



**Regional Housing Authority of Sutter and Nevada Counties**

1455 Butte House Road, Yuba City, CA 95993

Phone: (530) 671-0220, Toll Free: (888) 671-0220

TTY: (866) 735-2929 | Fax: (530) 673-0775

Website: [www.rhasnc.org](http://www.rhasnc.org)

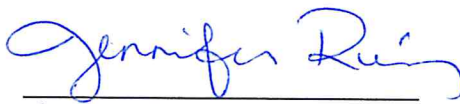
January 4, 2017

TO: Chairperson Martha Griese  
Commissioner Diane Hodges  
Commissioner Brian Foss  
Commissioner Manny Cardoza  
Commissioner Charles Epp  
Commissioner Dan Miller  
Commissioner Suzanne Gallaty  
Commissioner Luis Uribe  
Commissioner Ron Sullenger  
Commissioner Toni Benson  
Commissioner John Loudon  
Commissioner Doug Lofton  
Commissioner Mike Leahy

Sutter County Board of Supervisors  
Nevada County Board of Supervisors  
Yuba County Board of Supervisors  
Colusa County Board of Supervisors  
City Council, Live Oak  
City Council, Yuba City  
City Council, Colusa  
Appeal-Democrat  
Duane Oliveira, Legal Counsel  
SCEA  
Terrel Locke, City of Yuba City  
Darin Gale, City of Yuba City  
The Union  
Rob Choate, County of Nevada  
Kara Gash, Sutter County Health Division

**NOTICE OF SPECIAL MEETING  
January 11, 2017**

You are hereby notified that the Commissioners of the Regional Housing Authority of Sutter and Nevada Counties are called to meet in Special Session at **12:15 PM on Wednesday, January 11, 2017 at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**

*for*   
\_\_\_\_\_  
Gustavo Becerra  
Executive Director

s: No011117



*The Housing Authority is an equal opportunity employer and housing provider.*



AGENDA  
SPECIAL MEETING  
OF THE BOARD OF COMMISSIONERS OF  
REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES  
**Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991**  
**January 11, 2017, 12:15 PM**

- A. CALL TO ORDER: ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. PUBLIC PARTICIPATION: Members of the public shall be provided with an opportunity to address the Board on items of interest that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring something before the Board that is not on the agenda may do so at this time; however, State law provides that no action may be taken on any item not appearing on the posted Agenda.1481
- D. AWARDS AND PRESENTATIONS:
  - 1. Family Self-Sufficiency Graduate Elda Medina
- E. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion, unless members of the Board request specific items to be discussed or removed from the Consent Calendar for individual action.

NONE
- F. OLD BUSINESS: Discussion/Possible Action: NONE
- G. NEW BUSINESS: Discussion/Possible Action:
  - 2. Resolution 17-1479, Authorization to Sign CSBG-Contract 2017SCSBG-06 in the amount of \$10,000 pg. 1
  - 3. Resolution 17-1480 – Family Self-Sufficiency Graduate Elda Medina pg. 2
  - 4. Approval of Pest Control Contract pg. 3
  - 5. Resolution 17-1481 – Annual Administrative PHA Plan pg. 4

6. Resolution 17-1482 – Civil Rights Certification pg. 6
7. Resolution 17-1483 – Kingwood Commons Collection Loss Write-Off pg. 7
8. Resolution 17-1484 – HCV Fraud Recovery Collection Loss Write-Off pg. 9

H. ADMINISTRATIVE REPORT:

9. Administrative Update

I. HOUSING COMMISSIONERS' COMMENTS:

- J. EXECUTIVE SESSION: May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.

K. NEXT MEETING:

L. ADJOURNMENT



**Regional Housing Authority of Sutter and Nevada Counties**

1455 Butte House Road, Yuba City, CA 95993  
Phone (530) 671-0220, Toll Free: (888) 671-0220  
TTY: (866) 735-2929 Fax (530) 673-0775  
Website: www.rhasnc.org

**RESOLUTION 17-1479**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES AUTHORIZING THE SIGNATURE OF CSBG CONTRACT – 2017SCSBG-06 FOR \$10,000 GRANT RECEIVED IN SUPPORT OF FAMILY-SELF SUFFICIENCY CONTRACT**

**WHEREAS**, the Regional Housing Authority of Sutter and Nevada Counties (Authority) operates a Section 8 Family Self-Sufficiency Program pursuant to the United States Department of Housing and Urban Development (HUD) regulations; and

**WHEREAS**, HUD requires the Authority assist families in developing self-sufficiency and eliminating the need for government assistance; and

**WHEREAS**, the Sutter County Community Action Agency has awarded the Authority \$10,000 from the Community Services Block Grant (CSBG) for the purpose of providing supportive services to the families residing in Sutter County; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorizes the Executive Director to sign CSBG Contract – 2017SCSBG-06 for the purpose of drawing the funds necessary to assist those families who reside in Sutter County.

