



# REGIONAL HOUSING AUTHORITY

Serving the Cities of Live Oak, Yuba City and Colusa • Counties of Sutter, Nevada, Colusa and Yuba

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

[www.RegionalHA.org](http://www.RegionalHA.org)

October 13, 2021


TO: Chairperson Kent Boes  
Vice-Chairperson Randy Fletcher  
Commissioner Tony Kurlan  
Commissioner Dan Miller  
Commissioner Sue Hoek  
Commissioner Denise Conrado  
Commissioner Jeramy Chapdelaine  
Commissioner Bob Woten  
Commissioner Suzanne Gallaty  
Commissioner Shon Harris  
Commissioner Nicholas Micheli  
Commissioner Doug Lofton  
Commissioner John Loudon  
Commissioner Manny Cardoza  
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  
Duane Oliveira, General Counsel Emeritus  
Appeal-Democrat  
PEU Local #1  
Judy Sanchez, City of Yuba City  
The Union

## NOTICE OF REGULAR MEETING

October 20, 2021

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, October 20, 2021, at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**

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

AGENDA  
REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF  
REGIONAL HOUSING AUTHORITY

**Richland Neighborhood Center,  
420 Miles Avenue, Yuba City, CA 95991**

**October 20, 2021, 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. Persons who wish to address the Board during public comment or with respect to an item that is on the agenda, will be limited to three (3) minutes.
- D. AWARDS AND PRESENTATIONS: NONE
- E. EXECUTIVE SESSION:  
May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.
  - 1. CLOSED SESSION: Pursuant to Section 54957.6 of the California Government Code
    - Conference with Labor Negotiator
    - Authority Designated Representative: Brant J. Bordsen
    - Unrepresented Employee: Executive Director
- F. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion unless members of the Board request specific items to be discussed or removed from the Consent Calendar for individual action.
  - 2. Approval of Minutes – October 6, 2021 pg. 1
  - 3. Resolution 21-1722, Rural Development Collection Loss Write-Off pg. 5
  - 4. Resolution 21-1723, Public Housing Collection Loss Write-Off pg. 7

5. Resolution 21-1724, Approval of the 2022 Payment Standards-Housing Choice Voucher Program pg. 9

6. Recommend Establishing the Findings to Allow the Board to meet virtually if they elect to do so pg. 11

G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action:

7. Consider Second Amendment to Employment Agreement with Executive Director

Kent Boes, Chairperson

I. ADMINISTRATIVE REPORT:

8. Administrative Update

Gustavo Becerra, Executive Director

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: November 3, 2021

L. ADJOURNMENT:

REGIONAL HOUSING AUTHORITY  
Minutes  
Regular Board Meeting  
October 6, 2021

ITEM NO. A - CALL TO ORDER:

Chairperson Kent Boes called the meeting to order.

ITEM NO. A - ROLL CALL:

Chairperson Kent Boes, Commissioners Dan Miller, Shon Harris, Bob Woten, John Loudon, Suzanne Gallaty, Tony Kurlan, Jeramy Chapdelaine, Sue Hoek, and Doug Lofton were present. Vice-Chairperson Randy Fletcher, Commissioners Manny Cardoza, Denise Conrado, and Nicholas Micheli were absent. Legal Counsel Brant Bordsen was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioner Lofton led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D.1. – FSS GRADUATE KELSEY FOSTER:

Family Self-Sufficiency Coordinator Josie Alcaraz mentioned Ms. Foster started the program in January 2020 and graduated in September 2021. She shared Ms. Foster was working two jobs and going to school when she began the program. Ms. Foster is now working full time at WinCo and is graduating the program with \$5,101.85.

ITEM NO. D.2. – FSS GRADUATE HINDA CORSE:

Ms. Alcaraz mentioned Ms. Corse started the program in 2019 and graduated in June 2021. She shared Ms. Corse was unemployed when she began the program. Ms. Corse is now working full time as a Para Educator with Sutter County Superintendent of Schools and is graduating the program with \$4,951.90.

