

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

MEETING MINUTES OF July 20, 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 2:05 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Randy Coy, Darlene Fredericks, Rich Ober, David Pittman, Sarah Richter and Regina Sayles-Lambert; all attended in person with the exception of Commissioner Ober and Commissioner Sayles-Lambert, who attended by means of web-conference.

Present for the Staff: Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Tamra Young, Administrative Operations Director; Angie Little, Section 8 Housing Manager; and Taylor Gonzalez, Project Manager; all attended in person.

Others Present: Tiffany Lee, HACB Occupancy Specialist and OE#3 Union Steward; Frieda Conoly and Carolyn Fraser, 1200 Park Avenue Apartments residents, all who attended in person. Janelle Kelly, Glenn County HHSA, who attended by means of web-conference.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Executive Director Mayer noted that on the HACB Consolidated Income Statement dated May 31, 2023, there was a typo. YTD % should be 68% not 33.33%. Commissioner Fredericks moved that the Consent Calendar be accepted as presented. Commissioner Richter seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Utility Allowances – The HACB has completed its annual review of the Utility Allowances (UA’s) used for administration of HACB’s properties and programs. The Utility Allowance review was completed under contract by Management Resource Group, Inc. using a blended methodology, combining “engineering-based” and

“consumption-based” approaches. In comparison to last year’s UA’s, natural gas rates (PG&E) have lowered, with electric costs higher. Overall the UA’s, in general, went down, which in turn means higher rents. Other entities, who access government funding, also rely on HACB-provided area-wide UA’s. HACB added high-efficiency Utility Allowances for “new” development projects that are up to date with current energy codes.

MOTION

Commissioner Fredericks moved that the Utility Allowances for the upcoming 2023/2024-year: effective January 1, 2024 for the Public Housing program; effective October 1, 2023 for the Section 8 HCV Program; effective as of October 1, 2023 for the Gridley Farm Labor, subject to USDA approval; and effective within 90 days of Board approval for Tax Credit properties; be adopted as proposed. Commissioner Richter seconded. The vote in favor was unanimous.

- 5.2 Gridley Farm Labor Housing (FLH) Budget – The 2024 FLH budget was prepared by AWI, the third-party property management agent, in coordination with Deputy Director Guanzon and Finance Director Stone. Rents are projected to increase. However, increased rents will not affect tenants because most, if not all, receive a rental subsidy. HACB now receives a \$7,500 annual management fee due to change in property management from HACB to AWI. FLH occupancy continues to be a struggle. We submitted a waiver to lease to non-farmworker households. Currently waiting for response on waiver from USDA-RD. The UA’s approved at today’s Board meeting will be plugged into draft budget. Said budget will be submitted to USDA-RD for approval. Once approved budget comes back, it will be incorporated into HACB’s Agency-wide budget. There was also a Board discussion regarding the historical value of the wooden units at FLH, related to possible future disposition considerations and options.

RESOLUTION NO. 4894

Commissioner Alford moved that Resolution No. 4894 be adopted by reading of title only: “APPROVAL OF FISCAL YEAR 2024 BUDGET FOR THE USDA-RD FARM LABOR HOUSING PROGRAM”. Commissioner Sayles-Lambert seconded. The vote in favor was unanimous.

- 5.3 Gridley Springs II Apartments Budget – The 2024 Gridley Springs II (GSII) budget was prepared by Sackett, the third-party property management agent, in coordination with Deputy Director Guanzon and Finance Director Stone. The budget is a break-even budget due to regulations. The GSII budget must be submitted to USDA-RD for approval and the approved budget will be incorporated into HACB’s Agency-wide budget.

RESOLUTION NO. 4895

Commissioner Fredericks moved that Resolution No. 4895 be adopted by reading of title only: “APPROVAL OF THE FISCAL YEAR 2024 OPERATING BUDGET FOR GRIDLEY SPRINGS II APARTMENTS, 210 FORD AVENUE, GRIDLEY”. Commissioner Alford seconded. The vote in favor was unanimous.

- 5.4 Personnel – In accordance with the HACB Personnel Policy, the HACB Board approves, by Resolution, the number and description of positions. Management requested a change

to the organization structure of the Public Housing Department to address evolving workload, capacity, and skill level needs. The recommendation is to eliminate the Property Specialist position and the Client Services Specialist II position and add two Assisted Housing Specialist positions.

RESOLUTION NO. 4896

Commissioner Richter moved that Resolution No. 4896 be adopted by reading of title only: “RE-ORGANIZATION OF PUBLIC HOUSING DEPARTMENT”. Commissioner Coy seconded. The vote in favor was unanimous.

- 5.5 Kathy Court, Paradise – HACB has received two payments from the PG&E Bankruptcy Court’s Fire Victims Trust in the amount of \$822,703 and \$274,234. HACB has also received a commitment of \$2,724,004 of Town of Paradise CDBG-DR funds. Lastly the HACB has monies from its 2020A Series Multifamily Housing Pool Revenue Bond Fund sufficient to complete funding of the reconstruction of the Kathy Court Apartments, Paradise. The CDBG-DR commitment requires written evidence of the funding sources, such commitment to include the entirety of any claim monies received from the PG&E Fire Victims Trust. Resolution No. 4897 provides such evidence. Total cost of Kathy Court Apartments estimated at \$7,026,670 to rebuild the twelve (12) units lost in the Camp Fire.

RESOLUTION NO. 4897

Commissioner Fredericks moved that Resolution No. 4897 be adopted by reading of title only: “COMMITMENT OF PG&E BANKRUPTCY CLAIM SETTLEMENT FUNDS AND 2020A SERIES MULTIFAMILY HOUSING POOL REVENUE BOND FUNDS TOWARD THE RECONSTRUCTION OF THE KATHY COURT APARTMENTS, PARADISE”. Commissioner Alford seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

Frieda Conoly and Carolyn Fraser, 1200 Park Avenue Apartments residents, said that they are part of the Resident Activity Program group. The group’s mission is to provide activities to residents, in order to help with resident’s depression and feelings of isolation, especially post-Covid. Some of the activities including painting classes, etc. Ms. Conoly and Ms. Fraser attended to Board meeting to express some frustrations with property management related to use of common room areas, especially during daylight hours, given the age of residents, and access to the computer room, as well as lack of sufficient working computers for resident use. The Board expressed support of their cause. Deputy Executive Director Guanzon will follow-up with property management company regarding common area access and adding working computers to 1200 Park Avenue for resident use.

7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 Housing Authority of the County of Butte (HACB) – Strategic visioning has been postponed until the August Board meeting. Staff has been focused on completing the late audit. The audit is late due to Yardi implementation and auditor change. Executive

Director Mayer asked the Board to think about what areas of visioning that they wanted to focus on. Branding? Physical assets? Social Services?

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

Chair Pittman reported on the Mission Esperanza homeless project in Oroville. Also, that the City of Oroville is employing Community Navigators to assist with those needing assistance living on the streets.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

None.

12. COMMISSIONERS' CALENDAR

Executive Director Mayer turned in his resignation, effective June 30, 2024. An Executive Session will be placed on the August Board Agenda to begin Board succession planning discussions.

- **HACB Wide – Sexual Harassment Prevention Training, Wednesday August 16, 2023, 9:00 am -11:00 am**
- **Next Meeting – August 17, 2023**

13. ADJOURNMENT

Commissioner Alford moved that the meeting be adjourned. Commissioner Sayles-Lambert seconded. The meeting was adjourned at 3:49 p.m.

Dated: July 20, 2023.

David Pittman, Board Chair

ATTEST:

Edward S. Mayer, Secretary