



REGIONAL HOUSING AUTHORITY

Serving the Cities of Live Oak, Yuba City and Colusa • Counties of Sutter, Nevada, Colusa and 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

www.RegionalHA.org

May 11, 2022

TO: Chairperson Kent Boes
Vice-Chairperson Randy Fletcher
Commissioner Tony Kurlan
Commissioner Dan Miller
Commissioner Sue Hoek
Commissioner Denise Conrado
Commissioner Jeramy Chapdelaine
Commissioner Bob Woten
Commissioner Suzanne Gallaty
Commissioner Marc Boomgaarden
Commissioner Nicholas Micheli
Commissioner Doug Lofton
Commissioner John Loudon
Commissioner Manny Cardoza
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
Duane Oliveira, General Counsel Emeritus
Appeal-Democrat
PEU Local #1
Judy Sanchez, City of Yuba City
The Union

NOTICE OF REGULAR MEETING

May 18, 2022

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, May 18, 2022, at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**

Gustavo Becerra
Executive Director



AGENDA
REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
REGIONAL HOUSING AUTHORITY

**Richland Neighborhood Center,
420 Miles Avenue, Yuba City, CA 95991**

May 18, 2022, 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. Persons who wish to address the Board during public comment or with respect to an item that is on the agenda, will be limited to three (3) minutes.

- D. AWARDS AND PRESENTATIONS:
 - 1. Family Self-Sufficiency Graduate Jason Stapleton
Josie Alcaraz, FSS Coordinator

 - 2. Family Self-Sufficiency Graduate Rahmatullah Hoosein
Josie Alcaraz, FSS Coordinator

 - 3. Feather River West Levee Financing Authority Operations and Management Assessment pg. 1
Andrew Stresser, General Manager, Levee District No 1.
of Sutter County

- 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. Recommend Approval of Minutes – April 6, 2022 pg. 5

 - 5. Resolution 22-1745, FSS Graduate Jason Stapleton pg. 7

 - 6. Resolution 22-1746, FSS Graduate Rahmatullah Hoosein pg. 8

- 7. Resolution 22-1747 – Housing Choice Voucher Fraud Recovery Collection Loss Write-Off pg. 9
- 8. Resolution 22-1748 – Public Housing Collection Loss Write-Off pg. 11
- 9. Resolution 22-1749 – Rural Development Collection Loss Write-Off pg. 13
- 10. Resolution 22-1750 – Kingwood Commons Collection Loss Write-Off pg. 15
- 11. Recommend Establishing the Findings to Allow the Board to meet virtually if they elect to do so pg. 17
- 12. Recommend Approval of Updated Travel and Expense Policy pg. 19
- 13. Recommend Approval of Ice and Snow Removal Policy and Procedure pg. 26

F. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action:

- 14. Roll Call Vote on Proposed Feather River West Levee Financing Authority (FRWLFA) Operations and Maintenance Assessment
Gustavo Becerra, Executive Director pg. 28
- 15. Appointment of Commissioner to the Sutter Community Affordable Housing Board of Directors
Chairperson Kent Boes
- 16. Election of Officers
Chairperson Kent Boes

H. ADMINISTRATIVE REPORT:

- 17. RHA Owned/Managed Properties Occupancy/Eligibility Update
Pattra Runge, Occupancy Manager pg. 30
- 18. Housing Choice Voucher Occupancy/Eligibility Update
Alisha Parker, Occupancy Manager pg. 32
- 19. Maintenance Update
Tom Goodwin, Operations Manager pg. 35
- 20. Planning and Community Development Update
Gustavo Becerra, Executive Director pg. 36

21. Administrative Update

Gustavo Becerra, Executive Director

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

22. CLOSED SESSION: Pursuant to Section 54956.9 of the California Government Code:

Conference with Legal Counsel

Anticipated Litigation

Number of Potential Cases to be Discussed: 1

- J. HOUSING COMMISSIONERS' COMMENTS:

- K. NEXT MEETING: June 1, 2022

- L. ADJOURNMENT:



BACKGROUND

What's the issue?

Recently repaired levees must be maintained to strict state and federal requirements. Currently, there is a \$1.3 million shortfall between existing and needed revenues to adequately fund levee maintenance. These levees protect approximately 25,000 properties and 75,000 residents in Live Oak, Yuba City, and unincorporated Sutter County, so they must be properly operated and maintained to reduce the potential for flooding.

What's the solution?

A proposed Operations and Maintenance (O&M) Assessment on properties that benefit from the levees to help pay for ongoing O&M costs. The proposed Assessment must be approved by a majority vote of property owners through the California Proposition 218 process.

Who is proposing the Assessment?

The Feather River West Levee Financing Authority (FRWLFA), is a joint powers agency formed in 2020 by Levee District 1 (LD 1), Levee District 9 (LD 9) and Sutter County with the agreement to work together on long-term funding for levee O&M.

How are these levees managed?

The Levees are operated and maintained by LD 1, LD 9, and State Maintenance Area 3 (MA 3).

Is this the same assessment voted on in 2010?

No. That was an assessment needed to pay for much needed levee repairs. The repaired levees, completed in 2020, must now be properly operated and maintained to keep our properties and community protected and to comply with strict state and federal regulations.

How is the \$1.3 million funding gap calculated?

Total Required Funding: \$1.9 Million

Existing Funding: \$621,000

Funding Gap: \$1.3 Million

ASSESSMENT

What's an Assessment?

An annual cost paid on each parcel of land that receives a special benefit from a service. In this case, the special benefit is the reduction in flood damages that results from properly maintained levees. Assessments are calculated for each individual parcel using a variety of factors, like land use type, parcel size, structure type and size, and flood depths.

What does a proposed O&M Assessment mean for you?

In May 2022, approximately 25,000 property owners will receive ballots by mail and be asked to vote on the proposed O&M Assessment. If approved by property owners, the Assessment will be collected annually on property tax bills and used to pay for levee O&M. Assessment revenues can't be used for any other purpose.

What does a YES vote mean?

If property owners approve the Assessment, local agencies will maintain control of our levee maintenance and costs. Costs will be consistent, predictable, and lower in the long term.

What does a NO vote mean?

If the Assessment is not approved by property owners, levee districts will run out of money to operate and maintain levees as required.

Once that occurs, the only option will be to turn over levee operations and maintenance to the State. Costs, which will be passed on to property owners without a vote, will fluctuate unpredictably and be higher in the long term. The community will not have local levee districts to prioritize emergency response and flood fighting during high water events.

How was the Assessment amount for each property calculated?

Assessments for each individual property are based on factors that include location, land use, acreage, structure size, structure contents, and the flood depth zone.

Use the Assessment Calculator on frwlfa.org to calculate your proposed Assessment.

If the proposed O&M Assessment passes, how long will the cost apply?

Levee O&M is an ongoing responsibility, so the proposed Assessment will continue as long as the service is provided.

How will the Assessment keep up with inflation?

The Assessment will be adjusted with the CPI, but never exceed 4% a year.

What happens to existing assessments/funding if the proposed O&M Assessment passes?

District/Maintenance Area	Current Funding	If O&M Assessment passes
LD 1	Two existing O&M Assessments	Replace existing with single new Assessment
LD 9	A fraction of the 1% general property tax collected by Sutter County	New Assessment plus fraction of 1% property tax
MA 3	An Assessment imposed by the State of CA	O&M would be transferred* to LD 1 and new Assessment would replace existing Assessment

*Transfer occurs through a legal process that will be concluded if the proposed Assessment passes

LEVEE DISTRICTS

What are levee districts, and what do they do?

These are agencies that provide a public safety service by operating and maintaining levees and associated facilities. Their budget is designed to cover costs of services, provide a modest reserve for planned and unplanned capital costs, staffing (3 people for 27 miles of levee), fixed costs, and comply with a long list of state and federal O&M requirements. See a comprehensive list of O&M requirements at www.frwlfa.org.

What's being done on the Sutter Bypass?

The Sutter Butte Flood Control Agency and the State are coordinating on improvements to the Sutter Bypass and other flood control facilities over time. Effective long-term O&M remains a priority to protect the \$380M investment in the recently rehabilitated Feather River west levee, which provides flood protection to properties in the south Yuba City Basin.

CA PROPOSITION 218

What's the Proposition 218 process?

Owners of properties within the proposed Assessment district will receive a mail-in ballot at the end of April. Votes are weighted by the dollar amount of the proposed Assessment (e.g., \$1 = 1 vote). The ballots must be returned by June 22. If the proposed Assessment is approved by property owners, it may then be adopted by the FRWLFA Board. The benefits and associated Assessment amounts are determined through an Engineer's Report.

What's an Engineer's Report?

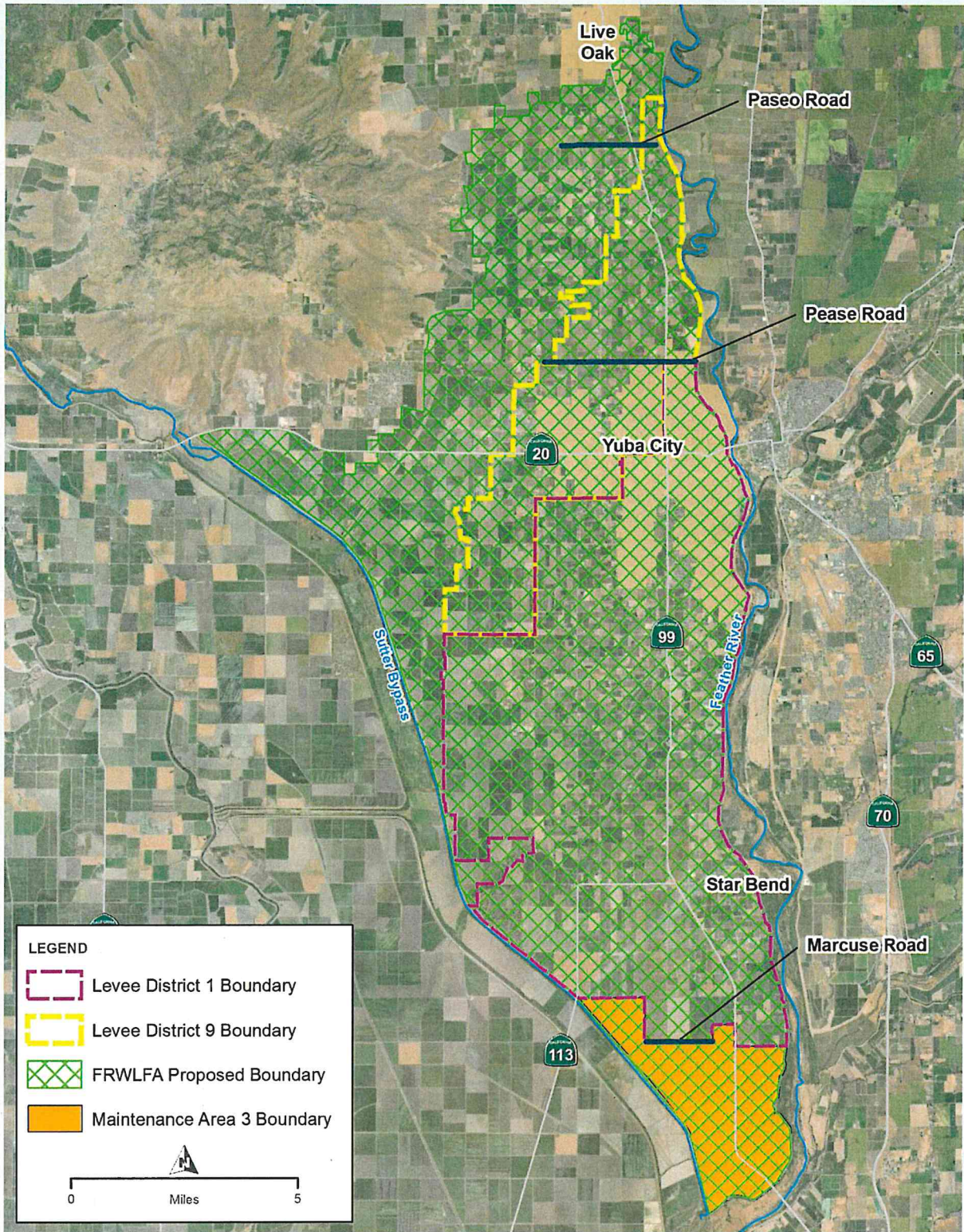
An Engineer's Report, as mandated by California law, provides the technical analysis to support a proposed Assessment district. The Engineer's Report quantifies the proportionate "special benefit" that each parcel in the proposed Assessment district will receive from the service provided — in this case, the O & M of improved levees and flood control facilities associated with the Feather River West Levee system.

The Engineer's Report is available on www.frwlfa.org



MORE INFORMATION

What are the boundaries of the proposed Assessment District?



FEATHER RIVER WEST LEVEE
FINANCING AUTHORITY



FRWLFA PROPOSED ASSESSMENT DISTRICT



800.401.8302



info@frwlfa.org



frwlfa.org

REGIONAL HOUSING AUTHORITY
Minutes
Regular Board Meeting
April 6, 2022

ITEM NO. A - CALL TO ORDER:

Chairperson Kent Boes called the meeting to order.

ITEM NO. A - ROLL CALL:

Chairperson Kent Boes, Commissioners Dan Miller, Sue Hoek, Denise Conrado, Jeramy Chapdelaine, Manny Cardoza, Marc Boomgaarden, Bob Woten, John Loudon, Suzanne Gallaty, Tony Kurlan, and Nicholas Micheli were present. Vice-Chairperson Randy Fletcher and Commissioner Doug Lofton were absent. Legal Counsel Brant Bordsen was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Chairperson Kent Boes led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D – EXECUTIVE SESSION: NONE

ITEM NO. E. – AWARDS AND PRESENTATIONS: NONE

ITEM NO. F.1-10. - CONSENT CALENDAR:

Commissioner Cardoza made a motion to approve the Consent Calendar as submitted.
Commissioner Kurlan made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Commissioners Jeramy Chapdelaine,
Manny Cardoza, Dan Miller, Sue Hoek, Denise Conrado,
Marc Boomgaarden, Bob Woten, Tony Kurlan, John Loudon,
Nicholas Micheli, and Suzanne Gallaty

Nays: None

Abstain: None

Absent: Vice-Chairperson Randy Fletcher and Commissioner Doug
Lofton

ITEM NO. G.- OLD BUSINESS: NONE

ITEM NO. H. – NEW BUSINESS: NONE

ITEM NO. I.11. – ADMINISTRATIVE UPDATE:

Mr. Becerra stated the Wheatland family project should be closing in late May. He said there are several funding applications out for review for various projects. Mr. Becerra mentioned the Housing Authority's website redesign is complete. He stated there is a current portal for landlords to be able to sign their documents electrically and staff is working on getting a portal for residents/participants to be able to upload documents, and possibly pay their rent via online.

Mr. Becerra explained the Cedar Lane projects are delayed with a new estimated completion date in August or September.

ITEM NO. J - HOUSING COMMISSIONERS' COMMENTS:

Commissioner Boomgaarden shared the City of Yuba City approved the Project Homekey that will be located on Highway 99 and Bridge Street. He also mentioned there will be a new Deputy Development Services Manager starting soon.

Commissioner Hoek said it is fun to watch the projects go up. She gave kudos to all the work that goes into the projects.

Commissioner Conrado mentioned the Colusa project is moving.

ITEM NO. K – NEXT MEETING: April 20, 2022

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 12:34 PM.



