

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

MINUTES OF April 18, 2013

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 4:19 p.m.

1. ROLL CALL

Present for the Commissioners: Kate Anderson, Patricia Besser, Sharon Chambers, Larry Hamman, Gene McFarren and Laura Moravec.

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

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Chair Moravec recommended a wording change to the March 21st Board Meeting Minutes. Under Section 5.1 2013 Budget Update, change the term “insufficient” funding to “reduced” funding.

Commissioner Chambers moved that the Consent Calendar be accepted as presented with the recommended change to the Minutes. Commissioner McFarren seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Election of Officers – Chair Moravec turned the meeting over to Executive Director Mayer to conduct the annual election of Board Officers in accordance with HACB’s Bylaws. Executive Director Mayer asked for nominations for the positions of Chair and Vice Chair for the year April 2013 - March 2014. Commissioner McFarren nominated Commissioner Moravec for Chair. Commissioner Chambers seconded. No other nominations were put forth for Chair. Commissioner Hamman nominated Commissioner Lobo for Vice Chair and Commissioner McFarren seconded. No other nominations for Vice Chair

were put forth. The vote was unanimous for election of Commissioner Moravec as the Board Chair and Commissioner Lobo as the Vice Chair. Executive Director Mayer congratulated Commissioners Moravec and Lobo then turned the meeting over to newly re-elected Board Chair Moravec.

- 5.2 FSS Graduate – The Board recognized the successful completion of the program by FSS Graduate Laura Mason. Ms. Mason was unable to attend the meeting. She is receiving an FSS escrow check for \$531.87.

RESOLUTION NO. 4498

Commissioner Hamman moved that Resolution No. 4498 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE LAURA MASON”. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.3 Receive and File Proposed Agency Annual Plan (2013-14) –
- 5.4 Receive and File Proposed Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) –
- HUD requires the Housing Authority to submit annually a One-Year “Agency Plan”, Public Housing program “Capital Fund Plan(s)”, Public Housing program “Admissions and Continued Occupancy Policy” (ACOP), and a Section 8 Housing Choice Voucher program “Administrative Plan” (AP). The plan documents must be submitted to HUD for review at least 75 days prior to the end of the Agency’s fiscal year (September 30 for HACB). Thus, the plans must be approved at the June meeting of the Board of Commissioners. 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). The single principal change to the ACOP this year adds an option to incorporate a utility allowance for water and sewer at Public Housing units that are individually metered. There are 181 of the 345 Public Housing units that are individually metered that could be affected by this change if it is implemented. There were no substantive changes to the Admin Plan. The remainder of the changes to the documents address progress achieved toward previously set goals, updating of tables, and general administrative revisions. The Board requested that a review of the proposed changes to the documents be placed on next month’s agenda for possible discussion.

MOTION

Commissioner Chambers moved that the Board receive and file the HACB Annual Plan, the Public Housing program Admissions and Continued Occupancy Policy and the Section 8 Housing Choice Voucher program Administrative Plan, making them available for Public Comment. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.5 Gridley Springs II – HACB purchase of Gridley Springs II apartments are scheduled to close on May 9th. We are currently finishing up the process of sorting out the property management contract and regulatory agreement(s).

Gridley Springs II consists of 24 units, regulated under the federal tax-credit and State HCD Rental Housing Construction Program (RHCP) programs.

- 5.6 Investment Report and Reserves Analysis – Finance Officer Kemp reported that the greatest change in the investment report is the spending down of approximately \$700,000 in pre-2004 Section 8 Admin reserves for affordable housing interests (investment in Harvest Park and purchase of Gridley Springs II). Chair Moravec asked about the balances held by RSC; Finance Officer Kemp said that they are drawn down by the HACB each quarter.

(Commissioner McFarren left the meeting at this time.)

- 5.7 Mid-Year Budget Review – Per the Public Housing and Section 8 appropriations guidance received from HUD on March 21st and April 5th, there is an estimated \$150,000 to \$207,000 shortfall for this fiscal year retroactive to January 1st (Public Housing estimated \$125,000-\$147,000 and Section 8 estimated \$25,000-\$60,000). All other HACB programs and properties are projected at break-even or better. The deficit in Public Housing and Section 8 is so large and the time period before year-end is so short that furloughs will not solve the problem. Management recommended implementing a policy to retain 6 months of operating reserves in Public Housing and Section 8. Management's recommendation to cover the shortfall this fiscal year is to transfer up to \$150,000 from the 2011 and 2012 Public Housing Capital Fund monies to cover the deficit in Public Housing (which is allowable and has been done in past years) and to use up to \$60,000 from Section 8 Admin Fee Reserves to cover the Section 8 deficit. Executive Director Mayer provided a revised memo with Management recommendations and a list of cost saving measures implemented to date.

MOTION

Commissioner Chambers moved that a Special Meeting of the Board be scheduled for Thursday, April 25th at 2:00 p.m., to discuss budget options. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.8 Budget Review Committee – Commissioners Moravec, Anderson and Hamman volunteered to serve on the Budget Review Committee. They will bring their calendars to the April 25th meeting to select a date for the first sub-committee meeting

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

None.

11. EXECUTIVE SESSION

11.1 Section 54957.6: Conference with Labor Negotiators

11.2 Section 54956.8: Conference with Real Property Negotiators – Purchase of Walker Commons L.P. Limited Partnership interest from WNC & Associates, Inc.

None.

12. COMMISSIONERS' CALENDAR

- **Special meeting – April 25, 2013 at 2:00 p.m.**
- **Next regular meeting – May 16, 2013.**

13. ADJOURNMENT

Commissioner Chambers moved that meeting be adjourned. Commissioner Anderson seconded. The vote in favor was unanimous. The meeting was adjourned at 5:32 p.m.

Dated: April 18, 2013.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary