



# 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

July 10, 2019

TO: Chairperson Kent Boes  
Commissioner Dan Miller  
Commissioner Brian Foss  
Commissioner Manny Cardoza  
Commissioner Jeremy 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  
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  
Darin Gale, City of Yuba City  
Judy Sanchez, City of Yuba City  
The Union  
Rob Choate, County of Nevada

## NOTICE OF REGULAR MEETING

July 17, 2019

You are hereby notified that the Commissioners of the Regional Housing Authority are called to meet in Regular Session at **12:15 PM on Wednesday, July 17, 2019 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**  
**July 17, 2019, 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 Susan Davidson  
FSS Coordinator Josie Alcaraz
  - 2. Family Self-Sufficiency Graduate Cheri Smith-Philpott  
FSS Coordinator Josie Alcaraz
  - 3. Chief Financial Officer Gail Allen  
Kent Boes, Chairperson
- E. EXECUTIVE SESSION: May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.
  - 4. CLOSED SESSION: Pursuant to Section 54956.8 of the California Government Code  
Conference with Real Property Negotiators  
Property: Devonshire Apartments, 1431/1433/1435 Wescott Road, Colusa, CA  
Agency Negotiator: Gustavo Becerra, Executive Director and Beckie Flores, Planning and Community Development Manager  
Under negotiation: Possible Acquisition of Property (includes instructions to negotiator regarding price and terms of payment for the purchase, sale, exchange, or lease)
- 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. Approval of Minutes – June 5, 2019 pg. 1
  6. Resolution 19-1613, Approval of Record Retention Policy pg. 4
  7. Resolution 19-1614, Family Self-Sufficiency Graduate Susan Davidson pg. 12
  8. Resolution 19-1615, Family Self-Sufficiency Graduate Cheri Smith-Philpott pg. 13
- G. OLD BUSINESS: Discussion/Possible Action: NONE
- H. NEW BUSINESS: Discussion/Possible Action:
9. Resolution 19-1616, Recognition and Appreciation for the Diligent Service of Chief Financial Officer Gail Allen pg. 14
  10. Update from Devonshire Apartments Ad Hoc Committee
- I. ADMINISTRATIVE REPORT:
11. Administrative Update  
Gustavo Becerra, Executive Director
- J. HOUSING COMMISSIONERS' COMMENTS:
- K. NEXT MEETING: August 7, 2019
- L. ADJOURNMENT:



REGIONAL HOUSING AUTHORITY  
Minutes  
Regular Board Meeting  
June 5, 2019

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, Vice-Chairperson John Loudon, Commissioners Ron Sullenger, Manny Cardoza, Rick Millhollin, Brian Foss, David Waite, Toni Benson, Randy Fletcher, Dan Miller and Suzanne Gallaty were present. Commissioners Doug Lofton and Jeramy Chapdelaine were absent. Legal Counsel Brant Bordsen was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioner Rick Millhollin led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D.– AWARDS AND PRESENTATIONS: NONE

ITEM NO. E.1. – CLOSED SESSION: PURSUANT TO SECTION 54956.8 OF THE CALIFORNIA GOVERNMENT CODE: CONFERENCE WITH REAL PROPERTY NEGOTIATORS, PROPERTY: DEVONSHIRE APARTMENTS, 1431/1433/1435 WESCOTT ROAD, COLUSA, CA, AGENCY NEGOTIATOR: GUSTAVO BECERRA, EXECUTIVE DIRECTOR, BECKIE FLORES, PLANNING AND COMMUNITY DEVELOPMENT MANAGER, UNDER NEGOTIATION: POSSIBLE ACQUISITION OF PROPERTY (INCLUDES INSTRUCTIONS TO NEGOTIATOR REGARDING PRICE AND TERMS OF PAYMENT FOR THE PURCHASE, SALE, EXCHANGE, OR LEASE):

Legal Counsel Bordsen stated the Commissioners unanimously votes to submit a funding application on the Devonshire Apartments.

