



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

April 11, 2018

TO: Chairperson Dan Miller
Vice-Chairperson Mike Leahy
Commissioner Brian Foss
Commissioner Manny Cardoza
Commissioner Jeremy 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, General Counsel Emeritus
PEU Local #1
Terrel Locke, City of Yuba City
Darin Gale, City of Yuba City
The Union
Rob Choate, County of Nevada
Judy Sanchez, City of Yuba City

NOTICE OF REGULAR MEETING

April 18, 2018

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, April 18, 2018 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
April 18, 2018, 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. 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
- E. AWARDS AND PRESENTATIONS: NONE
- 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. Resolution 18-1560 – Public Housing Collection Loss Write-Off pg. 1
 - 3. Resolution 18-1561 – Rural Development Collection Loss Write-Off pg. 3
 - 4. Resolution 18-1562 - Approval of Collection Write-Off Policy pg. 5
- G. OLD BUSINESS: Discussion/Possible Action: NONE
- H. NEW BUSINESS: Discussion/Possible Action:

5. Election of Officers

I. ADMINISTRATIVE REPORT:

6. Maintenance Update

Tom Goodwin, Operations Manager

pg. 11

7. Administrative Update

Gustavo Becerra, Executive Director

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: May 2, 2018

L. ADJOURNMENT:

Ag04182018



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RESOLUTION 18-1560

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING LOW INCOME HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$1,800.37

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 April 30, 2018 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 \$1,800.37.

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 April 2018 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Dan Miller, Chairperson

(SEAL)

**Public Housing
Collection Loss Write Off
Period: April 2018**

Tenant	Property	Date	Address	Move In	Move Out	Monthly Rent	Rent Owed	Late Fee's	Damages	Solar	Legal Fee's	Total Owed	Payback Agreement
T0003593	Date-04	09/02/10	2750 Date St, #28, L.O.	02/01/18		\$ -	\$ -	\$ -	\$ 1,800.37	\$ -	\$ -	\$ 1,800.37	No. 4
												\$ 1,800.37	Total Write Off

Deceased *

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

Exhibit A

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RESOLUTION 18-1561

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$998.00

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 April 30, 2018 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 \$998.00.

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 April 2018 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Dan Miller, Chairperson

**USDA
Collection Loss Write Off
Period: April 2018**

<u>Tenant</u>	<u>Property</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>
T0007228	RD	420 Miles Ave. #61, Yuba City	03/21/16	02/05/18	\$ 344.00	\$ 648.00	\$ -	\$ -	\$ 350.00	\$ -	\$ -	\$ 998.00	No
												4/11/18	
												P	
												\$ 998.00	
												\$ 998.00	
												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

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RESOLUTION 18-1562

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY ADOPTING A REVISED COLLECTION WRITE-OFF POLICY

WHEREAS, the United States Housing Act of 1937, Section 4, states that “prior to writing off an asset, documentation is required citing what efforts have been taken to recover the asset. The scope of these efforts should reflect the relative size/importance of the asset. Discretion is given to an organization to evaluate the costs vs. benefits of engaging in the various actions available to collect the asset. Minimum requirements should be specified in an organization’s write-off procedures”.

WHEREAS, “in order to evaluate whether adequate “due diligence” has been performed to recover assets prior to recommending them for write-off, detail documentation for the due diligence should include, as applicable, those items as listed in attached”.

WHEREAS, “procedures concerning the close-out or retention of uncollectible assets shall be established by an organization and reviewed on an annual basis by the CFO. Each organization shall develop procedures, as necessary, concerning the management of retained assets (inactive debts)”.

WHEREAS, Statements of Federal Financial Accounting Standards (SFFAS), Accounting for Direct Loans and Loan Federal Accounting Standards Advisory Board (FASAB) Guarantees, Standard No. 2 – Appendix C, Glossary, states “agencies may determine a debt to be uncollectible at any time after due diligence is completed and then write-off and close-out the debt. In practice some agencies write-off, but do not close-out for indefinite periods to maximize use of collection tools for up to the statutory limit of ten (10) years under Debt Collection Improvement Act (DCIA) of 1996”.

WHEREAS, the Regional Housing Authority currently uses the following three-step collection letter/bad debt write-off process:

1. Final bill, along with a collection agency letter, is sent to tenant within 21 days of vacating unit (see attached).
2. If tenant has not paid the balance due within 30 days of notification, unpaid balances are submitted to the Board of Commissioners for collection write-off.
3. If approved through Board Resolution, any amount greater than \$10 is submitted to the collection agency. A record of debt is maintained by Housing Authority as a retained (inactive) asset for possible future offset or recovery actions as well as future credit screening purposes.



NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Regional Housing Authority that it does hereby approve the above three-step Collection Write-Off Policy.

This Resolution was approved at the regular meeting of the Board of Commissioners this 18th day of April, 2018.

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: _____
Chairperson, Daniel C. Miller

(SEAL)

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

Date: April 4, 2018
To: Board of Commissioners
From: Gail Allen – Chief Financial Officer
Subject: Collection Write-Off Policy (change from Intercept program to collection agency)

United States Housing Act of 1937, Section 4

- *Prior to writing off an asset, documentation is required citing what efforts have been taken to recover the asset. The scope of these efforts should reflect the relative size/importance of the asset. Discretion is given to an organization to evaluate the costs vs. benefits of engaging in the various actions available to collect the asset. Minimum requirements should be specified in an organization's write-off procedures.*
- *In order to evaluate whether adequate "due diligence" has been performed to recover assets prior to recommending them for write-off, detail documentation for the due diligence should include, as applicable, those items as listed in attached.*
- *Procedures concerning the close-out or retention of uncollectible assets shall be established by an organization and reviewed on an annual basis by the CFO. Each organization shall develop procedures, as necessary, concerning the management of retained assets (inactive debts).*

