



# 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)

March 29, 2023

TO: Chairperson Marc Boomgaarden  
Vice-Chairperson Manny Cardoza  
Commissioner Tony Kurlan  
Commissioner Lisa Swarhout  
Commissioner Sue Hoek  
Commissioner Denise Conrado  
Commissioner Jeramy Chapdelaine  
Commissioner Bob Woten  
Commissioner Suzanne Gallaty  
Commissioner Kent Boes  
Commissioner Nicholas Micheli  
Commissioner Doug Lofton  
Commissioner John Loudon  
Commissioner Don Blaser  
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

April 5, 2023

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 5, 2023, 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  
April 5, 2023, 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:
  - 1. Family Self-Sufficiency Graduate Lisa Barone  
Josie Alcaraz, Family Self-Sufficiency Coordinator
  - 2. Family Self-Sufficiency Graduate Michelle Vargas  
Josie Alcaraz, Family Self-Sufficiency Coordinator
  - 3. Family Self-Sufficiency Graduate Susana Vega  
Josie Alcaraz, Family Self-Sufficiency Coordinator
  - 4. Family Self-Sufficiency Graduate Marylou Gonzalez  
Josie Alcaraz, Family Self-Sufficiency Coordinator
- E. EXECUTIVE SESSION: NONE  
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.
  - 5. Recommend Approval of Minutes – February 15, 2023

6. Resolution 23-1784 – Approval of Section 8 HCV Program Project Based Voucher Award to Rancho Colus pg. 6
7. Resolution 23-1785 - Family Self-Sufficiency Graduate Lisa Barone pg. 7
8. Resolution 23-1786 - Family Self-Sufficiency Graduate Michelle Vargas pg. 8
9. Resolution 23-1787 - Family Self-Sufficiency Graduate Susana Vega pg. 9
10. Resolution 23-1788 - Family Self-Sufficiency Graduate Marylou Gonzalez pg. 10
11. Resolution 23-1789 – Housing Choice Voucher Fraud Recovery Collection Loss Write-Off pg. 11
12. Resolution 23-1790 – Rural Development Collection Loss Write-Off pg. 13
13. Resolution 23-1791 – Combined Properties Collection Loss Write-Off pg. 15
14. Resolution 23-1792 – Adoption of the Housing Choice Voucher Administrative Plan pg. 17

G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action:

15. Recommend Approval of an Allocation of \$55,000 from Housing Choice Voucher (HCV) Administrative Fee Reserves to Hand of Hope for Cedar Lane Permanent Supportive Housing Project-Based Voucher Development Costs pg.20  
 Marco Cruz, Chief Financial Officer
16. Resolution 23-1793 – Recommend Approval of a Capital Funds Loan in the Amount of \$500,000 to Rancho Colus LP to Complete the Rancho Colus Affordable Housing Project pg. 21  
 Marco Cruz, Chief Financial Officer
17. Resolution 23-1794 – Recommend Authorization of a \$4,000,000 Line of Credit with Tri Counties Bank pg. 24  
 Marco Cruz, Chief Financial Officer
18. Resolution 23-1795 – Recommend Authorization of a \$4.5 million Bridge Loan to Ranch Colus LP pg. 27  
 Marco Cruz, Chief Financial Officer
19. Election of Officers

I. ADMINISTRATIVE REPORT:

20. Administrative Update

Gustavo Becerra, Executive Director

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: April 19, 2023

L. ADJOURNMENT:

REGIONAL HOUSING AUTHORITY  
Minutes  
Regular Board Meeting  
February 15, 2023

ITEM NO. A - CALL TO ORDER:

Vice-Chairperson Manny Cardoza called the meeting to order.

ITEM NO. A - ROLL CALL:

Vice-Chairperson Manny Cardoza, Commissioners Doug Lofton, Bob Woten, Tony Kurlan, Sue Hoek, Jeremy Chapdelaine, Denise Conrado, Nicholas Micheli, Lisa Swarthout and Don Blaser were present. Chairperson Marc Boomgaarden, Commissioners Suzanne Gallaty, Kent Boes, and John Loudon were absent. Legal Counsel Brant Bordsen was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioner Swarthout led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D.- AWARDS AND PRESENTATIONS: NONE

ITEM NO. E. – EXECUTIVE SESSION: NONE

ITEM NO. F.1-10. - CONSENT CALENDAR:

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

Vote: Ayes: Vice-Chairperson Manny Cardoza, Commissioners Sue Hoek,  
Jeremy Chapdelaine, Tony Kurlan, Bob Woten, Nicholas  
Micheli, Don Blaser, Lisa Swarthout, Denise Conrado, and  
Doug Lofton

Nays: None

Abstain: None

Absent: Chairperson Marc Boomgaarden, Commissioners Kent  
Boes, John Loudon, and Suzanne Gallaty

ITEM NO. G.- OLD BUSINESS: NONE

ITEM NO. H.11. – RECOMMEND APPROVAL AUTHORIZING PURCHASE AND SALE AGREEMENT OF REGIONAL HOUSING AUTHORITY VACANT LAND, LOCATED ON THE 400 BLOCK OF GARDEN HIGHWAY, PORTION OF ASSESSOR’S PARCEL NUMBER 53-470-087, CONSISTING OF 2.18 ACRES, BETWEEN REGIONAL HOUSING AUTHORITY AND ITS AFFILIATE NON-PROFIT ENTITY, SUTTER COMMUNITY AFFORDABLE HOUSING:

Executive Director Gustavo Becerra stated the Regional Housing Authority owns the land and staff is working with City of Yuba City staff to get the piece of land entitled for a 50-unit senior housing project. He shared the non-profit is the entity that can apply for affordable housing financing used to layer to finance these types of projects. Mr. Becerra explained the non-profit needs to have site control in order to apply for financing.

