

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

MEETING MINUTES OF April 19, 2018

Chair Anderson called the meeting of the Housing Authority of the County of Butte to order at 2:08 p.m.

1. ROLL CALL

Present for the Commissioners: Kate Anderson, Patricia Besser, Larry Hamman, Roger Hart, Anne Jones, Laura Moravec and David Pittman.

Present for the Staff: Larry Guanzon, Deputy Executive Director; Sue Kemp, Finance Director; Tamra Young, Administrative Operations Director; and Marysol Perez, Executive Assistant.

2. AGENDA AMENDMENTS

Executive Director Mayer presented option to the Board to move Agenda Item 7.1 Unfunded Pension Liability ahead of Agenda Item 5. Reports from Executive Director, as a conference call has been scheduled with Nicolay Consulting Group at 2:15 p.m., to review the Pension Stabilization Strategy Study. Commissioner Moravec moved that Agenda I 7.1 Unfunded Pension Liability Plan be moved as suggested. Commissioner Pittman seconded.

3. CONSENT CALENDAR

Commissioner Anderson noted there was a typo on the checks written for landlords presented in the agenda, the correct amount should read; \$1,000,222.21.

Commissioner Pittman moved that the Consent Calendar, be accepted as presented. Commissioner Moravec seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Election of Officers – Chair Anderson turned the meeting over to Executive Director/Board Secretary 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 2018 through March 2019. Commissioner Moravec nominated Chair Anderson and Vice Chair Hart, to continue serving as a team in their current capacities as Chair and Vice Chair. Commissioner Pittman seconded the nomination. There were no further nominations. The vote was unanimous, electing Chair Anderson and Vice Chair Hart to continue serving as Chair and Vice Chair of the Board of Commissioner of the Housing Authority of the County of Butte, respectively. Commissioner Pittman and Executive Director Mayer congratulated and appreciated the service of the newly elected officers.
- 5.2 Family Self-Sufficiency (FSS) Graduate – Ms. Bryce was an FSS participant since December 1, 2013. While in the FSS program she increased her income by securing and working multiple employment opportunities. Ms. Bryce also completed Butte College courses, renewed her CPR and First-Aid Certifications, and completed a First Time Homebuyer’s course. In completing her FSS contract of participation she has accrued an FSS escrow balance of \$2,267.53.

RESOLUTION NO. 4693

Commissioner Pittman moved that Resolution No. 4693 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE Ashaley Bryce”. Commissioner Besser seconded. The vote in favor was unanimous.

- 5.3 Family Self-Sufficiency (FSS) Graduate – Ms. Novotny enrolled in the FSS program in November 2014. While participating in the program she was referred to the Department of Rehabilitation (DOR) where she obtained support to secure her Licensed Vocational Nursing (LVN) certification. She graduated from the LVN program, and in December 2016 Ms. Novotny secured full time employment as an LVN working for Country Crest Care Center. In completing her contract of participation in the FSS program, Ms. Novotny accrued an FSS escrow balance of \$621.17.

RESOLUTION NO. 4694

Commissioner Moravec moved that Resolution No. 4694 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE Monica Novotny”. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.2 Receive and File Proposed Agency Annual Plan-
- 5.3 Receive and File Proposed Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) – HUD annually requires the Housing Authority to update its Five-Year “Agency Plan”; the Public Housing program “Capital Fund Plan(s)”; the 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 30th). 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) - two (2) Section 8 participants and two (2) Public Housing participants attended RAB meeting. The bulk of the changes this year in both the AP and ACOP are updates addressing new HUD regulations, including: Lead Safe Housing Regulations applicable to both the Public Housing and Section 8 Housing Choice Voucher (HCV) and Project-Based Voucher Programs, and regulations regarding the implementation of a project-based voucher program applicable to both conventional Section 8 and HUD-VASH vouchers.

MOTION

Commissioner Moravec moved to receive the draft Agency Annual Plan update, including the revised Public Housing Capital Fund Plan, to authorize publication of Public Notice for public review and comment, and to schedule the Public Hearing for receipt of comment and final adoption of plan documents for June 21, 2018. Commissioner Hart seconded. The vote in favor was unanimous.

MOTION

Commissioner Moravec moved to receive the draft Public Housing ACOP and draft Section 8 Admin Plan, to authorize publication of Public Notice for public review and comment, and to schedule the Public Hearing for receipt of comment and final adoption of plan documents for June 21, 2018. Commissioner Hart seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 Unfunded Pension Liability Plan – A telephone conference was held with Nicolay Associates, Actuarial Consultants, retained by HACB to assist with analysis of the Unfunded Pension Liability (UPL) and development of a Pension Stabilization Policy. Nicolay consultants Eddie Lee and Gary Cline reviewed their work with the Board, the “CalPERS Miscellaneous Plan for the Housing Authority of the County of Butte (HACB) Pension Stabilization Strategy Study”, dated April 13, 2018. The presentation reviewed Pension Funding Status, advantages of Pension Pre-funding through a Section 115 Trust, a Summary of Funding Projections, and Key Assumptions, Projections and Risks associated with Rate of Return on Assets, as well as Comparisons of Prefunding Scenarios based on a \$1M Initial Trust Fund contribution. The Board discussed and directed Staff to further analyze pre-funding of Pension obligations using shorter amortization periods and pre-funding amounts ranging from \$1 to \$1.5 million. (Commissioner Hamman left the meeting at 4:15 p.m.)
- 7.2 Strategic Asset Plan and Development Opportunities – With Unfunded Pension Liability (UPL) issues framing future financial obligations, Executive Director Mayer brought up the affordable housing development opportunities that have been identified for Housing Authority participation in the area; one 37-unit senior project in Gridley, a 50-unit project in Chico targeting homeless veterans, and a 100-unit project in Chico targeting seniors and disabled. The projects hold potential for utilization of project-based Section 8 vouchers, and presume participation by the HACB through its instrumentality, BCAHDC, as general partner in the Limited Partnerships to be created. The Gridley project continues to move along timely and is looking at a July 2018 tax credit application date, with a delivery of units in late 2019. The Chico project, a partnership with the Veterans Resource Center, now looks more feasible with HUD’s recent award of (30) Section 8 HCV HUD-VASH vouchers. Executive Director Mayer anticipates having the Strategic Asset Plan completed by the end of summer, and also anticipates that two (2) development memorandums may be ready for next month’s Board Meeting.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

Commissioner Besser commended the City of Chico for its re-paving of streets in her neighborhood. Commissioner Hart affirmed the use of pictures in Board packets as helpful.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – May 17, 2018**
- 2018 NAHRO Washington, D.C. Conference – April 22 – 24, 2018
- 2018 Super Conference PSWRC NAHRO, Sacramento – May 21-23, 2018

13. ADJOURNMENT

Commissioner Hart moved that the meeting be adjourned. Commissioner Jones seconded. The meeting was adjourned at 4:40 p.m.

Dated: April 19, 2018.

Kate Anderson, Board Chair

ATTEST:

Edward S. Mayer, Secretary