



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
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January 13, 2016

TO: Chairperson Diane Hodges
Commissioner Martha Griese
Commissioner Brian Foss
Commissioner Preet Didbal
Commissioner Charles Epp
Commissioner Dan Miller
Commissioner Suzanne Gallaty
Commissioner Jim Whiteaker
Commissioner Luis Uribe

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
Appeal-Democrat
Duane Oliveira, Legal Counsel
SCEA
Terrel Locke, City of Yuba City
Darin Gale, City of Yuba City
The Union
Rob Choate, County of Nevada
Kara Gash, Sutter County Health Division

**NOTICE OF REGULAR MEETING
January 20, 2016**

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, January 20, 2016 at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**



Gustavo Becerra
Interim Executive Director

s: No01202016



The Housing Authority is an equal opportunity employer and housing provider.



AGENDA
REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES
Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991
January 20, 2016, 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:
 - 1. MEET THE STAFF:
 - A. Charles Tinker, Planning and Community Development Department
 - B. Martha Lundgren, Finance Department

- D. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion, unless members of the Board request specific items to be discussed or removed from the Consent Calendar for individual action.
 - 2. Approval of Minutes – November 23, 2015 pg. 1

 - 3. Approval of Minutes – December 16, 2015 pg. 6

- E. OLD BUSINESS: Discussion/Possible Action:
 - 4. Update on Approval of Amendment to Add Yuba County

- F. NEW BUSINESS: Discussion/Possible Action:
 - 5. Resolution 15-1434 – Approval of 2016 Payment Standard for the Housing Choice Voucher Program pg. 11

 - 6. Resolution 15-1435- Approval of the Flat Rents for Low Income Public Housing pg. 13

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|-----|--|--------|
| 7. | Recommend Approval to Award Construction Contract for Water Conservation Measures at the Yuba City Migrant Farmworker Housing Center | pg. 15 |
| 8. | Recommend Approval of the Organizational Chart | pg. 17 |
| 9. | Resolution 16-1436, Appreciation for Stanley Cleveland, Jr. | pg. 28 |
| 10. | Resolution 16-1437, Designating Commissioners and Other Persons Performing Voluntary Services Without Pay as Employees For the Limited Purpose of Qualifying for Workers' Compensation Insurance Coverage Under California Labor Code Sections 3200, Et SEQ. | pg. 29 |
| 11. | Update on Owner-Occupied Housing Rehabilitation and First Time Homebuyer Programs | pg. 31 |
| 12. | Resolution 16-1438 – Rural Development Collection Loss Write-Off | pg. 34 |
| 13. | Resolution 16-1439 – Kingwood Commons Collection Loss Write-Off | pg. 36 |
| 14. | Resolution 16-1440 – Housing Choice Voucher Fraud Recovery Collection Loss Write-Off | pg. 38 |
| 15. | Resolution 16-1441 – Public Housing Collection Loss Write-Off | pg. 40 |

G. ADMINISTRATIVE REPORT:

16. Administrative Update

H. HOUSING COMMISSIONERS' COMMENTS:

- I. EXECUTIVE SESSION: May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.

17. CLOSED SESSION: Significant Exposure to Litigation Pursuant to Subdivision (b) of Government Code 54956.9
Anticipated Litigation: One (1) Case

18. CLOSED SESSION: Pursuant to Section 54957 of the California
Government Code
Public Employee Appointment
Title: Executive Director

J. NEXT MEETING:

K. ADJOURNMENT

Ag012016

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Minutes

Special Board Meeting

November 23, 2015

ITEM NO. A - CALL TO ORDER:

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

ITEM NO. A - ROLL CALL:

Chairperson Diane Hodges, Commissioners Martha Griese, Stanley Cleveland Jr., Suzanne Gallaty, Charles Epp, Brian Foss and Dan Miller were present. Commissioner Luis Uribe and Jim Whiteaker were absent. Legal Counsel Duane Oliveira was also present.

ITEM NO. B. – PUBLIC PARTICIPATION:

None

ITEM NO. C.1. - MEET THE STAFF, A. MARIA CONRIQUE:

Interim Executive Director Gustavo Becerra introduced Ms. Conrique with the Planning and Community Development Department. Ms. Conrique was hired in January 2015. She came in and picked on the job very quickly where she is able to anticipate what is coming next. Ms. Conrique is the first point of contact for the department. She gets along great with staff, contractors and homeowners. She is always willing to help out wherever she is needed.

ITEM NO. C.3. - MEET THE STAFF, B. CYRIL JACKSON:

Chief Financial Officer Gail Allen introduced Cyril Jackson with the Finance Department. Ms. Jackson started with the agency in June 2010 through the One Stop. She was hired as a part-time data clerk in July 2010 and in July 2011 Ms. Jackson was hired as a full-time Receptionist/Cashier. In May 2013 Ms. Jackson was promoted to Account Clerk. Ms. Allen stated Ms. Jackson has a great memory and relies on her a lot.

ITEM NO. D. - CONSENT CALENDAR:

None

ITEM NO. E.2. – UPDATE ON APPROVAL OF AMENDMENT TO ADD YUBA COUNTY:

Legal Counsel Duane Oliveira stated he received a call from Allison, Nevada County's Legal Counsel. He mentioned he forwarded the information from the Board to her. Mr. Oliveira said

he believes it is agreeable to move forward for the time being.

ITEM NO. F. 3. – RECOMMEND APPROVAL TO AWARD CONSTRUCTION CONTRACT FOR REHAB PROJECT AT OFFICE OF MIGRANT SERVICES:

Mr. Becerra stated the previous contractor backed out. They said they made an error on their bidding amount. He shared the State of California holds the funds for the project and said they would be willing to approve the next lowest bidder. Mr. Becerra said the majority of the items on the bid is roofing and staff wanted to get this approved before the rains come.

Mr. Becerra mentioned he was informed from the State of California that a Resolution is also required for this item.

Commissioner Miller made a motion to approve the bid from Bayview Construction in the amount of \$227,100 for the rehabilitation project planned for the Migrant Farmworker Housing Center in Yuba City, and authorize the Interim Executive Director to execute the construction contract and all required documents. Commissioner Gallaty made the second. All were in favor by voice vote.

AUTHORIZATION TO ADD EMERGENCY ITEM: RESOLUTION 15-1426, AUTHORIZATION TO ADOPT OMS CONTRACT NO. 15-OMS-10674 FOR THE YUBA CITY MIGRANT CENTER CONSTRUCTION AND REHABILITATION PROJECT 2015:

Commissioner Cleveland made a motion to authorize the addition of emergency item, Resolution 15-1426, Authorization to adopt OMS Contract No. 15-OMS-10674 for the Yuba City Migrant Center Construction and Rehabilitation Project 2015. Commissioner Epp made the second. All were in favor by voice vote.

