



## Regional Housing Authority

Serving the Communities of: Cities of Live Oak, Yuba City  
and Colusa, Counties of Sutter, Nevada, Yuba and Colusa  
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.regionalha.org](http://www.regionalha.org)

August 9, 2017


TO: Chairperson Dan Miller  
Vice-Chairperson Mike Leahy  
Commissioner Brian Foss  
Commissioner Manny Cardoza  
Commissioner Jeramy Chapdelaine  
Commissioner Diane Hodges  
Commissioner Suzanne Gallaty  
Commissioner Luis Uribe  
Commissioner Ron Sullenger  
Commissioner Toni Benson  
Commissioner John Loudon  
Commissioner Doug Lofton  
Commissioner Kent Boes  
Legal Counsel Brant Bordsen

Sutter County Board of Supervisors  
Nevada County Board of Supervisors  
Yuba County Board of Supervisors  
Colusa County Board of Supervisors  
City Council, Live Oak  
City Council, Yuba City  
City Council, Colusa  
Appeal-Democrat  
Duane Oliveira  
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

August 16, 2017

You are hereby notified that the Commissioners of the Regional Housing Authority are called to meet in Regular Session at **12:15 PM on Wednesday, August 16, 2017 at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**

  
Gustavo Becerra  
Executive Director

s: No081617



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



AGENDA  
REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF  
REGIONAL HOUSING AUTHORITY  
**Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991**  
**August 16, 2017, 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: None
- E. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion, unless members of the Board request specific items to be discussed or removed from the Consent Calendar for individual action.
  - 1. Approval of Minutes – July 5, 2017 pg. 1
  - 2. Resolution 15-1515, Kingwood Commons Collection Loss Write-Off pg. 4
  - 3. Resolution 15-1516, Devonshire Collection Loss Write-Off pg. 6
  - 4. Resolution 15-1517, Rural Development Collection Loss Write-Off pg. 8
  - 5. Resolution 15-1518, Housing Choice Voucher Fraud Recovery Collection Loss Write-Off pg. 10
- F. OLD BUSINESS: Discussion/Possible Action: NONE

G. NEW BUSINESS: Discussion/Possible Action:

- 6. Recommend Approval of Revised By-Laws  
Gustavo Becerra, Executive Director pg. 12
- 7. Recommend Approval of Revised Administrative Leave Policy  
Gustavo Becerra, Executive Director pg. 22
- 8. Resolution 17-1519, Recommend Approval of Updated  
Administrative Plan pg. 24  
Alisha Parker, Occupancy Manager

H. ADMINISTRATIVE REPORT:

- 9. Maintenance Update pg. 30  
Tom Goodwin, Operations Manager
- 10. Housing Choice Voucher Occupancy/Eligibility Update pg. 31  
Alisha Parker, Occupancy Manager
- 11. Housing Programs Occupancy/Eligibility Update pg. 32  
Pattra Runge, Occupancy Manager
- 12. Finance Update pg. 35  
Gail Allen, Chief Financial Officer
- 13. Administrative Update  
Gustavo Becerra, Executive Director

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.

K. NEXT MEETING:

L. ADJOURNMENT

REGIONAL HOUSING AUTHORITY  
Minutes  
Regular Board Meeting  
July 5, 2017

ITEM NO. A - CALL TO ORDER:

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

ITEM NO. A - ROLL CALL:

Chairperson Dan Miller, Vice-Chairperson Mike Leahy, Commissioners Ron Sullenger, John Loudon, Kent Boes, Brian Foss, Diane Hodges, Suzanne Gallaty, Manny Cardoza, Luis Uribe and Doug Lofton were present. Commissioners Jeramy Chapdelaine and Toni Benson were absent. Legal Counsel Brant Bordsen was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Occupancy Manager Pattra Runge led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D. – AWARDS AND PRESENTATIONS: NONE

ITEM NO. E.1. and E.2. - CONSENT CALENDAR:

Commissioner Cardoza made a motion to approve the Consent Calendar with corrections. Commissioner Uribe made the second. All were in favor by voice vote.

ITEM NO. F. – OLD BUSINESS: NONE

ITEM NO. G. 3. – RESOLUTION 17-1513 – RECOMMEND ADOPTION OF DEBT POLICY PER SB 1029 REQUIREMENT:

Executive Director Gustavo Becerra explained effective January 1, 2017 there was a new regulation that was enacted in regards to debt policies.

Commissioner Sullenger made a motion to approve Resolution 17-1513, Adoption of Debt Policy per SB 1029 Requirement. Commissioner Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Mike Leahy,  
Commissioners Ron Sullenger, John Loudon, Kent Boes,  
Manny Cardoza, Brian Foss, Diane Hodges, Suzanne Gallaty,  
Doug Lofton and Luis Uribe

Nays: None

Abstain: None

Absent: Commissioners Jeramy Chapdelaine and Toni Benson

ITEM NO. G. 4. – RECOMMEND APPROVAL OF PERCY AVENUE AND KINGWOOD COMMONS  
RENT INCREASE:

Mrs. Runge stated staff is requesting a 2% rent increase at Percy Avenue and a 1% rent increase at Kingwood Commons due to water and sewer rates increasing in the City of Yuba City.

Commissioner Cardoza made a motion to approve the proposed rent increases for Percy Avenue and Kingwood Commons, effective October 1, 2017. Commissioner Lofton made the second. All were in favor by voice vote.

ITEM NO. G. 5. – RESOLUTION 17-1514, RECOGNITION AND APPRECIATION FOR THE DILIGENT  
SERVICES OF MARTHA GRIESE:

Commissioner Hodges made a motion to approve Resolution 17-1514, Recognition and Appreciation for the Diligent Services of Martha Griese. Commissioner Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Mike Leahy,  
Commissioners, Ron Sullenger, John Loudon, Kent Boes,  
Brian Foss, Manny Cardoza, Suzanne Gallaty, Diane Hodges,  
Doug Lofton and Luis Uribe

Nays: None

Abstain: None

Absent: Commissioners Jeramy Chapdelaine and Toni Benson

ITEM NO. G. 6. – RECOMMEND APPROVAL TO AWARD CONTRACT FOR REHAB AT RICHLAND  
RURAL DEVELOPMENT, YUBA CITY, CA:

Mr. Becerra mentioned this item is to rehab 48 farm worker housing units at Richland Housing. He shared there was a mandatory walk through with twelve (12) general contractors attending. Mr. Becerra stated there were two (2) bids received. He is hopeful that construction can begin in August with the Board's approval.

Mr. Becerra said some of the items included in the rehab are: roofing, siding, paint, doors, windows, flooring, kitchen cabinetry and new appliances.

Commissioner Cardoza made a motion to approve the bid from CNW Construction Inc. in the amount of \$4,980,000.00 for the interior and exterior improvements planned for the Richland

Rural Development Farm Worker Housing located at 288 and 294 Samuel Drive, and 352 and 368 Bernard Drive in Yuba City, CA, and authorize the Executive Director to execute the construction contract and all required documents. Commissioner Lofton made the second. All were in favor by voice vote.

ITEM NO. H.14. – ADMINISTRATIVE UPDATE:

Mr. Becerra stated the financing for the solar projects recently closed and construction should start in August. He said a tax credit application for a project in Grass Valley was submitted. Mr. Becerra said the Housing Authority is in the partnership only in regards to the subsidy portion of the project by providing Project Based Vouchers.

Mr. Becerra mentioned 2018 looks like it is going to be a very busy year in regards to different developments in many different jurisdictions. He shared the Stony Creek project in Williams is approximately 20% complete.

ITEM NO. I. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Cardoza said the annual 4<sup>th</sup> of July parade had a great turn out for the community. He stated bids for the Fifth Street bridge project is due tomorrow.

Commissioner Loudon stated there was a small set back with the hospital but it is now back on track.

Commissioner Hodges stated the Pennington Road project started. She also mentioned the skate park project is moving along. Commissioner Hodges explained there is a mural project in Live Oak with one mural completed and a second in the works.

Chairperson Miller mentioned last year there was a Board meeting held in Nevada County and recommended having a future board meeting in Nevada County.

ITEM NO. J. – EXECUTIVE SESSION: MAY BE HELD UNDER CALIFORNIA GOVERNMENT CODE REGARDING PENDING AND/OR ANTICIPATED LITIGATION, PROPERTY ACQUISITION, AND/OR PERSONNEL ISSUES: NONE

ITEM NO. K – NEXT MEETING: August 2, 2017

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 12:47 PM.



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### RESOLUTION 17-1515

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY  
AUTHORIZING KINGWOOD COMMONS APARTMENTS COLLECTION LOSS WRITE-OFF IN THE AMOUNT  
OF \$9,300.39**

WHEREAS, the Regional Housing Authority 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 makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending August 31, 2017 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$9,300.39.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 16<sup>th</sup> day of August, 2017 by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

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

Dan Miller, Chairperson



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Kingwood Commons  
 1340 Gray Avenue, Yuba City  
 Collection Loss Write Off  
 Period: August 2017

<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>								
T0005849	39	10/27/14	05/18/17	\$ 850.00	\$ 494.00	\$ 25.00	\$ 4,586.03	\$ -	\$ 867.95	\$ 5,972.98	No
T0007396	31	09/01/16	05/23/17	\$ 635.00	\$ 761.00	\$ 104.50	\$ 1,581.54	\$ -	\$ 880.37	\$ 3,327.41	No
					\$ 1,255.00	\$ 129.50	\$ 6,167.57	\$ -	\$ 1,748.32	\$ 9,300.39	Total Write Off

Deceased \*

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

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

Exhibit A

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## Regional Housing Authority

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### RESOLUTION 17-1516

#### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING DEVONSHIRE COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$395.58

WHEREAS, the Regional Housing Authority operates affordable housing projects such as Devonshire; and

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

WHEREAS, the Regional Housing Authority makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending August 31, 2017 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$395.58.

This Resolution is to take effect immediately

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 16<sup>th</sup> day of August, 2017 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Dan Miller, Chairperson

(SEAL)



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**Devonshire**  
**Collection Loss Write Off**  
**Period: August 2017**

<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>Utilities</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
T0006373	1433 Wescott Rd., #12	02/02/15	03/14/17		\$ 681.00	\$ -	\$ -	\$ 395.58	\$ -	\$ -	\$ 395.58	No
											\$ 395.58	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.





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### RESOLUTION 17-1517

#### RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$131.00

WHEREAS, the Regional Housing Authority 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 makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending August 31, 2017 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$131.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 16<sup>th</sup> day of August, 2017 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Dan Miller, Chairperson

(SEAL)



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USDA  
Collection Loss Write Off  
Period: August 2017

Tenant	Property	Address	Move In	Date	Move Out	Monthly Rent	Rent Owed	Late Fee's	Damages	Utilities	Legal Fee's	Total Owed	Payback Agreement
T0012704	RD	420 Miles Ave., #74	12/19/16	06/05/17	\$ 588.00	\$ -	\$ -	\$ -	\$ 131.00	\$ -	\$ -	\$ 131.00	No
												\$ 131.00	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

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### RESOLUTION 17-1518

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY  
AUTHORIZING HOUSING CHOICE VOUCHER FRAUD RECOVERY COLLECTION LOSS WRITE-OFF IN THE  
AMOUNT OF \$10,215.00**

WHEREAS, the Regional Housing Authority operates the Housing Choice Voucher program for Sutter, Nevada, Yuba 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 makes every attempt to collect outstanding balances due to fraud; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending August 31, 2017 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$10,215.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 16<sup>th</sup> day of August, 2017 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

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

Dan Miller, Chairperson

(SEAL)



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HCV Fraud Recovery  
Collection Loss Write Off  
Period: August 2017

<u>Tenant</u>	<u>HAP Fraud Recovery Amount Owed</u>	<u>Late Fee's</u>	<u>NSF Fee's</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
T0005959	\$ 4,635.00	\$ -	\$ -	\$ -	\$ 4,635.00	No
T0005445	\$ 4,480.00	\$ -	\$ -	\$ -	\$ 4,480.00	No
T0004280	\$ 1,100.00	\$ -	\$ -	\$ -	\$ 1,100.00	Yes
	\$ 10,215.00	\$ -	\$ -	\$ -	\$ 10,215.00	<b>Total Write-Off</b>

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

## BY-LAWS OF

### REGIONAL HOUSING AUTHORITY ~~OF SUTTER & NEVADA COUNTIES~~

#### ARTICLE I. – NAME & PURPOSE

##### **Section 1. – Name**

The name of the Authority shall be “Regional Housing Authority ~~of Sutter and Nevada Counties~~”.

##### **Section 2. – Purpose**

The Regional Housing Authority ~~of Sutter and Nevada Counties~~ (“the Housing Authority”) is established for the purposes and shall exercise the powers set forth in that certain Agreement Creating the Regional Housing Authority ~~of Sutter and Nevada Counties~~, which Agreement created the Regional Housing Authority ~~of Sutter and Nevada Counties~~, effective April 20, 2011, (the “Agreement”) and the Housing Authority Law (California Health & Safety Code section 34200 et seq.) which authorizes counties and cities by agreement to create an area housing authority in areas sharing regional or area-wide housing problems. The definition of terms used in these By-Laws shall be the same as contained in the Agreement, unless otherwise expressly provided herein.

##### **Section 3. – Offices**

The principal office for the transaction of the business of the Housing Authority is hereby fixed and located at 1455 Butte House Road, Yuba City, California. The Board of Commissioners may change the location of the principal office within the area where the Housing Authority is qualified to do business.

#### ARTICLE II. – BOARD OF COMMISSIONERS

##### **Section 1. – Powers of Commissioners**

Subject to the powers and limitations as provided by law, the Agreement, or these By-laws, all powers of the Housing Authority shall be exercised, its property controlled and its affairs conducted by the Board of Commissioners (the “Board”), as is further specified in the Agreement.

##### **Section 2. – Composition of the Board and Terms of Commissioners**

The Board shall be composed of two Commissioners appointed by the Governing Body of the City of Yuba City; two Commissioners appointed by the Governing Body of the City of Live Oak; two Commissioners appointed by the Governing Body of the City of Colusa; two Commissioners appointed by the Sutter County Board of Supervisors; two Commissioners appointed by the Nevada County Board of Supervisors; two

Commissioners appointed by the Yuba County Board of Supervisors; two Commissioners appointed by the Colusa County Board of Supervisors and except as otherwise provided in section 324246.5 of the California Health & Safety Code, one Tenant Commissioner of the Housing Authority as appointed jointly by the Governing Bodies of the Cities of Live Oak, Colusa and Yuba City and the Board of Supervisors of the Counties of Sutter, Yuba, Colusa and Nevada upon the recommendation of the Housing Authority Board of Commissioners. The Member Governing Bodies shall notify the Secretary of the Housing Authority, in writing, of all appointments.

Non-tenant Commissioners shall serve for a term of four (4) years. ~~The Commissioners previously appointed by the City of Live Oak and Yuba City and the Counties of Sutter and Nevada and currently serving their terms shall continue to serve on the Regional Housing Authority's new Board of Commissioners until the expiration of their term. The Yuba County Board of Supervisors shall designate of those Commissioners first appointed by it, the Commissioner who will serve for a term of three (3) years, and the Commissioner who will serve for a term of four (4) years. All subsequent successors to the Board of Commissioners shall be appointed by the Governing Bodies of the respective jurisdictions for the terms of four (4) years except that all Vacancies to be filled shall be filled for the unexpired portion of the term.~~ The Tenant Commissioner jointly appointed shall serve for a term of two (2) years. His/her successor shall be appointed jointly by the Governing Bodies of the respective jurisdictions for the terms of two (2) years except that a vacancy shall be filled for the unexpired term, but only so long as he/she remains a tenant of the Housing Authority. His/Her successor shall also be a tenant of the Housing Authority and shall be appointed jointly by the Governing Bodies for the term of two (2) years except that a vacancy shall be filled for the unexpired term.

Regardless of the length of their term, Commissioners shall remain in office until their successor is sworn and assumes the office.

### **Section 3. – Voting Rights**

Commissioners shall have one vote each at meetings of this Board.

### **Section 4. – Additional Commissioners**

Additional Commissioners may be added from time to time to represent additional Governing Bodies, provided that the addition of parties to the Agreement shall be approved by the Housing Authority and an affirmative vote of a majority of the Member Governing Bodies.

### **Section 5. – Vacancies**

Any vacancy occurring on the Board, whether because of death, incapacity, resignation, increase in the number of Commissioners, removal or otherwise, shall be filled by the Governing Body of the respective Member City or County.



## **Section 6. – Resignation**

Any Commissioner representing a Member Governing Body may resign at any time by giving written notice of such resignation to the Secretary of the Housing Authority and to the appointing Member Governing Body. Notwithstanding Section 2, such resignation shall be effective at the time specified therein, and acceptance of such resignation shall not be necessary to make it effective. The Secretary shall also inform the appointing Governing Body of such resignation.

## **Section 7. – Attendance at Meetings**

Absence for three (3) consecutive meetings shall constitute neglect of duty as set forth in California Health and Safety Code section 34282 and shall be cause for removal from office by the appointing Governing Body. The vacant position shall be filled by the appointing Member City's or County's Governing Body.

## **Section 8. – Removal**

A Commissioner may be removed, for cause, by the respective Member Governing Body as set forth in California Health and Safety Code Section 34282 or its successor statute.

## **Section 9. – Withdrawal/Cancellation**

Commissioners who represent Member Governing Bodies, which withdraw or are cancelled, as parties to the Agreement shall be removed as members of the Board and its Committees.

## **Section 10. – Conflict of Interest**

- A. No Commissioner or officer who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, unless a full written disclosure has been received by the Executive Director, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one year thereafter. (amended on 05/03/2006, resolution 06-1091)
- B. Family is defined as parents, spouse, siblings, grandparents, grandchildren, significant other and domestic partner.

## ARTICLE III. – MEETINGS OF THE BOARD

### **Section 1. – Annual Meeting**

The Annual Meeting of the Housing Authority shall be held on the first regular meeting of April or any other day so designated by the Commissioners at such time and at such place as the Commissioners may designate for the purposes of the election and the installation of officers, and the transaction of other business.

### **Section 2. – Regular Meetings**

Regular meetings of the Housing Authority shall be held at the regular meeting place of the Housing Authority at such time and places as may be provided by resolutions adopted from time to time by the Board, unless the same shall be a legal holiday, in which event said meeting shall be held on the next succeeding secular day. Upon the Secretary's recommendation, the Chairperson may cancel any of the regular scheduled meetings if there is not sufficient business to transact, or may schedule additional Special Meetings for urgent business as circumstances require.

### **Section 3. – Place of Meetings**

Regular meetings of the Board shall be held at any place as may be designated from time to time by the Board. In the absence of such designation, meetings shall be held at principal office of the Housing Authority.

### **Section 4. – Special Meetings**

The Chairperson of the Housing Authority may, when he/she deems it expedient, and shall, upon the written request of two (2) Board Members of the Housing Authority, call a Special Meeting of the Board for the purpose of transacting any business designated in the call. The call for a Special Meeting may be delivered to each member of the Board at least twenty four (24) hours prior to the meeting, or may be mailed to the business or home address of each member of the Board at least two (2) days prior to the date of such Special Meeting, or may be waived by written waiver signed by all the members of the Board prior to the meeting. At such Special Meeting, no business shall be considered other than designated in the call.

### **Section 5. – Notices of Meetings and Posting of Agendas**

Notice of time and place of all regular and special meetings shall be delivered personally, emailed or sent by first-class mail and addressed to each Commissioner and each Member Governing Body at the Commissioner's and Member Governing Body's address as it is shown on the records of the Housing Authority.

### **Section 6. – Quorum**

The powers of the Housing Authority shall be vested in the Commissioners thereof in office from time to time. Three-fifths (3/5) of the Commissioners of the Housing Authority presently serving on the Board shall constitute a quorum for the purpose of conducting business in exercising its powers and for all other purposes.

### **Section 7. – Manner of Voting**

Voting on all Resolutions coming before the Housing Authority shall be by roll call, and the “yeas” and “nays” shall be entered upon the Minutes of such meeting. The concurrence of a majority of the Commissioners appointed shall be necessary to take any action.

All Resolutions shall be in writing and shall be entered in a journal of the proceedings of the Authority.

### **Section 8. – Open Meetings**

All regular and special meetings of the Board shall be held in compliance with the provisions of Health and Safety Code Section 34283 and the Ralph M. Brown Act, California Government Code Section 54950, et seq.

### **Section 9. – Fees and Compensation**

Commissioners shall not receive any salary for their services as Commissioners; however, by action of the Board, reasonable expenses may be reimbursed. In addition, the Board may act to approve a per diem for Commissioners as allowed by California Health and Safety Code Section 34274.

## **ARTICLE IV. – OFFICERS**

### **Section 1. – Officers**

The officers of the Housing Authority shall be a Chairperson, Vice-Chairperson, a Secretary, and such other officers as the Board may appoint.

### **Section 2. – Election**

The Board shall elect the Chairperson and Vice-Chairperson from among its members. The Secretary shall be the Executive Director of the Housing Authority. Elected officers shall serve terms of one year or until their successors are elected and qualified. Such election shall be held at the annual organizational meeting of the Board and shall be conducted by the Secretary.

### **Section 3. – Chairperson**

The Chairperson of the Board shall preside at all meetings of the Board, and shall have such other powers and duties as may be prescribed from time to time by the Board. Except as otherwise authorized by Resolution of the Housing Authority, the Chairperson shall sign all contracts, deeds and other instruments made by the Housing Authority.

### **Section 4. – Vice-Chairperson**

The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in the case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Housing Authority shall select a new Chairperson. The Vice-Chairperson shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

### **Section 5. – Secretary**

The Secretary shall be the Executive Director of the Housing Authority and, as Executive Director; he/she shall have general supervision over the administration of its business and affairs, subject to the direction of the Board. He/she shall be charged with the management of the Housing Projects of the Housing Authority.

As Secretary, he/she shall keep the records of the Housing Authority, shall act as secretary of the meetings of the Housing Authority, and its Board, and record all votes, and shall keep a record of the proceedings of the Housing Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to his/her office. He/she shall keep in safe custody the seal of the Housing Authority and shall have power to affix such seal to contracts and instruments authorized to be executed by the Housing Authority.

The Secretary shall also be the Treasurer of the Housing Authority. As Treasurer, he/she shall have the care and custody of all funds of the Housing Authority and shall deposit the same in the name of the Housing Authority in such bank or banks as the Housing Authority may select. He/she shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Board. Except as otherwise authorized by Resolution of the Board, all such orders and checks shall be countersigned by the Chairperson. He/she shall keep regular books of accounts showing receipts and expenditures and shall render to the Board, bi-annually, an account of his/her transactions, and also of the financial conditions of the Housing Authority.

The compensation of the Secretary shall be determined by the Board, provided that a temporary appointee selected from among the Commissioners of the Housing Authority shall serve without compensation (other than payment of necessary expenses).

## **Section 6. – Additional Duties**

The officers of the Housing Authority shall perform such other duties and functions as may from time to time be required by the Housing Authority or the By-Laws or Rules and Regulations of the Housing Authority.

## **Section 7. – Terms of Office**

The officers of the Housing Authority shall be elected at each Annual Meeting to serve until their successor is elected and qualified. All officers shall be elected on an annual basis. All other officers of the Housing Authority shall be permitted to succeed themselves at the will of the Commissioners.

## **Section 8. – Vacancies**

Should the offices of Chairperson and Vice-Chairperson become vacant, the Housing Authority shall elect a successor from its Commissioners at its next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Housing Authority shall appoint a successor, as aforesaid.

## **Section 9. – Removal and Resignation**

Any officer may be removed by a majority of the voting Commissioners at any regular or special meeting of the Board.

Any officer may resign at any time by giving written notice to the Board, the Chairperson of the Board, or the Secretary. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

## **ARTICLE V. – COMMITTEES OF THE BOARD**

### **Section 1. – Committees Generally**

Committees of the Board may be appointed as needed by the Chairperson. Each Committee shall exercise such power and carry out such functions as are designated by these By-Laws or as delegated by the Board from time to time. Except as otherwise provided by the Board or these By-Laws, such committees shall be advisory only and subject to the control of the Board.

## **Section 2. – Quorum, Meetings**

A majority of the members of a committee shall constitute a quorum at any meeting of that committee, and all recommendations to the Board shall require a majority vote of those members present. Each committee shall meet as often as is necessary to perform its duties. A memo describing any recommendations made shall be presented to the Board.

## **Section 3. – Vacancies**

Vacancies in any committee shall be filled for the unexpired portion of the term in the same manner as provided in the case of original appointment.

## **Section 4. – Expenditures**

Except as may otherwise be provided by the Board or by these By-Laws, any expenditure of funds by a committee shall require prior approval of the Board.

# **ARTICLE VI. – ADMINISTRATION**

## **Section 1. – Executive Director/Secretary**

The Executive Director of the Housing Authority shall serve as the Executive Director and Secretary of the Housing Authority. The Executive Director, or designee, shall attend meetings of the Board, but shall have no vote, and shall administer the business and activities of the Housing Authority, including those specific duties assigned by the Board or required by the Agreement. The duties as Secretary shall be as prescribed by Section 5 of Article IV above.

The Executive Director shall provide for such other employees as may be necessary for management of the Housing Authority's business, subject to approval by the Board, or the Housing Authority's Executive Committee

## **Section 2. – Duties of Executive Director**

The authority and responsibility of the Executive Director, and where appropriate, his/her designee, and to whom the Board shall provide policy direction, shall include:

- A. Exercising responsibility for the selection, employment and supervision of all other employees of the Housing Authority.
- B. Coordinating and carrying out the Housing Authority's purposes and objectives according to the policies and procedures of the Housing Authority, the policy direction of the Board and the approved work program; including reporting at the next regular meeting relative to the exercise of any significant powers of duties;

- C. Attending, as a non-voting member, the meetings of the Board and its committees;
- D. Representing the Board and the Housing Authority in dealings with the public and other organizations;
- E. Reporting the Housing Authority's activities to the parties to the Agreement at such times and in such manner as prescribed by them
- F. Performing such specific duties as are set forth in the Agreement; and
- G. Performing such specific duties that are delegated by the Board.

## ARTICLE VII. – MISCELLANEOUS

### **Section 1. – Agents and Representatives**

The Board may appoint such agents and representatives of the Housing Authority with such power and to perform such acts or duties on behalf of the Housing Authority, as the Board may see fit, so far as may be consistent with the Agreement, these By-Laws and applicable laws.

### **Section 2. – Bonding**

Officers, Commissioners and employees handling funds shall be properly bonded as determined by the Board of Commissioners.

### **Section 3. – Fiscal Year**

The fiscal year of the Housing Authority shall end on March 31.

### **Section 4. – Authority of Payments**

All invoices, billings and claims for payment of losses shall be approved and signed by any two of the following before payment.

- A. Chairperson of the Board;
- B. The Vice-Chairperson of the Board;
- C. The Executive Director/Secretary; or
- D. Specific check signers designated by Board Resolution.

**Section 5. – Rules of Procedure for Meetings**

All meetings of the Board, the Executive Committee and other committees or bodies of the Housing Authority shall be conducted in accordance with Robert’s Rules of Order, provided that in the event of any conflict, such rules shall be superseded by the Agreement, these By-Laws and California Law.

**ARTICLE VIII. – AMENDMENT OF BY-LAWS**

The By-Laws of the Housing Authority shall be amended only with the approval of at least six (6) Commissioners of the Housing Authority at a regular or a special meeting. No such amendment shall be adopted unless at least thirty (30) days written notice thereof has been previously given to all Commissioners of the Housing Authority. The secretary of the Housing Authority shall prepare and distribute any revisions to all parties to the Agreement.

**CERTIFICATE OF SECRETARY**

I, the undersigned, do hereby certify:

1. That I am the duly appointed and acting Secretary of the Regional Housing Authority ~~of Sutter and Nevada Counties.~~
2. That the forgoing By-Laws, comprising ten (10) pages, including this page, constitute the By-Laws of said Housing Authority as duly restated and adopted by the Board of Commissioners of said Housing Authority at a meeting duly held on ~~March 18, 2015~~ August 16, 2017.

**IN WITNESS WHEREOF**, I hereunto subscribed my name this ~~16~~<sup>8</sup>th day of ~~August~~<sup>March</sup> 201~~7~~<sup>5</sup>.

\_\_\_\_\_  
Gustavo Becerra  
~~Interim~~ Executive Director and Secretary





## Regional Housing Authority

Serving the Communities of: Cities of Live Oak, Yuba City and Colusa, Counties of Sutter, Nevada, Yuba and Colusa  
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](http://www.rhasnc.org)

### ADMINISTRATIVE LEAVE/MANAGEMENT EMPLOYEES

Exempt employees are not eligible for overtime nor for compensative time off (CTO). In lieu of such benefits, exempt employees shall be eligible for forty (40) hours of Administrative Leave per calendar year (taken between January 1 and December 31, remaining balance of hours may not be rolled over to the next calendar year). Such Administrative Leave shall be credited to that eligible employee as of January 1. Eligible employees, who begin employment with the Housing Authority after January 1 shall receive a prorated allowance during the first calendar year of employment, rounded to the nearest whole day.

An exempt employee may request a cash payment of up to forty (40) hours of Administrative Leave per calendar year. The Board of Commissioners will review each request. Requests for cash payments should be submitted by June 30<sup>th</sup> of each calendar year so that there is sufficient time for employees to use the Administrative Leave before the end of the year if cash payment is not approved.

Employees shall seek prior authorization from the Executive Director or his/her designated representative before using any administrative leave. The Executive Director shall seek prior authorization from the Chairperson or Vice-Chairperson of the Board of Commissioners before using any administrative leave.

I have received and read the Administrative Leave/Management Employees Policy. I fully understand that failure to comply with the Policy will result in loss of Administrative Leave.

---

Name

---

Signature

---

Date



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



**ADMINISTRATIVE LEAVE/MANAGEMENT EMPLOYEES**

Employees shall not be eligible for overtime nor for equivalent time off in lieu thereof, provided, however, that such employees shall be eligible for five (5) days administrative leave per calendar year in lieu of any overtime. Such administrative leave shall be credited to that eligible employee as of January 1. Eligible employees, who begin employment with the Housing Authority after January 1 each calendar year shall receive a prorated allowance during the first calendar year of employment, rounded of to the nearest whole day.

An employee may request a cash payment of up to forty (40) hours of Administrative Leave per calendar year. The Board of Commissioners will review each request. Requests for cash payments should be submitted by June 30<sup>th</sup> of each calendar year so that there is sufficient time for employees to use the Administrative Leave before the end of the year if cash payment is not approved.

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Other than the Executive Director, employees shall seek prior authorization from the appointing authority or his/her designated representative before using any administrative leave.

Modified April 18, 2007



## Regional Housing Authority

Serving the Communities of: Cities of Live Oak, Yuba City and Colusa, Counties of Sutter, Nevada, Yuba  
1455 Butte House Road, Yuba City, CA 95993  
Phone: (530) 671-0220, Toll Free: (888) 671-0220  
TTY: (866) 735-2929, Fax: (530) 673-0775  
Website: [www.RegionalHA.org](http://www.RegionalHA.org)

### RESOLUTION 17-1519

#### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY ADOPTION OF THE HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN

**WHEREAS**, the Regional Housing Authority (RHA) manages up to 1644 Housing Choice Voucher Participants; and

**WHEREAS**, federal regulations require RHA to review and update the Administrative Plan for the Housing Choice Voucher Program as needed; and

**WHEREAS**, the proposed 2017-2018 edition of the Administrative Plan was posted for public review and notice was posted to actively seek public comment, and no comments were received;

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Regional Housing Authority that:

1. The Board finds that RHA needs to adopt an updated Administrative plan this year.
2. A copy of the Administrative Plan is posted online at [www.regionalha.org](http://www.regionalha.org).
3. The Administrative Plan, is hereby adopted for use by RHA and is effective 9/1/2017.

This Resolution was approved at the Regular Meeting of the Board of Commissioners on August 16, 2017, by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

(SEAL)

ATTEST: \_\_\_\_\_  
Dan Miller, Chairperson



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



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**REGIONAL HOUSING AUTHORITY**

**STAFF REPORT**

**Date:** August 8, 2017  
**To:** Board of Commissioners  
**From:** Alisha Parker, Occupancy Manager

---

**SUBJECT:** Administrative Plan for Housing Choice Voucher (HCV) Program

**RECOMMENDATION:** Approve updated Administrative Plan

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**Background**

The Regional Housing Authority (RHA) receives its funding for the Housing Choice Voucher (HCV) program from the U.S. Department of Housing and Urban Development (HUD). RHA enters into an Annual Contributions Contract with HUD to administer the program requirements on behalf of HUD.

HUD requires RHA to have an administrative plan and to update it annually. The purpose of the Administrative Plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in the RHA's PHA agency plan. This Administrative Plan is a supporting document to the PHA agency plan, and is available for public review as required by CFR 24 Part 903.

This Administrative Plan is set forth to define the PHA's local policies for operation of the housing programs in the context of federal laws and regulations. All issues related to HCV not addressed in this document are governed by such federal regulations, HUD handbooks and guidebooks, notices and other applicable law. The policies in this Administrative Plan have been designed to ensure compliance with the consolidated Annual Contributions Contract and all HUD-approved applications for program funding.

The PHA is responsible for complying with all changes in HUD regulations pertaining to the HCV program. If such changes conflict with this plan, HUD regulations will have precedence and the PHA shall amend its Administrative Plan accordingly.

