



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

March 13, 2019

TO: Chairperson Dan Miller
Commissioner Kent Boes
Commissioner Brian Foss
Commissioner Manny Cardoza
Commissioner Jeramy Chapdelaine
Commissioner J.R. Thiara
Commissioner Suzanne Gallaty
Commissioner Luis Uribe
Commissioner Ron Sullenger
Commissioner Toni Benson
Commissioner John Loudon
Commissioner Doug Lofton
Commissioner Randy Fletcher
Commissioner David Waite
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, General Counsel Emeritus
PEU Local #1
Terrel Locke, City of Yuba City
Darin Gale, City of Yuba City
Judy Sanchez, City of Yuba City
The Union
Rob Choate, County of Nevada

NOTICE OF REGULAR MEETING

March 20, 2019

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, March 20, 2019 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
March 20, 2019, 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: NONE
- E. EXECUTIVE SESSION: May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.
 - 1. CLOSED SESSION: Pursuant to Section 54957.6 of the California Government Code
Conference with Labor Negotiator Agency Negotiator: Patrick Clark
- F. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion, unless members of the Board request specific items to be discussed or removed from the Consent Calendar for individual action.
 - 2. Approval of Minutes – February 20, 2019 pg. 1
 - 3. Resolution 19-1601 – Recognition and Appreciation for the Diligent Service of former RHA Commissioner Diane Hodges pg. 6
 - 4. Resolution 19-1602 - Public Housing Collection Loss Write-Off pg. 7
 - 5. Resolution 19-1603– Devonshire Collection Loss Write-Off pg. 9
- G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action: NONE

I. ADMINISTRATIVE REPORT:

6. Administrative Update

Gustavo Becerra, Executive Director

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: April 3, 2019

L. ADJOURNMENT:

Ag0320019

REGIONAL HOUSING AUTHORITY
Minutes
Regular Board Meeting
February 20, 2019

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 Manny Cardoza, Commissioners Ron Sullenger, Toni Benson, Kent Boes, John Loudon, Doug Lofton, Jeramy Chapdelaine, Randy Fletcher, David Waite, Luis Uribe, Brian Foss and Suzanne Gallaty were present. Legal Counsel Brant Bordsen was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Planning and Community Development Manager Beckie Flores led the pledge of allegiance.

Executive Assistant/HR Coordinator Jennifer Ruiz stated Item No. 16 needed to be pulled from the agenda.

ITEM NO. C. – PUBLIC PARTICIPATION:

Dinah Whited stated the reason she was present was because she was evicted from Maple Park in Live Oak because she didn't pay her rent. She said she went to court three time and lost on the final court appearance. Ms. Whited also said she gets a receipt for all documents she drops off at the office.

ITEM NO. D.1. – FAMILY SELF-SUFFICIENCY GRADUATE ERIN BONDS:

Family Self-Sufficiency Coordinator Josie Alcaraz introduced Erin Bonds. Ms. Bonds has been a participant of the Family Self-Sufficiency program since November 2016. Ms. Bonds was on disability at the time of her enrollment due to the birth of her daughter. Ms. Bonds returned to part-time work at Walmart and in 2017 she started a new full-time job at Northern California Alliance. Ms. Bonds has also earned her bachelor's degree. She recently purchased a home for her and her children. Ms. Bonds is graduating from the program with an escrow check in the amount of \$5,079.14.

Ms. Bonds said it was hard not knowing how she was going to make it being a single mom and only working part-time but she finished her degree and is now working full-time.

ITEM NO. D.2. – FAMILY SELF-SUFFICIENCY GRADUATE HEATHER BENNETHUM:

Family Self-Sufficiency Coordinator Josie Alcaraz introduced Heather Bennethum. Ms. Bennethum has been a participant of the Family Self-Sufficiency program since 2014 when she relocated to Sutter County. Ms. Bennethum was on cash aid at the time of her enrollment. Ms. Bennethum began working part-time with Pride and now is a full-time employee of Pride. Ms. Bennethum would like to go back to

school to work on her degree. Ms. Bennethum is graduating from the program with an escrow check in the amount of \$18,271.96 which she will be using to purchase a home and go on a well-deserved vacation with her son.

Ms. Bennethum said she lived back to the area in 2014 with nothing but within a year she was able to have everything she needed, a job, a car and a home. She is wanting to go back to school and purchase a home. Ms. Bennethum said she was going to take her son to Legoland to celebrate her accomplishments.

ITEM NO. E.3. – CLOSED SESSION: PURSUANT TO SECTION 54957.6 OF THE CALIFORNIA GOVERNMENT CODE: CONFERENCE WITH LABOR NEGOTIATOR, AGENCY NEGOTIATOR: PATRICK CLARK:

Chairperson Miller said there was no reportable action.