EMERGENCY ITEM: RESOLUTION 15-1426, AUTHORIZATION TO ADOPT OMS CONTRACT NO. 15-OMS-10674 FOR THE YUBA CITY MIGRANT CENTER CONSTRUCTION AND REHABILITATION PROJECT 2015:

Mr. Becerra explained the monetary amount on the Resolution is different than the bid amount for administrative costs and unforeseen repairs.

Commissioner Gallaty made a motion to approve Resolution 15-1426, Authorization to adopt OMS Contract No. 15-OMS-10674 for the Yuba City Migrant Center Construction and Rehabilitation Project 2015. Commissioner Cleveland made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners, Stanley Cleveland Jr., Suzanne Gallaty, Brian Foss, Dan Miller, Martha Griese, and Charles Epp

Nays: None

Abstain: None

Absent: Commissioners Luis Uribe and Jim Whiteaker

ITEM NO. F. 4. – RECOMMEND APPROVAL OF FIRST AMENDMENT TO LEASE AGREEMENT WITH YUBA CITY UNIFIED SCHOOL DISTRICT:

Mr. Becerra explained both sides have reviewed the amendment and provided comment. He stated the rent will increase to \$1,000.00 per month once the additional building is installed and in use by the school. Mr. Becerra mentioned the amendment if for the additional land use for a parking area and the additional land near the playground.

Commissioner Griese made a motion to approve the First Amendment to Lease Agreement with Yuba City Unified School District. Commissioner Epp made the second. All were in favor by voice vote.

ITEM NO. F. 5. – RESOLUTION 15-1424 – ADMISSIONS AND CONTINUED OCCUPANCY POLICY:

Director of Housing Jeni Chavez mentioned each year the Admissions and Continued Occupancy Policy is updated. This document states how the Housing Authority will run the Public Housing programs.

Commissioner Epp made a motion to approve Resolution 15-1424, Admissions and Continued Occupancy Policy. Commissioner Miller made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners, Stanley Cleveland Jr., Suzanne Gallaty, Brian Foss, Dan Miller, Martha Griese, and Charles Epp

Nays: None

Abstain: None

Absent: Commissioners Luis Uribe and Jim Whiteaker

ITEM NO. F. 6. – RESOLUTION 15-1425 – ADOPTION OF THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN:

Ms. Chavez mentioned the Administrative plan is also updated each year. This document states how the Housing Authority will run the Housing Choice Voucher program.

Commissioner Foss made a motion to approve Resolution 15-1425, Adoption of the Housing Choice Voucher Administrative Plan. Commissioner Miller made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners, Stanley Cleveland Jr., Susanne Gallaty, Brian Foss, Dan Miller, Martha Griese, and Charles Epp

Nays: None

Abstain: None

Absent: Commissioners Luis Uribe and Jim Whiteaker

ITEM NO. F. 7. – ADOPTION OF AUDIT FOR FISCAL YEAR ENDING MARCH 31, 2015:

Ms. Allen explained the audit that was included in the Board packet. She explained OPEB is post-retirement benefits.

Commissioner Miller made the motion to adopt the audit for Fiscal Year Ending March 31, 2015. Commissioner Epp made the second. All were in favor by voice vote.

ITEM NO. G.8. –ADMINISTRATIVE UPDATE:

Mr. Becerra stated he has reached out to Chief Landon and they will be getting the crime report together for the Housing Authority. He mentioned the Sutter County Board of Supervisors approved staff to submit an application to apply to HCD to re-fund the owner occupied rehabilitation program.

Mr. Becerra said new doors and a FOB system is being installed at the main office for safety and confidential reasons. He also mentioned the Kristen Court project should be recording today and should break ground towards the end of December.

ITEM NO. H. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Cleveland stated he attends the Homeless Consortium meetings and there have been inquiries about Veteran's housing. He mentioned they shared they have spoken with Mr. Becerra and see what can be done to get this type of housing done. Mr. Becerra shared the Housing Authority would be willing to being a partner in this project and could provide Project Based Vouchers.

Mr. Cleveland also heard there is someone from the Sacramento area wanting to come to Yuba City to build Farmworker housing. He said he has heard the housing available in the area is not full so there is no lack of housing for the farmworkers.

Chairperson Hodges mentioned the Live Oak Small Town Celebration will be held on December 1, 2015 from 5:00 PM to 8:00 PM.

ITEM NO. I.9. – CLOSED SESSION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO SUBDIVISION (b) OF GOVERNMENT CODE 54956.9, ANTICIPATED LITIGATION: ONE (1) CASE:

There was no discussion on this item.

ITEM NO. I.16. – CLOSED SESSION: PURSUANT TO SECTION 54957 OF THE CALIFORNIA GOVERNMENT CODE, PUBLIC EMPLOYEE APPOINTMENT, TITLE: EXECUTIVE DIRECTOR:

There was no discussion on this item.

ITEM NO. J – NEXT MEETING: December 16, 2015

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

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Minutes

Regular Board Meeting

December 16, 2015

ITEM NO. A - CALL TO ORDER:

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

ITEM NO. A - ROLL CALL:

Chairperson Diane Hodges, Commissioners Martha Griese, Suzanne Gallaty, Luis Uribe, Charles Epp, Brian Foss and Dan Miller were present. Commissioner Jim Whiteaker arrived later in the meeting. Commissioner Stanley Cleveland Jr. was absent. Legal Counsel Duane Oliveira was also present.

ITEM NO. B. – PUBLIC PARTICIPATION:

None

ITEM NO. C.1. - MEET THE STAFF, A. CHRISTOPHER MCMAINS:

Operations Manager Tom Goodwin introduced Christopher McMains. Mr. McMains works in maintenance mainly overseeing the grounds work. He shared Mr. McMains also works in units when needed. Mr. McMains has been with the agency approximately 3 ½ years.

ITEM NO. C.1. - MEET THE STAFF, B. NICHOLAS ENDRES:

Mr. Goodwin introduced Nicholas Endres who also works in maintenance alongside Mr. McMains. Mr. Endres has been with the agency for approximately 1 ½ years. Mr. Endres came to the Housing Authority from Michigan.

ITEM NO. D. - CONSENT CALENDAR:

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

ITEM NO. E.3. – UPDATE ON APPROVAL OF AMENDMENT TO ADD YUBA COUNTY:

Legal Counsel Duane Oliveira stated there was no update on this matter.

ITEM NO. F. 4. – RESOLUTION 15-1427, ANNUAL PHA PLAN:

Interim Director of Housing Pattra Runge explained this item is something that is submitted to HUD each year.

