

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

MEETING MINUTES OF February 16, 2023

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 2:03 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Randy Coy, Rich Ober, David Pittman, Sarah Richter, and Regina Sayles-Lambert: all attended in person with the exception of Commissioner Richter, 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; Angie Little, Section 8 Housing Manager; Taylor Gonzalez, Project Manager and Marysol Perez, Executive Assistant; all attended in person.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Ober moved that the Consent Calendar be accepted as presented, Commissioner Sayles-Lambert seconded. Commissioner Coy abstained from voting due to being new to the Commissioner role.

4. CORRESPONDENCE

- 4.1 Commissioner Appointment – Commissioner Randy Coy was appointed by the Butte County Board of Supervisors (BOS) as representative for BOS District 2.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Banyard Management – The HACB has an ongoing Corporate Services Agreement with Banyard Management. Banyard Management contracts with the HACB to perform two kinds of services; corporate services, to maintain the corporate entity, and other services, which include asset management and property improvement

management. The 2023 billing rates for the Housing Authority were adopted in the Consent Calendar. The resolution proposes renewal of the Services Agreement, applying the adopted 2023 billing rates, and proposing \$16,500 in corporate services and \$100,000 in other services.

RESOLUTION NO. 4886

Commissioner Sayles-Lambert moved that Resolution No. 4886 be adopted by reading of title only: “BANYARD MANAGEMENT SERVICES AGREEMENT 2023 BILLING RATES AND SERVICES AUTHORIZATIONS”. Commissioner Alford seconded. The vote in favor was unanimous.

- 5.2 Butte County Affordable Housing Development Corporation (BCAHDC) – The HACB has an ongoing Corporate Services Agreement with BCAHDC. BCAHDC contracts with the HACB to perform two kinds of service; corporate services to maintain the corporate entity, and other services, which includes asset management and property improvement management. As previously mentioned, the 2023 billing rates for the Housing Authority were adopted in the Consent Calendar. The resolution authorizes renewal of the Services Agreement, applying the adopted 2023 billing rates, and authorization of \$20,000 in proposed corporate services and \$200,000 in other services.

RESOLUTION NO. 4887

Commissioner Coy moved that Resolution No. 4887 be adopted by reading of title only: “BUTTE COUNTY AFFORDABLE HOUSING DEVELOPMENT CORPORATION MANAGEMENT SERVICES AGREEMENT 2023 BILLING RATES AND SERVICES AUTHORIZATIONS”. Commissioner Ober seconded. The vote in favor was unanimous.

- 5.3 HUD Programs Household Income Determination – HACB is required to adopt a Passbook Savings Rate annually for purposes of determining participant household income in the HUD Public Housing, Section 8, and other HACB-administered tenant based rental assistance programs where actual or imputed income from assets is considered in calculation of total household income. HACB Deputy Executive Director Larry Guanzon and Property Manager Juan Meza surveyed local banks to determine the average passbook savings rate, ultimately recommending use of the National Savings Rate, which is consistent with past agency practice. The recommendation is to set Passbook Savings Rate at 0.33%/year, effective March 1, 2023.

MOTION

Commissioner Ober moved to set Passbook Savings Rate at .33% effective March 1, 2023, for purposes of determining participating household income in the HUD Public Housing, Section 8 HCV, and related rental-assistance programs in which imputed income is utilized in calculation of household income. Commissioner Sayles-Lambert seconded. The vote in favor was unanimous.

- 5.4 Section 8 Housing Choice Voucher (HCV) – During the January 19, Board of Commissioners meeting a discussion was held regarding disposition strategy for remaining Project Based Vouchers (PBV) authority; a commitment of (30) PBV’s to a Willows project failed, as the project lost its site control. At this meeting the Board of Commissioners expressed its inclination to see the remaining thirty (30) vouchers committed to the Town of Paradise jurisdiction. This was justified given the magnitude of housing stock lost via the Camp Fire Disaster. The Commissioners directed staff to bring forward a final proposal for deployment of the vouchers at the February meeting. Following Board of Commissioners guidance, HACB Staff recommended issuance of a Section 8 PBV Request for Proposals (RFP) for project-basing the remaining thirty (30) vouchers in the Town of Paradise. Staff estimates the thirty remaining vouchers could be allocated to one or two more properties. PBV awards would be based on readiness to proceed and leveraging of vouchers in generation of affordable housing opportunity. The allocation of these remaining vouchers will cap-out HACB’s PBV utilization.

MOTION

Commissioner Sayles-Lambert moved to direct issuance of Section 8 Voucher program RFP for project-basing of vouchers in the Town of Paradise, emphasizing readiness to proceed and the leveraging of affordable housing opportunity. Commissioner Coy seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

2023 NorCal/Nevada NAHRO Conference “Back in the Saddle, Post-Pandemic” January 23-24, 2023, Napa, CA - HACB Deputy Executive Director Larry Guanzon, Administrative Operations Director Tamra Young, Section 8 Housing Manger Angie Little, Property Manager Juan Meza, and other HACB staff attended. The conference was the first in person conference since 2020, and provided insight for current and future trajectory of HUD programs. Tamra Young shared that Angie Little and her “divided and conquered” the conference offerings, and that she enjoyed the Section 8 round table discussion the most - it provided resolutions and creative ideas for common agency issues.

Executive Director Edward Mayer and Deputy Executive Director Larry Guanzon attended the CAHA Conference in Sacramento on January 26-28, a report out will be provided during the March 16, 2023 meeting.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next Meeting – March 16, 2023**
- **2023 Washington Conference: NAHRO at 90: ADVOCATE; March 22-24, 2023, Washington, D.C.**

13. ADJOURNMENT

Commissioner Ober moved that the meeting be adjourned. Commissioner Alford seconded. The meeting was adjourned at 2:40 p.m.

Dated: February 16, 2023.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary