



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

1455 Butte House Road, Yuba City, CA 95993

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

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

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

February 23, 2017

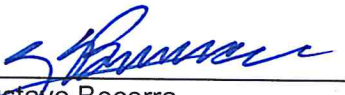
TO: Chairperson Martha Griese  
Vice-Chairperson Dan Miller  
Commissioner Brian Foss  
Commissioner Manny Cardoza  
Commissioner Charles Epp  
Commissioner Diane Hodges  
Commissioner Suzanne Gallaty  
Commissioner Luis Uribe  
Commissioner Ron Sullenger  
Commissioner Toni Benson  
Commissioner John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

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

**NOTICE OF REGULAR MEETING**

**March 1, 2017**

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, March 1, 2017 at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**

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

s: No030117



**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**  
**March 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.
- D. AWARDS AND PRESENTATIONS:
  - 1. Family Self-Sufficiency Graduate Tiffany Hulsey  
Alisha Parker, Occupancy Manager
- 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.
  - 2. Approval of Minutes – February 1, 2017 pg. 1
- F. OLD BUSINESS: Discussion/Possible Action: NONE
- G. NEW BUSINESS: Discussion/Possible Action:
  - 3. Approval of Appendix A-4 of Resolution 16-1450 pg. 4  
Gustavo Becerra, Executive Director
  - 4. Approval of Legal Services Request for Proposal pg. 11  
Gustavo Becerra, Executive Director
  - 5. Resolution 17-1486, Family Self-Sufficiency Graduate pg. 12  
Tiffany Hulsey  
Alisha Parker, Occupancy Manager

- |     |                                                                                                                          |        |
|-----|--------------------------------------------------------------------------------------------------------------------------|--------|
| 6.  | Approval of Landscaping Request for Proposal<br>Tom Goodwin, Operations Manager                                          | pg. 13 |
| 7.  | Resolution 17-1487 – Recognition of Duane Oliveira, Legal Counsel<br>Gustavo Becerra, Executive Director                 | pg. 15 |
| 8.  | Resolution 17-1488 – Devonshire Apartments Collection Loss Write-Off<br>Pattra Runge, Occupancy Manager                  | pg. 16 |
| 9.  | Resolution 17-1489 – Rural Development Collection Loss Write-Off<br>Pattra Runge, Occupancy Manager                      | pg. 18 |
| 10. | Resolution 17-1490 – Public Housing Collection Loss Write-Off<br>Pattra Runge, Occupancy Manager                         | pg. 20 |
| 11. | Resolution 17-1491 – Housing Choice Voucher Fraud Recovery Collection Loss Write-Off<br>Alisha Parker, Occupancy Manager | pg. 22 |
| 12. | Resolution 17-1492 - Neighborhood Stabilization Program Collection Loss Write-Off<br>Pattra Runge, Occupancy Manager     | pg. 24 |
| 13. | Resolution 17-1493 – Kingwood Commons Collection Loss Write Off<br>Pattra Runge, Occupancy Manager                       | pg. 26 |

H. ADMINISTRATIVE REPORT:

- |     |                                                                                                     |        |
|-----|-----------------------------------------------------------------------------------------------------|--------|
| 14. | Finance Update<br>Gail Allen, Chief Financial Officer                                               | pg. 28 |
| 15. | Maintenance Update<br>Tom Goodwin, Operations Manager                                               | pg. 34 |
| 16. | Occupancy/Eligibility Update<br>Pattra Runge, Occupancy Manager<br>Alisha Parker, Occupancy Manager | pg. 35 |

- I. HOUSING COMMISSIONERS' COMMENTS:
- J. EXECUTIVE SESSION: May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.
- K. NEXT MEETING:
- L. ADJOURNMENT

Ag030117



REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES  
Minutes  
Regular Board Meeting  
February 1, 2017

ITEM NO. A - CALL TO ORDER:

Vice-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:

Commissioners Charles Epp, Ron Sullenger, Dan Miller, Diane Hodges, Suzanne Gallaty, John Loudon, Manny Cardoza, Brian Foss, Toni Benson, Mike Leahy, Doug Lofton and Luis Uribe were present. Chairperson Martha Griese was absent. Legal Counsel Duane Oliveira was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioner Uribe led the Pledge of Allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D. – AWARDS AND PRESENTATIONS: NONE

ITEM NO. E. - CONSENT CALENDAR:

Commissioner Hodges requested staff provide more detailed information before and after each out of state training and provide actual costs of travel when staff return.

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

Commissioner Loudon introduced Kent Boes who will be joining the Board of Commissioners at the next meeting.

ITEM NO. F. – OLD BUSINESS: NONE

ITEM NO. G. 4. – APPROVAL OF ROOFING PROJECT AT 476 GARDEN HIGHWAY, YUBA CITY, CA

Larry Tinker, Senior Development and Rehab Specialist, explained this is for the senior complex on Garden Highway. He stated four contractors signed out bids and three submitted bids.

Commissioner Cardoza made a motion to approve the bid from California Windows Industries in the amount of \$184,850.00 for the roofing replacement project planned for the Richland Senior Apartments located at 476 Garden Highway in Yuba City, CA, and authorize the Executive Director to execute the construction contract and all required documents. Commissioner Epp

made the second. All were in favor by voice vote.

ITEM NO. G. 5. – APPROVAL OF FISCAL YEAR ENDING 2018 OPERATING BUDGET:

Chief Financial Officer Gail Allen went over the budget that was provided in the Board packet and gave a brief background for those who are new to the Board.

Commissioner Hodges made a motion to approve the fiscal year ending 2018 operating budgets. Commissioner Leahy made the second. All were in favor by voice vote.

ITEM NO. G. 6. – RESOLUTION 17-1485, APPROVAL OF FISCAL YEAR ENDING 2018 OPERATING BUDGET:

Ms. Allen stated HUD requires the budget to be approved via a resolution for Public Housing.

