



Regional Housing Authority of Sutter and Nevada Counties

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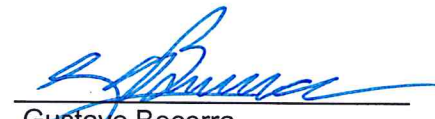
February 24, 2016

TO: Chairperson Diane Hodges
Commissioner Martha Griese
Commissioner Brian Foss
Commissioner Preet Didbal
Commissioner Charles Epp
Commissioner Dan Miller
Commissioner Suzanne Gallaty
Commissioner Ron Sullenger
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
Kara Gash, Sutter County Health Division

**NOTICE OF REGULAR MEETING
March 2, 2016**

You are hereby notified that the Commissioners of the Regional Housing Authority of Sutter and Nevada Counties are called to meet in Regular Session at **12:15 PM on Wednesday, March 2, 2016 at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**



Gustavo Becerra
Interim Executive Director

s: No03022016



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 2, 2016, 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. Anthony Langlois, Maintenance Department
 - B. Brittney Killeen, Occupancy 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. Authorize Changes for Management, Confidential Employee and Interim Executive Director pg. 1

 - 3. Approval of Per Diem pg. 2

 - 4. Approval of Minutes – January 20, 2016 pg. 4

- E. OLD BUSINESS: Discussion/Possible Action:
 - 5. Update on Approval of Amendment to Add Yuba County

- F. NEW BUSINESS: Discussion/Possible Action: NONE

- G. ADMINISTRATIVE REPORT:
 - 6. Occupancy/Eligibility Update pg. 9

7. Finance Update

pg. 15

8. Planning and Community Development/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.

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

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

J. NEXT MEETING:

K. ADJOURNMENT

Ag030216

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES
Consent Calendar

Date: March 2, 2016
To: Board of Commissioners
From: Gail Allen – Chief Financial Officer
Subject: Changes for Management, Confidential Employee and Interim Executive Director

On April 16, 2014, the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties approved a four-year Memorandum of Understanding (MOU) with represented employees of Sutter/Yuba County Employees' Association, Local #1, effective through March 31, 2018. This MOU included:

- **Cost of Living (COLA) Increase**
 - 2% April 1, 2016
 - 2% April 1, 2017

- **California Public Employee Retirement System (CalPERS) Adjustment**
 - Staff employed before April 1, 2011, (aka "classic" employees) are to pay their 7% monthly contribution, which is currently paid by RHASNC.
 - RHASNC to augment "classic" employee pay with a one-time, permanent increase to compensate for the above 7% out-of-pocket expense.
 - The above RHASNC increase is to be cost neutral to RHASNC and will result in an approximate increase of <7% increase, due to the additional 6.2% FICA liability. Example: \$25,000 salary + 7% increase (\$1,750) = \$26,750 x 6.2% = \$1,659 which is a \$109 increase over the current \$1,550 liability. The actual percent increase will be an average of all "classic" employee rates.

- **Leave Accrual Maximums**
 - 200 hours Vacation rollover – increased from 160 calendar hours

- **Holiday Additions/Changes**
 - Caesar Chavez March 31 (addition)
 - Floating Holiday December 31 (replacement/change)

Recommendation:

It is recommended that to coincide with Board approved changes for all represented employees, effective April 1, 2016, the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorize the above changes for management, confidential employee and Interim Executive Director.

Prepared by:



Gail L. Allen, Chief Financial Officer

Submitted by:



Gustavo Becerra, Interim Executive Director

REGIONAL HOUSING AUTHORITY OF SUTTER & NEVADA COUNTIES
CONSENT CALENDAR

Date: March 2, 2016
To: Board of Commissioners
From: Gail Allen, Chief Financial Officer

SUBJECT: CHANGES IN PER DIEM/MEAL REIMBURSEMENT
RECOMMENDATION: \$3 per day meals, <\$.035 decrease mileage
FISCAL IMPACT: Minimal increase based on travel for FYE 2017

CHANGES IN PER DIEM/MEAL REIMBURSEMENT

Pursuant to the Travel Policy which states:

Reimbursement of Meals – Rates shall be reviewed annually by the General Services Manager and adjusted the first working day of the month after the adoption of the Final Budget to reflect the meal allowance. Optional meal rates shall be increased by the direction of the Governing Board.

The Chief Financial Officer has reviewed the 2016 United State General Services Administration (GSA) per diem rates in Las Vegas, Los Angeles, Sacramento and San Diego (\$64) and Monterey and San Francisco (\$74) and is recommending the following \$3 increase effective March 1, 2016 (see attachment):

2015 Reimbursement Without Receipts	Breakfast - \$16, Lunch - \$21, Dinner - \$34 = \$71
2016 Reimbursement Without Receipts	Breakfast - \$17, Lunch - \$22, Dinner - \$35 = \$74
2015 Reimbursement With Receipts	Breakfast - \$18, Lunch - \$23, Dinner - \$40 = \$81
2016 Reimbursement With Receipts	Breakfast - \$19, Lunch - \$24, Dinner - \$41 = \$84

Automatic GSA mileage reimbursement decrease from \$0.575 to \$0.54 per mile.

Recommendation:

It is recommended that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties approve, effective March 1, 2016, a \$3 per day increase in per diem/actual cost and a \$.035 decrease in mileage reimbursements.

Prepared by:



Gail L. Allen
Chief Financial Officer

Submitted by:



Gustavo Becerra
Interim Executive Director

FY2016 Domestic Per Diem Rates					
State	Primary Destination	County	Lodging Rate	M&IE Rate	TOTAL
CA	Los Angeles	Los Angeles, Orange, Ventura, and Edwards AFB, less the city of Santa Monica	\$150	\$64	\$214
CA	Monterey	Monterey	\$134	\$74	\$208
CA	Sacramento	Sacramento	\$112	\$64	\$176
CA	San Diego	San Diego	\$140	\$64	\$204
CA	San Francisco	San Francisco	\$250	\$74	\$324
NV	Las Vegas	Clark	\$113	\$64	\$177

Privately Owned Vehicle Reimbursement Rates

Modes of Transportation	Effective/Applicability Date	Rate per mile
If use of privately-owned automobile is authorized or if no Government-owned automobile is available.	March 1, 2016	\$0.54

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Minutes

Regular Board Meeting

January 20, 2016

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, Preet Didbal, Suzanne Gallaty, Charles Epp, Dan Miller, Brian Foss and Luis Uribe were present. Commissioner Jim Whiteaker was absent. Legal Council Duane Oliveira was also present.

Chairperson Diane Hodges introduced new Commissioner Preet Didbal to the rest of the Board.

ITEM NO. B. – PUBLIC PARTICIPATION:

Kara Kash, Sutter County Tobacco Control Program, stated she was there to offer assistance in regards to HUD changing the regulations and making all Public Housing units smoke free.

ITEM NO. C.1. - MEET THE STAFF, A. CHARLES TINKER:

Interim Executive Director Gustavo Becerra introduced Charles (Larry) Tinker. Larry has been with the agency for over 17 years. He started in the Maintenance Department and then promoted to the Planning and Community Development Department. Mr. Becerra mentioned Larry has been the point person for any rehabilitation that has taken place on any Housing Authority owned or manager property. Larry is someone you can talk to about anything and he can tell you all about it.

ITEM NO. C.1. - MEET THE STAFF, B. MARTHA LUNDGREN:

Chief Financial Officer Gail Allen introduced Martha Lundgren. She said Martha has been with the agency since 2011 and comes in and gets her job done even if she is feeling under the weather. One of Martha's jobs is payroll.

ITEM NO. D. - CONSENT CALENDAR:

Chairperson Hodges stated the in-state travel for the Executive Director and staff is not for approval, it is simply for information and documentation.

Commissioner Epp made a motion to approve the Consent Calendar as submitted. Commissioner Uribe 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 the agreement is moving closer. He stated he made some changes to the agreement, specifically removing any thing that has reference to Colusa County and the City of Williams. Mr. Oliveira also made some changes in regards to what would happen to property located in certain jurisdictions if they were to pull out of the agreement. He continues to research information regarding Joint Powers Agreements to see if this agreement should be one or not.

ITEM NO. F. 6. – RESOLUTION 16-1434 – APPROVAL OF 2016 PAYMENT STANDARD FOR THE HOUSING CHOICE VOUCHER PROGRAM:

Occupancy Manager Pattra Runge explained the Payment Standard changes at least once a year according to the Fair Market Rents published by HUD.

Commissioner Foss made a motion to approve Resolution 16-1434, Approval of 2016 Payment Standard for the Housing Choice Voucher Program. Commissioner Epp made the second. The following roll call vote was taken:

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

ITEM NO. F. 7. – RESOLUTION 16-1435 – APPROVAL OF THE FLAT RATE RENTS FOR LOW INCOME PUBLIC HOUSING:

Mrs. Runge stated the Flat Rents for Public Housing are tied to the HUD published Fair Market Rents. She explained Public Housing residents have the option to choose between income based rent or flat rate rent.

Commissioner Uribe made a motion to approve Resolution 16-1435, Approval of the Flat Rate Rents for Low Income Public Housing with the name change. Commissioner Didbal made the second. The following roll call vote was taken:

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

ITEM NO. F. 8. – RECOMMEND APPROVAL TO AWARD CONSTRUCTION CONTRACT FOR WATER CONSERVATION MEASURES AT THE YUBA CITY MIGRANT FARMWORKER HOUSING CENTER:

Mr. Becerra stated the approved budget for the Migrant Center included some grant dollars for water conservation measures. He said there were two contractors that submitted bids. Mr. Becerra mentioned this contract will allow 79 toilets to be replaced along with replacement of faucet aerators and showerheads. He explained there is a February 29, 2016 deadline to get the job done.

Commissioner Miller made a motion to approve the bid from Fletcher's Plumbing & Contracting, Inc., in the

amount of \$43,500.00 for the water conservation 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 Didbal made the second. All were in favor by voice vote.

ITEM NO. F. 9. – RECOMMEND APPROVAL OF THE ORGANIZATIONAL CHART:

Mr. Becerra said there are three represented positions that need to be reclassified and the intent is not to add positions. He mentioned the second change to the organization chart is in the Occupancy Department. Mr. Becerra explained there was a Housing Director position and staff is recommending changing the title to Occupancy Manager. Staff feels having two Occupancy Manager would be a benefit with splitting staff, one Manager would manage the Voucher programs (Housing Choice Voucher, Project Based Vouchers and VASH Vouchers) and the other Occupancy Manager would manage the owned and managed properties.

Mr. Becerra explained the changes to the organizational chart would have positive savings for the agency. He also mentioned in the Maintenance Department many of the maintenance positions have Mechanic in them and it is more difficult to market. Staff is recommending changing Mechanic to Technician. Mr. Becerra shared the union has reviewed and approved the recommended changes.

Commissioner Miller made a motion to approve the Organizational Chart. Commissioner Epp made the second. All were in favor by voice vote.

ITEM NO. F. 10. – RESOLUTION 16-1436 – APPRECIATION FOR STANLEY CLEVELAND, JR.:

Mr. Becerra said Stanley Cleveland Jr. sat on this Board for over nine years.

Commissioner Uribe made a motion to approve Resolution 16-1436, Appreciation for Stanley Cleveland, Jr. Commissioner Gallaty made the second. The following roll call vote was taken:

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

ITEM NO. F. 11. – RESOLUTION 16-1437 – DESIGNATING COMMISSIONERS AND OTHER PERSONS PERFORMING VOLUNTARY SERVICES WITHOUT PAY AS EMPLOYEES FOR THE LIMITED PURPOSE OF QUALIFYING FOR WORKERS' COMPENSATION INSURANCE COVERAGE UNDER CALIFORNIA LABOR CODE SECTIONS 3200, ET. SEQ.:

Mr. Becerra explained the Workers' Compensation pool allows for volunteers to be covered under our coverage but needs to have a Resolution on file. Commissioner Foss wanted to be sure the Housing Authority keeps track of who is on the property volunteering.

Commissioner Griese made a motion to approve Resolution 16-1437, Designating Commissioners and Other Persons performing voluntary services without pay as employees for the limited purpose of qualifying for Workers' Compensation Insurance coverage under California Labor Code Sections 3200, Et. SEQ. Commissioner Gallaty made the second. The following roll call vote was taken:

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

ITEM NO. F. 12. – UPDATE ON OWNER-OCCUPIED HOUSING REHABILITATION AND FIRST TIME HOMEBUYER PROGRAMS:

Assistant Planning and Community Development Manager Beckie Flores went over the staff report provided in the Board packet. She explained a large part of what the Planning and Community Development department does is provide services to other jurisdictions such as running their Owner Occupied Rehabilitation programs and First Time Homebuyers. She stated the number of jurisdictions our agency provides services to has doubled over the years and there are currently eight jurisdictions our staff works with.

ITEM NO. F. 13. – RESOLUTION 16-1438, RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$176.03:

Commissioner Miller made a motion to approve Resolution 16-1438, Rural Development Collection Loss Write-Off in the amount of \$176.03. Commissioner Gallaty made the second. The following roll call vote was taken:

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

ITEM NO. F. 14. – RESOLUTION 16-1439, KINGWOOD COMMONS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$36.00:

Commissioner Miller made a motion to approve Resolution 16-1439, Kingwood Commons Collection Loss Write-Off in the amount of \$36.00. Commissioner Gallaty made the second. The following roll call vote was taken:

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

ITEM NO. F. 15. – RESOLUTION 16-1440, HOUSING CHOICE VOUCHER FRAUD RECOVERY COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$389.00:

Commissioner Miller made a motion to approve Resolution 16-1440, Housing Choice Voucher Fraud Recovery Collection Loss Write-Off in the amount of \$389.00. Commissioner Gallaty made the second. The following roll call vote was taken:

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

ITEM NO. F. 16. – RESOLUTION 16-1441, PUBLIC HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$428.80:

Commissioner Miller made a motion to approve Resolution 16-1441, Public Housing Collection Loss Write-Off in the amount of \$428.80. Commissioner Gallaty made the second. The following roll call vote was taken:

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

ITEM NO. G.17. –ADMINISTRATIVE UPDATE:

Mr. Becerra said he is working with the City of Yuba on the new potential senior housing project on Garden Highway. He explained there is a great piece of land in Grass Valley that a senior housing complex could be built on. The plan would be to build between 44 and 60 units. Mr. Becerra mentioned staff has been working with the City of Colusa on the Devonshire rehabilitation program and hopefully that will start in March. He stated the Maple Park Phase 2 project is 85% complete with a targeted lease up in March/April.

ITEM NO. H. HOUSING COMMISSIONERS' COMMENTS:

Chairperson Hodges shared ground broke on the Kristen Court Apartments in Live Oak. She also stated the Live Oak soccer fields will be ready to use for next season.

ITEM NO. I.18. – 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.19. – CLOSED SESSION: PURSUANT TO SECTION 54957 OF THE CALIFORNIA GOVERNMENT CODE, PUBLIC EMPLOYEE APPOINTMENT, TITLE: EXECUTIVE DIRECTOR:

This item was pulled for this meeting.

ITEM NO. J – NEXT MEETING: February 3, 2016

ITEM NO. K - ADJOURNMENT: The meeting was adjourned at 1:55 P.M.

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

STAFF REPORT

Date: March 2, 2016
 To: Board of Commissioners
 From: Pattra Runge, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q3-2015) report for quarter ending September 30, 2015

RECOMMENDATION: None

FISCAL IMPACT: Budget based allocations per funding sources

Housing and Urban Development (HUD) Funded Programs:

Program	Units Available	July	August	September
HCV/Section 8	Budget Based Allocation (Sutter-829 includes 49 Project Based Vouchers Nevada-295 Colusa-36 Yuba-449)	Total-1455 Sutter-763 Nevada-267 Colusa-26 Yuba-399	Total-1499 Sutter-783 Nevada-276 Colusa-26 Yuba-414	Total-1530 Sutter-804 Nevada-279 Colusa-27 Yuba-420
HCV Port-In Administered	N/A	0	0	0
VASH	21 units for Nevada County only	1	2	2
Public Housing	173	173	172	173

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

Development	Units Available	July	August	September
USDA/Farm Labor	190	150	152	153
Centennial Arms	21	21	21	21
Butte View	32	32	32	32

Office of Migrant (OMS) Services

Development	Units Available	July	August	September
Migrant Center	79	67	70	77

Local Camp 35 (LC35):

Development	Units Available	July	August	September
Transitional Trailer	1	1	1	1
Trailer Park	9	9	9	9

RHASNC Owned and/or Managed Affordable Housing Properties:

Development	Units Available	July	August	September
Kingwood Commons	64	64	63	59
Devonshire	30	28	30	30
Percy Avenue	8	8	8	8
Homes2Families	18	18	18	15
MH-Teesdale-SRO's	6	5	5	5
MH-814 F-SRO's	10	8	9	10
Neighborhood Stabilization Program -1	9	9	9	9
Neighborhood Stabilization Program-3	13	13	13	13

Sutter Community Affordable Housing/Non-Profit

Development	Units Available	July	August	September
Town Center	28	28	27	28
Yolo-Heiken	5	5	5	5

Commercial Space

	Units	July	August	September
Miles Market	1	1	1	1
YUCUSD-Bernard	1	1	1	1
Del Norte	1	1	1	1

Comments:

Housing Choice Voucher Program:

We are approximately 12 away from our target of 1609. We will continue to issue and lease new vouchers to maintain our target by filling attrition.

Prepared by: 
Pattra Runge/Occupancy Manager

Submitted by: 
Gustavo Becerra/Interim Executive Director

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

STAFF REPORT

Date: March 2, 2016
 To: Board of Commissioners
 From: Pattra Runge, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q4-2015) report for
 quarter ending December 31, 2015

RECOMMENDATION: None

FISCAL IMPACT: Budget based allocations per funding sources

Housing and Urban Development (HUD) Funded Programs:

Program	Units Available	October	November	December
HCV/Section 8	Budget Based Allocation (Sutter-829 includes 49 Project Based Vouchers Nevada-295 Colusa-36 Yuba-449)	Total-1546 Sutter-811 Nevada-279 Colusa-27 Yuba-429	Total-1555 Sutter-812 Nevada-289 Colusa-28 Yuba-426	Total-1573 Sutter-819 Nevada-293 Colusa-28 Yuba-433
HCV Port-In Administered	N/A	0	0	0
VASH	21 units for Nevada County only	2	3	4
Public Housing	173	171	171	170

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

Development	Units Available	October	November	December
USDA/Farm Labor	190	151	151	148
Centennial Arms	21	21	20	20
Butte View	32	30	30	31

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Office of Migrant (OMS) Services

Development	Units Available	October	November	December
Migrant Center	79	78	78	0

Local Camp 35 (LC35):

Development	Units Available	October	November	December
Transitional Trailer	1	1	1	1
Trailer Park	9	9	9	9

RHASNC Owned and/or Managed Affordable Housing Properties:

Development	Units Available	October	November	December
Kingwood Commons	64	59	62	62
Devonshire	30	30	29	29
Percy Avenue	8	8	8	8
Homes2Families	17	17	17	17
MH-Teesdale-SRO's	6	5	5	4
MH-814 F-SRO's	10	10	9	9
Neighborhood Stabilization Program -1	9	9	9	9
Neighborhood Stabilization Program-3	13	13	13	13

Sutter Community Affordable Housing/Non-Profit

Development	Units Available	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
Del Norte	1	1	1	1

Comments:

Housing Choice Voucher Program:

We are approximately 12 away from our target lease up of 1609. We will continue to issue and lease new vouchers to maintain our target by filling attrition. We are hoping to open the HCV Waitlist in the next 3 months.

Prepared by: 
Pattra Runge/Occupancy Manager

Submitted by: 
Gustavo Becerra/Interim Executive Director

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

Date: March 2, 2016
To: Board of Commissioners
From: Gail Allen – Chief Financial Officer
Subject: Financial Review
Project Net Income April 1 through December 31, 2015
Reserve Account Balances Through February 22, 2016

Housing Choice Vouchers (restricted - 1,609 vouchers)

- *HUD Housing Assistance Payments (NRA)* – 99.99% proration
 - Subsidizes tenant rents in community
 - Funding predetermined and prorated by HUD
 - Cannot be used to offset shortfalls in Operations
 - 21 additional vouchers designated VASH (Veterans)**\$3,882 net income** held in reserve for future HAP expenses.
- *HUD Administration Fee (UNA)* – 81% proration for November & December (increased from 79%)
 - Covers operating expenses
 - Funding determined by vouchers utilized
 - May be used to offset shortfalls in Housing Assistance Payments (HAP's/NRA)**\$35,635 net income** held in reserve for future administrative/HAP expenses.

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

<\$133,239 combined net income resulting from deferred maintenance and rehab expenses. Shortfall to be offset with reserves.

Rural Development (restricted-244 units, Butte View, Centennial Arms, Richland Housing)

\$326,712 combined net income does not include \$200,926 (\$23,219 per month) in mandated reserves. Revised net income of \$125,147 to be held in reserve for future operations/rehab activities.

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

\$66,451 combined net income does not include \$66,392 (\$36,555 - NSP1; \$29,837 - NSP3) mandated reserves. Revised net income of \$59 to be held in reserve for future operations /rehab activities.

Mental Health Housing Services (restricted-16 units)

\$3,174 combined net income held in reserve for future operations/rehab activities.

Homes2Families (restricted-19 units)

Yuba City units managed by RHASNC. **\$32,063 combined net income** does not include \$6,910 (\$1,800 per month) in mandated reserves. Revised net income of \$25,153 to be held in reserve for future operations/rehab activities.

Unrestricted Properties

\$165,970 combined net income

- **CC** (Cost Centers) – **\$39,573 net income** from Management and Work Order fees.
- **PCD** (Planning/Community Development) – **<\$51,979 net income** from RHASNC managed local city/county programs; First-Time Home Buyer and Owner Occupied Rehab. Negative net income to be offset with future quarterly billings.
- **Other Income** -- **\$12,507 net income**
- **Dev-xx** (Development Projects) – **\$39,621 net income** from developer fees.
- **Devonshire** -- **<\$25,737 net income** loss resulting from on-going deferred maintenance. Property purchased in March 2014.
- **KC** (Kingwood Commons) -- **\$37,701 net income** to be held in reserve for future operations/rehab activities.
- **LC-35** (Miles Market, School, Solar Farm, Miscellaneous) – **\$82,592 combined net income**
- **Percy** -- **\$19,078 net income**
- **TP** (Trailer Park) -- **\$13,832 net income**
- **TT** (Manufactured Housing) -- **\$6,405 net income**
- **Trio** – **<\$7,623 net income**

RESERVE ACCOUNTS:

All reserve deposits are fully funded and restricted to individual programs. The following balances are through February 22, 2016.

Security Deposits:

Devonshire.....	\$8,284
Homes2Families (owned by Yuba City).....	\$10,103
Kingwood Commons	\$22,042
Mental Health (Heather Glenn)	\$1,980
Mental Health (Teesdale).....	\$3,026
Neighborhood Stabilization 1	\$4,801
Neighborhood Stabilization 3	\$6,827
Office of Migrant Services.....	\$100
Percy Avenue -- unrestricted	\$2,275
Public Housing.....	\$43,129
Rural Development (Richland Housing)	\$16,580
Rural Development (Butte View Estates).....	\$8,972
Rural Development (Centennial Arms)	<u>\$ 7,769</u>
Total	\$135,888

Ongoing Rehab Project Funds (Rural Development):

Richland Housing Grant (RD).....	\$1,996,321
Joe Serna Grant #3 (RD)	<u>\$ 229,079</u>
Total	\$2,225,400

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Capital/Maintenance/Operating Reserves:

Homes2Families - Replacement (owned by Yuba City)	\$136,393
Homes2Families – Operating (owned by Yuba City).....	\$215,624
Housing Choice Voucher (HAP)	\$22,422
Housing Choice Voucher (Admin Fee)	\$256,775
Housing Choice Voucher (Family Self-Sufficiency).....	\$103,329
LC-35 - unrestricted	\$1,809
Mental Health (Heather Glenn) - Operating.....	\$11,472
Mental Health (Heather Glenn) - Replacement.....	\$14,002
Mental Health (Teesdale).....	\$11,578
Neighborhood Stabilization 1 - Replacement.....	\$36,431
Neighborhood Stabilization 1 - Operating.....	\$47,594
Neighborhood Stabilization 3 - Operating.....	\$2,750
Neighborhood Stabilization 3 - Replacement.....	\$47,974
Office of Migrant Services -- CARE	\$94,427
Office of Migrant Services -- Reserves	\$39,247
Percy Avenue -- unrestricted	\$44,018
Planning & Community Development -- unrestricted	\$207,384
Public Housing (Capital Fund Program) - \$262,369 available June 30	\$40,558
Public Housing (Family Self-Sufficiency)	\$441
Rural Development (Butte View Estates).....	\$114,044
Rural Development (Centennial Arms)	\$96,996
Solar Farm -- unrestricted	\$27,511
Transitional Trailer -- unrestricted	\$ 24,075
Total	\$1,596,854

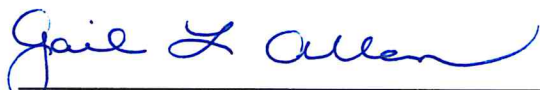
Checking Accounts:

Central Office.....	\$99,159
Housing Choice Voucher (HAPS)	\$ 25,122
Total	\$124,281

CALENDAR OF EVENTS:

- Fiscal year end.....March 2016
- On-site fiscal year-end financial audit..... May 2016
- Unaudited financials transmitted electronically in REAC..... May 2016
- Board of Commissioners financial update.....June 2016
- Migrant (OMS) fiscal year end.....June 2016
- Audited financials available to Board..... September 2016
- Audited financials transmitted electronically in REAC..... December 2016

Prepared by:



Gail L. Allen, Chief Financial Officer

Submitted by:



Gustavo Becerra, Interim Executive Director