

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

MINUTES OF February 19, 2015

Vice Chair Lobo called the meeting of the Housing Authority of the County of Butte to order at 2:00 p.m.

1. ROLL CALL

Present for the Commissioners: Kate Anderson, Patricia Besser, Sharon Chambers, Larry Hamman, Roger Hart, Clarence Lobo, and Laura Moravec (*via conference call*).

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

Executive Director Mayer noted that both the Section 8 Housing Choice Voucher Program and Low Rent Public Housing Program received 2014 High Performer awards.

Commissioner Anderson moved that the Consent Calendar be accepted as presented, including annual adoption of the Passbook Savings Rate. Commissioner Chambers seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

4.1 “Appointment of Roger Hart to HACB Board” letter from Doug Teeter, Chair, Butte County Board of Supervisors, dated January 18, 2015 – Commissioner Hart noted that the letter incorrectly indicated that it was a reappointment.

4.2 “Reappointment of Laura Moravec to HACB Board” letter from Doug Teeter, Chair, Butte County Board of Supervisors, dated January 18, 2015.

5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 Public Housing 43-14 – HACB has previously determined that windows at all of its Public Housing projects required replacement, due to age, condition, and to reduce energy demands. The twenty (20)-unit Public Housing Project No. 43-14

known as Casey, Gardella, and Seventh Street Apartments, Oroville is the final Public Housing project to be addressed. The project includes replacement of three hundred and fifty (350) windows. Miller Glass was the lowest responsive bidder, at \$114,999.00 for the work. HACB has done a good deal of work with Miller Glass in the past and recommends adoption of Resolution No. 4569.

RESOLUTION NO. 4569

Commissioner Besser moved that Resolution No. 4569 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO CONTRACT WITH MILLER GLASS FOR WINDOW REPLACEMENT AT CASEY, GARDELLA, AND SEVENTH STREET APARTMENTS, OROVILLE, (HUD PROJECT NO. 43-14)”. Commissioner Chambers seconded. The vote in favor was unanimous.

- 5.2 Personnel – Upon review of the Accounting Clerk position description, Management has determined that many of the duties are administrative in nature. The proposed position description more accurately reflects the position’s dual nature in both serving accounting purposes and general administrative purposes. Management also recommends revising the position to carry the title of Office Assistant II. No change in compensation is recommended and such action would take effect immediately upon approval.

RESOLUTION NO. 4570

Commissioner Chambers moved that Resolution No. 4570 be adopted by reading of title only: “POSITION DESCRIPTION REVISION – ACCOUNTING CLERK TO OFFICE ASSISTANT II”. Commissioner Hart seconded. The vote in favor was unanimous.

- 5.3 Farm Labor Housing – The USDA-RD’s Ineligible Tenant Waiver (ITW) approval is remains pending. Executive Director Mayer sent a letter to USDA-RD urging its approval, but we have not heard back yet. Upon reviewing the paper trail for the ITW request, originally initiated in February 2014, HACB has been entirely responsive in sending supporting documentation, as requested by USDA, and has been moving the rehab project forward. Commissioner Hart recommended that Executive Director Mayer prepare a draft letter from the Board for the next meeting, to forward to USDA-RD, requesting approval of the ITW, if we have not received approval by then. The entire Board concurred. Finance Officer Kemp said that as a result of the absence of the ITW, there was initially a \$10,000/month loss at the project due to vacancies, but with reductions implemented by Housing Director Guanzon, including \$3,000 in cuts to landscape and security costs and shift of personnel, the current deficit is projected at \$6,000/month. There is \$110,000 in “immediate” cash available, plus reserves, to cover the deficit in the short term. Deputy Executive Director Peters said that the last piece of required paperwork has gone to the County and USDA-RD for the rehab. We are gearing up to start construction in May or June.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 HACB Strategic Planning – Strategic Planning efforts and activities were recommended to be conducted in concert with HACB’s revision of its HUD Five-Year Plan. The draft Five-Year Plan needs to be completed by mid-May. HACB received Statements of Qualifications from four (4) consultants, who provide strategic planning facilitation services. Proposals to hold meetings with the Strategic Planner include two to three sessions with either the full Board, or a Board Committee to bring forward a recommended plan to the full Board. The consultant will cost approximately \$7,000-\$15,000. Chair Moravec said the Board’s role is oversight and to provide general direction. She believes we have a high functioning agency. She would like to go over where we’ve been, explore where we are, and discuss how to move forward. Ms. Moravec encouraged the entire Board to participate. The consensus of the Board was that they see this as a valuable effort and would like to participate as a whole. Executive Director Mayer asked when the Board would like the Strategic Planning meetings to be scheduled. Commissioner Hamman recommended two to three meetings on Thursday afternoons, different from the monthly Board meeting days. Executive Director Mayer asked if the Board would like to set a cap for consultant costs. He recommended a not-to-exceed amount of \$15,000. Chair Moravec said that she felt \$15,000 was appropriate because it breaks down to approximately \$3,000 per year for five years. The Board agreed. Executive Director Mayer will retain the Facilitator at a not-to-exceed cost of \$15,000. Once the consultant has been retained, meetings will be scheduled and presented to the Board.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

Commissioner Chambers reported that neighborhood children are playing on the multi-mailbox in her neighborhood, not being watched by parents. Housing Director Guanzon and Property Specialist Kim will address.

10. MATTERS INITIATED BY COMMISSIONERS

Commissioner Besser asked about the historical value of Gridley Farm Labor Housing. Management affirmed the historic characteristics of the property, has evaluated historic preservation as a tool to achieve renovation at the property, finding both positive and negative impacts to such an approach. She also asked about possible funding from the City of Gridley.

Executive Director Mayer indicated the project is in the County and not the City. Commissioner Anderson suggested seeking funding sources through the County of Butte, possible preservation funds or HOME funds.

11. EXECUTIVE SESSION

11.1 Government Code Section 54956.8 – Conference with Real Property Negotiators; and Government Code Sections 37606 and 37624.3 – Report Involving Trade Secret (addressing credit considerations regarding implementation of proposed new finance program for Housing Authority affordable housing properties, estimated date of public disclosure June 2015)

11.2 Section 54956.9a - Conference with Legal Counsel – Existing Litigation (one (1) case, David Crane vs. Housing Authority of the County of Butte, Case No. 2:14-CV-02840-MCE-CKD)

Adjourn – 2:59 p.m.

Reconvene – 3:17 p.m.

Vice Chair Lobo reported out: (11.1) The Board had a discussion, nothing had been decided, to be continued at a future meeting; and, (11.2) there was no discussion, item is placeholder.

12. COMMISSIONERS' CALENDAR

- Next Meeting – March 19, 2015
- NAHRO Legislative Conference, Washington DC, March 14-18, 2015
- PSWRC-NAHRO Annual Conference, San Diego CA, May 17-19, 2015
- NAHRO National Conference, Los Angeles CA, October 14-17, 2015

13. ADJOURNMENT

Commissioner Chambers moved that the meeting be adjourned. Commissioner Anderson seconded. The vote in favor was unanimous. The meeting was adjourned at 3:19 p.m.

Dated: February 19, 2015.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary