



Regional Housing Authority of Sutter and Nevada Counties

1455 Butte House Road, Yuba City, CA 95993
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TTY: (866) 735-2929 Fax: (530) 673-0775
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May 13, 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
Melody Lane
Rob Choate, County of Nevada
David Nightingale, Nevada County Resident

**NOTICE OF REGULAR MEETING
May 20, 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, May 20, 2015 at River City Manor, 655 Joann Way, Yuba City, CA 95993.**



Gustavo Becerra
Interim Executive Director

AGENDA
REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES
River City Manor, 655 Joann Way, Yuba City, CA 95993
May 20, 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: NONE
- D. EXECUTIVE SESSION: May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.
1. CLOSED SESSION: Significant Exposure to Litigation Pursuant to Subdivision (b) of Government Code 54956.9
Anticipated Litigation: One (1) Case
 2. CLOSED SESSION: Significant Exposure to Litigation Pursuant to Subdivision (b) of Government Code 54956.9
Pending Litigation: One (1) Case
 3. CLOSED SESSION: Pursuant to Section 54957 of the California Government Code
Public Employee Appointment
Title: Executive Director
 4. 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)
- 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.
5. Approval of Minutes – March 18, 2015 pg. 1
 6. Approval of Minutes – April 1, 2015 pg. 6

7. Approval of Minutes – April 15, 2015

pg. 8

F. OLD BUSINESS: Discussion/Possible Action: NONE

G. NEW BUSINESS: Discussion/Possible Action:

8. Consideration of Housing Board Strategic Planning Retreat

9. Consideration of Duration of Interim Executive Director Position

10. Consideration of Salary Increase for Interim Executive Director

11. Resolution 15-1389, Housing Choice Voucher Fraud Recovery
Collection Loss Write-Off pg. 11

12. Resolution 15-1390, Homes2Families Collection Loss Write-Off pg. 13

13. Resolution 15-1391, Devonshire Collection Loss Write-Off pg. 15

14. Resolution 15-1392, Public Housing Collection Loss Write-Off pg. 17

15. Resolution 15-1393, Kingwood Commons Collection Loss Write-Off pg. 19

H. ADMINISTRATIVE REPORT:

16. Occupancy/Eligibility Update pg. 21

17. Maintenance Update pg. 24

18. Finance Update pg. 25

19. Planning and Community Development/Administrative Update

I. HOUSING COMMISSIONERS' COMMENTS:

J. NEXT MEETING:

K. ADJOURNMENT:

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES
Minutes
Regular Board Meeting
March 18, 2015

ITEM NO. A - CALL TO ORDER:

Chairperson Diane Hodges called the meeting to order at River City Manor, 655 Joann Way, Yuba City, CA 95993.

ITEM NO. A - ROLL CALL:

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

ITEM NO. B. – PUBLIC PARTICIPATION:

Rob Choate, County of Nevada, arrived later and was present for the meeting.

ITEM NO. C.- AWARDS AND PRESENTATIONS: NONE

ITEM NO. D.1. – CLOSED SESSION: PURSUANT TO SECTION 54956.8 OF THE CALIFORNIA GOVERNMENT CODE, CONFERENCE WITH REAL PROPERTY NEGOTIATORS, PROPERTY: 1170 MARKET STREET, YUBA CITY, CA 95991, AGENCY NEGOTIATORS: GUSTAVO BECERRA AND BILL MEAGHER, UNDER NEGOTIATION: POSSIBLE ACQUISITION OF PROPERTY (INCLUDES INSTRUCTIONS TO NEGOTIATOR REGARDING PRICE AND TERMS OF PAYMENT:

Chairperson Hodges reported there was no action taken but direction was given to staff and Legal Council.

ITEM NO. D.2. – 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. E. - CONSENT CALENDAR:

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

ITEM NO. F. – OLD BUSINESS: None

ITEM NO. G.4. – APPOINTMENT OF AD HOC COMMITTEE TO REVIEW HOUSING AUTHORITY POLICIES AND PROCEDURES:

Chairperson Hodges stated there was an Ad Hoc committee for the review of the previous Executive Director and during some that time it was noticed that policies need to be added, deleted or changed. She said an Ad

Hoc committee is needed and she has appointed Commissioners Griese and Miller along with herself to the Ad Hoc Committee.

ITEM NO. G.5. – APPROVAL OF BY-LAWS:

Chairperson Hodges reviewed the changes to the By-laws.

