.

12. DIRECTOR'S CALENDAR

Next Meeting – February 18, 2020.

13. ADJOURNMENT

Director Pittman moved that the meeting be adjourned. Director Moravec seconded. The meeting was adjourned at 2:12 p.m.

Dated: November 19, 2020.

Edward S. Mayer, President

ATTEST:

Marysol Perez, Secretary

Housing Authority of the County of Butte
BANYARD BALANCE SHEET
December, 2020

	Cumulative
ASSETS	
Current Assets	
Cash - Unrestricted	248,101.01
Cash - Other Restricted	0.00
Cash - Tenant Security Deposits	0.00
Accounts Receivable	0.00
Accrued Interest Receivable	0.00
Investments - Unrestricted	0.00
Investments - Restricted	0.00
Inventories	0.00
Total Current Assets	248,101.01
Fixed Assets	
Fixed Assets & Accumulated Depreciation	0.00
Total Fixed Assets	0.00
Other Assets	
Prepaid Expenses and Other Assets	0.00
Investment in Chico Commons, L.P.	275,752.34
Total Other Assets	275,752.34
TOTAL ASSETS	523,853.35
LIABILITIES	
Current Liabilities	
Accounts Payable	915.50
Accrued Liabilities - Other	159.13
Total Current Liabilities	1,074.63
Long-Term Liabilities	
Long-Term Debt Net of Current	0.00
Total Long-Term Liabilities	0.00
TOTAL LIABILITIES	1,074.63
NET POSITION	
Beginning Net Position	524,593.40
Retained Earnings	-1,814.68
TOTAL NET POSITION	522,778.72
TOTAL LIABILITIES AND NET POSITION	523,853.35

BANYARD-GEN. FUND INCOME STATEMENT
December 31, 2020

YTD %
25.00

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
REVENUES							
Partnership Income	1,080	1,122	-42	3,240	13,460	-10,220	24.07
Investment Income	6	17	-10	19	200	-181	9.41
TOTAL REVENUES	1,086	1,138	-52	3,259	13,660	-10,401	23.86
Audit Fee	0	54	-54	0	650	-650	0.00
Corporate Services	916	1,250	-335	1,834	15,000	-13,167	12.22
Consulting Fees	0	1,250	-1,250	0	15,000	-15,000	0.00
Legal Expenses	0	417	-417	0	5,000	-5,000	0.00
Misc. Administrative Costs	0	0	0	0	0	0	0.00
Outside Management Fees	1,080	1,080	0	3,240	12,960	-9,720	25.00
Partnership Losses	0	0	0	0	0	0	0.00
Taxes and Fees	0	43	-43	0	520	-520	0.00
TOTAL EXPENSES	1,996	4,094	-2,099	5,074	49,130	-44,057	10.33
RETAINED EARNINGS	-909	-2,956	2,047	-1,815	-35,470	33,655	5.12

MEMO

Date: February 12, 2021

To: Board of Directors, Banyard Management

From: Larry Guanzon, HACB Deputy Executive Director

Subject: Status Report – Chico Commons Apartments, Chico

Chico Commons Apartments, Chico (72 units, LIHTC, Family, MGP, Banyard Management, PM: AWI) – There currently is one (1) vacancy, down from three (3) last month. A new move-in to occupy the vacant unit is scheduled as of this memo. There is one pending move out, per AWI's narrative. Unpaid rent as of the end of January was 16%, and 24% as of this memo. We have a couple of households claiming COVID-19 distress, but we believe they are holding out due to the belief there will be government rental assistance and or forgiveness of rent. Our 3rd party property manager, AWI will be offering these households a referral to CAA, who has a rental assistance program, but again they may not qualify since we believe they are still capable of paying their rent financially. AWI is also consulting with our Unlawful Detainer attorney to ensure the proper notices for non-payment of rent are served. We are continuing to work with PG&E to use their low-income energy efficiency program to replace common area water heaters, washing machines, and lighting - the owner pays for improvements up front, with PG&E reimbursing after completion. The deadline to improve the property with PG&E's recommendations is July of 2021. We did have a water slab leak in one unit which had been repaired, but there are also remaining repairs to be completed. The wooden fence on the west side of the property needs replacement and we are in the process of obtaining bids – considering both wooden and chain link with privacy slat options. The property continues to be operated subject to COVID-19 pandemic protocols, and leasing dynamics are being watched carefully – please find AWI's narrative property report and financials, following. The property is now being evaluated by consultant Brawner & Associates regarding re-positioning.

Chico Commons

JANUARY 2021

Separate *Variance Report* sent explaining budget differences and expenses.