HUD regulations contain a list of what must be included in the Administrative Plan. The PHA Administrative Plan must cover PHA policies on these subjects:

- Selection and admission of applicants from the PHA waiting list, including any PHA admission preferences, procedures for removing applicant names from the waiting list and procedures for closing and reopening the PHA waiting list.
- Issuing or denying vouchers, including PHA policy governing the voucher term and any extensions or suspensions of the voucher term. 'Suspension' means stopping the clock on the term of a family's voucher after the family submits a request for approval of the tenancy. If the PHA decides to allow extensions or suspensions of the voucher term, the PHA Administrative Plan must describe how the PHA determines whether to grant extensions or suspensions, and how the PHA determines the length of any extension or suspension.
- Any special rules for use of available funds when HUD provides funding to the PHA for a special purpose (e.g., desegregation), including funding for specified families or a specified category of families.
- Occupancy policies, including definition of what group of persons may qualify as a 'family', definition of when a family is considered to be 'continuously assisted'; standards for denying admission or terminating assistance based on criminal activity or alcohol abuse in accordance with 982.553.
- Encouraging participation by owners of suitable units located outside areas of low income or minority concentration.
- Assisting a family that claims that illegal discrimination has prevented the family from leasing a suitable unit.
- Providing information about a family to prospective owners (Chapters 3 and 9);
- Disapproval of owners (Chapter 13);
- Subsidy standards.
- Family absence from the dwelling unit.
- How to determine who remains in the program if a family breaks up.
- Informal review procedures for applicants.
- Informal hearing procedures for participants.
- The process for establishing and revising voucher payment standards.
- The method of determining that rent to owner is a reasonable rent (initially and during the term of a HAP contract).
- Special policies concerning special housing types in the program (e.g., use of shared housing).
- Policies concerning payment by a family to the PHA of amounts the family owes the PHA.
- Interim redeterminations of family income and composition.
- Restrictions, if any, on the number of moves by a participant family.

- Procedural guidelines and performance standards for conducting required housing quality standards inspections (HQS).
- PHA screening of applicants for family behavior or suitability for tenancy.
- Guidelines for administering the Project-Based Voucher Program.

The Plan is organized to provide information to users in particular areas of operation.

The PHA will revise this Administrative Plan as needed to comply with changes in HUD regulations and PHA Policy. The original plan and any changes must be approved by the Board of Commissioners of the PHA.

The following changes were made to the 2017 Administrative Plan:

Definition of “promptly” is 15 business days instead of 10, so throughout the plan RHA now has 15 business days to process incoming paperwork and applications.

**Chapter 3**

Updated to the current HUD definition of *family* with definitions for *gender identity* and *sexual orientation*.

**Live-In Aide**

For continued approval, the family must submit a new, written request-subject to PHA verification-at each annual reexamination. However, RHA may not need to renew the professional’s statement annually if there is a “permanent” third party approval on file.

**Chapter 4**

Revised Preferences:

- 1 point      Working Preference  
Families with at least one (1) adult who is employed and has been employed for six (6) months; this definition includes families where at least one (1) adult was employed and is currently receiving unemployment benefits. This preference is automatically extended to elderly families or a family whose head or spouse is receiving income based on their permanent disability.
- 1 point      Resident who lives in Sutter, Nevada, Colusa and Yuba County. For applications received after 12/31/2014, residency preference will be valid for the jurisdiction of the application. For example, to receive residency preference for the Colusa County waiting list, the applicant must live in Colusa County.
- 1 point      Member of the household is a service person or a veteran
- 1 point      Victim of Domestic Violence within the previous 6 months
- 1 point      **Homeless preference for applicants in RHA’s jurisdiction who are participants in transitional housing programs, shelter programs, or**

**for applicants that are fleeing a domestic violence situation. The homeless preference must be verified by a professional or social service agency.**

2 points

Involuntary Displacement

Displaced by Government Action – A family displaced by a natural disaster, including disasters recognized by a Federal Government, which extensively damaged or destroyed their dwelling or is dilapidated as cited by city/county officials of a local code enforcement office and does not provide safe, adequate shelter; has one or more critical defects or a combination of defects requiring considerable repair or endangers the health, safety, and well-being of family. Dwelling must have been declared unfit for habitation by a government agency. The Family must present a letter from said government agency. The Family is part of a Witness Protection Program or the HUD Office or law enforcement agency and, after a threat assessment, the law enforcement agency recommends re-housing the family to avoid or reduce risk of Violence against the family.

100 points

Family that was terminated from a RHA HCV program due to insufficient program funding

### Chapter 8

#### **Initial Inspections [FR Notice 1/18/17]**

The PHA may, but is not required to, approve assisted tenancy and start HAP if the unit fails HQS inspection, but only if the deficiencies identified are non-life-threatening. Further, the PHA may, but is not required to, authorize occupancy if a unit passed an alternative inspection in the last 24 months.

#### PHA Policy

The PHA will approve assisted tenancy and start HAP for any unit that fails HQS inspection if the deficiencies identified during the inspection are non-life-threatening.

*Non-life-threatening conditions* are defined as any conditions that would fail to meet the housing quality standards under 24 CFR 982.401 and do not meet the definition of *life-threatening* as defined in Section 8-I.C., Life-Threatening Conditions. Prior to approving assisted tenancy and executing the HAP contract, the PHA will ensure that the unit does not have any life-threatening deficiencies.

The PHA will send written notice to the owner listing any non-life-threatening deficiencies and providing the owner with 30 calendar days, or a PHA-approved extension, to comply with HQS. If the non-life-threatening conditions are not corrected within notice period, the PHA will abate HAP until the unit is in compliance with HQS. The PHA will follow abatement policies listed in Section 8-II.G., Enforcing Owner Compliance.

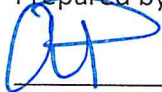
The owner may be in abatement for a maximum of 90 days before the PHA terminates the HAP contract in accordance with Section 8-II.G., Enforcing Owner Compliance.

If the initial inspection identifies more than one non-life-threatening deficiency, the PHA will notify the family in writing within 10 business days of the inspection of the deficiencies and offer the family the opportunity to decline to enter into an assisted lease without losing their voucher. The notice to the family will also state that, if the owner fails to correct the non-life-threatening deficiencies, the PHA will terminate the HAP contract, and the family must move to another unit in order to continue receiving assistance.

**Recommendation**

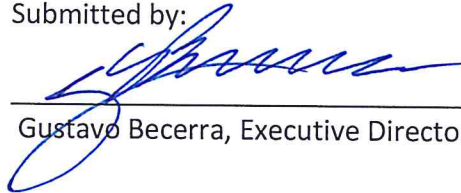
Staff recommends the approval of the Administrative Plan for the Housing Choice Voucher Program.

