

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

MINUTES OF November 15, 2012

Vice Chair Lobo called the meeting of the Housing Authority of the County of Butte to order at 2:19 p.m.

1. ROLL CALL

Present for the Commissioners: Patricia Besser, Sharon Chambers, Larry Hamman, Clarence “Bino” Lobo and Gene McFarren.

Present for the Staff: Ed Mayer, Executive Director; Roy Peters, Deputy Executive Director; Larry Guanzon, Housing Director; Tamra Young, Executive Assistant; and Mai Vang, Staff Support.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

- 4.1 The Board was given copies of the Commissioner Boyle’s resignation letter to Supervisor Yamaguchi as information.
- 4.2 HACB received official HUD receipt and acceptance of the HACB Annual Plan effective October 1, 2012.
- 4.3 HACB received notice of annual funding renewal for Section 8 HCV Family Self-Sufficiency Coordinator.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self-Sufficiency (FSS) Graduate – The Board recognized the successful completion of the program by Family Self Sufficiency (FSS) Graduate Tara Smith. Ms. Smith was unable to attend the meeting. She is receiving an FSS escrow check for \$6,178.17.

RESOLUTION NO. 4482

Commissioner Besser moved that Resolution No. 4482 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE TARA SMITH”. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.2 Personnel – Due to a change in Federal law, the maximum allowable employee contribution to Health Care Flexible Spending Accounts was reduced to \$2,500 per year from \$5,000. The Board was asked to approve a Resolution documenting this change to the HACB FSA account as a “formality”.

RESOLUTION NO. 4483

Commissioner Besser moved that Resolution No. 4483 be adopted by reading of title only: “AMENDMENT OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE SECTION 125 CAFETERIA PLAN REGARDING HEALTH CARE SPENDING ACCOUNT CONTRIBUTIONS”. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.3 Section 8 – Board approval of the Resolution to submit the annual Section Eight Management Assessment Program (SEMAP) to HUD was requested. The SEMAP is the self-report card for Section 8, which is auditable. A highlight from the SEMAP was leasing up 75% of new participants to those whose income is below 30% of AMI, which is a great accomplishment by staff. The SEMAP score was High Performer again this year.

RESOLUTION NO. 4484

Commissioner Besser moved that Resolution No. 4484 be adopted by reading of title only: “APPROVAL OF SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION”. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.4 Personnel – Previously, the Board approved pre-funding of Other Post Retirement Benefits (OPEB) using the CalPERS California Employers’ Retiree Benefit Trust (CERBT). This account was opened to fund current and future HACB retiree Health, Dental and Vision benefits per the Personnel Policy. Staff recommended an additional deposit for FY 2012 using excess budget authority.

MOTION

Commissioner Hamman moved that the Other Post Retirement Benefit (OPEB) account be pre-funded \$100,000 using 2012 budget surplus funds. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.5 Gridley Springs II – Dawson Holdings, Inc. approached HACB and Butte County Affordable Housing Development Corporation (BCAHDC) to participate in the acquisition, rehabilitation and operation of a pair of multi-family affordable housing projects comprising a total of fifty-six (56) residential units, known as Gridley Springs Apartments I and II, located at 210 Ford Ave, Gridley. BCAHDC Board has already affirmed the Memorandum of Understanding between BCAHDC, HACB and Dawson Holdings. The HACB’s role will be to

purchase the 24-unit Gridley Springs Apartments II for \$171,000 and thereby assist in preserving affordable housing. The Apartment complex is in “good” shape. The MOU lays out the roles for the partners. Commissioner Hamman said that he felt the property had been fairly well maintained and was in a relatively good location. He also said that at the price the Agency would be “crazy” not to buy.

RESOLUTION NO. 4485

Commissioner Hamman moved that Resolution No. 4485 be adopted by reading of title only: “MEMORANDUM OF UNDERSTANDING WITH DAWSON HOLDINGS AND BUTTE COUNTY AFFORDABLE HOUSING DEVELOPMENT CORPORATION FOR ACQUISITION, REHABILITATION AND OPERATION OF GRIDLEY SPRINGS APARTMENTS I & II, GRIDLEY”. Commissioner Chambers seconded. The vote in favor was unanimous.

- 5.6 Gridley Springs II – As part of the HACB’s purchase of Gridley Springs II, the HACB is required to assume the existing State of California Housing and Community Development Program loan obligation, which is the only obligation on the property. The loan balance is \$218,000 with an interest rate of 3%, payments of interest only at 0.042%, and full loan maturity in March 2048.

RESOLUTION NO. 4486

Commissioner Chambers moved that Resolution No. 4486 be adopted by reading of title only: “RESOLUTION AUTHORIZING ASSUMPTION OF EXISTING STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT RENTAL HOUSING CONSTRUCTION PROGRAM LOAN OBLIGATION AS PART OF ACQUISITION OF GRIDLEY SPRINGS APARTMENTS – PHASE II PROPERTY, GRIDLEY”. Commissioner Besser 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

Commissioner Chambers noted higher vacancy levels at La Lieta Court. Commissioner Hamman stated that there are higher than normal vacancies in the private sector as well. Commissioner Chambers also asked about the driveways in the neighborhood being repaired.

Deputy Executive Director Peters told her that the work was part of the Public Housing sidewalk and driveway replacement contract being completed under the Capital Fund program. Commissioner McFarren asked about the HACB liability with unused vacation time by employees. Per the HACB Personnel Policy, vacation accrual is effectively capped.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

11.1 Government Code 54956.8 – Conference with Real Property Negotiators
None.

12. COMMISSIONERS' CALENDAR

- **Holiday Luncheon – December 14, 2012.**
- **Next meeting – December 20, 2012.**

13. ADJOURNMENT

Commissioner Hamman moved that the meeting be adjourned. Commissioner Chambers seconded. The meeting was adjourned at 2:56 p.m.

Dated: November 15, 2012.

Clarence Lobo, Board Vice Chair

ATTEST:

Edward S. Mayer, Secretary