



Regional Housing Authority of Sutter and Nevada Counties

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

March 11, 2014

TO: Chairperson Diane Hodges
Commissioner Martha Griese
Commissioner Stan Cleveland Jr.
Commissioner Charles Epp
Commissioner Terry Lamphier
Commissioner Tej Maan
Commissioner Suzanne Gallaty
Commissioner Brian Foss

Sutter County Board of Supervisors
Nevada County Board of Supervisors
Colusa County Board of Supervisors
City Council, Live Oak
City Council, Yuba City
Appeal-Democrat
Duane Oliveira, Legal Counsel
SCEA
Terrel Locke, City of Yuba City
Aaron Busch, City of Yuba City
The Union

NOTICE OF REGULAR MEETING
March 19, 2014

You are hereby notified that the Commissioners of the Regional Housing Authority of Sutter and Nevada Counties are called to meet in Regular Session at **12:15 PM on Wednesday, March 19, 2014 at Maple Park, 2340 Gum Street, Live Oak, CA 95953.**

Linda J. Nichols
for _____
Linda J. Nichols
Executive Director

AGENDA
REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES
Maple Park
2340 Gum Street
Live Oak CA 95953
Wednesday, March 19, 2014, 12:15 PM

- A. CALL TO ORDER: ROLL CALL

- B. 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.

- C. AWARDS AND PRESENTATIONS: None

- D. EXECUTIVE SESSION: May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.
 - 1. CLOSED SESSION: Pursuant to Section 54957.6 of the California Government Code
Conference with Labor Negotiator
Agency Negotiator: Patrick Clark

 - 2. CLOSED SESSION: Pursuant to Section 54957 of the California Government Code
Public Employee Performance Evaluation: Supervising Maintenance Mechanic, Maintenance Mechanic II, Maintenance Mechanic I, Maintenance Worker, Lead Groundskeeper, Laborer, Accounting Assistant, Account Clerk, Housing Services Programs Specialist, Eligibility Specialist, Eligibility Clerk, Housing Inspector, Program Assistant, Family Self Sufficiency Coordinator, Apartment Manager, Receptionist/Cashier, Senior Development & Rehab Specialist, Development & Rehab Specialist, Housing Analyst

 - 3. CLOSED SESSION: Pursuant to Section 54956.8 of the California Government Code
Conference with Real Property Negotiators
Property: Burton Court, 1229 Sicard Street, Marysville, CA 95901
Agency Negotiator: Linda Nichols, Gustavo Becerra and Bill Meagher
Negotiating Parties: Linda Nichols, Gustavo Becerra and Bill Meagher

Under negotiation: Possible Acquisition of Property (includes instructions to negotiator regarding price and terms of payment)

E. 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 – December 18, 2013 pg. 1
2. Approval of Minutes – February 5, 2014 pg. 4
3. Approval of Minutes – February 19, 2014 pg.9

F. OLD BUSINESS: Discussion/Possible Action: None

G. NEW BUSINESS: Discussion/Possible Action:

4. Vote on Organizational Chart pg. 10
5. Resolution 14-1324, Public Housing Collection Loss Write-Off pg. 11
6. Resolution 14-1325, Kingwood Commons Collection Loss Write-Off pg. 13
7. Resolution 14-1326, H2F Collection Loss Write-off pg. 15
8. Approval of Fiscal Year Ending 2015 Operating Budget pg. 17
9. Resolution 14-1327 – Approval of Public Housing Budget pg. 26

H. ADMINISTRATIVE REPORT:

10. Maintenance Update pg. 27
11. Finance Update pg. 28
12. Occupancy/Eligibility Update pg.31
13. Planning and Community Development Update pg. 33
14. Administrative Update

I. HOUSING COMMISSIONERS' COMMENTS:

J. NEXT MEETING:

K. ADJOURNMENT:

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REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Minutes

Regular Board Meeting

December 18, 2013

ITEM NO. A - CALL TO ORDER:

Chairperson Diane Hodges called the meeting to order at Yuba-Sutter Economic Development Corporation, 1227 Bridge Street, Suite C, Yuba City, CA 95991.

ITEM NO. A - ROLL CALL:

Chairperson Diane Hodges, Commissioners Jeffrey Brown, Charles Epp, Stanley Cleveland Jr., Martha Griese, Suzanne Gallaty and Terry Lamphier were present. Commissioner Tej Maan arrived later in the meeting. Commissioner Judy Richards was absent. Legal Council Duane Oliveira was also present.

ITEM NO. B. – PUBLIC PARTICIPATION: None

ITEM NO. C. - AWARDS AND PRESENTATIONS: None

ITEM NO. D.1. - CONSENT CALENDAR:

Commissioner Lamphier requested language be added to the minutes and provided the exact wording.

Commissioner Gallaty made a motion to approve the consent calendar with corrections as presented by Commissioner Lamphier. Commissioner Griese made the second. All were in favor by voice vote. Commissioner Brown abstained.

ITEM NO. E. – OLD BUSINESS: None

ITEM NO. F. 2. – RESOLUTION 13-1312, APPROVAL OF PHA OPERATING BUDGET FOR FISCAL YEAR BEGINNING 4/1/2014:

This item was pulled from the agenda.

ITEM NO. F. 3. – RESOLUTION 13-1313 – PHA CERTIFICATION OF COMPLIANCE WITH THE PHA PLANS AND RELATED REGULATIONS:

Housing Services Manager Jeni Bobadilla said this is the certification to show everything is in compliance and must be submitted each year to HUD.

Commissioner Epp made a motion to approve Resolution 13-1313, PHA Certification of Compliance with the PHA Plans and related regulations. Commissioner Cleveland made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Jeffrey Brown, Terry Lamphier, Martha Griese, Suzanne Gallaty, Tej Maan, Stanley Cleveland Jr. and Charles Epp

Nays: None

Abstain: None

Absent: Commissioner Judy Richards

ITEM NO. F.4. – RESOLUTION 13-1314 – CIVIL RIGHTS CERTIFICATION:

Commissioner Cleveland made a motion to approve Resolution 13-1314, Civil Rights Certification. Commissioner Brown made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Jeffrey Brown, Terry Lamphier, Martha Griese, Suzanne Gallaty, Tej Maan, Stanley Cleveland Jr. and Charles Epp

Nays: None

Abstain: None

Absent: Commissioner Judy Richards

ITEM NO. G.5. – OCCUPANCY UPDATE:

Mrs. Bobadilla explained the Housing Choice Voucher numbers continue to drop, vouchers are not being issued and port-ins are not being absorbed. She also stated there are 11 Neighborhood Stabilization (NSP) homes. Mrs. Bobadilla said Rural Development continues to undergo rehabilitation along with some units at Kingwood Commons.

Staff explained there are 18 homes in the Homes2Families program with 7 of those homes being located on Bridge Street.

ITEM NO. G.6. – PLANNING AND COMMUNITY DEVELOPMENT UPDATE:

Planning and Community Development Manager Gustavo Becerra stated the HOME funds for Maple Park Phase 2 were awarded on December 12th, which will provide 60% of the funding needed for this project. He explained getting the rest of the financing should be easier. He said in July 2014 staff will be submitting a Tax Credit Application. Mr. Becerra also mentioned the City of Live Oak waived and discounted fees, as well as Live Oak Unified School District will give a 50% discount of school fees. He said this was made possible with the City of Live Oak's participation.

Mr. Becerra stated the Housing Authority was awarded the County of Nevada's Owner Occupied Rehab program.

ITEM NO. G.7. – MAINTENANCE UPDATE:

Executive Director Linda Nichols stated the numbers in the report speak for themselves. She said staff works hard to make sure the units are safe and gave thanks to staff for their hard work.

ITEM NO. G.8. – FINANCE UPDATE:

Chief Financial Officer Gail Allen said the Housing Authority received a High Performer status in both HUD SEMAP and REAC.

ITEM NO. G.5. – ADMINISTRATIVE UPDATE:

Ms. Nichols explained staff worked very hard in order to prepare for the REAC inspections. They did mock inspections to see what needed to be fixed and with the title of High Performer, inspections will be every three (3) years. She also mentioned because of the high status, the Housing Authority may qualify for more money.

Ms. Nichols gave an update about the budgets that are being discussed at Congress and the difference between what the Senate wants and what the House is requesting.

Ms. Nichols wish is to see the Housing Authority get bigger. She would like to see VASH vouchers and is working with HUD to show the need for vouchers for the homeless Vets. She also gave an update on the Mental Health Services Act Dollars.

ITEM NO. H.10 – CLOSED SESSION: PURSUANT TO SECTION 54956.8 OF THE CALIFORNIA GOVERNMENT CODE: CONFERENCE WITH REAL PROPERTY NEGOTIATORS, PROPERTY: DEVONSHIRE APARTMENTS, 1431, 1433 AND 1435 WESCOTT ROAD, COLUSA, CA 95932, AGENCY NEGOTIATOR: LINDA NICHOLS AND GUSTAVO BECERRA, NEGOTIATING PARTIES: LINDA NICHOLS AND GUSTAVO BECERRA, UNDER NEGOTIATION: POSSIBLE ACQUISITION OF PROPERTY (INCLUDES INSTRUCTIONS TO NEGOTIATOR REGARDING PRICE AND TERMS OF PAYMENT):

Chairperson Hodges reported there was no action taken.

ITEM NO. H.7 – CLOSED SESSION: PURSUANT TO SECTION 54957 OF THE CALIFORNIA GOVERNMENT CODE: PUBLIC EMPLOYEES PERFORMANCE EVALUATION: MAINTENANCE MECHANIC I:

Chairperson Hodges reported there was no action taken.

ITEM NO. I. OTHER BUSINESS INCLUDING HOUSING COMMISSIONERS' COMMENTS:

Commissioner Brown stated this would be his last meeting. He has appreciated staff's willingness to move and improve the agency and provide more for the community.

Commissioner Cleveland wished everyone a Merry Christmas.

Commissioner Lamphier wanted to acknowledge Commissioner Brown and let him know he will be missed.

Commissioner Gallaty wished everyone Happy Holidays.

ITEM NO. J – NEXT MEETING: To be scheduled.

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

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Minutes

Regular Board Meeting

February 5, 2014

ITEM NO. A - CALL TO ORDER:

Chairperson Diane Hodges called the meeting to order at River City Manor, 655 Joann Way, Yuba City, CA 95993.

ITEM NO. A - ROLL CALL:

Chairperson Diane Hodges, Commissioners Charles Epp, Stanley Cleveland Jr., Suzanne Gallaty and Brian Foss were present. Commissioners Tej Maan and Martha Griese arrived later in the meeting. Commissioner Terry Lamphier was absent. Legal Council Duane Oliveira was also present.

ITEM NO. B. – PUBLIC PARTICIPATION: None

ITEM NO. C. - AWARDS AND PRESENTATIONS: None

ITEM NO. D.1. – CLOSED SESSION: PURSUANT TO SECTION 54957 OF THE CALIFORNIA GOVERNMENT CODE: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: SUPERVISING MAINTENANCE MECHANIC, MAINTENANCE MECHANIC II, MAINTENANCE MECHANIC I, MAINTENANCE WORKER, LEAD GROUNDSKEEPER, LABORER, ACCOUNTING ASSISTANT, ACCOUNT CLERK, HOUSING SERVICES PROGRAMS SPECIALIST, ELIGIBILITY SPECIALIST, ELIGIBILITY CLERK, HOUSING INSPECTOR, PROGRAM ASSISTANT, FAMILY SELF SUFFICIENCY COORDINATOR, APARTMENT MANAGER, RECEPTIONIST/CASHIER, SENIOR DEVELOPMENT & REHAB SPECIALIST, DEVELOPMENT & REHAB SPECIALIST, HOUSING ANALYST

Chairperson Hodges reported there was no action taken.

ITEM NO. E. - CONSENT CALENDAR: None

ITEM NO. F. – OLD BUSINESS: None

ITEM NO. G. 2. – RESOLUTION 14-1315 – LINE OF CREDIT:

Chief Financial Officer Gail Allen said this is a renewal of the Line of Credit. She mentioned the Housing Authority did not use the Line of Credit last year.

Executive Director Linda Nichols stated having the Line of Credit allows business to move when the market is open.

Commissioner Cleveland made a motion to approve Resolution 14-1315, Line of Credit. Commissioner Griese made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Brian Foss, Martha Griese, Suzanne Gallaty, Tej Maan, Stanley Cleveland Jr. and Charles Epp
Nays: None
Abstain: None
Absent: Commissioner Terry Lamphier

ITEM NO. G.3. – RESOLUTION 14-1316 – AUTHORIZING THE BORROWING OF MONIES FOR THE PURPOSE OF FINANCING THE ACQUISITION OF A MULTIFAMILY HOUSING DEVELOPMENT:

Ms. Nichols explained the purchase of Devonshire Apartments was brought to the Board for approval in November 2013. She said the appraisal and the environmental have been done. Ms. Nichols shared this will provide the financing for the property in a bond and the resolution will allow for the issuance of the bond. She shared the performa of the property.

Commissioner Epp made a motion to approve Resolution 14-1316, Authorizing the borrowing of monies for the purpose of financing the acquisition of a multifamily housing development. Commissioner Griese made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Brian Foss, Martha Griese, Suzanne Gallaty, Tej Maan, Stanley Cleveland Jr. and Charles Epp
Nays: None
Abstain: None
Absent: Commissioner Terry Lamphier

ITEM NO. G. 4. – RESOLUTION 14-1317 – APPRECIATION OF SERVICE FOR JUDY RICHARDS:

Commissioner Maan made a motion to approve Resolution 14-1317, Appreciation of service for Judy Richards. Commissioner Cleveland made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Brian Foss, Martha Griese, Suzanne Gallaty, Tej Maan, Stanley Cleveland Jr. and Charles Epp
Nays: None
Abstain: None
Absent: Commissioner Terry Lamphier

ITEM NO. G. 5. – RESOLUTION 14-1318 – APPRECIATION OF SERVICE FOR JEFFREY BROWN:

Commissioner Maan made a motion to approve Resolution 14-1318, Appreciation of service for Jeffrey Brown. Commissioner Gallaty made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Brian Foss, Martha Griese, Suzanne Gallaty, Tej Maan, Stanley Cleveland Jr. and Charles Epp
Nays: None
Abstain: None
Absent: Commissioner Terry Lamphier

ITEM NO. G. 6. – ELECTION OF VICE-CHAIRPERSON:

Chairperson Hodges asked when the election of officers occurred. Election of Officers are held at the meeting in April.

Commissioner Gallaty made a motion to approve Tej Maan as the Vice-Chairperson. Commissioner Cleveland made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Brian Foss, Martha Griese, Suzanne Gallaty, Tej Maan, Stanley Cleveland Jr. and Charles Epp
Nays: None
Abstain: None
Absent: Commissioner Terry Lamphier

ITEM NO. G. 7. – RESOLUTION 14-1319 – PUBLIC HOUSING COLLECTION LOSS WRITE-OFF:

Housing Services Manager Jeni Bobadilla expressed the security deposits for Public Housing is tied to the tenants rents so many are a low amount.

Commissioner Maan made a motion to approve Resolution 14-1319, Public Housing Collection Loss Write Off in the amount of \$1,606.09. Commissioner Gallaty made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Brian Foss, Martha Griese, Suzanne Gallaty, Tej Maan, Stanley Cleveland Jr. and Charles Epp
Nays: None
Abstain: None
Absent: Commissioner Terry Lamphier

ITEM NO. G. 8. – RESOLUTION 14-1320 – RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF:

Ms. Bobadilla explained one tenant was under eviction and ruined the unit.

Commissioner Maan made a motion to approve Resolution 14-1320, Rural Development Collection Loss Write Off in the amount of \$5,820.81. Commissioner Gallaty made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Brian Foss, Martha Griese, Suzanne Gallaty, Tej Maan, Stanley Cleveland Jr. and Charles Epp
Nays: None
Abstain: None
Absent: Commissioner Terry Lamphier

ITEM NO. G. 9. – RESOLUTION 14-1321 – PERCY AVENUE COLLECTION LOSS WRITE-OFF:

Commissioner Maan made a motion to approve Resolution 14-1321, Percy Avenue Collection Loss Write Off in the amount of \$2,100.45. Commissioner Gallaty made the second. The following roll call vote was taken:

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Vote: Ayes: Chairperson Diane Hodges, Commissioners Brian Foss, Martha Griese, Suzanne Gallaty, Tej Maan, Stanley Cleveland Jr. and Charles Epp
Nays: None
Abstain: None
Absent: Commissioner Terry Lamphier

ITEM NO. G. 10. – RESOLUTION 14-1322 – NSP PROPERTIES COLLECTION LOSS WRITE-OFF:

Ms. Bodadilla explained this was a quick move in and move out. The family had Collection Loss Write Off in the amount of \$2,228.00. Commissioner Gallaty made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Brian Foss, Martha Griese, Suzanne Gallaty, Tej Maan, Stanley Cleveland Jr. and Charles Epp
Nays: None
Abstain: None
Absent: Commissioner Terry Lamphier

ITEM NO. G. 11. – RESOLUTION 14-1323 – KINGWOOD COMMONS COLLECTION LOSS WRITE-OFF:

Commissioner Maan made a motion to approve Resolution 14-1323, Kingwood Commons Collection Loss Write Off in the amount of \$7,630.03. Commissioner Gallaty made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Brian Foss, Martha Griese, Suzanne Gallaty, Tej Maan, Stanley Cleveland Jr. and Charles Epp
Nays: None
Abstain: None
Absent: Commissioner Terry Lamphier

ITEM NO. G. 12. – APPROVAL OF TRAVEL FOR EXECUTIVE DIRECTOR:

Ms. Nichols explained she is on the National Executive Committee and as a member it is required that committee members attend a minimum of three (3) conferences.

Commissioner Cleveland made a motion to approve the attendance of the conferences by the Executive Director. Commissioner Griese made the second. All were in favor by voice vote.

ITEM NO. H.13. – ADMINISTRATIVE UPDATE:

Ms. Nichols explained HUD has a continuing resolution until September 2014. They have said they will be giving back 2.5% of the 5% they took away due to sequestration. She announced she was nominated to be on the Housing Authority Risk Retention Pool's (HARRP) Executive Committee and is also on California Housing Workers' Compensation Authority's Executive Committee.

Ms. Allen stated the fiscal year end is approaching at the end of March.

Operations Manager Raj Samra said Butte View Estates will be having an inspection from REAC on February 25,

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2014. She mentioned notices are going out to residents regarding conserving water.

Ms. Nichols shared the Housing Authority received a High Performer Award for both Housing Choice Voucher and Public Housing from HUD.

Ms. Bobadilla shared processed are being streamlined and the waiting list for Housing Choice Voucher and all Public Housing will be opening soon.

ITEM NO. I. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Maan asked why there was not a representative from Colusa on the Board if the Housing Authority does business for their County. Ms. Nichols explained Colusa County did not have a Housing Authority, their vouchers were run by the State so there is no representation needed.

Commissioner Foss said it is good to be here and will be learning as he goes.

ITEM NO. J – NEXT MEETING: To be scheduled.

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

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REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Minutes

Regular Board Meeting

February 19, 2014

ITEM NO. A - CALL TO ORDER:

Chairperson Diane Hodges called the meeting to order at River City Manor, 655 Joann Way, Yuba City, CA 95993.

ITEM NO. A - ROLL CALL:

Chairperson Diane Hodges, Commissioners Charles Epp, Stanley Cleveland Jr., Martha Griese, Terry Lamphier, Suzanne Gallaty and Brian Foss were present. Commissioner Tej Maan arrived later in the meeting. Legal Council Duane Oliveira was also present.

ITEM NO. B. – PUBLIC PARTICIPATION: None

ITEM NO. C. - AWARDS AND PRESENTATIONS: None

ITEM NO. D.1. – CLOSED SESSION: PURSUANT TO SECTION 54957.6 OF THE CALIFORNIA GOVERNMENT CODE: CONFERENCE WITH LABOR NEGOTIATOR, AGENCY NEGOTIATOR: PATRICK CLARK:

Chairperson Hodges reported there was no action taken.

ITEM NO. D.2. – CLOSED SESSION: PURSUANT TO SECTION 54957 OF THE CALIFORNIA GOVERNMENT CODE: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: SUPERVISING MAINTENANCE MECHANIC, MAINTENANCE MECHANIC II, MAINTENANCE MECHANIC I, MAINTENANCE WORKER, LEAD GROUNDSKEEPER, LABORER, ACCOUNTING ASSISTANT, ACCOUNT CLERK, HOUSING SERVICES PROGRAMS SPECIALIST, ELIGIBILITY SPECIALIST, ELIGIBILITY CLERK, HOUSING INSPECTOR, PROGRAM ASSISTANT, FAMILY SELF SUFFICIENCY COORDINATOR, APARTMENT MANAGER, RECEPTIONIST/CASHIER, SENIOR DEVELOPMENT & REHAB SPECIALIST, DEVELOPMENT & REHAB SPECIALIST, HOUSING ANALYST

Chairperson Hodges reported there was no action taken.

ITEM NO. E. - CONSENT CALENDAR: None

ITEM NO. F. – OLD BUSINESS: None

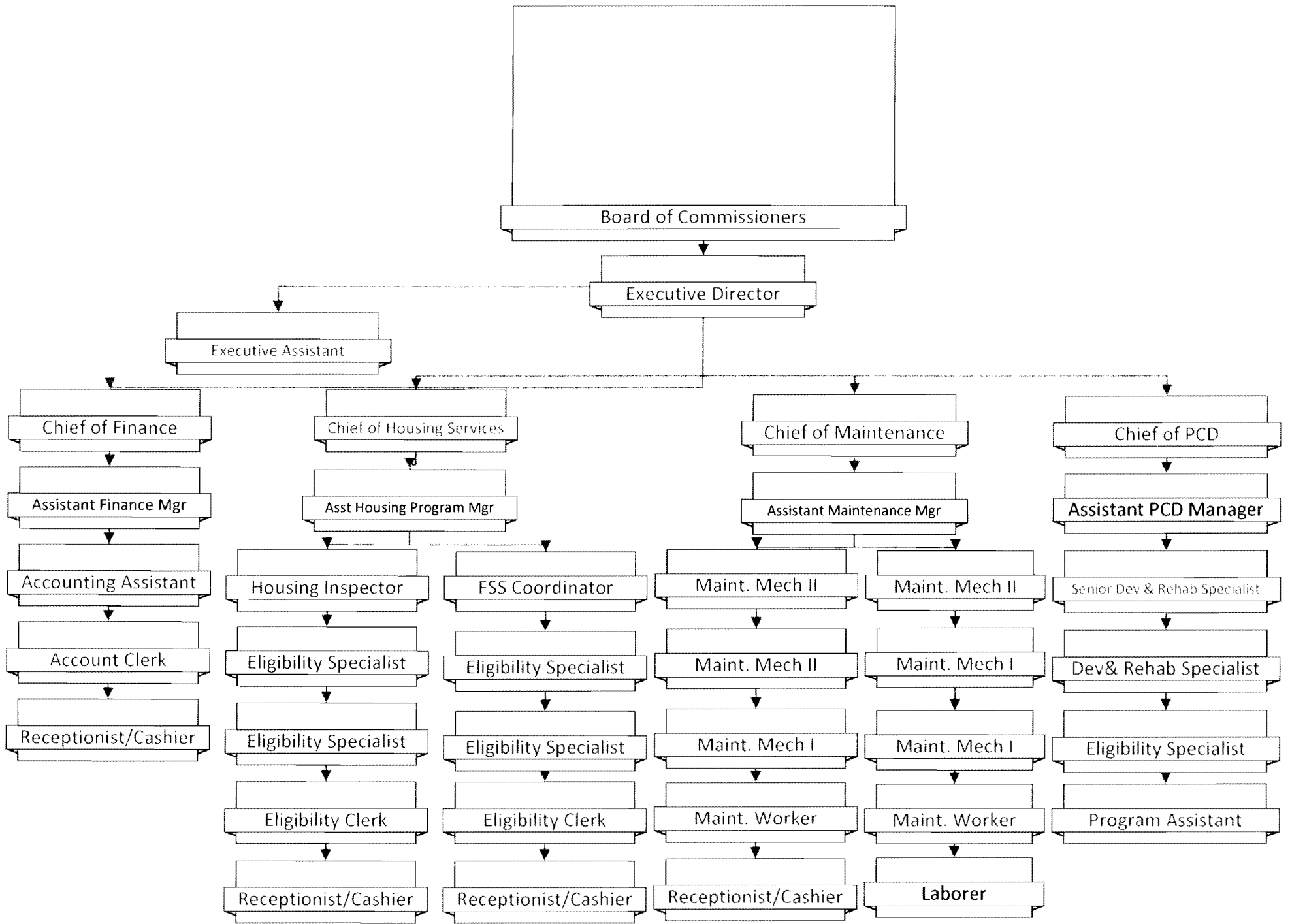
ITEM NO. G. – NEW BUSINESS: None

ITEM NO. H. – ADMINISTRATIVE UPDATE: None

ITEM NO. I. HOUSING COMMISSIONERS' COMMENTS: None

ITEM NO. J – NEXT MEETING: To be scheduled.

