



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
Website: www.rhasnc.org

May 27, 2015

TO: Chairperson Diane Hodges
Commissioner Martha Griese
Commissioner Brian Foss
Commissioner Stanley Cleveland, Jr.
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
Melody Lane
Rob Choate, County of Nevada
David Nightingale, Nevada County Resident

**NOTICE OF REGULAR MEETING
June 3, 2015**

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, June 3, 2015 at River City Manor, 655 Joann Way, Yuba City, CA 95993.**



Gustavo Becerra
Interim Executive Director

s: No06032015



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
River City Manor, 655 Joann Way, Yuba City, CA 95993
June 3, 2015, 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: Significant Exposure to Litigation Pursuant to Subdivision (b) of Government Code 54956.9
Anticipated Litigation: One (1) Case
 2. CLOSED SESSION: Pursuant to Section 54957 of the California Government Code
Public Employee Appointment
Title: Executive Director
 3. CLOSED SESSION: Pursuant to Section 54956.8 of the California Government Code
Conference with Real Property Negotiators
Property: 445 Bernard Drive, Yuba City, CA 95991
Agency Negotiator: Gustavo Becerra
Under negotiation: Possible Leasing of Additional Property to the Yuba City Unified School District (includes instructions to negotiator regarding price and terms of lease)
- 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.
4. Approval of Minutes – May 6, 2015 pg. 1
 5. Approval of Minutes – May 20, 2015 pg. 3
- OLD BUSINESS: Discussion/Possible Action: NONE
- F. NEW BUSINESS: Discussion/Possible Action: NONE

G. ADMINISTRATIVE REPORT:

6. Administrative Update

H. HOUSING COMMISSIONERS' COMMENTS:

I. NEXT MEETING:

J. ADJOURNMENT:

Ag060315

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Minutes

Regular Board Meeting

May 6, 2015

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

ITEM NO. B. – PUBLIC PARTICIPATION:

Rob Choate, County of Nevada, was present for the meeting.

ITEM NO. C. - AWARDS AND PRESENTATIONS: NONE

ITEM NO. D.1. – CLOSED SESSION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO SUBDIVISION (b) OF GOVERNMENT CODE 54956.9, ANTICIPATED LITIGATION: TWO (2) CASES:

Chairperson Hodges reported there was no reportable action.

ITEM NO. D.2. – 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. D.3. – CLOSED SESSION: PURSUANT TO SECTION 54956.8 OF THE CALIFORNIA GOVERNMENT CODE, CONFERENCE WITH REAL PROPERTY NEGOTIATORS, PROPERTY: 445 BERNARD DRIVE, YUBA CITY, CA 95991, AGENCY NEGOTIATOR: GUSTAVO BECERRA, UNDER NEGOTIATION; POSSIBLE LEASING OF ADDITIONAL PROPERTY TO THE YUBA CITY UNIFIED SCHOOL DISTRICT (INCLUDES INSTRUCTIONS TO NEGOTIATOR REGARDING PRICE AND TERMS OF LEASE):

Chairperson Hodges reported there was no reportable action.

ITEM NO. E. - CONSENT CALENDAR: None

ITEM NO. F. – OLD BUSINESS: None

ITEM NO. G.4. – APPROVAL OF AGREEMENTS FOR STONY CREEK APARTMENTS, PHASE II, WILLIAMS, CA:

Assistant Planning and Community Development Manager Beckie Flores explained the Stony Creek

Apartments project is the second phase of a development in Williams, CA. This phase will consist of 32 units of senior housing. She stated the Housing Authority is in a partnership with AMG, Coachella Management Partners and Williams Senior Associates. Mrs. Flores explained the land is currently owned by Coachella Management Partners who will donate the land to the Housing Authority and then the Housing Authority will then transfer the property back to the development partnership for leverage points in the tax credit application.

Interim Executive Director Gustavo Becerra stated this is the same structure as the partnership for the Kristen Court Apartments in Live Oak, CA. He explained there is no cost to the Housing Authority. Mr. Becerra said it is a co-developer partnership.

Commissioner Griese made a motion to approve the Property Dedication Agreement with Coachella Management Partners as well as the purchase and Sale Agreement with Williams Senior Associates, and authorize the Interim Executive Director to execute the Agreements and any other documents necessary to carry out the terms of the Agreements. Commissioner Uribe made the second. All were in favor by voice vote.

ITEM NO. H.5. – ADMINISTRATIVE UPDATE:

Mr. Becerra said there have been talks with the Yuba-Sutter Transit to provide a new bus stop in front of Maple Park in Live Oak, CA beginning July 1, 2015. Chairperson Hodges stated service for Live Oak will increase to five days per week.

Mr. Becerra explained the Office of Migrant Services units opened May 4, 2015 and there are currently 35 families leased. These units will stay open through the end of October with a possible extension into November.

Mr. Becerra stated Jennifer Ruiz, Executive Assistant/HR Coordinator, is working with Shellie Anderson, HR Consultant, on the personnel rules and regulations including a recruitment policy.