Commissioner Epp made a motion to approve the By-Laws. Commissioner Griese made the second. All were in favor by voice vote.

ITEM NO. G.6. – APPROVAL OF RE-APPOINTMENT OF SUZANNE GALLATY AS TENANT COMMISSIONER:

Commissioner Whiteaker made a motion to approve the re-appointment of Suzanne Gallaty as Tenant Commissioner. Commissioner Cleveland made the second. All were in favor by voice vote.

ITEM NO. G.7. – RESOLUTION 15-1383, RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$916.16:

Commissioner Gallaty made a motion to approve Resolution 15-1383, Rural Development Collection Loss Write-Off in the amount of \$916.16. Commissioner Foss made the second. The following roll call vote was taken:

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

ITEM NO. G.8. – RESOLUTION 15-1384, PUBLIC HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$10,017.63:

Director of Housing Jeni Bobadilla stated the reason the cost is so high is because of legal fees where these ended in the eviction process including being locked out by the sheriff department.

Commissioner Gallaty made a motion to approve Resolution 15-1384, Public Housing Collection Loss Write-Off in the amount of \$10,017.63. Commissioner Foss made the second. The following roll call vote was taken:

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

ITEM NO. G.9. – RESOLUTION 15-1385, DEVONSHIRE COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$6,351.42:

Mrs. Bobadilla stated the tenant owed money from when the Housing Authority took over. The tenant was on

a payback agreement and did not comply so they ended up in the eviction process including being locked out by the sheriff department.

Commissioner Gallaty made a motion to approve Resolution 15-1385, Devonshire Collection Loss Write-Off in the amount of \$6,351.42. Commissioner Foss made the second. The following roll call vote was taken:

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

ITEM NO. G.10. – RESOLUTION 15-1386, KINGWOOD COMMONS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$3,980.69:

Mrs. Bobadilla stated this is the same issue; the tenant went through the eviction process including being locked out by the sheriff department.

Commissioner Gallaty made a motion to approve Resolution 15-1386, Kingwood Commons Collection Loss Write-Off in the amount of \$3,980.69. Commissioner Foss made the second. The following roll call vote was taken:

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

ITEM NO. G.11. – RESOLUTION 15-1387, HOUSING CHOICE VOUCHER LANDLORD OVERPAYMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$5,132.00:

Commissioner Gallaty made a motion to approve Resolution 15-1387, Housing Choice Voucher Landlord Overpayment Collection Loss Write-Off in the amount of \$5,132.00. Commissioner Foss made the second. The following roll call vote was taken:

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

ITEM NO. G.12. – APPROVAL OF RICHLAND IRRIGATION PROJECT:

Interim Executive Director Gus Becerra explained there is an existing well at the Richland Housing complex that was previously used for drinking and irrigation. He stated when the City of Yuba City annexed the property; the well was no longer use. Mr. Becerra said there are seven to eight acres of land that are irrigated with treated City water.

Mr. Becerra explained staff applied for a CDBG grant, which was approved at \$68,000, to help fund the elimination of using City water and begin using the existing well to irrigate the seven to eight acres of green space. He said staff went out to bid for the project and there were two bids submitted. After staff reviewed the bids and the budget available, both contractors were asked to revise their bids to bring it within budget.

Commissioner Whiteaker made a motion to approve the revised bid from Buskirk Building Solutions in the amount of \$252,389.00 for the irrigation project planned for the Richland Housing site in Yuba City, and authorize the Interim Executive Director to execute the construction contract and all required documents. Commissioner Cleveland made the second. All were in favor by voice vote.

ITEM NO. G.13. – APPROVAL OF BUDGETS:

Chief Financial Office Gail Allen went over the budgets that were included in the packet and explained how she prepares them.

Commissioner Whiteaker made a motion to approve the fiscal year ending 2016 operating budget. Commissioner Gallaty made the second. All were in favor by voice vote.

ITEM NO. G.14. – RESOLUTION 15-1388, APPROVAL OF PUBLIC HOUSING BUDGET:

Commissioner Cleveland made a motion to approve Resolution 15-1388, Approval of Public Housing Budget. Commissioner Whiteaker made the second. The following roll call vote was taken:

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

ITEM NO. H.12. – ADMINISTRATIVE UPDATE:

Mr. Becerra introduced Maria Conrique, Program Assistant, to the Board. He said staff has been working very hard on the budget. Mr. Becerra explained the Centennial Arms project is 80% complete, the Maple Park Phase II project broke ground and the Richland Housing Project is 70% complete.

Mr. Becerra mentioned the Housing Authority received a letter from HUD closing out the audit for FYE 2014 stating there were no findings. He also stated the City of Yuba did not have any findings in the audit for the Town Center Senior Manor.

Mr. Becerra said he is working on training opportunities for both staff and Commissioners. He said Larry Tinker, Senior Development and Rehabilitation Specialist, and himself will be attending a Labor Compliance training in San Francisco provided by HUD for the various contracts the Housing Authority deals with on both the construction and service side.

Mr. Becerra stated HUD invited the Housing Authority to apply for an additional 11 VASH vouchers to be used in Nevada County bringing the total number to 21 vouchers. He mentioned staff has been working with the

Veteran's Administrative office and it has been a very slow process getting the vouchers issued to those who qualify.

ITEM NO. I. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Epp thanked Ms. Allen for her budget presentation. Chairperson Hodges asked if the Commissioners were interested in doing a budget 101 presentation from Ms. Allen to help understand the process better.

Commissioner Griese thanked Legal Counsel Duane Oliveira and staff for the great job they are doing.

Chairperson Hodges said Live Oak has renovated the police substation and fire station. She also wanted to thank staff for the great job they are doing.

ITEM NO. J – NEXT MEETING: April 1, 2015

ITEM NO. K - ADJOURNMENT: The meeting was adjourned at 1:56 PM.

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Minutes

Regular Board Meeting

April 1, 2015

ITEM NO. A - CALL TO ORDER:

Chairperson Diane Hodges called the meeting to order at Regional Housing Authority of Sutter and Nevada Counties, 1455 Butte House Road, Yuba City, CA 95993.

ITEM NO. A - ROLL CALL:

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

ITEM NO. B. – PUBLIC PARTICIPATION: NONE

ITEM NO. C. - AWARDS AND PRESENTATIONS: NONE

ITEM NO. D.1. – CLOSED SESSION: PURSUANT TO SECTION 54956.8 OF THE CALIFORNIA GOVERNMENT CODE, CONFERENCE WITH REAL PROPERTY NEGOTIATORS, PROPERTY: 1170 MARKET STREET, YUBA CITY, CA 95991, AGENCY NEGOTIATORS: GUSTAVO BECERRA AND BILL MEAGHER, UNDER NEGOTIATION: POSSIBLE ACQUISITION OF PROPERTY (INCLUDES INSTRUCTIONS TO NEGOTIATOR REGARDING PRICE AND TERMS OF PAYMENT:

Chairperson Hodges reported there was no reportable action.

ITEM NO. D.2. – 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. D.3. – 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. E. - CONSENT CALENDAR: None

ITEM NO. F. – OLD BUSINESS: None

ITEM NO. G.4. – AUTHORIZATION TO PURCHASE AND IMPLEMENT THE ECS IMAGING INC.-LASERFICHE DOCUMENT MANAGEMENT SYSTEM:

Director of Housing Jeni Bobadilla introduced Pattra Runge, Housing Manager. She explained this system will

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allow the Housing Authority to go paperless. She stated due to the growth of the agency, there is no room for files or room to grow for staff. Mrs. Bobadilla mentioned HUD has very strict rules regarding confidentiality for clients.

Mrs. Bobadilla said the system being recommended is the best one out there. She explained this system will allow staff to search by word and will be able to search for misfiled documents. She mentioned this company has worked with other Housing Authorities.

Mrs. Bobadilla said the hard drive should have plenty of room to accommodate going paperless. Interim Executive Director Gustavo Becerra said the worst case scenario would be needing to purchase another server. Mrs. Bobadilla explained the process will take one year to complete. She stated training is included in the price but if users are added it is an additional \$500.00 per user.

Mrs. Runge said during the email conversation with the other Housing Authority they did give some recommendations on the process.

Commissioner Whiteaker made a motion to approve the purchase of the ECS Imaging Laserfiche document management system, and authorize the Interim Executive Director to sign the purchase agreement and all other related documents with the condition that staff has a one on one phone conversation with another Housing Authority that uses the system and gets a reference. Commissioner Epp made the second. All were in favor by voice vote.

ITEM NO. H.5. – ADMINISTRATIVE UPDATE:

Mr. Becerra said he met with the City Manager of the City of Yuba City and his department heads. He explained the first phase of the new construction project at Richland Housing should be completed mid-May which includes 4 of the 10 ADA units and the new community center. He stated the additional 6 units should be completed mid-June. Mr. Becerra recommend future Board meetings be held at the neighborhood center once it is complete.