Commissioner Chapdelaine made a motion to approve the Purchase and Sale agreement and authorize the Executive Director as signatory for a 2.18-acre portion of vacant land known as portion of Lot 12, APN 53-470-087 located in Yuba City, CA. Commissioner Micheli made the second. The following roll call vote was taken:

Vote: Ayes: Vice-Chairperson Manny Cardoza, Commissioners Sue Hoek, Jeremy Chapdelaine, Tony Kurlan, Bob Woten, Nicholas Micheli, Don Blaser, Lisa Swarthout, Denise Conrado, and Doug Lofton

Nays: None

Abstain: None

Absent: Chairperson Marc Boomgaarden, Commissioners Kent Boes, John Loudon, and Suzanne Gallaty

ITEM NO. H.12. – RECOMMEND APPROVAL OF FYE 2024 BUDGET:

Chief Financial Officer Marco Cruz introduced Crystal Mirabal, Accountant to the Board.

Mr. Cruz stated the fiscal year begins April 1, 2023, and ends March 31, 2024. He mentioned that our agency is very complex for our size. Mr. Cruz went over the budget included in the packet.

Commissioner Lofton made a motion to approve the fiscal year ending 2024 operating budget. Commissioner Woten made the second. The following roll call vote was taken:

Vote: Ayes: Vice-Chairperson Manny Cardoza, Commissioners Sue Hoek, Jeremy Chapdelaine, Tony Kurlan, Bob Woten, Nicholas Micheli, Don Blaser, Lisa Swarthout, Denise Conrado, and Doug Lofton

Nays: None

Abstain: None

Absent: Chairperson Marc Boomgaarden, Commissioners Kent Boes, John Loudon, and Suzanne Gallaty

ITEM NO. H.13. – CERTIFICATE OF RECOGNITION 2023 EMERGENCY HOUSING VOUCHER STAR AWARD:

Mr. Becerra shared our agency was allocated 127 Emergency Housing Vouchers by HUD a few years ago. He said these vouchers are intended to serve the homeless population. Mr. Becerra mentioned our agency was the first in the State to utilize those vouchers. He thanked Alisha Parker, Occupancy Manager, and her team for getting those vouchers in use.

ITEM NO. I.14. – RHA OWNED/MANAGED OCCUPANCY/ELIGIBILITY UPDATE:

Pattra Runge, Occupancy Manager, said there has been a slow down in move outs. She mentioned staff has someone ready to go once the vacant unit is turned. Ms. Runge stated Cashin's Field is currently fully leased.

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

Alisha Parker, Occupancy Manager, stated staff was busy trying to increase voucher utilization. She shared 10 additional VASH vouchers were awarded to the agency. Ms. Parker explained both the Emergency Housing Voucher and the Mainstream Vouchers are fully utilized.

Ms. Parker shared staff has not been about to purge the waiting list due to technical difficulties with the system. She stated that there is usually a 40% drop once that purge is completed. Ms. Parker mentioned the Section 8 waiting list will be closing on February 16, 2023 and the waiting list will have a wait of approximately two years. She explained on March 1, 2023, the Project Based Voucher waiting list will open for some properties.

ITEM NO. I.16. – MAINTENANCE UPDATE:

Tom Goodwin, Operations Manager, said tree trimming was prioritize over the past few years. He mentioned there was a tree that fell at the Office of Migrant Services site and an insurance claim was submitted. Mr. Goodwin thanked Richall Electric for thinking about the agency during the storms and securing a generator in preparation of any power outages.

Commissioner Lofton asked if there was a way to purchase a generator for future use. Mr. Goodwin said staff is currently working on gathering information to purchase a generator.

ITEM NO. I.17. – FINANCE UPDATE:

Mr. Cruz shared the pension liability has assets of \$739,000. He stated the agency funds both a pension trust and a OPEB trust. Mr. Cruz went over the financials for the various programs.

ITEM NO. I.18. – PLANNING AND COMMUNITY DEVELOPMENT UPDATE:

Mr. Becerra went over the highlights for the number of projects in the works. He said a tax credit application was submitted for the Richland Village project and awards will come out in

May 2023. Mr. Becerra stated a \$1.2 million BUILD application was submitted and awarded for the project.

Mr. Becerra said a HOME application was submitted for the Wheatland Senior Project and the Williams Senior Project. He shared a broker has reached out regarding the site owed by the Williams Unified School District.

Mr. Becerra mentioned tax credits were awarded for the Rancho Colus project in Colusa. He said financing should close in May and construction would start in June. Mr. Becerra said there was a pre-construction meeting for the Plumas Lake project a few days ago and ground breaking should start soon. He said the Bear Ridge project in Wheatland continues to move along with a slight delay due to weather.

