



Regional Housing Authority

Serving the Communities of: Cities of Live Oak, Yuba City
and Colusa, Counties of Sutter, Nevada, Yuba and Colusa
1455 Butte House Road, Yuba City, CA 95993
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June 28, 2017


TO: Chairperson Dan Miller
Vice-Chairperson Mike Leahy
Commissioner Brian Foss
Commissioner Manny Cardoza
Commissioner Jeramy Chapdelaine
Commissioner Diane Hodges
Commissioner Suzanne Gallaty
Commissioner Luis Uribe
Commissioner Ron Sullenger
Commissioner Toni Benson
Commissioner John Loudon
Commissioner Doug Lofton
Commissioner Kent Boes
Legal Counsel Brant Bordsen

Sutter County Board of Supervisors
Nevada County Board of Supervisors
Yuba County Board of Supervisors
Colusa County Board of Supervisors
City Council, Live Oak
City Council, Yuba City
City Council, Colusa
Appeal-Democrat
Duane Oliveira
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

July 5, 2017

You are hereby notified that the Commissioners of the Regional Housing Authority are called to meet in Regular Session at **12:15 PM on Wednesday, July 5, 2017 at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**


Gustavo Becerra
Executive Director

s: No070517



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



AGENDA
REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
REGIONAL HOUSING AUTHORITY
Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991
July 5, 2017, 12:15 PM

- A. CALL TO ORDER: ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. PUBLIC PARTICIPATION: Members of the public shall be provided with an opportunity to address the Board on items of interest that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring something before the Board that is not on the agenda may do so at this time; however, State law provides that no action may be taken on any item not appearing on the posted Agenda.
- D. AWARDS AND PRESENTATIONS: None
- 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.
 - 1. Approval of Minutes – May 17, 2017 pg. 1
 - 2. Approval of Minutes – June 7, 2017 pg. 9
- F. OLD BUSINESS: Discussion/Possible Action: NONE
- G. NEW BUSINESS: Discussion/Possible Action:
 - 3. Resolution 17-1513 – Recommend Adoption of Debt Policy pg. 14
Per SB 1029 Requirement
Gustavo Becerra, Executive Director
 - 4. Recommend Approval of Percy Avenue and Kingwood Commons pg.19
Rent Increase
Pattra Runge, Occupancy Manager

5. Resolution 17-1514 – Recognition and Appreciation for the Diligent Services of Martha Griese pg. 21
Gustavo Becerra, Executive Director

6. Recommend Approval to Award Contract for Rehab at Richland Rural Development, Yuba City, CA pg. 22
Gustavo Becerra, Executive Director

H. ADMINISTRATIVE REPORT:

7. Administrative Update
Gustavo Becerra, Executive Director

I. HOUSING COMMISSIONERS' COMMENTS:

J. EXECUTIVE SESSION: May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.

K. NEXT MEETING:

L. ADJOURNMENT

REGIONAL HOUSING AUTHORITY
Minutes
Regular Board Meeting
May 17, 2017

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 Brian Foss, Diane Hodges, Suzanne Gallaty, Manny Cardoza, Luis Uribe, Mike Leahy, and Doug Lofton were present. Vice-Chairperson Dan Miller, Commissioners Ron Sullenger, John Loudon, Kent Boes, Jeramy Chapdelaine and Toni Benson were absent. Legal Counsel Brant Bordsen was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioner Hodges led the Pledge of Allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION:

Ann Fletcher with Bridges to Houses stated her agency assists families with security deposits. She mentioned there is a form that is filled out in regards to the security deposit and had questions about where the money they provide goes once the tenant moves out because it is not going back to their agency. Executive Director Gustavo Becerra explained this was the first time he had heard there were issues and he would investigate and have someone contact her with an answer.

Ms. Fletcher also wanted to know what the Board was doing about providing affordable housing for those in need. Mr. Becerra stated there is always plan(s) in place. Affordable Housing cannot be built fast enough. The crisis is not only in our area, but statewide.

ITEM NO. D. – AWARDS AND PRESENTATIONS: NONE

ITEM NO. E.1. - CONSENT CALENDAR:

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

ITEM NO. F. – OLD BUSINESS: NONE

ITEM NO. G. 2. – RECOMMEND APPROVAL OF PERCY AVENUE PROPERTY IMPROVEMENT PROJECT:

Senior Development and Rehabilitation Specialist Larry Tinker explained Percy Avenue Apartments is a small complex with eight (8) units built in 1989. She said there are lots of small projects that are needed such as replacement of water heaters, flooring, heat pumps and siding and trim.

Commissioner Lofton made a motion to approve the bid from California Window Industries in the amount of \$29,780.00, and approve the purchase of the flooring materials totaling approximately \$3,500.00 for the general property improvements project planned for the Percy Avenue Apartments located at 430 Percy Avenue in Yuba City, CA, and authorize the Executive Director to execute the construction contract and all required documents. Commissioner Hodges made the second. All were in favor by voice vote.

ITEM NO. G. 3. – RECOMMEND APPROVAL OF CONCRETE SERVICES REQUEST FOR PROPOSAL:

Supervising Maintenance Technician Anthony Langlois stated HUD requires the Housing Authority to go out for proposals every five (5) years. Staff went out for proposals for concrete services and received one bid from MAMC Construction, who is the current concrete services contractor.

Commissioner Cardoza made a motion to approve the selection of MAMC Construction to a five-year contract. Commissioner Leahy made the second. All were in favor by voice vote.

ITEM NO. G. 4. – RESOLUTION 17-1497, RECOMMEND APPROVAL OF SEMAP SUBMITTAL:

Occupancy Manager Alisha Parker mentioned every year staff has 60-days after the end of the fiscal year to submit SEMAP to HUD. She explained this is similar to a report card for the Housing Choice Voucher program. Mrs. Parker stated last year the Housing Authority was a high performer and she expects to be a high performer again this year.

Commissioner Cardoza made a motion to approve Resolution 17-1497, Approval of SEMAP Submittal. Commissioner Leahy made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Martha Griese, Commissioners Brian Foss, Manny Cardoza, Suzanne Gallaty, Diane Hodges, Doug Lofton, Luis Uribe and Mike Leahy

Nays: None

Abstain: None

Absent: Vice-Chairperson Dan Miller, Commissioners Ron Sullenger John Loudon, Kent Boes, Jeramy Chapdelaine and Toni Benson

ITEM NO. G. 5. – RESOLUTION 17-1498 – DEVONSHIRE COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$1,587.56:

Occupancy Manager Pattra Runge explained write-offs are for those who have moved from the various properties and owe money.

Commissioner Cardoza made a motion to approve Resolution 17-1498, Devonshire Collection Loss Write-Off in the amount of \$1,587.56. Commissioner Lofton made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Martha Griese, Commissioners Brian Foss, Manny Cardoza, Suzanne Gallaty, Diane Hodges, Doug Lofton, Luis Uribe and Mike Leahy
Nays: None
Abstain: None
Absent: Vice-Chairperson Dan Miller, Commissioners Ron Sullenger John Loudon, Kent Boes, Jeremy Chapdelaine and Toni Benson

ITEM NO. G. 6. – RESOLUTION 17-1498 – KINGWOOD COMMONS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$3,134.44:

Commissioner Cardoza made a motion to approve Resolution 17-1499, Kingwood Commons Collection Loss Write-Off in the amount of \$3,134.44. Commissioner Lofton made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Martha Griese, Commissioners Brian Foss, Manny Cardoza, Suzanne Gallaty, Diane Hodges, Doug Lofton, Luis Uribe and Mike Leahy
Nays: None
Abstain: None
Absent: Vice-Chairperson Dan Miller, Commissioners Ron Sullenger John Loudon, Kent Boes, Jeremy Chapdelaine and Toni Benson

ITEM NO. G. 7. – RESOLUTION 17-1500 – RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$266.50:

Commissioner Cardoza made a motion to approve Resolution 17-1500, Rural Development Collection Loss Write-Off in the amount of \$266.50. Commissioner Lofton made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Martha Griese, Commissioners Brian Foss, Manny Cardoza, Suzanne Gallaty, Diane Hodges, Doug Lofton, Luis Uribe and Mike Leahy

Nays: None

Abstain: None

Absent: Vice-Chairperson Dan Miller, Commissioners Ron Sullenger John Loudon, Kent Boes, Jeremy Chapdelaine and Toni Benson

ITEM NO. G. 8. – RESOLUTION 17-1501, RECOMMEND APPROVAL OF REVISED ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP):

Mrs. Runge mentioned the ACOP is the management plan for Public Housing and it is required to update the plan at least annually or when policies change. She stated there where changes to the Violence Against Women’s Act (VAWA). She mentioned another change is in regards to the new smoke-free regulations which will go into place effective July 2018.

Commissioner Leahy made a motion to approve Resolution 17-1501, Approval of Revised Admissions and Continued Occupancy Policy. Commissioner Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Martha Griese, Commissioners Brian Foss, Manny Cardoza, Suzanne Gallaty, Diane Hodges, Doug Lofton, Luis Uribe and Mike Leahy

Nays: None

Abstain: None

Absent: Vice-Chairperson Dan Miller, Commissioners Ron Sullenger John Loudon, Kent Boes, Jeremy Chapdelaine and Toni Benson

ITEM NO. G. 9. – RESOLUTION 17-1502, RECOMMEND APPROVAL OF REVISED PHA ANNUAL PLAN:

Mrs. Parker said staff submitted the Annual Plan in January. She explained the revised plan includes being able to provide Project Based Vouchers to projects in any of the jurisdictions when necessary.

Commissioner Uribe made a motion to approve Resolution 17-1502, Approval of Revised PHA Annual Plan. Commissioner Foss made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Martha Griese, Commissioners Brian Foss, Manny Cardoza, Suzanne Gallaty, Diane Hodges, Doug Lofton, Luis Uribe and Mike Leahy
Nays: None
Abstain: None
Absent: Vice-Chairperson Dan Miller, Commissioners Ron Sullenger John Loudon, Kent Boes, Jeremy Chapdelaine and Toni Benson

ITEM NO. G. 10. – RESOLUTION 17-1503, CIVIL RIGHTS CERTIFICATION:

Mrs. Parker stated this resolution is submitted with the Annual Plan.

Commissioner Leahy made a motion to approve Resolution 17-1503, Civil Rights Certification. Commissioner Lofton made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Martha Griese, Commissioners Brian Foss, Manny Cardoza, Suzanne Gallaty, Diane Hodges, Doug Lofton, Luis Uribe and Mike Leahy
Nays: None
Abstain: None
Absent: Vice-Chairperson Dan Miller, Commissioners Ron Sullenger John Loudon, Kent Boes, Jeremy Chapdelaine and Toni Benson

ITEM NO. G. 11. – RESOLUTION 17-1504, FAMILY SELF-SUFFICIENCY GRADUATE JEANNETTE ANGUS:

Mrs. Parker mentioned Jeannette Angus was not able to attend the meeting as she is in the process of relocating to Sacramento due to her starting a new job.

Commissioner Cardoza made a motion to approve Resolution 17-1504, Family Self-Sufficiency Graduate Jeannette Angus. Commissioner Hodges made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Martha Griese, Commissioners Brian Foss, Manny Cardoza, Suzanne Gallaty, Diane Hodges, Doug Lofton, Luis Uribe and Mike Leahy
Nays: None
Abstain: None
Absent: Vice-Chairperson Dan Miller, Commissioners Ron Sullenger John Loudon, Kent Boes, Jeremy Chapdelaine and Toni Benson

ITEM NO. G. 12. – RESOLUTION 17-1505, RECOMMEND APPROVAL OF SOLAR PANEL FINANCING AND OVERALL PROJECT LOCATED AT RICHLAND HOUSING AND KINGWOOD COMMONS:

Mr. Becerra shared staff has been working on energy saving projects since 2010. He stated in 2012 the Board approved the selection of Siemens Industry, Inc. as the Energy Services Company to provide various energy saving services.

Mr. Becerra explained Siemens Industry, Inc. was able to secure a grant from Pacific Gas & Electric's (PG&E) Multi-Family Affordable Solar Housing program in the amount of \$433,865.00. They issued a Request for Proposal for financing the residual \$1,666,135.00. Mr. Becerra mentioned only one proposal was received from PNC Equipment Finance, LLC.

Mr. Becerra shared the project will service 64 units at Kingwood Commons and 190 units at Richland Housing Rural Development, both properties located in Yuba City. He explained the residents will continue to pay their total bill only now a portion will be paid to PG&E and a portion will be paid to the Housing Authority.

Mr. Becerra said there are two different options on the financing, one is a 15 year payback and one is a 16 year payback. He is recommending in the 16 year payback as it will generate more cash flow and it pays for itself.

Mr. Becerra mentioned Legal Counsel Brant Bordsen reviewed the installation agreement and did have some concerns and those are being reviewed by the Legal Counsel for Siemens Industry, Inc. Mr. Bordsen stated there were a few items he would like included such as insurance requirements and indemnification language.

Mr. Becerra also mentioned there are some other energy saving measures included in the contract such as replacing toilets and upgrading lighting.

Commissioner Leahy made a motion to approve Resolution 17-1505, Approval of Solar Panel Financing, the Overall Project located at Richland Housing and Kingwood Commons and the Installation Agreement subject to Legal Counsels approval of the terms and conditions under review. Commissioner Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Martha Griese, Commissioners Brian Foss, Manny Cardoza, Suzanne Gallaty, Diane Hodges, Doug Lofton, Luis Uribe and Mike Leahy

Nays: None

Abstain: None

Absent: Vice-Chairperson Dan Miller, Commissioners Ron Sullenger John Loudon, Kent Boes, Jeremy Chapdelaine and Toni Benson

ITEM NO. G. 13. – ELECTION OF OFFICERS:

Commissioner Uribe made a motion to elect Dan Miller as Chairperson. Commissioner Cardoza made the second. All were in favor by voice vote.

