

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

**MINUTES OF November 21, 2013**

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 3:10 p.m.

1. ROLL CALL

Present for the Commissioners: Kate Anderson, Patricia Besser, Sharon Chambers, Larry Hamman, Clarence 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 (late); and Tamra Young, Executive Assistant.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Anderson moved that the Consent Calendar be accepted as presented, including Resolution No. 4524 "AGREEMENT WITH BANYARD MANAGEMENT FOR PROPERTY MANAGEMENT OF CHICO COMMONS APARTMENTS" and Resolution No. 4525 "RENEW PROPERTY MANAGEMENT AGREEMENT WITH BUTTE COUNTY AFFORDABLE HOUSING DEVELOPMENT CORPORATION FOR THE WALKER COMMONS APARTMENTS". Commissioner Hamman seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Cordillera Management Services Agreement – Annually the HACB and BCAHDC enter into a Management Services Agreement for provision of management services to the Cordillera Apartments, Chico, including over-site of the property manager RSC Associates, Inc. This Agreement has been maintained continuously by mutual consent of the HACB and BCAHDC. The proposed renewal is consistent with previous Management Agreements, with the exception of the term which has been modified to read 'until terminated in writing by either party'.

**\*RESOLUTION NO. 4526\***

Commissioner Anderson moved that Resolution No. 4526 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO MANAGEMENT SERVICES AGREEMENT WITH BUTTE COUNTY AFFORDABLE HOUSING DEVELOPMENT CORPORATION FOR CORDILLERA APARTMENTS”. Commissioner Lobo seconded. The vote in favor was unanimous.

- 5.2 Banyard Management Corporate Management Services Agreement – Banyard Management has no employees, yet as a corporate entity Banyard must complete certain corporate activities. Corporate Management Services were divided into two categories: Basic Services and Extraordinary Services. Basic Services include provision of staffing for all Banyard corporate activity, including but not limited to federal and state reporting and filings, tax returns, Board packet preparation, records retention, etc. Compensation will be paid on an hourly basis not-to-exceed \$12,000 per year. Extraordinary Services include procurement and contracting, managing corporate assets, and property development and acquisition. Compensation will be paid on an hourly basis with a not-to-exceed decided on a case-by-case basis per project. These fees will compensate the HACB for work already being performed by the HACB.

**\*RESOLUTION NO. 4527\***

Commissioner Chambers moved that Resolution No. 4527 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO CORPORATE MANAGEMENT SERVICES AGREEMENT WITH BANYARD MANAGEMENT”. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.3 BCAHDC Corporate Management Services Agreement – BCAHDC has no employees, yet as a corporate entity BCAHDC must complete certain corporate activities. Corporate Management Services were divided into two categories: Basic Services and Extraordinary Services. Basic Services include provision of staffing for all BCAHDC corporate activity, including but not limited to federal and state reporting and filings, tax returns, Board packet preparation, records retention, etc. Compensation will be paid on an hourly basis not to exceed \$15,000 per year. The larger fee is due to the higher number of properties owned by Limited Partnerships in which BCAHDC serves as the Managing General Partner. Extraordinary Services include procurement and contracting, managing corporate assets, and property development and acquisition. Compensation will be paid on an hourly basis with a not-to-exceed decided on a case-by-case basis per project. These fees will compensate the HACB for work already being performed by the HACB.

**\*RESOLUTION NO. 4528\***

Commissioner Hamman moved that Resolution No. 4528 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO CORPORATE MANAGEMENT SERVICES AGREEMENT WITH BUTTE COUNTY AFFORDABLE HOUSING DEVELOPMENT CORPORATION”. Commissioner McFarren seconded. The vote in favor was unanimous.

