



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

April 2, 2020

TO: Chairperson Kent Boes
Commissioner Dan Miller
Commissioner Brian Foss
Commissioner Manny Cardoza
Commissioner Jeramy Chapdelaine
Commissioner David Waite
Commissioner Suzanne Gallaty
Commissioner Rick Millhollin
Commissioner Ron Sullenger
Commissioner Toni Benson
Commissioner John Loudon
Commissioner Doug Lofton
Commissioner Randy Fletcher
Commissioner Bob Woten
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
PEU Local #1
Terrel Locke, City of Yuba City
Judy Sanchez, City of Yuba City
The Union

NOTICE OF REGULAR MEETING

April 15, 2020

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, April 15, 2020. This meeting will be held via teleconference. The call-in number is 1-712-432-3900, code 718854#.**



Gustavo Becerra
Executive Director

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

Teleconference

Call-in Number 1-712-432-3900, code 718854#.

April 15, 2020, 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.
- 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.
 - 1. Approval of Minutes – February 19, 2020 pg. 1
 - 2. Approval of Lactation Accommodation Policy pg. 5
- G. OLD BUSINESS: Discussion/Possible Action: NONE
- H. NEW BUSINESS: Discussion/Possible Action:
 - 3. Recommend Approval to award bid from Buskirk Construction, Inc. pg. 6
for the metal office/storage building project located at 384 Miles Avenue, Yuba City, CA 95991

Gustavo Becerra, Executive Director

I. ADMINISTRATIVE REPORT:

4. Administrative Update

Gustavo Becerra, Executive Director

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: May 6, 2020

L. ADJOURNMENT:

REGIONAL HOUSING AUTHORITY
Minutes
Regular Board Meeting
February 19, 2020

ITEM NO. A - CALL TO ORDER:

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

ITEM NO. A - ROLL CALL:

Chairperson Kent Boes, Commissioners Ron Sullenger, Toni Benson, John Loudon, Randy Fletcher, Manny Cardoza, Suzanne Gallaty, Doug Lofton, Brian Foss, Bob Woten and Jeramy Chapdelaine were present. Commissioners David Waite and Dan Miller were absent. Commissioner Rick Millhollin arrived at 12:40 PM. Legal Counsel Brant Bordsen was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Chairperson Boes led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D.1. – FSS GRADUATE MEGAN COMER:

Family Self-Sufficiency Coordinator Josie Alcaraz introduced Megan Comer. Ms. Alcaraz stated Ms. Comer has been on the program since May 2018. She mentioned Ms. Comer is a single mother who graduated high school while on the program and is now employed full-time. Ms. Alcaraz said Ms. Comer is graduating with an escrow account in the amount of \$7,503.55.

ITEM NO. E. – EXECUTIVE SESSION: NONE

ITEM NO. F.2. THROUGH F.7 - CONSENT CALENDAR:

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

Vote: Ayes: Chairperson Kent Boes, Commissioners Ron Sullenger, Randy Fletcher, John Loudon, Manny Cardoza, Suzanne Gallaty, Toni Benson, Jeramy Chapdelaine, Doug Lofton, Bob Woten and Brian Foss

Nays: None

Abstain: None

Absent: Commissioners David Waite, Dan Miller and Rick Millhollin

ITEM NO. G. – OLD BUSINESS: NONE

ITEM NO. H.8. – APPROVAL OF FISCAL YEAR ENDING 2021 OPERATING BUDGETS:

Chief Financial Officer Marco Cruz went over the report included in the packet. He mentioned the voucher count will be going up to 1711, this includes the 50 mainstream vouchers awarded to the Housing Authority. Mr. Cruz shared the minimum wage increase took effect January 1, 2020 raising it to \$13.00 an hour increasing the onsite manager costs.