ITEM NO. F.2. through F.3. - CONSENT CALENDAR:

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

Vote: Ayes: Chairperson Kent Boes, Vice-Chairperson John Loudon, Commissioners Ron Sullenger, Randy Fletcher, Manny Cardoza, Suzanne Gallaty, Rick Millhollin, Dan Miller, Toni Benson, David Waite and Brian Foss

Nays: None

Abstain: None

Absent: Commissioners Jeramy Chapdelaine and Doug Lofton

ITEM NO. G. – OLD BUSINESS: NONE

ITEM NO. H.4.—APPROVAL OF AMENDMENT TO CONTRACT WITH EXECUTIVE DIRECTOR:

Commissioner Fletcher made a motion to approve the Amendment to the Contract with Executive Director Gustavo Becerra. Commissioners Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Vice-Chairperson John Loudon, Commissioners Ron Sullenger, Randy Fletcher, Manny Cardoza, Suzanne Gallaty, Rick Millhollin, Dan Miller, Toni Benson, David Waite and Brian Foss

Nays: None

Abstain: None

Absent: Commissioners Jeramy Chapdelaine and Doug Lofton

ITEM NO. H.5.- RESOLUTION 19-1612 - APPROVAL OF PERS SALARY SCHEDULE EFFECTIVE APRIL 1, 2018 THROUGH MARCH 31, 2023:

Executive Director Gustavo Becerra stated CalPERS requires a resolution be approved when there are changes to the salary schedule. He said CalPERS also requires the approved salary schedule be publicly available.

Commissioner Fletcher made a motion to approve Resolution 19-1612 – Approval of CalPERS Salary Schedule effective April 1, 2018 through March 31, 2023. Commissioner Gallaty made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Vice-Chairperson John Loudon, Commissioners Ron Sullenger, Randy Fletcher, Manny Cardoza, Suzanne Gallaty, Rick Millhollin, Dan Miller, Toni Benson, David Waite and Brian Foss

Nays: None

Abstain: None

Absent: Commissioners Jeramy Chapdelaine and Doug Lofton

ITEM NO. I.6. – ADMINISTRATIVE UPDATE:

Mr. Becerra gave an update on a few of the development projects that recently submitted tax credit applications. He mentioned on June 12, 2019 the State Tax Credit Allocation committee will hear staff recommendations to award tax credit financing for the Kristen Court Phase 2 project, located in Live Oak, and the Truckee Artist Lofts, located in Truckee. Mr. Becerra stated the acquisition rehab project in Penn Valley was also awarded tax credits which will allow the units to be maintained as affordable for 55 years.

Mr. Becerra said the Yuba City City Council approves an additional \$400,000, for a total of \$800,000, for the New Haven project to help strengthen the tax credit application for the next round.

ITEM NO. J. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Miller shared Mr. Becerra, Ms. Flores and himself went to Boise, Idaho to visit a full-time supportive housing project, which is very similar to the New Haven property in Yuba City and the project planned for Grass Valley. He said they gave ideas of the do's and don'ts. Commissioner Miller mentioned they also had the opportunity to visit a manufacturer of modular construction of multi-family structures.

ITEM NO. K – NEXT MEETING: June 19, 2019

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 1:08 PM.



**REGIONAL HOUSING AUTHORITY**

**STAFF REPORT**

**Date:** July 17, 2019  
**To:** Board of Commissioners  
**From:** Gustavo Becerra, Executive Director

---

**SUBJECT:** Recommendation to adopt Resolution 19-1613 and approve the Regional Housing Authority's Record Retention and Disposition Policy

**RECOMMENDATION:** Approve the Regional Housing Authority's Record Retention and Disposition Policy

**FISCAL IMPACT:** \$0

---

**Background**

A records retention and disposition policy is required for an effective records management program. It defines an organization's legal and compliance recordkeeping requirements. An organization implements a records retention and disposition policy in order to ensure that its records are kept as long as legally and operationally required and that obsolete records are disposed of in a systematic and controlled manner. The records retention and disposition policy is intended to ensure that employees adhere to approved recordkeeping requirements and that they do so consistently.

Records management and retention policies apply to all records, regardless of format, whether they be paper or electronic. Regional Housing Authority encourages electronic format whenever feasible.


A retention schedule organizes records by categories. Creating record categories allows the Regional Housing Authority to apply consistent retention practices to similar types of records. Each record category consists of a description of record, and the manner of record keeping and disposition.

The Regional Housing Authority is implementing the most current requirements in accordance with the requirements of all applicable laws that govern our programs.

**Recommendation**

It is hereby recommended that the Board of Commissioners of the Regional Housing Authority adopt Resolution 19-1613, approving the Record Retention and Disposition Policy.

Prepared by:

  
Ratra Runge  
Occupancy Manager

Submitted by:

  
Gustavo Becerra  
Executive Director





# 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

## RESOLUTION 19-1613

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY ADOPTING A RECORDS RETENTION AND DISPOSITION POLICY

WHEREAS, The Regional Housing Authority is charged with the custody and safekeeping of records related to the programs ran by the agency;

WHEREAS, a records retention and disposition policy and schedule establish minimum retention periods for various types of records;

WHEREAS, adoption of a records retention schedule assists in efficient and effective records management;

WHEREAS, a records retention and disposition policy also enhance protection of historic records by identifying records of value as permanent records that are retained by the Regional Housing Authority in perpetuity or transferred to archives for permanent retention.

WHEREAS, the Board of Commissioners now desires to institute the Records Retention and Disposition Policy;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Regional Housing Authority that it does hereby approve the attached Records Retention and Disposition Policy for and on behalf of the Regional Housing Authority.

This Resolution was approved at the regular meeting of the Board of Commissioners this 17<sup>th</sup> day of July 2019.

AYES:

NAYS:

ABSTAINED:

ABSENT:

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

Chairperson, Kent Boes

(SEAL)

6



## RECORDS RETENTION AND DISPOSITION POLICY

Established for Regional Housing Authority and adopted by the Board of Commissioners on July 17, 2019.

### POLICY

It is the Regional Housing Authority (RHA) policy regarding the retention and disposition of records to comply with local, state, and federal laws. RHA will retain records in a manner consistent with the United States Department of Housing and Urban Development's (HUD) proscribed retention schedules.

Records may be retained in electronic or paper format. RHA will secure data in a manner so as to restrict access to only personnel authorized by the Executive Director and at no time shall such records, regardless of format, be left available for public inspection. At all times, EIV data will be protected in accordance with HUD's EIV PHA Security Procedures Guidebook, hereby incorporated into this policy by reference.

RHA must ensure that all applicant and participant files are maintained in a way that protects an individual's privacy rights.

### Purpose

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded at the appropriate time.

Records management and retention policies apply to all records, regardless of format, whether they be paper or electronic. RHA encourages record retention in an electronic format whenever feasible.

### Administration

The Executive Director is charged with the retention and disposition of RHA records. The Executive Director may delegate this role to other staff. Records designated as permanent should specify a storage location. For example, the Annual Contributions Contract (ACC) should state, "Permanent, and location where stored."

Adoption of this policy does not relieve or otherwise affect the pre-existing obligation to maintain records relating to a matter under litigation, government audit, or investigation. All records should be preserved until the matter to which they relate has been finally resolved and the Executive Director and/or legal counsel has approved their disposition.

### Scope

7





# 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)

This policy applies to all Fiscal Units, Facilities, Administration and Housing program records, electronic records and backup tapes regardless of the fund used for payment.