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



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Blue=Current Positions
 Red=New Positions



Regional Housing Authority of Sutter and Nevada Counties

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Phone (530) 671-0220, Toll Free: (888) 671-0220
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RESOLUTION 14-1324

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES AUTHORIZING LOW INCOME HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$73.56

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties operates low-income housing projects CA 48-1, CA 48-2, CAL 48-4 and CAL 48-5 pursuant to U.S. Department of Housing and Urban Development annual contributions contract SF-211; and

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

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending February 28, 2014 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$73.56.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 19th day of March, 2014 by the following vote:

AYES:
NAYS:
ABSTAINED:
ABSENT:

ATTEST: _____

Linda J. Nichols
Executive Director

(SEAL)

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**Public Housing
Collection Loss Write Off
Period: February 2014**

<u>Name</u>	<u>Address</u>	<u>Date</u>		<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fee's</u>	<u>Damages</u>	<u>Utilities</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
		<u>Move In</u>	<u>Move Out</u>								
Vansickle, Debra	655 Joann Way, #17, YC	04/06/11	12/03/13	\$ 134.00	\$ -	\$ -	\$ 73.56	\$ -	\$ -	\$ 73.56	No
					\$ -	\$ -	\$ 73.56	\$ -	\$ -	\$ 73.56 Total Write Off	

Deceased *

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.

Exhibit A

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Regional Housing Authority of Sutter and Nevada Counties

1455 Butte House Road, Yuba City, CA 95993
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TTY: (866) 735-2929 Fax (530) 673-0775

RESOLUTION 14-1325

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES AUTHORIZING KINGWOOD COMMONS APARTMENTS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$4,487.50

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties operates Kingwood Commons pursuant to Section 8 regulations; and

WHEREAS, operations of Kingwood Commons includes the collection of monthly rental amounts; and

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending February 28, 2014 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$4,487.50.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 19th day of March, 2014 by the following vote:

AYES:
NAYS:
ABSTAINED:
ABSENT:

ATTEST: _____
Linda J. Nichols,
Executive Director

(SEAL)

**Kingwood Commons
1340 Gray Avenue, Yuba City
Collection Loss Write Off
Period: February 2014**

<u>Name</u>	<u>Apartment</u>	<u>Date</u>		<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fee's</u>	<u>Damages</u>	<u>Utilities</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
		<u>Move In</u>	<u>Move Out</u>								
Brito, Esther	43	04/19/12	12/18/13	\$ 552.00	\$ -	\$ 10.00	\$ 388.78	\$ -	\$ -	\$ 398.78	No
Hubbard, Christopher	48	08/12/13	12/30/13	\$ 552.00	\$ 786.00	\$ 40.00	\$ 548.50	\$ -	\$ 600.00	\$ 1,974.50	Yes
Lynch, Ashley	34	08/12/13	12/30/13	\$ 595.00	\$ 1,416.00	\$ -	\$ 698.22	\$ -	\$ -	\$ 2,114.22	No
					\$2,202.00	\$50.00	\$1,635.50	\$0.00	\$600.00	\$4,487.50	Total Write Off

Deceased *

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.

Exhibit A

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Regional Housing Authority of Sutter and Nevada Counties

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RESOLUTION 14-1326

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES AUTHORIZING HOMES2FAMILIES COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$415.28

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties operates affordable housing in conjunction with the City of Yuba City; and

WHEREAS, operations of affordable housing includes the collection of monthly rental amounts; and

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending February 28, 2014 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$415.28.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 19th day of March, 2014 by the following vote:

AYES:
NAYS:
ABSTAINED:
ABSENT:

ATTEST:

Linda J. Nichols,
Executive Director

(SEAL)

H:Reso\13-1281

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**H2F Properties - Yuba City
Collection Loss Write Off
Period: February 2014**

<u>Name</u>	<u>Address</u>	<u>Date</u>		<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fee's</u>	<u>Damages</u>	<u>Utilities</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
		<u>Move In</u>	<u>Move Out</u>								
Montano, Veronica	815 Bridge St., YC	10/25/12	01/13/14	\$ 650.00	\$ -	\$ -	\$ 415.28			\$ 415.28	No
					\$ -	\$ -	\$ 415.28	\$ -	\$ -	\$ 415.28	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.

Exhibit A

16

**REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES
STAFF REPORT**

Date: March 19, 2014
To: Board of Commissioners
From: Gail Allen -- Chief, Finance/Administration

SUBJECT: Fiscal Year Ending 2015 Operating Budgets
RECOMMENDATION: Approve Operating Budgets

Background:

The Regional Housing Authority of Sutter and Nevada Counties (RHASNC) receives funding from several different sources; HUD (Federal), USDA (Federal), HCD (State) and cities and counties (local). Since RHASNC is considered a small Housing Authority (<250 HUD units), it does not come under the HUD Asset Management rule, which means that most of its revenue must stay within the program where it was received and there is no "general fund" (unrestricted funds) to cover special projects.

What is included in this Report?

- Net Residual Receipt Summary (end of Staff Report)
- Budget comparison between FYE 2014 and FYE 2015 (attached spreadsheets)

What factors do you use when preparing a budget?

- Income Annualized average or maximum revenue minus various vacancy rates
- Expenses Annualized average, prior year budget or actual anticipated needs
- Adjustments Managers recommend adjustments based on anticipated needs; residual Net Income is budgeted for reserves to cover CNA's

What are some of the specifics of each budget?

- All programs
 - Rollback of Staff furloughs
 - Reinstatement of step increases
 - 2% Management COLA (deferred from FYE 2014)
 - Where available, Capital Needs Assessments (CNA) for future property/building requirements
 - Levee bond taxes (Yuba City properties)
 - Revised utility budgets to reflect actual costs

What is the income and/or expense methodology of each budget?

- Public Housing Income (Attachment A)
 - Subsidy -- January subsidy (includes 86% proration)
 - Subsidy -- 25% of prior Maple Park subsidy (final year to receive funding)
 - Capital Funds -- Prior year allocation
 - PILOT (Payment in Lieu of Taxes) -- Interagency agreement to return funds to RHASNC

- Housing Choice Voucher (Attachment B)
 - Administrative Fee Income
 - 1,160 vouchers per month x published Column A (<7,200) and B (>7,200) rates
 - 75% proration
 - Housing Assistance Payments (HAP's) Income
 - Prior year funding; pending HUD's rebenching of Annual Contribution Contract (ACC)
 - Housing Assistance Payments (HAP's) Expense
 - 1,160 vouchers x \$447 average HAP (decreased from \$470). RHASNC manages to ACC, with Unrestricted Net Assets (UNA) or other unrestricted funds used to offset potential shortfall until HUD 2015 rebench.

- Rural Development (Attachment C)
 - Income Vacancy – includes Richland units that are currently offline for rehab
Other Income (Reserves) - Reserve account withdrawals used to offset approved budgeted CNA items
 - Expenses Mandated Reserves are to cover approved CNA items
Capital Improvements are covered by Mandated Reserves

- Affordable/Unrestricted Properties (Attachment D)
 - Kingwood Commons -- Expenses
 - Seeking out Bond refinancing options continues
 - Pursuing additional funding sources for rehab of units is ongoing and required to support higher rents.
 - Rent incentives are offered
 - Trailer Park
 - Income 5% increase in tenant rent
 - Expenses Cost for trailer demolish and removal is included
 - LC-35 -- Income
 - \$72,772 rent (from other programs) is used to cover Office debt service.
 - A portion of Miles Market (\$5,826) is used to cover that debt service.

