



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

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December 9, 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  
December 16, 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, December 16, 2015 at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**

  
\_\_\_\_\_  
Gustavo Becerra  
Interim Executive Director

s: No12162015



*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**  
**December 16, 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. MEET THE STAFF:
    - A. Christopher McMains, Maintenance Department
    - B. Nicholas Endres, Maintenance 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.
  - 2. Approval of Minutes – November 4, 2015 pg. 1
  
- E. OLD BUSINESS: Discussion/Possible Action:
  - 3. Update on Approval of Amendment to Add Yuba County
  
- F. NEW BUSINESS: Discussion/Possible Action:
  - 4. Resolution 15-1427 – Annual PHA Plan pg. 6
  - 5. Resolution 15-1428 – Civil Rights Certification pg. 8
  - 6. Approval of Organizational Chart pg. 9
  - 7. Resolution 15-1429 – Rural Development Collection Loss Write-Off pg. 19

8. Resolution 15-1430 – H2F Collection Loss Write-Off pg. 21
9. Resolution 15-1431 – HCV Fraud Recovery Collection Loss Write-Off pg. 23
10. Resolution 15-1432 – Kingwood Commons Collection Loss Write-Off pg. 25

G. ADMINISTRATIVE REPORT:

11. 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.

12. CLOSED SESSION: Significant Exposure to Litigation Pursuant to Subdivision (b) of Government Code 54956.9  
Anticipated Litigation: One (1) Case

13. CLOSED SESSION: Pursuant to Section 54957 of the California Government Code  
Public Employee Appointment  
Title: Executive Director

J. NEXT MEETING:

K. ADJOURNMENT

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Minutes

Regular Board Meeting

November 4, 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, Brian Foss and Dan Miller were present. Commissioner Luis Uribe was absent. Commissioner Jim Whiteaker arrived later in the meeting. Legal Council Duane Oliveira was also present.

ITEM NO. B. – PUBLIC PARTICIPATION:

None

ITEM NO. C.1. – FAMILY SELF-SUFFICIENCY GRADUATE MELISSA HENNESSEY:

Family Self-Sufficiency Coordinator Josie Martinez explained Ms. Hennessey was unable to attend the meeting. Ms. Hennessey became a participant in 2010 and graduated November 2015. She is working full time at Prestige. Ms. Hennessey will receive a check for \$6,841.79.

ITEM NO. C.2. – FAMILY SELF-SUFFICIENCY GRADUATE LIVIER FLORES:

Ms. Martinez introduced Livier Flores. Ms. Flores joined the FSS program in 2009 and graduated in October 2015. Ms. Flores is now working full time as a preschool teacher at Noah's Ark Preschool and will receive \$1891.45 from her escrow account.

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

ITEM NO. C.3. - MEET THE STAFF, A. JANET ALVAREZ:

Interim Director of Maintenance Tom Goodwin introduced Janet Alvarez. Ms. Alvarez began as a temporary employee with the agency in early 2010 and was hired on full time in October 2010. Ms. Alvarez works as the Receptionist for the maintenance department and deals with the tenants when they have a maintenance issue. She then relays the information to the appropriate maintenance staff for repair. Mr. Goodwin thanked Ms. Alvarez for all of her hard work.

ITEM NO. C.3. - MEET THE STAFF, B. ANGELINA COTE:

Director of Housing Jeni Chavez introduced Angelina Cote. Ms. Cote started out at the front desk five years ago and has worked herself through many different positions with the agency. One of her past jobs was working with the waiting lists and getting families housed. Ms. Cote is currently an Eligibility Specialist and

takes on the lead in mentoring the onsite managers. Ms. Cote also previously worked as an Onsite Manager for Richland Public Housing.

ITEM NO. D. - CONSENT CALENDAR:

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

ITEM NO. E.5. – UPDATE ON APPROVAL OF AMENDMENT TO ADD YUBA COUNTY:

Legal Council Duane Oliveira reported he received and reviewed a draft joint powers agreement from Legal Council for Nevada County. He stated there are items he needs to discuss with her regarding Colusa County and the City of Williams.

Commissioner Miller asked when Yuba County representatives could come on board. Mr. Oliveira stated not until the agreement was approved. He stated the other suggestion would be to approve the current agreement and continue to work on the new agreement in regards to Colusa County and the City of Williams.

ITEM NO. F. 6. – RESOLUTION 15-1418 – FSS GRADUATE MELISSA HENNESSEY:

Commissioner Miller made a motion to approve Resolution 15-1418, FSS Graduate Melissa Hennessey. Commissioner Cleveland made the second. The following roll call vote was taken:

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

ITEM NO. F. 7. – RESOLUTION 15-1419 – FSS GRADUATE LIVIER FLORES:

Commissioner Miller made a motion to approve Resolution 15-1419, FSS Graduate Livier Flores. Commissioner Cleveland made the second. The following roll call vote was taken:

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

ITEM NO. F. 8. – RECOMMEND APPROVAL TO AWARD CONSTRUCTION CONTRACT FOR REHAB PROJECT AT OFFICE OF MIGRANT SERVICES:

Mr. Becerra explained there are 79 units that are occupied between May and October for migrant farmworkers. He stated the Office of Migrant Services (OMS) came out to look at the units and review the

Capital Needs Assessment. It was determined the four areas of the most need were roofing, exterior painting, water heaters and windows. Staff put out a bid for these items and OMS agreed to fund the water heaters and roofing needs.

Mr. Becerra mentioned eleven general contractors came out to the walk through and six contractors submitted bids. Mr. Goodwin stated the bidding was different than staff normally handles bids. OMS asked that each item be bid separately instead of one combined bid. Mr. Becerra shared since he has been an employee with the agency, there has never been any funds for rehabilitation of the units.

Commissioner Whiteaker made a motion to 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. Commissioner Miller made the second. All were in favor by voice vote.

ITEM NO. F. 9. – RESOLUTION 15-1420 – KINGWOOD COMMONS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$4,268.16:

Mr. Becerra explained the tenant's names will no longer show on the reports for confidentiality reasons.

Commissioner Whiteaker made a motion to approve Resolution 15-1420, Kingwood Commons Collection Loss Write-Off in the amount of \$4,268.16. 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, Brian Foss, Dan Miller, Martha Griese, and Charles Epp  
Nays: None  
Abstain: None  
Absent: Commissioner Luis Uribe

ITEM NO. F. 10. – RESOLUTION 15-1421 – PUBLIC HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$1,247.68:

Commissioner Whiteaker made a motion to approve Resolution 15-1421, Public Housing Collection Loss Write-Off in the amount of \$1,247.68. 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, Brian Foss, Dan Miller, Martha Griese, and Charles Epp  
Nays: None  
Abstain: None  
Absent: Commissioner Luis Uribe

ITEM NO. F. 11. – RESOLUTION 15-1422 – RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$613.60:

Commissioner Whiteaker made a motion to approve Resolution 15-1422, Rural Development Collection Loss

Write-Off in the amount of \$613.60. 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, Brian Foss, Dan Miller, Martha Griese, and Charles Epp

Nays: None

Abstain: None

Absent: Commissioner Luis Uribe

ITEM NO. F. 12. – RESOLUTION 15-1423 – HCV FRAUD RECOVERY COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$3,360.00:

Commissioner Whiteaker made a motion to approve Resolution 15-1423, HCV Fraud Recovery Collection Loss Write-Off in the amount of \$3,360.00. 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, Brian Foss, Dan Miller, Martha Griese, and Charles Epp

Nays: None

Abstain: None

Absent: Commissioner Luis Uribe

ITEM NO. G.13. – FINANCE UPDATE:

Chief Finance Officer Gail Allen reviewed the report presented in the packet and mentioned the finance updates are now up to date. She mentioned that years ago it was decided to pull out of using a collection agency to retrieve monies owed and use the State intercept program. Ms. Allen was concerned the Housing Authority was not receiving more money through the intercept program. She shared staff has transferred those people who had been submitted to the intercept program and transferred them to a collection agency.

ITEM NO. G.14. –ADMINISTRATIVE UPDATE:

Mr. Becerra said staff will be attending the Senior Center event this week. He shared the plans for a new senior project planned for the corner of Garden Highway and Percy Avenue. Mr. Becerra said the plans had previously been approved by the City of Yuba City but have now expired so they are being presented to the City of Yuba City again for renewal as it was presented a few years ago.

Mr. Becerra shared the Housing Authority's partners are looking at property in Grass Valley on Olympia Park Circle for a senior housing project.

Mrs. Chavez announced she has accepted another position and will be moving to Carson City, NV. She said her last day with the Housing Authority will be November 30, 2015. Mrs. Chavez shared she is very grateful for all of the opportunities the Housing Authority has given to her and her family from giving her rental assistance and now a full time employment.

Chairperson Hodges stated Mrs. Chavez always knew the answers to any housing questions and knew what she was talking about. She wished her good luck in her new employment.

ITEM NO. H. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Cleveland stated he knows it is safer to live in Richland Housing and asked staff to get crime reports for area and see what the progress has been over the years. Mr. Becerra said he acknowledges the Yuba City Police Department for their partnership and cooperation in making the Richland Housing Complex a better place to live.

Mrs. Chavez mentioned the Yuba City Police Department emails their call list each day to staff regarding any calls they have received.

Commissioner Cleveland also asked about Ampla Health. Mr. Becerra stated Dr. Flores has indicated they have outgrown the site and will more than likely not stay when the lease is up. He shared they asked about the land where the soccer field is located and he explained the Housing Authority is not in a position to give land away for free.

Mr. Becerra said the Maple Park Phase 2 project is about 60% complete.

Chairperson Hodges said there is sod on the new soccer fields in Live Oak and the Christmas lighting and Small Town Celebration for the City of Live Oak will take place on December 1, 2015.

ITEM NO. I.15. – 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.16. – CLOSED SESSION: PURSUANT TO SECTION 54957 OF THE CALIFORNIA GOVERNMENT CODE, PUBLIC EMPLOYEE APPOINTMENT, TITLE: EXECUTIVE DIRECTOR:

Chairperson Hodges reported there was no reportable action.

ITEM NO. I.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):

Chairperson Hodges reported there was no reportable action.

ITEM NO. J – NEXT MEETING: November 18, 2015

ITEM NO. K - ADJOURNMENT: The meeting was adjourned at 1:27 PM.



**PHA Certifications of Compliance  
with PHA Plans and Related  
R e g u l a t i o n s**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 08/30/2011

Resolution 15-1427

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

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

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

6

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

REGIONAL HA OF SUTTER & NEVADA COUNTIES  
PHA Name

CA048  
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20 - 20

Annual PHA Plan for Fiscal Years ~~2016~~ 2017

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

Name of Authorized Official DIANE HODGES	Title CHAIRPERSON, REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES
Signature	Date

7

**Civil Rights Certification**

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

**Civil Rights Certification**

**Annual Certification and Board Resolution**

RESOLUTION 15-1428

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

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

REGIONAL HOUSING AUTHORITY OF  
SUTTER AND NEVADA COUNTIES

CA048

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

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

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

Name of Authorized Official      DIANE HODGES

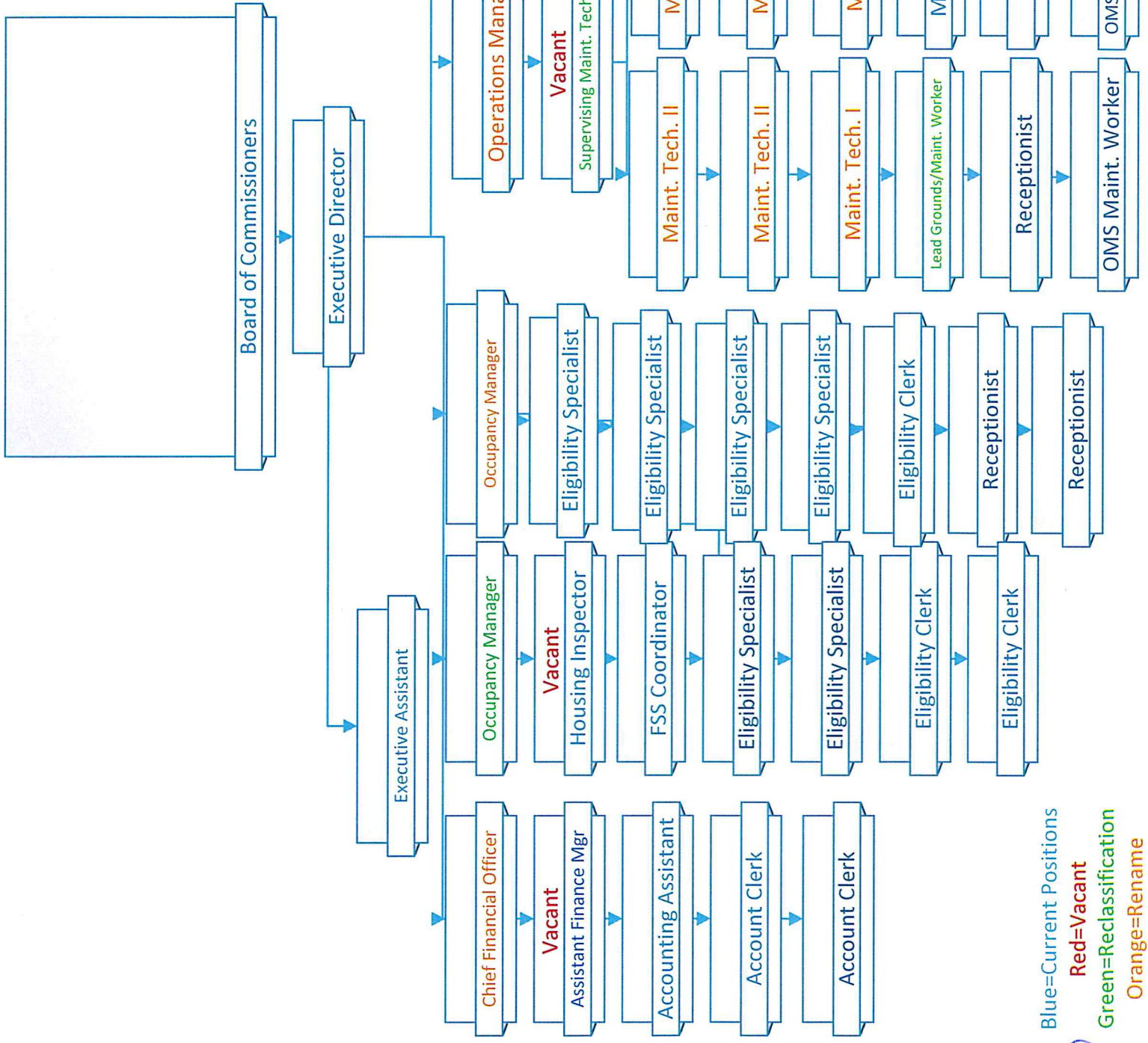
Title CHAIRPERSON, REGIONAL HOUSING AUTHORITY OF  
SUTTER AND NEVADA COUNTIES

Signature

Date

8

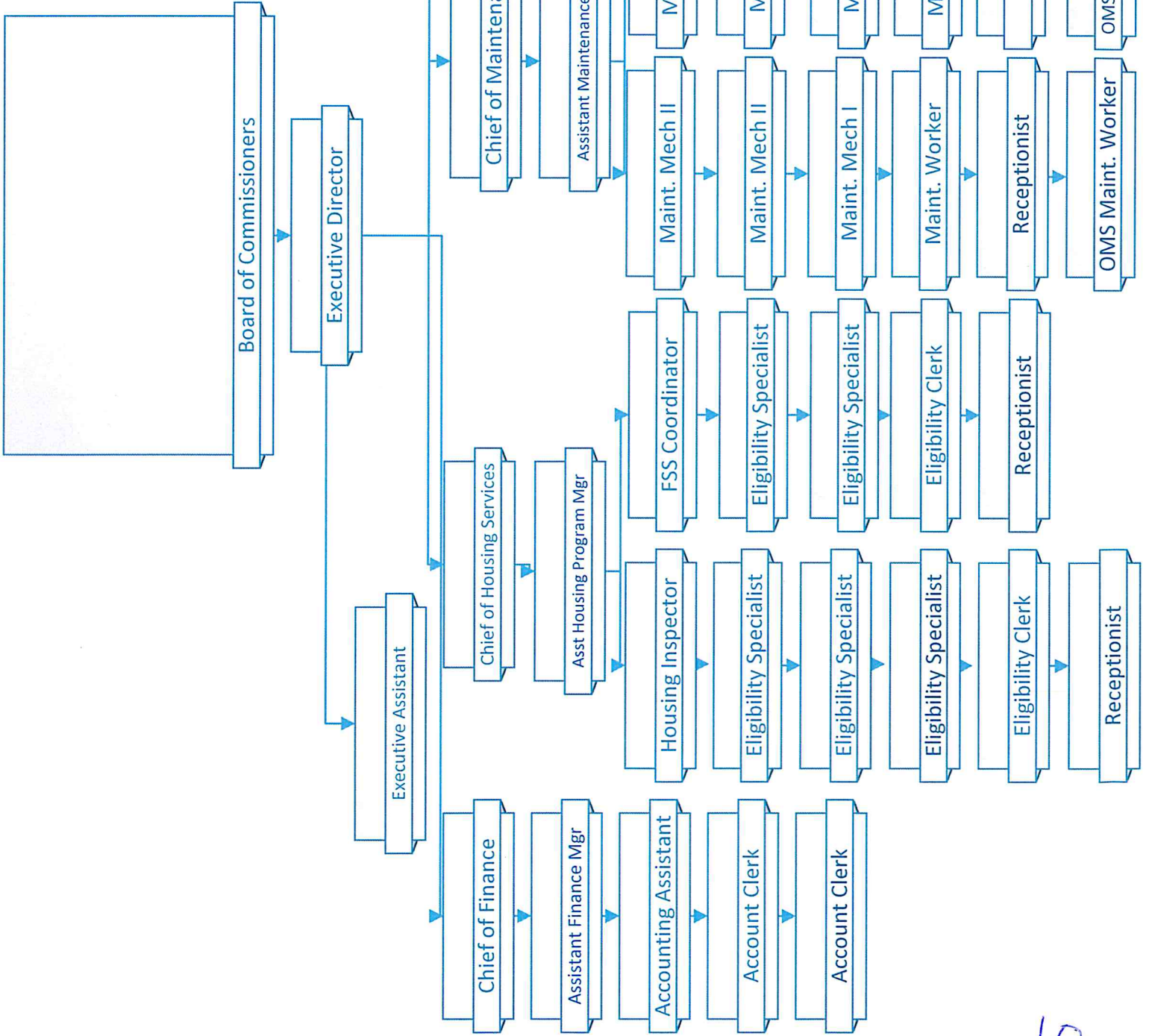
# Proposed Organizational Chart



Blue=Current Positions  
 Red=Vacant  
 Green=Reclassification  
 Orange=Rename



Current Organizational Chart



## SUPERVISING MAINTENANCE MECHANIC

### THE POSITION:

Under general direction to supervise building and grounds maintenance crews performing a variety of skilled and semi-skilled building maintenance and repair work; to diagnose and remedy problems in buildings, grounds and utility systems; to perform specialized maintenance and repair work; and to do related work as required.

### CLASS CHARACTERISTICS:

This is a working first line supervisor classification in the Maintenance Mechanic series. Incumbents supervise assigned maintenance crews and perform the most complex duties with general direction, exercising independent decision-making and problem solving. Assignments involve supervision of the assigned crews and the ability to perform difficult and complex maintenance or renovation work associated with all housing. This class is differentiated from the Maintenance Mechanic II by first-line supervisory responsibilities.

### EXAMPLES OF DUTIES:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the classification. Class specifications are not intended to reflect all duties performed within the job*

#### Interior of Units

- Clean
- Install and/or repair windows, doors, cabinets, closets
- Electrical and wiring, i.e. cuts, bends, and threads conduit
- Diagnoses complex electrical issues
- Diagnoses complex plumbing issues
- Replace/repair Appliances i.e., ovens, stoves, refrigerators, water heaters
- Assess/diagnose heating and air conditioning related issues
- Carpentry
- Painting
- Replaces and/or repairs telephone lines
- Sheetrock repair including taping, texturing walls, and ceilings
- Removal of trash and debris

- Install flooring to include but not limited to vinyl, wood, carpet, VCT
- Cleans carpets with extractor
- Perform other duties as assigned

#### Exterior of Units

- Maintain curb appeal, i.e. cutting grass, watering, trimming trees, shrubs and hedges, cultivation of plants, spraying and pulling weeds, repairs and maintains sprinkler systems
- Repairs street, parking lot and building lights
- Pressure wash buildings
- Removal of graffiti
- Pick up and remove trash and debris
- Maintain parking lots, streets, sidewalks, curbs, gutters and signs
- Repairs and or replacement of sidewalks (including cement and asphalt patch work as needed)
- Repairs fencing
- Repairs roofing as needed on different types of roofs
- Performs pest services as needed as applied according to EPA
- Perform other duties as assigned

#### Equipment/Tools

- Ability to operate and maintain grounds equipment, i.e. tractor/riding mower/push mower/trailer
- Operates and maintains basics tools according to manufacturer's guidelines and health and safety guidelines
- Follow and establish Safety Data Sheet (SDS) program

#### Health and Safety

- Follow all safety procedures such as using necessary safety equipment and reporting all safety hazards
- Provide training for staff as needed
- Assist in developing safety program

#### Reporting/Documentation

- Use appropriate computer programs
- Complete required documentation on work orders, and submit within prescribed timelines
- Review monthly work order schedule report
- Print, evaluate, and prioritize work orders
- Maintain daily logs
- Maintain communication with other staff members, vendors, contractors, property manager and project managers as assigned
- Prepares annual performance evaluations including performance goals

- Recommends disciplinary action when necessary to the Director of Maintenance
- Oversee staff in work programs
- Oversee Laborer, Maintenance Worker and Maintenance Mechanic I

Miscellaneous

- Order supplies
- Identify preventative maintenance
- Supervise and manage special projects
- Assist staff with questions when on call
- Ability to work with contractors
- Cover for Director of Maintenance as needed

MINIMUM QUALIFICATIONS:

Knowledge of: Basic methods, tools, equipment and materials used in building maintenance and repair work, i.e., carpentry, electrical, heating, and plumbing; diagnostic principles and practices used in building maintenance repair work; the methods, tools and materials used in preparation of and in painting of a variety of surfaces; the proper use and maintenance of basic trade tools; safety principles and practices required for general maintenance work, basic supervision methods and practices.

Ability to: Supervise and direct maintenance crews; perform specialized, skilled and semi-skilled maintenance work; ability to care for and maintain tools and equipment properly; analyze maintenance problems and determine alternatives for correction; follow oral and written instructions; prepare basic maintenance schedules and reports; establish and maintain effective working relationships with others; set priorities, identify and resolve problems; utilize modern technology for communication; obtain Freon recovery certification; obtain lead renovator certification, HVAC certification I, II, III and other certifications as needed determined by the Director of Maintenance.

Education and Experience: Equivalent to completion of four years of experience in maintenance construction or repair work, that would demonstrate the above knowledge and abilities. Specialized trade school and technical classes in building trades are desirable.

Special Requirement: Possession of a valid California Driver's license. Must be insurable. Must be available to work overtime and be subject to call back for maintenance emergencies. Must be able to perform heavy manual labor.



## LEAD GROUNDS/MAINTENANCE WORKER

### THE POSITION:

Under general supervision, to provide lead direction, train, and direct staff assigned to building and grounds maintenance; perform a variety of skilled and semi-skilled maintenance and repair work; and to perform related work as assigned.

### CLASS CHARACTERISTICS:

This is a one-position class with responsibility to provide lead supervision of staff on a day-to-day basis, and to perform a wide variety of landscape and grounds maintenance work on a wide-range of facilities. The incumbent works independently with policy direction and supervision from the Director of Maintenance. This position is distinguished from the class of Maintenance Worker by its primary responsibility for grounds maintenance and lead supervision.

### EXAMPLES OF DUTIES:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the classification. Class specifications are not intended to reflect all duties performed within the job*

#### Interior of Units

- Clean
- Install and/or repair windows, doors, cabinets, closets
- Electrical and wiring, i.e. cuts, bends, and threads conduit
- Diagnosis complex plumbing issues
- Replace/repair Appliances i.e., ovens, stoves, refrigerators, water heaters
- Carpentry
- Painting
- Sheetrock repair including taping and texturing walls and ceilings
- Removal of trash and debris
- Install flooring to include but not limited to (vinyl, wood, carpet, VCT)
- Cleans carpets with extractor
- Perform other duties as assigned

#### Exterior of Units

- Maintain curb appeal, i.e. cutting grass, watering, trimming trees, shrubs and hedges, cultivation of plants, spraying and pulling weeds, install, repairs and maintains sprinkler systems
- Repairs street, parking lot and building lights
- Pressure wash buildings
- Removal of graffiti
- Pick up and remove trash and debris
- Maintain parking lots, streets, sidewalks, curbs, gutters and signs
- Checks and cleans storm drains and storm drain systems
- Repairs and or replacement of sidewalks (including cement and asphalt patch work as needed)
- Repairs fencing
- Repairs roofing as needed on different types of roofs
- Repair and maintain roof gutters, downspouts and related components
- Performs pest services as needed as applied according to integrated pest management
- Applies herbicides, i.e. Roundup, and reports usage as required by jurisdiction
- Perform other duties as assigned

#### Equipment/Tools

- Ability to operate and maintain grounds equipment, i.e. tractor/riding mower/push mower/trailer, as it relates to this position
- Operates and maintains basics tools according to manufacturer's guidelines, and health and safety guidelines
- Follow and establish Safety Data Sheets (SDS) program

#### Health and Safety

- Follow all safety procedures such as using necessary safety equipment and reporting all safety hazards
- Provide training for staff as needed
- Assist in developing safety and service programs

#### Reporting/Documentation

- Use appropriate computer programs
- Complete required documentation on work orders, and submit within prescribed timelines
- Prepares purchase requests for landscape maintenance and related items
- Review monthly work order schedule report
- Print, evaluate, and prioritize work orders
- Maintain daily logs such as equipment/service logs

- Maintain communication with other staff members, vendors, contractors, property manager and project managers as assigned
- Oversee staff in work programs
- Oversee Laborer and Maintenance Worker

Miscellaneous

- Order supplies
- Identify preventative maintenance
- Ensures that grounds and maintenance of the facilities are properly maintained
- Supervise and manage special projects
- Ability to work with contractors

MINIMUM QUALIFICATIONS:

Knowledge of: Basic methods, tools, equipment and materials used in building maintenance and repair work, i.e., carpentry, electrical, heating, and plumbing; diagnostic principles and practices used in building/grounds maintenance repair work; the methods, tools and materials used in preparation of and in painting of a variety of surfaces; the proper use and maintenance of basic trade tools; safety principles and practices required for general maintenance/grounds work, trees, shrubs, plants and groundcovers used in parks and public landscaped areas; techniques, tools, equipment, and materials used in cultivating and maintaining a variety of landscaped areas; use and safety applications for pesticides/herbicides; safety procedures used in maintaining landscaping and tree trimming techniques; basic supervision methods and practices.

Ability to: Supervise and direct maintenance/grounds crews; perform specialized, skilled and semi-skilled maintenance/grounds work; ability to care for and maintain tools and equipment properly; analyze maintenance/grounds problems and determine alternatives for correction; follow oral and written instructions; use sound, good independent judgment within established guidelines; prepare basic maintenance/grounds schedules and reports; establish and maintain effective working relationships with others including but not limited to contractors and vendors; set priorities, identify and resolve problems; utilize modern technology for communication; work outdoors in any/all weather conditions; ability to read blue prints.

Education and Experience: Equivalent to completion of three years of experience in parks and/or landscape maintenance, or development that would demonstrate the above knowledge and abilities.

Physical Requirements:

*Essential duties require the following physical skills and work requirements.*

- Ability to work in a variety of park and landscaping settings, including dexterity to use a variety of landscape tools and equipment;
- Ability to lift up to 70 pounds and heavier weights with proper equipment;
- Ability to climb all necessary ladders as needed

Special Requirement: Possession of a valid California Driver's license. Must be insurable. Must be available to work overtime and be subject to call back for maintenance/grounds emergencies. Must be able to perform heavy manual labor.

Salary Schedule for New Positions

Supervising Maintenance Technician									
3/30/2015	\$ 1,755.29	\$ 1,843.05	\$ 1,935.21	\$ 2,031.96	\$ 2,133.56	\$ 2,240.25	\$ 2,352.26		
3/30/2016	\$ 1,790.40	\$ 1,879.92	\$ 1,973.91	\$ 2,072.61	\$ 2,176.24	\$ 2,285.05	\$ 2,399.30		
3/30/2017	\$ 1,826.20	\$ 1,917.51	\$ 2,013.39	\$ 2,114.06	\$ 2,219.76	\$ 2,330.75	\$ 2,447.29		

Lead Grounds/Maintenance Worker									
3/30/2015	\$ 1,386.64	\$ 1,455.97	\$ 1,528.77	\$ 1,605.20	\$ 1,685.47	\$ 1,769.74	\$ 1,858.23		
3/30/2016	\$ 1,414.37	\$ 1,485.09	\$ 1,559.35	\$ 1,637.31	\$ 1,719.18	\$ 1,805.14	\$ 1,895.39		
3/30/2017	\$ 1,442.66	\$ 1,514.79	\$ 1,590.53	\$ 1,670.06	\$ 1,753.56	\$ 1,841.24	\$ 1,933.30		



**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 15-1429

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 \$997.73

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 December 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 \$997.73.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 16<sup>th</sup> day of December, 2015 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Diane Hodges,  
Chairperson

(SEAL)

H:Reso\15-1429

**Rural Development Properties  
Collection Loss Write Off  
Period: November - December 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>								
T0005718	288 Samuel Dr, #H, Yuba City	01/01/15	09/28/15	\$ 10,521.00	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ 200.00	No
T0005317	420 Miles Ave., #9, Yuba City	04/01/14	10/08/15	\$ 260.00	\$ 142.40	\$ -	\$ 655.33	\$ -	\$ -	\$ 797.73	No
				\$	\$ 142.40	\$ -	\$ 855.33	\$ -	\$ -	\$ 997.73	Total Write Off

*R*

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 15-1430

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES AUTHORIZING HOMES2FAMILIES COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$685.12

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties operates affordable housing in conjunction with the City of Yuba City; and

WHEREAS, operations of affordable 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 December 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 \$685.12.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 16<sup>th</sup> day of December, 2015 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Gustavo Becerra,  
Interim Executive Director

(SEAL)

H:Reso\15-1430

21



H2F Properties - Yuba City  
 Collection Loss Write Off  
 Period: November - December 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 Fees</u>	<u>Damages</u>	<u>Utilities</u>	<u>Legal Fees</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
T0004702	545 Laurel Drive, YC	10/12/12	09/28/15	\$ 998.00	\$ 354.00	\$ 20.00	\$ 311.12	\$ -	\$ -	\$ -	\$ 685.12	No
				\$	\$ 354.00	\$ 20.00	\$ 311.12	\$ -	\$ -	\$ -	\$ 685.12	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.



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

1455 Butte House Road, Yuba City, CA 95993

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Website: www.rhasnc.org

RESOLUTION 15-1431

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 \$153.00

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 December 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 \$153.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 16<sup>th</sup> day of December, 2015 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Diane Hodges,  
Chairperson

(SEAL)

H:Reso\15-1431

HCV Fraud Recovery  
Collection Loss Write Off  
Period: April 2015

<u>Tenant</u>	<u>HAP</u>	<u>Fraud Recovery Amount Owed</u>	<u>Late Fee's</u>	<u>NSF Fee's</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
T0006023		\$ 153.00	\$ -	\$ -	\$ -	\$ 153.00	Yes
		\$ 153.00	\$ -	\$ -	\$ -	\$ 153.00	<b>Total Write-Off</b>

R

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



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

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Website: www.rhasnc.org

RESOLUTION 15-1432

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 \$3,232.86

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 December 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 \$3,232.86.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 16<sup>th</sup> day of December, 2015 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

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

Diane Hodges,  
Chairperson

(SEAL)

H:Reso\15-1432

25

Kingwood Commons  
 1340 Gray Avenue, Yuba City  
 Collection Loss Write Off

Period: November - December 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>
T0005638	12	09/10/14	09/22/15		\$ 842.00	\$ 635.00	\$ -	\$ 849.82	\$ -	\$ 1,748.04	\$ 3,232.86	No
						\$ 635.00	\$ -	\$ 849.82	\$ -	\$ 1,748.04	<b>\$ 3,232.86</b>	<b>Total Write Off</b>

*RB*

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