Mr. Becerra shared a Certificate of Occupancy was received for the Cedar Lane Permanent Supportive Housing project and move ins should start next week. He stated the Certificate of Occupancy for the family units should be issued in March with move ins in March or April.

Mr. Becerra said the Kristen Court Phase III has been delayed due to PG&E. He stated Cashin's Field in Nevada City will be having a ribbon cutting in late March.

ITEM NO. I.19. – ADMINISTRATIVE UPDATE:

Mr. Becerra

ITEM NO. J - HOUSING COMMISSIONERS' COMMENTS:

Commissioner Swarthout said he is happy to be here. She has worked with Mr. Becerra in the past on the Brunswick Commons project.

Commissioner Woten stated Mr. Becerra and staff are doing a great job. He said there is lots going on and lots of information today.

Commissioner Lofton welcomed the new board members and staff.

Commissioner Kurlan thanked staff and Mr. Becerra for the excellent reports.

Commissioner Micheli also welcomed the new Commissioners.

Commissioner Chapdelaine thanked staff for the updates and hard work.

Commissioner Blaser said he is very impressed with Richland Housing.

Commissioner Conrado also thanked staff and welcomed the new board members.

Commissioner Hoek echoed the other Commissioners comments and said there is good stuff



going on and great reports today.

Vice-Chairperson Cardoza thanked everyone.

ITEM NO. K – NEXT MEETING: March 1, 2023

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 1:17 PM.



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## RESOLUTION 23-1784

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY APPROVING SECTION 8 HCV PROGRAM PROJECT-BASED VOUCHER AWARD TO RANCHO COLUS

**WHEREAS**, the Regional Housing Authority (RHA) administers under Annual Contributions Contract (ACC), the United States Department of Housing and Urban Development (HUD) Section 8 Housing Choice Voucher (HCV) program; and

**WHEREAS**, in accordance with 24 CFR Part 983 Project Based Voucher (PBV) Regulations, Notice FR – 5976 – N – 03, PIH Notices 2013-11 and 2017-21, a PHA can use up to thirty percent of its authorized voucher units to project-base units in a specific project, amounting to a total possible 547 PBV's; and

**WHEREAS**, the RHA, by means of Requests for Proposals for project-basing of vouchers, has an outstanding commitment to project base fifteen (15) vouchers; and

**WHEREAS**, on November 9, 2021, RHA issued a Request for Proposals for project basing of vouchers in a new development in the County of Colusa, and City of Colusa, supporting homeless and mentally disabled permanent supportive households; and

**WHEREAS**, competitive proposals have been received from housing developers, reviewed for threshold compliance, and ranked based on scoring and the best interest of RHA and its Section 8 HCV program in creating housing opportunity through leverage of Section 8 HCV PBV activity;

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Regional Housing Authority to award the project-based voucher commitment to Rancho Colus in support of the development of the proposed project, conditioned upon the realization of the development proposed.

This Resolution was approved at the Regular Meeting of the Board of Commissioners on April 5, 2023, by the following vote:

AYES:  
NAYS:  
ABSTAINED:  
ABSENT:

ATTEST: \_\_\_\_\_  
Marc Boomgaarden, Chairperson

(SEAL)



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## RESOLUTION 23-1785

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY EXPRESSING RECOGNITION OF THE ACHIEVEMENTS OF Lisa Barone

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

**WHEREAS**, Lisa Barone started in this program on 07/01/2020 and set goals for herself to become independent of government assistance; and happy.

**WHEREAS**, Lisa Barone met her goals by 03/01/2023 and received sufficient earned income to generate an escrow account in the amount of \$14,419.05; and

**WHEREAS**, Lisa Barone has now “graduated” from the FSS program;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Regional Housing Authority congratulates Lisa Barone for her determination to progress to a life that is independent of government assistance and conveys their best wishes for success in all his future endeavors.

**This Resolution was approved at the regular meeting of the Board of Commissioners, this 5<sup>th</sup> day of April.**

AYES:

NAYS:

ABSTAINED:

ABSENT:

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Chairperson Marc Boomgarden



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## RESOLUTION 23-1786

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY EXPRESSING RECOGNITION OF THE ACHIEVEMENTS OF Michelle Vargas

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

**WHEREAS**, Michelle Vargas started in this program on 08/01/2021 and set goals for herself to become independent of government assistance; and happy.

**WHEREAS**, Michelle Vargas met her goals by 12/01/2022 and received sufficient earned income to generate an escrow account in the amount of \$5,288.17; and

**WHEREAS**, Michelle Vargas has now “graduated” from the FSS program;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Regional Housing Authority congratulates Michelle Vargas for her determination to progress to a life that is independent of government assistance and conveys their best wishes for success in all his future endeavors.

**This Resolution was approved at the regular meeting of the Board of Commissioners, this 5<sup>th</sup> day of April.**

AYES:

NAYS:

ABSTAINED:

ABSENT:

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Chairperson Marc Boomgaarden



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## RESOLUTION 23-1787

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY EXPRESSING RECOGNITION OF THE ACHIEVEMENTS OF Susana Vega

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

**WHEREAS**, Susana Vega started in this program on 10/01/2017 and set goals for herself to become independent of government assistance; and happy.