Commissioner Cardoza made a motion to approve Resolution 17-1485, Approval of Fiscal Year Ending 2018 Operating Budget. Commissioner Leahy made the second. The following roll call vote was taken:

Vote: Ayes: Commissioners Luis Uribe, Ron Sullenger, John Loudon,  
Manny Cardoza, Charles Epp, Susanne Gallaty, Diane  
Hodges, Doug Lofton, Dan Miller Toni Benson, Brian Foss,  
and Mike Leahy

Nays: None

Abstain: None

Absent: Chairperson Martha Griese

ITEM NO. H.7. –ADMINISTRATIVE UPDATE:

Mr. Becerra thanked Commissioner Benson and the City of Colusa for providing \$650,000 in grant funds for the rehabilitation of the Devonshire Apartments. He shared there is a second injection of funds, approximately \$450,000, that may also be used for more repairs. Mr. Becerra stated the rehabilitation project not only improves the property but the neighborhood and community as well.

Mr. Becerra mentioned Sutter County's CAO is looking at the homeless issues and the partnership with the Housing Authority for a solution. He stated the County is looking at a site in Yuba City to do a project similar to 14Forward where Butchie's Pool is currently located.

Mr. Becerra said he did a presentation to the Nevada County Board of Supervisors last week to talk about the services the Housing Authority provides to the community. Vice-Chairperson Miller said the presentation was well received.

Mr. Becerra also mentioned staff was given a waiver to use the VASH vouchers given to the Housing Authority for Yuba City to use in any of the seven jurisdictions served by our agency.

ITEM NO. I. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Leahy stated he liked the culture of the budget.

Commissioner Sullenger said it was good to see projects getting out of the red.

Commissioner Loudon shared the hospital in Colusa is moving forward.

Commissioner Miller mentioned the ad hoc committee interviewed the finalist for legal counsel before the meeting and a recommendation will be brought back to the next Board meeting.

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: February 15, 2017

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 12:49 PM.

**APPENDIX A-4**  
**LIST OF PROPERTIES**

<u>Address</u>	<u>Action (Date)</u>	<u>Loan Amount</u>
5544 Hanover Ct., Linda, CA 95901	Purchase (March 2017)	\$294,198.58

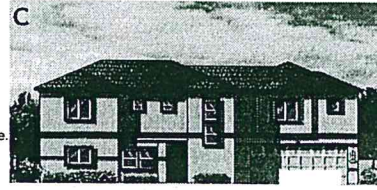
\_\_\_\_\_  
Designated Officer

\_\_\_\_\_  
Date



**GOVERNMENT AGENCY SUMMARY**

Program Identity:	HA-Yuba County
Investment Management Agreement:	Trio Opportunity Fund
Report Status:	For Approval
Report Dated:	February 14, 2017
GA Borrower / Owner on Title:	RHASNC



**I. TRANSACTION SUMMARY**

- \* Applicants learned of Trio from an advertisement.
- \* Applicant previously had to declare for BK after a divorce. This was discharged in 2015, so is eligible for VA mortgage in August 2017.
- \* Employed by the Military and receives military housing allowance.
- \* New construction home being finished; inspection to occur once complete.
- \* No HOA associated with this development.
- \* Home warranty policy & builder warranty included.
- \* Financing at the FHA loan limit for the County.
- \* Trio Option Price is factored from Trio Home Price x1% and is fixed over lease.
- \* Trio has approved financing and is recommending approval by RHASNC given all consumer and property underwriting conditions have been met.

**II. CUSTOMER SUMMARY**

Client ID#	TrioFirst - ###
Lessee Last Name	[REDACTED]
Primary Job	[REDACTED]
Co-Lessee Last Name	n/a
Co-Lessee Primary Job	n/a
Combined Income	\$63,000
FICO Scores of Applicant(s)	648
Debt-to-Income Ratio	38.3%
Approved Trio Payment	\$2,400
Approved Home Value	\$280,000

**Trio Lease Terms:**

Trio Lease Term, months	36
Total Monthly Lease Pmt	\$2,330.00

Trio Option Price	\$283,880
Discounted HPA Factor (TrioFirst)	1.00%
TrioSelect Base HPA Factor	2.00%
Mkt Value at End of Term (TrioSelect)	\$301,200
Trio Home Price	\$281,070
Home Purchase Assistance Earned	\$17,320

**Lessee Program Costs:**

Underwriting & Doc Prep Fee	\$655.00
Healthy Home Maint. Fee	\$0.00
Inception Fee	\$2,810.70
Additional Lessee Funding Req.	\$0
Total Up-front Costs of Lease	\$3,465.70
First Month's Lease Pmt	\$2,330.00
Lessee Funds to Close	\$5,795.70

**IV. INVESTMENT SUMMARY**

<b>Capital Required:</b>	
Equity Funding by TOF	\$19,279.90
FHA Leverage Funding	\$270,190.35
FHA Financing Fee 1.75%	\$4,728.33
Total Funding	\$294,198.58

**Leverage Assumptions:**

Lender	Cornerstone Home
Leverage %	96.50%
Interest Rate	4.50%
FHA Mortgage P&I + Mtg Insurance	\$1,584.36
Leverage Type	FHA Mortgage
Area FHA Loan Limit (Yuba County)	\$276,000.00
Total FHA Loan Issued	\$274,918.68
FHA Balance End of Term	\$260,992.90

**V. GOVERNMENT AGENCY FEES**

Fee at Closing of Purchase	\$1,375.00
Fee at Sale of Property	\$1,375.00
Total Fees Pre Tax Abatement	\$2,750.00
Potential Tax Abatement Over Term	\$4,199.85
Total Fees With Tax Abatement	\$6,949.85
Add'l Funds from Market Sale	\$2,370.00

**III. ASSET SUMMARY**

**Property Details:**

State - City	CA - Linda
Address	5544 Hanover Ct
Zip Code	95901
Builder	Highland Villas
Description	SFD
Age (year built)	2016
Beds	4
Baths	3
Square Footage	1,798

**Pricing Assumptions:**

List Price at Purchase	\$279,990
Net Price Paid at Purchase	\$272,990
Purchase Discount/Seller Concession	2.50%
Dollar Amount Seller Concession	\$7,000
Appraised Value at Purchase	\$279,990
Collateral Analytics (CA) Risk Score	Low
CA Future Mkt Value HPA Factor	5.00%
CA Future Market Value, End of Term	\$324,000

**Program Acquisition Costs:**

Reserves 2%	\$5,600.00
Trio Lease Placement Fee	\$2,330.00
Closing Costs + Escrow Deposits	\$7,000.00
Gov't Agency Fee 0.5%	\$1,375.00
Other Costs (Closing/Downpayment)	\$2,974.90
Total Up-front Costs Pd by Trio	\$19,279.90

**Proforma Cash Flow Over Lease Term:**

Monthly Lease Payment	\$2,330.00
Property Taxes, full	\$312.66
Property Insurance	\$70.00
FHA Mortgage Payment	\$1,392.97
FHA Mortgage Insurance	\$191.38
PITI to Mtg Servicer	\$1,967.01
Homeowners Association Dues	\$0.00
Home Warranty Contribution	\$35.00
Management Fee	\$100.00
Net Monthly Cash Flow	\$227.99

**Closing Dates & Info:**

PSA Signed	December 23, 2016
Inspection Report Completed	March 3, 2017
Lease Signing	February 16, 2017
Property Closing Date	March 10, 2017
Escrow/Title Company	First American
Broker/Agency Representation	Waterman RE

**VI. TRIO REVIEW & SIGN-OFF**

Reviewed By	P. Howard
Date Reviewed	February 14, 2017
Recommendation	Approve
Trio	Approved
Agency	March 1, 2017 to Board
Fund	Approved





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**RESOLUTION NO. 16-1450**

A RESOLUTION OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES AUTHORIZING THE BORROWING OF FUNDS FOR THE PURPOSE OF FINANCING THE ACQUISITION OF SINGLE-FAMILY HOUSING PROPERTIES INTENDED FOR LEASE IN CONJUNCTION WITH THE TRIO FINANCING PROGRAM

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties (the "Authority") is authorized pursuant to Articles 1 through 5 of Chapter 1 of Part 2 of Division 24 of the Health and Safety Code of the State of California (the "Act"), to borrow moneys to finance and refinance the acquisition, rehabilitation and development of housing developments; and

WHEREAS, the Authority previously approved Resolution No. 12-1251 on June 20, 2012 that authorized the Services and Management Agreement for the Trio leasing program, then Resolution No. 13-1299 on June 5, 2013 that authorized the borrowing of funds from Umpqua Bank for the purpose of financing the acquisition of single-family housing properties intended for lease under the Trio financing program, and then entered into a program Operating Agreement dated September 24, 2015; and

WHEREAS, the Authority now desires to utilize FHA Mortgage Loan financing, and other available financing as it deems reasonable, for the acquisition of selected single-family housing properties intended for lease under the Trio financing program (the "Properties"); and

WHEREAS, the Authority hereby finds and declares that it is necessary, essential and a public purpose for the Authority to finance the acquisition of the Properties; and

WHEREAS, the Authority hereby finds and declares that this resolution is being adopted pursuant to the powers granted by the Act; and

WHEREAS, all conditions, things and acts required to exist, to have happened and to have been performed precedent to and in connection with the Authority's borrowing of the moneys contemplated by this resolution and the documents referred to herein exist, have happened and have been performed in due time, form and manner as required by the laws of the State of California, including the Act.

NOW, THEREFORE, BE IT RESOLVED by the Regional Housing Authority of Sutter and Nevada Counties, as follows:

**Section 1.** The Authority hereby finds and declares that the above recitals are true and correct.

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**Section 2.** The Authority hereby approves the use of borrowing funds, as contemplated in the Operating Agreement noted above, through FHA Mortgage Loans to be arranged by Trio Leasing ("Trio") and originated by FHA approved mortgage lenders, plus from additional available funds as arranged by Trio on behalf of the Authority in order to finance the acquisition of the Properties.

**Section 3.** The Board Officers, the Executive Director, or their designee(s) (the "Designated Officers") of the Authority are, and each of them acting alone is, hereby authorized, for and in the name of and on behalf of the Authority, to execute and deliver the necessary documents and take any necessary action as may be required in conjunction with the purpose of this Resolution and the acquisition, refinancing, and/or sale of properties pursuant to this Resolution, including the recording of associated grant deeds for subject properties.

**Section 4.** The Properties selected and designated for acquisition, refinancing, and/or sale shall be listed in Appendix A to this Resolution along with a signature of acceptance by a Designated Officer as authorized by this Resolution and shall be included with the Executive Director's update reports to the Board on an on-going basis.

**Section 5.** All actions heretofore taken by the officers and agents of the Authority with respect to the financing contemplated by this Resolution, the Properties and the borrowing of moneys for the Properties are hereby approved, confirmed and ratified.

**Section 6.** This Resolution shall take effect from and after its adoption.

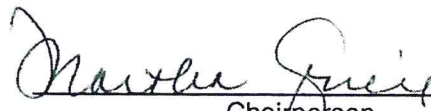
DULY AND REGULARLY ADOPTED by the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties this 6th day of July 2016.

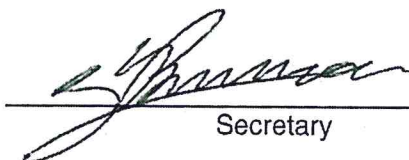
AYES: Chairperson Martha Griese, Commissioners Dan Miller, Preet Didbal, Suzanne Gallaty, Luis Uribe, Diane Hodges, Brian Foss, Charles Epp and Ron Sullenger

NOES: None

ABSENT: None

ABSTAIN: None

  
Chairperson


  
Secretary

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APPENDIX A-1

LIST OF PROPERTIES

<u>Address</u>	<u>Action (Date)</u>	<u>Loan Amount</u>
2049 Wilcox Ranch Road, Plumas Lake, California	Purchase (July 2016)	\$336,858.44 (est)


  
\_\_\_\_\_  
Designated Officer

7-11-16  
\_\_\_\_\_  
Date

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APPENDIX A-2  
LIST OF PROPERTIES

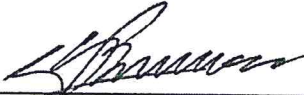
<u>Address</u>	<u>Action (Date)</u>	<u>Loan Amount</u>
5745 Lochcarron Drive, Marysville, CA 95901	Purchase (August 2016)	\$302,462.05 (est)

  
\_\_\_\_\_  
Designated Officer

8/3/16  
\_\_\_\_\_  
Date

**APPENDIX A-3**  
**LIST OF PROPERTIES**

<u>Address</u>	<u>Action (Date)</u>	<u>Loan Amount</u>
1310 Peach Tree Lane, Yuba City, CA 95993	Purchase (November 2016)	\$286,994.37

  
\_\_\_\_\_  
Designated Officer

11-17-16  
\_\_\_\_\_  
Date



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

**Date:** March 1, 2017

**To:** Board of Commissioners

**From:** Gustavo Becerra, Executive Director, and Ad Hoc Committee for Legal Services

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**SUBJECT:** Legal Services Contract

**RECOMMENDATION:** Approve three-year contract, with additional two one-year extensions

**FISCAL IMPACT:** Approximately \$2,000 per month in general legal services

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**Background** – Every three to five years, HUD procurement regulations require Housing Authorities to submit a Request for Proposal (RFP) for all professional services, including legal. On November 1, 2016, a RFP was sent to approximately 70 law firms, in which two declined to participate, and 21 were returned to the agency due to unsuccessful mail delivery. There were three firms who responded to the proposal: Rich, Fuidge, Lane & Bordsen, Inc.; Matheny, Sears, Linkert, Jaime LLP; and LCW – Liebert, Cassidy, Whitmore.

The Board of Commissioners appointed an Ad Hoc Committee to review the RFP's. The Ad Hoc Committee met on January 11, 2017, to review the three proposals and met again on February 1, 2017, to interview the top candidate, Rich, Fuidge, Lane & Bordsen, Inc.

The Housing Authority has used the services of Rich, Fuidge, Lane & Bordsen, Inc. in the past, as special counsel for specific matters, such as evictions, real estate transactions, and settlement negotiations. They have vast Housing Authority experience, legal fee pricing within the current market rates, and are headquartered locally in Marysville, CA.

**RECOMMENDATION:**

The Ad Hoc Committee and staff recommend that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties approve the selection of Rich, Fuidge, Lane & Bordsen, Inc. as the Housing Authority's legal services provider, and authorize the Executive Director to execute the legal services contract, and any other required documentation.

Submitted by:

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



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**RESOLUTION 17-1486**

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

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

**WHEREAS**, Tiffany Hulsey started in this program on 9/01/2014 and set goals for herself to maintain full-time employment.

**WHEREAS**, Tiffany met her goals by 1/01/2017 and received sufficient earned income to generate an escrow account in the amount of \$3,130.99.

**WHEREAS**, Tiffany Hulsey 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 Tiffany Hulsey 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 1st day of March 2017.**

**AYES:**

**NAYS:**

**ABSTAINED:**

**ABSENT:**

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



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



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

**Date:** March 1, 2017  
**To:** Board of Commissioners  
**From:** Tom Goodwin, Operations Manager

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**SUBJECT:** Landscape Services Contract  
**RECOMMENDATION:** Approve one year contract, with additional four 1-year extensions  
**FISCAL IMPACT:** \$162,713.52 each year  
\$813,567.60 includes four 1-year extensions

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**Overview** – Every three to five years, HUD requires Housing Authorities to submit a Request for Proposals (RFP) for contracted services, among them are landscape services contracts. Staff sent out 17 packets to potential contractors, which included a letter that directed them to our website where the contractor could download the RFP. Staff received four “return to sender” packets from the US Postal Service. Staff conducted a mandatory meeting where five potential/eligible contractors signed-in, of the five contractors, four turned in a bid. Botanica Landscapes is a new company for RHA to contract with, but this company provided services for the General Contractor who built the ten new ADA units at Richland Housing (Yuba City), and Maple Park Phase 1 and 2 (Live Oak).

**\*\*Botanica Landscapes, Yuba City California**

FYE 2017 – \$ 162,713.52  
FYE 2018 – \$ 162,713.52  
FYE 2019 – \$ 162,713.52  
FYE 2020 – \$ 162,713.52  
FYE 2021 – \$ 162,713.52  
Total – \$ 813,567.60

See attached sheet for breakdown of contractors and pricing.

**RECOMMENDATION:**

Based on Botanica Landscapes proposed bid pricing, experience, availability to staff for landscaping services for Regional Housing Authority’s properties, both owned and managed, staff recommends that the Board of Commissioners of Regional Housing Authority of Sutter and Nevada Counties, approve the selection of Botanica Landscapes for a one-year contract with a potential for four, one- year extensions, and authorize the Executive Director to execute all required documentation.

Prepared by:

  
Tom Goodwin, Operations Manager

Submitted by:

  
Gustavo Becerra, Executive Director



# LANDSCAPING BIDS

LOCATION	BID AMOUNT				I.C.E.
	Barrows	Botanica	Vargas	Rojas	
	\$ 23,525.00	\$ 13,559.46	\$ 21,800.00	\$ 14,589.00	\$ 14,090.00
<b>Richland Public Housing (Yuba City)</b> 456 Garden Hwy to 474 Garden Hwy 476 A to N Complex					
<b>LC-35 (Yuba City)</b> Soccer Field on Garden Highway 448 Garden Hwy 415 Miles Ave					
<b>USDA (RD) (Yuba City)</b> 288/294 Samuel Dr, 352/368 Bernard Dr 253/257/363/367/380 McKeehan Dr 400/420 Miles Ave					
<b>Percy Ave. Apartments (Yuba City)</b> 430 Percy Ave					
<b>Town Center Senior Manor (Yuba City)</b> 506 Plumast St					
<b>Yolo/Heiken (Yuba City)</b> 553 Heiken/556-554 Yolo					
<b>Office of Migrant Services (Yuba City)</b> 479 Bernard Drive					
<b>Butte View Estates (Live Oak)</b> 9400 Larkin Road					
<b>Centennial Arms (Live Oak)</b> 9829 N. St					
<b>Live Oak Senior Village (Live Oak)</b> 2750 Date St.					
<b>Devonshire Apartments (Colusa)</b> 1431 Wescott RD					
<b>River City Manor (Yuba City)</b> 655 Joann Way					
<b>Kingwood Commons (Yuba City)</b> 1340 Gray Ave					



**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

RESOLUTION 17-1487

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES EXPRESSING RECOGNITION AND APPRECIATION FOR THE DILIGENT SERVICE OF DUANE OLIVEIRA

WHEREAS, Duane Oliveira, was first appointed as Legal Counsel to the Housing Authority in 1992, and has provided legal services through March 2017; and

WHEREAS, he brought with him knowledge of public agencies which contributed substantially to the resolution of housing related issues in Sutter, Nevada, Yuba and Colusa Counties; and

WHEREAS, he has been diligent and faithful to the public trust reposed on him, to the discharge of his responsibilities and in the fulfillment of his duties with the Housing Authority; now

THEREFORE BE IT RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties hereby honor Duane Oliveira upon his departure from the position of Legal Counsel and that his dedicated actions during the time he served as Legal Counsel be recognized and commended.

This Resolution was moved and approved at the Regular Meeting of the Board of Commissioners on March 1, 2017, as the Board conveys their best wishes in all his future endeavors.

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

\_\_\_\_\_  
Vice-Chairperson Dan Miller

\_\_\_\_\_  
Commissioner Diane Hodges

\_\_\_\_\_  
Commissioner Charles Epp

\_\_\_\_\_  
Commissioner Brian Foss

\_\_\_\_\_  
Commissioner Luis Uribe

\_\_\_\_\_  
Commissioner Ron Sullenger

\_\_\_\_\_  
Commissioner Manny Cardoza

\_\_\_\_\_  
Commissioner Toni Benson

\_\_\_\_\_  
Commissioner Suzanne Gallaty

\_\_\_\_\_  
Commissioner John Loudon

\_\_\_\_\_  
Commissioner Kent Boes

\_\_\_\_\_  
Commissioner Mike Leahy

\_\_\_\_\_  
Commissioner Doug Lofton

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





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Website: www.rhasnc.org

RESOLUTION 17-1488

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES AUTHORIZING DEVONSHIRE COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$5.27

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties operates affordable housing projects such as Devonshire; and

WHEREAS, operations 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 February 28, 2017 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$5.27.

This Resolution is to take effect immediately

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

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

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

(SEAL)



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



Devonshire  
Collection Loss Write Off  
Period: January / February 2017

<u>Tenant</u>	<u>Address</u>	<u>Date</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>
		<u>Move In</u>	<u>Move Out</u>								
T0006401	1433 Wescott Rd., #13	03/05/15	12/06/16	\$ 681.00	\$ -	\$ -	\$ 5.27	\$ -	\$ -	\$ 5.27	
				\$ -	\$ -	\$ -	\$ 5.27	\$ -	\$ -	\$ 5.27	Total Write Off

2/21/17  
D

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

RESOLUTION 17-1489

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 \$3,078.09

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 February 28, 2017 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$3,078.09.

This Resolution is to take effect immediately.

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

AYES:

NAYS:

ABSTAINED:

ABSENT:

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

Martha Griese, Chairperson

(SEAL)



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



**Rural Development Properties  
Collection Loss Write Off**  
Period: January / February 2017

Tenant	Address	Date		Monthly Rent	Rent Owed	Late Fee's	Damages	Utilities	Legal Fee's	Total Owed	Payback Agreement
		Move In	Move Out								
T0004603	9400 Larkin Rd., #2B, Live Oak	04/02/99	09/08/16	\$ 828.00	\$ 66.00	\$ -	\$ 1,285.39	\$ -	\$ 893.20	\$ 2,244.59	No
T0005839	420 Miles Ave., #37, Yuba City	10/02/14	04/28/16	\$ 669.00	\$ -	\$ -	\$ 833.50	\$ -	\$ -	\$ 833.50	Yes
				\$ 66.00	\$ -	\$ -	\$ 2,118.89	\$ -	\$ 893.20	\$ 3,078.09	Total Write Off

*[Handwritten Signature]*  
2/2/17

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 of Sutter and Nevada Counties**

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RESOLUTION 17-1490

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 \$8,659.83

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 February 28, 2017 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$8,659.83.

This Resolution is to take effect immediately.

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

AYES:

NAYS:

ABSTAINED:

ABSENT:

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

Martha Griese, Chairperson

(SEAL)



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





**Public Housing  
Collection Loss Write Off**  
Period: January / February 2017

Tenant	Address	Move In Date	Move Out Date	Monthly Rent	Rent Owed	Late Fees	Damages	Solar	Legal Fees	Total Owed	Payback Agreement
T0005571	363 Atwood Dr, YC	08/07/14	10/12/16	\$ 183.00	\$ 310.00	\$ -	\$ 2,003.46	\$ -	\$ 790.00	\$ 3,103.46	No
*T0001037	348 Samuel Dr, YC	12/01/15	12/27/16	\$ 326.00	\$ -	\$ -	\$ 152.52	\$ -	\$ -	\$ 152.52	No
T0004100	415 Atwood Dr, YC	06/10/11	11/22/16	\$ -	\$ 44.61	\$ 20.00	\$ 2,727.13	\$ 174.89	\$ 837.99	\$ 3,804.62	Yes
T0005943	2750 Dale St, #10, LO	11/10/14	11/22/16	\$ 219.00	\$ -	\$ -	\$ 91.00	\$ -	\$ -	\$ 91.00	No
*T0000692	2750 Dale St, #50, LO	08/25/04	11/28/16	\$ 211.00	\$ -	\$ -	\$ 9.00	\$ -	\$ -	\$ 9.00	No
T0004916	2750 Dale St, #49, LO	07/24/14	09/07/16	\$ 205.00	\$ -	\$ -	\$ 1,499.23	\$ -	\$ -	\$ 1,499.23	No
				\$ 354.61	\$ 20.00	\$ 6,482.34	\$ 174.89	\$ 1,627.99	\$ 8,659.83	Total Write Off	

2/1/17

2

Deceased \*

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

Exhibit A



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

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RESOLUTION 17-1491

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 \$1,477.00

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

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

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

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending February 28, 2017 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$1,477.00.

This Resolution is to take effect immediately.

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

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

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

(SEAL)



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



HCV Fraud Recovery

Collection Loss Write Off

Period: February 2017

Tenant	HAP Fraud Recovery Amount Owed	Late Fees	NSF Fees	Legal Fees	Total Owed	Payback Agreement
T0005005	\$ 1,477.00	\$ -	\$ -	\$ -	\$ 1,477.00	Yes
	\$ 1,477.00	\$ -	\$ -	\$ -	\$ 1,477.00	Total Write-Off

Tenants listed with Payback Agreements failed to honor the Agreement.

2/22/17  
W



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

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RESOLUTION 17-1492

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES AUTHORIZING NEIGHBORHOOD STABILIZATION PROGRAM (NSP) COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$486.00

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties operates affordable housing in multiple jurisdictions; 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 February 28, 2017 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$486.00.

This Resolution is to take effect immediately.

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

AYES:

NAYS:

ABSTAINED:

ABSENT:

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

(SEAL)



NSP Properties - Yuba City  
 Collection Loss Write Off  
 Period: January / February 2017

Name	Address	Date		Monthly Rent	Rent Owed	Late Fee's	Damages	Utilities	Legal Fee's	Total Owed	Payback Agreement
		Move In	Move Out								
T0005876	2660 Date St, LO	11/20/14	11/14/16	\$ 818.00	\$ -	\$ -	\$ 486.00	\$ -	\$ -	\$ 486.00	No
					\$ -	\$ -	\$ 486.00	\$ -	\$ -	\$ 486.00	
										\$ 486.00	Total Write Off!

2/21/17  
 [Signature]

25

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**

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Website: www.rhasnc.org

RESOLUTION 17-1493

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 \$914.39

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 February 28, 2017 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$914.39.

This Resolution is to take effect immediately.

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

AYES:

NAYS:

ABSTAINED:

ABSENT:

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

Martha Griese, Chairperson

(SEAL)




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

Tenant	Apartment	Date		Monthly Rent	Rent		Late Fee's	Damages	Utilities	Legal Fee's	Total Owed	Payback Agreement
		Move In	Move Out		Owed	Owed						
T0005209	47	10/22/15	01/03/17	\$ 568.00	\$ 324.00	\$ 25.00	\$ 565.39	\$ -	\$ -	\$ -	\$ 914.39	No
					\$ 324.00	\$ 25.00	\$ 565.39	\$ -	\$ -	\$ -	\$ 914.39	Total Write Off

  
 2/24/17

L2

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  
STAFF REPORT**

**Date:** March 1, 2017  
**To:** Board of Commissioners  
**From:** Gail Allen – Chief Financial Officer  
**Subject:** Financial Review  
Project Net Income April 1 through December 31, 2016  
Reserve Account Balances Through February 7, 2017

---

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

- *HUD Housing Assistance Payments (RNA)* -- 95% proration
  - Subsidizes tenant rents in community
  - Funding predetermined and prorated by HUD
  - Cannot be used to offset shortfalls in Operations
  - RHASNC is currently under Shortfall Prevention (see "Special Note" at end of report)**\$120,723 net income** held in reserve for future HAP expenses.
  
- *HUD Administration (UNA)* – Proration 83.790% (January-June) vs. 80.111% (Jan-March)
  - Covers operating expenses
  - Funding determined by vouchers utilized
  - May be used to offset shortfalls in Housing Assistance Payments (HAP's/RNA)**\$152,153 net income** held in reserve for administrative/HAP expenses.

**Public Housing -- 173 restricted units (50 Date Street + 24 Joann Way + 99 Richland)**  
**\$165,227 combined net income** held in reserve for future operations/rehab activities.

**Rural Development -- 244 restricted units (32 Butte View Estates + 22 Centennial Arms + 190 Richland Housing)**  
**\$78,585 combined net income** (includes \$208,160 [\$23,129 per month] in mandated reserves) held for future operations/rehab activities.

An additional \$140,416 (\$53,865 - Centennial Arms and \$86,551 - Butte View Estate) was expended from prior year reserves for ongoing maintenance.

**Neighborhood Stabilization Program 1 & 3 -- 22 restricted units (9 NSP1 + 13 NSP3)**  
**\$55,785 combined net income** (\$17,976 NSP1 + \$37,809 NSP3) deposited into four (2 each) mandated reserve bank accounts for future operations/rehab activities.

**Mental Health Services -- 16 restricted units (6 Teesdale + 10 Heather Glenn)**  
**<\$3,622 combined net income** (<\$5,600 Heather Glenn + \$1,978 Teesdale) covered by existing reserve accounts held for operations/rehab activities.



**Homes2Families -- 19 restricted units** (Owned by City of Yuba City; managed by RHASNC) **\$56,163 combined net income** (includes \$17,500 [\$1,500-\$1,900 per month] in mandated reserves). Total net income is held in two reserve accounts for future operations/rehab activities.

**Unrestricted Properties --**

**\$130,809 combined net income**

- **CC** (Cost Centers) -- **\$50,009 net income** from Management and Work Order fees.
- **PCD** (Planning/Community Development) -- **<\$6,391 net income** from managed local City/County programs; First-Time Home Buyer and Owner Occupied Rehab.
- **Dev-xx** (Development Projects) -- **\$17,114 net income** from developer fees which may be used to offset PCD negative net income and/or future development expenses.
- **Devonshire – 30 restricted units**  
**\$19,234 net income** to be used to offset past “borrowing” and/or future operations/rehab activities. Property purchased in March 2014 and will undergo major rehab using a deferred loan from Colusa and property net income. Management has secured a debt service refinance with River Valley Community Bank, which is currently in escrow, to replace the interest-only bond which was due at 5 years.
- **KC** (Kingwood Commons) – **64 unrestricted units**  
**\$18,353 net income** to be used to offset past “borrowing” and/or future operations/rehab activities.
- **LC-35** (Miles Market, School, Solar Farm, Miscellaneous) + Gill, Stony Creek, Kristen Court, CSBG -- **\$72,404 net income**
- **Percy – 8 unrestricted units**  
**\$15,836 net income** to be used to offset past “borrowing” from other unrestricted properties and/or held for future operations/rehab activities.
- **TP** (Trailer Park) – **8 unrestricted units**  
**\$10,792 net income** to be used to offset past “borrowing” from other unrestricted properties and/or held for future operations/rehab activities.
- **TT** (Manufactured Housing) – **1 unrestricted units**  
**\$5,706 net income** to be used to offset past “borrowing” from other unrestricted properties and/or held for future operations/rehab activities.
- **Trio – 4 unrestricted units**  
**\$<981 net income** to be offset with other unrestricted properties.