- Migrant Services (Attachment E) – Two-Year Budget Resolution approved 10/02/13; included for informational use
 - Income Returned to State
 - Expenses Billed monthly to OMS (up to budgeted amount) using actual amounts

What costs are included in the budget (not an inclusive list):

- Administration Wages/benefits, legal, training/travel, outside consultants (Yardi, IT human resources, commissioners), dues/subscriptions/publications, advertising, supplies, computer parts, telephone/Internet/cell phones, postage, Yardi license fee, equipment leases, answering service, printing
- Tenant Services On-sight manager wages/benefits, tenant functions
- Utilities Water, sewer, gas, electric, trash removal
- Maintenance Wages/benefits, uniform allowance, travel/training, supplies, outside vendors (alarm, flooring, cleaning, pest control, janitorial, vehicle maintenance, painting)

- General Insurance, PILOT's (\$71,068), levee taxes/special assessments (\$80,177), security, major repairs, tenant bad debt

Tell me about our programs including number of units and designations (restricted/unrestricted):

- Public Housing 173 income restricted units
 - Richland Housing 99 family & senior units
 - Date Street 50 elderly or disabled units
 - Joann Way 24 elderly or disabled units
- Housing Choice Voucher 1,160 income restricted vouchers
- Rural Development 244 income restricted units
 - Richland Housing 180 + 10 ADA family units (ADA pending build)
 - Centennial Arms 21 + 1 ADA unit (ADA unit pending conversion of rec room)
 - Butte View Estates 32 elderly or disabled units
- Affordable – Agency Owned 82 income unrestricted units
 - Kingwood Commons 64 family units
 - Percy Avenue 8 family units
 - Trailer Park 9 family units (owned by tenants)
 - LC-35 Miles Market, School
 - Transitional Trailer 1 family unit
 - Management Fees Fees paid to RHASNC to manage properties (Sutter Community Affordable Housing & Homes 2 Families) or cover work orders Costs
 - Coldweather Shelter Unfunded for FYE 2015 -- Salvation Army
- Migrant Services 79 income restricted units – open May-November (close date may vary)
- Other
 - Mental Health 2 properties with 16 income restricted units
 - Neighborhood Stabilization-1 9 income restricted units
 - Neighborhood Stabilization-3 11 income restricted units (pending Yuba City transfer)
 - Community Development Interagency administered programs
 - Homes2Families 19 income restricted units (managed for Yuba City)

Do any of the above programs not have a budget and if so, why?

- Mental Health Two small complexes
- Neighborhood Stabilization 1 & 3 Scattered sites
- Community Development Income based on contract and amount of work completed
- Homes2Families Managed for City of Yuba City

What factors may affect this budget?

- Federal proration (HUD properties; Public Housing & Housing Choice Voucher)
- Higher vacancy
- Decrease in tenant income
- Major building repairs due to unforeseen conditions
- Changes to negotiated MOU

Staff closely monitor expenditures for cost savings as well as potential revenue streams making cost corrections throughout the year, as necessary, to meet approved budgets. Board of Commissioners are updated quarterly.

Net Residual Receipt Summary

	<i>Revenue</i>	<i>Expenses</i>
<i>Public Housing</i>		
Richland Housing	966,496	966,496
Date Street	265,707	265,707
Joann Way	123,992	123,992
Total	1,356,195	1,356,195
<i>Housing Choice Voucher</i>		
Administrative Fee	708,912	699,906
Housing Assistance Payments	6,426,887	6,426,887
FSS Coordinator	51,103	51,442
Total	7,186,902	7,178,235
<i>Rural Development</i>		
Richland Housing	1,916,721	1,916,569
Butte View Estates	356,433	356,424
Centennials Arms	323,685	311,001
Total	2,596,839	2,583,994
<i>Affordable (Agency Owned)</i>		
Kingwood Commons	514,683	514,683
Percy Avenue	54,800	54,800
Trailer Park	44,504	44,504
LC-35	152,473	152,473
Transitional Trailer	28,788	28,788
Management Fees	30,214	30,214
Coldweather Shelter	0	0
Total	825,462	825,462
<i>Migrant Services</i>	309,632	309,632

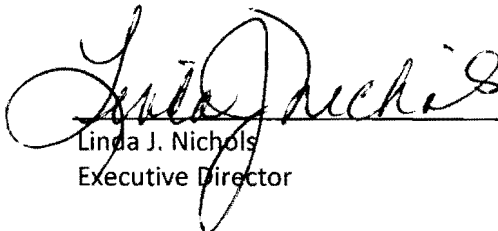
RECOMMENDATION:

It is recommended that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties approve the attached fiscal year ending 2015 operating budget.

Prepared by:

Submitted by:

 Gail L. Allen
 Chief, Finance/Administration


 Linda J. Nichols
 Executive Director

Public Housing
Proposed Budget - FYE 2015

	Richland Housing		Date Street		Joann Way		Total	
	FYE 2014	FYE 2015	FYE 2014	FYE 2015	FYE 2014	FYE 2015	FYE 2014	FYE 2015
Net Tenant Income	403,973	449,338	141,610	147,710	69,400	70,526	614,982	667,575
Grant Income								
Operating Fund	400,671	195,399	90,474	164,639	38,775	98,374	529,920	458,412
Capital Fund	133,978	125,000	66,989	23,898	32,155	10,242	233,122	159,141
Other Income (PILOT)	45,550	45,550	15,834	15,834	9,684	9,684	71,068	71,068
Total Income	984,172	815,287	314,907	352,082	150,014	188,826	1,449,092	1,356,196
Administrative Expenses	307,214	252,499	99,293	111,084	66,185	65,051	472,692	428,633
Tenant Services	8,791	8,836	9,987	11,922	1,564	1,721	20,341	22,478
Utility Expenses	78,125	109,462	57,398	73,696	17,791	21,328	153,313	204,486
Maintenance Expenses	357,104	357,840	140,523	126,937	61,905	83,567	559,532	568,343
General Expenses	190,774	86,651	35,190	28,444	17,250	17,159	243,214	132,255
Interprogram Transfers	42,164	0	-27,484	0	-14,680	0	0	0
Total Expenses	984,172	815,288	314,907	352,082	150,014	188,826	1,449,092	1,356,196
Net Income	0	0	0	0	0	0	0	0

Housing Choice Voucher - Admin Fees
Proposed Budget - FYE 2015

Administrative Fees

	FYE 2014	FYE 2015
Admin. Fee Income	705,195	934,392
Admin. Fee Income (75% Proration)	0	-233,598
FSS Grant Income	51,972	51,103
Port-In Admin Fees	0	8,118
Total Income	757,167	760,015
Administrative Expenses	681,327	677,662
FSS Coordinator	51,972	51,442
Utility Expenses	9,000	6,550
Maintenance Expenses	8,478	7,418
General Expenses	6,390	8,276
Total Expenses	757,167	751,348
Net Income	0	8,667

Housing Assistance Payments

	Sutter	Colusa	Maple Park	Nevada	Yolo	Total
Grant Income	3,970,336	157,279	480,664	1,741,634	24,388	6,374,301
Other Income (Fraud Recover & FSS Forfeit)	50,311	0	2,275	0	0	52,586
Total Income	4,020,647	157,279	482,939	1,741,634	24,388	6,426,887
Housing Assistance Payments	4,020,647	157,279	482,939	1,741,634	24,388	6,426,887
Net Income	0	0	0	0	0	0

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Rural Development
Proposed Budget - FYE 2015

	Richland Housing		Butte View Estate		Centennial Arms		Total	
	FYE 2014	FYE 2015	FYE 2014	FYE 2015	FYE 2014	FYE 2015	FYE 2014	FYE 2015
Tenant Income								
Tenant Rent	719,297	962,964	104,737	99,224	78,208	92,143	902,242	1,154,331
Rental Assistance	1,074,541	1,438,548	156,463	175,480	116,832	118,937	1,347,836	1,732,965
Miscellaneous	0	5,587	0	1,970	0	0	0	7,557
Vacancy; 25% (under Rehab), 3%, 3%	0	-600,378	0	-8,241	0	-6,332	0	-614,952
Other Income (Reserves)	510,500	110,000	118,000	88,000	52,000	118,937	680,500	316,937
Total Income	2,304,338	1,916,721	379,200	356,433	247,040	323,685	2,930,578	2,596,838
Administrative Expenses	606,992	466,271	72,785	49,567	29,464	42,114	709,241	557,951
Tenant Services Expenses	1,661	3,600	3,360	2,862	2,470	8,554	7,491	15,016
Utility Expenses	217,819	228,708	43,089	45,244	29,550	31,028	290,458	304,980
Maintenace Expenses	403,030	578,464	39,338	65,636	50,608	27,043	492,976	671,143
General Expenses	95,048	60,239	8,669	11,156	6,211	6,588	109,928	77,983
Financing Expenses	238,580	238,580	66,997	66,997	56,853	56,853	362,430	362,430
Mandated Reserves	230,708	230,708	26,962	26,962	19,884	19,884	277,554	277,554
Capital Improvements	510,500	110,000	118,000	88,000	52,000	118,937	680,500	316,937
Total Expenses	2,304,338	1,916,569	379,200	356,424	247,040	311,001	2,930,578	2,583,994
Net Income	0	152	0	9	0	12,683	0	12,844