**WHEREAS**, Susana Vega met her goals by 03/01/2023 and received sufficient earned income to generate an escrow account in the amount of \$1,427.05; and

**WHEREAS**, Susana Vega has now “graduated” from the FSS program;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Regional Housing Authority congratulates Susana Vega for her determination to progress to a life that is independent of government assistance and conveys their best wishes for success in all his future endeavors.

**This Resolution was approved at the regular meeting of the Board of Commissioners, this 5<sup>th</sup> day of April.**

AYES:

NAYS:

ABSTAINED:

ABSENT:

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Chairperson Marc Boomgaarden



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## RESOLUTION 23-1788

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY EXPRESSING RECOGNITION OF THE ACHIEVEMENTS OF Marylou Gonzalez

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

**WHEREAS**, Marylou Gonzalez started in this program on 04/01/2019 and set goals for herself to become independent of government assistance; and happy.

**WHEREAS**, Marylou Gonzalez met her goals by 12/01/2022 and received sufficient earned income to generate an escrow account in the amount of \$5,148.95; and

**WHEREAS**, Marylou Gonzalez has now “graduated” from the FSS program;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Regional Housing Authority congratulates Marylou Gonzalez for her determination to progress to a life that is independent of government assistance and conveys their best wishes for success in all his future endeavors.

**This Resolution was approved at the regular meeting of the Board of Commissioners, this 5<sup>th</sup> day of April.**

AYES:

NAYS:

ABSTAINED:

ABSENT:

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Chairperson Marc Boomgaarden



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## RESOLUTION 23-1789

### 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 \$15,482.00

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 include 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 April 30, 2023 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 \$15,482.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed, and adopted this 5<sup>th</sup> day of April 2023 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Marc Boomgaarden,  
Chairperson

(SEAL)

HCV  
Collection Loss Write Off  
Period : April 2023

<u>Tenant</u>	<u>HAP Fraud Recovery Amount Owed</u>	<u>Late Fee's</u>	<u>NSF Fee's</u>	<u>Overpaid URP's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
T0017378	2,795.00				2,795.00	Yes
T0005275	530.00				530.00	Yes
T0016654	953.00				953.00	Yes
T0007037	3,652.00				3,652.00	Yes
T0001877	2,605.00				2,605.00	Yes
T0001953	1,450.00				1,450.00	Yes
T0000440	3,497.00				3,497.00	Yes
					15,482.00	
					\$	Total Write-Off

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

OG  
24 MAR 23

Exhibit A





# REGIONAL HOUSING AUTHORITY

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## RESOLUTION 23-1790

### RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$786.40

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 April 30, 2023 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 \$786.40.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed, and adopted this 5<sup>th</sup> day of April 2023 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

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

Marc Boomgaarden,  
Chairperson

(SEAL)

USDA  
Collection Loss Write Off  
Period: April 2023

Tenant	Property	Address	Move In	Date	Move Out	Monthly Rent	Rent Owed	Late Fee's	Damages	Solar	Utilities	Legal Fee's	Total Owed	Payback agreement
T0022476	RD	380 McKeehan Drive #E	04/01/20	01/23/23		\$ 269.00	\$ 12.58	\$ -	\$ 715.00	\$ 58.82	\$ -	\$ -	\$ 786.40	No
													3/27/23	
													\$ 786.40 Total Write Off	

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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## RESOLUTION 23-1791

### RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING LOW INCOME COMBO PROPERTIES HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$6,476.04

WHEREAS, the Regional Housing Authority operates low-income housing projects; 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 April 30, 2023, 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 \$6,476.04.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 5<sup>th</sup> day of April 2023 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Marc Boomgaarden,  
Chairperson

**Combo Properties  
Collection Loss Write Off  
Period: April 2023**

Tenant	Property	Address	Date		Monthly Rent	Rent Owed	Late Fee's	Damages	Solar	Utilities	Legal Fee's	Total Owed	Payback agreement
			Move In	Move Out									
T0005147	CB-Rich	437 Atwood Drive	07/23/13	01/31/23	\$ 984.00	\$ 561.57	\$ 25.00	\$ 394.00	\$ 33.15	\$ -	\$ -	\$ 1,013.72	No
T0021026	CB-Rich	476 Garden Hwy #1	12/02/21	01/17/23	\$ 470.00	\$ 1,184.00	\$ -	\$ 480.00	\$ -	\$ -	\$ 1,132.94	\$ 2,796.94	No
T0030417	CB-Rich	439 Atwood Drive	06/30/20	01/27/23	\$ 223.00	\$ 411.65	\$ 25.00	\$ 2,168.42	\$ 60.31	\$ -	\$ -	\$ 2,665.38	No
												<b>3/21/23</b>	

---

\$2,157.22 \$ 50.00 \$ 3,042.42 \$ 93.46 \$ - \$ 1,132.94 **\$ 6,476.04 Total Write Off**

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

## STAFF REPORT

**Date:** April 5, 2023  
**To:** Board of Commissioners  
**From:** Alisha Parker, Occupancy Manager

---

**SUBJECT:** Administrative Plan for Housing Choice Voucher (HCV) Program

**RECOMMENDATION:** Approve updated Administrative Plan

---

### **Background**

The Regional Housing Authority (RHA) receives its funding for the Housing Choice Voucher (HCV) program from the U.S. Department of Housing and Urban Development (HUD). RHA enters into an Annual Contributions Contract with HUD to administer the program requirements on behalf of HUD.

HUD requires RHA to have an administrative plan and to update it annually. The purpose of the Administrative Plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in the RHA's Public Housing Authority (PHA) agency plan. This Administrative Plan is a supporting document to the PHA agency plan and is available for public review as required by CFR 24 Part 903.

This Administrative Plan is set forth to define the PHA's local policies for operation of the housing programs in the context of federal laws and regulations. All issues related to HCV not addressed in this document are governed by such federal regulations, HUD handbooks and guidebooks, notices and other applicable law. The policies in this Administrative Plan have been designed to ensure compliance with the consolidated Annual Contributions Contract and all HUD-approved applications for program funding.

The PHA is responsible for complying with all changes in HUD regulations pertaining to the HCV program. If such changes conflict with this plan, HUD regulations will have precedence and the PHA shall amend its Administrative Plan accordingly.

The PHA will revise this Administrative Plan as needed to comply with changes in HUD regulations and PHA Policy. The original plan and any changes must be approved by the Board of Commissioners of the PHA.

The Administrative Plan in its entirety can be found on our website at:  
<http://regionalha.org/about-us/pha-plans>

**The following changes were made to the 2023 Administrative Plan:**

**Chapter 17- Project Based Vouchers**

**PART X: USE OF ADMINISTRATIVE FEE RESERVES FOR PROJECT BASED  
VOUCHER (PBV) DEVELOPMENT PROJECTS**

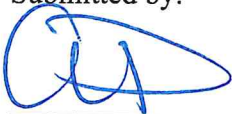
Per the U.S. Department of Housing and Urban Development's Office of Public and Indian Housing Notice 2015-17, post-2003 administrative fee reserves must be used for HCV-related activities, which can include development activities and the costs of project-based voucher development. While HUD PIH Notice 2022-18 superseded some sections of Notice 2015-17, the 2022-18 Notice did not supersede the portions of Notice 2015-17 that discuss the use of reserve funds.

On a case-by-case basis, the PHA will use post-2003 administrative fee reserves to provide gap-financing loans for new construction and rehabilitation projects using a variety of funding sources, such as but not limited to low-income housing tax credits, tax-exempt bonds, HOME funding, funding from the State of California Department of Housing and Community Development, local government funding, or conventional financing that have received commitments for PBVs. The gap financing would be provided as a residual receipt (cash flow) loan with a 55-year term. The loan would earn up to a three percent (3%) simple interest and payments only based on residual receipts (cash flow). The loan is intended to increase the supply of affordable housing in the community by filling financing gaps necessary to develop the units. At term maturity (end of 55 years), all unpaid principal and interest is due and payable to the PHA. The loan will be secured by a Deed of Trust recorded on title, a Promissory Note, and a Loan Agreement.

**Recommendation**

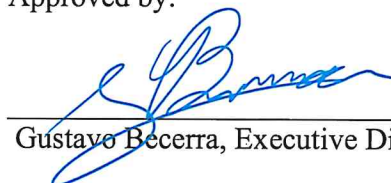
Staff recommends the approval of the Administrative Plan for the Housing Choice Voucher Program.

Submitted by:



\_\_\_\_\_  
Alisha Parker, Occupancy Manager

Approved by:



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



# REGIONAL HOUSING AUTHORITY

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

## RESOLUTION 23-1792

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY ADOPTION OF THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN

**WHEREAS**, the Regional Housing Authority (RHA) manages up to 1,982 Housing Choice Voucher Participants; and

**WHEREAS**, federal regulations require RHA to review and update the Administrative Plan for the Housing Choice Voucher Program as needed; and

**WHEREAS**, the proposed 2023-2024 edition of the Administrative Plan was posted for public review and notice was posted to actively seek public comment, and no comments were received;

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

1. The Board finds that RHA needs to adopt an updated Administrative Plan this year.
2. A copy of the Administrative Plan is posted online at [www.regionalha.org](http://www.regionalha.org).
3. The Administrative Plan is hereby adopted for use by RHA and is effective 4/1/2023.

This Resolution was approved at the Regular Meeting of the Board of Commissioners on the 5th day of April 2023, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

(SEAL)

ATTEST: \_\_\_\_\_  
Marc Boomgaarden, Chairperson

**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

**Date:** April 5, 2023  
**To:** Board of Commissioners  
**From:** Marco Cruz, Chief Financial Officer

---

**SUBJECT:** Allocation of HCV Administrative Fee Reserves for Cedar Lane Permanent Supportive Housing Project-Based Voucher Development Costs

---

**Background:**

In anticipation of the completion of the 41-unit Cedar Lane permanent supportive housing (PSH) project (Marysville, CA), project stakeholders have been planning for the staffing and oversight of the project for several months. In addition to the onsite manager, Sutter-Yuba Behavioral Health (SYBH) and Hands of Hope (HOH) will have staff onsite providing supportive services to the residents at Cedar Lane PSH. Hands of Hope's initial commitment was budgeted at 30 hours per week coverage. However, a greater time commitment is needed in order to adequately serve the homeless target population and leverage the extended coverage provided by SYBH.

Hands of Hope has estimated that it would cost approximately \$55,000 annually to increase from 30 hours per week to 40 hours per week staffing at Cedar Lane PSH. Additionally, HOH does not have sufficient financial resources to cover any staffing beyond their initial commitment. However, since there are forty (40) project-based vouchers approved for Cedar Lane PSH, the project is eligible to receive funding from Housing Choice Voucher Administrative Fee Reserves that can be used to cover costs associated with project-based voucher developments. There is currently over \$2,064,000 available in HCV Admin Fee Reserves. The allocation of \$55,000 to Hands of Hope would provide supportive services staffing at the project for one year from the hours of 9 AM to 4:30 PM, five days per week, thereby improving the staffing coverage at the property and thus enhancing and supplementing additional supportive services for the formerly homeless population that will be served at the property.

**Recommendation:**

Staff recommends the Board of Commissioners approve an allocation of \$55,000 from Housing Choice Voucher (HCV) Administrative Fee Reserves to Hands of Hope for Cedar Lane PSH project-based voucher development costs. Funds will be used to cover supportive services staffing and oversight at the project for one year.

Prepared by:



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Marco Cruz  
Chief Financial Officer

Submitted by:



---

Gustavo Becerra  
Executive Director



**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

**Date:** April 5, 2023  
**To:** Board of Commissioners  
**From:** Marco Cruz, Chief Financial Officer

---

**SUBJECT:** Capital funds loan deriving from Housing Choice Voucher (HCV) Administrative Fee Reserves for the Rancho Colus development project.

---

**Background:**

Regional Housing Authority (RHA) is involved in the construction of Rancho Colus, a 49 (forty-nine) unit affordable multifamily project located in Colusa, California. Fifteen (15) of the units will be assigned Housing Choice Voucher (HCV) Project Based Vouchers (PBV). Rancho Colus needs to cover a construction and permanent financing gap of \$750,000.00 in order to complete the project. Staff is in discussions with County staff to potentially cover the \$250,000 difference.

RHA has a highly efficient HCV department and has built an Administrative Fee Reserve (Reserves) in the amount of \$2,064,000. For fiscal year ending 2024, It is budgeted to add an additional \$593,000 in unencumbered cash reserves. These Reserves must be used for HCV related purposes.

The law firm of Ballard Spahr LLP has researched and opined that the Reserves can be used for affordable housing developments that have been assigned PBV's. Ballard Spahr states that in accordance with 24 CFR 982.155(b) and HUD Notice PIH-2015-17 the Authority's HCV administrative fee reserves may be used for "funds for other housing purposes permitted by State and local law", and "project-based voucher development costs." In accordance with RHA's HCV Administrative Plan, "On a case-by-case basis, the PHA will use post-2003 administrative fee reserves to provide gap-financing loans for new construction and rehabilitation projects".

**Terms:**

RHA's staff proposes to fund the Rancho Colus project \$500,000.00 through a 55-year, 3% simple interest capital loan from the Reserves. It would be a residual receipt loan; interim payments would only be made if there was sufficient cash flow from annual operations. The loan will be secured by a Deed of Trust, Promissory Note and Loan Agreement.

**Recommendation:**

Staff recommends the Board of Commissioners approve a Capital Funds Loan in the amount of \$500,000.00 to Rancho Colus LP to complete the Rancho Colus affordable housing project.

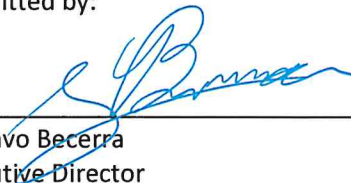
Prepared by:



---

Marco Cruz  
Chief Financial Officer

Submitted by:



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Gustavo Becerra  
Executive Director



# REGIONAL HOUSING AUTHORITY

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## RESOLUTION NO. 23-1793

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY HEREBY AUTHORIZING A \$500,000.00 CAPITAL LOAN TO RANCHO COLUS LP

**WHEREAS**, the Regional Housing Authority (hereinafter “the Authority”) is a Public Housing Authority organized and existing under the laws of the State of California; and

**WHEREAS**, Rancho Colus (hereinafter “the Project”), is a planned 49 (forty-nine) unit affordable multifamily project located in Colusa, California; and

**WHEREAS**, Rancho Colus LP (hereinafter “the Partnership”), a California limited partnership; whose purpose is to develop and manage the Project; and

**WHEREAS**, attorneys, Ballard Spahr, have opined that in accordance with 24 CFR 982.155(b) and HUD Notice PIH-2015-17 the Authority’s HCV administrative fee reserves may be used for “funds for other housing purposes permitted by State and local law”, and “project-based voucher development costs”; and

**WHEREAS**, in accordance with 17-Part X of the Authority’s HCV Administrative Plan “the PHA will use post-2003 administrative fee reserves to provide gap-financing loans for new construction projects”; and

**WHEREAS**, the Project is in need of a \$500,000.00 capital funds loan (hereinafter “the Loan”) to remove a financing shortfall; and

**WHEREAS**, the Loan will be a 55-year, 3% simple interest, residual receipt loan; and

**WHEREAS**, the Authority, acting through its Board of Commissioners, having the authority to enter this contract, desires to accept the staff recommendation to approve the Loan to the Partnership.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of the Regional Housing Authority hereby deems that it is in the best interest of the Authority to approve the Loan to the Partnership with the terms specified in the accompanying staff report; and

**BE IT FURTHER RESOLVED THAT** the Board of Commissioners authorizes the Loan to the Partnership; and





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**BE IT FURTHER RESOLVED THAT** the Board of Commissioners authorizes the Executive Director to sign all documents necessary to effectuate the Loan; and

**BE IT FURTHER RESOLVED THAT** this Resolution shall be effective as of April 5, 2023, when the Board of Commissioners initially approved the Loan at a meeting duly noticed and at which a quorum of the Board of Commissioners was present.

PASSED AND ADOPTED this 5<sup>th</sup> day of April 2023 by the following votes:

AYES: Commissioners:

NOES: Commissioners:

ABSTAINED: Commissioners:

ABSENT: Commissioners:

\_\_\_\_\_  
Chairperson, Board of Commissioners

## CERTIFICATION

I, Jennifer Ruiz, Board Clerk of the Regional Housing Authority attests or certifies, as a witness to a board meeting held on April 5, 2023, and swears or confirms that the foregoing information in this resolution is true and correct and has not been altered or amended.

By: \_\_\_\_\_  
Jennifer Ruiz, Board Clerk of  
Regional Housing Authority



**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

**Date:** April 5, 2023  
**To:** Board of Commissioners  
**From:** Marco Cruz, Chief Financial Officer

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**SUBJECT:** \$4,000,000 line of credit with Tri Counties Bank

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**Background:**

Regional Housing Authority (RHA) is involved in the construction of Rancho Colus, a 49 (forty-nine) unit affordable multifamily project located in Colusa, California. Due to timing of permanent financing, Rancho Colus requires a bridge loan during construction not to exceed \$4,500,000.00. The bridge loan will be repaid by funds made available at close of the permanent loan after completion of construction, lease-up and stabilization. RHA's staff proposes to fund the bridge loan using a line of credit and its own unrestricted reserves.

**Line of Credit (\$4,000,000.00):**

RHA uses Tri Counties Bank (TCB) for its checking and savings needs. TCB has offered a sixty (60) month line of credit up to \$4,000,000.00 secured by the unencumbered properties of River City Manor located at 655 Joann Way, Yuba City, CA; and Senior Village located at 2750 Date Street, Live Oak, CA.

This line of credit is a contract between TCB and RHA only, the Rancho Colus development is not party to the transaction, nor will the development secure the loan. Staff intends that the line of credit is cost neutral for RHA, terms and conditions of the bridge loan will match the line of credit. Withdrawals and deposits for the resulting bridge loan will match the withdrawals and deposits of the line of credit. The Rancho Colus development project as part of its construction loan interest budget will pay all debt service for the referenced bridge loan.


**Terms of the Line of Credit:**

Principle Amount:	\$4,000,000
Loan Fee:	0.15%
Appraisal/Other Costs:	\$10,450
Interest Rate:	Wall Street Journal prime rate plus 0.25% (currently 8.25%)
Interest Rate Floor:	6.0%
Maturity Date:	60 months
Repayments:	Interest only for 60 months

**Recommendation:**

Staff recommends the Board of Commissioners approves Regional Housing Authority to contract with Tri Counties Bank for a \$4,000,000.00 Line of Credit with the above terms.

Prepared by:



---

Marco Cruz  
Chief Financial Officer

Submitted by:



---

Gustavo Becerra  
Executive Director



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## RESOLUTION NO. 23-1794

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY HEREBY AUTHORIZING AN \$4,000,000.00 LINE OF CREDIT WITH TRI COUNTIES BANK

**WHEREAS**, the Regional Housing Authority (hereinafter “the Authority”) is a Public Housing Authority organized and existing under the laws of the State of California; and

**WHEREAS**, the Authority is the owner of record of the properties River City Manor located at 655 Joann Way, Yuba City, CA; and Senior Village located at 2750 Date Street, Live Oak, CA; and

**WHEREAS**, the Authority currently contracts with Tri Counties Bank (hereinafter “the Bank”) for banking services; and

**WHEREAS**, the Regional Housing Authority, acting through its Board of Commissioners, having the authority to enter this contract, desires to accept the proposal submitted by the Bank to initiate a 5-year Line of Credit of \$4,000,000.00 secured by the properties of River City Manor and Senior Village.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of the Regional Housing Authority hereby deems that it is in the best interest of the Authority to approve the Bank’s proposal to initiate a line of credit; and

**BE IT FURTHER RESOLVED THAT** the Board of Commissioners accepts the Bank’s proposal for a Line of Credit; and

**BE IT FURTHER RESOLVED THAT** the Board of Commissioners authorizes the Executive Director to sign all documents necessary to effectuate the Line of Credit; and

**BE IT FURTHER RESOLVED THAT** this Resolution shall be effective as of April 5, 2023, when the Board of Commissioners initially approved the Line of Credit at a meeting duly noticed and at which a quorum of the Board of Commissioners was present.





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

PASSED AND ADOPTED this 5<sup>th</sup> day of April 2023 by the following votes:

AYES: Commissioners:

NOES: Commissioners:

ABSTAINED: Commissioners:

ABSENT: Commissioners:

\_\_\_\_\_  
Chairperson, Board of Commissioners

## CERTIFICATION

I, Jennifer Ruiz, Board Clerk of the Regional Housing Authority attests or certifies, as a witness to a board meeting held on April 5, 2023, and swears or confirms that the foregoing information in this resolution is true and correct and has not been altered or amended.

By: \_\_\_\_\_  
Jennifer Ruiz, Board Clerk of  
Regional Housing Authority



**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

**Date:** April 5, 2023  
**To:** Board of Commissioners  
**From:** Marco Cruz, Chief Financial Officer

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**SUBJECT:** \$4,500,000 bridge loan to Rancho Colus LP

---

**Background:**

Regional Housing Authority (RHA) is involved in the construction of Rancho Colus, a 49 (forty-nine) unit affordable multifamily project located in Colusa, California. Due to timing of financing Rancho Colus requires a bridge loan during the course of construction not to exceed \$4,500,000.00. RHA's staff proposes to fund the bridge loan through a combination of a line of credit and its own unrestricted reserves.

**Bridge Loan (\$4,500,000.00):**

The bridge loan is a contract between RHA and Rancho Colus LP, a California limited partnership; whose purpose is to develop and manage the Rancho Colus development. The bridge loan will be repaid by funds made available at close of the permanent loan after completion of construction, lease-up and stabilization. The full amount of the Bridge Loan will likely not be utilized, current projections at time of writing show a construction funding need of \$3,700,000.00.

As previously presented, up to \$4,000,000.00 of bridge loan funding will be made available by a line of credit with Tri Counties Bank (TCB). In the unlikely event that \$4,000,000.01 to \$4,500,000.00 of funds are needed from the loan, RHA will fund up to \$500,000.00 from unrestricted reserves. Terms and conditions of the bridge loan will match the TCB line of credit except for the maximum principal amount. The Rancho Colus development project as part of its construction loan interest budget will pay all debt service for the referenced bridge loan.

**Terms of the Bridge Loan:**

Principle Amount:	\$4,500,000.00
Loan Fee:	0.15%
Other Costs:	\$10,450
Interest Rate:	Wall Street Journal prime rate plus 0.25% (currently 8.25%)
Interest Rate Floor:	6.0%
Maturity Date:	60 months
Repayments:	Interest only for 60 months

**Recommendation:**

Staff recommends the Board of Commissioners approves Regional Housing Authority to offer Rancho Colus LP a \$4,500,000.00 bridge loan with the above terms.

Prepared by:



Marco Cruz  
Chief Financial Officer

Submitted by:



Gustavo Becerra  
Executive Director



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## RESOLUTION NO. 23-1795

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY HEREBY AUTHORIZING A \$4,500,000.00 BRIDGE LOAN TO RANCHO COLUS LP

**WHEREAS**, the Regional Housing Authority (hereinafter “the Authority”) is a Public Housing Authority organized and existing under the laws of the State of California; and

**WHEREAS**, Rancho Colus (hereinafter “the Project”), is a planned 49 (forty-nine) unit affordable multifamily project located in Colusa, California; and

**WHEREAS**, Rancho Colus LP (hereinafter “the Partnership”), a California limited partnership; whose purpose is to develop and manage the Project; and

**WHEREAS**, the Project is in need of a \$4,500,000.00 bridge loan (hereinafter “the Loan”) until permanent funds are made available at close of the permanent loan after completion of construction, lease-up and stabilization; and

**WHEREAS**, the Authority, acting through its Board of Commissioners, having the authority to enter this contract, desires to accept the staff recommendation to approve the Loan to the Partnership.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of the Regional Housing Authority hereby deems that it is in the best interest of the Authority to approve the Loan to the Partnership with the terms specified in the accompanying staff report; and

**BE IT FURTHER RESOLVED THAT** the Board of Commissioners authorizes the Loan to the Partnership; and

**BE IT FURTHER RESOLVED THAT** the Board of Commissioners authorizes the Executive Director to sign all documents necessary to effectuate the Loan; and

**BE IT FURTHER RESOLVED THAT** this Resolution shall be effective as of April 5, 2023, when the Board of Commissioners initially approved the Loan at a meeting duly noticed and at which a quorum of the Board of Commissioners was present.





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PASSED AND ADOPTED this 5<sup>th</sup> day of April 2023 by the following votes:

AYES: Commissioners:  
NOES: Commissioners:  
ABSTAINED: Commissioners:  
ABSENT: Commissioners:

\_\_\_\_\_  
Chairperson, Board of Commissioners

## CERTIFICATION

I, Jennifer Ruiz, Board Clerk of the Regional Housing Authority attests or certifies, as a witness to a board meeting held on April 5, 2023, and swears or confirms that the foregoing information in this resolution is true and correct and has not been altered or amended.

By: \_\_\_\_\_  
Jennifer Ruiz, Board Clerk of  
Regional Housing Authority