

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

**MEETING MINUTES OF August 17, 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 2:25 p.m.

1. ROLL CALL

Present for the Commissioners: Charles Alford, Randy Coy, Darlene Fredericks, David Pittman, Sarah Richter; all attended in person

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

Others Present: Tina Rose, HACB Occupancy Specialist and OE#3 Union Steward; who attended in person.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Fredericks moved that the Consent Calendar, including Resolution No. 4898 “ADOPT STANDARD CHARGES TO RESIDENTS FOR CLEANING, REPAIR, REPLACEMENT AND MISCELLANEOUS CHARGES”, be accepted as presented, Commissioner Coy seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Kathy Court Apartments, Paradise – Authorization to enter into a construction contract with Modern Building, Inc. for the reconstruction of Kathy Court Apartments, Paradise was presented for approval. Three (3) contractor bids were received for this project. Modern Building, Inc. provided the lowest responsive bid, at \$4,522,265.00, Taylor Gonzalez, Project Manager noted that Modern’s bid came in slightly lower than the cost

estimate. The reconstruction will include a new two-story apartment building consisting of (2) one-bedroom/ one bath units, (8) 2 bedroom/1 bath units, and (2) 3 bedroom/1 bath units, including landscaping and repairs to the parking lot, producing 24 parking spaces. Project construction is expected to start in the fall 2023, with expected completion in Fall of 2024.

**\*RESOLUTION NO. 4899\***

Commissioner Coy moved that Resolution No. 4899 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO CONTRACT WITH MODERN BUILDING, INC. FOR THE RECONSTRUCTION OF KATHY COURT APARTMENTS, PARADISE”. Commissioner Fredericks seconded. The vote in favor was unanimous.

- 5.2 Personnel – During the July 2023 HACB Board meeting the Board approved the elimination of the Property Specialist and the Client Services Specialist II positions and addition of two (2) Assisted Housing Specialist positions, the action relating to organization of the Public Housing Department, driven by personnel changes, evolving workloads, and optimization of available capacities and skills. After the position approval, it was determined that the position descriptions themselves needed revision, and therefor brought forward to the Board for approval.

**\*RESOLUTION NO. 4900\***

Commissioner Richter moved that Resolution No. 4900 be adopted by reading of title only: “ADOPTION OF POSITION DESCRIPTION FOR ASSISTED HOUSING SPECIALIST”. Commissioner Fredericks seconded. The vote in favor was unanimous.

- 5.3 2020A Bonds Budget – The proposed budgets were prepared by RSC & Associates in coordination with HACB staff. 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 they comprise the basis with which the HACB underwrote its 2020A Bond Issuance, securing \$9.2 million for property rehab, acquisition, and other related affordable housing activity. Significant capital improvement needs that were identified in the Physical Needs Assessments are currently being addressed. These budgets will be rolled into the Agency Consolidated budget and presented to the Board at the September Board meeting.

**\*RESOLUTION NO. 4901\***

Commissioner Fredericks moved that Resolution No. 4901 be adopted by reading of title only: “APPROVAL OF THE FISCAL YEAR 2024 BUDGET FOR THE HOUSING AUTHORITY SERIES 2020A BOND-LEVERAGED PROPERTIES”. Commissioner Richter seconded. The vote in favor was unanimous.

- 5.4 IRS Section 115 Pension Plan – PARS, contract administrators of HACB’s IRS Section 115 Pension Trust, made a pension plan presentation to management on July 24th. Between assets managed at CalPERS, and assets managed in the Section 115 trust, the

Housing Authority's unfunded pension liability is fully funded. Because of the fully funded status, PARS has recommended changing the Pension Trust investment strategy, from "Moderate" to "Moderately Conservative", shifting investment emphasis towards the preservation of capital and reduction of risk.

**\*RESOLUTION NO. 4902\***

Commissioner Coy moved that Resolution No. 4902 be adopted by reading of title only: "IRS SECTION 115 EMPLOYEE BENEFITS FUND PENSION PLAN INVESTMENT STRATEGY SELECTION". Commissioner Richter seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

7.1 Housing Authority of the County of Butte (HACB) – Nothing new was prepared regarding Strategic visioning. Executive Director Mayer indicated a professional consultant was being retained to guide the Board through a strategic visioning process.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

Adjourned: 3:17 pm  
Reconvened: 3:53 pm

Commissioners and Executive Director Mayer were in attendance.

11.1 Government Code 54957: Conference Regarding Personnel Matter – Executive Director Ed Mayer provided written notice of his resignation as Executive Director as of June 30, 2024. Considerations for retention of a replacement were discussed.

11.2 Government Code 54957: Public Employment Performance Evaluation – Board initiated discussion of annual Executive Director performance review, continued to next meeting.

12. COMMISSIONERS' CALENDAR

- **Next Meeting – September 21, 2023**
- **NAHRO at 90 CELEBRATE: 2023 National Conference and Exhibition, New Orleans, LA – October 6 – 8, 2023**

13. ADJOURNMENT

Commissioner Coy moved that the meeting be adjourned. Commissioner Fredericks seconded. The meeting was adjourned at 3:54 p.m.

Dated: August 17, 2023.

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David Pittman, Board Chair

ATTEST:

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Edward S. Mayer, Secretary