

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

**MEETING MINUTES OF
April 17, 2025**

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

Chair Pittman called the meeting of the Housing Authority of the County of Butte to order at 2:02 p.m.

1. ROLL CALL

Present for the Commissioners: Randy Coy, Bob Crowe, Rich Ober, and David Pittman; all attended in person.

Present for the Staff: Larry Guanzon, Executive Director; Tamra Young, Deputy Executive Director; Hope Stone, Finance Director; Angie Little, Rental Assistance Programs Manager; Juan Meza, Public Housing Manager; Taylor Gonzalez, Project Manager; and Marysol Perez, Executive Assistant; all attended in person.

Others Present: Tiffany Lee, Special Programs Coordinator and Kiara Wells, Family Self-Sufficiency Graduate.

2. AGENDA AMENDMENTS

Executive Director Guanzon is requesting two (2) Agenda Amendments to agenda; the first amendment includes re-numbering agenda item 5.7 to 5.8 and the second amendment included adding item 5.7 Infill Incentive Grant Program of 2019 Lincoln Street Senior Apartments – Resolution 4957. HACB learned of resolution requirements and amendments after the Board packet had been prepared and gone out to the Board of Commissioners and the authorizations is required due to permanent loan closing happening before the next Board of Directors meeting.

MOTION

Motion to allow amendment to agenda and acceptance of modified agenda. Commissioner Crowe moved to amend agenda as presented. Commissioner Ober seconded. The vote in favor was unanimous.

MOTION

Motion to adopt amended agenda re-vising agenda item 5.7 and 5.8, and adding Resolution No. 4958. Commissioner Crowe moved to amend agenda as presented. Commissioner Ober seconded. The vote in favor was unanimous.

3. CONSENT CALENDAR

Commissioner Coy was hesitant about approving the financials presented in the consent calendar as he still has concerns, because of the significant adjustments from the last month. Finance Director Hope Stone replied that the numbers represent a snapshot in time and would review Commissioner Coy's specific concerns. Taylor Gonzalez, Program Manager shared that Mayer Commons completion has been delayed due to a delivery and installation issue with the cabinets, a reasonable estimate for project completion is now July 2025, a three-month delay to the project.

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

4. CORRESPONDENCE

4.1 Implementation of CDBG-DR MHP Preference Policy, Town of Paradise.

5. REPORTS FROM EXECUTIVE DIRECTOR

5.1 Election of Officers – Annual Election of Officers. Chair Pittman turned the meeting over to Executive Director/Board Secretary Guanzon, to conduct the annual election of Board Officers in accordance with HACB Bylaws. Executive Director Guanzon asked for nominations for the positions of Chair and Vice Chair for the year April 2025 through March 2026. Commissioner Ober nominated Chair Pittman to continue to serve as Chair, to which Commissioner Crowe seconded. No other nominations were made and nominations for Chair was closed. The vote in favor was unanimous, Chair Pittman was re-elected as Board Chair. Commissioner Crowe nominated Vice Chair Ober to continue to serve as Vice Chair, to which Chair Pittman seconded. The vote in favor was unanimous, Commissioner Ober was re-elected as Vice Chair of the Board. The re-elected Chair and Vice Chair were congratulated and thanked for their willingness to once again serve the Board of Commissioners of the Housing Authority. The meeting was turned over to Chair Pittman.

- 5.2 Family Self-Sufficiency (FSS Graduate) – Family Self- Sufficiency Graduate Kiara Wells was present for her recognition. Ms. Wells started the FSS program in April of 2025. During her time enrolled in the FSS program she became gainfully employed and increased her earned income. She still has some personal goals to fulfill and will be graduating with \$35,548.40 in escrow funds.

RESOLUTION NO. 4955

Commissioner Ober moved that Resolution No. 4955 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE KIARA WELLS”. Commissioner Coy seconded. The vote in favor was unanimous.

- 5.3 Family Self-Sufficiency (FSS Graduate) – Ms. Taylor enrolled in the FSS programs in May of 2020, her goal was to become gainfully employed and she fulfilled that. Currently she is taking a fitness course that will allow her to become a fitness instructor. Ms. Taylor graduates the program having secured \$6,912.81 in escrow funds.

RESOLUTION NO. 4956

Commissioner Coy moved that Resolution No. 4956 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE ROXANNA TAYLOR”. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.4 Section 8 Housing Choice Voucher – Deputy Director Young provided a Shortfall update for 2025 as well as an established Action Plan. At the moment this is information only and no action is required at the time. HACB staff will keep the Board updated as things progress.
- 5.5 Mayer Commons – Executive Director Guanzon and Project Manager Taylor Gonzalez discussed the process of securing property insurance for Mayer Commons. HACB staff has been working diligently on this task and has received two (2) quotes. The quotes received vary greatly in costs and both include property and general liability coverages. A policy has not been secured yet, but HACB staff continues to pursue all available options to secure coverage while construction of the project comes to completion.
- 5.6 Housing Authority of the County of Butte (HACB) – A draft of the Strategic Plan was presented for review. Commissioner Coy had a couple comments that will be relayed to the consultants for implementation. A final draft will be presented for approval during the next Board meeting.

- 5.7 Lincoln Senior Apartments, Oroville – The California Department of Housing and Community Development has awarded The Richmond Group of California and the HACB an Infill Infrastructure Grant IIG, in the amount of \$2,762,600. The proposed resolution authorizes Executive Director Guanzon to sign and submit to HCD and documents necessary to accept and implement the Conditional Award funds.

RESOLUTION NO. 4957

Commissioner Ober moved that Resolution No. 4957 be adopted by reading of title only: “AUTHORIZATION TO ACCEPT CONDITIONAL AWARD FUNDS INFILL INFRASTRUCTURE GRANT PROGRAM OF 2019 LINCOLN STREET SENIOR APARTMENTS, OROVILLE”. Commissioner Crowe seconded. The roll call vote in favor was unanimous.

- 5.8 Lincoln Senior Apartments, Oroville – The California Department of Housing and Community Development (HCD) has awarded The Richmond Group of California and the HACB an Infill Infrastructure Grant IIG, in the amount of \$2,762,600. The recipients of the funds are The Richmond Group and HACB. The Grant Award funds will be received by the HACB and passed through to The Richmond Group. proposed resolution authorizes Executive Director Guanzon to sign aa Conditional Award Funds-Pass Through Agreement.

RESOLUTION NO. 4958

Commissioner Ober moved that Resolution No. 4958 be adopted by reading of title only: “APPROVAL OF CONDITIONAL AWARD FUNDS PASS-THROUGH AGREEMENT INFILL INFRASTRUCTURE GRANT PROGRAM IIG LINCOLN SENIOR APARTMENTS, OROVILLE”. Commissioner Crowe seconded. The roll call vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

- 8.1 CalAHA Annual Meeting/Retreat March 24,2025, Solvang, CA – Executive Director Guanzon attended this one-day retreat in Solvang, CA, he shared it was a great networking opportunity.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

Adjourned: 3:15 p.m.

Reconvened: 3:26 p.m.

All of those identified in the role call were in attendance, with the exception of Tiffany Lee, Special Programs Coordinator and Kiara Wells, FSS Graduate.

- 11.1 Conference with Real Estate negotiator pursuant to California Government Code 5496.8 – Direction was provided to staff to further explore acquisition of property located at, Longfellow Apartments, Chico.
- 11.2 Conference with Real Estate negotiator pursuant to California Government Code 5496.8 – Direction was provided to staff to further explore acquisition of property located Chico, CA.

12. COMMISSIONERS' CALENDAR

- **Preventing Sexual Harassment Training: May 14, 2025, 9:00 a.m., HACB Training Room.**
- **Next Meeting – May 15, 2025**
- **PSWRC-NAHRO – Annual Conference: May 28-30, 2024, Fresno, CA**

13. ADJOURNMENT

The meeting was adjourned at 3:30 p.m.

Dated: April 17, 2025.

David Pittman, Board Chair

ATTEST:

Lawrence C. Guanzon, Secretary