Commissioner Gallaty made a motion to approve the fiscal year ending 2021 operating budgets. Commissioner Lofton made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Commissioners Ron Sullenger, Randy Fletcher, John Loudon, Manny Cardoza, Suzanne Gallaty, Toni Benson, Jeremy Chapdelaine, Doug Lofton, Bob Woten and Brian Foss

Nays: None

Abstain: None

Absent: Commissioners David Waite, Dan Miller and Rick Millhollin

ITEM NO. H.9. – RESOLUTION 20-1657 – APPROVAL OF PUBLIC HOUSING BUDGET:

Mr. Cruz explained the resolution approving the Public Housing budget is a requirement of the program.

Commissioner Lofton made a motion to approve Resolution 20-1657 – Approval of Public Housing Budget. Commissioner Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Commissioners Ron Sullenger, Randy Fletcher, John Loudon, Manny Cardoza, Suzanne Gallaty, Toni Benson, Jeremy Chapdelaine, Doug Lofton, Bob Woten and Brian Foss

Nays: None

Abstain: None

Absent: Commissioners David Waite, Dan Miller and Rick Millhollin

ITEM NO. H.10. – SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP)
(INFORMATIONAL ITEM ONLY):

Occupancy Manager Alisha Parker explained each year the Housing Authority must submit a self-assessment to HUD. She mentioned HUD will also give the Housing Authority a score, either agreeing or disagreeing with the self-assessment. She shared HUD agreed with the self-

assessment and the Housing Authority received a high performer award at a recent conference.

ITEM NO. I.11. – RHA OWNED PROPERTIES OCCUPANCY/ELIGIBILITY UPDATE:

Occupancy Manager Pattra Runge stated the programs remain strong and all properties have healthy waiting lists.

ITEM NO. I.12. – HOUSING CHOICE VOUCHER OCCUPANCY/ELIGIBILITY UPDATE:

Ms. Parker stated December finished very strong with a high utilization rate. She shared the VASH number for each month should be 31. Ms. Parker mentioned the waiting list for the Housing Choice Voucher program remains open for residents of the four jurisdictions only. She said the waiting list for the senior properties also remain open.

ITEM NO. I.13. – PLANNING AND COMMUNITY DEVELOPMENT UPDATE:

Planning and Community Development Manager Beckie Flores shared the program side has been very light due to awarded grants continuing to wait for standard agreements from the State of California. She mentioned the projects side has been very busy. Ms. Flores stated a new project for a new metal building in the maintenance yard will be coming to the Board in the future.

Ms. Flores said Kristen Court II is currently under construction and Truckee Artist Lofts will resume construction once the weather clears up. She stated New Haven Court, Devonshire Apartments, Grass Valley Terrace and Lone Oak Senior Housing projects will be closing construction financing soon. Ms. Flores mentioned Brunswick Commons, Cedar Lane and Kristen Court Phase III projects will be submitted tax credit applications in March.

ITEM NO. I.14. – MAINTENANCE UPDATE:

Operations Manager Tom Goodwin shared the work order numbers have been down a little bit. He stated the number of move outs has been at the lowest he has ever seen.

ITEM NO. I.15. – FINANCE UPDATE:

Mr. Cruz stated the overall financial position of the Housing Authority is strong. He went over the information provided in the packet. Mr. Cruz mentioned he was able to remove some bank accounts that were redundant or unnecessary.

ITEM NO. I.16. – ADMINISTRATIVE UPDATE:

Mr. Becerra stated the Housing Authority was awarded 25 vouchers for youth exiting out of foster care. He said it is not clear when those will be available. Mr. Becerra explained these vouchers do have a sunset date on them, either 36 months from the contract start date the voucher is used or when the youth gives the voucher up.

Mr. Becerra mentioned the Housing Authority will be making a sizable payment to CalPERS for the unfunded liability. He explained staff has been busy working on the Public Housing conversion application and will bring a packet of information to the Board soon.

ITEM NO. J - HOUSING COMMISSIONERS' COMMENTS:

Commissioner Woten shared there is a lot of road construction going on in Live Oak. He is also excited about the housing projects for Live Oak and believes the city benefits greatly.

Commissioner Cardoza mentioned it is Bok Kai weekend for Marysville.

Commissioner Benson shared there will be 40 homes built in Colusa, Sunrise Landing. She also mentioned there will road work on Bridge Street in Colusa beginning soon.

Chairperson Boes said there will be a grand opening of 20 homes in Williams on Friday.

ITEM NO. K – NEXT MEETING: March 4, 2020

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 1:04 PM.



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LACTATION ACCOMMODATION POLICY

The Regional Housing Authority (RHA) supports the needs of nursing mothers in the workplace and recognizes lactating employees' rights to request lactation accommodations. RHA accommodates lactating employees by providing a reasonable amount of break time and a suitable lactation location to any employee who desires to express breast milk for their infant child, subject to any exemption allowed under applicable law.

If possible, the break time should run concurrently with your normally scheduled break time. Any break time to express breast milk that does not run concurrently with your normally scheduled break time is unpaid, unless previously approved to use vacation leave.

The lactation location will be private (shielded from view and free from intrusion from co-workers and the public) and located close to your work area. The location will be safe, clean and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity or alternative devices (such as extension cords or charging stations) allowing you to operate an electric or battery-powered breast pump. RHA will also provide access to a sink with running water and a refrigerator suitable for storing milk near your workspace. If a refrigerator cannot be provided, RHA will provide another cooling device suitable for storing milk, such as an employer-provided cooler. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space.

Employees who desire lactation accommodations should contact Jennifer Ruiz, Executive Assistant/HR Coordinator, to request accommodations. An employee's request may be provided by email, or in writing, and need not be submitted on a specific form. The request should indicate whether the employee wishes to use vacation leave for any period of lactation break time that does not run concurrently with the employee's normally scheduled rest period. We will engage in an interactive process with you to determine when and where lactation breaks will occur. If we cannot provide break time or a location that complies with this policy, we will provide a written response to your request.

RHA will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodations, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodations. If you believe you have been denied reasonable break time or adequate space to express milk or have been otherwise denied your rights related to lactation accommodations, you have the right to file a complaint with the Labor Commissioner.

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: April 15, 2020
To: Board of Commissioners
From: Gustavo Becerra, Executive Director

SUBJECT: Construction of metal office/storage building for Maintenance Department – Regional Housing Authority Maintenance Yard – 384 Miles Avenue – Yuba City, CA 95991

RECOMMENDATION: Award contract to Buskirk Construction Inc., as General Contractor, for the construction project to be performed at 384 Miles Avenue, Yuba City, CA 95991

FISCAL IMPACT: \$145,000.00 in a combination of restricted and unrestricted funds

Background:

The Regional Housing Authority (RHA) Maintenance Department compound is located at 384 Miles Avenue in Yuba City. A variety of trucks, materials, and equipment are kept at this location, which has a perimeter fence around it for security purposes. This location has three buildings that are in use for storage, and a break area for department personnel. The fourth building was no longer serviceable and had outlived its useful life. The building was a single-story wooden structure that had asbestos in the floor tile, and lead paint on the exterior and interior. The Board of Commissioners approved the hazmat removal and demolition of this building on May 16, 2018. The demolition project was completed on September 20, 2018.

The site where the demolished building sat, has been part of the agency's long-term plans to relocate the Maintenance Department office, currently located at 415 Miles Avenue. This office location is a 3-bedroom single-family home that can be used as a rental, as opposed to an office, and be added to the affordable housing portfolio of the agency for the purpose of providing additional housing for the community and increase agency revenue.

The new building will also provide additional needed storage for equipment that currently has to be located outside exposed to the elements.

6

The project scope of work will consist of the installation of a 1,298 square foot metal office and storage building to include rough plumbing and an electrical tie-in to existing PG&E service.

Staff's in-house cost estimate for the project scope of work totaled \$155,416.49.

Four contractors signed out plans and specifications for the project. The pre-bid project walk-through was conducted on February 13, 2020 with bids due to RHA on March 5, 2020. Three contractors submitted the following bids:

Bids Submitted:

Buskirk Construction Inc. (Roseville, CA)	\$145,000.00
Hilbers Inc. (Yuba City, CA)	\$285,280.00
Pro Builders (Orangevale, CA)	\$758,000.00

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

Additionally, the concrete foundation work is being conducted by MAMC Construction at a cost of \$50,400, which includes the demolition, removal, hauling and properly disposing of the existing concrete foundation from the previously demolished building. MAMC Construction is under a service contract with the agency and procurement was conducted for concrete services for the entire RHA portfolio in June 2017 for a multi-year contract. No action required for this part of the project, informational only.

Staff's in-house cost estimate for the project scope, including the concrete foundation work totaled \$220,694.44

Interior improvements of the building such as office and breakroom spacing, HVAC, and bathroom installation will be conducted at a later date as funding is available. Much of the interior work may be conducted by RHA staff.

Recommendation:

Staff recommends that the Board of Commissioners of the Regional Housing Authority approve the bid from Buskirk Construction Inc. in the amount of \$145,000.00 for the metal office/storage building project located at 384 Miles Avenue in Yuba City, CA, and authorize the Executive Director to execute the construction contract and all required documents.

Prepared and submitted by:



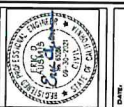
Gustavo Becerra
Executive Director



MAINTENANCE BUILDING
COVER SHEET

REGIONAL HOUSING AUTHORITY
384 MILES AVE
YUBA CITY 95993

Table with columns: REVISION, DATE, DRAWN BY, CHECKED BY, APPROVED BY



DATE: OCT 21, 2019
DRAWN BY: DJJ
CHECKED BY: DJJ
APPROVED BY: DJJ
PROJECT: MAINTENANCE BUILDING
SHEET NO. **A0**

MAINTENANCE BUILDING FOR: REGIONAL HOUSING AUTHORITY

384 MILES AVE
YUBA CITY, CA 95993



1 ISOMETRIC RENDERING
1/8" = 1'-0"

GENERAL INFORMATION

LANDBUILDING OWNER: REGIONAL HOUSING AUTHORITY
MAILING ADDRESS: 304 MILES AVE, YUBA CITY, CA 95993
SCOPE OF WORK: CONSTRUCTION WITH INTERIOR FINISHES TO REPLACE EXISTING OF ROUGHLY SAME FOOTPRINT
GOVERNING CODES: 2016 CA BUILDING CODE, 2016 CA GREEN BUILDING CODE, 2016 CA ENERGY CODE, 2016 CA FIRE CODE, 2016 CA PLUMBING CODE, 2016 CA MECHANICAL CODE, YUBA CITY MUNICIPAL CODE

SITE INFORMATION

ASSESSOR'S PARCEL NO.: 073-478-023
ZONING: E-3
PARCEL AREA: 62.34
WATER: PUBLIC
SEWER/DISTRIAL: PUBLIC SEWER
WILDLAND URBAN INTER.: NO
NATURAL GAS AVAIL: YES
SITE ELEVATION: 517 ASL
GROUND SNOW LOAD: 0 PSF
FLOOD ZONE/COMMUNITY NO.: X PER REGIONAL CODE
PERMITTING AGENCY: YUBA CITY

