

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

MEETING MINUTES OF May 18, 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 2:00 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Randy Coy, Darlene Fredericks, David Pittman, Sarah Richter and Regina Sayles-Lambert; all attended in person with the exception of Commissioner 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; Angie Little, Section 8 Housing Manager; Taylor Gonzalez, Project Manager and Marysol Perez, Executive Assistant; all attended in person with the exception of Ed Mayer and Hope Stone, who attended by means of web-conference.

Others Present: Tina Rose, HACB Occupancy Specialist and OE#3 Union Steward, Bill Wathen, Glenn County HHS Deputy Director, and Janelle Kelly, Program Manager II, Glenn County Social Services; all attended in person with the exception of Janelle Kelly, who attended by means of web-conference.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

After Executive Director Mayer noted Item 3.14 regarding renewal of the State EDD Agreement, Commissioner Fredericks moved that the Consent Calendar be accepted as presented, including authorization of Resolution No. 4888. Commissioner Richter seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 Section 8 Project Based Voucher (PBV) – HACB issued a Request for Proposals (RFPs) for the project-basing of thirty (30) Section 8 HCV program vouchers in new developments within the Town of Paradise. The HACB received two proposals, from two different developers, seeking a total of 46 PBV’s. The proposals were reviewed by a Proposal Review Committee (PRC). All proposals were determined responsive and scored equally, both were supported by commitments of Town of Paradise CDBG-DR funds. The PRC recommended PBV awards to both developers, even though the allocation was sixteen units more than the thirty solicited in the RFP. As no other proposals were received, the HACB having available PBV capacity and holding discretionary authority to commit PBV’s via competitive process, it was determined in the interest of all concerned to support the two disaster recovery efforts sponsored by the Town of Paradise. The PBV recommendations are detailed in the table below:

Project Name	Area	Population	Total Units	# PBV’s	Developer
Clark Road Apts.	Paradise	Families	69	25	Kingdom Development
Northwind Senior Apts.	Paradise	Seniors	21	21	Pacific West Communities
TOTAL			90	46	

RESOLUTION NO. 4889

Commissioner Coy moved that Resolution No. 4889 be adopted by reading of title only: “SECTION 8 HCV PROGRAM PROJECT BASED VOUCHER AWARD”. Commissioners Richter seconded, the vote in favor was unanimous.

5.2 Fogg Avenue, Oroville – During the April 20th Board of Commissioners meeting, discussion was engaged regarding the Fogg Avenue, Oroville development initiative. To recap, the HACB owns a single-family home on 1.32 acres in Oroville, the property being rented since acquisition. With voluntary vacation of the property by the tenants, the property can be cleared in anticipation of site development as affordable housing. Analysis has determined that the site yields 18 units of housing; sixteen 1-bedroom units and two 2-bedroom units, in a one-story setting. The preliminary estimate of reimbursable pre-development costs are:

Site Preparation	\$ 50,000
Architecture & Engineering	\$450,000
Grants Applications	\$ 50,000
Out of pocket reimbursable pre-development expenses	\$550,000

Staff requested authorization to remove the structure from the property, and to solicit proposals for Architectural and Grant Packaging services.

MOTION

Commissioner Fredericks moved to authorize removal of the existing single-family residence, and authorize solicitation of architectural and grant consultant proposals. Commissioner Richter seconded, the vote in favor was unanimous.

- 5.3 Budgets – HACB Staff is seeks three (3) Commissioner volunteers to serve on the Budget Committee for the development of the 2024 agency-wide budgets. This year the Commissioners serving on the Budget Committee will include Commissioners Pittman, Ober, and Fredericks. Finance Director Stone will be sending out meeting invites to the committee. Two to three budget meetings are anticipated.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 Housing Authority of the County of Butte (HACB) – Last month the Board of Commissioners agreed to move forward with an orientation and visioning exercise, over the course of the next set of Board meetings. This month Executive Director Mayer reviewed HACB’s identity as a Public Agency, including information about the basis of the agency’s existence, its legal standing and jurisdiction, as well as review of the agency’s mission statement which follows: The mission of the Housing Authority of the County of Butte is to assist low-and moderate-income residents to secure and maintain quality affordable housing.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

- **Next Meeting – June 15, 2023**
- **Save the Date: PSWRC-NAHRO – Annual Conference: May 22-24, 2023**

13. ADJOURNMENT

Commissioner Richter moved that the meeting be adjourned. Commissioner Fredericks seconded. The meeting was adjourned at 3:12 p.m.

Dated: May 18, 2023.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary