



Regional Housing Authority of Sutter and Nevada Counties

1455 Butte House Road, Yuba City, CA 95993

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September 28, 2016


TO: Chairperson Martha Griese
Commissioner Diane Hodges
Commissioner Brian Foss
Commissioner Preet Didbal
Commissioner Charles Epp
Commissioner Dan Miller
Commissioner Suzanne Gallaty
Commissioner Luis Uribe
Commissioner Ron Sullenger
Commissioner Mark Marshall
Commissioner John Loudon
Commissioner Roger Abe
Commissioner John Nicoletti
Commissioner Toni Benson

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 REGULAR MEETING

October 5, 2016

You are hereby notified that the Commissioners of the Regional Housing Authority of Sutter and Nevada Counties are called to meet in Regular Session at **12:15 PM on Wednesday, October 5, 2016 at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**



Gustavo Becerra
Executive Director

s: No10052016



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



AGENDA
REGULAR 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
October 5, 2016, 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.
- D. AWARDS AND PRESENTATIONS: NONE
- 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.
 - 1. Approval of Minutes – September 7, 2016 pg. 1
- F. OLD BUSINESS: Discussion/Possible Action: NONE
- G. NEW BUSINESS: Discussion/Possible Action:
 - 2. Recommendation of Approval of Bid for Devonshire Apartments pg. 7
 - 3. Resolution 16-1466 -Approval of Housing Choice Voucher Payment Standards pg. 9
 - 4. Resolution 16-1467 -Approval of Public Housing Flat Rate Rents pg. 11
- H. ADMINISTRATIVE REPORT:
 - 10. Occupancy/Eligibility Update pg. 13
 - 11. Maintenance Update pg. 16

12. Finance Update

pg. 17

11. Planning and Community Development/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

Ag100516

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Minutes

Regular Board Meeting

September 7, 2016

ITEM NO. A - CALL TO ORDER:

Chairperson Martha Griese called the meeting to order at the Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.

ITEM NO. A - ROLL CALL:

Chairperson Martha Griese, Commissioners Ron Sullenger Charles Epp, Preet Didbal, Diane Hodges, Suzanne Gallaty and Luis Uribe were present. Commissioners Brian Foss and Dan Miller were absent. Legal Counsel Duane Oliveira arrived later in the meeting. Special Legal Counsel Brant Bordsen was present for Executive Session (Closed Session).

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Assistant Planning and Community Development Manager Rebecca Flores led the Pledge of Allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D. AWARDS AND PRESENTATIONS: NONE

ITEM NO. E.1. – CLOSED SESSION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO SUBDIVISION (b) OF GOVERNMENT CODE 54956.9, ANTICIPATED LITIGATION: ONE (1) CASE:

Special Legal Counsel Brant Bordsen reported there are competing claims between Linda Nichols, the former Executive Director of the Authority, and the Housing Authority. While in Closed Session the Board voted unanimously to approve a settlement on certain specified terms but because the settlement is not yet approved by the other side, those terms are not public but they have been noted to the Executive Director, Special Legal Counsel and General Counsel. The motion authorized settlement on those terms between the Authority and Ms. Nichols and authorized the Executive Director to sign that settlement agreement without further action of the Board provided those terms are met.

ITEM NO. F.2. - CONSENT CALENDAR:

Commissioner Sullenger made a motion to approve the Consent Calendar as submitted. Commissioner Uribe made the second. All were in favor by voice vote. Commissioners Hodges and Gallaty abstained.

ITEM NO. G. – OLD BUSINESS: NONE

ITEM NO. H. 3. – RESOLUTION 16-1460, ADOPTION OF THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN:

Pattra Runge, Occupancy Manager, stated HUD came out with new streamline regulations that effected many areas of the program. A few of those areas include income verification and how a family is terminated from the program.

Jeff Cowen, Nevada County coordinating council working with homeless issues, stated there were some concerns regarding the Housing Choice Voucher application process for those residing in Nevada County. Some of the concerns include the difficulty for Nevada County resides to access the internet. Mr. Cowen said there are many families and individuals who are homeless or disabled and do not have access to the internet as well as areas of Nevada County that are so rural there is no internet access available. Mr. Cowen also expressed concerns regarding the online applications only and the first come, first placed on the waiting list. He also mentioned it would be in the best interest to reinstate the homeless preference.

Mrs. Runge expressed there are alternatives to the application process. Reasonable accommodations have been offered to all jurisdictions such as a paper application alternative. She shared staff have offered to go to different areas of Nevada County to help those in need with the application process. Mrs. Runge stated the waiting list will be open for two weeks and staff is anticipating anywhere between 2,000 and 3,000 applications. She shared the online application process in not part of this administrative plan update, that process was previously approved.

Occupancy Manager Alisha Parker shared she has been in contact with many service providers in Nevada County and has stated she will let them know when the applications will be available.

Mrs. Runge stated staff have been working with a housing model called Bridges to Housing. This model provides enhanced services to those who are homeless. She explained the new model will benefit the homeless when it comes to receiving the appropriate points for the waiting list. Mrs. Runge explained housing is just one of the many services the homeless will receive being involved with Bridges to Housing.

Mrs. Runge said the waiting list is compiled by preferences and then by date and time. She said changes to the preference points will be allowed during the time a family or individual is on the waiting, not just at the time of application.

Mr. Cowen express a concern with the date and time process as those applicants with computer access will get their applications in quicker than those who are submitting a paper application. Mrs. Runge shared the last time the waiting list was open faxes were received quicker than those bringing their applications into the office, so there is always going to be some type of scenario where you can say someone has an advantage over others. Mrs. Parker said 211 in Nevada County has offered to fill out applications for those people who do not have access to a computer.

Commissioner Hodges stated the process should be tried and if there are modifications that

need to be made, they can be made during the next update.

Commissioner Epp made a motion to approve Resolution 16-1460, Adoption of the Housing Choice Voucher Administrative Plan. Commissioner Didbal made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Martha Griese, Commissioners Luis Uribe, Ron Sullenger, Charles Epp, Susanne Gallaty, Diane Hodges and Preet Didbal
Nays: None
Abstain: None
Absent: Commissioners Brian Foss and Dan Miller

ITEM NO. H. 4. – RESOLUTION 16-1461, ADOPTION OF THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP):

Mrs. Runge stated this resolution is for Public Housing. She said there were basic changes due to the streamline rule issued by HUD.

Commissioner Hodges made a motion to approve Resolution 16-1461, Adoption of the Public Housing Admissions and Continued Occupancy Policy. Commissioner Uribe made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Martha Griese, Commissioners Luis Uribe, Ron Sullenger, Charles Epp, Susanne Gallaty, Diane Hodges and Preet Didbal
Nays: None
Abstain: None
Absent: Commissioners Brian Foss and Dan Miller

ITEM NO. H. 5. – APPROVAL OF THE PUBLIC HOUSING LEASE AND GRIEVANCE PROCEDURES:

Mrs. Runge explained the changes in the ACOP affect the lease. She said it has been sometime since the lease was updated so it was perfect timing.

Commissioner Didbal made a motion to approve the Public Housing Lease and Grievance Procedures. Commissioner Gallaty made the second. All were in favor by voice vote.

ITEM NO. H. 6. –RESOLUTION 16-1462, APPROVAL OF THE HOUSING CHOICE VOUCHER ANNUAL UTILITY STUDY AND ALLOWANCE:

Mrs. Runge stated every year it is required to update the utility allowances.

Commissioner Epp made a motion to approve Resolution 16-1462, Approval of the Housing Choice Voucher Annual Utility Study and Allowance. Commissioner Didbal made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Martha Griese, Commissioners Luis Uribe, Ron Sullenger, Charles Epp, Susanne Gallaty, Diane Hodges and Preet Didbal
Nays: None
Abstain: None
Absent: Commissioners Brian Foss and Dan Miller

ITEM NO. H. 7. –RESOLUTION 16-1463, APPROVAL OF THE PUBLIC HOUSING ANNUAL UTILITY STUDY AND ALLOWANCE:

Mrs. Runge stated every year it is required to update the utility allowances.

Commissioner Hodges made a motion to approve Resolution 16-1463, Approval of the Public Housing Annual Utility Study and Allowance. Commissioner Uribe made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Martha Griese, Commissioners Luis Uribe, Ron Sullenger, Charles Epp, Susanne Gallaty, Diane Hodges and Preet Didbal
Nays: None
Abstain: None
Absent: Commissioners Brian Foss and Dan Miller

ITEM NO. H. 8. –RESOLUTION 16-1464, APPROVAL OF DESIGNATED HOUSING PLAN FOR RIVER CITY MANOR AND LIVE OAK SENIOR VILLAGE:

Mrs. Flores explained these properties have historically been designated for seniors. She said HUD did not have documentation of these properties being designated as such so the process was completed in order to designate these properties as so.

