



# 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)

February 14, 2018

TO: Chairperson Dan Miller  
Vice-Chairperson Mike Leahy  
Commissioner Brian Foss  
Commissioner Manny Cardoza  
Commissioner Jeremy 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, General Counsel Emeritus  
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  
Judy Sanchez, City of Yuba City

## NOTICE OF REGULAR MEETING

February 21, 2018

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, February 21, 2018 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**  
**February 21, 2018, 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. 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  
Agency Negotiator: Patrick Clark
- E. AWARDS AND PRESENTATIONS: NONE
- 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 – January 17, 2018 pg. 1
  - 3. Approval of Minute – January 31, 2018 pg. 5
  - 4. Resolution 18-1552 – Rural Development Collection Loss Write-Off pg. 7
  - 5. Resolution 18-1553 – Public Housing Collection Loss Write-Off pg. 9
  - 6. Resolution 18-1554 – Housing Choice Voucher Fraud Recovery pg. 11

Collection Loss Write-Off

G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action:

7. Resolution 18-1555, Request to Return Replacement Housing  
Factor Funds Waiver pg. 13  
Gail Allen, Chief Finance Officer

8. Recommended Approval of Roof Bid for Kingwood Commons pg. 14  
Larry Tinker, Senior Development and Rehab Specialist

9. Recommended Approval of Roof Bid for Richland Public pg. 16  
Housing  
Larry Tinker, Senior Development and Rehab Specialist

10. Appointment of Commissioner to the Building Better Partnerships  
Board  
Gustavo Becerra, Executive Director

I. ADMINISTRATIVE REPORT:

11. Administrative Update  
Gustavo Becerra, Executive Director

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: March 7, 2018

L. ADJOURNMENT

REGIONAL HOUSING AUTHORITY  
Minutes  
Regular Board Meeting  
January 17, 2018

ITEM NO. A - CALL TO ORDER:

Vice-Chairperson Mike Leahy called the meeting to order at the Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.

ITEM NO. A - ROLL CALL:

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

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioner Cardoza led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D.1. – FSS GRADUATE TATIANA OSEGUERA:

Family Self-Sufficiency Coordinator Josie Alcaraz introduced Tatiana Oseguera. Ms. Oseguera enrolled in the program in October 2015 and graduated in December 2017. Ms. Oseguera is employed full-time and enrolled in school. Mrs. Alcaraz stated Ms. Oseguera will be receiving \$9,692.01 from her escrow account.

ITEM NO. E.2. through E.7. - CONSENT CALENDAR:

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

ITEM NO. F. – OLD BUSINESS: NONE

ITEM NO. G. 8. –APPROVAL OF BUDGETS FOR FYE 2018:

Chief Financial Officer Gail Allen went over the report provided in the packet. She mentioned the accounting for the Housing Authority is very different than that of Counties and Cities. Ms. Allen shared the funds for specific programs, such as Public Housing, Rural Development and Office of Migrant Services, must stay within that program.

Ms. Allen shared there are going to be some challenges in regards to the prorations in the different programs. She stated the proration for the Housing Choice Voucher Administrative

Fees could be prorated anywhere between 24% and 30%, meaning there will be less money to spend. She also stated the Housing Assistance Payment funds could be prorated at 3-5%, meaning less families the Housing Authority can help. Ms. Allen said Public Housing may be prorated as high as 19 ½%.

Ms. Allen mentioned the Stony Creek Apartments will be completed in March 2018. She also shared the rehabilitation work on the Devonshire Apartments has been completed. Ms. Allen stated there are many projects in the works.

Ms. Allen said Kingwood Commons is doing well since the refinance. She stated Kingwood Commons is finishing in the black most months. Executive Director Gustavo Becerra mentioned Kingwood Commons is now paying back the other properties that loaned it money when it was in the hole for many years. He stated it will take approximately 10 years to payback the monies owed.

Ms. Allen stated the refinance of the Devonshire Apartments will now allow for payments to go towards both interest and principle whereas before payments were only going towards interest. She said this property continues to have negative net income. Ms. Allen mentioned the loan that was taken out for the rehabilitation of Miles Market has been paid off. She explained the savings from that loan are now being allocated to offset other liabilities such as OPEB, PEPR and retirement benefits.

Ms. Allen explained she puts the budget together by taking six months and annualized the numbers. She states the budget reflects being aggressive with the expenditures and conservative with the revenue. Ms. Allen mentioned once she has put all the numbers together, she then gives it to the managers for their review and once the managers have reviewed it, it is then presented to the Board for approval. She mentioned the budget is a snap shot in time because there is always to possibility of something coming up.

Ms. Allen explained what is included in the budget. including step increases for eligible employees who have not reached step five are included in the budget. Commissioner Cardoza asked how many employees the Housing Authority has and out of that number how many are at step five. Jennifer Ruiz, Executive Assistant/HR Coordinator stated there are 35 full-time employees and nine (9) part-time employees. She said there are approximately 10 represented employees at step five and most of the others are at step three or higher and each step is a 5% increase.

Ms. Allen also mentioned the levee bonds and utilities are in the budget. She reviews the utility bills for any increases. She said some of the factors that may affect the budget include prorations, vacancy rates, tenant income and major building repairs due to unforeseen circumstances. Ms. Allen also went over the summary of revenue and expenses for each program.

Ms. Allen provided additional information regarding the budget, including potential prorations and long-term liabilities. Mr. Becerra stated the Housing Authority has been under proration for 6-7 years. She shared HUD sent out an email this morning stating to plan for 96.5% for HAPs,

which is already a half percent less than last year, and 73% for the Administrative Fees, which is 4.5% less than last year. Mr. Becerra said it is very difficult to plan when there are continuing resolutions. He explained the budget is very conservative due to the number of unknowns at this time. Mr. Becerra stated the less amount of HAP that is received equals less families we can help and less Administrative Fees as well.

Ms. Allen stated there is also less money for Public Housing with the largest cut being for in the Capital Funds.

Commissioner Gallaty asked if this could mean losing staff. Mr. Becerra explained there have been moves made in the different departments such as bringing inspections back in house to alleviate expenses. He said he cannot discuss negotiations issues at the table. Mr. Becerra said the agency is trying to be proactive.

Ms. Allen explained the long-term liabilities including due to other funds, net pension (PEPRA), OPEB, compensated absences (both current and long term). Mr. Becerra stated the agency is expecting the net pension payments to go up. He mentioned the mandatory contributions, which started a few years ago, are being covered.

Commissioner Cardoza made a motion to approve the fiscal year ending 2019 operating budget. Commissioner Lofton made the second. All were in favor by voice vote.

ITEM NO. G. 9. – RESOLUTION 18-1550, PUBLIC HOUSING BUDGET:

Ms. Allen explained HUD requires a resolution for the approval of the Public Housing budget.

Commissioner Hodges made a motion to approve Resolution 18-1550, Approval of the Public Housing Budget. Commissioner Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Vice-Chairperson Mike Leahy, Commissioners Ron Sullenger, John Loudon, Jeramy Chapdelaine, Manny Cardoza, Suzanne Gallaty, Doug Lofton, Diane Hodges and Luis Uribe

Nays: None

Abstain: None

Absent: Chairperson Dan Miller, Commissioners Toni Benson, Kent Boes and Brian Foss

ITEM NO. H.10. – ADMINISTRATIVE UPDATE:

Mr. Becerra explained Stony Creek construction will be finishing up around the first of February, but residents will not move in until after March 1, 2018. He stated there will be a grand opening after the complex is fully leased.

Mr. Becerra stated the 79-unit Migrant Center, which is usually open from May through

October, may be delayed in opening this year due to delays from the state of California, more specifically, Housing and Community Development Department (HCD). He stated there is currently no power six buildings. Mr. Becerra said staff has been discussing the electrical issues with HCD for over two years warning them of the conditions. He said what HCD wants staff to do cannot be realistically done and open the center on time.

Mr. Becerra said the state requested the gas lines be tested for leaks and pressure. He stated the plumbing contractor who was awarded the contract completely shut down the gas lines and red tagged them due to number of leaks and the conditions of the lines. Mr. Becerra explained the contractor prepared the requested report for HCD and due to the cost of repairs, HCD wants the project to be put back out to bid. He mentioned the plumbing contractor told staff the project will take at least three months to complete once started.

Mr. Becerra stated a letter was received from the state to put the gas line project back out to bid and hire an electrical engineer to see what it would take to abandon the gas and go all electric. He said this process would take between six to eight months to complete and be much more expensive.

Mr. Becerra recommended a complaint letter be written to the director of HCD and get the legislative representatives involved. He mentioned there are many families that are unreachable due to the areas they live in, such as rural areas in Mexico. Mr. Becerra said there is a potential that many families will travel from thousands of miles away and may not know that the center will not be available. He said there will be 79 families without a place to live and an effect on many farmers in our community who rely on these families to come and work during the season.

Laura Ferree, CRLA, said there needs to be a place for these 79 families to live and they are willing to assist in anyway to make sure these units are available.

Mr. Becerra stated there is a conference call scheduled with HCD for this afternoon. He mentioned staff at HCD says the money is there, but these other options need to be explored. Mr. Becerra and Housing Authority staff are saying the repairs need to get completed so the center can open and then staff can explore the other options.

ITEM NO. I. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Lofton recommended a staff member from the legislative office sit in on the conference call.

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: February 7, 2018

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 1:19 PM.

REGIONAL HOUSING AUTHORITY  
Minutes  
Special Board Meeting  
January 31, 2018

ITEM NO. A - CALL TO ORDER:

Chairperson Dan Miller called the meeting to order at the Regional Housing Authority, 1455 Butte House Road, Yuba City, CA 95993.

ITEM NO. A - ROLL CALL:

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

ITEM NO. B. – PLEDGE OF ALLEGIANCE: NO FLAG PRESENT.

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. – RESOLUTION 18-1551, APPROVAL OF AMENDED CONTRACT 17-OMS-11731:

Executive Director Gustavo Becerra explained there are some emergency repairs at the Yuba City Migrant Farmworker Center which consist of the entire gas system being red tagged and some power outages in six buildings. He mentioned, after numerous phone calls and discussions, the state of California has agreed to fund the projects. Mr. Becerra stated the state of California has agreed to change order the testing and leak project to make the emergency repairs so that the center can open on May 1<sup>st</sup>. He explained the electrical project was approved to get the immediate repairs completed using the funds in the annual operating budget. Mr. Becerra stated an electrical engineer assessment was done about a year ago and the state has directed staff to put the project out to bid.

Mr. Becerra explained the previous resolution brought to the Board was for \$48,470.00, in which half of the funds were to be used for the testing and the other half was to be used for repairs. He said the contractor has started the work based on the half of the money awarded previously for repairs. Mr. Becerra stated, with Board's approval, the contract will be amended, and the approved funding will allow for the emergency gas and electrical repairs.

Vice-Chairperson Leahy made a motion to approve Resolution 18-1551, Approval of Amended



Contract 17-OMS-11731. Commissioner Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Mike Leahy, Commissioners Ron Sullenger, John Loudon, Manny Cardoza, Doug Lofton, Kent Boes, Brian Foss, Diane Hodges and Luis Uribe

Nays: None

Abstain: None

Absent: Commissioners Toni Benson, Suzanne Gallaty and Jeramy Chapdelaine

ITEM NO. H.10. – ADMINISTRATIVE UPDATE:

Mr. Becerra said there is a continuing resolution that will expire on February 8, 2018 which makes it difficult to plan and budget. He mentioned it is projected to have another continuing resolution on February 8, 2108. Mr. Becerra stated HUD has told Housing Authorities there should be no delays with payments for the various programs but there are no guarantees. Mr. Becerra also mentioned the latest news regarding the HOME and CDBG programs is the White House is still proposing a complete elimination but the House and the Senate are not accepting that proposal.

ITEM NO. I. HOUSING COMMISSIONERS' COMMENTS: NONE

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: February 7, 2018

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



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## RESOLUTION 18-1552

### RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$2,498.37

WHEREAS, the Regional Housing Authority operates farm work housing project Phases I, II and III pursuant to Rural Development regulations; and

WHEREAS, operations of farm work 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 February 28, 2018 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 \$2,498.37.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 21<sup>st</sup> day of February 2018 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Dan Miller, Chairperson

**USDA**  
**Collection Loss Write Off**  
**Period: February 2018**

<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>Utilities</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
T0007132	RD	420 Miles Ave. #62, Yuba City	12/10/15	11/27/17	\$ 216.00	\$ -	\$ -	\$ -	\$ 804.21	\$ -	\$ -	\$ 804.21	No
T0003688	RD	380 McKeehan Dr. #R, Yuba City	09/25/12	01/02/18	\$ 1,021.00	\$ 992.03	\$ 20.00	\$ -	\$ 163.00	\$ -	\$ -	\$ 1,175.03	No
T0012926	RD	420 Miles Ave. #88, Yuba City	02/28/17	01/02/18	\$ 484.00	\$ -	\$ -	\$ -	\$ 252.62	\$ -	\$ -	\$ 252.62	No
T0003712	RD	420 Miles Ave. #58, Yuba City	12/14/11	12/13/17	\$ 928.00	\$ 191.51	\$ -	\$ -	\$ 75.00	\$ -	\$ -	\$ 266.51	No
						\$ 1,183.54	\$ 20.00	\$ 1,294.83	\$ -	\$ -	\$ -	\$ 2,498.37	<b>Total Write Off</b>

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

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# REGIONAL HOUSING AUTHORITY

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## RESOLUTION 18-1553

### RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING LOW INCOME HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$4,614.69

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 February 28, 2018 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 \$4,614.69.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 21<sup>st</sup> day of February 2018 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Dan Miller, Chairperson

(SEAL)

**Public Housing  
Collection Loss Write Off  
Period: February 2018**

Tenant	Property	Address	Date		Monthly Rent	Rent Owed	Late Fee's	Damages	Solar	Legal Fee's	Total Owed	Payback Agreement
			Move In	Move Out								
T0003473	Rich-02	363 Alwood Dr, YC	11/01/16	12/05/17	\$ 109.00	\$ 137.50	-	\$ 2,381.91	-	\$ 1,571.28	\$ 4,090.69	No
T0009270	Rich-02	478 Garden Hwy, #J, YC	06/26/17	12/12/17	\$ 226.00	-	\$ 524.00	-	-	-	\$ 524.00	No
					\$ 137.50	\$ -	\$ 2,905.91	\$ -	\$ 1,571.28	\$ 4,614.69	Total Write Off	

11/21/18  
11/21/18

1

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

Deceased \*

Exhibit A



# REGIONAL HOUSING AUTHORITY

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## RESOLUTION 18-1554

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING HOUSING CHOICE VOUCHER FRAUD RECOVERY COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$6,577.00

WHEREAS, the Regional Housing Authority operates the Housing Choice Voucher program for Sutter, Nevada, Yuba 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 makes every attempt to collect outstanding balances due to fraud; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending February 28, 2018 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 \$6,577.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 21<sup>st</sup> day of February 2018 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Dan Miller, Chairperson

HCV Fraud Recovery  
Collection Loss Write Off  
Period: February 2018

Tenant	HAP Fraud Recovery Amount Owed	Late Fee's	NSF Fee's	Legal Fee's	Total Owed	Payback Agreement
T0003459	\$ 720.00	-	-	-	\$ 720.00	No
T0007070	\$ 4,995.00	-	-	-	\$ 4,995.00	No
T0006266	\$ 862.00	-	-	-	\$ 862.00	Yes
	\$ 6,577.00	-	-	-	\$ 6,577.00	Total Write-Off

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

OP 13 SUB B



# REGIONAL HOUSING AUTHORITY

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## RESOLUTION 18-1555

### RESOLUTION REQUESTING A U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT REPLACEMENT HOUSING FACTOR WAIVER

**WHEREAS**, on March 12, 2010, the U.S. Department of Housing and Urban Development, approved under 24 CFR Part 900.400, the demolition and disposition of the Maple Park property (CA048-01) located in Live Oak,

**WHEREAS**, the U.S. Department of Housing and Urban Development has, for four years, provided a total of \$125,689 in Replacement Housing Factor funds to assist in the replacement of the Maple Park property,

**WHEREAS**, the Regional Housing Authority has been unable to identify additional sources of revenue that could be used in conjunction with HUD regulations 24 CFR Part 905.600 (development), 24 CFR Part 905.604 (mixed-finance) or 24 CFR Part 905.500 (Capital Fund Financing Program) in purchasing existing or constructing new Public Housing units,

**WHEREAS**, the Regional Housing Authority has identified, through Physical Needs Assessment reports, \$2,590,230 in deferred maintenance costs for its three Public Housing properties; Richland Housing (CA048-2, Yuba City), Senior Village (CA048-4, Live Oak) and River City Manor (CA048-5, Yuba City),

**WHEREAS**, if the Regional Housing Authority does not purchase existing or construct new Public Housing units and does not submit a waiver request to the U.S. Department of Housing and Urban Development, the Replacement Housing Factor funds must be returned to them,

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Regional Housing Authority hereby approves the submittal of a waiver to the U.S. Department of Housing and Urban Development requesting the use of the existing \$124,689 Replacement Housing Funds to ensure the continued building integrity, property maintenance and upgrades, energy efficiency and water conservation of the Regional Housing Authority's 173 Public Housing units.

**PASSED AND ADOPTED** this 21st day of February, 2018, by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

Attest: \_\_\_\_\_

Dan Miller, Chairperson

(SEAL)



Regional Housing Authority is an equal opportunity employer and housing provider



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**REGIONAL HOUSING AUTHORITY**

**STAFF REPORT**

**Date:** February 21, 2018  
**To:** Board of Commissioners  
**From:** Gustavo Becerra, Executive Director

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**SUBJECT:** Roofing Project – Kingwood Commons Apartments – Yuba City, CA 95991

**RECOMMENDATION:** Award contract to CNW Construction Inc., as General Contractor, for the roofing replacement project to be performed at 10 units at Kingwood Commons Apartments located on 1340 Gray Ave., Yuba City , CA 95991.