Prepared by:



\_\_\_\_\_  
Alisha Parker, Occupancy Manger

Submitted by:



\_\_\_\_\_  
Gustavo Becerra, Executive Director



# REGIONAL HOUSING AUTHORITY

DATE: August 16, 2017  
 TO: Board of Commissioners  
 FROM: Tom Goodwin, Operations Manager

---

SUBJECT: Maintenance and Operations Update

---

- Total work orders for April to June, 2017 were 1336. Break down as follows:
- Total number of work orders by projects:


\* "Other" work orders are included in LC-35 count

Priority & Category	bve	ca	date	devonis	h2f	joann	kc	lc-35	mh-tee	mp	nsp	oms	percy	rd	rich	tc	tp	tr-185	tt	vo	yolo	TOTAL
Emergency	7	4	33	2	4	7	24	2	9	9	4	1	4	140	45	8	-	1	-	-	2	306
Make Ready's	-	1	1	-	-	1	3	-	6	4	-	-	-	4	1	2	-	-	-	-	-	23
Routine	60	48	98	10	19	48	83	29	40	36	58	38	6	256	125	40	2	1	1	2	6	1006
Scheduled	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1
Pest	2	6	2	7	2	2	17	4	6	-	2	2	1	27	15	2	-	-	-	-	1	1007
Cancelled	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
HQS	10	17	39	-	1	10	9	-	3	-	20	-	-	134	20	-	-	-	-	2	-	265
Total Property	67	53	133	12	23	56	110	31	55	49	62	39	10	400	171	50	2	2	1	2	8	1336
Pending	-	-	-	-	-	-	-	1	1	-	-	-	-	2	2	-	-	-	-	-	-	6
Completed	67	53	133	12	23	56	110	30	54	49	62	39	10	398	169	50	2	2	1	2	8	1330

Prepared By:

  
 Tom Goodwin, Operations Manager

Submitted By:

  
 Gustavo Becerra, Executive Director

**REGIONAL HOUSING AUTHORITY**

**STAFF REPORT**

Date: August 8, 2017  
 To: Board of Commissioners  
 From: Alisha Parker, Occupancy Manager

---

SUBJECT: Quarterly Occupancy (Q2-2017) report for quarter ending June 30, 2017

RECOMMENDATION: None

FISCAL IMPACT: Budget based allocations per funding sources

---

**U.S. Department of Housing and Urban Development (HUD) Funded Programs:**

Program	Units Available	April	May	June
HCV/Section 8	Budget Based Allocation (Sutter-829 includes 82 Project Based Vouchers Nevada-295 Colusa-36 Yuba-449)	Total-1507 Sutter-757 Nevada-271 Colusa-22 Yuba-410	Total-1512 Sutter-764 Nevada-284 Colusa-24 Yuba-420	Total-1551 Sutter-786 Nevada-284 Colusa-26 Yuba-432
HCV Port-In Administered	N/A	26	0	0
VASH	21 units for Nevada County 14 units for Yuba City	21	20	23

Comments:

Housing Choice Voucher Program:

For the VASH programs, Nevada County currently has 18 participants, and 4 vouchers issued. Sutter County currently has 9 participants and 6 vouchers issued. Since opening the waitlist in April for Involuntary Displacement, we have issued 1 voucher to a Sutter County resident and 16 vouchers to Yuba County residents.

Prepared by:   
 Alisha Parker/Occupancy Manager

Submitted by:   
 Gustavo Becerra/Executive Director

**REGIONAL HOUSING AUTHORITY**

**STAFF REPORT**

Date: August 16, 2017  
 To: Board of Commissioners  
 From: Pattra Runge, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q2-2017) report for quarter ending June 30, 2017

RECOMMENDATION: Update Only

FISCAL IMPACT: Budget based allocations per funding sources

**Housing and Urban Development (HUD) Funded Programs:**

Program	Units Available	April	May	June
Public Housing (Yuba City, Live Oak)	171	171	168	169

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

Development	Units Available	April	May	June
USDA/Farm Labor (Yuba City)	188 (154)	151	150	150
Centennial Arms (Live Oak)	21	20	21	21
Butte View (Live Oak)	31	31	31	31

**Office of Migrant (OMS) Services**

Development	Units Available	April	May	June
Migrant Center (Yuba City)	71	0	71	71

**Local Camp 35 (LC35):**

Development	Units Available	April	May	June
Transitional Trailer (Yuba City)	1	1	1	1
Trailer Park (Yuba City)	8	8	8	8

**RHASNC Owned and/or Managed Affordable Housing Properties:**

Development	Units Available	April	May	June
Kingwood Commons (Yuba City)	63	62	60	62
Devonshire (Colusa)	29	27	28	27
Percy Avenue (Yuba City)	8	7	7	8

Homes2Families (Yuba City)	14	14	14	14
MH-Teesdale-SRO's (Yuba City)	6	6	6	6
Neighborhood Stabilization Program -1 (Yuba City, Live Oak)	9	9	9	9
Neighborhood Stabilization Program-3 (Yuba City)	12	12	12	12

**Sutter Community Affordable Housing/Non-Profit**

Development	Units Available	April	May	June
Town Center (Yuba City)	27	25	26	26
Yolo-Heiken (Yuba City)	5	5	5	5
Maple Park I (Live Oak)	55	54	54	54
Kristen Court (Live Oak)	55	56	56	55

**Commercial Space**

	Units	April	May	June
Miles Market (Yuba City)	1	1	1	1
YCUSD-Bernard (Yuba City)	1	1	1	1
Ampla Health Clinic (Yuba City)	1	1	1	1

**Building Better Partnerships**

Development	Units Available	April	May	June
MH-814 F-SRO's (Marysville)	10	9	6	6
Maple Park II (Live Oak)	34	32	32	33

**Comments:**


Office of Migrant Services (OMS):

The OMS site continues to be fully leased. RHA has received approval from OMS to implement the smoke-free policy next season.

Public Housing:

All Public Housing sites have been notified of the Smokefree policy that goes into effect July 1, 2018. Two of the sites have already received education classes from Sutter County Health Department.

Our onsite managers at our senior/disabled sites have been working with Yuba-Sutter Victim Witness to bring to them a 5-part series on topics that are affecting our senior population. Topics range from Senior Legal Aid, Bullying, Senior Abuse, Planning Document and Mental Health (sample flyer attached). These mini seminars have been well received by our tenants.