Commissioner Didbal made a motion to approve Resolution 16-1464, Approval of the Designated Housing Plan for River City Manor and Live Oak Senior Village. Commissioner Epp made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Martha Griese, Commissioners Luis Uribe, Ron Sullenger, Charles Epp, Susanne Gallaty, Diane Hodges and Preet Didbal
Nays: None
Abstain: None
Absent: Commissioners Brian Foss and Dan Miller

ITEM NO. H. 9. –RECOMMENDATION TO APPROVE BID FOR CENTENNIAL ARMS REHAB PROJECT:

Larry Tinker, Senior Development and Rehabilitation Specialist, explained there were ten (10)

contractors' who signed out bid documents and only two submitted bids. He said the scope of work will include roofing and re-sealing and striping the parking area.

Commissioner Hodges made a motion to approve the bid from Buskirk Building Solutions in the amount of \$63,000.00 for the exterior improvements planned for the Centennial Arms Apartments located at 9829 N Street in Live Oak, CA, and authorize the Executive Director to execute the construction contract and all required documents. Commissioner Sullenger made the second. All were in favor by voice vote.

ITEM NO. H. 10. –RECOMMENDATION TO APPROVE BID FOR BUTTE VIEW ESTATES REHAB PROJECT:

Mr. Tinker stated this is a project in Live Oak and the scope of work was generated from the physical needs assessment. He said some of the improvements include windows, sidewalk improvements and replacing carpet in 12 units. Mr. Tinker said there were ten (10) contractors who signed out bid documents and four submitted bids.

Commissioner Sullenger asked why staff would not recommend going away from carpet and moving towards laminate flooring. Operations Manager Tom Goodwin explained in the past staff did put hard floors in the senior units but tenants complained that it was cold on their feet and would become slippery very easily. He stated the carpet is a commercial grade, no pile so all issues are met.

Commissioner Gallaty made a motion to approve the bid from California Window Industries in the amount of \$88,598.00 for the interior and exterior improvements planned for the Butte View Estates located at 9400 Larkin Road in Live Oak, CA, and authorize the Executive Director to execute the construction contract and all required documents. Commissioner Epp made the second. All were in favor by voice vote.

ITEM NO. H. 11. –RESOLUTION 16-1465, APPROVAL OF LABOR HOUSING GRANT TO THE HOUSING AUTHORITY IN THE AMOUNT OF \$2,700,000.00:

Executive Director Gustavo Becerra stated this resolution is in regards to the Rural Development rehabilitation project in Richland Housing Center. He believes with the previous funds secured and this funding, it should be enough to finish all of the unit's still needing rehab. Mr. Becerra explained USDA has mentioned if it is not enough funding and more is needed to finish the rehab work, staff has the authorization to pull from the reserve account. He stated staff is hoping to break ground on the project around the first of the year.

Commissioner Sullenger made a motion to approve Resolution 16-1464, Approval of Labor Housing Grant to the Housing Authority in the amount of \$2,700,000.00. Commissioner Didbal made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Martha Griese, Commissioners Luis Uribe,
Ron Sullenger, Charles Epp, Susanne Gallaty, Diane Hodges
and Preet Diddal
Nays: None
Abstain: None
Absent: Commissioners Brian Foss and Dan Miller

ITEM NO. H. 12. –ADOPTION OF AUDIT FOR FISCAL YEAR ENDING MARCH 31, 2016:

Chief Financial Officer Gail Allen went over the audit included in the Board packet. She shared there was only one comment that was in regards to PEBRA which is regarding retirement.

Commissioner Hodges made a motion to adopt the audit for fiscal year ending March 31, 2016. Commissioner Epp made the second. All were in favor by voice vote.

ITEM NO. I.7. –ADMINISTRATIVE UPDATE:

Mr. Becerra said Colusa County would be taking the JPA to their Board of Supervisors for approval on September 20, 2016. He also mentioned Placer County has approached the Housing Authority about absorbing their Housing Choice Voucher program. Mr. Becerra stated staff is conducting due diligence to see if it would be feasible to absorb Placer County before making any recommendations to the Board.

Chairperson Griese thanked staff for all of their hard work.

ITEM NO. J. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Hodges mentioned the Live Oak Festival will be held on September 17, 2016. She also shared the City of Live Oak received a Tiger Grant in the amount of \$10 million to help widen Highway 99 with construction beginning in approximately five (5) years.

