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

# **MINUTES OF April 17, 2014**

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 3:39 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; Larry Guanzon, Housing Director; Sue Kemp, Finance Officer; and Tamra Young, Executive Assistant.

Present for the Public: Loretta Torres.

### 2. AGENDA AMENDMENTS

None.

### 3. **CONSENT CALENDAR**

Executive Director Mayer noted the Draft 10-Year Plan to End Homelessness and reminded Board members that the plan was out for public review and comment.

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

### 4. **CORRESPONDENCE**

- 4.1 Reappointment of Tenant Commissioner Sharon Chambers.
- 4.2 Reappointment of Tenant Commissioner Patricia Besser.

### 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 2014 through March 2015. Commissioner McFarren nominated Commissioner Moravec for Chair. Commissioner Chambers seconded. No other nominations were put forth for Chair. Commissioner Hamman moved that nominations for Chair be closed. Commissioner Anderson seconded. The vote was unanimous for closing of the nominations and election of Commissioner Moravec as the

Board Chair. Commissioner Hamman nominated Commissioner Lobo for Vice Chair and Commissioner Moravec seconded. No other nominations for Vice Chair were put forth. Commissioner Chambers moved that the nominations for Vice Chair be closed. Commissioner McFarren seconded. The vote was unanimous for closing of the nominations and election of 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 <u>FSS Graduate</u> – The Board recognized the successful completion of the program by FSS Graduate Mary Allen. Ms. Allen was unable to attend the meeting. She is receiving an FSS escrow check for \$6,881.75.

## \*RESOLUTION NO. 4538\*

Commissioner Anderson moved that Resolution No. 4538 be adopted by reading of title only: "RECOGNITION OF FSS GRADUATE LAURA MASON". Commissioner Hamman 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). There were no substantive changes proposed for the ACOP or AP. Some of the revision highlights are: increased restrictions to lifetime registered sex offenders; Violence Against Women Act sections rewritten; and resume HACB review of HUD Enterprise Income Verification (EIV) Discrepancy Reports. All highlighted revisions are required by HUD. The rest of the changes were grammatical or wording changes recommended by plan consultant, Nan McKay. The revisions to the Annual Plan address progress achieved toward previously set goals, updating of tables, and general administrative revisions. Draft documents are available on the HACB website.

# \*MOTION\*

Commissioner McFarren moved that the Board receive and file the HACB Annual Plan, making it available for Public Comment. Commissioner Chambers seconded. The vote in favor was unanimous. Commissioner Chambers moved that the Board receive and file 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 Hamman seconded. The vote in favor was unanimous.

5.5 <u>Capital Fund</u> – HACB received notice of HUD appropriation of Public Housing Capital Fund 501-14 monies in the amount of \$556,734. The appropriation requires Board acceptance of the funds and authorization of a preliminary budget. Deputy Executive Director Peters presented the draft budget to the Board. A small percentage of the Capital Fund was transferred to Public Housing Operations, as is allowable and has been done in previous years. The amount may be subject to change depending on future HUD funding for Public Housing.

### \*RESOLUTION NO. 4539\*

Commissioner Hamman moved that Resolution No. 4539 be adopted by reading of title only: "ACCEPTANCE OF U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) 2014 PUBLIC HOUSING CAPITAL FUND PROGRAM FUNDS". Commissioner McFarren. The vote in favor was unanimous.

5.6 <u>Mid-Year Budget Revision</u> – Highlighted factors contributing to the recommended Authority-wide budget revision were as follows: Gridley Farm Labor Housing rehabilitation work; purchase of Gridley Springs II Apartments; purchase of Limited Partnership interest in Chico Commons LP; increase funding pro-rations from HUD for Public Housing and Section 8 programs causing reduction in amount of Capital Fund program funds used to support Public Housing Operations; re-hire of one full-time employee in Section 8; and adjustment of budget costs from Maintenance personnel to Maintenance contracts due to one employee vacancy for six months.

## \*MOTION\*

Commissioner Anderson moved that the Fiscal Year 2014 HACB Authority-Wide Operating Budget Revision be approved. Commissioner McFarren seconded. The vote in favor was unanimous.

- 5.7 <u>Budget Review Committee</u> Commissioners Moravec, Anderson and Chambers volunteered to serve on the Budget Review Committee. They will bring their calendars to the May Board meeting to select a date for the first sub-committee meeting.
- 5.8 <u>Farm Labor Housing</u> HACB and neighboring property owner, Roy Matthews, entered into an agreement for an easement on the Gridley Farm Labor Housing (FLH) property. Sutter Butte Flood Control Agency (SBFCA) recently acquired the Matthews property and is successor to the Easement Agreement with the HACB. SBFCA does not intend to use the easement and wishes to terminate all rights and obligations under said Agreement. The HACB has determined that it is the best interests of the FLH property, its tenants, HACB and the community to terminate the Agreement.

