

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

**MEETING MINUTES OF  
July 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 2:08p.m.

**1. ROLL CALL**

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

Present for the Staff: Larry Guanzon, Executive Director; Tamra Young, Deputy Executive Director; 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 Jasmine Taylor, Family Self-Sufficiency Graduate, *arrived 2:41 pm.*

**2. AGENDA AMENDMENTS**

Executive Director Guanzon is requesting an Agenda Amendment to agenda; the amendment includes adding item 5.9. FNC Corporate Banking Resolution, 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 to update new authorized signers with Financial Northeastern Companies (FNC). Adding the resolution is crucial due to the sensitive nature of having adequate updated authorized signers with FNC.

**\*MOTION\***

Motion to allow amendment to agenda including acceptance of modified agenda and adding item 5.9 Resolution No. 4969. Commissioner Ober moved to amend agenda as presented. Commissioner Richter seconded. The vote in favor was unanimous.

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### 3. CONSENT CALENDAR

Project Manager Taylor Gonzalez provided an update regarding Mayer Commons, Paradise; and the property insurance options, additionally anticipated leasing will be August 1<sup>st</sup>. Commissioner Richter asked if the Audit has been completed, unfortunately the audit is still in progress and the June 30<sup>th</sup> deadline was not met. Once again, agenda item 3.3 Financial reports were not included in this month's board packet due to the work that is still ongoing in the accounting department with the departure of the previous Finance Director. However, the accounting department with the help of CFO Consultant Marco Cruz are working diligently to provide financial reports in the near future.

Commissioner Richter moved that the Consent Calendar be accepted as presented. Commissioner Crowe seconded. *The approval of the consent calendar is without agenda item 3.3 Financial Reports.* The vote in favor was unanimous.

### 4. CORRESPONDENCE

Commissioner Pittman shared Mission Esperanza Oroville, Grand Opening date; July 25, 2025 at 11:30 am.

### 5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self-Sufficiency (FSS Graduate) – Ms. Paiva enrolled in the FSS program in October of 2019. Her initial goal was to earn her GED or high school diploma. She obtained her high school diploma in 2020 and drivers license in 2021, additionally she has maintained employment for several years. Ms. Paiva has maintained being proactive and continues to achieve her goals. Ms. Paiva graduates the FSS program having secured \$19,986.43 in escrow funds.

#### **\*RESOLUTION NO. 4961\***

Commissioner Richter moved that Resolution No. 4961 be adopted by reading of title only: "RECOGNITION OF FSS GRADUATE BRITTANY PAIVA". Commissioner Coy seconded. The vote in favor was unanimous.

- 5.2 Family Self-Sufficiency (FSS Graduate) – Ms. Taylor enrolled in the FSS program in July of 2020. She had multiple goals which included establishing strong credit, stable employment, and a positive environment for her children. She has been employed with CVS as a Pharmacy Technician. Ms. Taylor expressed profound gratitude and shared she is currently a student at Chico State and is hopeful to purchase a home with her escrow funds. Ms. Taylor graduates the FSS program having secured \$12,566.55.

**\*RESOLUTION NO. 4962\***

Commissioner Richter moved that Resolution No. 4962 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE JASMINE TAYLOR”. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.3 Public Housing Admissions and Continued Occupancy Policy (ACOP) and Section 8 Administrative Plan (AP) –  
5.4 Family Self-Sufficiency (FSS) –  
5.5 Agency Annual Plan and Five-Year Plan/Capital Fund Program –

As a public agency administering the HUD Low Income Public Housing and Section 8 Housing Choice Voucher programs, HACB is required to annually submit to HUD applicable agency and administrative plan documents 75 days prior to the end of HACB’s fiscal year. Draft revisions of the Public Housing Admissions and Continued Occupancy Policy (ACOP), Section 8 Housing Choice Administrative Plan (AP), (this year) Five-Year Plan, Annual Agency Plan, and Capital Fund Program, were received by the Board during the May 15, 2025 meeting, where they were accepted and authorized for issuance for public comment; the highlights for each plan/document include: description of progress in meeting HACB’s annual and 5-year goals, including new activity; refinement of Project Based Vouchers program policy in reflecting Development Activity, and changes reflecting HOTMA regulation. The changes recommended in the ACOP and Section 8 Admin Plan are suggested changes provided by policy consultant Nan-McKay. Since the May meeting there were only comments received from Legal Services regarding the Section 8 Admin Plan. Once approved by the HACB Board, the plans become effective October 1st.

