



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
Website: www.rhasnc.org

March 24, 2016

TO: Chairperson Diane Hodges
Commissioner Martha Griese
Commissioner Brian Foss
Commissioner Preet Didbal
Commissioner Charles Epp
Commissioner Dan Miller
Commissioner Suzanne Gallaty
Commissioner Ron Sullenger
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
April 6, 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, April 6, 2016 at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**


Gustavo Becerra
Interim Executive Director

s: No04062016



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
April 6, 2016, 12:15 PM

- A. CALL TO ORDER: ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. PUBLIC PARTICIPATION: Members of the public shall be provided with an opportunity to address the Board on items of interest that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring something before the Board that is not on the agenda may do so at this time; however, State law provides that no action may be taken on any item not appearing on the posted Agenda.
- D. AWARDS AND PRESENTATIONS:
 - 1. MEET THE STAFF:
 - A. Bret Weniger, Maintenance Department
 - B. Daisy Lizama, Occupancy Department
- 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.
 - 2. Approval of Increase in Tenant Late Fees and NSP Fees pg. 1
 - 3. Approval of Minutes – February 3, 2016 pg. 2
 - 4. Approval of Minutes – March 2, 2016 pg. 5
- F. OLD BUSINESS: Discussion/Possible Action:
 - 5. Update on Approval of Amendment to Add Yuba County
- G. NEW BUSINESS: Discussion/Possible Action:
 - 6. Resolution 16-1443, Kingwood Commons Collection Loss Write-Off pg. 7

7. Resolution 16-1444, Public Housing Collection Loss Write-Off pg. 9
8. Resolution 16-1445, Housing Choice Voucher Fraud Recovery Collection Loss Write-Off pg. 11

H. ADMINISTRATIVE REPORT:

9. Administrative Update

I. HOUSING COMMISSIONERS' COMMENTS:

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

10. CLOSED SESSION: Significant Exposure to Litigation Pursuant to Subdivision (b) of Government Code 54956.9
Anticipated Litigation: One (1) Case
11. CLOSED SESSION: Pursuant to Section 54957 of the California Government Code
Public Employee Appointment
Title: Executive Director

K. NEXT MEETING:

L. ADJOURNMENT

Ag040616

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

Date: April 6, 2016
To: Board of Commissioners
From: Gail Allen, Chief Financial Officer

SUBJECT: Increase in Tenant Late and NSF Fees
RECOMMENDATION: \$5 Late Fee Increase (excluding USDA/OMS programs)
\$19-\$29 NSF Fee Increase
FISCAL IMPACT: Impact based on late and NSF occurrences

Since 2005, the Regional Housing Authority of Sutter County has assessed tenants:

Late Fee

- \$10 USDA (Butte View, Centennial Arms, Richland Housing)
- \$20 All other programs

NSF Fee

- \$6 All programs

To be consistent with other PHA's, offset additional Staff time required to handle late and NSF payments and deter future late payments (28 residents were late in both January and February), staff reviewed fees assessed by Butte, Seattle, Hanford, Alameda City and Alameda County Housing Authorities and compared our fees with the California Department of Consumer Affairs and USDA Handbook and determined our fees could be increased to the following:

Late Fee

- Unchanged \$10 -- USDA (Butte View, Centennial Arms, Richland Housing)
- \$25 All other programs

NSF Fee

- \$25-\$35 All programs (1st and subsequent NSF's), excluding OMS for subsequent NSF's

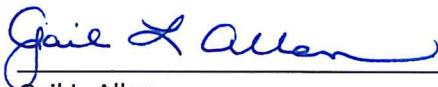
RHASNC will continue to ensure resident leases reflect the authorized fee amounts, not evict a tenant for failure to pay these fees and remain flexible for those whose social security payments arrive late.

RECOMMENDATION:


Staff is recommending that, effective June 1, 2016, the Board of Commissioners of the Regional Housing Authority of Sutter and Nevada Counties approve a \$5 Late Fee increase (excluding USDA) and \$19 (1st) - \$29 (subsequent) NSF Fee increase (excluding OMS from subsequent NSF).

