



Regional Housing Authority

Serving the Communities of: Cities of Live Oak, Yuba City and Colusa, Counties of Sutter, Nevada, Yuba and Colusa
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.regionalha.org

October 24 2017

TO: Chairperson Dan Miller
Vice-Chairperson Mike Leahy
Commissioner Brian Foss
Commissioner Manny Cardoza
Commissioner Jeramy Chapdelaine
Commissioner Diane Hodges
Commissioner Suzanne Gallaty
Commissioner Luis Uribe
Commissioner Ron Sullenger
Commissioner Toni Benson
Commissioner John Loudon
Commissioner Doug Lofton
Commissioner Kent Boes
Legal Counsel Brant Bordsen

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
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

November 1, 2017

You are hereby notified that the Commissioners of the Regional Housing Authority are called to meet in Regular Session at **12:15 PM on Wednesday, November 1, 2017 at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**


Gustavo Becerra
Executive Director

s: No110117



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



AGENDA
REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
REGIONAL HOUSING AUTHORITY
Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991
November 1, 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. Persons who wish to address the Board during public comment or with respect to an item that is on the agenda, will be limited to three (3) minutes.
- 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 – October 4, 2017 pg. 1
 - 2. Resolution 17-1536 – Housing Choice Voucher Fraud Recovery Collection Loss Write-Off pg. 5
 - 3. Resolution 17-1537 – Rural Development Collection Loss Write-Off pg. 7
 - 4. Resolution 17-1538 – Public Housing Collection Loss Write-Off pg. 9
- F. OLD BUSINESS: Discussion/Possible Action: NONE
- G. NEW BUSINESS: Discussion/Possible Action:
 - 5. Resolution 17-1539, Authorization to Adopt HCD-OMS Contract 17-OMS- 11776 for Yuba City Migrant Center Stairway Contract Gustavo Becerra, Executive Director pg. 11

6. Resolution 17-1540, Approval of Housing Choice Voucher Payment Standards pg. 12
Alisha Parker, Occupancy Manager

H. ADMINISTRATIVE REPORT:

7. Housing Choice Voucher Occupancy/Eligibility Update pg. 14
Alisha Parker, Occupancy Manager
8. Planning and Community Development Update pg. 15
Beckie Flores, Planning and Community Development Manager
9. Finance Update pg. 17
Gail Allen, Chief Financial Officer
10. Administrative Update
Gustavo Becerra, Executive Director

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: November 15, 2017

L. ADJOURNMENT

REGIONAL HOUSING AUTHORITY
Minutes
Regular Board Meeting
October 4, 2017

ITEM NO. A - CALL TO ORDER:

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

ITEM NO. A - ROLL CALL:

Chairperson Dan Miller, Vice-Chairperson Mike Leahy, Commissioners Ron Sullenger, John Loudon, Diane Hodges, Suzanne Gallaty, Manny Cardoza, Jeramy Chapdelaine, Kent Boes, Luis Uribe and Doug Lofton were present. Commissioners Brian Foss and Toni Benson were absent. Legal Counsel Nicole DeLerio was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioner Sullenger led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D. – AWARDS AND PRESENTATIONS: NONE

ITEM NO. E.1. through E.5. - CONSENT CALENDAR:

Vice-Chairperson Leahy made a motion to approve the Consent Calendar as submitted. Commissioner Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Mike Leahy, Commissioners Ron Sullenger, John Loudon, Jeramy Chapdelaine, Manny Cardoza, Suzanne Gallaty, Diane Hodges, Doug Lofton, Kent Boes, and Luis Uribe

Nays: None

Abstain: None

Absent: Commissioners Brian Foss and Toni Benson

ITEM NO. F. – OLD BUSINESS: NONE

ITEM NO. G. 6. – RESOLUTION 17-1533, ADOPTION OF FLAT RATE RENTS:

Occupancy Manager Pattra Runge stated every year the flat rate rents are adjusted according to the published fair market rents. She said the majority of the rents did not change.

Commissioner Gallaty mentioned senior citizens on fixed incomes have expressed concerns

about rents increasing and their income staying the same. Mrs. Runge explained rents will go up for a number of reasons including water and sewer increases, program regulations and the need for capital improvements.

Commissioner Uribe made a motion to approve Resolution 17-1533, Adoption of Flat Rate Rents. Commissioner Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Mike Leahy, Commissioners Ron Sullenger, John Loudon, Jeramy Chapdelaine, Manny Cardoza, Suzanne Gallaty, Diane Hodges, Doug Lofton, Kent Boes and Luis Uribe

Nays: None

Abstain: None

Absent: Commissioners Brian Foss and Toni Benson

ITEM NO. G. 7. – RECOMMEND APPROVAL TO AWARD THE GAS LINE TESTING CONTRACT:

Executive Director Gustavo Becerra explained the Housing Authority administers 79 units of Migrant Farmworker Housing that is funded by the State of California. He stated the State requested a leak and pressure testing be conducted on all of the underground natural gas lines at the development. Mr. Becerra shared staff put the project out to bid and two contractors responded.

Commissioner Cardoza made a motion to approve the bid from Fletcher's Plumbing & Contracting, Inc. in the amount of \$24,658.00, for the natural gas lines leak and pressure testing project planned for all underground gas lines at the Yuba City Migrant Farmworker Apartments located at 479 Bernard Drive in Yuba City, CA, and authorize the Executive Director to execute the construction contract and all required documents. Vice-Chairperson Leahy made the second. All were in favor by voice vote.

ITEM NO. G. 8. – RESOLUTION 17-1534, AUTHORIZATION TO ADOPT HCD-OMS CONTRACT 17-OMS-11731 FOR YUBA CITY MIGRANT CENTER CONSTRUCTION AND REHABILITATION PROJECT 2017:

Mr. Becerra stated this resolution is in reference to the gas line testing contract. He mentioned the dollar amount is higher than the contract for any repairs that may need to be made.

Vice-Chairperson Leahy made a motion to approve Resolution 17-1534, Authorization to Adopt HCD-OMS Contract 17-OMS-11731 for Yuba City Migrant Center Construction and Rehabilitation Project 2017. Commissioner Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Mike Leahy, Commissioners Ron Sullenger, John Loudon, Jeramy Chapdelaine, Manny Cardoza, Suzanne Gallaty, Diane Hodges, Doug Lofton, Kent Boes and Luis Uribe
Nays: None
Abstain: None
Absent: Commissioners Brian Foss and Toni Benson

ITEM NO. G. 9. – RESOLUTION 17-1535, APPROVAL OF 2017-2018 ADMINISTRATIVE PLAN:

Occupancy Manager Alisha Parker explained this resolution is to approve the updated Administrative Plan for the Housing Choice Voucher program including Project Based Vouchers.

Vice-Chairperson Leahy made a motion to approve Resolution 17-1535, Approval of 2017-2018 Administrative Plan. Commissioner Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Mike Leahy, Commissioners Ron Sullenger, John Loudon, Jeramy Chapdelaine, Manny Cardoza, Suzanne Gallaty, Diane Hodges, Doug Lofton, Kent Boes and Luis Uribe
Nays: None
Abstain: None
Absent: Commissioners Brian Foss and Toni Benson

ITEM NO. H.10. – COMMUNITY SERVICES BLOCK GRANT UPDATE:

Mrs. Parker mentioned this report is a summary of how the funds received through the 2017 Sutter County Community Services Block Grant were spent.

ITEM NO. H.11. – ADMINISTRATIVE UPDATE:

Mr. Becerra said there is free online training for Board members through HUD if anyone is interested. He stated the pre-construction meeting for the rehabilitation work for the Rural Development units will be taking place on October 11th. He also mentioned a playground inspection was performed at the Devonshire Apartments in Colusa and due to safety issues, it had to be removed.

ITEM NO. I. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Hodges said the Pennington Road project in Live Oak should be finished by the end of the week. She also mentioned the skate park grand opening will be taking place at the end of October.

Commissioner Sullenger shared Sutter County is looking for workable solutions to the homeless issues and are open to any suggestions

Commissioner Cardoza stated the bridge construction contractor was approved and the levee continues and is on schedule to be completed on time.

Chairperson Miller shared at the RCRC meeting the hot topics included housing, homeless and marijuana.

ITEM NO. J. – EXECUTIVE SESSION: MAY BE HELD UNDER CALIFORNIA GOVERNMENT CODE REGARDING PENDING AND/OR ANTICIPATED LITIGATION, PROPERTY ACQUISITION, AND/OR PERSONNEL ISSUES: NONE

ITEM NO. K – NEXT MEETING: November 1, 2017

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 12:48 PM.



Regional Housing Authority

Serving the Communities of: Cities of Live Oak, Yuba City and Colusa, Counties of Sutter, Nevada, Yuba and Colusa
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 17-1536

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING HOUSING CHOICE VOUCHER FRAUD RECOVERY COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$330.00

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

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

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$330.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 1st day of November, 2017 by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

ATTEST: _____

Dan Miller, Chairperson

(SEAL)



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



5

HCV Fraud Recovery
Collection Loss Write Off
Period: October 2017

<u>Tenant</u>	<u>HAP</u>	<u>Fraud Recovery Amount Owed</u>	<u>Late</u>	<u>NSF</u>	<u>Legal</u>	<u>Total</u>	<u>Payback</u>
			<u>Fee's</u>	<u>Fee's</u>	<u>Fee's</u>	<u>Owed</u>	<u>Agreement</u>
T0001811		\$ 330.00	\$ -	\$ -	\$ -	\$ 330.00	Yes
		\$ 330.00	\$ -	\$ -	\$ -	\$ 330.00	Total Write-Off

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



 Signature: [Handwritten Signature]

 Date: 10/10/17

Exhibit A



Regional Housing Authority

Serving the Communities of: Cities of Live Oak, Yuba City
and Colusa, Counties of Sutter, Nevada, Yuba and Colusa
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 17-1537

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$3,089.51

WHEREAS, the Regional Housing Authority operates farm work housing project Phases I, II and III pursuant to Rural Development regulations; and

WHEREAS, operations of farm work housing includes the collection of monthly rental amounts; and

WHEREAS, the Regional Housing Authority makes every attempt to collect outstanding balances; and

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

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$3,089.51.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 1st day of November, 2017 by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

ATTEST: _____

Dan Miller, Chairperson

(SEAL)



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



7

USDA
Collection Loss Write Off
Period: October 2017

<u>Tenant</u>	<u>Property</u>	<u>Address</u>	<u>Date</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>
			<u>Move In</u>	<u>Move Out</u>								
T0004543	RD	380 McKeenan Dr, #E, Yuba City	05/31/12	08/16/17	\$ 749.00	\$ 1,111.25	\$ -	\$ 781.23	\$ -	\$ 695.00	\$ 2,587.48	No
T0008998	RD	380 McKeenan Dr, #A, Yuba City	08/17/16	08/31/17	\$ 643.00	\$ -	\$ -	\$ 480.25	\$ 21.78	\$ -	\$ 502.03	No
					\$ 1,111.25	\$ -	\$ -	\$ 1,261.48	\$ 21.78	\$ 695.00	\$ 3,089.51	Total Write Off

10/20/17

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.

Deceased *

Exhibit A





Regional Housing Authority

Serving the Communities of: Cities of Live Oak, Yuba City and Colusa, Counties of Sutter, Nevada, Yuba and Colusa
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 17-1538

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING LOW INCOME HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$925.87

WHEREAS, the Regional Housing Authority operates low-income housing projects CA 48-2, CAL 48-4 and CAL 48-5 pursuant to U.S. Department of Housing and Urban Development annual contributions contract SF-211; and

WHEREAS, operations of low-income housing includes the collection of monthly rental amounts;
and

WHEREAS, the Regional Housing Authority makes every attempt to collect outstanding balances;
and

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

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$925.87.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 1st day of November, 2017 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: _____

Dan Miller, Chairperson

(SEAL)



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



9

**Public Housing
Collection Loss Write Off
Period: October 2017**

<u>Tenant</u>	<u>Property</u>	<u>Address</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>Solar</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
T0005207	Date-04	2750 Date St, #50, L.O.	01/03/17	07/12/17	\$ 207.00	\$ -	\$ 25.00	\$ 900.87	\$ -	\$ -	\$ -	\$ 925.87	No <i>P</i> 10/23/17
												\$ 925.87 Total Write Off	

Deceased *

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

Exhibit A



Regional Housing Authority

Serving the Communities of: Cities of Live Oak, Yuba City and Colusa, Counties of Sutter, Nevada, Yuba and Colusa
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 NO. 17-1539

RESOLUTION AUTHORIZING ADOPTION OF HCD-OMS CONTRACT NO. 17-OMS-11776 FOR THE YUBA CITY MIGRANT CENTER CONSTRUCTION AND REHABILITATION PROJECT

WHEREAS, Standard Agreement No. 17-OMS-11776 with the California Department of Housing and Community Development will provide funds for the Construction and Rehabilitation Project located at the Yuba City Migrant Center; and

WHEREAS, it is desirable and necessary that the amount of the rehabilitation budget be agreed upon between the Department of Housing and Community Development, and the Regional Housing Authority, acting through its Board of Commissioners in order to rehabilitate the Yuba City Migrant Center, with the following project scope of work: **preparation of Structural Engineer drawings, plan review by City Building Department, and repairs/replacement of stairwells, balconies, and related work on buildings A, B, C, and D;** and

NOW, THEREFORE, BE IT RESOLVED that Contract No. 17-OMS-11776, with a rehabilitation budget in an amount not to exceed \$412,022.00, be approved by the Regional Housing Authority and that the Executive Director, Gustavo Becerra, of said Authority shall be authorized to execute the contract, related documents and any amendments thereto.

PASSED AND ADOPTED by the Board of Commissioners of the Regional Housing Authority, this 1st day of November, 2017, by the following vote:

AYES:
NAYS:
ABSTAIN:
ABSENT:

Approval: _____
Dan Miller, Chairperson

(SEAL)

Attest: _____
Gail Allen, Chief Financial Officer



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



11



Regional Housing Authority

Serving the Communities of: Cities of Live Oak, Yuba City and Colusa, Counties of Sutter, Nevada, Yuba
 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 17-1540

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY APPROVAL OF THE JANUARY 2018 PAYMENT STANDARD-HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the Regional Housing Authority (RHA) 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 RHA has reviewed the information submitted;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Regional Housing Authority 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 100% 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 January 1, 2018, which are as follows:

County	0 bedroom	1 bedroom	2 bedrooms	3 bedrooms	4 bedrooms
Sutter County	\$640	\$644	\$843	\$1226	\$1484
Nevada County	\$757	\$892	\$1186	\$1725	\$2075
Yuba County	\$640	\$644	\$843	\$1226	\$1484
Colusa County	\$519	\$708	\$813	\$1183	\$1369



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



12

This Resolution was approved at the Regular Meeting of the Board of Commissioners on November 1, 2017 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

(SEAL)

ATTEST: _____
Dan Miller, Chairperson

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: November 1, 2017
 To: Board of Commissioners
 From: Alisha Parker, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q2-2017) report for quarter ending September 30, 2017

RECOMMENDATION: None

FISCAL IMPACT: Budget based allocations per funding sources

U.S. Department of Housing and Urban Development (HUD) Funded Programs:

Program	Units Available	July	August	September
HCV/Section 8	Budget Based Allocation (Sutter-829 includes 82 Project Based Vouchers Nevada-295 Colusa-36 Yuba-449)	Total-1577 Sutter-807 Nevada-295 Colusa-28 Yuba-447	Total-1600 Sutter-814 Nevada-298 Colusa-28 Yuba-460	Total-1601 Sutter-813 Nevada-297 Colusa-30 Yuba-461
HCV Port-In Administered	N/A	0	0	0
VASH	21 units for Nevada County 14 units for Yuba City	26	30	30

Comments:

Housing Choice Voucher Program:

For the VASH programs, Nevada County has 18 participants, and 2 vouchers issued, Sutter County has 12 participants and 1 voucher issued.

Prepared by: 
 Alisha Parker/Occupancy Manager

Submitted by: 
 Gustavo Becerra/Executive Director

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: November 1, 2017
To: Board of Commissioners
From: Beckie Flores, Planning & Community Development Manager

SUBJECT: Planning & Community Development (PCD) Department Update
RECOMMENDATION: None.
FISCAL IMPACT: Not applicable.

Departmental Updates:

Housing Rehabilitation Program – The PCD Department is currently administering owner-occupied housing rehabilitation programs for the following jurisdictions: City of Colusa, City of Williams, City of Yuba City, Butte County, Sutter County, City of Marysville and Lake County. The following is a summary of housing rehabilitation projects approved since September 1st:

<u>Jurisdiction</u>	<u># Projects Approved</u>
Butte County	2
Marysville	2

First Time Homebuyer – The PCD Department is currently administering first time homebuyer programs for the following jurisdictions: City of Yuba City, City of Williams, City of Colusa and Lake County. The following is a summary of first time homebuyer projects approved since September 1st:

<u>Jurisdiction</u>	<u># Projects Approved</u>
City of Yuba City	1

476 Garden Highway (Yuba City) – The roof replacement at 476 Garden Highway was completed in September, 2017. The project consists of 14 senior housing units.

Richland Rural Development (Yuba City) – Notice to Proceed was issued on October 11th. The project includes extensive rehabilitation of the interiors and exteriors of 44 farmworker housing units located at the Richland Housing complex. Construction is expected to take nine months.

Richland Permanent Supportive Housing (Yuba City) – Staff is working with co-development partner, Pacific West Communities (PWC), to develop a 40-45 unit permanent supportive housing project that would provide housing for homeless and mentally disabled persons. PWC is working on the NEPA environmental review and other predevelopment tasks required prior to applying for tax credits in 2018. Once the No Place Like Home NOFA is released, we will know if the project can apply for Round 1 or Round 2 tax credits.

Stony Creek II (Williams) – Construction is underway for Stony Creek Phase II. Even though the project was delayed due to weather, the contractor expects to complete the project on-schedule by January, 2018. The project will provide 32 units of senior housing.

Kristen Court Phase II (Live Oak) – In July, 2017 the Department of Housing and Community Development awarded the Kristen Court Phase II project \$4.6 million in HOME Investment Partnerships Program funds. The award of HOME funds will significantly strengthen our application for 9% tax credits in March, 2018. The project will consist of 24 affordable housing units.

Truckee Artist Lofts (Truckee) – After losing out on last summer’s 9% tax credit application, our co-development partner, CFY Development (CFY) has restructured the financing to include 4% tax credits, bonds and CalHFA funds. The application deadline is in December, 2017 with awards announced in early 2018. We are in the process of amending our commitment of project-based Housing Choice Vouchers from 19 to 25 in order for the project to be financially feasible. Truckee Artists Lofts is a mixed-income, mixed-use development that will provide 77 apartments and 4,000 square feet of retail space.

Grass Valley Terrace (Grass Valley) – The Housing Authority currently has 17 project-based Housing Choice Vouchers committed to the redevelopment of the Grass Valley Terrace Apartments. Our co-development partner, PK Development Group (PKD) was also unsuccessful in obtaining tax credits due to a low tie-breaker score. PKD is also considering other financing scenarios for the project including the use of 4% tax credits and bonds and CalHFA funds. The Grass Valley Terrace Apartments is an existing 70-unit at-risk affordable housing complex that needs significant repairs.

Prepared by:



Beckie Flores
Planning & Community Development Manager

Submitted by:



Gustavo Becerra
Executive Director

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

Date: November 1, 2017
To: Board of Commissioners
From: Gail Allen – Chief Financial Officer
Subject: Financial Review
Project Net Income April 1 through September 30, 2017
Reserve Account Balances Through October 19, 2017

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

- *Housing Assistance Payments (RNP)* -- 97% proration
<\$231,035 net income drawn from RHA or HUD reserve accounts to cover shortfall
- *Administration Fee (UNP)* – Proration 76% (January-June)
\$3,258 net income deposited into reserve account

Public Housing (173 restricted units; 50 Date Street + 24 Joann Way + 99 Richland Housing)
\$130,191 combined net income deposited into reserve account

Rural Development (244 restricted units; 32 Butte View Estates + 22 Centennial Arms + 190 Richland Housing)
\$153,000 combined net income (includes \$138,773 deposited into mandated reserve accounts)

Neighborhood Stabilization Program 1 & 3 (22 restricted units; 9 NSP1 + 13 NSP3)
\$16,664 combined net income (\$11,374 NSP1 + \$5,290 NSP3) deposited into mandated reserve accounts

Mental Health Services (16 restricted units; 6 Teesdale + 10 Heather Glenn)
<\$4,530 combined net income (<\$4,748 Heather Glenn + \$218 Teesdale) carried forward (Heather Glenn) or deposited into reserve account (Teesdale)

Homes2Families (15 restricted units; City of Yuba City owned, RHA managed)
\$36,379 combined net income deposited into mandated reserve accounts

Unrestricted Properties (excluding restricted Devonshire) -- **\$14,152 unrestricted combined net income** may be deposited into reserve accounts for past “borrowing” and/or future operations/rehab activities for any project

- **Cost Centers** (Management/Work Order/Fuel Fees) -- **<\$19,888 net income**
- **Planning/Community Development** (First-Time Home Buyer, Owner Occupied Rehab, RHA Development/Maintenance, Developer Fees) -- **<\$9,867 net income**
- **Devonshire** (30 restricted units) -- **<\$18,776 net income**
- **Kingwood Commons** (64 units) -- **\$8,716 net income**

17

- **Miscellaneous Programs** (LC35 [Miles Market, School, Solar Farm], Stony Creek, Kristen Court, CSBG) – **124,172 net income**
- **Percy Avenue** (8 units) -- **\$8,710 net income**
- **Trailer Park** (8 units) – **\$10,601 net income**
- **Transitional Trailer** (1 unit) -- **\$2,651 net income**

RESERVE ACCOUNTS:

All mandated reserve accounts are fully funded and restricted to the individual programs. The following balances are through October 19, 2017. Accounts are considered restricted unless otherwise identified.

Security Deposits:

Devonshire.....	\$11,042
Homes2Families (Yuba City owned).....	\$7,326
Kingwood Commons.....	\$22,110
Mental Health (Heather Glenn).....	\$1,631
Mental Health (Teesdale).....	\$1,448
Migrant Center	\$9,186
Neighborhood Stabilization 1.....	\$4,752
Neighborhood Stabilization 3.....	\$6,328
Percy Avenue.....	\$2,275
Public Housing (Date Street, Joann Way, Richland Housing).....	\$46,056
USDA (Richland Housing).....	\$16,954
USDA (Butte View Estates).....	\$8,540
USDA (Centennial Arms).....	<u>\$10,143</u>
Total.....	\$147,791

Ongoing Rehab Projects (Richland Housing):

HCD (Joe Serna Grant #2).....	\$7,087
USDA (Grant).....	<u>\$1,893,915</u>
Total.....	\$1,901,002

Capital/Maintenance/Operating Reserves:

Homes2Families (replacement) - Yuba City owned.....	\$168,983
Homes2Families (operating) - Yuba City owned.....	\$320,086
Housing Choice Voucher - HAP.....	\$103
Housing Choice Voucher - Admin Fee.....	\$264,332
Housing Choice Voucher - Family Self-Sufficiency Escrow.....	\$157,726
LC-35.....	\$1,917
LC-35 - Unfunded Liabilities.....	\$51,553
Mental Health (operating) - Heather Glenn.....	\$8,479
Mental Health (replacement) - Heather Glenn.....	\$5,323
Mental Health (operating) - Teesdale.....	\$16,162
Neighborhood Stabilization 1 (replacement).....	\$62,210

Neighborhood Stabilization 1 (replacement)	\$62,210
Neighborhood Stabilization 1 (operating)	\$66,879
Neighborhood Stabilization 3 (replacement)	\$116,643
Neighborhood Stabilization 3 (operating)	\$4,082
Migrant Center - CARE	\$110,756
Migrant Center (operating)	\$19,545
Percy Avenue	\$70,797
Planning & Community Development (unrestricted)	\$191,163
Public Housing (replacement) - Capital Fund Program	\$388,437
Public Housing - Family Self-Sufficiency Escrow	\$1,742
Rural Development (replacement) - Butte View Estates	\$50,077
Rural Development (replacement) - Centennial Arms	\$54,785
Rural Development (replacement) - Richland Housing	\$1,105,931
Solar Farm	\$36,560
Transitional	\$35,540
Total	\$3,309,811

Checking Accounts:

Central Office	\$272,537
Housing Choice Voucher (HAP)	\$24,484
Total	\$297,021

CALENDAR OF EVENTS:

Migrant Center closes	October-November 2017
FYE 2017 audited REAC submission	December 2017
FYE 2019 budget submission to Board for approval	February 2018
FYE 2018 fiscal year end	March 2018
FYE 2018 financial audit (onsite)	May 2018
FYE 2018 unaudited REAC submission	May 2018
Migrant Center reopens	May 2018
FYE 2018 audited REAC submission	December 2018

Prepared by:

Submitted by:



 Gail L. Allen, Chief Financial Officer



 Gustavo Becerra, Executive Director