ITEM NO. I. HOUSING COMMISSIONERS' COMMENTS: NONE

ITEM NO. J – NEXT MEETING: May 20, 2015

ITEM NO. K - ADJOURNMENT: The meeting was adjourned at 1:51 P.M.

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES

Minutes

Regular Board Meeting

May 20, 2015

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

ITEM NO. B. – PUBLIC PARTICIPATION:

Pat Miller with the Sutter County Tax Payers Association attended the meeting and had some questions in regards to the property located on B Street in Yuba City, CA. She wanted to know who makes the recommendation on which houses to buy and how is that decision made. She also wanted to know how many properties are privately owned by Housing Authority in each of the counties represented by the authority and how many properties that are privately owned are managed by the Housing Authority. Interim Executive Director Gustavo Becerra stated he would respond to the items in question and forward the response to all Board Commissioners.

ITEM NO. C. - AWARDS AND PRESENTATIONS: NONE

ITEM NO. D.1. – 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. D.2. – CLOSED SESSION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO SUBDIVISION (b) OF GOVERNMENT CODE 54956.9, PENDING LITIGATION: ONE (1) CASE:

Chairperson Hodges reported there was no reportable action.

ITEM NO. D.3. – 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. D.4. – CLOSED SESSION: PURSUANT TO SECTION 54956.8 OF THE CALIFORNIA GOVERNMENT CODE, CONFERENCE WITH REAL PROPERTY NEGOTIATORS, PROPERTY: 445 BERNARD DRIVE, YUBA CITY, CA 95991, AGENCY NEGOTIATOR: GUSTAVO BECERRA, UNDER NEGOTIATION: POSSIBLE LEASING OF ADDITIONAL PROPERTY TO THE YUBA CITY UNIFIED SCHOOL DISTRICT (INCLUDES INSTRUCTIONS TO NEGOTIATOR

REGARDING PRICE AND TERMS OF LEASE):

Chairperson Hodges reported there was no reportable action.

ITEM NO. E. - CONSENT CALENDAR:

Commissioner Whiteaker made a motion to approve the Consent Calendar with corrections. Commissioner Gallaty made the second. All were in favor by voice vote. Commissioner Miller abstained.

ITEM NO. F. – OLD BUSINESS: None

ITEM NO. G.8. – CONSIDERATION OF HOUSING BOARD STRATEGIC PLANNING RETREAT:

Chairperson Hodges stated the Board and management staff would be getting together for a full day for a planning retreat. Shellie Anderson, HR Consultant, will be getting back with some different dates.

ITEM NO. G.9. – CONSIDERATION OF DURATION OF INTERIM EXECUTIVE DIRECTOR:

Chairperson Hodges stated there have been discussions on the amount of time to have an Interim Executive Director. The initial discussion was to have it for no more than a year, could be less than that. Commissioner Griese was concerned that going back to the date it was implemented, January 21, 2015, may not be enough time to put goals in place and be able to achieve them. Commissioner Miller suggested leaving it open ended but not to exceed 18 months.

Commissioner Cleveland said it should be open ended but reviewed at the end of 12 months. Commissioner Griese would like it to be reviewed quarterly. Commissioner Uribe wanted to clarify what would be reviewed. Commissioner Griese stated it would be the work performance of the Interim Executive Director to make sure he was accomplishing the goals put in place. Commissioner Whiteaker said he would agree if the Interim title was not in place. Commissioner Miller said the Board has asked Interim Executive Director Gustavo Becerra to keep the ship afloat, not build a new ship. Commissioner Miller said the Board knows what they want to accomplish and the strategic plan session will help put those plans in place.

Chairperson Hodges recommended leaving the position open without an ending date but come back and review within a year. She stated the Board may be able to accomplish what they need to do sooner than a year, perhaps in eight months.

Legal Council Duane Oliveira gave some clarification of what was being discussed for the benefit of the public. He said the Board is seizing an opportunity to review any changes that need to be made in the job duties of the Executive Director or in the goals and objectives of the agency.

Commissioner Miller made a motion to approve the Interim Executive Director position be open but will receive a report in one year from today or sooner. Commissioner Epp made the second. All were in favor by voice vote.

ITEM NO. G.10. – CONSIDERATION OF SALARY INCREASE FOR INTERIM EXECUTIVE DIRECTOR:

Chairperson Hodges explained the salary of the Interim Executive Director has been worked on over the past

few months but with the consideration of the long term duration, the salary needs to be reviewed. Commissioner Cleveland mentioned to the members of the public the Interim Executive Director will be doing both jobs of the Planning and Community Development Manager and Interim Executive Director.

The Board reviewed the salary of the previous Executive Director for both when she first started and what it was when she retired.

Commissioner Miller said the incentives and benefit package will be reviewed by the Ad Hoc Committee.

Commissioner Griese made a motion to approve a salary increase to \$10,000 per month effective today for the Interim Executive Director. Commissioner Epp made the second. All were in favor by voice vote.

Mr. Becerra thanked the Board for giving him the opportunity to be Interim Executive Director.