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RESOLUTION 22-1745

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY EXPRESSING RECOGNITION OF THE ACHIEVEMENTS OF JASON STAPLETON

WHEREAS, the Regional Housing Authority encourages Housing Choice Voucher participants to enroll in the Family Self-Sufficiency (FSS) Program; and

WHEREAS, Jason Stapleton started in this program on May 1, 2019 and set goals for himself to become independent of government assistance; and happy.

WHEREAS, Jason met his goals by April 1, 2022 and received sufficient earned income to generate an escrow account in the amount of \$10,654.92; and

WHEREAS, Jason Stapleton has now “graduated” from the FSS program;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Regional Housing Authority congratulates Jason Stapleton for his determination to progress to a life that is independent of government assistance and conveys their best wishes for success in all his future endeavors.

This Resolution was approved at the regular meeting of the Board of Commissioners, this 18th day of May.

AYES:

NAYS:

ABSTAINED:

ABSENT:

Chairperson Kent Boes



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RESOLUTION 22-1746

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY EXPRESSING RECOGNITION OF THE ACHIEVEMENTS OF RAHMATULLAH HOSSEIN

WHEREAS, the Regional Housing Authority encourages Housing Choice Voucher participants to enroll in the Family Self-Sufficiency (FSS) Program; and

WHEREAS, Rahmatullah Hossein started in this program on May 1, 2021 and set goals for himself to become independent of government assistance; and happy.

WHEREAS, Rahmatullah met his goals by May 1, 2022 and received sufficient earned income to generate an escrow account in the amount of \$675.12; and

WHEREAS, Rahmatullah Hossein has now “graduated” from the FSS program;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Regional Housing Authority congratulates Rahmatullah Hossein for his determination to progress to a life that is independent of government assistance and conveys their best wishes for success in all his future endeavors.

This Resolution was approved at the regular meeting of the Board of Commissioners, this 18th day of May.

AYES:

NAYS:

ABSTAINED:

ABSENT:

Chairperson Kent Boes



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RESOLUTION 22-1747

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 \$4,555.00

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 include 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 May 31, 2022 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 \$4,555.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed, and adopted this 18th day of May 2022 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: _____

Kent Boes, Chairperson

(SEAL)

HCV
Collection Loss Write Off
Period: May 2022

<u>Tenant</u>	<u>HAP Fraud Recovery Amount Owed</u>	<u>Late Fee's</u>	<u>NSF Fee's</u>	<u>Overpaid URP's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
T0003411	4,555.00	-	-	-	4,555.00	Yes
					4,555.00	
					4,555.00	Total Write-Off

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

OP
10 May 22

Exhibit A



REGIONAL HOUSING AUTHORITY

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RESOLUTION 22-1748

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING LOW INCOME HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$9,785.27

WHEREAS, the Regional Housing Authority operates low-income housing projects 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 makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending May 31, 2022 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 \$9,785.27.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 18th day of May 2022 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Kent Boes, Chairperson

**Public Housing
Collection Loss Write Off
Period: May 2022**

<u>Tenant</u>	<u>Property</u>	<u>Address</u>	<u>Date</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>					
			<u>Move In</u>	<u>Move Out</u>													
T0016373	PH-Rich	358 Samuel Drive	05/27/20	02/22/22	\$ 997.00	\$ 3,008.00	\$ 75.00	\$ 3,184.27	\$ -	\$ 3,500.00	\$ 9,767.27	No					
T0000941	PH-Joann	655 Joann Way #08	04/01/10	03/15/22	\$ 207.00	\$ -	\$ -	\$ 18.00	\$ -	\$ -	\$ 18.00	No					
											\$ 3,008.00	\$ 75.00	\$ 3,202.27	\$ -	\$ 3,500.00	\$ 9,785.27	Total Write Off

P
5/21/22

Deceased *

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

Exhibit A



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RESOLUTION 22-1749

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$8,390.40

WHEREAS, the Regional Housing Authority operates low-income housing projects Centennial Arms, Butte View Estates and Rural Development farm work housing project Phases I, II and III pursuant to U.S. Department of Agriculture regulations; and

WHEREAS, operations of low-income housing include 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 May 31, 2022 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 \$8,390.40.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed, and adopted this 18th day of May 2022 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Kent Boes, Chairperson

(SEAL)

USDA
Collection Loss Write Off
Period: May 2022

<u>Tenant</u>	<u>Property</u>	<u>Address</u>	<u>Date</u>	<u>Move In</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>
T0005946	RD	420 Miles Avnue #36	11/12/14	02/07/22	\$ 1,154.00	\$ 5,684.63	\$ -	\$ 1,672.78	\$ 75.77	\$ 957.22	\$ 8,390.40	No	
												\$ 8,390.40	
												Total Write Off	

R
5/15/22

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



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RESOLUTION 22-1750

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING KINGWOOD COMMONS APARTMENTS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$532.90

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

WHEREAS, operations of Kingwood Commons include 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 May 31, 2022 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 \$532.90.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 18th day of May 2022 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Kent Boes, Chairperson

(SEAL)

Kingwood Commons
 1340 Gray Avenue, Yuba City
 Collection Loss Write Off
 Period: May 2022

<u>Tenant</u>	<u>Apartment</u>	<u>Move In</u>	<u>Date</u>	<u>Move Out</u>	<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fee's</u>	<u>Damages</u>	<u>Solar</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
T0005877	18	11/21/14	03/14/22		\$ 780.00	\$ -	\$ -	\$ 532.90	\$ -	\$ -	\$ 532.90	No
											\$ 532.90	Total Write Off

2/18/22

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

STAFF REPORT

Date: May 18, 2022
To: Board of Commissioners
From: Jennifer Ruiz, Executive Assistant/HR Coordinator

SUBJECT: Ability to Hold Board Meetings Virtually as per AB361
RECOMMENDATION: Establish the Findings to Allow the Board to meet virtually if they elect to do so
FISCAL IMPACT: N/A

Background

On September 16, 2021, Governor Gavin Newsom signed AB 361 which will go into effect October 1, 2021. AB 361 extends the COVID-19 rules for conducting virtual or teleconference meetings under the Brown Act. In order to utilize the provisions of AB 361, a meeting must be held during a proclaimed state of emergency in which state or local officials have imposed or recommended measures to promote social distancing. The legislative body of the local agency must determine, by majority vote, that meeting in person would present imminent risks to health or safety of attendees.

If a proclaimed state of emergency still exists and the local agency wishes to continue to hold meetings in compliance with AB 361, the following must be done:

1. Within 30 days of the initial virtual or teleconference meeting, make the following findings by majority vote:
 - a. The agency has reconsidered the circumstances of the state of emergency, and
 - b. It either continues to directly impact the ability of members to meet safely in person, or state or local officials continue to impose or recommend measures to promote social distancing
2. Make the same findings by majority vote every 30 days thereafter.

Recommendation

It is recommended that the Board of Commissioners of Regional Housing Authority establish the findings to allow the Board to meeting virtually if they elect to do so as per AB 361.

Prepared by:

Submitted by:



Jennifer Ruiz
Executive Assistant/HR Coordinator



Gustavo Becerra
Executive Director



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TRAVEL AND BUSINESS EXPENSE POLICY

This policy was previously included in the Memorandum of Understanding (MOU) for the Regional ~~RHA-Housing Authority~~ (RHA).

A. General Reimbursement Policy:

When it is necessary for Commissioners or employees to travel or incur expenses on RHA business, it is the intent of the Board of Commissioners that those Commissioners or employees not be required to bear an undue burden as a result of that requirement, nor are Commissioners or employees expected to accrue any personal benefit from the conduct of RHA business. The Board of Commissioners has therefore adopted a Policy that Commissioners and employees shall be eligible for reimbursement for all necessary and reasonable expenses incurred when performing RHA business. The underlying principles of this Policy are:

1. RHA employees shall secure transportation and lodging with the prior approval of their ~~department head~~ manager.
2. Commissioners or employees are expected to secure meals and other expenses as economically as possible commensurate with standards available at the site of the business being conducted.