### \*RESOLUTION NO. 4540\*

Commissioner Chambers moved that Resolution No. 4540 be adopted by reading of title only: "AUTHORIZATION TO ENTER INTO TERMINATION OF EASEMENT AGREEMENT WITH SUTTER BUTTE FLOOD CONTROL AGENCY REGARDING ACCESS EASEMENT AT GRIDLEY FARM LABOR HOUSING, GRIDLEY". Commissioner McFarren seconded. The vote in favor was unanimous.

5.9 Farm Labor Housing – The Gridley Farm Labor property features a levee, intended to prevent flooding by the adjacent Feather River. The levee has been de-certified by the U.S. Corps of Engineers, placing the property within the 100-year flood plain, thus requiring flood insurance. The Sutter Butte Flood Control District (SBFCD) has been created to re-establish the integrity of the Feather River levee, which when complete will remove the property from the flood plain. SBFCD has requested HACB enter into an easement agreement for required levee improvements. The easement agreement gives SBFCD right to enter property for construction of levee improvements, but also makes SBFCD responsible for the sewer line running under the levee. Both of which provide benefits to the property. The agreement also speaks to SBFCD/State's subsequent purchase of the levee easement area, which the HACB has negotiated to include both the "necessary" levee area, as well as the portion of the property that is located on the river side of the levee, as it is not useable by the HACB and presents operational liabilities if separated from the Farm Labor property.

# \*RESOLUTION NO. 4541\*

Commissioner Hamman moved that Resolution No. 4541 be adopted by reading of title only: "AUTHORIZATION TO ENTER INTO EASEMENT AGREEMENT WITH SUTTER BUTTE FLOOD CONTROL AGENCY REGARDING CONSTRUCTION OF LEVEE IMPROVEMENTS AT GRIDLEY FARM LABOR HOUSING, GRIDLEY". Commissioner Chambers seconded. The vote in favor was unanimous.

- 5.10 <u>Gridley Springs II</u> Based on the fact that full architectural work was completed as part of the acquisition effort, Charles Pick, Architect, has been retained to modify the original plans and provide an independent cost estimate (ICE) for needed capital improvements, including siding and windows. Once the plans and ICE are done, a bid packet will go out. Also, Gridley Springs II budget is being restructured with State of California Department of Housing and Community Development to incorporate project cash flow into the sources used for the needed capital improvements.
- 5.11 Investment Report and Reserves Analysis Gridley Springs II was added to the Restricted vs Un-Restricted Funds Analysis Report. Because the property was acquired mid-year, Gridley Springs II will have a separate 12-month audit this year, which will be forwarded to State of California Housing and Community Development Dept. Finance Officer Kemp reclassified a "due to/due from" in the amount of \$484,000 for Lincoln Apartments, which changes the cash picture of the Bond portfolio in a positive way. The transaction was an HACB equity transfer and was originally misclassified. The additional cash for the Bond properties could be used for capital improvements, including HVAC unit replacement at Park Place Apartments. Gridley Springs II was also added to the Investment Report. All of the high yield CD's have matured now, except one.
- 6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7.	MATTERS CONTINUED FOR DISCUSSION	
None.		
8.	SPECIAL REPORTS	
None.		
9.	REPORTS FROM COMMISSIONERS	
Commissioner Chambers reported that trees were trimmed at a neighbor's residence on E. 12 <sup>th</sup> Street and the limbs, etc. were left in the street (in the access way to La Lieta Court). Housing Director Guanzon is working with the property owner and City of Chico Code Enforcement to get the issue resolved. There was also a discussion regarding placing "no solicitor" signs at Public Housing properties.		
Commissioner McFarren asked what the status of Chair Moravec's request that the Board see a list of employees, job titles, salaries, benefits and over-time annually. Executive Director Mayer had the information ready. Board consensus was to mail information to Board members for discussion at a later meeting. Commissioner McFarren also requested that a status report on Harvest Park be added to the Agenda each month.		
10.	MATTERS INTIATED BY COMMISSIONERS	
None.		
11. EXECUTIVE SESSION		
None.		
12.	COMMISSIONERS' CALENDAR	
<ul> <li>PSWRC-NAHRO Conference, Burlingame CA, May 4-6, 2014.</li> <li>Next meeting – May 15, 2014</li> </ul>		
13.	ADJOURNMENT	
Commissioner McFarren moved that meeting be adjourned. Commissioner Hamman seconded. The vote in favor was unanimous. The meeting was adjourned at 5:06 p.m.		
Dated: April 17, 2014.		
ATTES		Laura Moravec, Board Chair

Edward S. Mayer, Secretary