ITEM NO. E.4. – CLOSED SESSION: PURSUANT TO SECTION 54957 OF THE CALIFORNIA GOVERNMENT CODE: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: EXECUTIVE DIRECTOR:

Chairperson Miller said there was no reportable action.

ITEM NO. F.5. through F.12. - CONSENT CALENDAR:

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

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Manny Cardoza,
Commissioners Ron Sullenger, Jeramy Chapdelaine, Toni Benson,
Doug Lofton, John Loudon, David Waite, Suzanne Gallaty, Luis Uribe,
Brian Foss, Randy Fletcher and Kent Boes

Nays: None

Abstain: None

Absent: None

ITEM NO. G. – OLD BUSINESS: NONE

ITEM NO. H.13. – RECOMMEND APPROVAL OF BUDGETS FOR FYE 2020:

Chief Financial Officer Gail Allen explained the process of putting the budget together. She shared USDA has approved their three (3) budgets and also received approval for the Heather Glenn Apartments.

Vice-Chairperson Cardoza made a motion to approve the budget for FYE 2020. Commissioner Uribe made the second. All were in favor by voice vote.

ITEM NO. H.14. – RESOLUTION 19-1600, APPROVAL OF PUBLIC HOUSING BUDGET FOR FYE 2020:

Ms. Allen explained that HUD requires a resolution for the approval of the Public Housing budget.

Commissioner Lofton made a motion to approve Resolution 19-1600, Approval of the Public Housing

budget for FYE 2020. Vice-Chairperson Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Dan Miller, Vice-Chairperson Manny Cardoza,
Commissioners Ron Sullenger, Jeramy Chapdelaine, Toni Benson,
Doug Lofton, John Loudon, David Waite, Suzanne Gallaty, Luis Uribe,
Brian Foss, Randy Fletcher and Kent Boes

Nays: None

Abstain: None

Absent: None

ITEM NO. H.15. – RECOMMEND APPROVAL TO AWARD BID FOR ROOFING PROJECT AT KINGWOOD COMMONS TO CNW CONSTRUCTION:

Senior Development and Rehab Specialist Larry Tinker explained this a continuation of the roofing project at Kingwood Commons and will provide new roofs for buildings six and seven.

Vice-Chairperson Cardoza made a motion to approve the bid from CNW Construction, Inc. in the amount of \$117,000.00 for the roofing replacement project planned for buildings G and H (14 units) at Kingwood Commons Apartments located at 1340 Gray Avenue in Yuba City, CA and authorize the Executive Director to execute the construction contract and all required documents. Commissioner Chapdelaine made the second. All were in favor by voice vote.

ITEM NO. H.16. – RECOMMEND APPROVAL TO AWARD PROPOSAL FOR METAL OFFICEW BUILDING INSTALLATION PROJECT AT THE MAINTENANCE DEPARTMENT:

This item was pulled and will be tabled to a future meeting.

ITEM NO. H.17. – APPOINTMENT OF COMMISSIONER TO THE SUTTER COMMUNITY AFFORDABLE HOUSING BOARD OF DIRECTORS:

Executive Director Gustavo Becerra explained that the Board of Commissioners holds two seats on the Sutter Community Affordable Housing (SCAH) Board of Directors and with the departure of former Commissioner Diane Hodges, there is a vacancy on the board. Commissioner Suzanne Gallaty stated she would be interested in sitting on the SCAH board.

ITEM NO. I.18. – HOUSING CHOICE VOUCHER OCCUPANCY/ELIGIBILITY UPDATE:

Occupancy Manager Alisha Parker mentioned there was a slight dip in the numbers for the Housing Choice Voucher program due to families either giving up their assistance for moving to another County. She said the VASH vouchers are being utilized. Ms. Parker shared the waiting list is currently open, but staff are reviewing the numbers and may be recommending closing the waiting list due to the number of applications.

ITEM NO. I.19. – RHA OWNED PROPERTIES OCCUPANCY/ELIGIBILITY UPDATE:

Occupancy Manager Pattra Runge said the waiting lists for the various programs continue to grow. She said staff is diligent at filling vacancies in a timely manner. Ms. Runge also mentioned she is determining

if the Public Housing waiting list needs to be reopened. She said the Rural Development waiting list is getting thin and staff has been doing some outreach due to the rehabbed units coming available soon.

ITEM NO. I.20. – PLANNING AND COMMUNITY DEVELOPMENT UPDATE:

Ms. Flores went over the various projects including in the report provided in the packet. She explained HOME awards were announced and all five applications for jurisdictions staff work with were awarded. Ms. Flores stated the Rural Development rehab project will be finishing up with families moving in next week. She also explained HUD was able to provide additional funding for the River City Manor project so all buildings will be receiving new windows and siding.