B. Scope:

This Policy shall apply to all Commissioners and employees.

C. Review Authority:

The primary review and approval of employee claims shall be the responsibility of the Manager. Claims approved by the Manager shall be submitted to the Chief Financial Officer for review and payment, subject to reasonable audit adjustments to conform with the requirements of this Policy. Disputed claims shall be subject to further review by the Executive Director.

D. Specific Requirements:

1. Out-of-State Travel on RHA Business:

~~a. In order to receive reimbursement for out-of-state or out-of-country travel related to RHA business, prior approval by the Board of Commissioners is required. Such approval must be submitted with the claim in the manner prescribed by the Chief Financial Officer.~~

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~~b. Specifically exempt from the above requirement are those instances, which require employees to leave the state on matters involving a criminal investigation.~~

2. Authority for ~~In-State or Out-of-State~~ Travel:

RHA Commissioners and Managers are authorized to travel ~~in-state or out-of-state~~ within the performance of their duties and within the limits of budgeted funds. RHA employees are permitted to travel ~~in-state as may be~~ authorized by the Manager or ~~designee~~ Executive Director. Managers' ~~in-state travel of more than five (5) consecutive workdays~~ shall first be approved by the Executive Director or ~~designee~~.

3. Means of Travel and Travel Reimbursement:

a. Vehicle Policy

RHA vehicles shall be used for RHA business and work related travel. Exceptions include:

1. When a RHA vehicle is not available, a personal vehicle may be used with the approval of the Executive Director or designee.
 - a. All mileage will be reimbursed at the IRS rate.
 - b. RHA personal vehicle form must be completed annually.
2. When a RHA vehicle is not available or the business destination is more than 50 miles each way, a rental vehicle may be obtained at RHA expense, with approval of the Executive Director or his/her designee.
 - a. Must be the least expensive available vehicle.
3. Additional exceptions to the Vehicle Policy may be made by the Executive Director on a ~~ease-by-ease~~ case-by-case basis.

See Appendix C for Personal Vehicle Usage Form

b. Air (coach class), train or other means of transportation may be authorized by the Manager or Executive Director in the best interests of the RHA. No non-scheduled air transportation may be used except upon prior approval of the Executive Director. The traveling Commissioner or employee is responsible for obtaining any tax exemption, discount or other benefit available to the RHA or its employees. ~~Frequent-flyer miles or~~

~~similar benefits or promotions, except those with a de minimis value, shall accrue to the benefit of the RHA.~~

- c. The use of other transportation shall be reimbursed at actual cost with ~~Manager or Executive Director approval or Board of Commissioner approval~~ when there is a demonstrated RHA benefit. A receipt is required to support the expense.
- d. Rental of automobiles or other special conveyances will be allowed only when necessary for the conduct of RHA business. Justification may be required.

4. Incidental Factors:

The following expenses may be claimed when necessarily incurred in the performance of official RHA business:

- a. Parking and storage fees.
- b. Streetcar, bus, train, taxi and air porter fares.
- c. Automobile rental or leasing costs excluding add-on insurance damage waiver policies.
- d. Ferry, bridge and road tolls.
- e. Long distance telephone, ~~telegraph~~ internet, and fax charges for RHA business. Specifically excluded are calls home.
- f. Registration and conference fees, ~~and actual meal expenses when the meals are part of a conference.~~
- g. Baggage transfer fees, tips and other expenses for which receipts are not available.
- h. Other necessary expenditures. No claim for alcoholic beverages or personal services such as cleaning, laundering, barbering or similar items will be allowed.

5. Reimbursement for Meals:

Meal rates are established to reimburse Commissioners and employees for the additional cost of eating meals away from home when the expense is incurred while conducting RHA business.

- a. ~~Reimbursement for meal expense off the business premises in the bi-county area is specifically prohibited for individual employees or groups consisting solely of RHA employees (so-called conferences, working luncheons, study groups, department management luncheons, etc.).~~
- b. For purposes of determining entitlement to meal expense reimbursement outside ~~the bi-county area~~ Sutter, Yuba, Nevada, and Colusa counties (jurisdiction), the following guidelines apply:

Breakfast: Breakfast may be claimed if travel began at or prior to 7:00 AM and terminated at or after 9:00 AM.

Lunch: Lunch may be claimed if travel began at or prior to 11:00 AM and terminated at or after 2:00 PM.

Dinner: Dinner may be claimed if travel began at or prior to 4:00 PM and terminated at or after 7:00 PM.

- c. Reimbursement for meals ~~excluding tips will be allowed for actual cost up to the following optional maximums with receipts. Variances in per meal costs will be allowed for full or partial day reimbursements will adhere to the meal reimbursement rates set by the U.S. General Services Administration (GSA) for the city of San Francisco, CA and in effect the date of travel.~~

Breakfast	\$19.500
Lunch	\$234.00
Dinner	\$401.00
	\$82,504.00

Reimbursements without receipts (per diem):	
Breakfast	\$187.00
Lunch	\$202.00
Dinner	\$365.00
	\$74.00

- d. When authorized by the ~~Manager~~Executive Director, meals may be provided to other governmental employees or private individuals who, at the RHA's request, provide services gratuitously, which benefit the RHA, or in other business situations of potential benefit to the RHA. Meals within the ~~bi-county jurisdiction area~~ for Commissioners or employees whose attendance is required may be reimbursed.
- e. When a Commissioner or Manager hosts a conference or meeting that will be of benefit to the RHA, the expenses of that meeting shall be reimbursable at actual cost. The expenses of such meetings, including the expenses of meals held in conjunction therewith, including meals of duly authorized delegates or representatives thereto, may be paid upon the exception that the claim shall also be reviewed for appropriateness and approved by the Executive Director prior to being submitted to the Chief Financial Officer. Receipts will be submitted with the claims. Documentation required for reimbursement shall substantially conform to IRS requirements to substantiate business expenses by adequate records or

sufficient evidence corroborating the (1) amount, (2) time and place, (3) business purpose and (4) business relationship of the entertained person or persons.

~~f. Rates shall be reviewed annually by the Chief Financial Officer and adjusted the first working day of the month after the adoption of the Final Budget to reflect the meal allowance. Optional meal rates shall only be increased by the direction of the Board of Commissioners.~~

6. Lodging:

- a. Reimbursement will be allowed for lodging obtained at a distance of 50 road miles or more from Yuba City determined by the shortest commonly traveled direct route.
- b. Reimbursement will be allowed regardless of the distance from Yuba City, excluding the bi-county area, when lodging is obtained while attending a conference or other job-related meeting.
- c. Reimbursement for cost of lodging is limited to actual cost incurred and will be reimbursed only at the single room rate unless more than one employee shares room accommodations.
- d. Receipts are required to verify lodging claims.

7. Regulation of Travel:

Commissioners or employees will be responsible for ensuring that they comply with all laws, regulations and rules governing travel while traveling on RHA business.

8. Claim Procedure:

No reimbursement for travel and business expense shall be paid without submitting a Travel and Business Expense Accounting form, or other form(s) prescribed by the Chief Financial Officer from time to time. Receipts must be attached for air or rail travel, automobile rental, registration fees, ~~meals~~ and other expenses for which receipts are normally issued. Failure to complete forms within 60 days after returning from travel or failure to submit the proper receipts may be grounds for denying reimbursement.

Claims signed by the employee, ~~department head~~ manager, and where appropriate the Executive Director or the Board of Commissioners, must be submitted to the Chief Financial Officer.

9. Double Claiming:

To claim reimbursement for the same costs from more than one source (e.g., submitting claims for reimbursement to the State or Federal agency or other source and to the RHA) is prohibited by this Policy. However, if another source provides only partial reimbursement, the balance up to the limits authorized by this Policy, may be claimed. Appropriate documentation must be submitted with the claim (e.g., the State claim form showing the costs that are being paid by the State).