**FISCAL IMPACT:** \$67,700.00:  
\$57,289.00 00 in Community Development Block Grant (CDBG) funds from the City of Yuba City; and  
\$10,411.00 in unrestricted reserve funds.

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**Background**

Kingwood Commons Apartments is a 64-unit multi-family affordable housing development purchased by the Regional Housing Authority in 2003. It is located at 1340 Gray Avenue, Yuba City, CA 95991.

The apartment complex has a total of nine buildings, of which three of these buildings have newer roofs, within the last 5-6 years. Upon completion of this project, four of the buildings at Kingwood Commons will have new roofs.

The financing for the roofing project is coming from unrestricted reserve funds, and from CDBG funds awarded by the City of Yuba City in July 2017.

The project scope of work will consist of roofing replacement at building E of the complex, this building has 10 townhome two-story units. It is the largest building at Kingwood Commons. Additionally, the project will also consist of relocating all telecommunication cabling that is currently mounted on the exterior of the building and will be relocated to the attic space to protect the cabling from UV rays and weather elements, but also for aesthetic purposes to give the building a cleaner look. A dish mount device will also be installed to consolidate the location of television dish services onto one simple to use mount for dish vendors. This dish mount will also prevent any

future roof or fascia penetrations from screws and mounts that dish vendors typically use.

Staff's in-house cost estimate for the project scope of work totaled \$67,280.91.

Five General Contractors and sub-contractors signed out bid documents and plans/specifications. The pre-bid project walkthrough was conducted on January 11, 2018 with bids due to the Housing Authority on January 29, 2018. Two General Contractors submitted the following bids:

**Bids Submitted:**

CNW Construction, Inc. (Rescue, CA)	\$67,700.00
Buskirk Building Solutions (Roseville, CA)	\$132,000.00

The above bids include the payment of the higher of State prevailing wages or Davis-Bacon federal 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 \$67,700.00 for the roofing replacement project planned for building E (10 units) at Kingwood Commons Apartments located at 1340 Gray Avenue 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

**REGIONAL HOUSING AUTHORITY**

**STAFF REPORT**

**Date:** February 21, 2018  
**To:** Board of Commissioners  
**From:** Gustavo Becerra, Executive Director

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**SUBJECT:** Roofing Project – Richland Public Housing – Yuba City, CA 95991

**RECOMMENDATION:** Award contract to CNW Construction Inc., as General Contractor, for the roofing replacement project to be performed at 10 Public Housing units located on Garden Highway, Yuba City, CA 95991.

**FISCAL IMPACT:** \$91,500.00:  
\$40,000.00 in Community Development Block Grant (CDBG) funds from the City of Yuba City; and  
\$51,500.00 in HUD-Public Housing Capital Fund Program (CFP) funding.

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**Background:**

The Richland Public Housing development is a 99-unit HUD conventional public housing property located in Yuba City, CA. The development was built by the Housing Authority in the 1960's.

Of the 99 existing units, 89 have had the roofs replaced within the last 7-8 years, leaving the final 10 roofs to be completed with this project before the Board today for consideration.

The financing for the roofing project is coming from an annual allocation of the Department of Housing & Urban Development's Public Housing Capital Fund Program (CFP), and from CDBG funds awarded by the City of Yuba City in July 2017.

The project scope of work will consist of the replacement of existing foam and gravel roofing, with a conventional 30-year composition shingle, for 10 units, located in 5 buildings (single-story duplexes). Additionally, the project will also consist of proper laundry dryer venting to be installed in the laundry room for these 10 units. The addresses of the 10 units are:

456, 458, 460, 462, 464, 466, 468, 470, 472 & 474 Garden Highway, Yuba City, CA 95991.

Staff's in-house cost estimate for the project scope of work totaled \$88,569.71.

Six General Contractors and sub-contractors signed out bid documents and plans/specifications. The pre-bid project walk-through was conducted on January 11, 2018 with bids due to the Housing Authority on January 29, 2018. Three General Contractors submitted the following bids:

**Bids Submitted:**

CNW Construction, Inc. (Rescue, CA)	\$91,500.00
Birdwell Brothers Painting & Construction (Marysville, CA)	\$92,800.00
Buskirk Building Solutions (Roseville, CA)	\$110,000.00

The above bids include the payment of federal Davis-Bacon 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 \$91,500.00 for the roofing replacement project planned for 10 units at Richland Public Housing located on Garden Highway in Yuba City, CA, at the referenced addresses, 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