Prepared by:   
Pattra Runge/Occupancy Manager

Submitted by:   
Gustavo Becerra/Executive Director

# SENIOR OUTREACH SERIES

## WHEN

**August 3, 2017  
1:00 PM**

## WHERE

**Town Center Senior Manor**

## PRESENTER

**Yuba-Sutter Stand for the Silent**

**SPONSERS • Sutter County District Attorney • Yuba and Sutter Victim Services Programs • Regional Housing Authority of Sutter and Nevada Counties • Yuba-Sutter Stand For The Silent • Yuba-Sutter Legal Center for Seniors**

## SERIES TOPICS:

### FINANCIAL EXPLOITATION

**Get information about  
frauds and scams**

### SENIOR BULLYING

**Learn how to respond  
to aggressive  
behavior**

### SENIOR ABUSE

**Learn to recognize the  
warning signs**

### PLANNING DOCUMENTS

**Learn about wills,  
estate planning, and  
more**

### MENTAL HEALTH

**Learn about senior  
mental health issues**

**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

**Date:** August 16, 2017  
**To:** Board of Commissioners  
**From:** Gail Allen – Chief Financial Officer  
**Subject:** Financial Review  
Project Net Income April 1 through June 30, 2017  
Reserve Account Balances Through August, 2017

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**Housing Choice Vouchers** (1,644 restricted units; 1,609 Tenant Based + 35 VASH)

- *Housing Assistance Payments (RNP)* -- 97% proration  
    <**\$18,915 net income** drawn from reserve account to cover shortfall
- *Administration Fee (UNP)* – Proration 76% (January-March)  
    **\$42,220 net income** deposited into reserve account

**Public Housing** (173 restricted units; 50 Date Street + 24 Joann Way + 99 Richland)  
    <**\$70,498 combined net income** drawn from reserve account

**Rural Development** (244 restricted units; 32 Butte View Estates + 22 Centennial Arms + 190 Richland Housing)  
    **\$164,925 combined net income** (includes \$69,387 deposited into mandated reserve accounts)

**Neighborhood Stabilization Program 1 & 3** (22 restricted units; 9 NSP1 + 13 NSP3)  
    **\$10,531 combined net income** (\$5,942 NSP1 + \$4,589 NSP3) deposited into mandated reserve accounts

**Mental Health Services** (16 restricted units; 6 Teesdale + 10 Heather Glenn)  
    <**\$669 combined net income** (<\$2,030 Heather Glenn + \$1,361 Teesdale) carried forward (Heather Glenn) or deposited into reserve account (Teesdale)

**Homes2Families** (15 restricted units; City of Yuba City owned, RHA managed)  
    **\$21,054 combined net income** deposited into mandated reserve accounts

**Unrestricted Properties (excluding restricted Devonshire)** -- **\$35,455 combined net income** may be deposited into reserve accounts for past “borrowing” and/or future operations/rehab activities for any project

- **Cost Centers** (Management/Work Order/Fuel Fees) -- **\$13,485 net income**
- **Planning/Community Development** (First-Time Home Buyer, Owner Occupied Rehab, RHA Development/Maintenance) -- **<\$6,413 net income**
- **Development Projects** (Developer Fees) -- **<\$1,182 net income**
- **Devonshire** (30 restricted units) -- **<\$35,376 net income** (includes \$34,996 for rehab)
- **Kingwood Commons** (64 units) -- **\$22,744 net income**

- **Miscellaneous Programs** (LC35 [Miles Market, School, Solar Farm], Gill, Stony Creek, Kristen Court, CSBG) -- **\$25,073 net income**
- **Percy Avenue** (8 units) -- **\$6,667 net income**
- **Trailer Park** (8 units) -- **\$6,434 net income**
- **Transitional Trailer** (1 unit) -- **\$1,877 net income**
- **Trio** (4 units) -- **\$2,146 net income**

**RESERVE ACCOUNTS:**

All mandated reserve accounts are fully funded and restricted to the individual programs. The following balances are through July 19, 2017. Accounts are considered restricted unless otherwise identified.

**Security Deposits:**

Devonshire.....	\$11,041.31
Homes2Families (City of Yuba City owned).....	\$7,325.59
Kingwood Commons.....	\$22,107.80
Mental Health (Heather Glenn).....	\$1,630.42
Mental Health (Teesdale).....	\$1,447.56
Neighborhood Stabilization 1.....	\$4,751.59
Neighborhood Stabilization 3.....	\$6,327.13
Office of Migrant Services.....	\$9,184.88
Percy Avenue.....	\$2,275.19
Public Housing (Date, Joann, Richland).....	\$46,048.56
Rural Development (Richland Housing).....	\$16,953.03
Rural Development (Butte View Estates).....	\$8,539.23
Rural Development (Centennial Arms).....	<u>\$10,142.43</u>
<b>Total.....</b>	<b>\$147,774.72</b>

**Ongoing Rehab Projects (Richland Housing):**

Grant (USDA).....	\$1,924,769.62
Joe Serna Grant #2 (HCD).....	<u>\$7,086.41</u>
<b>Total.....</b>	<b>\$1,931,856.03</b>

**Capital/Maintenance/Operating Reserves:**

Homes2Families -- Replacement (City of Yuba City owned).....	\$169,455.35
Homes2Families -- Operating (City of Yuba City owned).....	\$281,890.62
Housing Choice Voucher (HAP).....	\$56,385.19
Housing Choice Voucher (Admin Fee).....	\$289,283.63
Housing Choice Voucher (Family Self-Sufficiency Escrow).....	\$144,444.04
LC-35 (unrestricted).....	\$2,219.25
LC-35 (unfunded liabilities - unrestricted).....	\$21,603.87
Mental Health (Heather Glenn) -- Operating.....	\$9,790.88
Mental Health (Heather Glenn) -- Replacement.....	\$8,478.55
Mental Health (Teesdale).....	\$17,408.48

Neighborhood Stabilization 1 -- Replacement .....	\$59,624.70
Neighborhood Stabilization 1 -- Operating .....	\$66,746.17
Neighborhood Stabilization 3 -- Replacement .....	\$109,883.76
Neighborhood Stabilization 3 -- Operating .....	\$10,633.86
Office of Migrant Services -- CARE .....	\$98,189.50
Office of Migrant Services -- Reserves .....	\$19,541.88
Percy Avenue (unrestricted).....	\$70,945.37
Planning & Community Development (unrestricted) .....	\$199,685.91
Public Housing (Capital Fund Program).....	\$163,402.02
Public Housing (Family Self-Sufficiency).....	\$1,455.86
Rural Development (Butte View Estates).....	\$53,987.93
Rural Development (Centennial Arms) .....	\$51,463.97
Rural Development (Richland Housing) .....	\$1,067,301.37
Solar Farm (unrestricted) .....	\$36,558.12
Transitional Trailer (unrestricted) .....	\$35,535.35
<b>Total .....</b>	<b>\$3,045,915.63</b>

**Checking Accounts:**

Central Office.....	\$281,202.92
Housing Choice Voucher -- HAP .....	\$53,199.78
<b>Total .....</b>	<b>\$334,402.7</b>

**CALENDAR OF EVENTS:**

Migrant (OMS) Center closes .....	October-November 2017
Audited financials transmitted electronically in REAC.....	December 2017
Fiscal year end .....	March 2018
On-site fiscal year-end financial audit.....	May 2018
Unaudited financials transmitted electronically to REAC .....	May 2018
Migrant (OMS) Center opens .....	May 2018

**Prepared by:**

**Submitted by:**

  
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