## Policy/Procedures

### Accounts Payable

- An imaged reproduction will be deemed to be the original public record of the Accounts Payable Department for all purposes, including introduction in courts of law and state agencies. Documents that are not imaged will be maintained in accordance with the record retention schedule.
- Check logs are maintained electronically.
- Check registers are available for an indefinite period.
- Invoices are maintained electronically.

### Procurement

- An imaged reproduction will be deemed to be the original public record of the procurement for all purposes, including introduction in courts of law and state agencies.
- Purchase order backup will be retained in accordance with the same schedule as the related purchase order.
- Active contracts and related documentation will be retained in hard copy in the department the item/contract was procured for. Files for completed contracts will be retained in hard copy for three (3) years following contract completion. Warranties will be maintained for the life of the warranty plus two (2) years.
- Insurance certificates relating to purchase orders and contracts will be maintained in accordance with established retention schedule.

### Financial Reporting

- Most if not all documentation for the Financial Reporting department is either paper or electronic form.
- An imaged reproduction will be deemed to be the original public record of RHA for all purposes, including introduction in courts of laws and state agencies.

### Governmental Accounting

- All documentation is in either paper or electronic form.
- Journal Entry Batches, Salary advance forms, Revolving Fund Reconciliation, Bank Reconciliation, Bank Deposit and Accountability, SCO Reconciliation, SCO Cancel checks and SCO Payroll check Register form SM62 will be retained in accordance with retention schedules and then destroyed, unless it is required for permanent retention and care (e.g. original Annual Contribution Contracts, Declarations of Trust, Trust Deeds, etc.).
- All recharge documentation will be retained for five (5) years and then destroyed.



# 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

- Agency Checks paper and image are retained for 10 years.
- An imaged reproduction will be deemed to be the original public record of RHA for all purposes, including introduction in courts of law and state agencies.

## Programs

- Documentation is both in paper form and electronic, including third party software system.
- All applicant data for files of families that are not assisted are kept in compliance with retention schedules and then destroyed. Electronic records may be purged from time to time.
- Documentation of active families receiving assistance shall be maintained in compliance with retention schedules during the time of receipt of assistance.

## RECORDS RETENTION

### Electronic Records

- Electronic records shall be kept permanently or until such a time that the RHA is assured that those records are no longer necessary.
- Electronic records, past and present, shall be maintained in a manner consistent with HUD's EIV PHA Security Procedure Guidebook.
- Electronic records shall be periodically archived as needed (at least once per fiscal year).
- Electronic records are maintained in a separate, password protected encrypted directory.

### Paper Records

- Paper records shall be periodically archived as needed (at least once per fiscal year) and placed in a secure location.

## RECORDS DISPOSITION AND DESTRUCTION

Confidential records shall be destroyed in a manner consistent with measures to protect data. Records may be retained for a longer duration than the schedule listed above, but must be retained for at least the minimum retention length identified above. The RHA may, at its discretion, retain documents indefinitely.

Acceptable destruction methods for paper records include:

- Shredding through a properly bonded shredding agency, and
- Shredding on-site and/or burning the shredded documents

Acceptable destruction methods for electronic records include:

- Shredding CDs, DVDs, etc.
- Use of US Department of Defense approved data erasure software.
- Deleting files from all servers.





RHA's chosen method of records destruction shall be via shredding and deleting from electronic records management system. Documents shall be destroyed by a professional shredding service.

## RETENTION SCHEDULE

Description of record(s). Manner of record keeping Disposition.

### Corporate/organization records:

Incorporation documents including articles of incorporation, bylaws, and related documents. Status: **Permanent**.

Any Tax-exemption documents including application for tax exemption (IRS Form 1023), IRS determination letter, and any related documents. Status: **Permanent**. Federal law requires copies of these documents to be held at organization's headquarters office. These records must be made available for public inspections upon request.

Annual Contributions Contracts, Declarations of Trust, Trust Deeds. Status: **Permanent**.

