

HOUSING AUTHORITY OF THE COUNTY OF BUTTE

BOARD OF COMMISSIONERS MEETING

MINUTES OF May 19, 2011

Chair Lobo 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: Patricia Besser, Christine Boyle, Rebecca Graham, Larry Hamman, Clarence "Bino" Lobo, Gene McFarren and Laura Moravec.

Present for the Staff: Ed Mayer, Executive Director; Roy Peters, Deputy Executive Director; Sue Kemp, Finance Officer; Larry Guanzon, Housing Director; and Tamra Young, Executive Assistant.

Others Present: Doug DeSoto, HACB Special Programs Coordinator representing Lifelines; Kathy McKenzie, Mi C.A.S.A. Education Inc.

2. AGENDA AMENDMENTS

Executive Director Mayer requested addition two items to the Agenda. The first related to the proposed City of Chico sewer rate increase. North Valley Property Owners Association (NVPOA) requested the HACB join local property owners in protesting the rate increase. Executive Director Mayer suggested the possibility of writing a letter to the City contesting the timing of the rate increase and recommended that the Board approve adding it to the Agenda as an action item. This item could not wait until the next regularly scheduled meeting due to the timing involved. Commissioner McFarren moved that the item be added to the Agenda as 5.10 for further discussion and/or action. Commissioner Hamman seconded. The vote in favor was unanimous. The second item related to a letter addressed to Sheri Bouvier, HACB Contracts and Procurement Specialist, and cc'd to the Board, from a Civil Engineering firm regarding an HACB Request for Qualifications (RFQ). Commissioner Moravec moved that the second item be added to the Agenda as 4.1 under Correspondence for further discussion. Commissioner McFarren seconded. The vote in favor was unanimous.

3. CONSENT CALENDAR

Commissioner Moravec asked several questions regarding "Checks written for" under the Consent Calendar, which were satisfactorily addressed by management staff. Commissioner Hamman moved that the Consent Calendar be accepted as presented. Commissioner Boyle seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

- 4.1 Correspondence from Robertson Erickson, Civil Engineers – The HACB issued a Request for Qualifications to procure a stable of prequalified civil engineers for smaller projects. This is one of the tools allowed under HUD Public Housing Procurement Policy. The HACB solicited proposals from three (3) local firms. Two of the firms submitted successful proposals, while the third submitted a letter of “concern” that the procurement process was “unfair” due to the weight given to previous experience with housing authorities and/or other public entities. Executive Director Mayer will call Robertson Erickson to clarify the HACB procurement process and encourage Robertson Erickson to respond to RFQs in the future. Mr. Mayer asked if the Board would like to see a copy of the letter. Several Commissioners elected to do so and were given a copy.

5. REPORTS FROM EXECUTIVE DIRECTOR

Executive Director requested that Items 5.8 and 5.9 be moved to the top of the Agenda to accommodate presenters.

- 5.8 Lifelines – Doug DeSoto, HACB Special Programs Coordinator, presented a donation request on behalf of Lifelines. Lifelines was created by several members of the FSS program PCC for the purpose of closing the gaps in services to families on their path to self-sufficiency. According to Mr. DeSoto, ‘these gaps, if filled, will make a difference in someone’s life and increase their ability to become self-sufficient’. The most common barriers are education and transportation. One example is computer classes at Oroville Adult Education center that would increase a participant’s ability to successfully obtain employment. Funds would be awarded on a referral basis with the requirement that the recipient is low income, under case management and has a self-sufficiency plan. The funds would be provided for one-time expenses, not ongoing expenses, and only to fill necessary gaps where there is no other funding source available. In order for Lifelines to apply for grant funding, it must serve all families in Butte County; however the primary beneficiaries of the program will be HACB Family Self-Sufficiency participants. Lifelines is endeavoring to secure ten thousand dollars (\$10,000) from local entities, thereby showing local support, before applying for grants. Executive Director Mayer recommended that the Board approve a donation of one thousand dollars (\$1,000) from the General Fund in support of this program.

MOTION

Commissioner Moravec moved that the HACB donate one thousand dollars (\$1,000) from the General Fund to support Lifelines with the understanding that the funding will only be used to fill the gaps where there is no other funding source. Commissioner Boyle seconded. The vote in favor was unanimous.