10. Advances:

Funds may be advanced by the Chief Financial Officer for any travel or business expense covered by this Policy. A final claim identifying actual expenses shall be submitted to the Chief Financial Officer within five (5) days of return from the trip for which the advance was issued or prior to termination of RHA employment, whichever event occurs first, along with any advance in excess of the claimed amount.

11. Taxable Reimbursements:

~~In some situations, reimbursements of travel and business expenses or portions thereof may be taxable. An example of this is the RHA's policy to reimburse the cost of meals even though an employee is not on an overnight stay. The RHA is required to report these reimbursements as part of the employee's wages on Form W-2.~~

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12. Questions-Application and interpretation of Policy:

Questions concerning application and interpretation of this Policy should first be directed to the Chief Financial Officer. In the event of a disagreement, the Executive Director should be consulted for further review. RHA legal counsel will be consulted for legal review, as appropriate.

I have received and read the Travel and Business Expense Policy. I fully understand that failure to comply with the Travel and Business Expense Policy will result in disciplinary action, up to and including termination. However, acknowledgment of this policy and the expectation that I comply does not forfeit or diminish my contractual rights to appeal adverse actions taken against me.

Name

Signature

Date



REGIONAL HOUSING AUTHORITY

Serving the Cities of Live Oak, Yuba City and Colusa • Counties of Sutter, Nevada, Colusa and 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

www.RegionalHA.org

Ice and Snow Removal Policy and Procedure

If conditions allow, and depending on the accumulation of ice and snow, the time of day, traffic, and travel conditions, and at the direction of management, maintenance staff should follow this winter snow and ice preparation and removal policy.

Purpose: The purpose of this procedure is to provide employees with guidance and to set priorities for removing ice and snow from housing complexes. Maintenance and asset management employees should use this procedure as a guide when ice and snow removal is necessary.

General Guidelines: Staff will anticipate an ice/snow event based on weather forecast. It is the responsibility of the property owner to remove snow and ice from sidewalks, common area walkways, stairways exposed to the elements, as well as sidewalks in the public right of way that abuts the property. Additionally, we need to clear walkways and ramps at the elderly/disabled sites and accessible units at all sites, monitor sidewalks and address any icy areas that are on common areas and public right of way.

Preparation: Each site must have adequate equipment and supplies to last the duration of the winter months. Steps should be taken by maintenance and asset management to plan ahead prior to winter. Predetermined assignments, duties and responsibilities for all anticipated staff should be outlined before winter months.

-In July/August, inspect, take inventory, and repair ice and snow tools and equipment. It is the responsibility of maintenance at each location to ensure that all tools and equipment are in proper working order.

-In October, maintenance staff should evaluate how much sand, ice melt and other equipment is needed, and order necessary supplies to be on hand when needed.

General Procedures: Maintenance staff will use appropriate tools and equipment to clear sidewalks at each site. Staff who are not clearing walkways for accessible units and for the elderly/disabled will be assigned to other common area sites. Maintenance should prioritize snow and ice removal in the following order:

-Ramps and walkways at accessible and elderly units.

-Main walkways and entrances around administrative offices, laundry rooms and trash disposal areas.

-Common area sidewalks and stairwells, including public right of way that abuts the property.

Maintenance will use preventative techniques such as ice melt, sand, and water accumulation removal, to eliminate the forming of ice on all common area walkways and ramps.

-To minimize damage to concrete, only sand and concrete safe ice melt should be used.

-Maintenance and staff should monitor their respective sites to identify areas that require ice removal.

-Residents should also be encouraged to call maintenance to notify staff of problem areas.

-The work order clerk will issue a work order for ice/snow removal calls but will also contact maintenance directly at the appropriate site so that it can be prioritized and addressed as quickly as possible.

Parking Lots: We will attempt to clear parking areas, when possible, but only after all common area walkways are cleared and de-iced. However, in the event vehicles are in the parking lot after large accumulation of snow, we will not attempt to remove snow from between vehicles.

-During heavy accumulation, local contractors may be called to clear complex streets and parking areas, with prior approval from management. Maintenance should have pre-approved contractor contact information available prior to the winter months.

After Hours Snow Removal: When ice and snow accumulation occurs outside of regular business hours, management will work with maintenance staff in advance, and with the approval of the executive director, to put together a list of staff who are available to remove ice and snow. When snow and ice is anticipated and verified, maintenance staff will be called in for overtime to remove snow and ice at affected sites. In order to accomplish after-hours snow and ice removal as efficiently as possible, the following procedures and priorities should be followed:

-Asset and maintenance managers will rely on weather forecasts, reports from staff who reside in various locations, as well as personal observation, to determine when after-hours snow and ice removal is necessary.

-Maintenance staff will be assigned to various sites at which they are the closest and have appropriate keys in order to access the necessary tools, equipment, and supplies.

-Senior/disabled sites should be attended to first.

-When resources are limited, maintenance should first focus on the walkways and ramps for the elderly, disabled and accessible units.

-During heavy accumulations, local contractors may be called to clear complex streets and parking areas.

Records (Very Important!): It is important to keep detailed records of snow and ice removal; work orders should be generated for each site that required snow and ice removal. The maintenance staff working at each site should log the dates, times, and amount of time spent on snow and ice removal, and it is important to document which common areas were cleared, exactly what was done, etc.

I have received and read the Ice and Snow Removal Policy and Procedure. I fully understand that failure to comply with the policy will result in disciplinary action, up to and including termination. However, acknowledgment of this policy and the expectation that I comply does not forfeit or diminish my contractual rights to appeal adverse actions taken against me.

Name

Signature

Date

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

Date: May 18, 2022
To: Board of Commissioners
From: Gustavo Becerra, Executive Director

SUBJECT: Feather River West Levee Financing Authority
(FRWLFA) Proposed Levy of New Assessments
for Operations and Maintenance

RECOMMENDATION: Board of Commissioners to vote on the proposed
new assessment

FISCAL IMPACT: \$10,478.08 annually

Background


The repairs to the levees within the Feather River West Levee Financing Authority were recently completed in 2020 and must be maintained to strict state and federal requirements. These levees protect approximately 25,000 properties and 75,000 residents in Live Oak, Yuba City, and unincorporated Sutter County. There is currently a shortfall of \$1.3 million to adequately fund the maintenance of such levees.

The Feather River West Levee Financing Authority (FRWLFA) is proposing an Operations and Maintenance Assessment on the properties that benefit from the levees. If this assessment is approved, it will continue as long as the maintenance is provided. There will be an adjustment each year but never to exceed 4% a year.

Recommendation

It is recommended that the Board of Commissioners of the Regional Housing Authority take a roll call vote on the proposed maintenance and operations assessments and authorize the Executive Director to fill out the ballots for each Housing Authority property according to the majority vote and submit as required to FRWLFA on or before June 22, 2022.

Submitted by:



Gustavo Becerra, Executive Director

Sutter County Property Taxes (RHA)

Property	Parcel No.	Property Location	Proposed Levee O&M Assessment
nsp-898	20-241-012	898 S BARRETT RD	\$ 37.62
nsp3-139	22-373-007	1399 SHERMAN CT	\$ 36.18
kc	51-040-004	1340 GRAY AVE	\$ 456.25
nsp3-1475	51-423-024	1475 Wendell Way	\$ 16.75
nsp3-954	52-083-003	954 BRIDGE ST	\$ 30.00
percy	52-354-012	430 PERCY AVE	\$ 74.84
nsp3-800	52-411-007	800 KIMBALL AVE	\$ 20.80
nsp3-238	52-531-004	238 B ST	\$ 36.85
nsp-760	53-312-012	760 GROVE CT	\$ 16.50
nsp-714	53-362-009	714 ANDREW DR	\$ 19.30
ph-rich	53-470-078	363 MILES AVE	\$ 150.67
ph-rich	53-470-079	344 SAMUEL DR	\$ 95.04
lc-35	53-470-080	334 SAMUEL DR	\$ 29.21
	53-470-081	0 SAMUEL DR	\$ 34.59
usda-rd	53-470-083	JAMES LN	\$ 80.05
20-mntce	53-470-084	415 MILES AVE	\$ 17.15
lc-35	53-470-085	MILES AVE	\$ 9.27
usda-rd	53-470-086	420 MILES AVE	\$ 380.61
20-mntce	53-470-088	MILES AVE	\$ 65.37
lc-35	53-470-089	BERNARD DR	\$ 90.40
usda-rd	53-470-090	352 BERNARD DR	\$ 284.64
usda-rd	53-470-092	380 MC KEEHAN DR	\$ 87.15
oms	53-470-094	479 BERNARD DR	\$ 170.96
	53-470-095	0 MILES AVE	\$ 13.51
usda-rd	53-470-096	BERNARD DR	\$ 13.91
mh-tee	54-100-002	517 TEESDALE RD	\$ 49.33
nsp-1942	55-030-050	1942 WILD RIVER DR	\$ 59.31
nsp3-185	56-180-028	1853 RUTHERFORD CT	\$ 23.10
nsp3-124	56-240-081	1243 YOLANDA DR	\$ 21.03
nsp-2085	56-300-002	2085 NICOLAS DR	\$ 19.50
tr-185	57-110-025	1850 ANTHONY WAY	\$ 38.97
nsp3-344	57-193-004	344 ANITA WAY	\$ 26.33
nsp3-200	57-330-017	200 JESSICA DR	\$ 42.90
nsp3-176	57-370-043	1763 NEWPORT DR	\$ 32.05
ph-joann	58-094-004	655 JOANN WAY	\$ 13.44
ph-joann	58-094-005	655 JOANN WAY	\$ 299.60
ph-joann	58-094-006	655 JOANN WAY	\$ 24.57
ph-joann	58-094-007	655 JOANN WAY	\$ 25.96
nsp3-180	58-170-111	1803 REDHAVEN AVE	\$ 13.93
nsp3-199	58-180-001	1992 BRIDGE ST	\$ 20.96
	59-065-010	1310 PEACH TREE LN	\$ 56.84
	59-120-045	470 BERNARD DR	\$ 6,852.14
20-cono	59-201-041	1455 BUTTE HOUSE RD	\$ 549.89
nsp-3117	62-131-003	3117 ROOSEVELT RD	\$ 40.61
Annual Total Proposed Assessment			\$ 10,478.08

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: May 18, 2022
 To: Board of Commissioners
 From: Pattra Runge, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q3-2021) report for quarter ending March 31, 2022

RECOMMENDATION: None - update only

FISCAL IMPACT: None – informational only

Housing and Urban Development (HUD) Funded Programs:

Program	Total Units Available	Units Leased January	Units Leased February	Units Leased March
Public Housing (Yuba City, Live Oak)	171	168	166	167

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

Development	Total Units Available	Units Leased January	Units Leased February	Units Leased March
USDA/Farm Labor (Yuba City)	188	175	178	184
Centennial Arms (Live Oak)	21	20	21	21
Butte View (Live Oak)	31	30	30	31

Office of Migrant (OMS) Services

Development	Total Units Available	Units Leased January	Units Leased February	Units Leased March
Migrant Center (Yuba City)	75	0	0	0

RHA Owned and/or Managed Affordable Housing Properties:

Development	Total Units Available	Units Leased January	Units Leased February	Units Leased March
Kingwood Commons (Yuba City)	63	62	60	60
Percy Avenue (Yuba City)	8	7	8	8
Homes2Families (Yuba City)	9	9	9	9
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
Regional Housing Authority Trailer (Yuba City)	1	1	1	1

Trailer Park (Yuba City)	6	6	6	6
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Sutter Community Affordable Housing

Development	Total Units Available	Units Leased January	Units Leased February	Units Leased March
Town Center (Yuba City)	27	25	26	27
Yolo-Heiken (Yuba City)	5	5	5	5
Maple Park I (Live Oak)	55	54	54	55
Kristen Court (Live Oak)	55	55	55	53
Kristen Court II (Live Oak)	24	22	24	23
New Haven Court (Yuba City)	39	39	39	39

Commercial Space

Development	Total Units Available	Units Leased January	Units Leased February	Units Leased March
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 Inc.

Development	Total Units Available	Units Leased January	Units Leased February	Units Leased March
MH-814 F-SRO's (Marysville)	10	10	10	10
Maple Park II (Live Oak)	34	34	34	33
Stony Creek II (Williams)	31	30	31	31
Grass Valley Terrace (Grass Valley)	69	63	64	64
Devonshire (Colusa)	27	26	26	26
Lone Oak (Penn Valley)	30	30	30	30
Truckee Artist Lofts (Truckee)	76	76	75	75

Comments:

Currently the following property waitlists are open: USDA Rural Development – Richland, Centennial Arms, Butte View Estates, Town Center Senior Manor, and Kristen Court.

The application for Streamline Voluntary Conversion was submitted to US Department of Housing and Urban Development (HUD) and we received a conditional approval pending final steps to complete the conversion. Final conversion is estimated to take effect August 1, 2022.

The seasonal Migrant Farmworker property in Yuba City through the HCD-Office of Migrant Services (OMS) opened for the 2022 season on Monday, May 2, 2022. We had a successful opening day and housed 67 families.

Prepared by: 
 Pattra Runge/Occupancy Manager

Submitted by: 
 Gustavo Becerra/Executive Director

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: May 18, 2022
 To: Board of Commissioners
 From: Alisha Parker, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q4-FY 2021) report for quarter ending March 31, 2022

RECOMMENDATION: None

FISCAL IMPACT: None, informational only

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

Program	Units Available	January	February	March
HCV/Section 8	Budget Based	Total-1,638	Total-1,639	Total-1,621
Mainstream	140	116	119	121
Emergency Housing Vouchers	127	28	40	48
Foster Youth to Independence	2	2	2	2
HCV Port-Out Administered	N/A	5	5	5
VASH	23 units for Nevada County 29 units for Yuba City	42	41	41

Wait List Information as of May 11, 2022

	Bedrooms				
	1	2	3	4	N/A
Property/Program					
Brunswick BH					0*

Bedrooms					
	1	2	3	4	N/A
Property/Program					
Brunswick Commons Hospitality House					48*
Courtyard at Penn Valley		1,320	534		
Devonshire Apartments		240	48		
Kingwood Commons			36*		
Grass Valley Terrace	402	130	170		
Lone Oak Senior Apartments	267	15*			
Maple Park I		95	38	445	
Maple Park II	258	66			
New Haven Court Behavioral Health					14*
New Haven Court Hands of Hope					33*
Percy Apartments	0*				
Stony Creek 2	171*	163*			
Truckee Artist Lofts	825	559	0*		
Yolo Apartments	94	682	48		
Housing Choice Voucher					1,256

Comments: An * shows the waiting list is currently open. The Emergency Housing Vouchers went online in July 2021, these vouchers are a referral-only voucher program where the referral must come from the local Coordinated Entry offices. To date we have received 177 referrals, 61 have been housed, 50 currently have a voucher, 29 have been cancelled, and 37 are gathering the items needed to be issued a voucher. We expect Brunswick Commons to begin leasing up in late June, we currently have approved referrals for all units except for two units which Nevada County Behavioral Health is working on filling before completion. Cedar Lane Permanent Supportive Housing's waiting list will open in the beginning of June, as with New Haven Court, referrals must

be received from Hands of Hope, and Yuba-Sutter Behavioral Health. We will be opening the Housing Choice Voucher waiting list for the mainstream preference only, June 15, 2022. The mainstream preference is for households who have a disabled family member who is between the ages of 18-61. Proof of preference must be received with application to be placed on the waiting list.