Updates:

Chico Commons has one vacancy:

- #10 - unit turn is complete and a move in is scheduled for 2/12.

Upcoming Vacancy:

- #59 - was scheduled to vacate 1/25 and has not turned in keys. This is a problem household and the Property Manager is following up to obtain possession.

Outstanding January rent as of 1/31 was 16%, a slight improvement over December. Month to date in February, as of 2/11, 24% of rent remains outstanding. We will be reaching out to households in arrears on rental payments and providing information on the local Agency, Community Action of Butte County, to apply for assistance with rental payments.

A slab leak was discovered in the bathroom of unit #36 which required removal of a section of concrete to make the repair. Drywall and flooring repairs are in process to complete the job.

The lengthy wooden fence bordering the property on the side behind the leasing office is quickly deteriorating. Randy is no longer able to repair sections with dry rot supports. Staff is reaching out to local contractors to obtain estimates.

The Property Manager, Michelle, is continuing to work on the process of purging and storing all 2020 items and updating for 2021.



Chico Commons 549
For the Month Ended January 31, 2021
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 62,405.00	\$ 59,950.00	\$ 2,455.00	\$ 62,405.00	\$ 59,950.00	\$ 2,455.00
Vacancies	(1,673.00)	(2,398.00)	725.00	(1,673.00)	(2,398.00)	725.00
Rent Adjustments	(2.00)	(245.83)	243.83	(2.00)	(245.83)	243.83
Manager's Unit	(796.00)	(845.00)	49.00	(796.00)	(845.00)	49.00
Total Tenant Rent	<u>\$ 59,934.00</u>	<u>\$ 56,461.17</u>	<u>\$ 3,472.83</u>	<u>\$ 59,934.00</u>	<u>\$ 56,461.17</u>	<u>\$ 3,472.83</u>
Other Project Income:						
Laundry Income	\$ 0.00	\$ 677.83	\$ (677.83)	\$ 0.00	\$ 677.83	\$ (677.83)
Interest Income	7.07	4.17	2.90	7.07	4.17	2.90
Restricted Reserve Interest Incom	3.40	0.00	3.40	3.40	0.00	3.40
Other Tenant Income	\$ 0.00	\$ 428.50	\$ (428.50)	\$ 0.00	\$ 428.50	\$ (428.50)
Miscellaneous Income	\$ 1,228.99	\$ 0.00	\$ 1,228.99	\$ 1,228.99	\$ 0.00	\$ 1,228.99
Other Project Income	<u>\$ 1,239.46</u>	<u>\$ 1,110.50</u>	<u>\$ 128.96</u>	<u>\$ 1,239.46</u>	<u>\$ 1,110.50</u>	<u>\$ 128.96</u>
Total Project Income	<u><u>\$ 61,173.46</u></u>	<u><u>\$ 57,571.67</u></u>	<u><u>\$ 3,601.79</u></u>	<u><u>\$ 61,173.46</u></u>	<u><u>\$ 57,571.67</u></u>	<u><u>\$ 3,601.79</u></u>
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 10,072.09	\$ 23,260.74	\$ (13,188.65)	\$ 10,072.09	\$ 23,260.74	\$ (13,188.65)
Utilities (From Pg 2)	7,048.23	7,340.25	(292.02)	7,048.23	7,340.25	(292.02)
Administrative (From Pg 2)	6,781.00	8,549.74	(1,768.74)	6,781.00	8,549.74	(1,768.74)
Taxes & Insurance (From Pg 2)	1,304.83	1,685.50	(380.67)	1,304.83	1,685.50	(380.67)
Other Taxes & Insurance (Fr Page	1,301.21	3,371.66	(2,070.45)	1,301.21	3,371.66	(2,070.45)
Other Project Expenses	682.49	1,581.24	(898.75)	682.49	1,581.24	(898.75)
Total O&M Expenses	<u>\$ 27,189.85</u>	<u>\$ 45,789.13</u>	<u>\$ (18,599.28)</u>	<u>\$ 27,189.85</u>	<u>\$ 45,789.13</u>	<u>\$ (18,599.28)</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest Expense - City of Chico	\$ 2,604.17	\$ 2,604.17	\$ 0.00	\$ 2,604.17	\$ 2,604.17	\$ 0.00
Reporting / Partner Management F	1,080.00	1,080.00	0.00	1,080.00	1,080.00	0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	2,500.00	2,500.00	0.00
Total Mortgage & Owner's Exp.	<u>\$ 6,184.17</u>	<u>\$ 6,184.17</u>	<u>\$ 0.00</u>	<u>\$ 6,184.17</u>	<u>\$ 6,184.17</u>	<u>\$ 0.00</u>
Total Project Expenses	<u><u>\$ 33,374.02</u></u>	<u><u>\$ 51,973.30</u></u>	<u><u>\$ (18,599.28)</u></u>	<u><u>\$ 33,374.02</u></u>	<u><u>\$ 51,973.30</u></u>	<u><u>\$ (18,599.28)</u></u>
Net Profit (Loss)	<u><u>\$ 27,799.44</u></u>	<u><u>\$ 5,598.37</u></u>	<u><u>\$ 22,201.07</u></u>	<u><u>\$ 27,799.44</u></u>	<u><u>\$ 5,598.37</u></u>	<u><u>\$ 22,201.07</u></u>