ITEM NO. G.11. – RESOLUTION 15-1389, HOUSING CHOICE VOUCHER FRAUD RECOVERY COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$7,227.00:

Commissioner Cleveland wanted to know how it was going with the Intercept program. Chief Financial Officer Gail Allen said staff would be getting an accounting of how much was written off and how much has been collected once the audit is completed.

Commissioner Whiteaker made a motion to approve Resolution 15-1389, Housing Choice Voucher Fraud Recovery Collection Loss Write-Off in the amount of \$7,227.00. Commissioner Miller made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners, Jim Whiteaker, Stanley Cleveland Jr., Brian Foss, Dan Miller Susanne Gallaty, Martha Griese, Luis Uribe and Charles Epp
Nays: None
Abstain: None
Absent: None

ITEM NO. G.12. – RESOLUTION 15-1390, HOMES2FAMILIES COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$884.63:

Commissioner Whiteaker made a motion to approve Resolution 15-1390, Homes2Families Collection Loss Write-Off in the amount of \$884.63. Commissioner Miller made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Diane Hodges, Commissioners, Jim Whiteaker, Stanley Cleveland Jr., Brian Foss, Dan Miller Susanne Gallaty, Martha Griese, Luis Uribe and Charles Epp
Nays: None
Abstain: None
Absent: None

ITEM NO. G.13. – RESOLUTION 15-1391, DEVONSHIRE COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$207.52:

Commissioner Whiteaker made a motion to approve Resolution 15-1391, Devonshire Collection Loss Write-Off in the amount of \$207.52. Commissioner Miller made the second. The following roll call vote was taken:

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

Nays: None

Abstain: None

Absent: None

ITEM NO. G.14. – RESOLUTION 15-1392, PUBLIC HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$683.66:

Commissioner Whiteaker made a motion to approve Resolution 15-1392, Public Housing Collection Loss Write-Off in the amount of \$683.66. Commissioner Miller made the second. The following roll call vote was taken:

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

Nays: None

Abstain: None

Absent: None

ITEM NO. G.15. – RESOLUTION 15-1393, KINGWOOD COMMONS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$1,882.30:

Commissioner Whiteaker made a motion to approve Resolution 15-1393, Kingwood Commons Collection Loss Write-Off in the amount of \$1,882.30. Commissioner Miller made the second. The following roll call vote was taken:

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

Nays: None

Abstain: None

Absent: None

ITEM NO. H.16. – OCCUPANCY/ELIGIBILITY UPDATE:

Director of Occupancy Jeni Bobadilla said the Housing Authority was awarded 11 more VASH vouchers for Nevada County. She said the rehabilitation on Centennial Arms is close to done so the next report will show that complex fully leased. Mrs. Bobadilla explained Kingwood Commons is fully leased and there are a lot of vouchers out searching for the Section 8 program.

Mrs. Bobadilla stated the Housing Authority began administering the voucher program for Yuba County

6

effective January 1, 2015. Legal Council stated HUD determines who administers the vouchers for the various jurisdictions.

ITEM NO. H.17. – MAINTENANCE UPDATE:

Chief of Maintenance Tom Goodwin explained there was a large amount of turnovers due to the 79 units at Migrant being prepared to rent on May 4, 2015. He also mentioned the number of work orders are up due to staff being accountable for their time. Mr. Goodwin said pest reports and tree related issues are up due to the drought.

ITEM NO. H.18. – FINANCE UPDATE:

Ms. Allen explained the report is through March 31, 2015 but the reserve account amounts are through May 15, 2015. She mentioned the auditors are at the Housing Authority this week and the report should be available in September.

ITEM NO. H.20. – PLANNING AND COMMUNITY DEVELOPMENT/ADMINISTRATIVE UPDATE:

Mr. Becerra said Jeff Brown, Placer County Health and Human Services Director, is in talks with the Housing Authority regarding regionalizing with us for their voucher program. Mr. Brown explained he will be speaking with the City of Roseville first to see if they are interested but if they say no he will be coming back to our agency to see what we can do.

Mr. Becerra stated Jennifer Ruiz, Executive Assistant/HR Coordinator, and Shellie Anderson, HR Consultant, continue to work on the personnel rules and regulations including a recruitment policy.

Mr. Becerra explained staff is waiting for PG&E to come out and install a meter on the new ADA unit at Centennial Arms. He mentioned the June 17, 2015 meeting may be able to take place at the new neighborhood center in the Richland Housing Center.

ITEM NO. I. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Uribe said he continues to learn at each meeting.

Commissioner Cleveland stated he is glad things are moving forward.

Commissioner Griese mentioned she passed her Real Estate exam and is looking for clients.

Commissioner Gallaty wanted to thank Mr. Becerra for stepping in during this challenging time. Mr. Becerra said the thanks needs to go to the team, not just him.

Commissioner Miller said he is enjoying his time on the Board.

Commissioner Epp stated all staff should be thanked for a job well done.

Chairperson Hodges said the City of Live Oak's City Council will be presented with a draft review of the downtown reinvestment plan.

7

ITEM NO. J – NEXT MEETING: June 3, 2015

ITEM NO. K - ADJOURNMENT: The meeting was adjourned at 1:44 P.M.