Mr. Becerra explained the rehabilitation project at Centennial Arms is 90% complete and Maple Park Phase II is about 10% complete.

Mr. Becerra mentioned he attended the CalAHA meeting and will no longer be on the Board effective March 30, 2015.

ITEM NO. I. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Griese said she is looking forward to getting items taken care of.

ITEM NO. J – NEXT MEETING: April 15, 2015

ITEM NO. K - ADJOURNMENT: The meeting was adjourned at 1:18 PM.

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Minutes

Regular Board Meeting

April 15, 2015

ITEM NO. A - CALL TO ORDER:

Chairperson Diane Hodges called the meeting to order at River City Manor, 655 Joann Way, Yuba City, CA 95993.

ITEM NO. A - ROLL CALL:

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

ITEM NO. B. – PUBLIC PARTICIPATION: NONE

ITEM NO. C. - AWARDS AND PRESENTATIONS: NONE

ITEM NO. D.1. – CLOSED SESSION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO SUBDIVISION (b) OF GOVERNMENT CODE 54956.9, ANTICIPATED LITIGATION: TWO (2) CASES:

Chairperson Hodges reported there was no reportable action.

ITEM NO. D.2. – 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. D.3. – CLOSED SESSION: PURSUANT TO SECTION 54957 OF THE CALIFORNIA GOVERNMENT CODE, PUBLIC EMPLOYEE PERFORMANCE EVALUATION: EXECUTIVE DIRECTOR, EXECUTIVE ASSISTANT/HR COORDINATOR, CHIEF OF MAINTENANCE, ASSISTANT MAINTENANCE MANAGER, MAINTENANCE MECHANIC II, MAINTENANCE MECHANIC I, MAINTENANCE WORKER, LABORER, OMS MAINTENANCE WORKER, OMS APARTMENT MANAGER/MAINTENANCE, CHIEF OF FINANCE, ASSISTANT FINANCE MANAGER, ACCOUNTING ASSISTANT, ACCOUNT CLERK, CHIEF OF HOUSING SERVICES, ASSISTANT HOUSING PROGRAMS MANAGER, ELIGIBILITY SPECIALIST, ELIGIBILITY CLERK, HOUSING INSPECTOR, PROGRAM ASSISTANT, FAMILY SELF-SUFFICIENCY COORDINATOR, RECEPTIONIST, SENIOR DEVELOPMENT & REHAB SPECIALIST, DEVELOPMENT & REHAB SPECIALIST, HOUSING ANALYST:

Chairperson Hodges reported there was no reportable action.

ITEM NO. E. - CONSENT CALENDAR: None

ITEM NO. F. – OLD BUSINESS: None

ITEM NO. G.4. – APPROVAL OF POSSIBLE SALARY INCREASE FOR INTERIM EXECUTIVE DIRECTOR:

Chairperson Hodges explained Gustavo Becerra has been in the Interim Executive Director position since January 21, 2015. The Board approved a 15% increase in his salary. She stated it looks like it may take longer to fill the Executive Director position and would like to provide an additional increase to Mr. Becerra.

Commissioner Cleveland thanked Mr. Becerra for doing both duties. He has requested there be a relook at the positions of the Executive team since the opportunity is available. Commissioner Cleveland said this would be a good time to look at the job descriptions and make any necessary changes. He also thanked the rest of the staff.

Commissioner Griese also thanked Mr. Becerra and staff. Mr. Becerra stated it is our job and recognized staff for all of their hard work as well.

Interim Chief of Maintenance Tom Goodwin stated this is about Mr. Becerra and he has stepped up and he has taken this job very serious. He has a clear direction on where the Housing Authority is going. Mr. Goodwin states Mr. Becerra is an asset to the agency.

Chairperson Hodges stated the position will be possibly opening in June or July depending on the direction of the Board. The last time this position was opened it took 6 to 7 months to fill. Commissioner Whiteaker stated he appreciates Mr. Becerra's work.

Commissioner Whiteaker made a motion to approve a 10% increase retroactive to January 21, 2015 for the Interim Executive Director. Commissioner Griese made the second. All were in favor by voice vote.

ITEM NO. G.5. – APPROVAL OF UPDATED ORGANIZATIONAL CHART:

Mr. Becerra mentioned there are a few clean up items. He said the Receptionist/Cashier position will be changed to Receptionist and the Eligibility Specialist position is due to the addition of Yuba County Housing Choice Voucher Program. Mr. Becerra explained the two positions for OMS Maintenance Worker and OMS Apartment Manager/Maintenance are funded in the OMS budget and were previously part of the organizational chart and were removed.

Mr. Becerra explained the last change would be reclassifying the Receptionist/Cashier position in the Finance Department to Account Clerk. Chief Finance Officer Gail Allen said the intent would be to promote the current employee to Account Clerk. She said he has been performing the duties of the job and qualifies for the position.

Mr. Becerra stated if there is an employee working out of class, the position will be reviewed. Commissioner Griese said there needs to be a standard on the hiring process.

Commissioner Epp made a motion to approve the updated organizational chart. Commissioner Whiteaker made the second. All were in favor by voice vote.

ITEM NO. G.6. – ELECTION OF OFFICERS:

Commissioner Whiteaker stated the Board needs stability with all that is going on and both Chairperson

Hodges and Commissioner Griese have been doing a great job.

Commissioner Gallaty made a motion to appoint Diane Hodges as Chairperson and Martha Griese as Vice-Chairperson. Commissioner Whiteaker made the second. All were in favor by voice vote.

ITEM NO. H.5. – ADMINISTRATIVE UPDATE:

Mr. Becerra said the fiscal year ended March 31, 2015 and the auditors will be at the Housing Authority the middle of May. He also mentioned HUD was out to do an audit of the Housing Choice Voucher program and it went very well. Mr. Becerra stated the reason HUD came out to audit was due to being given a red flag for our agency which they said could have been due to the absorption of three agencies in a short amount of time or the administrative leave action of the previous Executive Director, they were unwilling to give the reason. Mr. Becerra mentioned there were 3 referrals from the Veteran's Administration for the VASH vouchers.

ITEM NO. I. HOUSING COMMISSIONERS' COMMENTS:

Chairperson Hodges welcomed Commissioner Uribe to the Board.

Commissioner Whiteaker gave kudos to Mr. Becerra and the staff for a good job.

Commissioner Uribe said this was his first meeting so he is just getting his feet wet.

Chairperson Hodges thanked Mr. Becerra and Executive Assistant/HR Coordinator Jennifer Ruiz for a great job.

ITEM NO. J – NEXT MEETING: May 6, 2015

ITEM NO. K - ADJOURNMENT: The meeting was adjourned.



Regional Housing Authority of Sutter and Nevada Counties

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RESOLUTION 15-1389

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 \$7,227.00

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 April 30, 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 \$7,227.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 20th day of May, 2015 by the following vote:

AYES:
NAYS:
ABSTAINED:
ABSENT:

ATTEST:

Gustavo Becerra,
Interim Executive Director

(SEAL)

H:Reso\15-1389

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**HCV Fraud Recovery
Collection Loss Write Off
Period: April 2015**

Name	HAP Fraud Recovery Amount Owed	Late Fee's	NSF Fee's	Legal Fee's	Total Owed	Payback Agreement
Reed, Heather	\$ 1,944.00	\$ -	\$ -	\$ -	\$ 1,944.00	Yes
Rodriguez, Chita	\$ 1,555.00	\$ -	\$ -	\$ -	\$ 1,555.00	Yes
Atkins, Sandra	\$ 2,030.00	\$ -	\$ -	\$ -	\$ 2,030.00	Yes
Barrios, Adiriana	\$ 365.00	\$ -	\$ -	\$ -	\$ 365.00	Yes
Thompson, Deborah	\$ 169.00	\$ -	\$ -	\$ -	\$ 169.00	Yes
Sanders, Stacy	\$ 1,164.00	\$ -	\$ -	\$ -	\$ 1,164.00	Yes
	\$ 7,227.00	\$ -	\$ -	\$ -	\$ 7,227.00	Total Write-Off

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

Exhibit A

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Regional Housing Authority of Sutter and Nevada Counties

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RESOLUTION 15-1390

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 \$884.63

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 April 30, 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 \$884.63.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 20th day of May, 2015 by the following vote:

AYES:
NAYS:
ABSTAINED:
ABSENT:

ATTEST:

Gustavo Becerra,
Interim Executive Director

(SEAL)

H:Reso\15-1390

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**H2F Properties - Yuba City
Collection Loss Write Off
Period: April 2015**

<u>Name</u>	<u>Address</u>	<u>Date</u>	<u>Move In</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>
Wing, Therese	716 Winslow Ave	12/28/10	01/03/12		\$ 991.00	\$ -	\$ -	\$ 884.63			\$ 884.63	No
						\$ -	\$ -	\$ 884.63	\$ -	\$ -	\$ 884.63	
											\$ 884.63	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.



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

Website: www.rhasnc.org

RESOLUTION 15-1391

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 \$207.52

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 April 30 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 \$207.52.

This Resolution is to take effect immediately

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 20th day of May, 2015 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Gustavo Becerra,
Interim Executive Director

(SEAL)

H:Reso\15-1391

**Devonshire
Collection Loss Write Off
Period: April 2015**

<u>Name</u>	<u>Address</u>	<u>Move In</u>	<u>Date</u>	<u>Move Out</u>	<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fee's</u>	<u>Damages</u>	<u>Utilities</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
Wilson, Robert	1433 Wescott Rd #13	05/14/14	02/18/15		\$ 668.00	\$ 22.00	\$ -	\$ 160.00	\$ 25.52	\$ -	\$ 207.52	No
					\$	\$ 22.00	\$ -	\$ 160.00	\$ 25.52	\$ -	\$ 207.52	Total Write Off

Deceased *

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

Utility costs incurred by PHA from tenant move-in date until transferred to tenant's name. Those charges are then billed to the tenant.



Regional Housing Authority of Sutter and Nevada Counties

1455 Butte House Road, Yuba City, CA 95993
Phone (530) 671-0220, Toll Free: (888) 671-0220
TTY: (866) 735-2929 Fax (530) 673-077
Website: www.rhasnc.org

RESOLUTION 15-1392

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 \$683.66

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 April 30, 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 \$683.66.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 20th day of May, 2015 by the following vote:

AYES:
NAYS:
ABSTAINED:
ABSENT:

ATTEST: _____
Gustavo Becerra
Interim Executive Director

(SEAL)

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

Name	Address	Date		Monthly Rent	Rent Owed	Late Fee's	Damages	Utilities	Legal Fee's	Total Owed	Payback Agreement
		Move In	Move Out								
Herron, Gladys Mora, Eva	655 Joann Way #3 358 Samuel Drive	03/01/07	04/15/10	\$ 221.00	\$ 116.00	\$ -	\$ 136.00	\$ -	\$ -	\$ 252.00	No
		06/09/14	03/05/15	\$ 378.00	\$ -	\$ -	\$ 431.66	\$ -	\$ -	\$ 431.66	No
\$ 116.00 \$ - \$ 567.66 \$ - \$ -											\$ 683.66 Total Write Off

Deceased *

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

Utility costs incurred by PHA from tenant move-in date until transferred to tenant's name. Those charges are then billed to the tenant.

Exhibit A

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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 15-1393

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 \$1,882.30

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 April 30, 2015 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$1,882.30.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 20th day of May, 2015 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: _____
Gustavo Becerra,
Interim Executive Director

(SEAL)

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

<u>Name</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>
Casillas, Susan	26	07/28/14	02/08/15		\$ 595.00	\$ 996.48	\$ 40.00	\$ 737.82	\$ 108.00	\$ -	\$ 1,882.30	No
						\$ 996.48	\$ 40.00	\$ 737.82	\$ 108.00	\$ -	\$ 1,882.30	Total Write Off

Deceased *

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

Utility costs incurred by PHA from tenant move-in date until transferred to tenant's name. Those charges are then billed to the tenant.

Exhibit A

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

STAFF REPORT

Date: May 20, 2015
 To: Board of Commissioners
 From: Jeni Bobadilla, Director of Occupancy

SUBJECT: Quarterly Occupancy (Q1-2015) report for quarter ending March 31, 2015

RECOMMENDATION: None

FISCAL IMPACT: Budget based allocations per funding sources

Housing and Urban Development (HUD) Funded Programs:

Program	Units Available	January	February	March
HCV/Section 8	Budget Based Allocation (Sutter-829 includes 49 Project Based Vouchers Nevada-295 Colusa-36 Yuba-449)	Total-1464 Sutter-757 Nevada-279 Colusa-25 Yuba-403	Total-1454 Sutter-755 Nevada-278 Colusa-25 Yuba-396	Total-1452 Sutter-753 Nevada-277 Colusa-26 Yuba-397
HCV Port-In Administered	N/A	0	0	0
VASH	21 units for Nevada County only	0	0	0
Public Housing	173	167	170	167

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

Development	Units Available	January	February	March
USDA/Farm Labor	180	149	148	148
Centennial Arms	21	15	14	15
Butte View	32	32	31	32

Office of Migrant (OMS) Services

Development	Units Available	January	February	March
Migrant Center	79	0	0	0

Local Camp 35 (LC35):

Development	Units Available	January	February	March
Transitional Trailer	1	1	1	1
Trailer Park	9	9	9	9

RHASNC Owned and/or Managed Affordable Housing Properties:

Development	Units Available	January	February	March
Kingwood Commons	64	63	62	63
Devonshire	30	27	26	27
Percy Avenue	8	8	8	8
Homes2Families	18	18	18	18
MH-Teesdale-SRO's	6	5	5	5
MH-814 F-SRO's	10	7	7	8
Neighborhood Stabilization Program -1	9	9	9	9
Neighborhood Stabilization Program-3	Fully Leased as Units were released for occupancy	10	10	11

Sutter Community Affordable Housing/Non-Profit

Development	Units Available	January	February	March
Town Center	28	28	28	28
Yolo-Heiken	5	5	5	5

Commercial Space

	Units	January	February	March
Miles Market	1	1	1	1
YCUSD-Bernard	1	1	1	1
Del Norte	1	1	1	1

Comments:

Housing Choice Voucher Program:

Yuba County added an additional 449 vouchers to RHASNC's authority, for a total of 1630 vouchers. The program is continuing to issue and lease new vouchers from the waiting list. RHASNC was just awarded an additional 11 VASH vouchers to assist Veterans in Nevada County.

USDA Rural Development:

The units continue to be scheduled for rehab and families are transitioning from one building to another as the rehab progresses.

Prepared by: 
Jeni Bobadilla/ Director of Occupancy

Submitted by: 
Gustavo Becerra/ Interim Executive Director

REGIONAL HOUSING AUTHORITY
OF SUTTER AND NEVADA COUNTIES

STAFF REPORT

DATE: 5/11/2015

TO: Board of Commissioners

FROM: Tom Goodwin, Maintenance Manager

SUBJECT: Maintenance and Operations

RECOMMENDATION: None

FISCAL IMPACT: Not applicable

Department Update:

- Total work orders for January 2015 to March 2015 were 1065, break down as follows:

Pending 0
Cancelled 0
Scheduled 4
Completed 1061
 (Completed HQS: 105)
 (Completed Turn Over's: 118)

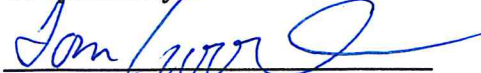
- Work Orders by Priority were:

Emergencies 168
Routine 775 (94 Pest work orders)
Scheduled 4
Turn Over's 118

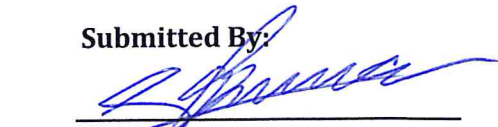
- Total number of Work Orders & Turn Over's by Projects:

	bve	ca	date	devonsh	h2f	joann	kc	Lc-35	maple	mh	nsp	oms	percy	rd	rich	tc	tp	tr	tt	yolo	TOTAL
Work Orders	28	40	65	25	31	65	82	16	44	33	18	10	21	156	247	40	2	2	0	14	939
Turn Over's	1	9	1	5	0	1	5	0	0	5	0	79	0	3	8	0	0	0	0	0	117

Prepared By:


Tom Goodwin

Submitted By:


Gus Becerra

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

Date: May 20, 2015
To: Board of Commissioners
From: Gail Allen -- Chief, Finance/Administration

SUBJECT: Financial Review
Project Net Income Activity through March 31, 2015
Reserve Account Balances Activity through May 13, 2015

Housing Choice Vouchers (restricted - 1,160 vouchers)

- *HUD Housing Assistance Payments (NRA)* – 99.7% proration
 - Subsidizes tenant rents in the community
 - Funding predetermined and prorated by HUD
 - Cannot be used to offset shortfalls in Operations

Net Income of <\$336,538 will be offset with prior year unspent HAP allocations.

- *HUD Administration Fee (UNA)* – 75% proration
 - Covers operating expenses
 - Funding determined by vouchers utilized each month
 - May be used to offset shortfalls in Housing Assistance Payments (HAP's/NRA)

Net Income of \$253,480 includes \$260,000 Yuba County UNA which will be used to either offset shortfalls in HAP allocation or provide additional staffing hours to increase voucher utilization.