Other Cash Flow Items:

Chico Commons 549
For the Month Ended January 31, 2021
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Reserve Transfers	\$ (3.40)	\$ 0.00	\$ (3.40)	\$ (3.40)	\$ 0.00	\$ (3.40)
T & I Transfers	(1,600.63)	0.00	(1,600.63)	(1,600.63)	0.00	(1,600.63)
Operating Acct MMKT - FFB	(40,006.44)	0.00	(40,006.44)	(40,006.44)	0.00	(40,006.44)
Security Deposits Held	650.00	0.00	650.00	650.00	0.00	650.00
Tenant Receivables	(3,487.46)	0.00	(3,487.46)	(3,487.46)	0.00	(3,487.46)
Other Receivables	1,929.83	0.00	1,929.83	1,929.83	0.00	1,929.83
Accounts Payable - Trade	(2,108.18)	0.00	(2,108.18)	(2,108.18)	0.00	(2,108.18)
Accrued Interest - City of Chico	2,604.17	0.00	2,604.17	2,604.17	0.00	2,604.17
Total Other Cash Flow Items	<u>\$ (42,022.11)</u>	<u>\$ 0.00</u>	<u>\$ (42,022.11)</u>	<u>\$ (42,022.11)</u>	<u>\$ 0.00</u>	<u>\$ (42,022.11)</u>
Net Operating Cash Change	<u><u>\$ (14,222.67)</u></u>	<u><u>\$ 5,598.37</u></u>	<u><u>\$ (19,821.04)</u></u>	<u><u>\$ (14,222.67)</u></u>	<u><u>\$ 5,598.37</u></u>	<u><u>\$ (19,821.04)</u></u>

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Acct-FFB	\$ 126,001.08	\$ 111,778.41	\$ (14,222.67)
Operating Acct MMKT - FFB	175,152.38	215,158.82	40,006.44
Tax & Insurance-FFB	8,495.84	10,096.47	1,600.63
Security Acct-FFB	43,475.00	43,475.00	0.00
Reserve Acct-FFB	41,644.25	44,147.65	2,503.40
Payables & Receivables:			
Accounts Payable - Trade	9,910.20	7,802.02	(2,108.18)
Rents Receivable - Current Tenants	29,066.23	31,806.69	2,740.46
Other Tenant Charges Receivable	463.00	458.00	(5.00)

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 3,158.25	\$ 3,932.58	\$ (774.33)	\$ 3,158.25	\$ 3,932.58	\$ (774.33)
Janitorial/Cleaning Supplies	21.44	137.33	(115.89)	21.44	137.33	(115.89)
Plumbing Repairs	355.00	468.17	(113.17)	355.00	468.17	(113.17)
Painting & Decorating	0.00	250.00	(250.00)	0.00	250.00	(250.00)
Repairs & Maintenance - Supply	494.06	1,666.67	(1,172.61)	494.06	1,666.67	(1,172.61)
Repairs & Maintenance - Contract	3,116.58	1,427.83	1,688.75	3,116.58	1,427.83	1,688.75
Grounds Maintenance	0.00	1,180.58	(1,180.58)	0.00	1,180.58	(1,180.58)
Pest Control Service	95.00	695.08	(600.08)	95.00	695.08	(600.08)
Fire/Alarm Services	698.57	287.75	410.82	698.57	287.75	410.82
Capital Improvements - Other	1,922.64	8,751.67	(6,829.03)	1,922.64	8,751.67	(6,829.03)
Capital Improvements - Flooring	0.00	1,650.00	(1,650.00)	0.00	1,650.00	(1,650.00)
Capital Improvements - Appliance	0.00	1,055.42	(1,055.42)	0.00	1,055.42	(1,055.42)