Commissioners Epp and Gallaty thanked the public for attending the Board meeting.

ITEM NO. K – NEXT MEETING: September 21, 2016

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 1:40 PM.

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

STAFF REPORT

Date: September 7, 2016
To: Board of Commissioners
From: Gustavo Becerra, Executive Director

SUBJECT: Rehabilitation Project – Devonshire Apartments – 1431, 1433, and 1435 Wescott Road, Colusa, CA 95932

RECOMMENDATION: Award contract to CNW Construction for the interior and exterior improvements to be performed at 1431, 1433, and 1435 Wescott Road, Colusa, CA 95932

FISCAL IMPACT: \$650,000.00 in City of Colusa CDBG Program Income funds, and \$88,000 in Housing Authority unrestricted capital reserve funds

Background

The Devonshire Apartments are a 30 unit apartment complex located in Colusa, CA. The development was acquired by the Housing Authority in March 2014. The financing for the rehab project is being funded by unrestricted existing capital reserves, and by program income from the City of Colusa's Community Development Block Grant (CDBG).

The project scope of work will consist of new vinyl dual-pane glazed windows throughout, siding replacement at all buildings, exterior paint throughout, new roofing, exterior lighting upgrades, new balconies and rails, and mansard shingle replacement.

Staff's in-house cost estimate for the project scope of work totaled \$697,555.14.

Ten General Contractors and sub-contractors signed out bid documents and plans/specifications. The pre-bid project walk-through was conducted on August 18, 2016 with bids due to the Housing Authority on September 12, 2016. Four General Contractors submitted the following bids:

Bids Submitted:

CNW Construction (Rescue, CA)	\$738,000.00
Buskirk Building Solutions (Roseville, CA)	\$789,000.00
REM Construction (Paradise, CA)	\$999,984.00

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Hilbers Incorporated (Yuba City, CA)

\$1,424,909.00


The above bids include the payment of the higher of the federal Davis-Bacon appropriate wage rates, or the State prevailing wage rates.

Recommendation:

Staff recommends that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties approve the bid from CNW Construction in the amount of \$738,000.00 for the interior and exterior improvements planned for the Devonshire Apartments located at 1431, 1433, and 1435 Wescott Road in Colusa, CA, and authorize the Executive Director to execute the construction contract and all required documents.

Prepared by:

Submitted by:



Larry Tinker
Senior Development & Rehab Specialist



Gustayo Becerra
Executive Director



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RESOLUTION 16-1466

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES APPROVAL OF THE OCTOBER 2016 PAYMENT STANDARD-HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the Regional Housing Authority of Sutter & Nevada Counties (RHASNC) manages up to 1644 Housing Choice Voucher Participants; and

WHEREAS, the United States Department of Housing and Urban Development allows Public Housing Authorities to establish a payment standard of 90-110% of Housing Choice Voucher Fair Market Rents; and

WHEREAS, the Board of Commissioners of RHASNC has reviewed the information submitted;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties that:

1. The Housing Authority has conducted a review of the Sutter, Nevada, Colusa, and Yuba County's Housing Choice Voucher Program Payment Standards.
2. The Housing Authority wishes to establish the payment standard at 95% of HUD's published Fair Market Rent for Sutter, Yuba, and Colusa Counties, and 90% of HUD's published Fair Market Rent for Nevada County.
3. The Housing Authority has properly calculated the Housing Choice Voucher Payment Standard based on the HUD Approved Fair Market rents for Sutter, Nevada, Yuba and Colusa Counties.
4. New payment standards will be implemented effective October 1, 2016, which are as follows:

County	0 bedroom	1 bedroom	2 bedrooms	3 bedrooms	4 bedrooms
Sutter County	\$630	\$646	\$842	\$1226	\$1483
Nevada County	\$747	\$887	\$1179	\$1716	\$2076
Yuba County	\$630	\$646	\$842	\$1226	\$1483
Colusa County	\$496	\$677	\$781	\$1138	\$1289



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



This Resolution was approved at the Regular Meeting of the Board of Commissioners on October 5, 2016 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

(SEAL)

ATTEST: _____
Martha Griese, Chairperson



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RESOLUTION 16-1467

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES APPROVAL OF THE FLAT RENTS FOR LOW INCOME PUBLIC HOUSING

WHEREAS, the Regional Housing Authority of Sutter & Nevada Counties (RHASNC) owns and manages 173 units of Public Housing; and