Commissioner Miller made a motion to approve Resolution 15-1427 – Annual PHA Plan. Commissioner Epp made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Luis Uribe, Suzanne Gallaty, Brian Foss, Dan Miller, Martha Griese, and Charles Epp

Nays: None

Abstain: None

Absent: Commissioners Stanley Cleveland Jr. and Jim Whiteaker

ITEM NO. F. 5. – RESOLUTION 15-1428, CIVIL RIGHTS CERTIFICATION:

Mrs. Runge explained this item goes along with the Annual PHA Plan and is also submitted to HUD each year.

Commissioner Epp made a motion to approve Resolution 15-1428 – Civil Rights Certification. Commissioner Uribe made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Luis Uribe, Suzanne Gallaty, Brian Foss, Dan Miller, Martha Griese, and Charles Epp

Nays: None

Abstain: None

Absent: Commissioners Stanley Cleveland Jr. and Jim Whiteaker

ITEM NO. F. 6. – APPROVAL OF ORGANIZATIONAL CHART:

Chairperson Hodges stated this item will be pulled and brought back to a future meeting.

ITEM NO. F. 7. – RESOLUTION 15-1429 – RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$997.73:

Commissioner Gallaty made a motion to approve Resolution 15-1429, Rural Development Collection Loss Write-Off in the amount of \$997.73. Commissioner Miller made the second. The following roll call vote was taken:

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Vote: Ayes: Chairperson Diane Hodges, Commissioners Luis Uribe, Suzanne Gallaty, Brian Foss, Dan Miller, Martha Griese, and Charles Epp

Nays: None

Abstain: None

Absent: Commissioners Stanley Cleveland Jr. and Jim Whiteaker

ITEM NO. F. 8. – RESOLUTION 15-1430 – H2F COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$685.12:

Commissioner Gallaty made a motion to approve Resolution 15-1430, H2F Collection Loss Write-Off in the amount of \$685.12. Commissioner Miller made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Luis Uribe, Suzanne Gallaty, Brian Foss, Dan Miller, Martha Griese, and Charles Epp

Nays: None

Abstain: None

Absent: Commissioners Stanley Cleveland Jr. and Jim Whiteaker

ITEM NO. F. 9. – RESOLUTION 15-1431 – HCV FRAUD RECOVERY COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$153.00:

Commissioner Gallaty made a motion to approve Resolution 15-1431, HCV Fraud Recovery Collection Loss Write-Off in the amount of \$153.00. Commissioner Miller made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Luis Uribe, Suzanne Gallaty, Brian Foss, Dan Miller, Martha Griese, and Charles Epp

Nays: None

Abstain: None

Absent: Commissioners Stanley Cleveland Jr. and Jim Whiteaker

ITEM NO. F. 10. – RESOLUTION 15-1432 – KINGWOOD COMMONS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$3,232.86:

Commissioner Gallaty made a motion to approve Resolution 15-1432, Kingwood Commons Collection Loss Write-Off in the amount of \$3,232.86. Commissioner Miller made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Luis Uribe, Suzanne Gallaty, Brian Foss, Dan Miller, Martha Griese, and Charles Epp

Nays: None

Abstain: None

Absent: Commissioners Stanley Cleveland Jr. and Jim Whiteaker

ITEM NO. F. 11. – RESOLUTION 15-1433 – AUTHORIZATION TO SIGN CSBG CONTRACT, 2016SCBG-07 FOR \$10,000:

Family Self-Sufficiency Coordinator Josie Martinez explained the Housing Authority was awarded \$10,000 to assist qualified Sutter County residents with items such as bus passes, books for college and car repairs.

Commissioner Uribe made a motion to approve Resolution 15-1433, Authorization to sign CSBG Contract, 2016SCBG-07 for \$10,000. Commissioner Miller made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Luis Uribe, Suzanne Gallaty, Brian Foss, Dan Miller, Martha Griese, and Charles Epp

Nays: None

Abstain: None

Absent: Commissioners Stanley Cleveland Jr. and Jim Whiteaker

ITEM NO. G.12. –ADMINISTRATIVE UPDATE:

Mr. Becerra stated the Kristen Court financing closed and permits have been pulled so construction should start soon after the first of the New Year, weather permitting. Mr. Becerra shared with the tragedy of the San Bernardino shooting, the Housing Authority has received some tools for staff training including an active shooter video and information from our workers' compensation carrier. He explained security is now increased at the main office with the installation of a FOB system. He said more training is in the works for staff regarding these types of incidents.

Mr. Becerra shared a copy of the crime report for the Richland Housing Center from the City of Yuba City Policy Department as requested by Commissioner Cleveland.

ITEM NO. H. HOUSING COMMISSIONERS' COMMENTS:

Commissioners Gallaty, Griese, Whiteaker and Epp wished everyone a Merry Christmas and Happy New Year.

Commissioner Uribe shared he was glad to be back.

Chairperson Hodges mentioned the Live Oak City Hall will be closed from December 24, 2015 to January 4, 2016 for some flooring repairs due to water damage. She also wished everyone a Merry Christmas and Happy New Year.

ITEM NO. I.13. – CLOSED SESSION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO SUBDIVISION (b) OF GOVERNMENT CODE 54956.9, ANTICIPATED LITIGATION: ONE (1) CASE:

There was no discussion on this item.

ITEM NO. I.14. – CLOSED SESSION: PURSUANT TO SECTION 54957 OF THE CALIFORNIA GOVERNMENT CODE, PUBLIC EMPLOYEE APPOINTMENT, TITLE: EXECUTIVE DIRECTOR:

There was no discussion on this item.

ITEM NO. J – NEXT MEETING: January 20, 2016

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



Regional Housing Authority of Sutter and Nevada Counties

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RESOLUTION 16-1434

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES APPROVAL OF THE 2016 PAYMENT STANDARD-HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the Regional Housing Authority of Sutter & Nevada Counties (RHASNC) manages up to 1609 Housing Choice Voucher Participants; and

WHEREAS, the United States Department of Housing and Urban Development allows Public Housing Authorities to establish a payment standard of 90-110% of Housing Choice Voucher Fair Market Rents; and

WHEREAS, the Board of Commissioners of RHASNC has reviewed the information submitted;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties that:

1. The Housing Authority has conducted a review of the Sutter, Nevada and Colusa County's Housing Choice Voucher Program Payment Standards.
2. The Housing Authority wishes to establish the payment standard at 95% of HUD's published Fair Market Rent for Sutter, Nevada, Yuba and Colusa Counties.
3. The Housing Authority has properly calculated the Housing Choice Voucher Payment Standard based on the HUD Approved Fair Market rents for Sutter, Nevada, Yuba and Colusa Counties.
4. New payment standards will be implemented effective March 1, 2016, which are as follows:

County	0 bedroom	1 bedroom	2 bedrooms	3 bedrooms	4 bedrooms
Sutter County	\$597	\$628	\$818	\$1193	\$1428
Nevada County	\$753	\$863	\$1156	\$1684	\$2017
Yuba County	\$597	\$628	\$818	\$1193	\$1428
Colusa County	\$498	\$666	\$808	\$1178	\$1291

This Resolution was approved at the Regular Meeting of the Board of Commissioners on January 20, 2016 by the following vote:



The Housing Authority is an equal opportunity employer and housing provider.