Chico Commons 549
For the Month Ended January 31, 2021
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Capital Improvements - HVAC Repl	\$ 0.00	\$ 424.00	\$ (424.00)	\$ 0.00	\$ 424.00	\$ (424.00)
Capital Improvements - Water Heat	0.00	583.33	(583.33)	0.00	583.33	(583.33)
Carpet Cleaning	0.00	35.00	(35.00)	0.00	35.00	(35.00)
HVAC Repairs	138.00	651.08	(513.08)	138.00	651.08	(513.08)
Cable Service	72.55	22.58	49.97	72.55	22.58	49.97
Tenant Services	0.00	41.67	(41.67)	0.00	41.67	(41.67)
Total Maint. & Operating Exp.	\$ 10,072.09	\$ 23,260.74	\$ (13,188.65)	\$ 10,072.09	\$ 23,260.74	\$ (13,188.65)
Utilities:						
Electricity	\$ 633.95	\$ 636.33	\$ (2.38)	\$ 633.95	\$ 636.33	\$ (2.38)
Water	1,310.42	2,155.00	(844.58)	1,310.42	2,155.00	(844.58)
Sewer	1,654.56	1,654.58	(.02)	1,654.56	1,654.58	(.02)
Heating Fuel/Other	2,578.88	1,491.67	1,087.21	2,578.88	1,491.67	1,087.21
Garbage & Trash Removal	870.42	1,402.67	(532.25)	870.42	1,402.67	(532.25)
Total Utilities	\$ 7,048.23	\$ 7,340.25	\$ (292.02)	\$ 7,048.23	\$ 7,340.25	\$ (292.02)
Administrative:						
Manager's Salary	\$ 3,060.00	\$ 3,355.83	\$ (295.83)	\$ 3,060.00	\$ 3,355.83	\$ (295.83)
Management Fees	3,096.00	3,096.00	0.00	3,096.00	3,096.00	0.00
Bad Debt Expense	0.00	625.00	(625.00)	0.00	625.00	(625.00)
Auditing	625.00	625.00	0.00	625.00	625.00	0.00
Legal	0.00	833.33	(833.33)	0.00	833.33	(833.33)
Other Administrative Expenses	0.00	14.58	(14.58)	0.00	14.58	(14.58)
Total Administrative Expense	\$ 6,781.00	\$ 8,549.74	\$ (1,768.74)	\$ 6,781.00	\$ 8,549.74	\$ (1,768.74)
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 0.00	\$ 110.17	\$ (110.17)	\$ 0.00	\$ 110.17	\$ (110.17)
Property Insurance	1,304.83	1,575.33	(270.50)	1,304.83	1,575.33	(270.50)
Total Taxes & Insurance Expense	\$ 1,304.83	\$ 1,685.50	\$ (380.67)	\$ 1,304.83	\$ 1,685.50	\$ (380.67)
Other Taxes & Insurance:						
Payroll Taxes	\$ 852.08	\$ 646.83	\$ 205.25	\$ 852.08	\$ 646.83	\$ 205.25
Other Taxes, Fees & Permits	42.10	89.33	(47.23)	42.10	89.33	(47.23)
Bond Premiums	0.00	73.25	(73.25)	0.00	73.25	(73.25)
Worker's Compensation Insurance	391.03	725.33	(334.30)	391.03	725.33	(334.30)
Personnel Medical Insurance	16.00	1,836.92	(1,820.92)	16.00	1,836.92	(1,820.92)
Total Other Taxes & Insurance	\$ 1,301.21	\$ 3,371.66	\$ (2,070.45)	\$ 1,301.21	\$ 3,371.66	\$ (2,070.45)
Other Project Expenses						
Telephone & Answering Service	\$ 171.45	\$ 164.08	\$ 7.37	\$ 171.45	\$ 164.08	\$ 7.37
Internet Service	289.70	144.83	144.87	289.70	144.83	144.87
Advertising	0.00	54.17	(54.17)	0.00	54.17	(54.17)
Office Supplies & Expense	100.54	214.58	(114.04)	100.54	214.58	(114.04)

