

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

**MEETING MINUTES OF  
May 21, 2026**

*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 2:36 p.m.

1. ROLL CALL

Present for the Commissioners: Bob Crowe, Laurel Faulk, Tim Merrill, David Pittman, Sarah Richter, and Jean Snow; all attended in person.

Present for the Staff: Larry Guanzon, Executive Director; Tamra Young, Deputy Executive Director; Angie Little, Rental Assistance Programs Manager; Juan Meza, Public Housing Manager; Taylor Gonzalez, Project Manager; Marco Cruz, CFO Consultant; and Tiffany Lee, Special Programs Coordinator (5.1); all attended in person.

Present for the Public: Theresa Volk, FSS Graduate attended in person for 5.1.

2. AGENDA AMENDMENTS

Commissioner Richter moved that item (5.1) Family Self-Sufficiency be moved to before (3.) Consent Calendar. The consensus in favor was unanimous.

- 5.1 Family Self-Sufficiency (FSS) Graduate – Family Self-Sufficiency Graduate Theresa Volk, and her child, were present for her recognition. Ms. Volk enrolled in the FSS program on December 1, 2025. During Ms. Volk’s enrollment in the FSS program, she has secured full-time employment and has consistently pushed herself toward self-sufficiency; She has completed her FSS Individual Training and Service Plan, as well as the FYI program. She graduates the FSS program having secured \$3,876.03 in escrow funds.

*Housing Authority of the County of Butte  
Board of Commissioners  
Minutes – Meeting of May 21, 2026*

**\*RESOLUTION NO. 4991\***

Commissioner Richter moved that Resolution No. 4991 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE THERESA VOLK”. Commissioner Crowe seconded. The vote in favor was unanimous.

3. CONSENT CALENDAR

3.1 Deputy Executive Director Young updated the Board on Ms. Garcia. She is in process of transitioning from Public Housing to Section 8. No further complaints from Ms. Garcia to date.

3.3 CFO Consultant Marco Cruz commented on the Financials:

- Audits: Continuing to work on 2025FYE audit. HACB has received the draft audit. Final audit will be submitted to HUD on time (by June 30<sup>th</sup>) and will be presented at the June or July Board meeting.
- Accounting procedures: CFO Consultant Cruz has added budget(s) in Yardi for tracking ease and a month-end checklist for Accounting staff. He has also assigned back-up payroll duties to one of the Accounting staff and conducted a deep analysis of both EHV and HCV, which determined that most of the cash of both programs is on the unrestricted side.
- Financials: Business activities include a \$1.3M pass-through grant and is close to budget for the quarter. In the HCV program, net income was close to budget. EHV and ROSS grant (FSS) are tracking to be close to zero at fiscal year-end. Both the 2026 Public Housing operation funds and capital fund grant also need to be expended fully or HUD will recapture.
- GASB 68 Revised Report: It was discovered that incorrect payroll amounts had been submitted to the actuaries for the September 30, 2025 GASB 68 report. The payroll amounts are included on the audit report but are informational only. The actuaries were given the new payroll amounts and HACB received an updated GASB 68 report. The revised report was presented to the Board for record. The restated payroll numbers are as follows: HACB-covered payroll was changed from \$4,059,661 to \$2,800,469, changing HACB’s proportionate share of the net pension liability from 112.16% to 162.59%.

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

4. CORRESPONDENCE

4.1 Tim Merrill was introduced and welcomed as the new HACB Commissioner.

5. REPORTS FROM EXECUTIVE DIRECTOR

5.2 HACB Procurement Policy – The HACB has completed a comprehensive update to its Procurement Policy to ensure compliance with current federal procurement regulations, HUD guidance, and federal funding requirements. This is the first major overhaul of the HACB Procurement Policy since 2007. The policy utilizes the sample procurement policy template, as provided by HUD. The revised policy also incorporates requirements associated with Build America, Buy America (BABA) Act. The BABA amendment establishes domestic preference requirements for certain federally funded infrastructure and construction-related projects and is necessary to maintain compliance with certain funding requirements.

**\* RESOLUTION NO. 4992\***

Commissioner Richter moved that Resolution No. 4992 be adopted by reading of title only: “RESOLUTION ADOPTING A REVISED PROCUREMENT POLICY AND BUILD AMERICA, BUY AMERICA (BABA) AMENDMENT”. Commissioner Crowe seconded. The vote in favor was unanimous.

5.3 Employment Development Department (EDD) – The EDD contract renewal requires Board authorization. The contract will provide HACB access to employment information services for applicants and participants from July 1, 2026 through June 30, 2026. The contract terms as essentially the same as in previous years.

**\*RESOLUTION NO. 4993\***

Commissioner Richter moved that Resolution No. 4993 be adopted by reading of title only: “AUTHORIZATION TO EXECUTE AGREEMENT WITH THE STATE OF CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT FOR PURPOSES OF ACCESS TO APPLICANT AND CLIENT INFORMATION”. Commissioner Crowe seconded. The vote in favor was unanimous, except Commissioner Faulk who was out of the room for a moment (at the time of the vote).

5.4 Budgets – Annual budgeting cycle is about to commence. No more than three (3) commissioners are needed for budgeting process. Commissioner Crowe volunteered to be part of budgeting committee. Commissioner Richter recommended Commissioner Ober to be the other participant, with herself as alternate. Executive Director and CFO Consultant will coordinate meeting dates and times with the committee.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

Chair Pittman shared findings related to bus service issues from the BCAG meetings. He recommended that HACB consider transit turnaround areas related to any future development projects that we may become involved with.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

Adjourn: 4:08 p.m.

Reconvene: 5:20 p.m.

11.1 Government Code 54956.8: Conference with real estate negotiator – Direction was provided to staff related to Evanswood Apartments, Oroville CA.

11.2 Government Code 54957: Public Employment Performance Evaluation – Board initiated discussion of annual performance evaluation with Executive Director Guanzon. Discussion continued at next meeting.

12. COMMISSIONERS' CALENDAR

- **PSWRC-NAHRO – Annual Conference: May 27-29, 2026, Santa Barbara CA**
- **Next Meeting: June 18, 2026**

13. ADJOURNMENT

The meeting was adjourned at 5:25 p.m.

Dated: May 21, 2026.

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David Pittman, Board Chair

ATTEST:

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Lawrence C. Guanzon, Secretary