WHEREAS, the United States Department of Housing and Urban Development requires that all flat rents be set at no less than 80 percent of the applicable Fair Market Rent (FMR) adjusted, if necessary, to account for reasonable utility costs; and

WHEREAS, RHASNC will place a cap on any increase in a family's rental payment that exceeds 35 percent, and is a result of changes to the flat rental amount; and

WHEREAS, RHASNC will present two rent options to the family as follows:
The lower of the product of the calculation and the updated flat rental amount; and
The income-based rent; and

WHEREAS, the Board of Commissioners of RHASNC has reviewed the information submitted;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties that:

1. The information provided in the Flat Rent Calculation is true and accurate.
2. There was a qualifying change in the Utility Allowance Schedule and/or Fair Market Rents.
3. New Flat Rents per the calculation should be implemented effective December 1, 2016 which are as follows:



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Richland Housing							
	0	1	2	2 BR Non Rehabbed	3	4	5
Bedrooms	0	1	2	2 BR Non Rehabbed	3	4	5
Rent	492	505	650	652	960	1167	1341

River City Manor	
Bedrooms	1
Rent	500

Date Street		
Bedrooms	1	2
Rent	500	653

This Resolution was approved at the Regular Meeting of the Board of Commissioners on October 5, 2016 by the following vote:

AYES:
 NAYS:
 ABSTAINED:
 ABSENT:

(SEAL)

ATTEST: _____
 Martha Griese, Chairperson

**REGIONAL HOUSING AUTHORITY
OF SUTTER & NEVADA COUNTIES**

STAFF REPORT

Date: October 5, 2016

To: Board of Commissioners

From: Pattra Runge and Alisha Parker, Occupancy Managers

SUBJECT: Quarterly Occupancy (Q2-2016) report for quarter ending June 30, 2016

RECOMMENDATION: None

FISCAL IMPACT: Budget based allocations per funding sources

Housing and Urban Development (HUD) Funded Programs:

Program	Units Available	April	May	June
HCV/Section 8	Budget Based Allocation (Sutter-829 includes 82 Project Based Vouchers Nevada-295 Colusa-36 Yuba-449)	Total-1586 Sutter-837 Nevada-291 Colusa-27 Yuba-431	Total-1600 Sutter-853 Nevada-287 Colusa-26 Yuba-434	Total-1586 Sutter-843 Nevada-290 Colusa-26 Yuba-427
HCV Port-In Administered	N/A	0	3	6
VASH	21 units for Nevada County only	7	8	12
Public Housing	173	172	170	171

United States Department of Agriculture (USDA)/Rural Development:

Development	Units Available	April	May	June
USDA/Farm Labor	190 (152)	151	150	148
Centennial Arms	21	19	19	19
Butte View	32	30	30	31

Office of Migrant (OMS) Services

Development	Units Available	April	May	June
Migrant Center	79	0	68	74

Local Camp 35 (LC35):

Development	Units Available	April	May	June
Transitional Trailer	1	1	1	1
Trailer Park	9	9	9	9

RHASNC Owned and/or Managed Affordable Housing Properties:

Development	Units Available	April	May	June
Kingwood Commons	64	63	64	64
Devonshire	30	29	28	28
Percy Avenue	8	8	7	8
Homes2Families	16 (5/16)	17	16	16
MH-Teesdale-SRO's	6	5	5	6
MH-814 F-SRO's	10	9	9	9
Neighborhood Stabilization Program -1	9	9	9	9
Neighborhood Stabilization Program-3	13	13	13	13

Sutter Community Affordable Housing/Non-Profit

Development	Units Available	April	May	June
Town Center	28	27	26	28
Yolo-Heiken	5	4	5	5

Commercial Space

	Units	October	November	December
Miles Market	1	1	1	1
YCUSD-Bernard	1	1	1	1
Del Norte	1	1	1	1


Comments:

Office of Migrant Services (OMS):

The OMS site opened on May 2, 2016 and is fully leased with a waitlist.

Housing Choice Voucher Program:

We began leasing Maple Park II (Project Based Vouchers) April 2016 and are fully leased. At this time, we anticipate opening our HCV (Section 8) waitlist October 19, 2016 for all jurisdictions.