Affordable/Unrestricted Properties

Proposed Budget - FYE 2015

	Kingwood Commons		Percy Avenue		Trailer Park		LC-35		Transitional		Management Fees		Coldweather		Total	
	FYE 2014	FYE 2015	FYE 2014	FYE 2015	FYE 2014	FYE 2015	FYE 2014	FYE 2015	FYE 2014	FYE 2015	FYE 2014	FYE 2015	FYE 2014	FYE 2015	FYE 2014	FYE 2015
Tenant Income	420,961	514,683	46,224	54,800	42,528	44,504	80,145	76,055	11,400	28,788	0	0	0	0	601,258	718,830
Other Income	0	0	0	0	0	0	78,000	76,418	163	0	26,339	30,214	18,044	0	122,546	106,632
Total Income	420,961	514,683	46,224	54,800	42,528	44,504	158,145	152,473	11,563	28,788	26,339	30,214	18,044	0	723,804	825,462
Administrative Expenses	72,911	86,745	11,548	14,722	5,450	12,487	12,036	15,476	0	781	0	0	0	0	101,945	130,211
Tenant Services Expenses	1,500	1,412	0	0	26	26	0	0	0	0	0	0	0	0	1,526	1,437
Utility Expenses	69,493	63,602	5,879	6,730	7,653	8,919	0	0	0	0	0	0	0	83,026	79,252	
Maintenance Expenses	84,588	96,518	20,279	11,789	28,318	21,288	4,402	0	0	4,140	0	0	0	137,587	133,735	
General Expenses	19,733	9,048	1,677	21,559	1,052	1,784	712	55,013	0	23,867	0	0	0	23,174	111,272	
Financing Expenses	292,371	291,006	0	0	0	0	78,000	78,548	0	0	0	0	0	370,371	369,554	
Non-Operating Items	0	-33,649	0	0	0	0	0	3,435	0	0	0	30,214	0	0	0	0
Total Expenses	540,595	514,683	39,384	54,800	42,499	44,504	95,150	152,473	0	28,788	0	30,214	0	0	717,628	825,461
Net Income	-119,634	0	6,840	0	29	0	62,995	0	11,563	0	26,339	0	18,044	0	6,176	0

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Attachment E

Office of Migrant Services	
COST CATEGORY	EXPENDITURES BUDGET
A. CENTER PERSONNEL – 100	
101 Permanent Salaries/Wages	96,408
103 Personnel Benefits	26,862
SUBTOTAL	123,270
B. OPERATING EXPENSES – 200	
201 Center Office Supplies	400
202 Household Supplies	500
203 Communications	1,000
204 Travel	450
205 Auto Repairs/Maintenance	1,200
206 Gas/Oil	600
209 Major Equipment Repair/Maintenance	10,000
211 Equipment Rental	300
212 Electricity and Gas	40,000
213 Garbage, Trash	18,900
214 Sewer, Water	38,063
215 Other Costs	10,000
SUBTOTAL	121,413
C. MAINTENANCE EXPENSES – 300	
301 Elec/Plumb/Paint/Solar Supplies	10,000
302 Lumber and Materials	75
303 Grounds Maintenance	12,500
304 Minor Rehabilitation	7,500
SUBTOTAL	30,075
D. CONTRACTOR ADMINISTRATION – 400	
401 Administrative Support Services	28,148
403 Audit	6,726
SUBTOTAL:	34,874
TOTAL:	309,632

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 04/30/2016)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Regional Housing Authority of Sutter/Nevada Counties PHA Code: CA048

PHA Fiscal Year Beginning: 04/01/2014 Board Resolution Number: 14-1327

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: 03/19/2014
- Operating Budget submitted to HUD, if applicable, on: 03/19/2014
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Diane Hodges	Signature:	Date: 03/19/2014
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REGIONAL HOUSING AUTHORITY
OF SUTTER COUNTY AND NEVADA COUNTIES

STAFF REPORT

Date: March 19, 2014
 To: Board of Commissioners
 From: Raj Samra, Interim Chief Operations Manager

SUBJECT: Maintenance and Operations
 RECOMMENDATION: None
 FISCAL IMPACT: Not applicable

Department Update:

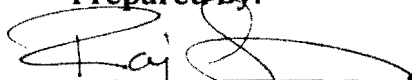
- Total work orders for October to December 2013 were 950 , break down as follows:
 - Pending 24
 - Cancelled 2
 - Scheduled 9
 - Completed 915
 - (Completed HQS: 51)
 - (Completed Turn Over's: 6)

- Work Orders by Priority were:
 - Emergencies 175
 - Routine 736 (66 pest work orders)
 - Scheduled 9
 - Turn Over's 30

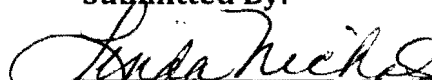
- Total number of Work Orders & Turn Over's by Projects:

	bve	ca	date	h2f	joann	kc	Lc-35	maple	mh-tee	nsp	oms/cwc	percy	rd	rich-02	tc	tp	tt	yolo	TOTAL
Work Orders	56	18	43	34	38	127	67	27	29	24	24	13	188	149	70	3	1	9	920
Turn Over's	3	2	0	0	2	7	0	0	0	1	0	0	8	3	2	0	0	2	30

Prepared By:


 Raj Samra

Submitted By:


 Linda Nichols

**REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES
STAFF REPORT**

Date: March 19, 2014
To: Board of Commissioners
From: Gail Allen -- Chief, Finance/Administration

SUBJECT: Financial Review
Income Statements April 1 - December 31, 2013
Reserve Account Balances Through March 3, 2014

Housing Choice Vouchers (restricted - 1,160 vouchers)

- *HUD Housing Assistance Payments (NRA)* – 94.1% proration
 - Subsidizes tenant rents in the community
 - Funding predetermined and prorated by HUD
 - Cannot be used to offset shortfalls in Operations

Net Income of \$226,838 is a result of Set Aside Funds that can only be used to support existing vouchers.

- *HUD Administration Fee (UNA)* – 68.5% proration
 - Covers operating expenses
 - Funding determined by vouchers utilized each month
 - May be used to offset shortfalls in Housing Assistance Payments (HAP's/NRA)

Net Income of <\$194,180 will be covered by Staff reassignment to other programs, reductions in day-to-day operational expenses and unrestricted funds from other programs.

Public Housing (restricted-173 units; Date Street, Joann Way, Richland)

Net Income of \$222,614 will be used for budgeted rehab projects in progress.

Rural Development (restricted-234 units, Butte View, Centennial Arms, Richland Housing)

Although Net Income is <\$18,291, back Rental Assistance for Butte View Estates will cover this shortfall.

Neighborhood Stabilization Program 1 & 3 (restricted-20 units, pending City transfer)

Although NSP-1 Net Income is <\$10,737, 5% of tenant rent reserve along with previous Net Income has been deposited into a reserve account and will drawn down at the end of the

fiscal year if the project remains with negative receipts. <\$5,456 negative Income for NSP-3 is to be reimbursed by the administering entity.

Mental Health Housing Services (restricted-16 units)

Net income of <\$1,787 will drawn down from reserves at the end of the fiscal year if the project remains with negative receipts.

Homes2Families (restricted-19 units)

These units are owned by the City of Yuba City and managed by the Housing Authority. Net Income of \$60,135 includes \$100 per unit per month mandatory reserve along with Net Income, both of which are deposited into reserve accounts for future rehab needs.

Unrestricted Properties

- **CC-xx** (Cost Centers) – Net Income of \$6,285 is from Management and Work Order fees as well as payroll costs from Work Order programs.
- **PCD** (Planning/Community Development) – Net Income of \$18,780 is from grants managed by the Housing Authority for local jurisdictions, such as the First-Time Home Buyer and Owner Occupied Rehab programs
- **CWS** (Cold Weather Shelter-seasonal) – Net Income of \$63 is from the Salvation Army program which only funded five units this year.
- **Dev-xx** (Development Projects) – Net Income of \$8,400 is from on-going development such as Maple Park Phase 1 & 2 and Richland Housing Phase 1.
- **HH** (Healthy Homes) – Net Income of <\$2,089 will be brought into a positive position as draws are received from CalHFA for reimbursement.
- **KC** (Kingwood Commons) -- Net Income of <\$100,664 will be covered by reductions in expenses and funds from unrestricted programs. Management continues to research funding streams to upgrade unit interiors, which will result in higher occupancy and tenant rents.
- **LC-35** (Miles Market, School, Solar Farm) -- Although Net Income is <\$56,573, \$72,129 from a bank loan received in FYE 2013 is being used to offset the shortfall and monthly rent paid by Miles Market offsets debt service incurred for major building repairs.
- **Percy** -- Net Income is \$18,591.
- **TP (Trailer Park)** -- Net Income of <\$2,122 is a result of \$6,338 in tree removal. This shortfall will be covered by future rental income and a reduction in operational expenses.
- **Trio** -- Net Income of <\$12,395 will be covered by future rental income from purchased homes.
- **TT** (Manufactured Housing) -- Net Income of <\$16,296 is a result of tenant damage and will be covered by prior year reserves.