This Resolution is to take effect immediately.

This Resolution is presented at the Special Meeting of the Board of Commissioners, passed and adopted this 11<sup>th</sup> day of January 2017, by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: \_\_\_\_\_  
Martha Griese, Chairperson

(SEAL)





**Regional Housing Authority of Sutter and Nevada Counties**

1455 Butte House Road, Yuba City, CA 95993

Phone: (530) 671-0220, Toll Free: (888) 671-0220

TTY: (866) 735-2929, Fax: (530) 673-0775

www.rhasnc.org

**RESOLUTION 17-1480**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY  
OF SUTTER AND NEVADA COUNTIES EXPRESSING RECOGNITION OF THE ACHIEVEMENTS OF  
Elda Medina**

**WHEREAS**, the Regional Housing Authority of Sutter County encourages Housing Choice Voucher participants to enroll in the Family Self-Sufficiency (FSS) Program; and

**WHEREAS**, Elda Medina started in this program on 12/01/2010 and set goals for herself to become a Medical Assistant.

**WHEREAS**, Elda Medina met her goals by 11/01/2016 and received sufficient earned income to generate an escrow account in the amount of \$11,277.62; and

**WHEREAS**, Elda Medina has now "graduated" from the FSS program;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties congratulates Elda Medina for her determination to progress to a life that is independent of government assistance and conveys their best wishes for success in all her future endeavors.

**This Resolution was approved at the special meeting of the Board of Commissioners, this 11<sup>th</sup> day of January 2017.**

**AYES:**

**NAYS:**

**ABSTAINED:**

**ABSENT:**

**ATTEST:** \_\_\_\_\_  
Chairperson, Martha Greise



*The Housing Authority is an equal opportunity employer and housing provider.*



2

**REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES  
STAFF REPORT**

**Date:** January 04, 2017  
**To:** Board of Commissioners  
**From:** Tom Goodwin, Operations Manager

---

**SUBJECT:** Pest Control services contract  
**RECOMMENDATION:** Approve one year contract, with additional four 1-year extensions  
**FISCAL IMPACT:** \$37,107, each year  
\$185,535 includes four 1-year extensions

---

**Overview** – Every three to five years, HUD requires Housing Authorities to submit a Request for Proposal for pest control services. Staff mailed out packets to 24 potential contractors, in which four were received back from the mail service. There was a mandatory meeting where three eligible contractors showed up. Only one contractor, Right Way Pest Control, turned in a bid. They are our current pest control company and have been for the past five years.

Right Way Pest Control, Biggs California

FYE 2017 – \$ 37,107  
FYE 2018 – \$ 37,107  
FYE 2019 – \$ 37,107  
FYE 2020 – \$ 37,107  
FYE 2021 – \$ 37,107  
Total – \$ 185,535


**RECOMMENDATION:**

Based on Right Way Pest Control's current pricing, experience, and ability to quickly respond to staff for services, it is recommend that the Board of Commissioners of Regional Housing Authority of Sutter and Nevada Counties, approve the selection of Right Way Pest Control for a one-year contract with four potential, one- year extensions.

Prepared by:

Submitted by:

 1/3/16  
\_\_\_\_\_  
Tom Goodwin, Operations Manager

  
for \_\_\_\_\_  
Gustavo Becerra, Executive Director



**Certification of Compliance with  
PHA Plans and Related Regulations  
(Small PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 02/29/2016

**Resolution 17-1481  
PHA Certifications of Compliance with the PHA Plans and Related Regulations  
including Civil Rights and PHA Plan Elements that Have Changed**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or  Annual PHA Plan for the PHA fiscal year beginning 2017, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):
  - 903.7a Housing Needs
  - 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
  - 903.7c Financial Resources
  - 903.7d Rent Determination Policies
  - 903.7h Demolition and Disposition
  - 903.7k Homeownership Programs
  - 903.7r Additional Information
    - A. Progress in meeting 5-year mission and goals
    - B. Criteria for substantial deviation and significant amendments
    - C. Other information requested by HUD
      - 1. Resident Advisory Board consultation process
      - 2. Membership of Resident Advisory Board
      - 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
  6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
  7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
  8. For a PHA Plan that includes a policy for site based waiting lists:
    - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
  10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
  11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
  12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
  13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
  14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
  15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
  16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
  17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
  18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
  19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
  20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
  21. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Regional Housing Authority Sutter & Nevada Counties  
PHA Name