*Housing Director Guanzon joined the meeting.*

- 5.4 Gridley Springs I Managing General Partner Services Agreement – BCAHDC acquired Managing General Partner (MGP) duties in the DFI-DHA Gridley Springs Associates LP upon the acquisition of Gridley Springs I this year. BCAHDC has no employees and therefore must contract with the HACB to provide the required services. The proposed MGP Agreement is similar to Agreements already in place between the HACB and BCAHDC for 1200 Park Avenue and Walker Commons. The MGP fees, as outlined in the Limited Partnership Agreement, will be passed onto the HACB for said services. Compensation for services on behalf of Gridley Springs I will be an annual fee of \$3,200 for the term of the Agreement. The annual fee for Gridley Springs I is lower since there is also an Administrative General Partner (AGP), Dawson Holdings, in the Partnership, who will handle the majority of the work for the first three (3) to five (5) years (until their “Guarantee” is released). After which the MGP will assume the duties of the AGP and receive the AGP fee as well.

**\*RESOLUTION NO. 4529\***

Commissioner Hamman moved that Resolution No. 4529 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO MANAGING GENERAL PARTNER SERVICES AGREEMENT WITH BUTTE COUNTY AFFORDABLE HOUSING DEVELOPMENT CORPORATION FOR GRIDLEY SPRINGS I APARTMENTS”. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.5 Harvest Park Managing General Partner Services Agreement – BCAHDC acquired Managing General Partner duties in the Chico Harvest Park LP upon the acquisition of Harvest Park Apartments this year. BCAHDC has no employees and therefore must contract with the HACB to provide the required services. The proposed MGP Agreement is similar to Agreements already in place between the HACB and BCAHDC for 1200 Park Avenue and Walker Commons. The MGP fees as outlined in the Limited Partnership Agreement will be passed onto the HACB for said services. Compensation for services on behalf of Harvest Park will be an annual fee of \$20,000 (of which up to \$11,000 may be accrued until such time as Deferred Development Fee is paid in full) for the term of the Agreement.

**\*RESOLUTION NO. 4530\***

Commissioner Chambers moved that Resolution No. 4530 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO MANAGING GENERAL PARTNER SERVICES AGREEMENT WITH BUTTE COUNTY AFFORDABLE HOUSING DEVELOPMENT CORPORATION FOR HARVEST PARK APARTMENTS”. 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

- 8.1 NAHRO National Conference, Cleveland OH, October 23-25, 2013 – Executive Director Mayer reported on the conference. It is apparent that housing authorities are not on either Congress' or HUD's radar, leaving the industry without a plan or direction causing Mr. Mayer to refer to housing authorities as a "zombie industry". This provides housing authorities the opportunity to work with what we can control, and therefore focus effort locally, on our own jurisdictions and communities. The nation may have "lost" the vision, but we can be locally responsive and responsible. Also of note, Executive Director Mayer was asked to serve national NAHRO as a "CDC", a Congressional District Contact, communicating industry issues to Congress.

9. REPORTS FROM COMMISSIONERS

Chair Moravec reported that the Board has completed the annual Performance Evaluation of Executive Director Mayer.

10. MATTERS INITIATED BY COMMISSIONERS

Citing an event involving a fast moving UPS van, Commissioner Chambers requested a "Slow, Children at Play" sign for La Lieta Court, in order to discourage speeding vehicles.

Commissioner Besser reported that the overflow parking from Pine Tree and Willow Creek apartment complexes into the Hazel Street neighborhood is creating an issue. Housing Director Guanzon will contact property management of the two complexes to discuss.

Commissioner Anderson asked about losing USDA rental assistance. Executive Director Mayer said HACB's allocation has remained the same. Ms. Anderson also noted that HACB needed to add Gridley Springs I and II to the HACB website.

Chair Moravec asked when the HACB-owned property tour might be scheduled. Management is looking into dates and shuttle van/bus rental options and will bring a recommendation back to the Board soon. Five of the seven Commissioners were interested in such a tour.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next meeting – December 19, 2013.**

- **Mi C.A.S.A. Education, Inc. Annual Appreciation Dinner, 6:00 p.m. November 22, 2013, 850 East Gridley Road, Gridley.**
- **Holiday/Employee Recognition Luncheon – December 20, 2013 at 12:00 noon at Roots Catering, Chico.**

13. ADJOURNMENT

Commissioner McFarren moved that the meeting be adjourned. Commissioner Chambers seconded. The vote in favor was unanimous. The meeting was adjourned at 3:50 p.m.

Dated: November 21, 2013.

ATTEST:

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Laura Moravec, Board Chair

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Edward S. Mayer, Secretary