Meeting/board documents including agendas, minutes, and related documents (compile and file on a yearly basis). Status: **Permanent**.

### Financial Records

Year-end Treasurer's financial report/statement. Status: **Permanent**.

Treasurer's report periodic (compile and file on a yearly basis). Status: **Three (3) years after close of fiscal year**.

Bank statements, canceled checks, check registers, investment statements, and related documents (compile and file records on a yearly basis). Status: **Seven (7) years after close of fiscal year**.

Annual information returns (IRS Form 990). Federal law requires that the three most recent years returns be kept in the organization's headquarters office and be made available for public inspection upon request. Status: **Seven (7) years**.

Invoices. Status: Seven (7) years. For special projects records are kept indefinitely.

### Applicant and Recipient Records

Applications. Status: **Destroy after three (3) years if family does not receive assistance**.



# 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)

Active Participants. File contents such as unit inspection reports, rent reasonableness determination (during term of HAP contract); income verification documentation (EIV) and other records specified by HUD in 24 CFR 908.101 and 982.158 (e). Status: **Destroy after three (3) years.**

Inactive/Terminated Participants. Recipient information, permanent file contents. Status: **Seven (7) years after termination of receipt of assistance.**

## **Procurement, Contract and Construction Records**

Contracts, bids, requests for proposals (RFP), files. Status: **Three (3) years after close of project.**

Purchase orders, backup. Status: **Three (3) years after close of project.**

Insurance Certificates in accordance with contracts and purchase orders.

Warranties. Status: **Shall be maintained for the life of the warranty plus two (2) years.**

11



# 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

## RESOLUTION 19-1614

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY EXPRESSING RECOGNITION OF THE ACHIEVEMENTS OF Susan Davidson

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

**WHEREAS**, Susan Davidson started in this program on November 1, 2017 and set goals for herself to become independent of government assistance; and happy.

**WHEREAS**, Susan Davidson met her goals by June 30, 2019 and received sufficient earned income to generate an escrow account in the amount of \$7,565.49; and

**WHEREAS**, Susan Davidson has now “graduated” from the FSS program;

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

**This Resolution was approved at the regular meeting of the Board of Commissioners, this 17<sup>th</sup> day of July 2019.**

AYES:

NAYS:

ABSTAINED:

ABSENT:

---

Chairperson Kent Boes

12





# 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

## RESOLUTION 19-1615

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY EXPRESSING RECOGNITION OF THE ACHIEVEMENTS OF Cheri Smith-Philpott

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

**WHEREAS**, Cheri Smith-Philpott started in this program on January 1, 2016 and set goals for herself to become independent of government assistance; and happy.

**WHEREAS**, Cheri Smith-Philpott met her goals by June 1, 2019 and received sufficient earned income to generate an escrow account in the amount of \$13,003.51; and

**WHEREAS**, Cheri Smith-Philpott has now “graduated” from the FSS program;

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

**This Resolution was approved at the regular meeting of the Board of Commissioners, this 17<sup>th</sup> day of July 2019.**

AYES:

NAYS:

ABSTAINED:

ABSENT:

---

Chairperson Kent Boes





# 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)

## RESOLUTION 19-1616

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

WHEREAS, Gail Allen began her tenure with the Housing Authority on December 13, 1998; and

WHEREAS, Ms. Allen has been a part of the Housing Authority through many changes including multiple name changes and 5 Executive Directors; and

WHEREAS, the Regional Housing Authority wishes to express their gratitude to Gail Allen for 20 plus years of services: and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Regional Housing Authority hereby recognizes Gail Allen for her commitment and contributions to the Housing Authority.

**This Resolution was moved and approved at the Regular meeting of the Board of Commissioners, this 17<sup>th</sup> day of July 2019 as the Board conveys their best wishes in all her future endeavors.**

AYES:

NAYS:

ABSTAINED:

ABSENT:

---

Chairperson, Kent Boes