CA048  
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20   - 20  

Annual PHA Plan for Fiscal Year 20    

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)**

Name of Authorized Official	Title
Martha Griese	Chairperson, RHASNC
Signature	Date

5



**Civil Rights Certification**  
*(Qualified PHAs)*

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0226  
Expires 02/29/2016

**Civil Rights Certification**

**Annual Certification and Board Resolution**

**RESOLUTION 17-1482**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Regional Housing Authority of Sutter & Nevada Counties CA048

\_\_\_\_\_  
PHA Name

\_\_\_\_\_  
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

\_\_\_\_\_  
Name of Authorized Official

Martha Griese

\_\_\_\_\_  
Title Chairperson

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Regional Housing Authority of Sutter and Nevada Counties**

1455 Butte House Road, Yuba City, CA 95993  
Phone (530) 671-0220, Toll Free: (888) 671-0220  
TTY: (866) 735-2929 | Fax (530) 673-077  
Website: www.rhasnc.org

RESOLUTION 17-1483

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES AUTHORIZING KINGWOOD COMMONS APARTMENTS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$1,805.25

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties operates Kingwood Commons pursuant to Section 8 regulations; and

WHEREAS, operations of Kingwood Commons includes the collection of monthly rental amounts; and

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending January 31, 2017 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$1,805.25.

This Resolution is to take effect immediately.

This Resolution is presented at the Special Meeting of the Board of Commissioners, passed and adopted this 11<sup>th</sup> day of January, 2017 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: \_\_\_\_\_

Martha Griese, Chairperson

(SEAL)



*The Housing Authority is an equal opportunity employer and housing provider.*



7

Kingwood Commons  
 1340 Gray Avenue, Yuba City  
 Collection Loss Write Off  
 Period: January 2017

<u>Tenant</u>	<u>Apartment</u>	<u>Move In</u>	<u>Date</u>	<u>Move Out</u>	<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fee's</u>	<u>Damages</u>	<u>Utilities</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>				
T0005209	3	01/02/14	10/13/16		\$ 641.00	\$ 874.00	\$ -	\$ 694.50	\$ -	\$ -	\$ 1,568.50	No				
T0005012	30	05/28/13	10/24/16		\$ 1,282.00	\$ -	\$ -	\$ 236.75	\$ -	\$ -	\$ 236.75	No				
											<b>\$ 874.00</b>	<b>\$ -</b>	<b>\$ 931.25</b>	<b>\$ -</b>	<b>\$ 1,805.25</b>	<b>Total Write Off</b>

Deceased \*

Tenants listed with Payback Agreement's failed to honor the Agreement.

Utility costs incurred by PHA from tenant move-in date until transferred to tenant's name. Those charges are then billed to the tenant.

Exhibit A







**Regional Housing Authority of Sutter and Nevada Counties**

1455 Butte House Road, Yuba City, CA 95993  
Phone (530) 671-0220, Toll Free: (888) 671-0220  
TTY: (866) 735-2929 Fax (530) 673-0775  
Website: www.rhasnc.org

RESOLUTION 17-1484

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES AUTHORIZING HOUSING CHOICE VOUCHER FRAUD RECOVERY COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$349.00

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties operates the Housing Choice Voucher program for Sutter, Nevada, Yuba and Colusa Counties; and

WHEREAS, operations of the Housing Choice Voucher program includes assisting families who are low income; and

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties makes every attempt to collect outstanding balances due to fraud; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending January 31, 2017 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$349.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Special Meeting of the Board of Commissioners, passed and adopted this 11<sup>th</sup> day of January, 2017 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Martha Griese, Chairperson

(SEAL)



*The Housing Authority is an equal opportunity employer and housing provider.*



9

HCV Fraud Recovery  
Collection Loss Write Off  
Period: January 2017

<u>Tenant</u>	<u>HAP</u> <u>Fraud Recovery Amount Owed</u>	<u>Late</u> <u>Fee's</u>	<u>NSF</u> <u>Fee's</u>	<u>Legal</u> <u>Fee's</u>	<u>Total</u> <u>Owed</u>	<u>Payback</u> <u>Agreement</u>
T0006069	\$ 349.00	\$ -	\$ -	\$ -	\$ 349.00	Yes
	\$ 349.00	\$ -	\$ -	\$ -	<b>\$ 349.00</b>	<b>Total Write-Off</b>

Tenants listed with Payback Agreement's failed to honor the Agreement.