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

Net Income of <\$46,018 will be offset with prior year unspent subsidy and Capital Fund (CFP) allocations.

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

Net Income of \$169,744 will be used to offset prior year deficits as well support FYE 2016 operational and rehab activities.

Neighborhood Stabilization Program 1 & 3 (restricted-20 units, pending City transfer)

Net Income of \$20,101 will be used to offset mandated reserve deposits of \$32,871.

Mental Health Housing Services (restricted-16 units)

Net income of \$9,732 will be offset planned operational and rehab activities.

Homes2Families (restricted-19 units)

Units are owned by the City of Yuba City and managed by the Housing Authority. Net Income of \$37,100 does not include \$100 per unit per month (\$12,600) mandatory capital reserves with remainder to be used to offset planned operational and rehab activities.

Unrestricted Properties

- **CC-xx** (Cost Centers) – Net Income of \$42,441 is from Management and Work Order fees as well as payroll costs from Work Order programs.
- **PCD** (Planning/Community Development) – Net Income of <\$30,679 is from revenue/expenses for grants managed by the Housing Authority for local jurisdictions, such as the First-Time Home Buyer and Owner Occupied Rehab programs. Offset will come from future month billings and reserves.
- **CWS** (Cold Weather Shelter-seasonal) – No activity and is not anticipated to be funded by Salvation Army in FYE 2016.
- **Dev-xx** (Development Projects) – Net Income of \$88,162 is from on-going development projects which may or may not be reimbursable.
- **KC** (Kingwood Commons) -- Net Income of <\$128,462 will be offset by Net Income in other Unrestricted Properties. With the January 1 Bond debt refinance, Kingwood saw a \$10,786 monthly debt service payment reduction and as a result, for the first time in its history, realized positive receipts for those months.
- **LC-35** (Miles Market, School, Solar Farm) – Net Income is \$144,687.
- **Percy** -- Net Income is \$14,063.
- **TP (Trailer Park)** -- Net Income of \$13,070.
- **TT** (Manufactured Housing) -- Net Income is \$7,424.
- **Trio** – Net Income is \$27,391.

Note: Individual Net Income does not include End of Year entries (compensated absences, accrued payroll, OPEB’s or depreciation).

RESERVE ACCOUNTS:

All security deposit accounts are funded and reserves listed below remain restricted to their individual programs (excluding LC-35).

Capital/Maintenance Reserves:

Homes2Families (owned by Yuba City).....	\$125,799
Homes2Families (owned by Yuba City).....	\$176,252
Housing Choice Voucher (HAP)	\$373,239
Housing Choice Voucher (FSS Escrow).....	\$137,003
LC-35.....	\$96,431
Mental Health (Heather Glenn)	\$7,897
Mental Health (Teesdale).....	\$14,569
Neighborhood Stabilization-1	\$17,833

Neighborhood Stabilization-1	\$14,751
Neighborhood Stabilization-3	\$4,341
Neighborhood Stabilization-3	\$7,207
Office of Migrant Services.....	\$81,107
Office of Migrant Services.....	\$87,965
Planning/Community Development	\$230,245
Public Housing (Capital Fund Program)	\$320,748
Rural Development (Richland Housing).....	\$891,790
Rural Development (Butte View Estates)	\$116,786
Rural Development (Butte View Estates) – Chase Bank	\$52,711
Rural Development (Centennial Arms)	\$81,162
Rural Development (Centennial Arms) – Umpqua Bank	<u>\$53,167</u>
Total	\$2,891,003

Funds for ongoing Rural Development rehab projects:

Centennial Arms Loan (RD)	\$76,803
Richland Housing Grant (RD).....	\$2,000,360
Richland Housing Grant (RD).....	\$368,382
Joe Serna Grant #3 (RD)	<u>\$228,905</u>
Total	\$2,674,450

CALENDAR OF EVENTS:

- Agency fiscal year end March 31, 2015
- Annual financial audit..... May 18-22, 2015
- Unaudited financial to REAC (HUD website) May 31, 2015
- Unaudited financial to MINC (USDA website) May 31, 2015
- Migrant (OMS) fiscal year end..... June 30, 2015
- Audited financials to REAC (HUD website)..... December 31, 2015

Prepared by:

Submitted by:



 Gail L. Allen, Chief Financial Officer



 Gustavo Becerra, Interim Executive Director