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AYES:
NAYS:
ABSTAINED:
ABSENT:

(SEAL)

ATTEST: _____
Diane Hodges, Chair



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RESOLUTION 16-1435

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CONSOLIDATED AREA HOUSING AUTHORITY OF SUTTER COUNTY APPROVAL OF THE FLAT RENTS FOR LOW INCOME PUBLIC HOUSING

WHEREAS, the Regional Housing Authority of Sutter & Nevada Counties (RHASNC) owns and manages 173 units of Public Housing; and

WHEREAS, the United States Department of Housing and Urban Development requires that all flat rents be set at no less than 80 percent of the applicable Fair Market Rent (FMR) adjusted, if necessary, to account for reasonable utilities costs; and

WHEREAS, RHASNC will place a cap on any increase in a family's rental payment that exceeds 35 percent, and is a result of changes to the flat rental amount; and

WHEREAS, RHASNC will present two rent options to the family as follows:
 The lower of the product of the calculation and the updated flat rental amount; and
 The income-based rent; and

WHEREAS, the Board of Commissioners of RHASNC has reviewed the information submitted;

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties that:

1. The information provided in the Flat Rent Calculation is true and accurate.
2. There was a qualifying change in the Utility Allowance Schedule and/or Fair Market Rents.
3. New Flat Rents per the calculation should be implemented effective April 1, 2016 which are as follows:

Richland Housing							
Bedrooms	0	1	2	2 BR Non Rehabbed	3	4	5
Rent	468	503	634	636	937	1126	1296



The Housing Authority is an equal opportunity employer and housing provider.



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River City Manor	
Bedrooms	1
Rent	496

Date Street		
Bedrooms	1	2
Rent	491	637

This Resolution was approved at the Regular Meeting of the Board of Commissioners on January 20, 2016 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

(SEAL)

ATTEST: _____
Diane Hodges, Chairperson

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

STAFF REPORT

Date: January 20, 2016
To: Board of Commissioners
From: Gustavo Becerra, Interim Executive Director

SUBJECT: Migrant Farmworker Housing Center, Yuba City

RECOMMENDATION: Award contract to Fletcher's Plumbing & Contracting, Inc. for the water conservation project to be performed at the Migrant Farmworker Housing Center in Yuba City

FISCAL IMPACT: \$43,500 in grant funds held by the State Department of Housing and Community Development – Office of Migrant Services ("HCD-OMS")

Background

The Migrant Farmworker Housing Center in Yuba City is a 79 unit development of farmworker multi-family housing that is managed by the Housing Authority.

With the current drought conditions our State faces, the State Housing & Community Development Department – Office of Migrant Services (HCD-OMS) applied for a grant to conserve water at its migrant farmworker centers throughout the State. The grant was awarded to HCD-OMS, and the Yuba City Migrant Farmworker Center was selected for a project.

The project will consist of the replacement of all the toilets, faucet aerators, and showerheads, at the 79 residential units in the Yuba City Migrant Farmworker Center.

The requirements for the replacement of the fixtures are the following: faucet aerators rated at 1.5 gallons per minute (GPM) or less, showerheads rated at 2.0 GPM or less, and toilets rated at 1.28 gallons per flush or less.

The project contractor is required to have the C-36, plumbing license, as opposed to a B-General Contracting license.

Four plumbing contractors signed out bid documents and plans/specifications. The pre-bid project walkthrough was conducted on December 22, 2015, with bids due to the Housing Authority on January 4, 2016. Two contractors submitted the following bids:

Bids Submitted:

Fletcher's Plumbing & Contracting, Inc. (Yuba City, CA)	\$43,500.00
Plumbing Doctor (Yuba City, CA)	\$66,734.00

The above bids include the payment of State prevailing wage rates.

An in-house cost estimate for the project was prepared, totaling \$52,883.15.

Per funding requirements, the project must be completed by February 29, 2016. Staff have communicated this requirement to the potential contractor, and they are prepared to meet the required deadline.

Recommendation

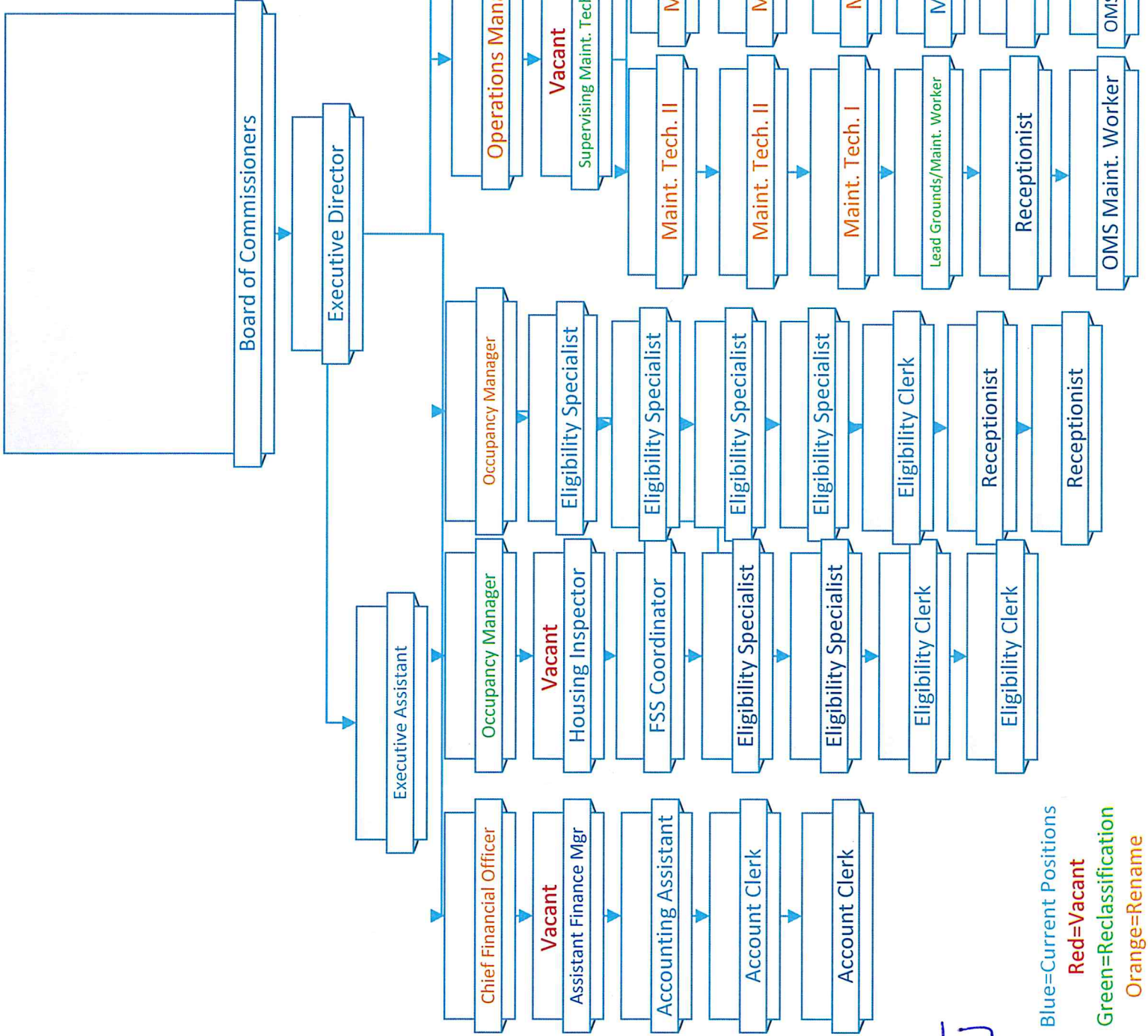
Staff recommends that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties approve the bid from Fletcher's Plumbing & Contracting, Inc., in the amount of \$43,500.00 for the water conservation project planned for the Migrant Farmworker Housing Center in Yuba City, and authorize the Interim Executive Director to execute the construction contract and all required documents.

