



Regional Housing Authority of Sutter and Nevada Counties

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May 25, 2016

TO: Chairperson Martha Griese
Commissioner Diane Hodges
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
June 1, 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, June 1, 2016 at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**



Gustavo Becerra
Interim Executive Director

s: No06012016



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
June 1, 2016, 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 Tysha Guzman
 - 2. MEET THE STAFF:
 - A. Alisha Parker, Occupancy Department
 - B. Josefina Martinez, Occupancy Department
- 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.
 - 3. Approval of Minutes – May 18, 2016 pg. 1
- F. OLD BUSINESS: Discussion/Possible Action:
 - 4. Update on Approval of Amendment to Add Yuba County
- G. NEW BUSINESS: Discussion/Possible Action:
 - 5. Advise on Vote for Continuance of Live Oak Cemetery Assessment District pg. 4

6. Resolution 16-1449, Family Self-Sufficiency Graduate Tysha Guzman pg. 8
7. Appointment of Executive Director and Approval of Employment Agreement

H. ADMINISTRATIVE REPORT:

8. Occupancy Update pg. 9
9. Finance Update pg. 12
10. Planning and Community Development/Administrative Update

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.

11. CLOSED SESSION: Significant Exposure to Litigation Pursuant to Subdivision (b) of Government Code 54956.9
Anticipated Litigation: One (1) Case
12. CLOSED SESSION: Pursuant to Section 54957 of the California Government Code
Public Employee Appointment
Title: Executive Director

K. NEXT MEETING:

L. ADJOURNMENT

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Minutes

Regular Board Meeting

May 18, 2016

ITEM NO. A - CALL TO ORDER:

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

ITEM NO. A - ROLL CALL:

Chairperson Martha Griese, Commissioners Diane Hodges, Ron Sullenger Charles Epp, Preet Didbal, Suzanne Gallaty and Luis Uribe and were present. Commissioners Brian Foss and Dan Miller were absent. Legal Counsel Duane Oliveira was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioner Ron Sullenger led the Pledge of Allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D.1.A. - MEET THE STAFF, A. MARTIN ANDRADE:

Supervising Maintenance Technician Anthony Langlois introduced Martin Andrade. Mr. Langlois stated Mr. Andrade started working for the Housing Authority in September 2015 as the Office of Migrant Services (OMS) Maintenance Technician. He shared Mr. Andrade lives onsite and is responsible for the 79 units located in OMS. He said he is a perfect fit for his position with his knowledge and being bilingual in Spanish. He is one of the newest members to the team and is a great asset to the agency.

Interim Executive Director Gustavo Becerra mentioned Mr. Andrade is the only maintenance personnel at the OMS center along with the Apartment Manager. He said during the off season Mr. Andrade spent a lot of time fixing up the units and upgrading the units.

ITEM NO. E. - CONSENT CALENDAR:

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

ITEM NO. F.3. – UPDATE ON APPROVAL OF AMENDMENT TO ADD YUBA COUNTY:

Legal Counsel Duane Oliveira reported he spoke with the County Counsel for Colusa County and Mr. Becerra will be meeting with the County Administrative Officer on June 2, 2016. Mr.

Oliveira stated small steps are being taken and hopefully this item will be finished soon.

ITEM NO. G.4 – RESOLUTION 16-1448, APPROVAL OF SEMAP:

Mr. Becerra explained this is brought to the Board each year. HUD requires Housing Authorities to do self-assessments. He stated there are four reports, one for each jurisdiction the Housing Authority administers the Housing Choice Voucher.

Commissioner Epp made a motion to approve Resolution 16-1448, Approval of SEMAP. Commissioner Sullenger made the second. The following roll call vote was taken:

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

ITEM NO. G. 5– ADVISE ON VOTE FOR CONTINUANCE OF LIVE OAK CEMETERY ASSESSMENT DISTRICT:

This item was tabled to a future meeting.

ITEM NO. G. 6– APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH THE NORTH CENTRAL COUNTIES CONSORTIUM:

Mr. Becerra said there are a number of agencies in the surrounding Counties that are joining together to form a consortium of services. This Memorandum of Understanding (MOU) would streamline several services provided to families enabling them to become self-sufficient. Mr. Becerra mentioned the families enrolled in our Family Self-Sufficiency program use many of these services. He shared the MOU will allow service providers to provide referrals to agencies with direct contact information.

Mr. Oliveira wanted to point out there is a notation regarding a cost the Housing Authority would share with the consortium. He also mentioned if one part backs out of the MOU, it will be terminated. Mr. Becerra stated the Housing Authority has indicated the only contribution from our agency will be in kind services by means of staff time.

Mr. Becerra shared this contract comes from the state and he would be willing to suggest language changes if the Board so desired.

Commissioner Sullenger made a motion to authorize the agency to enter into the Memorandum of Understanding (MOU) with the North Central Counties Consortium with any modifications are requested by Legal Counsel, and authorize the Interim Executive Director to

execute the MOU and all required documents. Commissioner Epp made the second. All were in favor by voice vote.

ITEM NO. H.7. – ADMINISTRATIVE UPDATE:

Mr. Becerra said Maple Park Phase 2 is currently 90% leased up. He stated the City of Marysville issued a RFP to do something with a piece of land across from Ellis Lake. A developer reached out to staff and wanted to know if the Housing Authority would be interested in doing a project with them for this particular site.

Mr. Becerra mentioned the criminal matters in Richland Housing has calmed down and staff continues to meet with law enforcement including a possibility of them using a room at 415 Miles Market as a substation.

Mr. Becerra said the construction for Kristen Court began in January and is currently 25-30% complete. He also passed out copies of the strategic plan for an update at a future Board meeting.

ITEM NO. I. HOUSING COMMISSIONERS' COMMENTS: NONE

ITEM NO. J.8. – CLOSED SESSION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO SUBDIVISION (b) OF GOVERNMENT CODE 54956.9, ANTICIPATED LITIGATION: ONE (1) CASE:

Chairperson Griese reported there was no reportable action.

ITEM NO. J.9. – CLOSED SESSION: PURSUANT TO SECTION 54957 OF THE CALIFORNIA GOVERNMENT CODE, PUBLIC EMPLOYEE APPOINTMENT, TITLE: EXECUTIVE DIRECTOR:

Chairperson Griese reported there was no reportable action.

ITEM NO. K – NEXT MEETING: June 1, 2016

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 2:15 P.M.

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

STAFF REPORT

Date: June 1, 2016
To: Board of Commissioners
From: Gustavo Becerra, Interim Executive Director

SUBJECT: City of Live Oak Cemetery Assessment District
RECOMMENDATION: Board of Commissioners to discuss and vote on the ballot issue for the applicable properties located in Live Oak, CA
FISCAL IMPACT: \$1,905.12 in annual fees payable to the District to continue for an additional 20 years (has been in place for approximately 20 years already)

Background:

The agency received a notice for a public hearing and vote (see attached), whereas the Live Oak Cemetery Assessment District seeks to obtain a vote of property owners within the district area to continue the existing assessment for an additional 20 years.

The Live Oak Cemetery Assessment District is looking to fund various improvements, as listed on the attached notice, with the continued assessments.

The Housing Authority has eight properties that would be subject to the assessment. The assessment for all properties would total \$1,905.12 per year.

The date and time of the public hearing on the proposed assessment is scheduled for June 8, 2016, at 2:00 pm, to be held at 3545 Pennington Road, Live Oak, CA 95953.

Properties Subject to Assessment:

- 2368 Walnut Drive
- 3050 Forstner Court
- 2660 Date Street
- 2750 Date Street
- 9829 N Street
- 9400 Larkin Road
- 9800 Gum Street
- 9955 Maple Park

Action:

The Board of Commissioners must vote yes or no on the cemetery assessment.

Recommendation: Authorize the Interim Executive Director to fill out the ballots for each Housing Authority property according to the vote decided in this report and submit as required on or before June 8, 2016.

Submitted by:



Gustavo Becerra
Interim Executive Director

Attachment: public notice received by the agency on April 27, 2016

RECEIVED

APR 27 2016

RHASNC

**LIVE OAK CEMETERY ASSESSMENT DISTRICT
NOTICE OF PUBLIC HEARING AND VOTE TO EXTEND ANNUAL ASSESSMENT
PERIOD AN ADDITIONAL TWENTY YEARS**

OFFICIAL BALLOT ENCLOSED

Please take Notice that the Live Oak Cemetery Assessment District seeks to extend the assessment fee currently in place for 20 years for an additional 20 years and provides the following information pertaining to the vote for such extension.

1. The assessment per unit fee will remain the same.
2. The amount chargeable to an owner's parcel: \$23.52 per year per single family residential unit, per multiple family dwelling unit, per apartment unit and per condominium.
3. The total annual amount of the proposed assessment chargeable to the entire district: \$ 73,147.20.
4. The duration of the payments: 20 years.
5. The reason for the assessment and the basis upon which the amount of the proposed assessment was calculated: cemetery expansion and improvements. Past and present improvements include: (1) installation of roadway and curbing (2) cemetery irrigation installation; (3) installation of security lighting; (4) construction of parking and street paving; (5) construction of public restrooms; (6) development of additional land; (7) Purchase additional of land.
5. The date, time, and location of the Public Hearing on the proposed assessment:

**LIVE OAK CEMETERY ASSESSMENT DISTRICT
3545 PENNINGTON ROAD, LIVE OAK, CA**

JUNE 8, 2016

TIME: 2:00 pm

6. To vote on this extension, complete and submit the enclosed ballot by mail to: Danielle Coleman, Board Clerk, Live Oak Cemetery District, 3545 Pennington Road, Live Oak, California 95953 All ballots must be received before the conclusion of the Public Hearing.

At the Public Hearing, the District shall consider all objections or protests, if any, to the proposed assessment extension. At the Public Hearing, any person shall be permitted to present written or oral testimony. The Public Hearing may be continued from time to time.

At the conclusion of the Public Hearing, the Board Clerk shall tabulate the assessment ballots submitted, and not withdrawn, in support of or opposition to the proposed assessment extension.

A majority protest exists if the assessment ballots submitted, and not withdrawn, in opposition to extending the existing assessment exceed the assessment ballots submitted, and not withdrawn, in its favor. If there is a majority protest against the extension of the existing assessment, the District shall not extend the assessment.

Board of Trustees:

Scott Davis – Board Chairman

Frank Spengler – Board Vice Chairman

Debbie Charlesworth

Reyes Nava

Judith Rehermann



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RESOLUTION 16-1449

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

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

WHEREAS, Tysha Guzman started in this program on 03/01/2012 and set goals for herself to become independent of government assistance; and

WHEREAS, Tysha Guzman met her goals by 05/01/2016 and received sufficient earned income to generate an escrow account in the amount of \$9,143.80; and

WHEREAS, Tysha Guzman 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 Tysha Guzman 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 1th day of June.

Chairperson Martha Griese

Vice-Chairperson Dan Miller

Commissioner Diane Hodges

Commissioner Preet Didbal

Commissioner Brian Foss

Commissioner Suzanne Gallaty

Commissioner Charles Epp

Commissioner Ron Sullenger

Commissioner Luis Uribe

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

STAFF REPORT

Date: June 1, 2016
 To: Board of Commissioners
 From: Pattra Runge, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q1-2016) report for quarter ending March 31, 2016

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 48 Project Based Vouchers Nevada-295 Colusa-36 Yuba-449)	Total-1589 Sutter-821 Nevada-296 Colusa-28 Yuba-443	Total-1587 Sutter-819 Nevada-295 Colusa-28 Yuba-445	Total-1589 Sutter-825 Nevada-298 Colusa-29 Yuba-437
HCV Port-In Administered	N/A	0	0	0
VASH	21 units for Nevada County only	6	7	7
Public Housing	173	173	173	173

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

Development	Units Available	January	February	March
USDA/Farm Labor	190	148	147	151
Centennial Arms	21	20	20	20
Butte View	32	30	31	31

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	62	63	61
Devonshire	30	28	28	29
Percy Avenue	8	8	8	8
Homes2Families	17	17	17	17
MH-Teesdale-SRO's	6	5	5	5
MH-814 F-SRO's	10	9	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	January	February	March
Town Center	28	28	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:

Office of Migrant Services (OMS):

The OMS site opened on May 2, 2016 and at this time we are 7 units away from being fully leased.

Housing Choice Voucher Program:

We began leasing Maple Park II (Project Based Vouchers) April 2016. We anticipate being fully leased by the end of May 2016.

Prepared by: 
Pattra Runge/Occupancy Manager

Submitted by: 
Gustavo Becerra/Interim Executive Director

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

Date: June 1, 2016
To: Board of Commissioners
From: Gail Allen – Chief Financial Officer
Subject: Financial Review
Project Net Income April 1 through March 31, 2016
Reserve Account Balances Through May 23, 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) – not included above
 - 48 additional Maple Park Project Based Vouchers (PBV's) – not included above**\$9,530 net income** held in reserve for future HAP expenses.
- *HUD Administration (UNA)* – 81% proration (increased from 79%)
 - Covers operating expenses
 - Funding determined by vouchers utilized
 - May be used to offset shortfalls in Housing Assistance Payments (HAP's/NRA)**\$<11,916 net income** offset with reserves held for administrative/HAP expenses.

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

<\$349,127 combined net income resulting from deferred maintenance and rehab expenses. Shortfall offset with reserves from prior years.

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

\$328,813 combined net income does not include \$267,954 (\$22,329 per month) in mandated reserves. Revised net income of \$60,859 held in reserve for future operations/rehab activities.

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

\$94,396 combined net income (\$47,094 - NSP1; \$47,302 - NSP3) deposited into mandated reserve bank accounts.

Mental Health Housing Services (restricted-16 units)

\$4,516 combined net income (\$5,827 – Heather Glenn; \$<1,311 - Teesdale) held in reserve for future operations/rehab activities.

Homes2Families (restricted-19 units)

Yuba City units managed by RHASNC. **\$42,500 combined net income** does not include \$6,910 (\$1,800 per month) in mandated reserves. Revised net income of \$40,700 held in reserve for future operations/rehab activities.

Unrestricted Properties

\$181,762 combined net income

- **CC** (Cost Centers) – **\$48,820 net income** from Management and Work Order fees.
- **PCD** (Planning/Community Development) – **<\$21,497 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** -- **\$9,514 net income**
- **Dev-xx** (Development Projects) – **\$26,850 net income** from developer fees.
- **Devonshire** -- **<\$30,242 net income** loss resulting from on-going deferred maintenance. Property purchased in March 2014.
- **KC** (Kingwood Commons) -- **\$38,536 net income** to be held in reserve for future operations/rehab activities.
- **LC-35** (Miles Market, School, Solar Farm, Miscellaneous) – **\$102,902 net income**
- **Percy** -- **\$24,810 net income**
- **TP** (Trailer Park) -- **\$7,830 net income**
- **TT** (Manufactured Housing) -- **\$8,524 net income**
- **Trio** – **<\$34,285 net income**

RESERVE ACCOUNTS:

All reserve deposits are fully funded and restricted to individual programs. The following balances are through May 23, 2016.

Security Deposits:

Devonshire.....	\$10,082
Homes2Families (owned by Yuba City).....	\$8,951
Kingwood Commons	\$21,437
Mental Health (Heather Glenn)	\$2,260
Mental Health (Teesdale).....	\$1,025
Neighborhood Stabilization 1	\$4,802
Neighborhood Stabilization 3	\$6,828
Office of Migrant Services	\$100
Percy Avenue -- unrestricted	\$2,275
Public Housing	\$44,371
Rural Development (Richland Housing)	\$17,351
Rural Development (Butte View Estates).....	\$8,592
Rural Development (Centennial Arms)	<u>\$ 8,526</u>
Total	\$136,600

Ongoing Rehab Project Funds (Rural Development):

Richland Housing Grant (RD).....	\$1,996,813
Joe Serna Grant #2 (RD)	<u>\$ 7,084</u>
Total	\$2,003,897

Capital/Maintenance/Operating Reserves:

Homes2Families - Replacement (owned by Yuba City)	\$141,827
Homes2Families – Operating (owned by Yuba City).....	\$220,798
Housing Choice Voucher (HAP)	\$925
Housing Choice Voucher (Admin Fee)	\$256,838
Housing Choice Voucher (Family Self-Sufficiency).....	\$113,912
LC-35 - unrestricted	\$1,809
Mental Health (Heather Glenn) - Operating	\$16,722
Mental Health (Heather Glenn) - Replacement.....	\$8,479
Mental Health (Teesdale).....	\$16,037
Neighborhood Stabilization 1 - Replacement	\$40,303
Neighborhood Stabilization 1 - Operating	\$54,276
Neighborhood Stabilization 3 - Operating	\$9,593
Neighborhood Stabilization 3 - Replacement	\$58,715
Office of Migrant Services -- CARE	\$95,873
Office of Migrant Services -- Reserves	\$27,729
Open Accounts (6) - unrestricted	\$600
Percy Avenue -- unrestricted	\$49,803
Planning & Community Development -- unrestricted	\$290,432
Public Housing (Capital Fund Program)	\$262,369
Public Housing (Family Self-Sufficiency)	\$516
Rural Development (Butte View Estates).....	\$117,294
Rural Development (Centennial Arms)	\$96,185
Rural Development (Richland Housing)	\$777,786
Solar Farm -- unrestricted	\$29,018
Transitional Trailer -- unrestricted	\$ 26,198
Total	\$2,714,037

Checking Accounts:

Central Office.....	\$110,661
Housing Choice Voucher (HAPS)	\$ 61,512
Total	\$172,173

CALENDAR OF EVENTS:

- Fiscal year end.....March 2016
- On-site fiscal year-end financial audit
- Unaudited financials transmitted electronically in REAC.....
- Migrant (OMS) fiscal year end
- Audited financials available to Board
- Audited financials transmitted electronically in REAC.....

Prepared by:


Gail L. Allen, Chief Financial Officer

Submitted by:


Gustavo Becerra, Interim Executive Director