

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

**MEETING MINUTES OF  
November 20, 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 2:02p.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; 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: Marco Cruz, CFO Consultant, Tiffany Lee, Special Program Coordinator, and Abe Galvan, Family Self Sufficiency Graduate.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Crowe moved that the Consent Calendar be accepted as presented. Commissioner Coy seconded. The approval of the consent calendar is with Commissioner Coy abstaining from the minutes approval as he was not present for the October meeting. The vote in favor was unanimous.

4. CORRESPONDENCE

- 4.1 Email: NAHRO Direct News: Congress Passes Clean CR, Ending Longest Shutdown in History.

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## 5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self-Sufficiency – Mr. Galvan enrolled in the FSS program in January of 2019. Rental Assistance Programs Manager, Angie Little had the pleasure of working with Mr. Galvan in the beginning. Special Programs Coordinator Tiffany Lee share that Mr. Galvan is a beautiful individual and since she began working with him in the FSS program he has had a clear and strong desire to succeed. He Actively continues to grow his landscaping business. Mr. Galvan also expressed gratitude for the program and shared that he doesn't have an education but if he can achieve his goals anyone can. Mr. Galvan graduates the FSS program having secured \$15,402.28 in escrow funds.

### **\*RESOLUTION NO. 4976\***

Commissioner Richter moved that Resolution No. 4976 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE ABRAM GALVAN”. Commissioner Ober seconded. The vote in favor was unanimous.

- 5.2 Section 8 Management Assessment Plan (SEMAP) – The HUD Section 8 Management Assessment Program (SEMAP) is a yearly required exercise, where HACB self-certifies its program performance in each jurisdiction it serves (Butte and Glenn Counties). SEMAP looks at voucher statistics; leasing rates, expenditures, compliance, distribution of vouchers throughout the community. Once again, the HACB will receive 100% of the possible points available, maintaining the High Performer Status.

### **\*RESOLUTION NO. 4977\***

Commissioner Ober moved that Resolution No. 4977 be adopted by reading of title only: “APPROVAL OF SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION”. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.3 Public Housing Flat Rents - Annually, the HACB must review its HUD Public Housing Flat Rent determinations. Public Housing tenants can choose one of two rent methods; either an “income-based rent”, which is calculated at roughly 30% of total household income, or a “Flat Rent”, which is based on marked considerations, and is set at not less than 80% of the applicable HUD-Determined Fair Market Rent (FMR) for the area. The idea behind Flat Rents is to increase income diversity in Public Housing, allowing higher income households that would otherwise be forced out of the program by virtue of higher incomes to remain in Public Housing.

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Currently there are six (6) Public Housing households that have selected the Flat Rent option out of the 345 households served in Public Housing. The action updates the Flat Rent Schedule for the 2026 operating year and becomes effective January 1, 2026.

**\*RESOLUTION NO. 4978\***

Commissioner Richter moved that Resolution No. 4978 be adopted by reading of title only: “DETERMINATION OF PUBLIC HOUSING FLAT RENTS”. Commissioner Coy seconded. The vote in favor was unanimous.

- 5.4     HACB Write-Offs - Annually the HACB records vacated tenant balances for doubtful accounts, reducing the net tenant accounts receivable shown on the balance sheet. The write-off debt this year is quite large \$272,673.63, due to old balances dating back to 4-5 years. The write-off accounts have been or will be sent to a collection agency for further actions. The write offs do not affect the financial standing of the agency.

**\*RESOLUTION NO. 4979\***

Commissioner Coy moved that Resolution No. 4979 be adopted by reading of title only: “WRITE-OFF UNCOLLECTIBLE ACCOUNTS RECEIVABLE”. Commissioner Crowe seconded. The vote in favor was unanimous.

- 5.5     Park Place Apartments, Oroville - On November 12<sup>th</sup> the HACB received four (4) bids for the Park Place Apartments Site Improvement Project; a project developed to improve site accessibility and site amenities. Billson Construction Company, Inc. provided the lowest responsive and responsible bid for this project. However, the bid exceeds the Independent Cost Estimate (ICE) by 44%. It is believed that the bids received exceeded ICE for three (3) reasons: additional work, site constraints and phased construction. Staff recommends entering into a construction contract with Billson Construction Company, Inc. in the amount of \$386,659.00.

**\*RESOLUTION NO. 4980\***

Commissioner Crowe moved that Resolution No. 4980 be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO CONTRACT WITH BILLSON CONSTRUCTION COMPANY, INC. FOR THE PARK PLACE APARTMETNS SITE IMPROVEMENTS PROJECT, OROVILLE”. Commissioner Ober seconded. The vote in favor was unanimous.

- 5.6     Recognition of Community Member – In honor of the 25<sup>th</sup> Anniversary of the Mi CASA program, located at the Gridley Farm Labor Housing property, the HACB is honoring Kathy McKenzie with the attached resolution and will be presented to her at the celebration in her honor on Friday November 21, 2025.

**\*RESOLUTION NO. 4981\***

Commissioner Richter moved that Resolution No. 4981 be adopted by reading of title only: “RECOGNITION AND CELEBRATION OF FOUNDER AND DIRECTOR OF THE MI CASA AFTERSCHOOL PROGRAM: KATHY MCKENZIE”. Commissioner Crowe seconded. The vote in favor was unanimous.

8.       SPECIAL REPORTS

None.

9.       REPORTS FROM COMMISSIONERS

None.

10.      MATTERS INITIATED BY COMMISSIONERS

None.

11.      EXECUTIVE SESSION

Adjourned:    2:54 p.m.

Reconvened:  3:15 p.m.

Executive Director Guanzon; Taylor Gonzalez, Program Manager; Marysol Perez, Executive Assistant; and all HACB Commissioners identified in the roll call were in attendance.

- 11.1    Government Code 54956.8: Conference with Real Estate Negotiator – Direction was provided to staff regarding property located at Evanswood Apartments, Oroville.

12. COMMISSIONERS' CALENDAR

- **Celebrating 25 Years of Mi C.A.S.A., Friday, November 21, 2025**
- **Save the date: HACB Holiday Luncheon Monday December 15, 2025**
- **Save the Date: January 25-27, 2026 NorCal/Nevada NAHRO 2026 Annual Conference, Napa, CA**

13. ADJOURNMENT

The meeting was adjourned at 3:18 p.m.

Dated: November 20, 2025.

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David Pittman, Board Chair

ATTEST:

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Lawrence C. Guanzon, Secretary