Prepared by:

Submitted by:



Gail L. Allen
Chief Financial Officer



Gustavo Becerra
Interim Executive Director

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Minutes

Regular Board Meeting

February 3, 2016

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, Preet Didbal, Ron Sullenger, Charles Epp, Dan Miller and Brian Foss were present. Commissioners Suzanne Gallaty and Luis Uribe were absent. Legal Council Duane Oliveira was also present.

ITEM NO. B. – PUBLIC PARTICIPATION: NONE

ITEM NO. C.1. - MEET THE STAFF, A. ANTONIO BUSTAMANTE:

Operations Manager Tom Goodwin introduced Antonio Bustamante. Mr. Bustamante stated with the agency in 2012 as a Maintenance Worker and was promoted in 2014 to Maintenance Technician I. Mr. Bustamante is one of those employees who does not like to miss work, he feels if he is not there he is letting others down. Mr. Bustamante expressed he is here for the long haul and is there for everyone.

ITEM NO. C.1. - MEET THE STAFF, B. BAKSHINDER SAHOTA:

Occupancy Manager Pattra Runge introduced Bakshinder Sahota. She shared she has known Mrs. Sahota for a long time, they worked together at a previous job. She said Mrs. Sahota began with the agency approximately five years ago as a Receptionist/Cashier, moved to an Eligibility Clerk and is now an Eligibility Specialist for the Housing Choice Voucher program. Mrs. Runge stated Mrs. Sahota is an asset to the agency.

Chairperson Hodges welcomed Commissioner Sullenger to the Board.

ITEM NO. D. - CONSENT CALENDAR: NONE

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

Legal Council Duane Oliveira reported the agreement should be Joint Powers Agreement. He stated he would be sending the agreement to Nevada County Legal Council for her final review. Mr. Oliveira said he is hoping the new agreement will be approved by all jurisdictions in March.

ITEM NO. E.3. – APPROVAL OF LINDA NICHOLS LABOR COMMISSIONER CLAIM AND OTHER CLAIMS BY HER:

Commissioner Miller made a motion to approve Linda Nichols Labor Commissioner claim in the amount of \$21,485.11. Commissioner Didbal made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Brian Foss, Preet Didbal, Ron Sullenger, Dan Miller, Martha Griese, and Charles Epp

Nays: None

Abstain: None

Absent: Commissioners Susanne Gallaty and Luis Uribe

ITEM NO. F. 4. – RECOMMEND APPROVAL OF BUDGET FOR FYE 2014:

Chief Financial Officer Gail Allen went over the budget in the packet. She shared there are many programs where the funds must stay within that specific program. Ms. Allen explained the Maintenance staff expenses are charged based on work orders. She said Kingwood Commons has only been in the negative for two months since the refinance a year ago due to having three payrolls in a month.

Ms. Allen mentioned staff will begin to pay their share of CalPERS effective April 1, 2016 as part of the Memorandum of Understanding with the union. The staff report also states staff will be receiving a 2% COLA effective April 1, 2016 and step increases were reinstated January 1, 2015. Mr. Becerra explained the many changes that have been made to the CalPERS system.

Ms. Allen explained the shortfall for the Public Housing budget will be covered by reserves.

Commissioner Didbal made a motion to approve the fiscal year ending 2017 operating budgets. Commissioner Griese made the second. All were in favor by voice vote.

ITEM NO. F. 5. – RESOLUTION 16-1442 – APPROVAL OF PUBLIC HOUSING BUDGET:

Commissioner Epp made a motion to approve Resolution 16-1442, Approval of the Public Housing Budget. Commissioner Sullenger made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners Brian Foss, Preet Didbal, Ron Sullenger, Dan Miller, Martha Griese, and Charles Epp

Nays: None

Abstain: None

Absent: Commissioners Susanne Gallaty and Luis Uribe

ITEM NO. G.6. –ADMINISTRATIVE UPDATE:

Mr. Becerra said the shortfall in the Public Housing budget is due to capital needs improvements that will be funded through reserves. He shared the Housing Authority received High Performer status from HUD for Public Housing. He shared the properties have held up well during the storms over the past few months with the preventative maintenance staff did to prepare for the weather.

Mr. Becerra mentioned Maple Park Phase 2 is 90% complete with tenants being leased in April. He said there will be a ribbon cutting after the units are leased.

ITEM NO. H. HOUSING COMMISSIONERS' COMMENTS:

Chairperson Hodges stated Maple Park Phase 2 is almost complete and looking very nice.

ITEM NO. I.18. – CLOSED SESSION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO SUBDIVISION (b) OF GOVERNMENT CODE 54956.9, ANTICIPATED LITIGATION: ONE (1) CASE:

Chairperson Hodges reported there was no reportable action.

ITEM NO. I.19. – CLOSED SESSION: PURSUANT TO SECTION 54957 OF THE CALIFORNIA GOVERNMENT CODE, PUBLIC EMPLOYEE APPOINTMENT, TITLE: EXECUTIVE DIRECTOR:

This item was pulled for this meeting.

ITEM NO. J – NEXT MEETING: February 17, 2016

ITEM NO. K - ADJOURNMENT: The meeting was adjourned at 2:15 P.M.

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Minutes

Regular Board Meeting

March 2, 2016

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, Ron Sullenger, Dan Miller, Suzanne Gallaty and Luis Uribe and were present. Commissioner Preet Didbal arrived later in the meeting. Commissioners Brian Foss and Charles Epp were absent. Legal Council Duane Oliveira was also present.

ITEM NO. B. – PUBLIC PARTICIPATION: NONE

ITEM NO. C.1. - MEET THE STAFF, A. ANTHONY LANGLOIS:

Operations Manager Tom Goodwin introduced Anthony Langlois. Mr. Langlois has been with the agency for approximately six years. Mr. Goodwin stated Mr. Langlois started as a Maintenance Worker and has worked himself up and is currently the Supervising Maintenance Technician. He shared Mr. Langlois likes to lead by example and it is a pleasure to have him with the agency.

ITEM NO. C.1. - MEET THE STAFF, B. BRITTNEY KILLEEN:

Occupancy Manager Pattra Runge introduced Brittney Killeen. She shared Ms. Killeen came to our agency through the CalWorks program as a trainee. She was then hired as an Eligibility Clerk and is now an Eligibility Specialist for the Housing Choice Voucher program. Mrs. Runge stated Ms. Killeen is very professional and gives her the credit for getting the voucher number up.

ITEM NO. D. - CONSENT CALENDAR:

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

ITEM NO. E.5. – UPDATE ON APPROVAL OF AMENDMENT TO ADD YUBA COUNTY:

Legal Council Duane Oliveira reported he has sent the agreement to Nevada County Legal Council for review and has not heard back yet.

ITEM NO. F. – NEW BUSINESS: NONE

ITEM NO. G.6. –OCCUPANCY/ELIGIBILITY UPDATE:

Mrs. Runge stated she included both quarter three and four in the packet. She shared the lease up rate is up

and units continue to be leased quickly. Mrs. Runge said there are 33 Rural Development units offline. She also mentioned the Housing Choice Voucher waiting list is very low and she is working on an online application portal for when the waitlist opens.

ITEM NO. G.7. –FINANCE UPDATE:

Chief Financial Officer Gail Allen went over the update provided in the packet. She stated restricted monies must stay within the property they belong to. Ms. Allen also mentioned Public Housing reserves are being used for projects. On a happy note, Kingwood Commons is in the positive.

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

Interim Executive Director Gustavo Becerra said the City of Colusa approved \$650,000 to rehabilitate Devonshire Apartments. These funds will be used to fix balcony issues since new regulations have come out after the Berkley incident. They will also be used for siding, windows, paint and roofing two buildings.