Commissioner Hodges made a motion to elect Mike Leahy as Vice-Chairperson. Commissioner Lofton made the second. All were in favor by voice vote.

ITEM NO. H.14. – MAINTENANCE UPDATE:

Mr. Langlois went over the report that was included in the packet.

ITEM NO. H.15. – HOUSING CHOICE VOUCHER OCCUPANCY/ELIGIBILITY UPDATE:

Mrs. Parker explained the total voucher count at the end of April 2017 was 1516. She stated applicants in the Housing Choice Voucher program are having a difficult time finding a place to rent with 350 vouchers being issued and only 64 families leasing up the first part of 2017. She shared there are a total of 25 people housed under the VASH program. Mrs. Parker said the waiting list for involuntary displacement is open and she has been working with those housed at 14forward.

ITEM NO. H.16. – HOUSING PROGRAMS OCCUPANCY/ELIGIBILITY UPDATE:

Mrs. Runge said the report included in the packet is for all of the properties that are owned and managed by the Housing Authority. She shared the Office of Migrant Services site opened on May 1, 2017 and is full and currently has a waiting list. Mrs. Runge mentioned there are four units offline due to needing repairs.

Mr. Becerra explained the units are offline due to issues with the balconies. He stated the State of California is aware and are working on getting funds to fix the necessary repairs.

ITEM NO. H.17. – PLANNING AND COMMUNITY DEVELOPMENT UPDATE:

Planning and Community Development Manager Beckie Flores said her department branches out to different counties to run their owner-occupied housing rehabilitation program. She shared Lake County recently awarded the Housing Authority to the contract to administer their housing rehabilitation program.

Mrs. Flores stated staff was waiting for a lead based paint report to finalize the bid information. She said the report has been received and the bids will go out and due June 22, 2017. Mr. Becerra said he is hopeful a bid can be awarded in July and get construction started.

ITEM NO. H.14. – ADMINISTRATIVE UPDATE:

Mr. Becerra stated the auditors are currently at the office and should be finishing up the onsite visit at the end of the week.

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ITEM NO. I. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Cardoza shared he attended the Homeless Consortium meeting and the main topic was regarding affordable housing opportunities.

ITEM NO. J. – EXECUTIVE SESSION: MAY BE HELD UNDER CALIFORNIA GOVERNMENT CODE REGARDING PENDING AND/OR ANTICIPATED LITIGATION, PROPERTY ACQUISITION, AND/OR PERSONNEL ISSUES: NONE

ITEM NO. K – NEXT MEETING: June 7, 2017

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 1:37 PM.

REGIONAL HOUSING AUTHORITY
Minutes
Regular Board Meeting
June 7, 2017

ITEM NO. A - CALL TO ORDER:

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

ITEM NO. A - ROLL CALL:

Chairperson Dan Miller, Vice-Chairperson Mike Leahy, Commissioners Martha Griese, Ron Sullenger, John Loudon, Kent Boes, Jeramy Chapdelaine Suzanne Gallaty, Manny Cardoza, Luis Uribe and Doug Lofton were present. Commissioner Diane Hodges arrived later in the meeting. Commissioners Brian Foss and Toni Benson were absent. Legal Counsel Brant Bordsen was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioner Griese led the Pledge of Allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D. – AWARDS AND PRESENTATIONS: NONE

ITEM NO. E. - CONSENT CALENDAR: NONE

ITEM NO. F. – OLD BUSINESS: NONE

ITEM NO. G. 1. – RECOMMEND APPROVAL TO AWARD CONTRACT FOR REHAB AT 590 WASHINGTON AVENUE, YUBA CITY, CA:

Senior Development and Rehabilitation Specialist Larry Tinker explained this home is owned by the City of Yuba City and managed by the Housing Authority. He shared both staff and a licensed Structural Engineer inspected the property and confirmed it does have an issue with the foundation. Mr. Tinker stated three general contractors signed out bid documents and one submitted a bid.

Commissioner Leahy made a motion to approve the bid from Buskirk Building Solutions in the amount of \$41,697.00, for the foundation and drainage repair project planned for the property located at 590 Washington Avenue in Yuba City, CA, and authorize the Executive Director to execute the construction contract and all required documents. Commissioner Cardoza made the second. All were in favor by voice vote.

ITEM NO. G. 2. – RESOLUTION 17-1506 – HOMES2FAMILIES COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$1,032.64:

Commissioner Lofton made a motion to approve Resolution 17-1506, Homes2Families Collection Loss Write-Off in the amount of \$1,032.64. Vice-Chairperson Leahy made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Mike Leahy, Commissioners, Ron Sullenger John Loudon, Kent Boes, Jeremy Chapdelaine, Manny Cardoza, Martha Griese, Suzanne Gallaty, Diane Hodges, Doug Lofton and Luis Uribe

Nays: None

Abstain: None

Absent: Commissioners Brian Foss and Toni Benson

ITEM NO. G. 3. – RESOLUTION 17-1507 – HOUSING CHOICE VOUCHER COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$528.50:

Commissioner Lofton made a motion to approve Resolution 17-1507, Housing Choice Voucher Collection Loss Write-Off in the amount of \$528.50. Vice-Chairperson Leahy made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Mike Leahy, Commissioners, Ron Sullenger John Loudon, Kent Boes, Jeremy Chapdelaine, Manny Cardoza, Martha Griese, Suzanne Gallaty, Diane Hodges, Doug Lofton and Luis Uribe

Nays: None

Abstain: None

Absent: Commissioners Brian Foss and Toni Benson

ITEM NO. G. 4. – RESOLUTION 17-1508 – RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$3,999.38:

Commissioner Lofton made a motion to approve Resolution 17-1508, Rural Development Collection Loss Write-Off in the amount of \$3,999.38. Vice-Chairperson Leahy made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Mike Leahy, Commissioners, Ron Sullenger John Loudon, Kent Boes, Jeremy Chapdelaine, Manny Cardoza, Martha Griese, Suzanne Gallaty, Diane Hodges, Doug Lofton and Luis Uribe

Nays: None

Abstain: None

Absent: Commissioners Brian Foss and Toni Benson

ITEM NO. G. 5. – RESOLUTION 17-1509 – PUBLIC HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$862.00:

Commissioner Lofton made a motion to approve Resolution 17-1509, Public Housing Collection Loss Write-Off in the amount of \$862.00. Vice-Chairperson Leahy made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Mike Leahy, Commissioners, Ron Sullenger John Loudon, Kent Boes, Jeremy Chapdelaine, Manny Cardoza, Martha Griese, Suzanne Gallaty, Diane Hodges, Doug Lofton and Luis Uribe

Nays: None

Abstain: None

Absent: Commissioners Brian Foss and Toni Benson

ITEM NO. G. 6. – RESOLUTION 17-1510 – DEVONSHIRE COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$590.57:

Commissioner Lofton made a motion to approve Resolution 17-1510, Devonshire Collection Loss Write-Off in the amount of \$590.57. Vice-Chairperson Leahy made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Mike Leahy, Commissioners, Ron Sullenger John Loudon, Kent Boes, Jeremy Chapdelaine, Manny Cardoza, Martha Griese, Suzanne Gallaty, Diane Hodges, Doug Lofton and Luis Uribe

Nays: None

Abstain: None

Absent: Commissioners Brian Foss and Toni Benson

ITEM NO. G. 7. – RESOLUTION 17-1511, AUTHORIZATION TO DEDICATE LAND AND PROJECT BASED VOUCHERS FOR THE PURPOSE OF DEVELOPING HOUSING FOR LOW INCOME PERSONS:

Planning and Community Development Manager Beckie Flores shared this resolution is to dedicate land and project based vouchers for the purpose of developing housing for low income persons. She mentioned this particular project would be located at 448 Garden Hwy, Yuba City, CA and would provide 40 units for the mentally ill homeless population as well as the homeless population.

Vice-Chairperson Leahy made a motion to approve Resolution 17-1511, Authorization to Dedicate Land and Project Based Vouchers for the Purpose of Developing Housing for Low Income Persons. Commissioner Uribe made the second. The following roll call vote was taken:

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Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Mike Leahy,
Commissioners, Ron Sullenger John Loudon, Kent Boes,
Jeremy Chapdelaine, Manny Cardoza, Martha Griese,
Suzanne Gallaty, Diane Hodges, Doug Lofton and Luis Uribe
Nays: None
Abstain: None
Absent: Commissioners Brian Foss and Toni Benson

ITEM NO. G. 8. – RESOLUTION 17-1512, APPROVAL OF THE 2018-2019 FISCAL YEAR OPERATION AND MAINTENANCE CONTRACT BETWEEN THE STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND THE REGIONAL HOUSING AUTHORITY, CONTRACT 17-OMS-11352:

Chief Financial Officer Gail Allen explained the Office of Migrant Services provides a two year budget. She mentioned there are some questions regarding extra funds that are needed for balconies and electrical issues which will not be included in the budget, but as a separate contract.

Executive Director Gustavo Becerra shared there are currently four units offline due to balcony issues. He stated there have been two shutdowns in the middle of the season over the last few years due to the electrical issues. Mr. Becerra said the State is aware of the need for the extra funds to fix these crucial issues.

Commissioner Cardoza made a motion to approve Resolution 17-1512, Approval of the 2018-2019 Fiscal Year Operation and Maintenance Contract between the State of California Department of Housing and Community Development and the Regional Housing Authority, Contract 17-OMS-11352. Vice-Chairperson Leahy made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Mike Leahy,
Commissioners, Ron Sullenger John Loudon, Kent Boes,
Jeremy Chapdelaine, Manny Cardoza, Martha Griese,
Suzanne Gallaty, Diane Hodges, Doug Lofton and Luis Uribe
Nays: None
Abstain: None
Absent: Commissioners Brian Foss and Toni Benson

ITEM NO. H.14. – ADMINISTRATIVE UPDATE:

Mr. Becerra mentioned the 32 unit senior project in Williams started approximately one month ago and is a little behind due to weather but the contractor is hopeful they can make up the time lost during the summer. He also mentioned crime is down in the Richland Housing Center since the installation of two security cameras. Mr. Becerra said another camera will be installed near McKeehan Drive.

Mr. Becerra explained the Housing Authority does except the forms brought up by Bridges to

Housing at the last meeting and there is no money owed to them on behalf of the Housing Authority. They were questioning why we do not fill out the forms for private landlords and staff explained that is because the lease is between the landlord and the tenant. Mr. Becerra shared staff is planning a landlord summit and will be inviting Bridges to Housing to that meeting.

Mr. Becerra stated the Housing Authority recently purchased a drone to assist in inspecting roof tops, back patio and to insure there is no illegal activity going on. He said staff received clearance from the airport to use the drone in the Richland Housing Center.

ITEM NO. I. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Cardoza asked about the advertisement in the newspaper regarding opening the waiting list. Mr. Becerra explained this is for the Public Housing waiting list not the Housing Choice Voucher waiting list.

Commissioner Loudon said the hospital in Colusa is on track to open in July. He also stated the rehab project at the Devonshire apartments is looking good.

ITEM NO. J. – EXECUTIVE SESSION: MAY BE HELD UNDER CALIFORNIA GOVERNMENT CODE REGARDING PENDING AND/OR ANTICIPATED LITIGATION, PROPERTY ACQUISITION, AND/OR PERSONNEL ISSUES: NONE

ITEM NO. K – NEXT MEETING: July 5, 2017

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 12:50 PM.



Regional Housing Authority

Serving the Communities of: Cities of Live Oak, Yuba City and Colusa, Counties of Sutter, Nevada, Yuba and Colusa
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Phone: (530) 671-0220, Toll Free: (888) 671-0220
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RESOLUTION NO. 17-1513

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY ADOPTING DEBT POLICY

WHEREAS, California Government Code Section 8855(i), effective as of January 1, 2017, requires that issuers of state or local government indebtedness adopt debt policies which include specific provisions concerning the use of indebtedness; and

WHEREAS, the Regional Housing Authority (the "Authority") expects to issue indebtedness and to comply with Government Code Section 8855(i);

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Section 1. The foregoing recitals are true and correct.

Section 2. The Debt Management Policy in the form on file with the Secretary is hereby approved and adopted for the purpose of establishing debt policies.

Section 3. This resolution shall take effect on and after its adoption.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 5th day of July, 2017 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Dan Miller, Chairperson

(SEAL)



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



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**REGIONAL HOUSING AUTHORITY
DEBT MANAGEMENT POLICY**

This Debt Management Policy (the "Debt Policy") of the REGIONAL HOUSING AUTHORITY (the "Issuer") was approved by the Issuer's Board of Commissioners on _____, 2017, pursuant to Resolution No. _____. The Debt Policy may be amended by the Board of Commissioners as it deems appropriate from time to time in the prudent management of the debt of the Issuer.

1. Findings

This Debt Policy is intended to comply with Government Code Section 8855(i), effective on January 1, 2017, and shall govern all debt undertaken by the Issuer.

The Issuer hereby recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the Issuer's sound financial position.
- Ensure the Issuer has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the Issuer's credit-worthiness.
- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the Issuer.
- Ensure that the Issuer's debt is consistent with the Issuer's planning goals and objectives and capital improvement program or budget, as applicable.

2. Policies

A. Purposes For Which Debt May Be Issued

(i) Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the Issuer.

(a) Long-term debt financings are appropriate when the following conditions exist:

- When the project to be financed is necessary to provide basic services.
- When the project to be financed will provide benefit to constituents over multiple years.
- When total debt does not constitute an unreasonable burden to the Issuer.
- When the debt is used to refinance outstanding debt in order to produce debt service

savings or to realize the benefits of a debt restructuring.

(b) Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.

(c) The Issuer may use long-term debt financings subject to the following conditions:

- The project to be financed must be approved by the Board of Commissioners.
- The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%.
- The Issuer estimates that sufficient revenues will be available to service the debt through its maturity.
- The Issuer determines that the issuance of the debt will comply with applicable state and federal law.

(ii) Short-term debt. Short-term debt may be issued to provide financing for the Issuer's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the Issuer may undertake lease-purchase financing for equipment.

(iii) Financings on Behalf of Other Entities. The Issuer may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of Issuer. In such cases, the Issuer shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.

B. Types of Debt

The following types of debt are allowable under this Debt Policy:

- bond or grant anticipation notes
- lease revenue bonds, certificates of participation and lease-purchase transactions
- other revenue bonds and certificates of participation
- tax and revenue anticipation notes
- land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes

- tax increment financing to the extent permitted under state law
- conduit financings, such as financings for affordable rental housing and qualified 501c3 organizations

The Issuer may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy so long as other provisions of this Debt Policy are met.

Debt shall be issued as fixed rate debt unless the Issuer makes a specific determination as to why a variable rate issue would be beneficial to the Issuer in a specific circumstance.

C. Relationship of Debt to Capital Improvement Program and Budget

The Issuer is committed to long-term capital planning. The Issuer intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the Issuer's capital budget and the capital improvement plan.

The Issuer shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The Issuer shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

The Issuer shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the Issuer's public purposes.

The Issuer shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures.

The Issuer shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

D. Policy Goals Related to Planning Goals and Objectives

The Issuer is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The Issuer intends to issue debt for the purposes stated in this Policy and to implement policy decisions incorporated in the Issuer's annual operations budget.

It is a policy goal of the Issuer to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The Issuer will comply with applicable state and federal law as it pertains to the maximum

term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

When refinancing debt, it shall be the policy goal of the Issuer to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings equal to or greater than 3.0% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than 100% of any escrow fund negative arbitrage.

E. Internal Control Procedures

When issuing debt, in addition to complying with the terms of this Debt Policy, the Issuer shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

The Issuer will periodically review the requirements of and will remain in compliance with the following:

- any continuing disclosure undertakings under SEC Rule 15c2-12,
- any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues, and
- the Issuer's investment policies as they relate to the investment of bond proceeds.

Proceeds of debt will be held either (a) by a third-party trustee, which will disburse such proceeds to the Issuer upon the submission of one or more written requisitions, or (b) by the Issuer, to be held and accounted for in a separate fund or account, the expenditure of which will be carefully documented by the Issuer.

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

Date: July 5, 2017
To: Board of Commissioners
From: Pattra Runge, Occupancy Manager

SUBJECT: Changes in Tenant Rent Effective October 1, 2017
FISCAL IMPACT: \$6,648 per year in additional unrestricted revenue

Effective 2016 through 2021, the City of Yuba City approved water and sewer cost increases, therefore, Staff of the Regional Housing Authority are requesting a rental increase for tenants at Percy Avenue and Kingwood Commons. Tenants at USDA (Richland Housing, Centennial Arms, Butte View Estates), Homes2 Families, Neighborhood Stabilization Program, Mental Health (Heather Glen, Teesdale) and Trailer Park properties were affected with the FYE 2018 budget, however, Public Housing (Richland, Joann Way, Date Street) properties use a 30% of income rent calculation, so an increase is not applicable.

To determine the amount required to cover the anticipated expenses while considering the limited income of our tenants, 2017 Fair Market Rents (FMR's) and HOME rents were used for comparison. For both Percy Avenue and Kingwood Commons, rental increases may be offset by the Housing Choice Voucher program for those who have vouchers to offset their rental liability.

Percy – This 8-unit complex is located on Percy Avenue in Yuba City, just a few blocks from Town Center Senior Manor. Five of the eight residents have a Housing Choice Voucher. The proposed increase will result in additional annual revenue of \$1,056.

Unit Size	Current Rent	Proposed Rent	Increase	FMR	HOME
1 bedroom	\$535	\$546	\$11	\$679	\$562-\$679

Kingwood Commons – This 64-unit family complex is located in Yuba City on Gray Avenue, just a few blocks from Target. 43 of the 64 resident residents have a Housing Choice Voucher. The proposed increase will result in additional revenue of \$5,592.

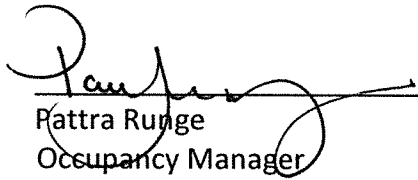
Unit Size	Current Rent	Proposed Rent	Increase	FMR	HOME
1 bedroom	\$568	\$574	\$6	\$679	\$562-\$679
2 bedroom	\$641	\$648	\$7	\$886	\$675-\$886
3 bedroom	\$850	\$859	\$9	\$1,290	\$778-\$1,065

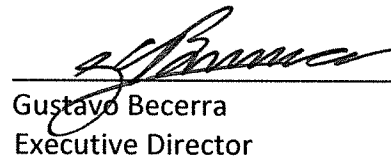
RECOMMENDATION:

It is recommended that the Board of Commissioners of the Regional Housing Authority approve the proposed rent increases for Percy Avenue and Kingwood Commons, effective October 1, 2017.