Prepared by:  _____
Alisha Parker/Occupancy Manager

Submitted by:  _____
Gustavo Becerra/Executive Director

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

DATE: May 18, 2022
 TO: Board of Commissioners
 FROM: Tom Goodwin, Operations Manager

SUBJECT: Maintenance and Operations Update

- Total work orders completed for Jan., Feb., March, 2022 were 969, break down as follows:
- Total number of work orders by projects:

Priority & Category	bve	ca	date	devons	h2f	joann	kc	kris-rha	lc-35	mh	mp	nsp	other	oms	percy	rd	rich	tc	tp	tr-185	RHAT	vo	yolo	TOTAL
Emergency	7	8	3		2	6	14		1	2	9	4			2	40	23	2		1				124
Make Ready's	1		1			1	3				1					15	5	4						31
Routine	44	27	75		16	27	67		34	21	109	42	2	1	8	198	135	35		2	2		7	852
Scheduled			0																					0
Total Property	52	35	79		18	34	84		35	23	119	46	2	1	10	253	163	41		3	2		7	1007
Pending	1	1	1			1	2		2		15	2				4	5	2						36
Completed	51	34	78		18	33	82		33	23	103	44	2	1	10	249	158	39		3	2		6	969
Pest	1	1	1			4	8		1	2		1			2	24	14	4					1	64
Cancelled																								0
HQS	19		19		11		18					26				55	62							211
																								969
																								211
																								969

Prepared By:

Tom Goodwin

Tom Goodwin, Operations Manager

Submitted By:

Gustavo Bederra

Gustavo Bederra, Executive Director

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

Date: May 18, 2022
To: Board of Commissioners
From: Gustavo Becerra, Executive Director

SUBJECT: Development Projects Update
RECOMMENDATION: None
FISCAL IMPACT: Not applicable

Department Updates:

RHA CAPITAL PROJECTS:

476 Garden Highway Remodel (Yuba City) – The renovation of the fourteen units at 476 Garden Highway is complete. All interiors and exteriors have been rehabilitated, giving this property a fresh look and more importantly a preservation of the asset for the long-term in the community.

New Maintenance Department Office and Storage Building (Yuba City) – Work on the interior of the new Maintenance Department building continues. Finish work is nearing completion along with final inspections from the City are pending. The contractor hopes to have all work finished by the end of June 2022.

Migrant Farmworker Housing Rehab Project (Yuba City) – RHA has received approximately \$900,000 from the State Housing & Community Development Department for rehab work to take place at this existing 79-unit property. Scope of work consists of ADA work, roofing, asphalt and sidewalk improvements. Plans have been submitted to the City for review, the City has provided comments, and those comments will be addressed by the Project Architect soon.

Garden Highway Landscaping Project (Yuba City) – RHA is undertaking a landscaping project along Garden Highway. Plans have been developed by RHA's contracted landscaping firm and have been approved by the City Building Department. Scope of work will consist of fencing, concrete pathways, and drought resistant shrubs. Work should commence in June 2022.

Maintenance Yard Paving Project (Yuba City) – RHA staff are working on getting bids for sealing the existing asphalt and re-striping at the Maintenance Department yard, in addition to replacing a section of paving that has outlived its life, and also a section of new asphalt to be poured for added space.

TAX CREDIT PROJECTS – PRE-DEVELOPMENT

Richland Village (Yuba City) – Co-developer: Sage Housing Group; Number of units: 176; Target population: low-income families. The Housing Authority has committed 20 project-based Housing Choice Vouchers to the development as well as a land loan for \$2,110,000. The City of Yuba City also approved a \$1,000,000 capital funds grant to the project. RHA and Sage submitted an application for Affordable Housing and Sustainable Communities (AHSC) funding on June 8 2021. Awards were announced on January 26, 2022, and it is with great pleasure to report that the project was awarded \$30 million in AHSC financing. RHA applied for tax-credit financing, along with tax-exempt bonds, in March 2022 and is currently awaiting the results of this round of applications. Official awards will be announced in June 2022.

Local Financing Commitments:

- Sutter County Fee Deferral = \$453,552
- Regional Housing Authority Land Loan = \$2,110,000
- Regional Housing Authority = 20 Project Based Vouchers (20-year contract)
- City of Yuba City Capital Funds Grant = \$1,000,000
- Yuba City Unified School District Fee Deferral = \$237,270

River Oaks Apartments (Plumas Lake) – Co-developer: Pacific West Communities; Number of units: 48; Target population: low-income families. PWC has site control of a property located on Algodon Road at River Oaks Boulevard in Plumas Lake (APN 016-640-105). Our application for Multifamily Housing Program (MHP) funds was successful and the project was awarded \$8,318,933 in MHP financing. RHA applied for tax-credit financing, along with tax-exempt bonds, in March 2022 and is currently awaiting the results of this round of applications. Official awards will be announced in June 2022.

Local Financing Commitments:

- Yuba County Fee Deferral = \$248,136

Bear Ridge Apartments (Wheatland) – Co-developer: Pacific West Communities; Number of units: 48 units; Target population: low-income families. PWC has site control of a property located on Spenceville Road in Wheatland (APN 015-360-001). Our application for Multifamily Housing Program (MHP) funds was successful and the project was awarded \$8,565,326 in MHP financing. Staff also applied for 4% tax credits, and tax-exempt bonds, and staff is happy to report that the project was successfully awarded tax-credits in December 2021.

The development and finance team are working on a construction loan closing in late May 2022, with construction starting soon thereafter.

Wheatland Senior Housing Project (Wheatland) – Co-developer: Pacific West Communities; Number of units: 32 units; Target population: low-income seniors. PWC has site control of a property located on the corner of First Street and E Street in Wheatland (APN 015-350-012). The City of Wheatland approved a development impact fee deferral loan in the amount of \$650,000. The City also approved a resolution supporting a HOME Investment Partnerships Program (HOME) application now that the HOME NOFA has been released. A HOME financing application was submitted to State HCD on March 10, 2022. If HOME funds are awarded, staff will then apply for either 4% or 9% tax credits in early 2023.

Local Financing Commitments:

- City of Wheatland Fee Deferral = \$650,000
- Regional Housing Authority = 10 Project Based Vouchers (20-year contract)

Northview Senior Apartments (Williams) – Co-developer: Pacific West Communities; Number of units: 32 units; Target population: low-income seniors. PWC has site control of a property on 8th and C Streets in Williams (APN 005-056-014). The City approved a resolution supporting a HOME Investment Partnerships Program (HOME) application now that the HOME NOFA has been released. A HOME financing application was submitted to State HCD on March 10, 2022. If HOME funds are awarded, staff will then apply for 4% or 9% tax credits in early 2023.

Local Financing Commitments:

- Regional Housing Authority = 10 Project Based Vouchers (20-year contract)

Williams Family Housing Project (Williams) – Co-developer: Pacific West Communities; Number of units: 48 units; Target population: low-income families. PWC and RHA are looking for another site and plan to apply for Multifamily Housing Program (MHP) as well as 4% tax credits to fund the project. The Williams Unified School District is planning on releasing a proposal opportunity for surplus land that may be suitable for this project. Staff will update the Board as this progresses.

Lone Oak Senior Apartments II (Penn Valley) – Co-developer: Pacific West Communities; Number of units: 31 units; Target population: low-income seniors (62+). Predevelopment activities are underway for the second phase of the Lone Oak Senior Apartments. The Nevada County Planning Commission has approved all planning entitlements. Project will be adjacent to the existing Phase I and will also include 31 units.

Staff and its development partner applied for approximately \$1 million in County HOME and CDBG-DR financing and is awaiting the results of that notice of funding. Currently staff is analyzing different financing scenarios for the project and will update the Board as the financing plan progresses.