- 5.9 Farm Labor Housing – Kathy McKenzie from Mi C.A.S.A. Education Inc. presented a status report of the program and made a proposal for additional

funding to support a summer program. At the beginning of the year, Mi C.A.S.A. moved into the larger school facility with two rooms, and therefore is able to serve twice as many children. Mi C.A.S.A. was open from 3:00 p.m. to 7:00 p.m. Monday through Friday during the school year. The new facility has a computer lab, library with 2000+ books separated by grade level, and kitchen (snacks are provided by Community Action Agency). Ms. McKenzie complimented HACB on their support of the program. Mi C.A.S.A. would like to offer a six-week summer program for 60-80 students, grades K-8th with high school tutors. Ms. McKenzie requested \$3,000 in support of that effort. Finance Officer Kemp said that there is \$1,100 remaining in the budget for Tenant Services. Executive Director Mayer recommended the additional \$1,900 come from Demo funds. Mr. Mayer said that there are signs of gang-related activity returning to FLH and that this program is a useful deterrent. Blue Angels Security will also be renting one of the units at FLH for an office thereby increasing their presence on the property.

MOTION

Commissioner Moravec moved that the HACB donate three thousand dollars (\$3,000) in support of the Mi C.A.S.A. summer program; one thousand one hundred dollars (\$1,100) from the FLH budget and one thousand nine hundred dollars (\$1,900) from Demo funds. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.1 Farm Labor Housing – The County of Butte has revised its General Plan under its 2030 General Plan process. The Farm Labor Housing (FLH) property is currently zoned as P-Q (Public, Quasi-Public). Adoption of the new General Plan requires re-crafting of all zoning designations, including the Public Zone. HACB and County Planning staff have held meetings to negotiate the same entitlements for the property as the current zoning. The purpose is to keep the zoning broad enough to enable the site to continue to serve the citizens of Butte County. The HACB has retained attorney Greg Einhorn and land use planner Scott Friend, PMC Consultants, to draft and negotiate the new zoning language. The proposed zoning allows buildings up to 35' in height (which equates to three (3) stories), medium density (20 units/acre) and entitlements up to 1,000 units. Mr. Mayer requested that the Board approve the draft zoning language proposed for the Gridley FLH property, to authorize submittal of such language for inclusion in the County's General Plan zoning revision, and to authorize Mr. Mayer to negotiate the final zoning language and terms with the County based on the best interests of the HACB, FLH property and its clients, and the citizens of Butte County.

RESOLUTION NO. 4396

Commissioner Hamman moved that Resolution No. 4396 be adopted by reading of title only: "RESOLUTION TO APPROVE DRAFT ZONING LANGUAGE FOR GRIDLEY FARM LABOR HOUSING PROPERTY FOR SUBMISSION TO COUNTY OF BUTTE REGARDING 2030 GENERAL PLAN REVISION AND ASSOCIATED RE-ZONING." Commissioner Moravec seconded. The vote in favor was unanimous.

- 5.2 Family Self-Sufficiency – HACB is submitting an application to HUD for FSS Coordinator grant funds renewal. The proposed Resolution is required as part of

the application process.

RESOLUTION NO. 4397

Commissioner Moravec moved that Resolution No. 4397 be adopted by reading of title only: “AUTHORIZE THE SUBMITTAL OF AN APPLICATION FOR FEDERAL ASSISTANCE FOR THE FY2011 HOUSING AUTHORITY OF THE COUNTY OF BUTTE SECTION 8 HOUSING CHOICE VOUCHER FAMILY SELF SUFFICIENCY PROGRAM TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.” Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.3 Capital Fund – HACB requested bids for replacement of fifty (50) heating ventilation air conditioning (HVAC) units at Hammon Park, Oro Dam, Seventh and Pomona, Oroville (43-15). Four (4) bids were received on May 10, 2011. Hignell Incorporated was the low responsive bidder at \$183,295.00. HACB has experience working with Hignell successfully in the past. Board approval is required on all contracts over \$50,000.