Ms. Flores stated the projects at the Office of Migrant Services (OMS) are in progress and should be completed before the opening of the center in May. She said is working on tax credit applications for several projects for the upcoming deadline, March 4th.

ITEM NO. I.21. – MAINTENANCE UPDATE:

Operations Manager Tom Goodwin mentioned the numbers for work orders for the last quarter of last year are low and generally are during this time due to the holidays.

ITEM NO. I.22. – FINANCE UPDATE:

Ms. Allen explained the report provided in the packet and mentioned the new format for the net income report is what HUD has approved for reporting purposes. She stated included in the report is a spreadsheet showing how much money is spent in each jurisdiction for the Housing Choice Voucher program. Ms. Allen said there are 1644 vouchers available and as of February 1616 vouchers are in use.

ITEM NO. I.23. – ADMINISTRATIVE UPDATE:

Mr. Becerra said staff worked with children in our Public Housing units this year for the poster contest (What Home Means to Me) put on through the local chapter of NAHRO. He said there were six (6) submissions and one of them was selected as a winner at the local chapter level and will now go on to the regional level. Ms. Runge said it is her goal to get at least 12 submissions next year in order to create a calendar that can be distributed to the Commissioners and others in the community.

Mr. Becerra said the Housing Authority received High Performer awards for both the Public Housing and Housing Choice Voucher programs. He explained the HUD office that the Housing Authority reports to oversees 49 counties in California and is proud to announce the Regional Housing Authority received the award of 2019 Public Housing Program of the Year.

ITEM NO. J. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Lofton said that during his two years on the Board and based on the awards and the professionalism of staff, he wanted to congratulate staff and Mr. Becerra on the awards received. He requested that a press release be made.

Commissioner Chapdelaine mentioned the awards are a testament of the hard work from the staff.

Vice-Chairperson Cardoza said Mr. Becerra was successful in securing \$850,000 for the New Haven Court project, \$450,000 grant from the Homeless Consortium and \$400,000 loan from the City of Yuba City.

Commissioner Gallaty stated she is proud of Mr. Becerra and the great job he is doing.

Commissioner Sullenger said Mr. Becerra is the kind of guy he would like to hire, and it shows the respect he has from everyone.

ITEM NO. K – NEXT MEETING: March 6, 2019

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 2:04 PM.



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RESOLUTION 19-1601

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY EXPRESSING RECOGNITION AND APPRECIATION FOR THE DILIGENT SERVICE OF DIANE HODGES

WHEREAS, Diane Hodges was first appointed to the office of Commissioner in the month of March 2008, and has served faithfully thereafter through December 2018; and

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

WHEREAS, she has been diligent and faithful to the public trust reposed on her, to the discharge of her responsibilities and in the fulfillment of her duties with the Housing Authority;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Regional Housing Authority hereby honor Diane Hodges upon her departure from the position of Commissioner and that her dedicated actions during the term she served as Commissioner be recognized and commended.

This Resolution was moved and approved at the Regular meeting of the Board of Commissioners, this 20th day of March 2019 as the Board conveys their best wishes in all her future endeavors.

AYES:

NAYS:

ABSTAINED:

ABSENT:

Chairperson, Dan Miller



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RESOLUTION 19-1602

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING LOW INCOME HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$3,152.61

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 March 31, 2019 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 \$3,152.61.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 20th day of March 2019 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Dan Miller, Chairperson

(SEAL)

7

Public Housing
Collection Loss Write Off
Period: March 2019

Tenant	Property	Address	Move In	Date	Move Out	Monthly Rent	Rent Owed	Late Fee's	Damages	Solar	Legal Fee's	Total Owed	Payback Agreement
T0001115	PH-Rich	362 John Tee Dr., Y.C.	09/21/10	01/08/19	\$ 435.00	\$ 982.00	\$ -	\$ 1,015.56	\$ 255.05	\$ 900.00	\$ 3,152.61	No	
\$ 982.00 \$ - \$ 1,015.56 \$ 255.05 \$ 900.00 \$ 3,152.61 Total Write Off												3/12/19	

Deceased *

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

Exhibit A



REGIONAL HOUSING AUTHORITY

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RESOLUTION 19-1603

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING DEVONSHIRE APARTMENTS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$329.30

WHEREAS, the Regional Housing Authority operates affordable housing projects such as Devonshire Apartments; 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 March 31, 2019 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 \$329.30.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 20th day of March 2019 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Dan Miller, Chairperson

(SEAL)

Devonshire
Collection Loss Write Off
Period: March 2019

<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>
T0012924	1433 Wescott Road #14	02/27/17	09/18/18		\$ 690.00	\$ -	\$ -	\$ 329.30	\$ -	\$ -	\$ 329.30	No
					\$ -	\$ -	\$ -	\$ 329.30	\$ -	\$ -	\$ 329.30	
											\$ 329.30	Total Write Off

3/2/19

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