Prepared and submitted by:



Gustavo Becerra
Interim Executive Director

Proposed Organizational Chart



Blue=Current Positions
 Red=Vacant
 Green=Reclassification
 Orange=Rename

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SUPERVISING MAINTENANCE TECHNICIAN

THE POSITION:

Under general direction to supervise building and grounds maintenance crews performing a variety of skilled and semi-skilled building maintenance and repair work; to diagnose and remedy problems in buildings, grounds and utility systems; to perform specialized maintenance and repair work; and to do related work as required.

CLASS CHARACTERISTICS:

This is a working first line supervisor classification in the Maintenance Mechanic series. Incumbents supervise assigned maintenance crews and perform the most complex duties with general direction, exercising independent decision-making and problem solving. Assignments involve supervision of the assigned crews and the ability to perform difficult and complex maintenance or renovation work associated with all housing. This class is differentiated from the Maintenance Mechanic II by first-line supervisory responsibilities.

EXAMPLES OF DUTIES:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the classification. Class specifications are not intended to reflect all duties performed within the job.

Interior of Units

- Clean
- Install and/or repair windows, doors, cabinets, closets
- Electrical and wiring, i.e. cuts, bends, and threads conduit
- Diagnoses complex electrical issues
- Diagnoses complex plumbing issues
- Replace/repair Appliances i.e., ovens, stoves, refrigerators, water heaters
- Assess/diagnose heating and air conditioning related issues
- Carpentry
- Painting
- Replaces and/or repairs telephone lines
- Sheetrock repair including taping, texturing walls, and ceilings
- Removal of trash and debris

- Install flooring to include but not limited to vinyl, wood, carpet, VCT
- Cleans carpets with extractor
- Perform other duties as assigned

Exterior of Units

- Maintain curb appeal, i.e. cutting grass, watering, trimming trees, shrubs and hedges, cultivation of plants, spraying and pulling weeds, repairs and maintains sprinkler systems
- Repairs street, parking lot and building lights
- Pressure wash buildings
- Removal of graffiti
- Pick up and remove trash and debris
- Maintain parking lots, streets, sidewalks, curbs, gutters and signs
- Repairs and or replacement of sidewalks (including cement and asphalt patch work as needed)
- Repairs fencing
- Repairs roofing as needed on different types of roofs
- Performs pest services as needed as applied according to EPA
- Perform other duties as assigned

Equipment/Tools

- Ability to operate and maintain grounds equipment, i.e. tractor/riding mower/push mower/trailer
- Operates and maintains basics tools according to manufacturer's guidelines and health and safety guidelines
- Follow and establish Safety Data Sheet (SDS) program

Health and Safety

- Follow all safety procedures such as using necessary safety equipment and reporting all safety hazards
- Provide training for staff as needed
- Assist in developing safety program

Reporting/Documentation

- Use appropriate computer programs
- Complete required documentation on work orders, and submit within prescribed timelines
- Review monthly work order schedule report
- Print, evaluate, and prioritize work orders
- Maintain daily logs
- Maintain communication with other staff members, vendors, contractors, property manager and project managers as assigned
- Prepares annual performance evaluations including performance goals

- Recommends disciplinary action when necessary to the Director of Maintenance
- Oversee staff in work programs
- Oversee Laborer, Maintenance Worker and Maintenance Mechanic I

Miscellaneous

- Order supplies
- Identify preventative maintenance
- Supervise and manage special projects
- Assist staff with questions when on call
- Ability to work with contractors
- Cover for Director of Maintenance as needed

MINIMUM QUALIFICATIONS:

Knowledge of: Basic methods, tools, equipment and materials used in building maintenance and repair work, i.e., carpentry, electrical, heating, and plumbing; diagnostic principles and practices used in building maintenance repair work; the methods, tools and materials used in preparation of and in painting of a variety of surfaces; the proper use and maintenance of basic trade tools; safety principles and practices required for general maintenance work, basic supervision methods and practices.

Ability to: Supervise and direct maintenance crews; perform specialized, skilled and semi-skilled maintenance work; ability to care for and maintain tools and equipment properly; analyze maintenance problems and determine alternatives for correction; follow oral and written instructions; prepare basic maintenance schedules and reports; establish and maintain effective working relationships with others; set priorities, identify and resolve problems; utilize modern technology for communication; obtain Freon recovery certification; obtain lead renovator certification, HVAC certification I, II, III and other certifications as needed determined by the Director of Maintenance.

Education and Experience: Equivalent to completion of four years of experience in maintenance construction or repair work, that would demonstrate the above knowledge and abilities. Specialized trade school and technical classes in building trades are desirable.

Special Requirement: Possession of a valid California Driver's license and meet automobile insurability requirements for RHASNC. Must be available to work overtime and be subject to call back for maintenance emergencies. Must be able to perform heavy manual labor.

LEAD GROUNDS/MAINTENANCE WORKER

THE POSITION:

Under general supervision, to provide lead direction, train, and direct staff assigned to building and grounds maintenance; perform a variety of skilled and semi-skilled maintenance and repair work; and to perform related work as assigned.

CLASS CHARACTERISTICS:

This is a one-position class with responsibility to provide lead supervision of staff on a day-to-day basis, and to perform a wide variety of landscape and grounds maintenance work on a wide-range of facilities. The incumbent works independently with policy direction and supervision from the Director of Maintenance. This position is distinguished from the class of Maintenance Worker by its primary responsibility for grounds maintenance and lead supervision.