**Special Note**

- **Housing Choice Voucher (HCV aka Section 8)** --- Over the past 15 years, the HCV program has gone through various modifications with a major change being in the Housing Assistance Payment (HAP) program. Where PHA’s were once reimbursed by HUD for each dollar paid to landlords (based on total HUD vouchers awarded to PHA),

they are now mandated to manage to a fixed annual budget, which is “rebenched” annually based on the cost of the program in the prior year.

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

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

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

The above actions ensured total funding, while allowing the program to decrease through attrition. RHASNC “meet” monthly with HUD to review our progress and HUD anticipated that with the annual “rebench”, RHASNC would no longer need the SPT, effective 01/2017.

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

- **Kingwood Commons** – Through FYE 2016, KC had <\$722,590 in receipts, excluding compensated absences, OPEB and debt service principal. However, with the FYE 2015 refinance, the property has, through December 2016, posted \$18,353 in positive receipts for FYE 2017.

2008 .....	\$126,375
2009 .....	<\$144,240
2010 .....	<\$243,506
2011 .....	<\$205,875
2012 .....	<\$299,248
2013 (\$932,991 transfer from other unrestricted properties) .....	\$619,882
2014 .....	<\$210,661
2015 .....	<\$285,787
2016 .....	< <u>\$79,530</u>
Total .....	<\$722,590
2017 .....	\$18,353



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

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

With a restructure of on-site staffing, Devonshire has posted positive receipts:  
2017 (9 months) ..... \$19,234

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

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

**RESERVE ACCOUNTS:**

All reserve deposits are fully funded and restricted to individual programs. The following balances are through February 7, 2017.

**Security Deposits:**

Devonshire .....	\$10,675.46
Homes2Families (owned by Yuba City) .....	\$8,550.44
Kingwood Commons .....	\$20,935.90
Mental Health (Heather Glenn) .....	\$2,500.07
Mental Health (Teesdale) .....	\$1,237.09
Neighborhood Stabilization 1 .....	\$4,750.40
Neighborhood Stabilization 3 .....	\$6,325.56
Office of Migrant Services.....	\$100.31
Percy Avenue -- unrestricted .....	\$2,275.76
Public Housing.....	\$43,616.79
Rural Development (Richland Housing).....	\$16,525.57
Rural Development (Butte View Estates) .....	\$8,289.34

Rural Development (Centennial Arms) .....	<u>\$8,643.40</u>
<b>Total</b> .....	<b>\$134,426.09</b>

**Ongoing Rehab Project Funds (Rural Development):**

Richland Housing Grant (RD) .....	\$1,929,314.60
Joe Serna Grant #2 (RD) .....	<u>\$7,085.37</u>
<b>Total</b> .....	<b>\$1,936,399.97</b>

**Capital/Maintenance/Operating Reserves:**

Homes2Families - Replacement (owned by Yuba City) .....	\$157,938.86
Homes2Families – Operating (owned by Yuba City) .....	\$259,661.65
Housing Choice Voucher (HAP) .....	\$95,814.64
Housing Choice Voucher (Admin Fee) .....	\$242,820.51
Housing Choice Voucher (Family Self-Sufficiency Escrow).....	\$124,643.64
LC-35 - unrestricted .....	\$29,564.38
Mental Health (Heather Glenn) - Operating.....	\$11,120.78
Mental Health (Heather Glenn) - Replacement.....	\$8,478.55
Mental Health (Teesdale) .....	\$15,012.32
Neighborhood Stabilization 1 - Replacement.....	\$51,886.25
Neighborhood Stabilization 1 - Operating .....	\$60,524.10
Neighborhood Stabilization 3 - Operating .....	\$15,926.22
Neighborhood Stabilization 3 - Replacement.....	\$89,648.53
Office of Migrant Services -- CARE.....	\$113,416.68
Office of Migrant Services -- Reserves .....	\$25,595.71
Open Accounts (9) - unrestricted.....	\$400.35
Percy Avenue -- unrestricted .....	\$65,475.73
Planning & Community Development -- unrestricted .....	\$93,252.07
Public Housing (Capital Fund Program) .....	\$255,047.04
Public Housing (Family Self-Sufficiency) .....	\$1,234.53
Rural Development (Butte View Estates) .....	\$45,287.33
Rural Development (Centennial Arms).....	\$57,276.13
Rural Development (Richland Housing).....	\$951,455.79
Solar Farm -- unrestricted .....	\$33,540.86
Transitional Trailer -- unrestricted.....	<u>\$31,869.93</u>
<b>Total</b> .....	<b>\$2,836,892.58</b>

**Checking Accounts:**

Central Office .....	\$335,917.11
Housing Choice Voucher (HAPS).....	<u>\$118,720.25</u>
<b>Total</b> .....	<b>\$454,637.36</b>



**CALENDAR OF EVENTS:**

- Fiscal year end ..... March 2017
- On-site fiscal year-end financial audit ..... May 2017
- Unaudited financials transmitted electronically in REAC..... May 2017
- Migrant (OMS) Center opens ..... May 2017
- Migrant (OMS) Center closes ..... October-November 2017
- Audited financials transmitted electronically in REAC..... December 2017

**Prepared by:**

**Submitted by:**

  
\_\_\_\_\_

Gail L. Allen, Chief Financial Officer

  
\_\_\_\_\_

Gustavo Becerra, Executive Director

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

STAFF REPORT

DATE: March 1, 2017

TO: Board of Commissioners

FROM: Tom Goodwin, Operations Manager

SUBJECT: Maintenance and Operations

RECOMMENDATION: None

FISCAL IMPACT: Not applicable

- Total work orders for September to December 2016 were 1482. Break down as follows:

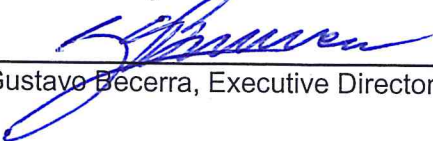
- Total number of Work Orders by Projects:

Priority & Category	bve	ca	date	devons	h2f	joann	kc	Lc-35	mh-tee	mp	nsp	oms	percy	rd	rich	tc	tp	tr-185	tt	vo	yolo	TOTAL
Emergency	11	10	12	8	4	4	40	2	6	15	8	4	9	56	63	20	2	-	-	-	2	276
Routine	71	30	42	37	34	41	113	34	57	77	82	71	17	182	163	87	3	2	1	1	13	1158
Scheduled	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Pest	1	4	3	-	4	1	22	-	1	-	15	-	3	23	28	2	-	-	-	-	3	110
Cancelled	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Turn Over's	4	1	3	2	-	1	6	-	2	5	2	2	-	11	7	2	-	-	-	-	-	48
HQS	17	-	-	25	-	-	10	-	-	-	-	-	-	43	-	-	-	-	-	-	-	95
Total Property	86	41	57	48	38	46	159	36	65	97	92	76	26	249	233	109	5	2	1	1	15	1482
Pending	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Completed	86	41	57	48	38	46	159	36	65	97	92	76	26	249	233	109	5	2	1	1	15	1482

Prepared By:

  
Tom Goodwin, Operations Manager

Submitted By:

  
Gustavo Becerra, Executive Director

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

**STAFF REPORT**

Date: March 1, 2017

To: Board of Commissioners

From: Alisha Parker, Occupancy Manager

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SUBJECT: Quarterly Occupancy (Q3-2016) report for  
quarter ending January 31, 2017

RECOMMENDATION: None

FISCAL IMPACT: Budget based allocations per funding sources

---

**Housing and Urban Development (HUD) Funded Programs:**

Program	Units Available	October	November	December	January
HCV/Section 8	Budget Based Allocation (Sutter-829 includes 82 Project Based Vouchers Nevada-295 Colusa-36 Yuba-449)	Total-1543 Sutter-763 Nevada-268 Colusa-25 Yuba-401	Total-1528 Sutter-764 Nevada-268 Colusa-25 Yuba-403	Total-1513 Sutter-772 Nevada-269 Colusa-25 Yuba-406	Total-1504 Sutter-775 Nevada-269 Colusa-25 Yuba-411
HCV Port-In Administered	N/A	24	26	26	26
VASH	21 units for Nevada County 14 units for Yuba City	14	15	15	16

Comments:

Housing Choice Voucher Program:

Being in Shortfall June 2016-December 2016 really impacted our voucher count. We currently have approximately 60 vouchers issued, and are holding briefings weekly to issue more. This is a huge deficiency, but we are confident that we will reach our budgeted count. Yuba City was awarded 14 VASH vouchers, in November 2016, these will show on the next Staff Report, first units leased up in February. Our waitlist opened October 19, 2016, and closed November 2, 2016, during that time we received approximately 3200 applications, we will work through each application received prior to opening again.

Prepared by:  \_\_\_\_\_  
Alisha Parker/Occupancy Manager

Submitted by:  \_\_\_\_\_  
Gustavo Becerra/Executive Director



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

**STAFF REPORT**

Date: March 1, 2017  
 To: Board of Commissioners  
 From: Pattra Runge, Occupancy Managers

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SUBJECT: Quarterly Occupancy (Q4-2016) report for quarter ending December 31, 2016

RECOMMENDATION: Update Only

FISCAL IMPACT: Budget based allocations per funding sources

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**Housing and Urban Development (HUD) Funded Programs:**

Program	Units Available	October	November	December
Public Housing	173	172	168	169

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

Development	Units Available	October	November	December
USDA/Farm Labor	190 (152)	145	146	147
Centennial Arms	21	20	21	20
Butte View	32	30	30	30

**Office of Migrant (OMS) Services**

Development	Units Available	October	November	December
Migrant Center	75	55	75	75

**Local Camp 35 (LC35):**

Development	Units Available	October	November	December
Transitional Trailer	1	1	1	1
Trailer Park	8	8	8	8

**RHASNC Owned and/or Managed Affordable Housing Properties:**

Development	Units Available	October	November	December
Kingwood Commons	64	60	59	62

Devonshire	30	29	29	29
Percy Avenue	8	8	8	8
Homes2Families	16 (5/16)	16	16	16
MH-Teesdale-SRO's	6	6	5	6
MH-814 F-SRO's	10	10	10	10
Neighborhood Stabilization Program -1	9	9	8	9
Neighborhood Stabilization Program-3	12	12	12	12

**Sutter Community Affordable Housing/Non-Profit**

Development	Units Available	October	November	December
Town Center	28	27	28	28
Yolo-Heiken	5	5	5	5


**Commercial Space**

	Units	October	November	December
Miles Market	1	1	1	1
YCUSD-Bernard	1	1	1	1
Ampla Health Clinic	1	1	1	1

Comments:

Office of Migrant Services (OMS):

The OMS site closed in November and will be reopening May 1, 2017 and closing October 27, 2017.

Prepared by:   
Pattra Runge/Occupancy Manager

Submitted by:   
Gustavo Becerra/Executive Director

REGIONAL HOUSING AUTHORITY  
OF SUTTER AND NEVADA COUNTIES

STAFF REPORT

Date: March 1, 2017  
To: Board of Commissioners  
From: Gustavo Becerra, Executive Director

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SUBJECT: Board approved Out-of-State travel for NAHRO Legislative Conference (March 26-28)

RECOMMENDATION: Update only

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**Background:**

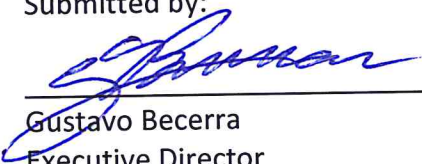
On February 1, 2017, the Board of Commissioners approved the Executive Director's out-of-state travel to attend the National Association of Housing & Redevelopment Officials (NAHRO) conference, in Washington D.C., to take place from March 26-28, 2017.

**Fiscal impact for NAHRO conference: \$2,750.00 (lodging, meals, airfare, conference fee, airport/hotel transfers, parking).**

**Recommendation:**

Update only.

Submitted by:

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