RESERVE ACCOUNTS:

All Reserves remain restricted to their individual programs.

Capital/Maintenance Reserves:

Homes2Families (owned by Yuba City)	\$98,807
Homes2Families (owned by Yuba City)	\$170,736
Housing Choice Voucher (HAP).....	\$350,129
Housing Choice Voucher (FSS Escrow).....	\$66,846
Mental Health (Heather Glenn).....	\$14,605
Mental Health (Teesdale)	\$10,996
Neighborhood Stabilization-1.....	\$9,515
Neighborhood Stabilization-1.....	\$22,379
Neighborhood Stabilization-3.....	\$100
Neighborhood Stabilization-3.....	\$13,354
Neighborhood Stabilization-3.....	\$354
Public Housing (CFP)	\$111,819
Rural Development (Richland Housing).....	\$647,127
Rural Development (Butte View Estates)	\$137,802
Rural Development (Centennial Arms).....	<u>\$58,338</u>
Total.....	\$1,712,907

Funds for ongoing Rural Development rehab projects:

Centennial Arms Loan (RD).....	\$635,280
Richland Housing Grant (RD)	\$2,348,978
Joe Serna Grant #3 (RD).....	<u>\$2,040,979</u>
Total	\$5,025,237

CALENDAR OF EVENTS:

- Agency fiscal year end March 2014
- Next Board of Commissioners financial update..... May 2014
- Financial audit..... May 2014
- Unaudited financials to REAC and MINC..... May 2014
- Migrant (OMS) fiscal year end..... June 2014
- Audited financials to REACDecember 2014

Prepared by:

Submitted by:



 Gail L. Allen, Chief, Finance/Administration



 Linda J. Nichols, Executive Director

**REGIONAL HOUSING AUTHORITY
OF SUTTER & NEVADA COUNTIES**

STAFF REPORT

Date: March 19, 2014

To: Board of Commissioners

From: Jeni Bobadilla, Interim Housing Services Manager

SUBJECT: Quarterly Occupancy (Q3) report for quarter ending December 31, 2013

RECOMMENDATION: None

FISCAL IMPACT: Budget based allocations per funding sources

Housing and Urban Development (HUD) Funded Programs:

Development/Program	Units Available	October	November	December
HCV/Section 8 **(Sutter-829 includes 49 Project Based Vouchers) Nevada-295 Colusa-36)	Budget Based Allocation- Currently being reduced due to sequestration	Total-1056 Sutter-768 Nevada-260 Colusa-28	Total-1045 Sutter-762 Nevada-253 Colusa-30	Total-1033 Sutter-752 Nevada-253 Colusa-28
HCV Port-In Administered	N/A	17	16	17
Public Housing	173	172	172	171

United States Department of Agriculture (USDA)/Rural Development:

Development	Units Available	October	November	December
USDA/Farm Labor	180	132	133	136
Centennial Arms	21	15	15	13
Butte View	32	27	28	30

Office of Migrant (OMS) Services

Development	Units Available	October	November	December
Migrant Center	78	47	31	16

Local Camp 35 (LC35):

Development	Units Available	October	November	December
Transitional Trailer	1	1	1	1
Trailer Park	9	9	9	9

RHASNC Owned and/or Managed Affordable Housing Properties:

Development	Units Available	October	November	December
Kingwood Commons	64	59	58	56
Percy Avenue	8	8	8	8
Homes2Families	18	18	18	18
MH-Teesdale-SRO's	6	5	5	5
MH-814 F-SRO's	10	9	8	9
Neighborhood Stabilization Program	11	11	10	11

Sutter Community Affordable Housing/Non-Profit

Development	Units Available	October	November	December
Town Center	28	28	26	27
Yolo-Heiken	5	5	4	5

Commercial Space

	Units	January	February	March
Miles Market	1	1	1	1
YUCUSD-Bernard	1	1	1	1
Del Norte	1	1	1	1


Comments:

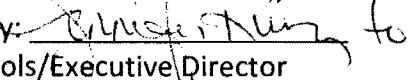
Housing Choice Voucher Program:

HUD has RHASNC's listed as receiving a total of 1160 vouchers. A monthly review of the HAP and Admin funds reflects that this is contradictory to what the actual budget will allow. As of March 1, 2014, there were 1000 vouchers in use.

USDA Rural Development-Richland:

The units continue to be scheduled for rehab and families are transitioning from one building to another as the rehab progresses. We are currently waiting for final funding to complete the remaining units.

Prepared by: 
 Jeni Bobadilla/Interim Housing Services
 Manager

Submitted by:  for
 Linda J. Nichols/Executive Director

**REGIONAL HOUSING AUTHORITY
OF SUTTER AND NEVADA COUNTIES**

STAFF REPORT

Date: March 19, 2014
To: Board of Commissioners
From: Gustavo Becerra, Planning & Community Development Manager

SUBJECT: Planning & Community Development Department Update
RECOMMENDATION: None
FISCAL IMPACT: Not applicable

Departmental Updates:

Maple Park Phase 1 (Live Oak) – The project is 100% complete. All units have been rented up as of 4/30/2013.

Staff have completed the loan conversion, from construction to permanent. The permanent loan closed on 10/2/2013.

Staff have completed the IRS 8609 package on behalf of the investor. This tax filing is what delivers the tax credits to the investor in the development (RBC Capital Markets). This IRS filing is now being reviewed by the investor and the California Tax Credit Allocation Committee for submission to the IRS and the Franchise Tax Board. Upon approval of our package, our final development milestone will have been met.

Maple Park Phase 2 (Live Oak) – Planning for project financing is ongoing. Staff submitted a HOME application to State-HCD on 7/8/2013. The application scored high enough for a staff review and a recommendation for funding. The State-HCD Loan & Grant Committee approved the funds for the project on 12/12/2013.

Staff have also completed and submitted an application for funding to the Federal Home Loan Bank for their Affordable Housing Program.

Staff will work to complete an application for tax credits to the California Tax Credit Allocation Committee. This application is due in July 2014.

Activities completed are the market study, budget preparation, financial proforma, and environmental reviews.

Neighborhood Stabilization Program-3 (NSP-3) – Yuba City – The State Housing and Community Development Department allocated additional funds, approximately \$4 million, to the City of Yuba City for the acquisition, rehabilitation and rental of foreclosed homes within the City limits. Housing Authority and City staff have acquired eleven properties and are in escrow on one additional property.

Of the eleven properties acquired by Yuba City, two have been transferred to the Housing Authority by grant deed, the other nine transfer of ownership documents are pending approval of the regulatory agreements from State-HCD.

Additionally, of the eleven properties purchased, at three of them we have completed the necessary rehabilitation and they have been rented out. The remaining eight properties are currently in various stages of rehab.

Centennial Arms (Live Oak) – The financing package closed and recorded in October 2011. The rehabilitation planning is complete for the development. Plans and specifications were prepared by the project Architect and submitted to USDA-Rural Development for their review. USDA made comments on our plans, and the project Architect made the necessary changes to the plans as required by USDA and re-submitted to USDA for concurrence. USDA gave concurrence to the plans, and they were submitted to the City for plan check. The City gave the Housing Authority first round comments on the plans on 3/28/2013, the project Architect completed the plan revisions as required by the City. Plan revisions were submitted to the City of Live Oak on 8/13/2013. Plan check concurrence was received by the City in October 2013.

Project bids were received on 9/10/2013. The lender (USDA-Rural Development) approved the bid award on 11/26/2013. Currently staff is working on drafting construction contracts, insurance and worker's compensation documentation from the General Contractor, and bonding, for the lender to review and approve.

In order to achieve some project savings, staff requested a waiver of the General Contractor's payment & performance bond, however, our request was denied by USDA-Rural Development.

Legal Counsel has completed the required legal opinion letter for the funding source to review. Contracts should be executed the week of March 17 in order to submit to the funding source for review.