ITEM NO. E.3-5. - CONSENT CALENDAR:

Commissioner Lofton made a motion to approve the Consent Calendar as submitted. Commissioner Kurlan made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Commissioners Dan Miller, Bob Woten, Tony Kurlan, Doug Lofton, Jeramy Chapdelaine, Sue Hoek, John Loudon, Shon Harris, and Suzanne Gallaty  
Nays: None  
Abstain: None  
Absent: Vice-Chairperson Randy Fletcher, Commissioners Manny Cardoza, Nicholas Micheli, and Denise Conrado

ITEM NO. F.- OLD BUSINESS: NONE

ITEM NO. G.6- APPROVAL OF THE HUD FAIR HOUSING VOLUNTARY COMPLIANCE AGREEMENT (VCA):

Executive Director Gustavo Becerra mentioned staff negotiated with HUD staff regarding the fair housing issues brought to the Housing Authority's attention. He stated HUD will allow the local preference for the various waiting lists to remain, but staff will need to advertise the opening of the waiting lists in both Sacramento and Yolo Counties.

Commissioner Loudon made a motion to approve the HUD Fair Housing Voluntary Compliance Agreement. Commissioner Woten made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Commissioners Dan Miller, Bob Woten, Tony Kurlan, Doug Lofton, Jeramy Chapdelaine, Sue Hoek, John Loudon, Shon Harris, and Suzanne Gallaty  
Nays: None  
Abstain: None  
Absent: Vice-Chairperson Randy Fletcher, Commissioners Manny Cardoza, Nicholas Micheli, and Denise Conrado

ITEM NO. G.7- RESOLUTION 21-1720 – AUTHORIZATION TO REFINANCE THE LOAN FOR KINGWOOD COMMONS LOCATED AT 1340 GRAY AVENUE, YUBA CITY, CA:

Chief Financial Officer Marco Cruz shared interest rates are at historic lows. He stated he went out to get quotes about refinancing and both banks negotiated aggressively with River Valley Community Bank coming back with the best rates. Mr. Cruz explained there would be a savings of \$179,465.00 if the refinancing is approved.

Commissioner Miller made a motion to approve Resolution 21-1720 – Authorization to Refinance the Loan for Kingwood Commons located at 1340 Gray Avenue, Yuba City, CA. Commissioner Hoek made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Commissioners Dan Miller, Bob Woten, Tony Kurlan, Doug Lofton, Jeramy Chapdelaine, Sue Hoek, John Loudon, Shon Harris, and Suzanne Gallaty  
Nays: None  
Abstain: None  
Absent: Vice-Chairperson Randy Fletcher, Commissioners Manny Cardoza, Nicholas Micheli, and Denise Conrado

ITEM NO. G.8- RESOLUTION 21-1721 – AUTHORIZATION TO REFINANCE THE LOAN FOR THE ADMINISTRATIVE BUILDING LOCATED AT 1455 BUTTE HOUSE ROAD, YUBA CITY, CA:

Mr. Cruz shared interest rates are at historic lows. He stated he went out to get quotes about refinancing and both banks negotiated aggressively with River Valley Community Bank coming back with the best rates. Mr. Cruz explained there would be a savings of \$182,350.00 if the refinancing is approved.

Commissioner Miller made a motion to approve Resolution 21-1721 – Authorization to Refinance the Loan for the Administrative Building located at 1455 Butte House Road, Yuba City, CA. Commissioner Chapdelaine made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Commissioners Dan Miller, Bob Woten, Tony Kurlan, Doug Lofton, Jeramy Chapdelaine, Sue Hoek, John Loudon, Shon Harris, and Suzanne Gallaty  
Nays: None  
Abstain: None  
Absent: Vice-Chairperson Randy Fletcher, Commissioners Manny Cardoza, Nicholas Micheli, and Denise Conrado

ITEM NO. G.9- APPROVAL OF BOARD’S RECOMMENDATION ON HOW TO HOLD BOARD MEETINGS WITH EXTENDED WAIVER OF THE BROWN ACT:

Mr. Becerra mentioned there is an extension to the Brown Act waiver in the way of AB 361. He stated there are a few differences such as a renewal vote every 30 days to hold meetings virtually. Mr. Becerra said staff has provided a few different options for the Board’s approval.

Chairperson Boes said he does not mind meeting in person for the meetings. Commissioners Harris and Woten both stated whichever way would be fine with them. Commissioner Lofton said he enjoys meeting in person. Commissioner Kurlan stated he does not have an issue meeting in person. Commissioner Miller said he also likes to meet in person.

Commissioner Lofton made a motion to hold all future board meetings in person. Commissioner Miller made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Commissioners Dan Miller, Bob Woten, Tony Kurlan, Doug Lofton, Jeramy Chapdelaine, Sue Hoek, John Loudon, Shon Harris, and Suzanne Gallaty  
Nays: None  
Abstain: None  
Absent: Vice-Chairperson Randy Fletcher, Commissioners Manny Cardoza, Nicholas Micheli, and Denise Conrado

ITEM NO. H.10. – ADMINISTRATIVE UPDATE:

Mr. Becerra said staff closed on the Colusa property at the end of September. He shared the name of the property will be Rancho Colus Apartments. Mr. Becerra mentioned the preliminary scoring letter for Richland Village came out and shows the project is in the running to be funded. He stated the final award letter will be out by October 28<sup>th</sup>. Mr. Becerra explained if the project is awarded, staff will apply for tax credits in early 2022 and construction may start in one year.

Mr. Becerra mentioned the construction financing for Kristen Court Phase III will be closing next week.

ITEM NO. I – CLOSED SESSION: PURSUANT TO SECTION 54957 OF THE CALIFORNIA GOVERNMENT CODE: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: EXECUTIVE DIRECTOR:

Legal Counsel Brant Bordsen stated there was no reportable action.

ITEM NO. J - HOUSING COMMISSIONERS' COMMENTS: NONE

ITEM NO. K – NEXT MEETING: October 20, 2021

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 1:35 PM.



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## RESOLUTION 21-1722

### RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$3,356.97

WHEREAS, the Regional Housing Authority operates low-income housing projects Centennial Arms, Butte View Estates and Rural Development farm work housing project Phases I, II and III pursuant to U.S. Department of Agriculture regulations; and

WHEREAS, operations of low-income housing include the collection of monthly rental amounts; and

WHEREAS, the Regional Housing Authority makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending October 31, 2021 and is made a part of this resolution.

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$3,356.97.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed, and adopted this 20<sup>th</sup> day of October 2021 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

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

Kent Boes, Chairperson

(SEAL)



**USDA  
Collection Loss Write Off  
Period: October 2021**

<u>Tenant</u>	<u>Property</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>Solar</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
T0003930	CA	9829 N St. #16 - Live Oak	04/22/15	08/10/21	\$ 1,172.00	\$ 876.06	\$ -	\$ 2,480.91	\$ -	\$ -	\$ -	\$ 3,356.97	No
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
						\$ 876.06	\$ -	\$ 2,480.91	\$ -	\$ -	\$ -	\$ 3,356.97	
													<b>Total Write Off</b>

10/7/21

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

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

Deceased \*

Exhibit A



# REGIONAL HOUSING AUTHORITY

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## RESOLUTION 21-1723

### RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING LOW INCOME HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$1,390.21

WHEREAS, the Regional Housing Authority operates low-income housing projects 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 makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending October 31, 2021 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$1,390.21.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 20<sup>th</sup> day of October 2021 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Kent Boes, Chairperson

**Public Housing  
Collection Loss Write Off  
Period: October 2021**

<u>Tenant</u>	<u>Property</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>Solar</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>						
T0007439	PH-Rich	358 John Tee Dr. - Yuba City	09/06/17	07/31/21	\$ 601.00	\$ -	\$ -	\$ -	\$ 1,390.21	-	-	\$ 1,390.21	No						
												<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,390.21</b>	<b>Total Write Off</b>

*Handwritten:* P  
10/7/21

Deceased \*

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

Exhibit A



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## RESOLUTION 21-1724

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY APPROVAL OF THE 2022 PAYMENT STANDARD-HOUSING CHOICE VOUCHER PROGRAM

**WHEREAS**, the Regional Housing Authority (RHA) manages up to 1,930 Housing Choice Voucher Participants; and

**WHEREAS**, the United States Department of Housing and Urban Development (HUD) allows Public Housing Authorities to establish a payment standard of 90-110% of Housing Choice Voucher Fair Market Rents (FMR); and

**WHEREAS**, the Board of Commissioners of RHA has reviewed the information submitted;

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Regional Housing Authority that:

1. The Housing Authority has conducted a review of the Sutter, Nevada, Colusa, and Yuba County's Housing Choice Voucher Program Payment Standards.
2. The Housing Authority wishes to establish the payment standard at 95% of HUD's published Fair Market Rent for Nevada County, 95% of HUD's published Fair Market Rent for Colusa County, and 90% of HUD's published Fair Market Rent for Sutter and Yuba Counties.
3. The Housing Authority has properly calculated the Housing Choice Voucher Payment Standard based on the HUD Approved Fair Market rents for Sutter, Nevada, Yuba and Colusa Counties.
4. New payment standards will be implemented effective January 1, 2022, which are as follows:

**Payment Standard Table on following page:**



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## Payment Standard Historical Tracking

County/Year	Bedroom				
	0	1	2	3	4
<b>Sutter 2022</b>					
FMR	\$920	\$926	\$1,173	\$1,666	\$2,008
2021 PMT STANDARD	\$788	\$793	\$1,010	\$1,446	\$1,749
90%	\$828.00	\$833.40	\$1,055.70	\$1,499.40	\$1,807.20
2022 PMT STANDARD	\$828	\$834	\$1,056	\$1,500	\$1,808
Difference from 2021	\$40	\$41	\$46	\$54	\$59
<b>Nevada 2022</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
FMR	\$921	\$993	\$1,307	\$1,857	\$2,037
2021 PMT STANDARD	\$814	\$932	\$1,229	\$1,759	\$1,889
95%	\$874.95	\$943.35	\$1,241.65	\$1,764.15	\$1,935.15
2022 PMT STANDARD	\$875	\$944	\$1,242	\$1,765	\$1,936
Difference from 2021	\$61	\$12	\$13	\$6	\$47
<b>Colusa 2022</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
FMR	\$713	\$717	\$944	\$1,341	\$1,506
2021 PMT STANDARD	\$602	\$690	\$889	\$1,272	\$1,540
95%	\$677.35	\$681.15	\$896.80	\$1,273.95	\$1,430.70
2022 PMT STANDARD	\$678	\$682	\$897	\$1,274	\$1,431
Difference from 2021	\$76	-\$8	\$8	\$2	-\$109
<b>Yuba 2022</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
FMR	\$920	\$926	\$1,173	\$1,666	\$2,008
2021 PMT STANDARD	\$788	\$793	\$1,010	\$1,446	\$1,749
90%	\$828.00	\$833.40	\$1,055.70	\$1,499.40	\$1,807.20
2022 PMT STANDARD	\$828	\$834	\$1,056	\$1,500	\$1,808
Difference from 2021	\$40	\$41	\$46	\$54	\$59

This Resolution was approved at the Regular Meeting of the Board of Commissioners on October 20, 2021 by the following vote:

- AYES:
- NAYS:
- ABSTAINED:
- ABSENT:

ATTEST: \_\_\_\_\_  
Kent Boes, Chairperson

(SEAL)

**REGIONAL HOUSING AUTHORITY**

**STAFF REPORT**

**Date:** October 20, 2021

**To:** Board of Commissioners

**From:** Jennifer Ruiz, Executive Assistant/HR Coordinator

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**SUBJECT:** Ability to Hold Board Meetings Virtually as per AB361

**RECOMMENDATION:** Establish the Findings to Allow the Board to meet virtually if they elect to do so

**FISCAL IMPACT:** N/A

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**Background**

On September 16, 2021, Governor Gavin Newsom signed AB 361 which will go into effect October 1, 2021. AB 361 extends the COVID-19 rules for conducting virtual or teleconference meetings under the Brown Act. In order to utilize the provisions of AB 361, a meeting must be held during a proclaimed state of emergency in which state or local officials have imposed or recommended measures to promote social distancing. The legislative body of the local agency must determine, by majority vote, that meeting in person would present imminent risks to health or safety of attendees.


If a proclaimed state of emergency still exists and the local agency wishes to continue to hold meetings in compliance with AB 361, the following must be done:

1. Within 30 days of the initial virtual or teleconference meeting, make the following findings by majority vote:
  - a. The agency has reconsidered the circumstances of the state of emergency, and
  - b. It either continues to directly impact the ability of members to meet safely in person, or state or local officials continue to impose or recommend measures to promote social distancing
2. Make the same findings by majority vote every 30 days thereafter.

**Recommendation**

It is recommended that the Board of Commissioners of Regional Housing Authority establish the findings to allow the Board to meeting virtually if they elect to do so as per AB 361.

Prepared by:



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Jennifer Ruiz  
Executive Assistant/HR Coordinator

Submitted by:



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Gustavo Becerra  
Executive Director