Prepared by: 
Pattra Runge/Occupancy Manager

Submitted by: 
Gustavo Becerra/Executive Director

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

DATE: 5-Oct-16

TO: Board of Commissioners

FROM: Tom Goodwin, Director of Maintenance

SUBJECT: Maintenance and Operations

RECOMMENDATION: None

FISCAL IMPACT: Not applicable

- Total work orders for June, July and August, 2016 were 1515. Break down as follows:

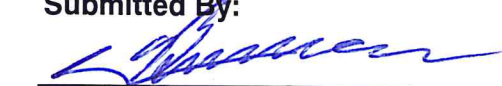
Total number of Work Orders by Projects:

Priority & Category	BVE	CA	DATE	DEV	H2F	JOANN	KC	LC-35	MH	MP	NSP	OMS	PERCY	RD	RICH	TC	TP	TR-185	TT	VO	YOLO	TOTAL		
Emergency	9	2	16	8	6	7	25	1	10	10	8	1	2	61	48	10	2	-	-	-	4			
Routine	24	17	48	32	20	48	141	32	29	87	36	126	16	139	209	30	2	-	2	1	16			
Scheduled	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	
Pest	6	2	3	-	4	4	17	-	2	1	8	4	-	15	20	4	-	-	-	-	1			
Cancelled	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-		-	
Turn Over's	1	2	1	1	-	1	4	-	1	5	-	1	-	10	1	1	-	-	-	-	-			
HQS	-	-	-	7	-	-	-	-	-	-	-	-	-	102	-	-	-	-	-	-	-		-	
Total Property	40	23	68	48	30	60	187	33	42	103	52	133	18	327	278	45	4	0	2	1	21		1515	
Pending	1	-	-	11	-	1	-	-	-	1	-	2	-	-	-	-	-	-	-	-	-		16	
Completed	39	23	68	37	30	59	187	33	42	102	52	131	18	327	278	45	4	0	2	1	21	1499		

Prepared By:


Tom Goodwin, Director of Maintenance

Submitted By:


Gus Becerra, Executive Director

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

Date: October 5, 2016
To: Board of Commissioners
From: Gail Allen – Chief Financial Officer
Subject: Financial Review
Project Net Income April 1 through August 31, 2016
Reserve Account Balances Through September 26, 2016

Housing Choice Vouchers -- 1,644 restricted units (1,609 Tenant Based + 35 VASH)

- *HUD Housing Assistance Payments (RNA)* -- 99.99% proration
 - Subsidizes tenant rents in community
 - Funding predetermined and prorated by HUD
 - Cannot be used to offset shortfalls in Operations
 - RHASNC is currently under Shortfall Prevention (see "Special Note" at end of report)**\$40,947 net income** held in reserve for future HAP expenses.

- *HUD Administration (UNA)* – Proration 83.790% (January-June) vs. 80.111% (Jan-March)
 - Covers operating expenses
 - Funding determined by vouchers utilized
 - May be used to offset shortfalls in Housing Assistance Payments (HAP's/RNA)**\$106,618 net income** held in reserve for administrative/HAP expenses.

Public Housing -- 173 restricted units (50 Date Street + 24 Joann Way + 99 Richland)
\$226,403 combined net income held in reserve for future operations/rehab activities.

Rural Development -- 244 restricted units (32 Butte View Estates + 22 Centennial Arms + 190 Richland Housing)
\$140,618 combined net income (includes \$115,645 [\$23,129 per month] in mandated reserves) held for future operations/rehab activities.

Neighborhood Stabilization Program 1 & 3 -- 22 restricted units (9 NSP1 + 13 NSP3)
\$41,641 combined net income (\$12,055 NSP1 + \$29,586 NSP3) deposited into four (2 each) mandated reserve bank accounts for future operations/rehab activities.

Mental Health Services -- 16 restricted units (6 Teesdale + 10 Heather Glenn)
<\$4,617 combined net income (<\$3,891 Heather Glenn + <\$726 Teesdale) covered by existing reserve accounts held for operations/rehab activities.

Homes2Families -- 19 restricted units (Owned by City of Yuba City; managed by RHASNC)
\$19,542 combined net income (includes \$9,500 [\$1,900 per month] in mandated reserves). Total net income is held in two reserve accounts for future operations/rehab activities.