SPECIAL FEATURES

HEAD DUCT TESTING: NO DUCTS
ENERGY-EFF. OF COMPL.: YES

ABBREVIATIONS

AC	ALUMINUM CLAD	AS	ASBESTOS	AW	WOOD FRAME WALL
AD	ALUMINUM DRAIN	AS	ASBESTOS	AW	WOOD FRAME WALL
AE	ALUMINUM EXTERIOR	AS	ASBESTOS	AW	WOOD FRAME WALL
AF	ALUMINUM FINISH	AS	ASBESTOS	AW	WOOD FRAME WALL
AG	ALUMINUM GLAZING	AS	ASBESTOS	AW	WOOD FRAME WALL
AH	ALUMINUM HANDRAIL	AS	ASBESTOS	AW	WOOD FRAME WALL
AI	ALUMINUM INSULATION	AS	ASBESTOS	AW	WOOD FRAME WALL
AJ	ALUMINUM JOINT	AS	ASBESTOS	AW	WOOD FRAME WALL
AK	ALUMINUM KICKER	AS	ASBESTOS	AW	WOOD FRAME WALL
AL	ALUMINUM LATH	AS	ASBESTOS	AW	WOOD FRAME WALL
AM	ALUMINUM MESH	AS	ASBESTOS	AW	WOOD FRAME WALL
AN	ALUMINUM NAIL	AS	ASBESTOS	AW	WOOD FRAME WALL
AO	ALUMINUM OILING	AS	ASBESTOS	AW	WOOD FRAME WALL
AP	ALUMINUM PANEL	AS	ASBESTOS	AW	WOOD FRAME WALL
AQ	ALUMINUM QUARTZ	AS	ASBESTOS	AW	WOOD FRAME WALL
AR	ALUMINUM RAILING	AS	ASBESTOS	AW	WOOD FRAME WALL
AS	ALUMINUM SILL	AS	ASBESTOS	AW	WOOD FRAME WALL
AT	ALUMINUM TIE	AS	ASBESTOS	AW	WOOD FRAME WALL
AV	ALUMINUM VALVE	AS	ASBESTOS	AW	WOOD FRAME WALL
AW	WOOD FRAME WALL	AS	ASBESTOS	AW	WOOD FRAME WALL
AX	ALUMINUM EXTENSION	AS	ASBESTOS	AW	WOOD FRAME WALL
AY	ALUMINUM YIELD	AS	ASBESTOS	AW	WOOD FRAME WALL
AZ	ALUMINUM ZINC	AS	ASBESTOS	AW	WOOD FRAME WALL

BUILDING INFORMATION

CONSTRUCTION: V-D
SPINLEADED: NO
OCCUPANCY: MIXED (SEE TABLE ON A3)
1ST FLOOR CONDITIONS: 1520K-SOIL
1ST FLOOR SHOW (MCMO): 20K-SOIL
MEZZANINE (MCMO): 1520K-SOIL
NO. OF STORES: 2
BUILDING AREA: 1520K-SOIL
FIRE AREA: 1520K-SOIL

BUILDING LOADS

ROOF SNOW LOAD: 0 PSF
ROOF LIVE LOAD: 20 PSF
COLLATERAL LOADS: 5 PSF
MEZZ FLOOR LIVE LOAD: 100 PSF
MEZZ FLOOR DEAD LOAD: 20 PSF

DESIGN CRITERIA

SOIL: PROVIDED
GEOLOGICAL REPORT: NONE PROVIDED
ALLOW. SOIL BEARING CAPACITY: 1520K PSF
ALLOW. LATERAL BEARING CAPACITY: 1520K PSF
ALLOW. CONSIDER: NONE PROVIDED
WIND: 1520K PSF
SEISMIC: 1520K PSF
DESIGN CATEGORY: D

DEFERRED SUBMITTALS

THE STRUCTURAL DESIGN CONSULTANT SHALL HAVE 30 CALENDAR DAYS TO PROVIDE METAL BUILDING PLANS AND FOUNDATION PLANS TO THE ARCHITECT FOR REVIEW AND APPROVAL. THE ARCHITECT SHALL HAVE 15 CALENDAR DAYS TO PROVIDE COMMENTS AND REVISIONS TO THE STRUCTURAL DESIGN CONSULTANT. THE STRUCTURAL DESIGN CONSULTANT SHALL HAVE 15 CALENDAR DAYS TO PROVIDE REVISIONS TO THE ARCHITECT. THE ARCHITECT SHALL HAVE 15 CALENDAR DAYS TO PROVIDE COMMENTS AND REVISIONS TO THE STRUCTURAL DESIGN CONSULTANT. THE STRUCTURAL DESIGN CONSULTANT SHALL HAVE 15 CALENDAR DAYS TO PROVIDE REVISIONS TO THE ARCHITECT. THE ARCHITECT SHALL HAVE 15 CALENDAR DAYS TO PROVIDE COMMENTS AND REVISIONS TO THE STRUCTURAL DESIGN CONSULTANT.

SHEET INDEX

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2	SITE PLAN
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4	MEZZANINE PLAN
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