Prepared by:

Submitted by:


Pattra Runge
Occupancy Manager


Gustavo Becerra
Executive Director



Regional Housing Authority

Serving the Communities of: Cities of Live Oak, Yuba City and Colusa, Counties of Sutter, Nevada, Yuba and Colusa
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 17-1514

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY EXPRESSING RECOGNITION AND APPRECIATION FOR THE DILIGENT SERVICE OF MARTHA GRIESE

WHEREAS, Martha Griese was first appointed to the office of Commissioner in the month of July 2010, and has served faithfully thereafter through June 2017; and

WHEREAS, Ms. Griese brought with her knowledge of community affairs which contributed substantially to the resolution of housing problems in Sutter, Nevada, Yuba and Colusa Counties; and

WHEREAS, Ms. Griese has been diligent and faithful to the public trust reposed on her, to the discharge of her responsibilities and in the fulfillment of her duties with the Housing Authority; Now

THEREFORE BE IT RESOLVED that the Board of Commissioners of the Regional Housing Authority hereby honor Martha Griese upon her departure from the position of Commissioner and that her dedicated actions during the term she served as Commissioner be recognized and commended.

This Resolution was moved and approved at the Regular Meeting of the Board of Commissioners on July 5, 2017 as the Board conveys their best wishes in all her future endeavors.

Chairperson Dan Miller

Vice-Chairperson Mike Leahy

Commissioner Diane Hodges

Commissioner Doug Lofton

Commissioner Brian Foss

Commissioner Luis Uribe

Commissioner Ron Sullenger

Commissioner Manny Cardoza

Commissioner Toni Benson

Commissioner Suzanne Gallaty

Commissioner John Loudon

Commissioner Kent Boes

Commissioner Jeramy Chapdelaine



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



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REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: July 5, 2017
To: Board of Commissioners
From: Gustavo Becerra, Executive Director

SUBJECT: Rehabilitation Project – Richland Rural Development Farm Worker Housing – Yuba City, CA 95991

RECOMMENDATION: Award contract to CMW Construction Inc. for the interior and exterior improvements to be performed at the Richland Rural Development Farm Worker Housing site in Yuba City, CA 95991

FISCAL IMPACT: \$4,980,000.00 in USDA-Rural Development Farm Worker Housing grant funds and existing capital reserves

Background

The Richland Rural Development Farm Worker Housing development consists of 190 residential dwellings located in Yuba City, CA. The development was constructed by the Housing Authority in four different phases. Three of the phases were developed in the late 1970's and early 1980's, consisting of 180 units. In May 2015, the Housing Authority developed ten additional units that were fully accessible per ADA requirements, along with the Richland Neighborhood Center.

The 180 units, due to their age, have been in need of extensive interior and exterior rehab, and the Housing Authority has completed the rehab at 124 of the 180 units. This project will rehab an additional 48 units.

The project scope of work will consist of a new roofing design to eliminate the poorly designed and problematic service wells, siding replacement, concrete flat work, exterior paint, construction of exterior storage closets, replacement of all doors, replacement of all windows with new vinyl dual-pane glazed, new flooring, new interior and exterior lighting, new appliances, remodeled bathrooms, kitchen cabinetry, and interior paint.

The project will be undertaken at 288 and 294 Samuel Drive, and at 352 and 368 Bernard Drive, Yuba City.

Staff's in-house cost estimate for the project scope of work totaled \$4,735,000.00.

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Twelve General Contractors and sub-contractors signed out bid documents and plans/specifications. The pre-bid project walk-through was conducted on May 25, 2017 with bids due to the Housing Authority on June 22, 2017. Two General Contractors submitted the following bids:

Bids Submitted:

CNW Construction Inc. (Rescue, CA)	\$4,980,000.00
SW Allen Construction Inc. (Sacramento, CA)	\$5,971,633.00

The above bids include the payment of the higher of the federal Davis-Bacon appropriate wage rates, or the State prevailing wage rates.

Recommendation:

Staff recommends that the Board of Commissioners of the Regional Housing Authority approve the bid from CNW Construction Inc. in the amount of \$4,980,000.00 for the interior and exterior improvements planned for the Richland Rural Development Farm Worker Housing located at 288 and 294 Samuel Drive, and 352 and 368 Bernard Drive in Yuba City, CA, and authorize the Executive Director to execute the construction contract and all required documents.

Prepared by:



Larry Tinker
Senior Development & Rehab Specialist

Submitted by:



Gustavo Becerra
Executive Director