Unrestricted Properties --

\$116,220 combined net income

- **CC** (Cost Centers) -- **\$16,517 net income** from Management and Work Order fees.
- **PCD** (Planning/Community Development) -- **<\$45,133 net income** from managed local City/County programs; First-Time Home Buyer and Owner Occupied Rehab. A quarterly billing of **\$35,000** will be used to offset a portion of this deficit.
- **Dev-xx** (Development Projects) -- **\$23,529 net income** from developer fees which may be used to offset PCD negative net income and/or future development expenses.
- **LC-35** (Miles Market, School, Solar Farm, Miscellaneous) -- **\$27,424 net income**
- **Devonshire** – **30 restricted units**
\$16,518 net income to be used to offset past “borrowing” and/or future operations/rehab activities. Property purchased in March 2014 and will undergo major rehab using a deferred loan from Colusa and property net income. Management is reviewing interest-only debt service bond due at 5 years for possible refinance to cover principal and interest.
- **KC** (Kingwood Commons) – **64 unrestricted units**
\$9,991 net income to be used to offset past “borrowing” and/or future operations/rehab activities.
- **Percy** – **8 unrestricted units**
\$7,202 net income to be used to offset past “borrowing” from other unrestricted properties and/or held for future operations/rehab activities.
- **TP** (Trailer Park) – **12 unrestricted units**
\$5,462 net income to be used to offset past “borrowing” from other unrestricted properties and/or held for future operations/rehab activities.
- **TT** (Manufactured Housing) – **1 unrestricted units**
\$3,338 net income to be used to offset past “borrowing” from other unrestricted properties and/or held for future operations/rehab activities.
- **Trio** – **4 unrestricted units**
\$217 net income to be used to offset past “borrowing” from other unrestricted properties.

Special Note

- **Housing Choice Voucher (HCV aka Section 8)** --- Over the past 15 years, the HCV program has gone through various modifications with a major change being in the Housing Assistance Payment (HAP) program. Where PHA's were once reimbursed by HUD for each dollar paid to landlords (based on total HUD vouchers awarded to PHA), they are now mandated to manage to a fixed annual budget, which is “rebenched” annually based on the cost of the program in the prior year.

Last year, HUD Field Offices across the country instructed PHA's to fully lease-up, without regard to annual HAP budgets. This created a short-fall scenario for many PHA's and tenants who recently received a voucher could be dropped from the program due to lack of funding. HUD identified RHASNC as one of these shortfall PHA's and assigned us to the Shortfall Prevention Team (SPT).

To be a part of this Team, RHASNC agreed to:

- o Cease issuing vouchers, excluding VASH and Project Based Vouchers (PBV's).
- o Rescind vouchers remaining "on the street".
- o End leasing of rescinded vouchers.
- o Prohibit port-outs, unless to an area that maintained a lower HAP.
- o Discontinue absorbing port-in participants.

The above actions ensured total funding, while allowing the program to decrease through attrition. RHASNC "meets" monthly with HUD to review our progress and HUD anticipates that with the annual "rebench", RHASNC will no longer need the SPT, effective 01/2017.

Note: In the past several years, RHASNC has been asked to absorb HCV programs for Nevada, Colusa and Yuba Counties and is currently undergoing discussions with Placer County to absorb their program, making RHASNC one of the largest geographical "area" HCV programs in the State, behind San Bernardino and Sacramento.

- **Kingwood Commons** – Through FYE 2016, KC had <\$722,590 in receipts, excluding compensated absences, OPEB and debt service principal. However, with the FYE 2015 refinance, the property has, through July, posted \$10,497 in positive receipts for FYE 2017.

2008	\$126,375
2009	<\$144,240
2010	<\$243,506
2011	<\$205,875
2012	<\$299,248
2013 (\$932,991 transfer from other unrestricted properties)	\$619,882
2014	<\$210,661
2015	<\$285,787
2016	<\$79,530
Total.....	<\$722,590
 2017	 \$9,991

- **Devonshire** – Excluding compensated absences and OPEB, through FYE 2016 Devonshire posted negative annual receipts of:

2014 (two weeks).....	<\$7,405
2015 (12 months)	<\$50,877
2016 (12 months) includes major deferred maintenance project.....	<\$58,799
Total.....	<\$117,081

With a restructure of on-site staffing, Devonshire has posted positive receipts for FYE 2017:

2017 (5 months).....	\$16,518
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Unfortunately, the Note on this property is currently interest only and coming due. Since it was anticipated that operational costs would increase once the added cost of principal was included in the monthly debt service, RHASNC contacted River Valley Community Bank (Kingwood Commons lender) for a refinance quote. Preliminary discussions have determined that a refinance would actually save the project \$338-\$450 in monthly expenses, while still paying down the principal on the loan.

Note: Devonshire will be undoing major rehab over the next year with \$650,000 of the \$722,222 budget provided by the City of Colusa using CDBG funds. This loan has a 0% interest rate and will be forgiven at a rate of 1/55 per full year of continued eligible use until a zero balance is achieved at the end of the 55-year term loan, which shall occur on or about June 15, 2071.

RESERVE ACCOUNTS:

All reserve deposits are fully funded and restricted to individual programs. The following balances are through September 26, 2016.

Security Deposits:

Devonshire	\$10,083.23
Homes2Families (owned by Yuba City).....	\$8,476.94
Kingwood Commons	\$21,440.83
Mental Health (Heather Glenn)	\$2,260.41
Mental Health (Teesdale).....	\$1,025.40
Neighborhood Stabilization 1	\$4,802.79
Neighborhood Stabilization 3	\$6,828.95
Office of Migrant Services.....	\$8,725.78
Percy Avenue -- unrestricted	\$2,275.56
Public Housing.....	\$44,386.08
Rural Development (Richland Housing).....	\$17,353.70
Rural Development (Butte View Estates)	\$8,593.17
Rural Development (Centennial Arms).....	<u>\$8,527.63</u>
Total.....	\$144,780.47

Ongoing Rehab Project Funds (Rural Development):

Richland Housing Grant (RD).....	\$1,977,249.70
Joe Serna Grant #2 (RD)	<u>\$7,084.49</u>
Total.....	\$1,984,334.19

Capital/Maintenance/Operating Reserves:

Homes2Families - Replacement (owned by Yuba City)	\$151,725.71
Homes2Families – Operating (owned by Yuba City)	\$246,749.18
Housing Choice Voucher (HAP)	\$89,988
Housing Choice Voucher (Admin Fee)	\$122,466

Housing Choice Voucher (Family Self-Sufficiency Escrow)	\$115,983.42
LC-35 - unrestricted.....	\$134,937.58
Mental Health (Heather Glenn) - Operating.....	\$14,323.08
Mental Health (Heather Glenn) - Replacement.....	\$8,478.55
Mental Health (Teesdale).....	\$12,340.65
Neighborhood Stabilization 1 - Replacement.....	\$45,466.65
Neighborhood Stabilization 1 - Operating.....	\$60,000.46
Neighborhood Stabilization 3 - Operating.....	\$21,290.61
Neighborhood Stabilization 3 - Replacement.....	\$72,834.19
Office of Migrant Services -- CARE.....	\$106,875.02
Office of Migrant Services -- Reserves.....	\$25,654.32
Open Accounts (9) - unrestricted.....	\$108,829.87
Percy Avenue -- unrestricted	\$56,888.31
Planning & Community Development -- unrestricted.....	\$379,599.68
Public Housing (Capital Fund Program)	\$254,920.10
Public Housing (Family Self-Sufficiency)	\$647.33
Rural Development (Butte View Estates)	\$124,569.69
Rural Development (Centennial Arms).....	\$102,821.40
Rural Development (Richland Housing).....	\$854,956.49
Solar Farm -- unrestricted	\$31,027.52
Transitional Trailer -- unrestricted.....	<u>\$29,501.78</u>
Total.....	\$3,172,875.59

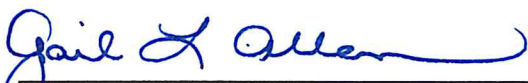
Checking Accounts:

Central Office	\$108,518.48
Housing Choice Voucher (HAPS)	<u>\$37,221.78</u>
Total	\$145,740.26

CALENDAR OF EVENTS:

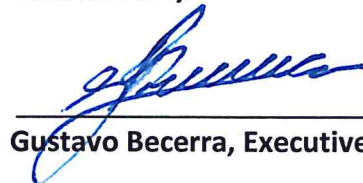
- Request for Proposal (RFP) – Financial Audit Services.....October 2016
- Migrant (OMS) Center closes for season.....October 2016
 - Migrant (OMS) Center approved extension..... November 2016
- Audited financials transmitted electronically in REAC..... December 2016
- Fiscal year end.....March 2017
- On-site fiscal year-end financial audit..... May 2017
- Unaudited financials transmitted electronically in REAC..... May 2017
- Migrant (OMS) Center opens..... May 2017

Prepared by:



Gail L. Allen, Chief Financial Officer

Submitted by:



Gustavo Becerra, Executive Director