EXAMPLES OF DUTIES:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the classification. Class specifications are not intended to reflect all duties performed within the job.

Interior of Units

- Clean
- Install and/or repair windows, doors, cabinets, closets
- Electrical and wiring, i.e. cuts, bends, and threads conduit
- Diagnosis complex plumbing issues
- Replace/repair Appliances i.e., ovens, stoves, refrigerators, water heaters
- Carpentry
- Painting
- Sheetrock repair including taping and texturing walls and ceilings
- Removal of trash and debris
- Install flooring to include but not limited to (vinyl, wood, carpet, VCT)
- Cleans carpets with extractor
- Perform other duties as assigned

Exterior of Units

- Maintain curb appeal, i.e. cutting grass, watering, trimming trees, shrubs and hedges, cultivation of plants, spraying and pulling weeds, install, repairs and maintains sprinkler systems
- Repairs street, parking lot and building lights
- Pressure wash buildings
- Removal of graffiti
- Pick up and remove trash and debris
- Maintain parking lots, streets, sidewalks, curbs, gutters and signs
- Checks and cleans storm drains and storm drain systems
- Repairs and or replacement of sidewalks (including cement and asphalt patch work as needed)
- Repairs fencing
- Repairs roofing as needed on different types of roofs
- Repair and maintain roof gutters, downspouts and related components
- Performs pest services as needed as applied according to integrated pest management
- Applies herbicides, i.e. Roundup, and reports usage as required by jurisdiction
- Perform other duties as assigned

Equipment/Tools

- Ability to operate and maintain grounds equipment, i.e. tractor/riding mower/push mower/trailer, as it relates to this position
- Operates and maintains basics tools according to manufacturer's guidelines, and health and safety guidelines
- Follow and establish Safety Data Sheets (SDS) program

Health and Safety

- Follow all safety procedures such as using necessary safety equipment and reporting all safety hazards
- Provide training for staff as needed
- Assist in developing safety and service programs

Reporting/Documentation

- Use appropriate computer programs
- Complete required documentation on work orders, and submit within prescribed timelines
- Prepares purchase requests for landscape maintenance and related items
- Review monthly work order schedule report
- Print, evaluate, and prioritize work orders
- Maintain daily logs such as equipment/service logs

- Maintain communication with other staff members, vendors, contractors, property manager and project managers as assigned
- Oversee staff in work programs
- Oversee Laborer and Maintenance Worker

Miscellaneous

- Order supplies
- Identify preventative maintenance
- Ensures that grounds and maintenance of the facilities are properly maintained
- Supervise and manage special projects
- Ability to work with contractors

MINIMUM QUALIFICATIONS:

Knowledge of: Basic methods, tools, equipment and materials used in building maintenance and repair work, i.e., carpentry, electrical, heating, and plumbing; diagnostic principles and practices used in building/grounds maintenance repair work; the methods, tools and materials used in preparation of and in painting of a variety of surfaces; the proper use and maintenance of basic trade tools; safety principles and practices required for general maintenance/grounds work, trees, shrubs, plants and groundcovers used in parks and public landscaped areas; techniques, tools, equipment, and materials used in cultivating and maintaining a variety of landscaped areas; use and safety applications for pesticides/herbicides; safety procedures used in maintaining landscaping and tree trimming techniques; basic supervision methods and practices.

Ability to: Supervise and direct maintenance/grounds crews; perform specialized, skilled and semi-skilled maintenance/grounds work; ability to care for and maintain tools and equipment properly; analyze maintenance/grounds problems and determine alternatives for correction; follow oral and written instructions; use sound, good independent judgment within established guidelines; prepare basic maintenance/grounds schedules and reports; establish and maintain effective working relationships with others including but not limited to contractors and vendors; set priorities, identify and resolve problems; utilize modern technology for communication; work outdoors in any/all weather conditions; ability to read blue prints.

Education and Experience: Equivalent to completion of three years of experience in parks and/or landscape maintenance, or development that would demonstrate the above knowledge and abilities.

Physical Requirements:

Essential duties require the following physical skills and work requirements.

- Ability to work in a variety of park and landscaping settings, including dexterity to use a variety of landscape tools and equipment;
- Ability to lift up to 70 pounds and heavier weights with proper equipment;
- Ability to climb all necessary ladders as needed

Special Requirement: Possession of a valid California Driver's license and meet automobile insurability requirements for RHASNC. Must be available to work overtime and be subject to call back for maintenance/grounds emergencies. Must be able to perform heavy manual labor.

LOAN ANALYST

THE POSITION:

Under general supervision, to perform and process housing and loan eligibility determinations related to housing, construction and community development; to manage multiple programs and contracts; and to perform related work as required.

CLASS CHARACTERISTICS:

This is a journey level classification that performs the full range of technical loan determination duties under the supervision of the department manager or his/her designee. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLE OF DUTIES: Duties may include, but are not limited to, the following:

- Screens, interviews and determines income and eligibility of households for a variety of government funded, housing loan and grant programs which includes gathering, reviewing and verifying documentation to determine eligibility or continued eligibility for applicant/recipients such as assets, title, income, and expense information
- Assists applicants in the completion of necessary forms.
- Gathers, reviews, proofs and keeps statistical data and records; maintains a variety of files.
- Prepares and sends verification forms.
- Prepares and evaluates loan applications, calculates and verifies income and assets; declines or recommends loans for approval; and notifies applicant/recipient of eligibility determination and when funding is available.
- Inspects properties to determine eligibility for loans or grants to improve housing conditions.
- Orders and reviews title reports and appraisals for housing projects
- Obtains and reviews bids for construction projects; negotiates changes in price and scope of work with contractors and homeowners.
- Monitors construction and expenses for compliance with work specifications, program guidelines, and State/Federal requirements.
- Examines previous loan documentation, makes recommendations, and modifies past promissory notes when needed.
- Maintains escrow accounting of all funds and closeout.
- Maintains waiting list of eligible applicants.
- Performs loan underwriting and construction management tasks.
- Maintains applicant/recipient files.
- Provide general information and answers inquiries regarding assistance programs and schedules appointments.

- Prepares a variety of correspondence, forms and reports related to housing assistance programs.
- Builds and maintains positive working relationships with co-workers, other Housing Authority employees, and the public using principles of good customer service.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and techniques in interviewing people to ascertain factual information.
- Basic record keeping principles and procedures.
- Principles and practices of applying regulations and guidelines necessary to determine eligibility.
- Construction management including change orders, contracts, payments and forms.
- Computer applications such as Word, Excel and Outlook.
- Principles and practices of customer service.