RESOLUTION NO. 4398

Commissioner Hamman moved that Resolution No. 4398 be adopted by reading of the title only: “AUTHORIZATION TO ENTER INTO CONTRACT WITH HIGNELL INCORPORATED FOR REPLACEMENT OF FIFTY (50) HVAC UNITS AT PUBLIC HOUSING PROJECT 43-15.” Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.4 Public Housing – Last month, staff presented approximately \$96,500 of initial operational expenses beyond what was authorized in this year’s budget to the Board for their consideration. This extraordinary expenditure is an effort to expend some of the \$2.6M Public Housing Reserves on Public Housing operations, given HUD/Congress’s proposal to fund the 2012 Operating Subsidy with “surplus” Public Housing reserves. These operational expenses consist of vehicle replacement, computer upgrades, training, and disaster preparedness planning. Disaster preparedness planning would be accomplished through use of a consultant to prepare a plan specific to HACB operations and properties. The extraordinary expenditure proposal was returned this month as an “action” item for Board approval.

MOTION

Commissioner Boyle moved that up to \$100,000 in Public Housing Operating Reserves be used to cover extraordinary operating expenses as proposed by Staff. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.5 Union Memorandum of Understanding (MOU) – The current Union contract expires on July 31, 2011. Management staff has been working with representatives from the Union on the Personnel Policy with the use of a human resources consultant. This process has also opened the door for budget discussions. Both management and the Union agree that extending the current contract through September 30th, to sync up the MOU with HACB’s fiscal year is in the best interest of the agency and its employees.

MOTION

Commissioner Moravec moved that the Memorandum of Understanding between the Housing Authority of the County of Butte and the Operating Engineers Local Union No. 3 be extended to September 30, 2011. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.6 Affordable Seniors Apartments at Meriam Park, Chico – The HACB has been formally invited by Tom DiGiovanni of New Urban Builders to participate in the prospective development and operation of a 90-unit senior apartment complex at the Meriam Park subdivision, Chico. Currently contemplated is a project similar in design to HACB's Walker Commons apartments. The time line for project development is to have apartments placed in service in 3-5 years' time. Executive Director Mayer recommended Board authorization to create a Memorandum of Understanding between HACB and New Urban Builders emphasizing interest in ensuring the quality and long-term viability of the project. In July, BCAHDC will be approached to provide funding to contract with financial and legal consultants to draft the MOU.

MOTION

Commissioner Boyle moved that the HACB negotiate a written response to New Urban Builders identifying partnership roles and responsibilities for Board consideration, and to recommend to its instrumentality, BCAHDC, that BCAHDC retain legal and financial consultants to represent HACB's and BCAHDC's interest in structuring a partnership agreement with New Urban Builders for the Meriam Park affordable senior apartment project, Chico, CA. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.7 Butte County-wide Continuum of Care – The final Homeless Count Point-in-Time Survey was presented to the Board. Some highlights of the survey were that there were 20% more homeless; two-thirds are local; two-thirds have disabilities; and there were more homeless families. Also, the Continuum of Care has been successful in being awarded larger increments of funding to serve the homeless in Butte County.
- 5.10 City of Chico Sewer Rate Increase – Executive Director Mayer received a phone call from Steve Depa, President of the North Valley Properties Owners Association (NVPOA) requesting that the HACB join local property owners in protesting the City of Chico sewer rate increase. The City sewer rates are scheduled to increase 34% over the next three (3) years with the first 20% effective in July. Mr. Mayer recommended that the HACB not object to the amount of the increase, but to the timing. He recommended that we request that the City reconsider the implementation schedule.

MOTION

Commissioner Hamman moved that Executive Director Mayer write a letter to the City of Chico on behalf of the HACB protesting the timing of the City's sewer rate increase. Commissioner McFarren 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

None.

10. MATTERS INITIATED BY COMMISSIONERS

10.1 Brown Act – A copy of the current Brown Act table of contents was distributed to Board for information. Commissioner McFarren provided the table of contents.

10.2 Commissioner Boyle expressed her appreciation for staff's pro-active work towards consideration of a financial catastrophic plan during the budget process; Ms. Boyle felt that this is an important aspect of the process.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next meeting – June 16, 2011.**

13. ADJOURNMENT

Commissioner McFarren moved that the meeting be adjourned. Commissioner Hamman seconded. The vote in favor was unanimous. The meeting was adjourned at 4:08 p.m.

Dated: May 19, 2011.

Clarence Lobo, Chair

ATTEST:

Edward S. Mayer, Secretary