Pacific Crest Commons (Truckee) – Co-developer: Pacific West Communities; Number of units: 55 units; Target population: low-income families, homeless and mentally disabled persons. PWC has site control of a property located at 10077 State Route 89 South in Truckee. The project will mainly serve low-income families with a portion of the units set aside for households struggling with mental health issues and homelessness. PWC and RHA submitted applications for Permanent Local Housing Allocation (PLHA) and Multifamily Housing Program (MHP) funds in September, 2021 and also applied for No Place Like Home (NPLH) funds in January, 2022. Unfortunately, neither the MHP or PLHA applications were awarded, but is awaiting the results of the NPLH application. Staff is also working on applying for the Local Government Matching Grants Program (LGMG) due on May 25, 2022.

Local Financing Commitments:

- Town of Truckee Capital Funds Loan = \$1,000,000
- Martis Fund Foundation = \$1,000,000
- Regional Housing Authority = 10 Project Based Vouchers (20-year contract)

Rancho Colus (Colusa) – Co-developer: Sage Housing Group; Number of units: 49; Target population: low-income families, homeless and mentally disabled persons. Colusa County Health and Human Services has committed funding for the development of an affordable housing project targeting households struggling with mental health issues and homelessness. RHA has secured a site located at 1717 Highway 20 in Colusa. RHA and Sage applied for No Place Like Home (NPLH) funds in January, 2022 and will apply for either 4% or 9% tax credits in the future if NPLH financing is awarded. Staff also applied for AHP financing through the Federal Home Loan Bank, in March 2022 and is awaiting these results

Local Financing Commitments:

- Colusa County Capital Funds and Land Acquisition = \$1,200,000
- Regional Housing Authority = 15 Project Based Vouchers (20-year contract)

Garden Grove (Yuba City) – Co-developer: Affordable Housing Development Corporation (AHDC); Number of units: to be determined, but in the range of 60-80; Target population: low-income seniors (62+). Staff is currently analyzing feasibility. To be developed on a vacant land site that RHA currently owns on Garden Highway.

North Beale Road site (Linda) – Co-developer: Pacific West Communities (PWC); Number of units: to be determined, but in the range of 30-50; Target population: low-income seniors (62+). Staff is currently analyzing feasibility. PWC has site control of a property located at 1712-1726 North Beale Road in Linda.

TAX CREDIT PROJECTS – UNDER CONSTRUCTION

Brunswick Commons Permanent Supportive Housing (Grass Valley) – Co-developer: Pacific West Communities; Number of units: 41; Target population: homeless and mentally disabled persons. Construction financing closed on December 16, 2020. The project is currently under construction with an estimated completion date of June, 2022.

Local Financing Commitments:

- Nevada County Land Contribution = \$500,000
- Nevada County competitive State HCD NPLH = \$1,601,076
- Homeless Resource Council of the Sierras HEAP = \$500,000
- Homeless Resource Council of the Sierras HHAP = \$200,000
- Nevada County Capital Funds = \$150,000
- Regional Housing Authority = 40 Project Based Vouchers (20-year contract)

Cedar Lane Permanent Supportive Housing (West Linda/Olivehurst) – Co-developer: Pacific West Communities; Number of units: 41; Target population: homeless and mentally disabled persons. Construction financing closed on April 20, 2021. The project is currently under construction with an estimated completion date of September, 2022.

Local Financing Commitments:

- Yuba County Land Loan = \$570,000
- Yuba County Fee Deferral = \$136,037
- Yuba County competitive State HCD NPLH = \$3,373,963
- Linda County Water District Fee Deferral = \$403,940
- Sutter-Yuba Homeless Consortium HHAP = \$262,000
- Regional Housing Authority = 40 Project Based Vouchers (20-year contract)

Cedar Lane Family Apartments (West Linda/Olivehurst) – Co-developer: Pacific West Communities; Number of units: 108; Target population: low-income families. Construction financing closed on May 12, 2021 with an estimated completion date of September, 2022.

Local Financing Commitments:

- Yuba County Land Loan = \$1,460,000
- Yuba County Fee Deferral = \$461,739
- Linda County Water District Fee Deferral = \$648,744

Cashin's Field (Nevada City) – Co-developer: Central California Housing Corporation; Number of units: 51; Target population: low-income families. Construction financing closed on May 18, 2021 with an estimated completion date of November, 2022.

Local Financing Commitments:

- Nevada County HMOIT = \$50,000
- Nevada County Regional Housing Trust Fund = \$1,575,000
- City of Nevada City Competitive PLHA = \$2,485,447
- City of Nevada City Fee Deferral = \$200,000
- Regional Housing Authority = 20 Project Based Vouchers (20-year contract)

Kristen Court Phase III (Live Oak) – Co-developer: Pacific West Communities; Number of units: 32; Target population: low-income families. Construction financing closed on October 19, 2021 with an estimated completion date of December, 2022.

TAX CREDIT PROJECTS – CONSTRUCTION COMPLETE

Truckee Artist Lofts (Truckee) – Co-developer: CFY Development; Number of units: 76; Target population: low-income artists and low-income families. Construction financing closed in October, 2019 and the project construction is complete. The final certificate of occupancy was issued in December, 2021. Leasing is complete and the property is 100% leased up. The permanent loan conversion is scheduled for June 2022.

Local Financing Commitments:

- Town of Truckee = \$1,650,000
- Tahoe Truckee Community Foundation = \$2,150,000
- Regional Housing Authority = 19 Project Based Vouchers (20-year contract)

Grass Valley Terrace (Grass Valley) – Co-developer: Impact Development Group; Number of units: 70; Target population: low-income families. Construction financing closed on March 20, 2020. Project construction is complete and the project is fully leased. Permanent financing closed on September 20, 2021. Next step is the filing of the IRS Form 8609 in order for the tax-credit investor to receive their allotted tax-credits.

Local Financing Commitments:

- Regional Housing Authority = 25 Project Based Vouchers (20-year contract)

Lone Oak Senior Apartments (Penn Valley) – Co-developer: Pacific West Communities; Number of units: 31; Target population: low-income seniors. Construction financing closed on March 23, 2020. Construction is complete and the project is fully leased. Permanent loan conversion occurred in March, 2022. Next step is the filing of the IRS Form 8609 in order for the tax-credit investor to receive their allotted tax-credits.

Local Financing Commitments:

- Nevada County HOME = \$304,768
- Nevada County Capital Funds = \$898,000
- Regional Housing Authority = 30 Project Based Vouchers (20-year contract)

Devonshire Apartments (Colusa) – Co-developer: Central California Housing Corporation; Number of units: 28; Target population: low-income families. Renovations to the Devonshire Apartments were completed in August and the project is fully leased. Permanent loan conversion closed in December, 2021. Next step is the filing of the IRS Form 8609 in order for the tax-credit investor to receive their allotted tax-credits.

Local Financing Commitments:

- City of Colusa CDBG = \$826,000
- City of Colusa HOME = \$290,000
- Regional Housing Authority Seller Financing = \$401,090
- Regional Housing Authority = 5 Project Based Vouchers (20-year contract)

New Haven Court Permanent Supportive Housing (Yuba City) – Co-developer: Pacific West Communities; Number of units: 40; Target population: homeless and mentally disabled persons. Construction is complete and the project is fully leased. Stakeholder meetings continue to be held weekly to coordinate supportive services and overall property management. Staff is working with State HCD and Sutter-Yuba behavioral Health on due diligence items needed in order for the State to remit the NPLH financing to the project. Permanent loan conversion is scheduled for June, 2022.

Local Financing Commitments:

- Yuba County/Sutter County MHSA = \$1,547,676
- Yuba County/Sutter County non-competitive NPLH = \$1,096,705
- Sutter County CDBG = \$200,000
- City of Yuba City Capital Funds = \$800,000
- Sutter-Yuba Homeless Consortium HEAP = \$690,000
- Regional Housing Authority Land Loan = \$560,000
- Regional Housing Authority Capital Funds = \$18,440
- Sutter County Fee Deferral = \$103,080
- Yuba City Unified School District Fee Deferral = \$54,042

- Regional Housing Authority = 39 Project Based Vouchers (20-year contract)

Prepared and submitted by:



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