Mr. Becerra mentioned staff continues to look at ways to save money. He mentioned Executive Assistant/HR Coordinator Jennifer Ruiz found a way to save money on the Verizon Wireless bill by changing some of the plans and Mr. Goodwin's ideas will save the agency on laundering maintenance rags. Mr. Becerra also stated the flags are in and the pledge will be agendized for future meetings.

Mr. Becerra shared that since switching over to the collection agency, the Housing Authority has netted \$1,600.00, which is more than what was received through the Intercept program. He also mentioned the Housing Authority had two staff members present at the Homeless One-Stop on February 26, 2016 where they were able to hand out over fifty housing applications.

ITEM NO. H. HOUSING COMMISSIONERS' COMMENTS: NONE

ITEM NO. I.18. – CLOSED SESSION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO SUBDIVISION (b) OF GOVERNMENT CODE 54956.9, ANTICIPATED LITIGATION: ONE (1) CASE:

Chairperson Hodges reported there was no reportable action.

ITEM NO. I.19. – CLOSED SESSION: PURSUANT TO SECTION 54957 OF THE CALIFORNIA GOVERNMENT CODE, PUBLIC EMPLOYEE APPOINTMENT, TITLE: EXECUTIVE DIRECTOR:

Chairperson Hodges reported there was no reportable action.

ITEM NO. J – NEXT MEETING: March 16, 2016

ITEM NO. K - ADJOURNMENT: The meeting was adjourned at 1:09 P.M.



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RESOLUTION 16-1443

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 \$8,460.05

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 March 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 \$8,460.05.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 6th day of April, 2016 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: _____

Diane Hodges,
Chairperson

(SEAL)

H:Reso\16-1443



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7

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

<u>Tenant</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>													
T0006383	26	03/04/15	11/25/15	\$ 482.00	\$ 528.00	\$ 20.00	\$ 365.00	\$ -	\$ 955.04	\$ 1,868.04	No					
T0005854	11	11/10/14	01/14/16	\$ 842.00	\$ 2,439.00	\$ -	\$ 3,293.01	\$ -	\$ 860.00	\$ 6,592.01	No					
										\$ 2,967.00	\$ 20.00	\$ 3,658.01	\$ -	\$ 1,815.04	\$ 8,460.05	Total Write Off

3/23/14


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 16-1444

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 \$4,312.74

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 March 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 \$4,312.74.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 6th day of April, 2016 by the following vote:

AYES:
NAYS:
ABSTAINED:
ABSENT:

ATTEST: _____
Diane Hodges
Chairperson

(SEAL)

H: Reso\16-1444



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9

**Public Housing
Collection Loss Write Off
Period: March 2016**

<u>Tenant</u>	<u>Address</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>Solar</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
T0001129	3333 Bernard Dr, YC	04/24/86	01/26/15	01/26/15	\$ 338.00	\$ 1,197.00	\$ -	\$ 1,837.21	\$ 158.84	\$ 919.43	\$ 4,112.48	No
*T0006778	9400 Larkin Rd, #7A	07/20/15	01/12/16	01/12/16	\$ 793.00	\$ -	\$ -	\$ 200.26	\$ -	\$ -	\$ 200.26	No
					\$ 1,197.00	\$ -	\$ -	\$ 2,037.47	\$ 158.84	\$ 919.43	\$ 4,312.74	Total Write Off

Deceased *

3/23/14


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



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RESOLUTION 16-1445

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 \$1,866.00

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 March 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 \$1,866.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 6th day of April, 2016 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Diane Hodges,
Chairperson

(SEAL)

H:Reso\16-1445

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>Fees</u>	<u>Fees</u>	<u>Fee's</u>	<u>Owed</u>	<u>Agreement</u>
T0005561		\$ 1,025.00	- \$	- \$	- \$	1,025.00	Yes
T0003922		\$ 841.00	- \$	- \$	- \$	841.00	Yes
		\$ 1,866.00	- \$	- \$	- \$	\$ 1,866.00	Total Write-Off

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

3/23/16

P