Chico Commons 549
For the Month Ended January 31, 2021
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Postage	\$ 81.80	\$ 82.08	\$ (.28)	\$ 81.80	\$ 82.08	\$ (.28)
Toner/Copier Expense	0.00	188.08	(188.08)	0.00	188.08	(188.08)
Office Furniture & Equipment Expe	0.00	500.00	(500.00)	0.00	500.00	(500.00)
Travel & Promotion	0.00	70.92	(70.92)	0.00	70.92	(70.92)
Training Expense	0.00	62.50	(62.50)	0.00	62.50	(62.50)
Credit Checking	39.00	100.00	(61.00)	39.00	100.00	(61.00)
Total Other Project Expenses	<u>\$ 682.49</u>	<u>\$ 1,581.24</u>	<u>\$ (898.75)</u>	<u>\$ 682.49</u>	<u>\$ 1,581.24</u>	<u>\$ (898.75)</u>
Mortgage & Owner's Expense						
Mortgage Payment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest Expense - City of Chico	\$ 2,604.17	\$ 2,604.17	\$ 0.00	\$ 2,604.17	\$ 2,604.17	\$ 0.00
Reporting / Partner Management F	1,080.00	1,080.00	0.00	1,080.00	1,080.00	0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	2,500.00	2,500.00	0.00
Total Mortgage & Owner's Exp.	<u>\$ 6,184.17</u>	<u>\$ 6,184.17</u>	<u>\$ 0.00</u>	<u>\$ 6,184.17</u>	<u>\$ 6,184.17</u>	<u>\$ 0.00</u>
Total Expenses	<u>\$ 33,374.02</u>	<u>\$ 51,973.30</u>	<u>\$ (18,599.28)</u>	<u>\$ 33,374.02</u>	<u>\$ 51,973.30</u>	<u>\$ (18,599.28)</u>
Total Authorized Reserves	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

February 12, 2021

MEMO

To: Banyard Management of Directors

From: Ed Mayer, President
Sue Kemp, CFO

Subject: Resolution No 20-1B Housing Authority Contract for Services
Billing Rates, and Authorizations for Basic Services Extraordinary Services

Banyard Management currently contracts with the Housing Authority of the County of Butte to perform both Basic and Extraordinary services.

Basic services relate to the corporate entity Board meetings; records retention; budget preparation; tax filings; and other corporate administrative functions. These service reimbursements are currently capped at an annual not to exceed (NTE) amount of \$15,000, an amount recommended for re-authorization for the 2021 Agreement year.

The Extraordinary services include corporate procurement and contracting; managing corporate assets; engaging in program and property development; and property acquisition and sale work. These service reimbursements are not bound by an NTE limit. Due to prospective corporate restructuring and re-positioning of the Chico Commons Apartments, staff estimates as much as \$100,000 may be incurred over the next twelve months. The authorization will necessitate a Banyard budget update, to be undertaken at the next regular meeting of the Board of Directors, in May.

The Modernization Coordinator position has been added to the Billing Rate schedule this year. The revised rates are based upon HACB's actual 2021 salary and benefits, plus the 2021 HACB overhead rate, currently budgeted at 18.8%.

The contract runs from October to September and automatically renews for one-year increments. The contract may be modified by mutual written consent. Compensation is on an hourly "Fee for Services" reimbursement basis and hourly contracted billing rates are updated annually, with these Proposed Rates to be effective on March 1, 2021.

Recommendation: adoption of Resolution No. 21-1B, regarding the Services agreement with the HACB, authorizing new HACB Hourly Billing Rates effective March 1, 2021, Basic services not to exceed \$15,000, and Extraordinary services relating to development and property re-positioning activity not to exceed \$100,000.

BANYARD MANAGEMENT

RESOLUTION NO. 21-1B

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
MANAGEMENT SERVICES AGREEMENT
2021 BILLING RATES AND SERVICES AUTHORIZATIONS

WHEREAS, by means of Resolution No. 13-4B, dated November 21, 2013, Banyard Management authorized the entering into of a Services Agreement (Agreement) with the Housing Authority of the County of Butte (HACB) for HACB's provision of Basic and Extraordinary services to Banyard; and

WHEREAS, the Agreement automatically renews the first of October each year, and provides for changes by mutual written agreement; and

WHEREAS, HACB seeks to amend Agreement terms such that:

- starting March 1, 2021, compensation will be based on HACB's adopted 2021 Billing Rates; and,
- 2021 not-to-exceed compensation for Basic Services shall be \$15,000; and,
- Extraordinary services authorization be provided for up to \$100,000 regarding corporate re-structuring and property re-positioning;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of Banyard Management to hereby authorize amendment to its Services Agreement with the Housing Authority of the County of Butte, such amendment to provide for the application of HACB's adopted 2021 Billing Rates effective March 1, 2021, authorization of up to \$15,000 in expenditures for provision of Basic services in the 2021 Agreement year, and authorization of up to \$100,000 in expenditures for provision of Extraordinary services relating to corporate re-structuring and property re-positioning in the 2021 Agreement year.

Dated: February 18, 2021.

Edward S. Mayer, President

ATTEST:

Marysol Perez, Secretary