Ability to:

- Obtain information through personal interview.
- Analyze personal information in determining eligibility for assistance.
- Research, interpret and apply program regulations and guidelines.
- Abide by multiple funding requirements determined by specific jurisdictions.
- Manage time effectively to meet deadlines.
- Research and resolve issues regarding loans (example: various liens on title).
- Adhere to prescribed policies and procedures.
- Communicate effectively in oral and written form.
- Establish and maintain effective working relationships with others.
- Make arithmetic calculations and keep records.
- Prepare correspondence, forms and reports accurately.
- Operate personal computer, calculator, fax, copier, telephone, stamp mail machine and printer.
- Type at a speed necessary for successful job performance.
- Ability to communicate effectively in Spanish or Punjabi both verbally and in writing preferred.
- California State Notary Public certification preferred. ***(If not certified at time of employment, RHASNC will pay the cost of certification.)***

Education and Experience:

- Equivalent to three years' financial analyst experience including loan preparation, construction management, real estate
- Experience in interpreting and applying technical regulations and guidelines.

Special Requirement:

- Possession of a valid California Driver's license.

Salary Schedule for New Positions

Supervising Maintenance Technician									
3/30/2015	\$ 1,755.29	\$ 1,843.05	\$ 1,935.21	\$ 2,031.96	\$ 2,133.56	\$ 2,240.25	\$ 2,352.26		
3/30/2016	\$ 1,790.40	\$ 1,879.92	\$ 1,973.91	\$ 2,072.61	\$ 2,176.24	\$ 2,285.05	\$ 2,399.30		
3/30/2017	\$ 1,826.20	\$ 1,917.51	\$ 2,013.39	\$ 2,114.06	\$ 2,219.76	\$ 2,330.75	\$ 2,447.29		

Lead Grounds/Maintenance Worker									
3/30/2015	\$ 1,386.64	\$ 1,455.97	\$ 1,528.77	\$ 1,605.20	\$ 1,685.47	\$ 1,769.74	\$ 1,858.23		
3/30/2016	\$ 1,414.37	\$ 1,485.09	\$ 1,559.35	\$ 1,637.31	\$ 1,719.18	\$ 1,805.14	\$ 1,895.39		
3/30/2017	\$ 1,442.66	\$ 1,514.79	\$ 1,590.53	\$ 1,670.06	\$ 1,753.56	\$ 1,841.24	\$ 1,933.30		

Loan Analyst									
3/30/2015	\$ 1,630.18	\$ 1,711.69	\$ 1,797.27	\$ 1,887.13	\$ 1,981.49	\$ 2,080.56	\$ 2,184.59		
3/30/2016	\$ 1,662.78	\$ 1,745.92	\$ 1,833.22	\$ 1,924.88	\$ 2,021.12	\$ 2,122.18	\$ 2,228.29		
3/30/2017	\$ 1,696.04	\$ 1,780.84	\$ 1,869.88	\$ 1,963.38	\$ 2,061.55	\$ 2,164.62	\$ 2,272.85		



Regional Housing Authority of Sutter and Nevada Counties

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RESOLUTION 16-1436

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES EXPRESSING RECOGNITION AND APPRECIATION FOR THE DILIGENT SERVICE OF STANLEY CLEVELAND JR.

WHEREAS, Stanley Cleveland Jr., was first appointed to the office of Commissioner in the month of February 2007, and has served faithfully thereafter through December 2015; and

WHEREAS, he brought with him knowledge of community affairs which contributed substantially to the resolution of housing problems in Sutter, Nevada, Yuba and Colusa Counties; and

WHEREAS, he has been diligent and faithful to the public trust reposed on him, to the discharge of his responsibilities and in the fulfillment of his duties with the Housing Authority; Now

THEREFORE BE IT RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties hereby honor Stanley Cleveland Jr. upon his departure from the position of Commissioner and that his dedicated actions during the term he served as Commissioner be recognized and commended.

This Resolution was moved and approved at the Regular Meeting of the Board of Commissioners on January 20, 2016 as the Board conveys their best wishes in all his future endeavors.

Chairperson Diane Hodges

Commissioner Preet Didbal

Commissioner Charles Epp

Commissioner Martha Griese

Commissioner Jim Whiteaker

Commissioner Dan Miller

Commissioner Suzanne Gallaty

Commissioner Brian Foss

Commissioner Luis Uribe



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Regional Housing Authority of Sutter and Nevada Counties

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RESOLUTION 16-1437

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES DESIGNATING COMMISSIONERS AND OTHER PERSONS PERFORMING VOLUNTARY SERVICES WITHOUT PAY AS EMPLOYEES FOR THE LIMITED PURPOSE OF QUALIFYING FOR WORKERS' COMPENSTATION INSURANCE COVERAGE UNDER CALIFORNIA LABOR CODE SECTIONS 3200, ET SEQ.

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties (Authority) is a member of California Housing Workers' Compensation Authority (CHWCA); and

WHEREAS, Commissioners and other persons who perform volunteer services for the Housing Authority are considered "employees" as defined by California Labor Code, sections 3351 and 3351.5, which governs eligibility for Workers' Compensation Insurance coverage, and are in fact specifically excluded from such designation by Labor Code section 3352, subdivision (i); and

WHEREAS, the State legislature has seen fit, by passing Labor Code section 3363.5, to provide that in certain circumstances where persons perform voluntary services for a public agency, such persons may be deemed employees of the public agency while performing such service in order to qualify for Workers' Compensation Insurance coverage, provided the governing body of the public agency has adopted a resolution so declaring; and

WHEREAS, this Housing Authority, a public agency desires to continue to provide, as authorized by the Labor Code, Workers' Compensation Insurance coverage to its Commissioners and other persons who perform voluntary services;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties, under the authority of California Labor Code section 3363.5, subdivision (a), adopts and declares the following:

Members of the Board of Commissioners and all other persons who perform volunteer services for the Housing Authority without pay are, while performing such voluntary services, hereby designated "employees" of the Housing Authority for the limited purpose of qualifying for Workers' Compensation Insurance coverage under the provisions of California Labor Code sections 3200, et seq.

BE IT FURTHER RESOLVED that “voluntary service without pay” is defined for purposes of this resolution as services performed by any person who receives no remuneration other than remuneration for meals, transportation, lodging, or reimbursement of any other incidental expenses associated with such voluntary service.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 20th day of January 2016, by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: _____
Diane Hodges, Chairperson

(SEAL)

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

STAFF REPORT

Date: January 20, 2016
To: Board of Commissioners
From: Beckie Flores, Assistant Manager - Planning & Community Development

SUBJECT: Program Update – Owner-Occupied Housing Rehabilitation and First Time Homebuyer Programs

RECOMMENDATION: None.

FISCAL IMPACT: Not applicable.

Program Update – Owner Occupied Housing Rehabilitation

Since 1999 the Housing Authority has operated the Owner Occupied Housing Rehabilitation Program for several cities and counties in Yuba, Sutter, Butte and Colusa Counties. The program provides loans and grants to low-income homeowners that need to make repairs to their homes. The repairs can range from a relatively small rehabilitation project with new windows, new roof and exterior paint to full reconstructions where the existing property is demolished and rebuilt from the ground up. The program is focused on bringing homes up to current building code as well as correcting any health and safety issues. Projects average about \$45,000 per unit and can take anywhere from 6 months or more to complete.

For the first few years Regional Housing Authority administered the Owner Occupied Housing Rehabilitation Program for Sutter County and Live Oak only. Since that time we now administer the program for eight (8) cities and counties located throughout the region. Our services are billed on a per-project basis, which means marketing and outreach are critical to ensuring we always have applicants in the pipeline. We currently have over \$2.5 million available from a variety of sources included Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), CalHome, and USDA Housing Preservation Grant (HPG). We also write grant applications and provide technical assistance for our client jurisdictions that receive money from these funding sources.

The Housing Authority has completed over 200 owner-occupied housing rehabilitation projects and our experience provides a valuable resource to cities and counties searching for an affordable alternative to operating the program in-house. In fact, one third of our client

jurisdictions have sought out our services as a result of shrinking budgets and lack of financial resources. In most cases our service fee can be covered by the program grant, so there is little to no impact on the city or county's General Fund. We continually streamline our processes so that we can operate as efficiently as possible and offer excellent customer service at an affordable cost. The following pictures provide a sample of some of the projects we have completed through the Owner Occupied Housing Rehabilitation Program:

Roof replacement



Installed wheelchair ramp



Replaced home that was destroyed by wildfire



Program Update – First Time Homebuyer

Planning & Community Development also offers program administration services for cities and counties that offer First Time Homebuyer Programs for low-income buyers using grant funds from CDBG, HOME or CalHome. These First Time Homebuyer programs provide “silent” second mortgages to income eligible buyers that must be coupled with a first mortgage. This increases the buyer’s purchase price while keeping their mortgage payment affordable since the city/county homebuyer loan has no monthly payments. The loan accrues interest, however, and must be repaid in 30 years or when the property is sold.

Since 2006 the Housing Authority has assisted 14 low-income families with the purchase of their first home. First Time Homebuyer loans average approximately \$55,000 per unit and in many cases, the amount of buyer’s new mortgage payment is less than they were paying in rent. We currently have over \$1.5 million available for the First Time Homebuyer Program and are administering the program for the cities of Yuba City, Williams, Colusa, Gridley and Live Oak as well as Yuba County.

Prepared by:

Beckie Flores
Assistant Manager
Planning & Community Development

Submitted by:

Gustavo Becerra
Interim Executive Director



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RESOLUTION 16-1438

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES AUTHORIZING RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$176.03

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

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

WHEREAS, the Regional Housing Authority 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 January 31, 2016 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 \$176.03.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 20th day of January, 2016 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Diane Hodges,
Chairperson

(SEAL)

H:Reso\16-1438



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**Rural Development Properties
Collection Loss Write Off
Period: January 2016**

<u>Tenant</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>								
T0002542	420 Miles Ave., #62, Yuba City	11/23/09	12/01/15	\$ 347.00	\$ -	\$ -	\$ 66.19	\$ -	\$ -	\$ 66.19	No
T0005554	380 MCKeehan Dr, #S, YC	08/04/14	12/05/15	\$ 402.00	\$ -	\$ -	\$ 109.84	\$ -	\$ -	\$ 109.84	No
					\$ -	\$ -	\$ 176.03	\$ -	\$ -	\$ 176.03	Total Write Off

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

Utility costs incurred by PHA from tenant move-in date until transferred to tenant's name. Those charges are then billed to the tenant.

Deceased *

Exhibit A





Regional Housing Authority of Sutter and Nevada Counties

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RESOLUTION 16-1439

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 \$36.00

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 January 31, 2016 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 \$36.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 20th day of January, 2016 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: _____

Diane Hodges,
Chairperson

(SEAL)

H:Reso\16-1439



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Kingwood Commons
 1340 Gray Avenue, Yuba City
 Collection Loss Write Off
 Period: January 2016

<u>Tenant</u>	<u>Apartment</u>	<u>Move In</u>	<u>Date</u>	<u>Move Out</u>	<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fee's</u>	<u>Damages</u>	<u>Utilities</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
T0001732	64	04/12/04	10/21/15		\$ 842.00	\$ -	\$ -	\$ 36.00	\$ -	\$ -	\$ 36.00	No
					\$ -	\$ -	\$ -	\$ 36.00	\$ -	\$ -	\$ 36.00	
											\$ 36.00	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





Regional Housing Authority of Sutter and Nevada Counties
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RESOLUTION 16-1440

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES AUTHORIZING HOUSING CHOICE VOUCHER FRAUD RECOVERY COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$389.00

WHEREAS, the Regional Housing Authority of Sutter and Nevada Counties operates the Housing Choice Voucher program for Sutter, Nevada and Colusa Counties; and

WHEREAS, operations of the Housing Choice Voucher program includes assisting families who are low income; and

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

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending January 31, 2016 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 \$389.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 20th day of January, 2016 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Diane Hodges,
Chairperson

(SEAL)

H:Reso\16-1440



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HCV Fraud Recovery
Collection Loss Write Off
Period: January 2016

<u>Tenant</u>	<u>HAP</u>	<u>Fraud Recovery Amount Owed</u>	<u>Late</u>	<u>NSF</u>	<u>Legal</u>	<u>Total</u>	<u>Payback</u>
			<u>Fee's</u>	<u>Fee's</u>	<u>Fee's</u>	<u>Owed</u>	<u>Agreement</u>
T0004353		\$ 389.00	\$ -	\$ -	\$ -	\$ 389.00	Yes
		\$ 389.00	\$ -	\$ -	\$ -	\$ 389.00	Total Write-Off

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





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RESOLUTION 16-1441

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 \$428.80

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 January 31, 2016 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 \$428.80.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 20th day of January, 2016 by the following vote:

AYES:
NAYS:
ABSTAINED:
ABSENT:

ATTEST: _____
Diane Hodges
Chairperson

(SEAL)

H: Reso\16-1441



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Public Housing
Collection Loss Write Off
Period: January 2016

Tenant	Address	Move In	Date	Move Out	Monthly Rent	Rent Owed	Late Fee's	Damages	Solar	Legal Fee's	Total Owed	Payback Agreement
*T0006377	2750 Date St, #25 L.O.	02/04/15	12/03/15		\$ 220.00	\$ -	\$ 20.00	\$ 408.80		\$ -	\$ 428.80	No
					\$ -	\$ -	\$ 20.00	\$ 408.80	\$ -	\$ -	\$ 428.80	Total Write Off

Deceased *

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

Exhibit A