**\*RESOLUTION NO. 4963\***

Commissioner Coy moved that Resolution No. 4963 be adopted by reading of title only: “ADOPTION OF PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP) AND SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN (AP)”. Commissioner Crowe seconded. The vote in favor was unanimous.

**\*RESOLUTION NO. 4964\***

Commissioner Coy moved that Resolution No. 4964 be adopted by reading of title only: “ADOPTION OF ACTION PLAN FOR SECTION 8 HOUSING CHOICE VOUCHER FAMILY SELF-SUFFICIENCY PROGRAM”. Commissioner Crowe seconded. The vote in favor was unanimous.

**\*RESOLUTION NO. 4965\***

Commissioner Coy moved that Resolution No. 4965 be adopted by reading of title only: “ADOPTION OF THE ONE-YEAR AND FIVE-YEAR AGENCY PLANS OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE”. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.6     Capital Fund – HUD awarded the HACB 2025 Public Housing Capital Fund Program funds in the amount of \$1,107,046.00. The HACB annually identifies its Capital Fund needs for its Public Housing properties in its Annual Plan and Five-Year Plan process. Staff recommends acceptance of the 2025 Public Housing Capital Fund monies.

**\*RESOLUTION NO. 4966\***

Commissioner Ober moved that Resolution No. 4966 be adopted by reading of title only: “ACCEPTANCE OF U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) 2024 PUBLIC HOUSING CAPITAL FUND PROGRAM FUNDS”. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.7     Gridley Farm Labor Housing (FLH) Budget – The Fiscal Year 2025-26 FLH budget was prepared by AWI, the third-party property management agent, in coordination with HACB Management. The budget will be submitted to USDA-RD for approval. Once approved budget comes back, it will be incorporated into HACB’s Agency-wide budget.

**\*RESOLUTION NO. 4967\***

Commissioner Richter moved that Resolution No. 4967 be adopted by reading of title only: “APPROVAL OF FISCAL YEAR 2025-26 BUDGET FOR THE USDA-RD FARM LABOR HOUSING PROGRAM”. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.8     Gridley Springs II Apartments Budget – The Fiscal Year 2025-26 Gridley Springs II (GSII) budget was prepared by Arrowhead Housing, the third-party property management agent, in coordination with HACB Management. The GSII budget must be submitted to HCD for review and approval, and the final version may vary due to new utility allowances and rent adjustments. The approved HCD budget will then be presented again for final approval along with the Agency-Wide Consolidated Budget at the September Board meeting.

**\*RESOLUTION NO. 4968\***

Commissioner Coy moved that Resolution No. 4968 be adopted by reading of title only: “APPROVAL OF THE FISCAL YEAR 2025-26 OPERATING BUDGET FOR GRIDLEY SPRINGS II APARTMENTS, 210 FORD AVENUE, GRIDLEY”. Commissioner Ober seconded. The vote in favor was unanimous.

- 5.9     FNC Corporate Banking Resolution – HACB learned of resolution requirements from FNC after the Board packet had been prepared and gone out to the Board of Commissioners. Adoption of resolution and authorizations is required to update new authorized signers with Financial Northeastern Companies (FNC). Adoption of the resolution is crucial due to the sensitive nature of having adequate updated authorized signers with FNC.

**\*RESOLUTION NO. 4969\***

Commissioner Crowe moved that Resolution No. 4969 be adopted by reading of title only: “FNC CORPORATE RESOLUTION CERTIFICATION”. Commissioner Ober 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 – CA043 PHAS Recovery Action Plan - In response to HUD's letter dated June 3, 2025 designating the HACB as a Troubled Agency, HACB staff worked on a proposed PHAS Recovery Action Plan. HUD has acknowledged receipt of action letter and knows the HACB's ultimate plan is to return to High Performer status as soon as possible.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

Adjourned: 3:39 p.m.

Reconvened 4:15 p.m.

Commissioners identified in the roll call and Executive Director Larry Guanzon were the only ones in attendance during executive session.

- 11.1 Public Employee performance evaluation pursuant to California Government Code section 54957 – Board initiated discussion of annual Executive Director performance evaluation review with Executive Director Guanzon. Discussion continued to next meeting.

12. COMMISSIONERS' CALENDAR

- **Next Meeting – Thursday, August 21, 2025**
- **NAHRO National Conference, Phoenix Convention Center | Phoenix, AZ | September 28-30, 2025**

13. ADJOURNMENT

The meeting was adjourned at 4:16 p.m.

Dated: July 17, 2025.

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David Pittman, Board Chair

ATTEST:

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Lawrence C. Guanzon, Secretary