

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

MEETING MINUTES OF July 21, 2022

The meeting was conducted via teleconference, web-conference and in person, as noticed.

Board Chair Pittman 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: Charles Alford (arrived 2:07p.m.), Robert Crowe, Larry Hamman, Rich Ober, David Pittman, Sarah Richter (connected via GoToMeeting at 2:03 p.m.), and Regina Sayles-Lambert (connected via GoToMeeting at 2:18p.m.); all attended in person with the exception of Commissioners Richter and Sayles-Lambert, who attended by means of web-conference.

Present for the Staff: Ed Mayer, Executive Director; Hope Stone, Finance Director; Larry Guanzon, Deputy Executive Director; Tamra Young, Administrative Operations Director; Marysol Perez, Executive Assistant; and Angie Little, Section 8 Housing Manager; all attended in person with the exception of Executive Director Mayer who attended by means of web-conference.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Ober moved that the Consent Calendar be accepted as presented. Commissioner Crowe seconded the motion. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Utility Allowances – The HACB completed its annual review of the area Utility Allowance (UA) schedules, used for administration of Section 8, tax-credit, and other income-based rental assistance programs. Utility Allowances must be reviewed annually, with adjustment required for any allowance that has changed more than 10%. Once again, the Utility Allowance review was conducted by consultant Management Resource Group, Inc. (MRG), using a blended engineering- and consumption-based methodology. By regulation, Public Housing residents will be provided a sixty (60) day comment period regarding changes to the UA's, with implementation effective 01/01/2023. Section 8 HCV program Utility Allowance implementation is effective

10/01/2021. Tax Credit Properties Utility Allowances are to be implemented within ninety (90) days of Board adoption. Gridley Farm Labor UA's will be implemented after Board and USDA approval.

MOTION

Commissioner Ober moved to implement Utility Allowances as proposed for the upcoming 2022-2023 year, Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.2 HACB Audit – The 2021 HACB independent public Audit was presented for approval. The Management Discussion and Analysis within the Audit provides a summary of the agency's programs and projects and operational consideration for the year. The audit includes financials for HACB's component units, the 501(c)(3) non-profit corporations Butte County Affordable Housing Development Corporation and Banyard Management. This was Finance Director Stone's first audit with the agency, for a year in which she had not yet been retained. Despite all the detail and complexities of the audit, there were no findings and no questioned costs.

MOTION

Commissioner Ober moved the HACB FY2021 Audit report be accepted as presented. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.3 Gridley Springs II Apartments Budget – The proposed operating budget for the 2023 year was presented, having been reviewed by the Budget Committee. The property is a State HCD regulated property, with a tax credit overlay. The budget will be submitted to HCD for review and approval and may vary in accordance with State requirements. The final budget version will be presented for Board approval incorporated into the Agency-wide Consolidated Budget to be presented at the September Board meeting.

RESOLUTION NO. 4869

Commissioner Hamman moved that Resolution No. 4869 be adopted by reading of the title only: "APPROVAL OF THE F/Y 2023 OPERATING BUDGET FOR GRIDLEY SPRINGS II". Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.4 2020A Bonds Budget – The proposed budgets were prepared by third-party property manager RSC & Associates in coordination with HACB staff and the Budget Committee. The budgets address the following six (6) properties: Alamont Apartments, Chico; Cordillera Apartments, Chico; Lincoln Apartments, Chico; Locust Apartments, Chico; Evanswood Apartments, Oroville, and Park Place Apartments, Oroville. These six properties are not HUD subsidized, but comprise the underwriting basis for the HACB's 2020A Bond issuance that secured \$9.2 million for HACB affordable housing activity. These budgets will be rolled into the Agency-wide Consolidated budget and presented to the Board at the September Board meeting.

RESOLUTION NO. 4870

Commissioner Hamman moved that Resolution No. 4870 be adopted by reading of the title only: “APPROVAL OF THE F/Y 2023 OPERATING BUDGET FOR GRIDLEY SPRINGS II”. Commissioner Crowe seconded. The vote in favor was unanimous.

5.5 Section 8 Housing Choice Voucher (HCV) – There was a discussion regarding increasing numbers of Section 8 program Accommodation requests, received from disabled households that had received a Section 8 Voucher, requesting an Initial Port such that they would not have to live in HACB’s jurisdiction for a year, a program requirement for out-of-jurisdiction applicants. The discussion was informational only, no action was taken.

5.6 Development Activity – Executive Director Mayer provided an update to development activity, including a summary spreadsheet and detailed memo identifying all current known affordable housing development projects in Butte and Glenn Counties.

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

None.

12. COMMISSIONERS’ CALENDAR

- **Next Meeting – August 18, 2022**
- **2022 National Conference & Exhibition – NAHRO Together: Advancing Our Communities, September 22-24, San Diego, CA.** Commissioners interested in attending the conference need contact Marysol Perez, Executive Secretary.

13. ADJOURNMENT

Commissioner Crowe moved that the meeting be adjourned. Commissioner Hamman seconded. The meeting was adjourned at 3:21 p.m.

Dated: July 21, 2022.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary