



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


October 28, 2015

TO: Chairperson Diane Hodges
Commissioner Martha Griese
Commissioner Brian Foss
Commissioner Stanley Cleveland, Jr.
Commissioner Charles Epp
Commissioner Dan Miller
Commissioner Suzanne Gallaty
Commissioner Jim Whiteaker
Commissioner Luis Uribe

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
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

**NOTICE OF REGULAR MEETING
November 4, 2015**

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, November 4, 2015 at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**


Gustavo Becerra
Interim Executive Director

s: No11042015



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
November 4, 2015, 12:15 PM

- A. CALL TO ORDER: ROLL CALL
- B. 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.
- C. AWARDS AND PRESENTATIONS:
1. Family Self-Sufficiency Graduate Melissa Hennessey
 2. Family Self-Sufficiency Graduate Livier Flores
 3. MEET THE STAFF:
 - A. Janet Alvarez, Maintenance Department
 - B. Angelina Cote, Occupancy/Eligibility Department
- D. 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.
4. Approval of Minutes – October 7, 2015 pg. 1
- E. OLD BUSINESS: Discussion/Possible Action:
8. Update on Approval of Amendment to Add Yuba County
- F. NEW BUSINESS: Discussion/Possible Action:
9. Resolution 15-1418, FSS Graduate Melissa Hennessey pg. 7
 10. Resolution 15-1419, FSS Graduate Livier Flores pg. 8

11. Recommend Approval to Award Construction Contract for Rehab Project at Office of Migrant Services pg. 9
12. Resolution 15-1420, Kingwood Commons Collection Loss Write-Off pg. 11
13. Resolution 15-1421, Public Housing Collection Loss Write-Off pg. 13
14. Resolution 15-1422, Rural Development Collection Loss Write-Off pg. 15
15. Resolution 15-1423, HCV Fraud Recovery Collection Loss Write-Off pg. 17

G. ADMINISTRATIVE REPORT:

16. Finance Update pg. 19
17. Administrative Update

H. HOUSING COMMISSIONERS' COMMENTS:

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

18. CLOSED SESSION: Significant Exposure to Litigation Pursuant to Subdivision (b) of Government Code 54956.9
Anticipated Litigation: One (1) Case
19. CLOSED SESSION: Pursuant to Section 54957 of the California Government Code
Public Employee Appointment
Title: Executive Director
20. CLOSED SESSION: Pursuant to Section 54956.8 of the California Government Code
Conference with Real Property Negotiators
Property: 445 Bernard Drive, Yuba City, CA 95991
Agency Negotiator: Gustavo Becerra
Under negotiation: Possible Leasing of Additional Property to the Yuba City Unified School District (includes instructions to negotiator regarding price and terms of lease)

J. NEXT MEETING:

K. ADJOURNMENT

Ag110415

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Minutes

Regular Board Meeting

October 7, 2015

ITEM NO. A - CALL TO ORDER:

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

ITEM NO. A - ROLL CALL:

Chairperson Diane Hodges, Commissioners Martha Griese, Stanley Cleveland Jr., Suzanne Gallaty, Charles Epp and Dan Miller were present. Commissioners Brian Foss and Luis Uribe were absent. Commissioner Jim Whiteaker arrived later in the meeting. Legal Council Duane Oliveira was also present.

ITEM NO. B. – PUBLIC PARTICIPATION:

George Robinson with the Yuba City Senior Commission presented a flyer to the Housing Authority regarding a senior resource fair for anyone who like to come and provide information regarding different services for seniors in our community.

ITEM NO. C.1. – FAMILY SELF-SUFFICIENCY GRADUATE STACY MENDOZA:

Family Self-Sufficiency Coordinator Josie Martinez introduced Stacy Mendoza. Ms. Mendoza began on the program in January 2014 and graduated in October 2015. Ms. Mendoza has obtained a full time job working with the City of Yuba City and received \$142.02 from her escrow account.

Interim Executive Director Gustavo Becerra presented Ms. Mendoza a plaque for her accomplishments.

ITEM NO. C.2. – FAMILY SELF-SUFFICIENCY GRADUATE MEGAN ANDERSON:

Ms. Martinez introduced Megan Anderson. Ms. Anderson joined the FSS program in July 2011 and graduated in October 2015. Ms. Anderson is now working full time at the Marysville Rehab and will receive \$1854.77 from her escrow account.

Mr. Becerra presented Ms. Anderson a plaque for her accomplishments.

ITEM NO. C.3. – FAMILY SELF-SUFFICIENCY GRADUATE ROBERT MIRELES:

Ms. Martinez explained Mr. Mireles was unable to attend the meeting. Mr. Mireles became a participant in December 2014 and is working full time as a landscaper. He will receive a check for \$454.09.

ITEM NO. C.4. – FAMILY SELF-SUFFICIENCY PRESENTATION:

Ms. Martinez explained the Family Self-Sufficiency program is a HUD program for Housing Choice Voucher and Public Housing families. The program is designed to allow families to increase their income and decrease their

dependency on rental assistance. Families have five years to accomplish their goals in order to graduate. HUD's goals for families on the programs are to obtain a full time job and be off of welfare assistance for 12 months. Ms. Martinez mentioned families have two ways to graduate from the program. The first is to accomplish all of their goals and the second is to go to zero hap where the family is paying full rent.

Ms. Martinez stated when families have a rent increase due to their earned income, they trigger an escrow account.

Ms. Anderson is very grateful for what the program has done for her family.

ITEM NO. C.5. - MEET THE STAFF, A. JOHN GUANZON:

Interim Director of Maintenance Tom Goodwin introduced John Guanzon. Mr. Guanzon began with the agency as a temporary laborer in 1996 and was hired on full time in January 1997. In 2003 Mr. Guanzon joined the Planning and Community Development team and returned back to maintenance in 2014. Mr. Goodwin stated Mr. Guanzon is very valuable to the agency.

Mr. Guanzon said he is very happy with his job.

ITEM NO. C.5. - MEET THE STAFF, B. SONJA DILLREE:

Mr. Becerra introduced Sonja Dillree. Mrs. Dillree works in the Planning and Community Development department and has been with the agency for over six years. Mr. Becerra stated Mrs. Dillree was the backbone to getting the solar panel farm in the Richland Housing from beginning to end. He stated Mrs. Dillree works with loan documents assisting home owners get assistance to repair their homes.

ITEM NO. D. - CONSENT CALENDAR:

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

ITEM NO. E.8. – UPDATE ON APPROVAL OF AMENDMENT TO ADD YUBA COUNTY:

Legal Council Duane Oliveira reported the County Council for Nevada County wanted to present some language for the amendment to add Yuba County. He stated the suggested wording was received a few hours before the meeting. He said he should be able to report back to the Board at the next meeting regarding those suggested changes.

ITEM NO. F. 9. – RESOLUTION 15-1411 – FSS GRADUATE STACY MENDOZA:

Commissioner Whiteaker made a motion to approve Resolution 15-1411, FSS Graduate Stacy Mendoza. Commissioner Epp made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Jim Whiteaker, Stanley Cleveland Jr., Susanne Gallaty, Dan Miller, Martha Griese, and Charles Epp
Nays: None
Abstain: None
Absent: Commissioners Brian Foss and Luis Uribe

ITEM NO. F. 10. – RESOLUTION 15-1412 – FSS GRADUATE MEGAN ANDERSON:

Commissioner Whiteaker made a motion to approve Resolution 15-1412, FSS Graduate Megan Anderson. Commissioner Epp made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Jim Whiteaker, Stanley Cleveland Jr., Susanne Gallaty, Dan Miller, Martha Griese, and Charles Epp
Nays: None
Abstain: None
Absent: Commissioners Brian Foss and Luis Uribe

ITEM NO. F. 11. – RESOLUTION 15-1413 – FSS GRADUATE ROBERT MIRELES:

Commissioner Whiteaker made a motion to approve Resolution 15-1413, FSS Graduate Robert Mireles. Commissioner Epp made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Jim Whiteaker, Stanley Cleveland Jr., Susanne Gallaty, Dan Miller, Martha Griese, and Charles Epp
Nays: None
Abstain: None
Absent: Commissioners Brian Foss and Luis Uribe

ITEM NO. F. 12. – RESOLUTION 15-1414 – REVISION OF OMS OPERATING BUDGET FOR 2015-2017:

Mr. Becerra reported the Office of Migrant Services (OMS) will be providing grant dollars in the amount of \$60, 835.00. He stated this money will be used for water conservation methods, specifically to replace toilets, faucets and shower aerators.

Chief Financial Officer Gail Allen stated the budget for OMS is a two year contract. She shared the grant dollars are reflected in the first year of the contract.

Commissioner Whiteaker made a motion to approve Resolution 15-1414, Revision of OMS Operating Budget for 2015-2017. Commissioner Miller made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Jim Whiteaker, Stanley Cleveland Jr., Susanne Gallaty, Dan Miller, Martha Griese, and Charles Epp
Nays: None
Abstain: None
Absent: Commissioners Brian Foss and Luis Uribe

ITEM NO. F. 13. – RESOLUTION 15-1415 – RESOLUTION, WAIVER OF NOTICE AND UNANIMOUS CONSENT TO ACTION:

Mr. Becerra explained this Resolution is for the investors in the Kristen Court Apartment project in Live Oak, CA. He stated the two loans from the Housing Authority are from the value of the land and the value of the underground improvements previously made on the land. Mr. Becerra said the Housing Authority is a co-developer in the project.

Commissioner Whiteaker made a motion to approve Resolution 15-1415, Resolution, Waiver of Notice and Unanimous Consent to Action. Commissioner Griese made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Jim Whiteaker, Stanley Cleveland Jr., Susanne Gallaty, Dan Miller, Martha Griese, and Charles Epp
Nays: None
Abstain: None
Absent: Commissioners Brian Foss and Luis Uribe

ITEM NO. F. 14. – RESOLUTION 15-1416 – AUTHORIZATION TO SUBMIT AN APPLICATION FOR COMMUNITY SERVICES BLOCK GRANT FUNDS IN THE AMOUNT NOT TO EXCEED \$10,000.00 TO THE SUTTER COUNTY COMMUNITY ACTION AGENCY:

Mrs. Martinez shared the Housing Authority is reapplying for grant funds to assist Sutter County residents with items such as books for school, bus passes and tuition assistance.

Commissioner Whiteaker made a motion to approve Resolution 15-1416, Authorization to submit an application for Community Services Block Grant in the amount not to exceed \$10,000.00 to the Sutter County Community Action Agency changing the signer to Chairperson Diane Hodges and adding Interim to Executive Director. Commissioner Gallaty made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Jim Whiteaker, Stanley Cleveland Jr., Susanne Gallaty, Dan Miller, Martha Griese, and Charles Epp
Nays: None
Abstain: None
Absent: Commissioners Brian Foss and Luis Uribe

ITEM NO. F. 15. – RESOLUTION 15-1417 – APPROVAL OF THE STANDARD CHARGES TO RESIDENTS FOR MAINTENANCE SERVICES AND RESIDENT CAUSED DAMAGES FOR 2015-2016:

Mr. Goodwin explained there are a few changes with the process of doing business such as the type of light bulbs and batteries that are now required to be purchased.

Commissioner Epp made a motion to approve Resolution 15-1417, Approval of the Standard Charges to residents for maintenance services and resident caused damages for 2015-2016 adding the word Interim to Executive Director. Commissioner Gallaty made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Jim Whiteaker, Stanley Cleveland Jr., Susanne Gallaty, Dan Miller, Martha Griese, and Charles Epp
Nays: None
Abstain: None
Absent: Commissioners Brian Foss and Luis Uribe
Abstain: None
Absent: Commissioners Susanne Gallaty and Luis Uribe

ITEM NO. F. 16. – APPROVAL OF STRATEGIC PLAN 2016-2019:

Mr. Becerra stated the consultant took all of the notes, feedback and comments and included them in the Strategic Plan. He mentioned the who is responsible and the timing of the task was also added. Commissioner Griese asked how often the progress of the plan will be reviewed. Mr. Becerra said the plan will be brought back every six months. He also stated this plan is for four years due to the timing of the PHA Plan and the next plan will go back to being a five year plan.

Commissioner Whiteaker made a motion to approve the Strategic Plan 2016-2019 and bring it back to the Board every six months for review. Commissioner Miller made the second. All were in favor by voice vote.

ITEM NO. G.17. – FINANCE UPDATE:

Chief Finance Officer Gail Allen reviewed the report in the packet. She stated this report is only for the first three months of the years. Ms. Allen mentioned all reserves and security deposits are fully funded. She stated Kingwood Commons has had positive receipts for the first three months of the year for the first time since taking over the property.

ITEM NO. G.18. – PLANNING AND COMMUNITY DEVELOPMENT/ADMINISTRATIVE UPDATE:

Mr. Becerra said the Percy Avenue Apartment, Transitional Trailer and Solar Farm have never had reserve accounts in the past. He stated the main reason there were never any reserves in these accounts was due to these properties supporting Kingwood Commons.

Mr. Becerra mentioned staff has had positive discussions with the City of Colusa. The City of Colusa has some CDBG income, approximately \$600,000, they are thinking about using to help rehab Devonshire Apartments.

Commissioner Griese thanked Mr. Becerra and staff for working as team to make a plan for the various issues.

Mr. Becerra stated either himself or a staff member would be attending the Rural Housing Summit later in the month. He mentioned staff is preparing for the upcoming winter with the talks of El Nino coming by jetting out the storm drains and having them reviewed with cameras and fixing any potential issues.

ITEM NO. H. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Cleveland stated he brought back some information for Mr. Becerra from the League of Cities to see if the City of Yuba City can play a part in enhancing affordable housing in the area.

Chairperson Hodges said the Christmas lighting and Small Town Celebration for the City of Live Oak will take

place on December 1, 2015.

ITEM NO. I.19. – CLOSED SESSION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO SUBDIVISION (b) OF GOVERNMENT CODE 54956.9, ANTICIPATED LITIGATION: ONE (1) CASE:

Chairperson Hodges reported there was no reportable action.

ITEM NO. I.20. – CLOSED SESSION: PURSUANT TO SECTION 54957 OF THE CALIFORNIA GOVERNMENT CODE, PUBLIC EMPLOYEE APPOINTMENT, TITLE: EXECUTIVE DIRECTOR:

The Board of Commissioners did not go into Closed Session on this item.

ITEM NO. I.21. – CLOSED SESSION: PURSUANT TO SECTION 54956.8 OF THE CALIFORNIA GOVERNMENT CODE, CONFERENCE WITH REAL PROPERTY NEGOTIATORS, PROPERTY: 445 BERNARD DRIVE, YUBA CITY, CA 95991, AGENCY NEGOTIATOR: GUSTAVO BECERRA, UNDER NEGOTIATION: POSSIBLE LEASING OF ADDITIONAL PROPERTY TO THE YUBA CITY UNIFIED SCHOOL DISTRICT (INCLUDES INSTRUCTIONS TO NEGOTIATOR REGARDING PRICE AND TERMS OF LEASE):

Chairperson Hodges reported there was no reportable action.

ITEM NO. J – NEXT MEETING: November 4, 2015

ITEM NO. K - ADJOURNMENT: The meeting was adjourned at 1:37 P.M.

6



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 15-1418

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

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

WHEREAS, Melissa Hennessey started in this program on 06/01/2010 and set goals for herself to become independent of government assistance; and

WHEREAS, Melissa Hennessey met her goals by 11/01/2015 and received sufficient earned income to generate an escrow account in the amount of \$6,839.85; and

WHEREAS, Melissa Hennessey 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 Melissa Hennessey 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 regular meeting of the Board of Commissioners, this 4th day of November.

Chairperson Diane Hodges

Vice-Chairperson Martha Griese

Commissioner Charles Epp

Commissioner Stan Cleveland

Commissioner Brian Foss

Commissioner Suzanne Gallaty

Commissioner Dan Miller

Commissioner Luis Uribe

Commissioner Jim Whiteaker



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 15-1419

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES EXPRESSING RECOGNITION OF THE ACHIEVEMENTS OF Livier Flores

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

WHEREAS, Livier Flores started in this program on 7/1/2009 and set goals for herself to become independent of government assistance; and

WHEREAS, Livier Flores met her goals by 10/24/2015 and received sufficient earned income to generate an escrow account in the amount of \$1,891.53; and

WHEREAS, Livier Flores 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 Livier Flores 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 regular meeting of the Board of Commissioners, this 4th day of November.

Chairperson Diane Hodges

Vice-Chairperson Martha Griese

Commissioner Charles Epp

Commissioner Stan Cleveland

Commissioner Brian Foss

Commissioner Suzanne Gallaty

Commissioner Dan Miller

Commissioner Luis Uribe

Commissioner Jim Whiteaker

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

STAFF REPORT

Date: November 4, 2015
To: Board of Commissioners
From: Gustavo Becerra, Interim Executive Director

SUBJECT: Migrant Farmworker Housing Center, Yuba City
RECOMMENDATION: Award contract to REM Construction Incorporated for the rehabilitation project to be performed at the Migrant Farmworker Housing Center in Yuba City
FISCAL IMPACT: \$188,665 in capital improvement funds help by the State Department of Housing and Community Development – Office of Migrant Services (HCD-OMS)

Background

The Migrant Farmworker Housing Center in Yuba City is a 79 unit development of farmworker multi-family housing that is managed by the Housing Authority.

After a review by HCD-OMS of the Capital Needs Assessment report that was conducted on the property in September 2013, and from feedback by Housing Authority staff to HCD-OMS as to the current condition of the roofing, water heaters, existing windows, and exterior paint, it was determined by HCD-OMS that the highest priority for replacement is the roofing and the water heaters.

At this time HCD-OMS has indicated that they cannot fund the window replacement, or the exterior paint.

The project will isolate the irrigation water originating at the well, from the City treated/metered water that will continue to serve our households for their daily water needs, through a series of new water main lines, where irrigation lines will tap into.

Staff's in-house cost estimate for the project scope of work totaled \$191,252.

Eleven General Contractors and sub-contractors signed out bid documents and plans/specifications. The pre-bid project walkthrough was conducted on September 16, 2015, with bids due to the Housing Authority on October 14, 2015. Six General Contractors submitted the following bids:

Bids Submitted:


REM Construction, Inc. (Paradise, CA)	\$188,665
Bayview Construction (Burlingame, CA)	\$227,100
CNW Construction, Inc. (Rescue, CA)	\$246,000
Buskirk Building Solutions (Roseville, CA)	\$259,565
Fletcher's Plumbing & Contracting, Inc. (Yuba City, CA)	\$268,100
SW Allen Construction Inc. (Sacramento, CA)	\$321,596

The above bids include the payment of 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 REM Construction, Inc., in the amount of \$188,665 for the rehabilitation project planned for the Migrant Farmworker Housing Center in Yuba City, and authorize the Interim Executive Director to execute the construction contract and all required documents.

Prepared and submitted by:



Gustavo Becerra
Interim Executive Director



onal 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 15-1420

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 \$4,268.16

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 October 31, 2015 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 \$4,268.16.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 4th day of November, 2015 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: _____

Gustavo Becerra,
Interim Executive Director

(SEAL)

H:Reso\15-1420

Kingwood Commons
 1340 Gray Avenue, Yuba City
 Collection Loss Write Off
 Period: October 2015

<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>
T0006329	17	01/15/15	09/02/15		\$ 602.00	\$ 901.86	\$ 40.00	\$ 2,369.59	\$ -	\$ 956.71	\$ 4,268.16	No
						\$ 901.86	\$ 40.00	\$ 2,369.59	\$ -	\$ 956.71	\$ 4,268.16	Total Write Off

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) 673-077
Website: www.rhasnc.org

RESOLUTION 15-1421

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES AUTHORIZING LOW INCOME HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$1,247.68

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties operates low-income housing projects CA 48-1, 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 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 October 31, 2015 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 \$1,247.68.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 4th day of November, 2015 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: _____

Gustavo Becerra
Interim Executive Director

(SEAL)

H: Reso\15-1421



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



**Public Housing
Collection Loss Write Off
Period: October 2015**

<u>Tenant</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>
T0004984	348 Samuel Dr, YC	03/14/13	09/08/15		\$ 730.00	\$ 538.72	\$ -	\$ 697.60	\$ 11.36	\$ -	\$ 1,247.68	No
					\$ 538.72	\$ -	\$ -	\$ 697.60	\$ 11.36	\$ -	\$ 1,247.68	Total Write Off

Deceased *

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

Exhibit A



ional 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 15-1422

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES AUTHORIZING RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$613.60

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties 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 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 October 31, 2015 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 \$613.60.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 4th day of November, 2015 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Gustavo Becerra,
Interim Executive Director

(SEAL)

H:Reso\15-1422

**Rural Development Properties
Collection Loss Write Off
Period: October 2015**

<u>Tenant</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>								
T0005155	420 Miles Ave., #71, Yuba City	09/12/13	02/03/15	\$ 599.00	\$ -	\$ -	\$ 248.63	\$ -	\$ -	\$ 248.63	No
T0004517	420 Miles Ave., #20, Yuba City	05/14/12	05/18/15	\$ 474.00	\$ 154.97	\$ 10.00	\$ 200.00	\$ -	\$ -	\$ 364.97	No
					\$ 154.97	\$ 10.00	\$ 448.63	\$ -	\$ -	\$ 613.60	Total Write Off

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 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 15-1423

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 \$3,360.00

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties operates the Housing Choice Voucher program for Sutter, Nevada 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 October 31, 2015 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 \$3,360.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 4th day of November, 2015 by the following vote:

AYES:
NAYS:
ABSTAINED:
ABSENT:

ATTEST:

Gustavo Becerra,
Interim Executive Director

(SEAL)

H:Reso\15-1423

17

HCV Fraud Recovery
Collection Loss Write Off
Period: April 2015

<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>
T0006103		\$ 3,360.00	\$ -	\$ -	\$ -	\$ 3,360.00	Yes
		\$ 3,360.00	\$ -	\$ -	\$ -	\$ 3,360.00	Total Write-Off

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

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

Date: November 4, 2015
To: Board of Commissioners
From: Gail Allen – Chief Financial Officer

SUBJECT: Financial Review
Project Net Income April 1 through September 30, 2015
Reserve Account Balances Through October 21, 2015

Housing Choice Vouchers (restricted - 1,629 vouchers)

- *HUD Housing Assistance Payments (NRA)* – 99.99% proration
 - Subsidizes tenant rents in community
 - Funding predetermined and prorated by HUD
 - Cannot be used to offset shortfalls in Operations
 - 21 vouchers designated VASH (Veterans)

\$5,917 net income held in reserves for future HAP expenses.

- *HUD Administration Fee (UNA)* – 81% proration for November & December (increased from 79%)
 - Covers operating expenses
 - Funding determined by vouchers utilized
 - May be used to offset shortfalls in Housing Assistance Payments (HAP's/NRA)

\$85,651 net income held in reserves for future administrative/HAP expenses.

Public Housing (restricted-173 units; Date Street, Joann Way, Richland)

<\$10,207 combined net income resulting from deferred maintenance and rehab expenses. Shortfall will be offset from prior year reserves. FYE 2016 approved budget included <\$174,564 in net income.

Rural Development (restricted-234 units, Butte View, Centennial Arms, Richland Housing)

\$310,258 combined net income does not include \$139,314 (\$23,219 per month) in mandated reserves. Revised net income of \$170,944 is also held in reserves for future operations/rehab activities.

Neighborhood Stabilization Program 1 & 3 (restricted-22 units)

\$37,661 combined net income does not include \$29,195 (\$7,731 - NSP-1; \$21,464 - NSP-3; \$4,866 per month) mandated reserves. Revised net income of \$8,466 is also held in reserves for future operations/rehab activities.

Mental Health Housing Services (restricted-16 units)

\$448 combined net income held in reserve for future operations/rehab activities.

Homes2Families (restricted-19 units)

Yuba City units managed by RHASNC. \$10,194 combined net income does not include \$11,400 (\$1,900 per month) in mandated reserves. Revised net income of <\$1,206 will be offset with future net income.

Unrestricted Properties

\$147,165 combined net income

- **CC** (Cost Centers) – \$29,533 net income from Management and Work Order fees.
- **PCD** (Planning/Community Development) – <\$31,944 net income from RHASNC managed local city/county programs; First-Time Home Buyer and Owner Occupied Rehab. Negative net income will be offset with future quarterly billings.
- **Other Income** (Cold Weather Shelter-seasonal and CSBG) – \$953 net income. CWS unfunded by Salvation Army and Yuba County CSBG is offset with FSS participant expenses.
- **Dev-xx** (Development Projects) – \$47,372 net income from developer fees.
- **Devonshire** -- <\$37,685 net income loss resulting from on-going deferred maintenance. Property purchased in March 2014.
- **KC** (Kingwood Commons) -- \$44,323 net income to be used as offset for prior year shortfalls. After already having used \$933,000 of unrestricted funds, with current occupancy and an average net income of \$7,000 per month, it is anticipated KC’s combined \$571,531 shortfall could be paid in 6.8 years (2022). If Unrestricted Property funds are used, this liability could be paid in as little as 1.5 years (2017).
- **LC-35** (Miles Market, School, Solar Farm, Miscellaneous) – \$84,427 combined net income
- **Percy** -- \$12,188 net income
- **TP (Trailer Park)** -- \$11,521 net income
- **TT** (Manufactured Housing) -- \$4,287 net income
- **Trio** – <\$17,810 net income

RESERVE ACCOUNTS:

All security/reserve deposits are/will be fully funded and are restricted to individual program.

Capital/Maintenance Reserves:

Homes2Families - Replacement (owned by Yuba City)	\$129,149
Homes2Families – Operating (owned by Yuba City).....	\$214,822
Housing Choice Voucher (HAP)	\$153,378
Housing Choice Voucher (Admin Fee)	\$254,288
Housing Choice Voucher (Family Self-Sufficiency).....	\$87,853
LC-35 - unrestricted.....	\$1,809
Mental Health (Heather Glenn) - Operating.....	\$11,472
Mental Health (Heather Glenn) - Replacement.....	\$11,862

Mental Health (Teesdale).....	\$10,593
Neighborhood Stabilization 1 - Replacement.....	\$31,269
Neighborhood Stabilization 1 - Operating.....	\$34,868
Neighborhood Stabilization 3 - Operating.....	\$100
Neighborhood Stabilization 3 - Replacement.....	\$33,656
Office of Migrant Services -- CARE.....	\$89,458
Office of Migrant Services -- Reserves.....	\$39,238
Percy Avenue -- unrestricted.....	\$34,400
Planning & Community Development -- unrestricted.....	\$230,308
Public Housing (Capital Fund Program).....	\$125,607
Rural Development (Richland Housing).....	\$515,277
Rural Development (Butte View Estates).....	\$167,776
Rural Development (Centennial Arms).....	\$111,592
Solar Farm -- unrestricted.....	\$25,502
Transitional Trailer -- unrestricted.....	\$ 21,215
Total.....	\$2,335,492

Funds for ongoing Rural Development rehab projects:

Richland Housing Grant (RD).....	\$1,995,649
Joe Serna Grant #2 (RD) – interest to be returned to State.....	\$7,083
Joe Serna Grant #3 (RD).....	\$ 229,002
Total.....	\$2,231,734

CALENDAR OF EVENTS:

- Audited financials to REAC..... December 2015
- Next Board of Commissioners financial update.....February 2016
- Agency fiscal year end.....March 2016
- Migrant (OMS) fiscal year end.....June 2016

Prepared by:

Submitted by:



 Gail L. Allen, Chief Financial Officer



 Gustavo Becerra, Interim Executive Director

**Write-Off
FYE 2013**

	Butte View Estates	Centennial Arms	Homes 2 Families	Kingwood Commons	Neighborhood Stabilization Prog.	Percy	Public Housing	Rural Development	Mental Health Teesdale	HCV Fraud Recovery	Monthly Total	YTD Total
April												
May												
June												
July												
August		173.15		3,376.15	4,704.48	101.00	5,343.27	541.06	543.00		14,782.11	14,782.11
September												
October												
November				3,004.00								
December			6,152.61	1,121.68		235.00	2,862.91		469.50	3,256.00	5,866.91	20,649.02
January			2,811.98	464.93			4,528.13				15,762.92	36,411.94
February							99.50	435.20			3,811.61	40,223.55
March				3,795.11			2,182.44		144.33		144.33	40,367.88
Total Write-Off	\$ -	\$ 173.15	\$ 8,964.59	\$ 11,761.87	\$ 4,704.48	\$ 336.00	\$ 15,016.25	\$ 976.26	\$ 1,156.83	\$ 3,256.00	\$ 46,345.43	\$ 46,345.43

Intercept Funds

	Butte View Estates	Centennial Arms	Homes 2 Families	Kingwood Commons	Neighborhood Stabilization Prog.	Percy	Public Housing	Rural Development	Mental Health Teesdale	HCV Fraud Recovery	Monthly Total	YTD Total
April												
May												
June								25.00			25.00	25.00
July												
August												
September								50.00			50.00	75.00
October							10.00				10.00	85.00
November							10.00				10.00	95.00
December				150.00					50.00		200.00	295.00
January				50.00			10.00				115.00	410.00
February			885.00	801.97			178.00				1,864.97	2,274.97
March				264.00				18.00			282.00	2,556.97
Total Collected	\$ -	\$ -	\$ 885.00	\$ 1,265.97	\$ -	\$ -	\$ 208.00	\$ 148.00	\$ 50.00	\$ -	\$ 2,556.97	\$ 2,556.97

Variance

Total's Submitted for Write-Off \$ 46,345.43

Total Collected \$ 2,531.97

Percentage Collected 5.46%

**Write-Off
FYE 2014**

	Butte View Estates	Centennial Arms	Homes 2 Families	Kingwood Commons	Neighborhood Stabilization	Percy Avenue Apartments	Public Housing	Rural Development	Transitional Trailer	Mental Health Teesdale	HCV Fraud Recovery	Monthly Total	YTD Total
April	39.00			5,440.88		1,689.60						7,169.48	7,169.48
May		318.13		2,302.85			735.05					3,356.03	10,525.51
June								131.03				131.03	10,656.54
July												-	10,656.54
August							490.30					490.30	11,146.84
September		522.21		775.59				1,382.92	2,129.78			4,810.50	15,957.34
October												-	15,957.34
November												-	15,957.34
December	44.93											44.93	16,002.27
January		2,591.33		7,630.03	2,728.00	2,100.45	1,639.09	3,184.55				19,573.45	35,575.72
February			415.28	4,487.50			73.56					4,976.34	40,552.06
March												-	40,552.06
Total Write-Off	\$ 83.93	\$ 3,431.67	\$ 415.28	\$ 20,636.85	\$ 2,728.00	\$ 3,790.05	\$ 3,138.00	\$ 4,698.50	\$ 2,129.78	\$ -	\$ -	\$ 40,552.06	\$ 40,552.06

Intercept Funds

	Butte View Estates	Centennial Arms	Homes 2 Families	Kingwood Commons	Neighborhood Stabilization	Percy Avenue Apartments	Public Housing	Rural Development	Transitional Trailer	Mental Health Teesdale	HCV Fraud Recovery	Monthly Total	YTD Total
April				90.00			10.00	113.46		90.00		213.46	213.46
May				230.00				209.80				529.80	743.26
June				109.00			46.00					155.00	898.26
July				119.00			291.36	40.00				450.36	1,348.62
August				60.00				50.00				110.00	1,458.62
September				100.00								111.48	1,570.10
October		11.48		64.00				41.03				105.03	1,675.13
November				90.00				50.00				140.00	1,815.13
December								50.00				50.00	1,865.13
January				90.00			233.00	36.76				126.76	1,991.89
February			192.00	426.00			181.00	292.18				525.18	2,517.07
March								184.00				983.00	3,500.07
Total Collected	\$ -	\$ 11.48	\$ 192.00	\$ 1,378.00	\$ -	\$ -	\$ 761.36	\$ 1,067.23	\$ -	\$ 90.00	\$ -	\$ 3,500.07	\$ 3,500.07

Variance

Total's Submitted for Write-Off \$ 40,552.06
 Total Collected \$ 3,500.07
 Percentage Collected 8.63%

23

**Write-Off
FYE 2015**

	Butte View Estates	Centennial Arms	Devonshire Apartments	Homes 2 Families	Kingwood Commons	Neighborhood Stabilization	Percy Avenue Apartments	Public Housing	Rural Development	Transitional Trailer	Mental Health Teesdale	HCV Fraud Recovery	Monthly Total	YTD Total
April					3,826.84		212.00	1,262.57					5,301.41	5,301.41
May					892.50			5,442.30	735.26		351.30		7,422.36	12,723.77
June	1.00				37.29								37.29	12,761.06
July					122.05			626.28	687.41				1,435.74	14,196.80
August					3,699.50								-	14,196.80
September													3,699.50	17,896.30
October					1,780.08		223.88		371.08				-	17,896.30
November				1,112.43	40.84			91.00				5,556.00	9,043.47	26,939.77
December					3,980.69			10,017.63	916.16				131.84	27,071.61
January													-	27,071.61
February													21,265.90	48,337.51
March													-	48,337.51
Total Write-Off	\$ 1.00	\$ -	\$ 6,351.42	\$ 1,112.43	\$ 14,379.79	\$ -	\$ 435.88	\$ 17,439.78	\$ 2,709.91	\$ -	\$ 351.30	\$ 5,556.00	\$ 48,337.51	\$ 48,337.51

Intercept Funds

	Butte View Estates	Centennial Arms	Devonshire Apartments	Homes 2 Families	Kingwood Commons	Neighborhood Stabilization	Percy Avenue Apartments	Public Housing	Rural Development	Transitional Trailer	Mental Health Teesdale	HCV Fraud Recovery	Monthly Total	YTD Total
April					57.00				265.00				322.00	322.00
May					61.00			20.00					61.00	383.00
June								398.05					20.00	403.00
July													398.05	801.05
August													-	801.05
September													-	801.05
October													-	801.05
November													-	801.05
December													-	801.05
January		305.65											305.65	1,106.70
February								73.00					73.00	1,179.70
March													-	1,179.70
Total Collected	\$ -	\$ 305.65	\$ -	\$ -	\$ 118.00	\$ -	\$ -	\$ 491.05	\$ 265.00	\$ -	\$ -	\$ -	\$ 1,179.70	\$ 1,179.70

Variance

Total's Submitted for Write-Off \$ 48,337.51
 Total Collected \$ 1,179.70
 Percentage Collected 2.44%