The scope of work consists of new roofing and windows, bathroom and kitchen remodeling, exterior building improvements, lighting and ADA improvements.

Rural Development and Joe Serna Jr. Farm Worker new construction project (Yuba City) – On 8/16/2010, the Housing Authority submitted to the State Department of Housing and Community Development an application totaling \$4,577,850. This application includes a committed leveraged amount from USDA-Rural Development of \$2,346,425.

The application has been approved and funded by both funding sources. The USDA funds closed on 1/18/2013 and recorded on 1/23/2013.

The development project will construct ten (10) new single-story fully accessible affordable housing units for farm workers and additionally will fund the demolition and re-construction of the Richland Neighborhood Center in Richland Housing. The community building will also be accessible and will offer additional meeting space, office space, storage, a computer learning center, full kitchen and an outdoor event area.

The demolition of the Hans Miller Community Center is complete.

Preparation of all Architectural and Engineering drawings is complete and concurrence from USDA-Rural Development has been received. Plans were submitted to the City for plan check the week of 9/3/2013. We are currently working with the City and the Project Architect on the second round plan check comments by the City. All first round comments have been addressed.

As all the trade bidding was being assembled, it became necessary to value engineer and reduce the size of the neighborhood center building in order to come into budget. Revisions of plans and value engineering is ongoing with the Architect and the General Contractor.

USDA-Rural Development Farm Worker Housing (Yuba City) – 124 out of 180 units of farm worker housing at the Richland campus have been rehabilitated. All interiors and exteriors of the 124 units have been completed. Staff is waiting for additional funding from USDA-Rural Development before proceeding with additional rehab of the remaining 56 units and site improvements (paving, landscaping, hardscaping, etc.).

The patio enclosures, trash container enclosures, and new clotheslines within the patios for 124 of the 180 units are 100% complete.

An application to the State USDA-Rural Development office for administrative reserve funding was submitted on 10/5/2012. An additional application for funding was submitted to USDA-Rural Development on 10/3/2013 for the remaining rehab needs. If approved, these funds will address the remaining 56 units needing rehab.

Currently staff is working on an additional list of documentation that USDA-Rural Development has requested of us to support the funding application.

Mental Health Services Act (MHSA) – Sutter and Yuba Counties – The Sutter-Yuba Mental Health Department has received an allocation of approximately \$2.3 million for the

construction, or acquisition and rehab (if necessary) of housing for clients receiving mental health services in our community. The Teesdale Road duplex we manage for the Department is an example of the housing that will be targeted.

A property, located on 814 F Street, in Marysville, has been purchased; escrow closed on 3/28/2013, and the rehab is now complete. The first tenants moved in on 7/8/2013.

Staff is working with Sutter-Yuba Mental Health Department staff to identify an additional property for acquisition. However, the Sutter-Yuba Mental Health Department is working with the State of California to transfer the available funding from its current location at California Housing Finance Agency to the local level and has expressed interest in not pursuing another property until they have achieved the transfer of funds to the local level.

Miles Market (Yuba City) – The market located in the Richland Housing campus was in need of capital improvements including roofing, paving, ADA improvements, lighting, siding/stucco and paint.

A loan was secured to carry out the needed improvements. The Project Architect completed the elevations and a roof plan, and the bid process is complete. The Housing Authority Board awarded the construction contract on 6/5/2013. Construction is complete and the close-out of the project is underway.

The market is currently under a lease and staff consistently worked with the existing tenant on coordination of the construction in order to minimize disruption of sales and operations.

TRIO Lease-to-Own Program (Sutter, Nevada, and Colusa Counties) – The Housing Authority is working with Applied Residential (formerly known as Cascadia Equity Leasing) on identifying properties for purchase in Sutter, Nevada, and Colusa Counties. However, property selection hinges on approved lessees willing to enter into contract with selected properties.

Bond issuance occurred in February 2013. However, the bond was not funded by investors. Subsequently, staff has been working with Umpqua Bank on alternate financing. This conventional loan with Umpqua Bank closed on 10/21/2013.

Staff have successfully completed the acquisition of two properties for this program. One is located in Yuba City, and the other in Grass Valley. Both properties are leased up with purchase options in the lease agreements.

Currently there are 5-7 applicants going through various stages of approval, income determinations, underwriting, etc., to see if they can be qualified candidates for the program.

Energy Performance Contracting (Yuba City and Live Oak) – All Housing Authority owned developments underwent an investment grade energy audit in February 2013. The selected energy services company, Siemens Industry Inc., upon completion of the audit in March 2013

presented capital improvement opportunities to Housing Authority staff for recommendation. These potential opportunities are being reviewed by staff at this time along with the financial proforma.

Isolation of water usage specific to the public housing units at Richland Housing is a key component in making the project feasible. Currently staff is looking at options on how to accomplish this at the lowest cost and most reliable method possible.

Once a project that is feasible can be put together, the results of the investment grade energy audit will be reviewed by staff and returned to Siemens Industry so that the final project can be submitted to HUD for review.

Homes 2 Families Program (Yuba City) - The City has turned over to the Housing Authority an additional property to be added to our property management portfolio. The property located at 590 Washington Drive was rehabilitated and is in the process of being cleaned and leased up to a qualified tenant.

Kingwood Commons (Yuba City) – Construction is underway on the rehab of two 3 bedroom units and the roofing replacement for the largest building at the development. The project should be completed by the end of March 2014.

Additionally, staff are working with River Valley Community Bank for a potential refinance of the existing debt.

Housing Programs (Nevada County) – Staff prepared a proposal in response to a Request for Proposals (RFP) issued by the County of Nevada for the administration of their Housing Programs, specifically the Owner Occupied Rehab Program. The County has awarded the contract to our agency and staff met with County staff on 2/26/2014 for a kick-off meeting and exchanges of information.

Staff is currently working on marketing material, program guidelines review, and other review of documents pertinent to the County's programs. We look forward to working with Nevada County.

Housing Programs (Colusa, Gridley, Butte County, Sutter County, Live Oak) – In other jurisdictions staff is actively working on various phases of their programs (marketing, set up, funding applications, construction of projects, close-out, client eligibility).

CDBG (Yuba City) – Staff completed and submitted to the City of Yuba City two applications for funding from their Community Development Block Grant.

One application is for the roofing of two buildings and the purchase and installation of playground equipment at Kingwood Commons. The other project application is a water conservation project at Richland Housing that would consist of repairing and properly plumbing

the existing well, that used to serve as the water source for Richland Housing approximately 25 years ago, for green space irrigation exclusively. This project would isolate irrigation to the green areas but still maintain the City's water supply for the residences.

All Housing Developments in RHASNC's Portfolio – Staff is actively working with the Maintenance Department for prioritization and planning of various projects that are due per the capital and physical needs assessments for all developments. Emphasis is being placed on ADA improvements and items called out in the respective year per the individual property needs assessments.

Devonshire Apartments (Colusa) – Various due diligence items were completed for the acquisition of this 30 unit multi-family apartment complex located in Colusa. These items included asbestos and lead paint testing, site inspections, a Phase 1 Environmental Review Assessment, Capital Needs Assessment, and an appraisal.

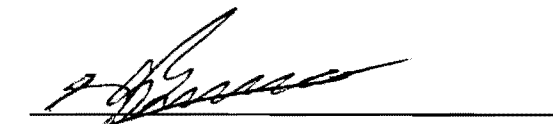
Assembling the financing package along with our due diligence obligations have culminated in the closing of the acquisition transaction on 3/11/2014.

Staff are currently working on transitioning reporting submissions to HUD, processes for service orders, rent collection, on-site management processes and flows to our standards, etc., in order to continue smooth operations of the property.

Staff have also secured a commitment from the City to sponsor a HOME funding application to State-HCD in 2015 for future rehab needs of the development.

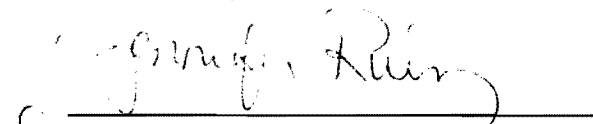
Public Housing Flooring Project (Yuba City and Live Oak) – Flooring replacements will be starting in February 2014 for approximately 15 public housing units located in all three of the public housing developments (Richland Public Housing, River City Manor, and Live Oak Senior Village). The project should be complete by the end of April 2014.

Prepared by:



Gustavo Becerra
Planning & Community Development Manager

Submitted by:



for Linda J. Nichols
Executive Director