Statements of Federal Financial Accounting Standards (SFFAS), Accounting for Direct Loans and Loan Federal Accounting Standards Advisory Board (FASAB) Guarantees, Standard No. 2 – Appendix C, Glossary

- *Agencies may determine a debt to be uncollectible at any time after due diligence is completed and then write-off and close-out the debt. In practice some agencies write-off, but do not close-out for indefinite periods to maximize use of collection tools for up to the statutory limit of ten (10) years under Debt Collection Improvement Act (DCIA) of 1996.*

The Regional Housing Authority currently uses a three-step collection letter/bad debt write-off process:

1. Final bill, along with a collection agency letter, is sent to tenant within 21 days of vacating unit (see attached).
2. If tenant has not paid the balance due within 30 days of notification, unpaid balances are submitted to the Board of Commissioners for collection write-off.
3. If approved through Board Resolution, any amount greater than \$10 is submitted to the collection agency. A record of debt is maintained by Housing Authority as a retained (inactive) asset for possible future offset or recovery actions as well as future credit screening purposes.

Recommendation:

It is recommended that the Board of Commissioners of the Regional Housing Authority approve the above policy.

Prepared by:



Gail L. Allen, Chief Financial Officer

Submitted by:



Gustavo Becerra, Executive Director



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Date

Tenant Name
Tenant Street Address
City, State, Zip

RE: Move-out

Our records show that you have a debt of \$xxx.xx that is now due and payable to the Regional Housing Authority. You have 30 days to pay voluntarily before we submit your name/account to collections.

If you have any questions or do not believe that you owe this debt, please contact us within 30 days from the date of this letter. A representative will review your objections once they are received. If you do not submit any objections or your objections are insufficient, we will proceed with this action.

Sincerely,

Account Clerk

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Guidelines for Due Diligence Documentation

The number, nature (personal and/or letter), date, and content of contacts made with the debtor, as well as a record of any follow-up action required by the contact, including copies of correspondence.

Date and means (letter and/or personal contact) of notifying debtor of Departmental policy regarding accrual of late interest, penalties, and administrative costs, the debtor's rights, the amount and basis of the receivable, and collection actions available to the Government.

Basis of accrual/assessment of late charges. Date and amount/rate assessed. Reasons for not accruing/assessing late charges.

Date receivable compromised, voluntarily repaid, or repayment agreement established. Copies of signed, revised repayment agreements. Amount repaid and/or terms of repayment agreement. Application of payment. Reasons for not accepting compromise/repayment proposal.

Copy of notification letter for credit bureau reporting. Date of initial report, information reported, name and address of credit bureau(s) used. Reasons for non-referral.

Copy of notification letter for Federal salary offset. Date of match identifying employee, date employing agency notified, name of employing agency and contact personnel. Date offset started, amount offset, date offset scheduled to end, and date offset actually completed. Documentation for hearings and appeals process. Reasons for not offsetting.

Copy of notification letter for administrative offset against former Federal employee's Civil Service benefits. Date offset request made, date offset started, amount offset, date offset scheduled to end, date offset actually completed. Documentation for appeal, contact with debtor. Reasons for not offsetting.

Documentation for other forms of administrative offset. Date debtor notified, type of offset, actions taken. Reasons for not offsetting administrative actions identified.

Determine the existence of licenses, contracts, etc. that can be suspended, revoked. Document actions, including dates taken against such licenses, contracts, etc. Reasons for not taking actions identified. Provide documentation that no licenses, etc. exist to be suspended, revoked.

Date of referral and amount referred to collection agency. Name of collection agency, amounts collected, and dates of collections. Actions taken by collection agency, including recommendations for further action. Date agency acted on recommendations of collection agency. Reasons for non-referral.

Availability of security/collateral for liquidation. Date actions initiated to liquidate and actions taken. Amount recovered and date of recovery. Reasons for non-liquidation.

Date of referral and amount referred for litigation. Actions taken to follow-up on litigation status. Result of litigation. Amount recovered and date of recovery. Reasons for non-referral for litigation.

Copy of notification letter for IRS tax refund offset. Date of referral and amount referred. Amount recovered through voluntary repayment. Amount recovered and date of recovery through offset. Reasons for non-referral.

Date of suspension of collection action and amount suspended. Reason for suspension. Length of suspension. Date of resumption of collection action or redetermination of status and decision made.

REGIONAL HOUSING AUTHORITY

DATE: April 18, 2018
 TO: Board of Commissioners
 FROM: Tom Goodwin, Operations Manager

SUBJECT: Maintenance and Operations Update

- Total work orders for January, February and March, 2018 were 1161. Break down as follows:
- Total number of work orders by projects:

Priority & Category	bve	ca	date	devons	h2f	joann	kc	lc-35	mh	mp	nsp	oms	percy	rd	rich	tc	tp	tr-185	tt	vo	yolo	TOTAL
Emergency	22	7	10	8	3	19	27	2	4	13	8	0	8	46	42	3	6	0	0	0	7	235
Make Ready's	1	0	1	2	1	0	2	0	1	0	0	0	0	6	3	1	0	0	0	0	2	20
Routine	39	51	47	23	19	58	65	19	27	103	41	79	14	118	147	28	2	0	1	1	22	904
Scheduled	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	2
Total Property	62	59	58	33	23	77	94	21	32	116	49	79	22	170	193	32	8	0	1	1	31	1161
Pending	0	0	0	1	0	1	4	0	0	1	2	0	1	3	0	0	0	0	0	0	0	13
Completed	62	59	58	32	23	76	90	21	32	115	47	79	21	167	193	32	8	0	1	1	31	1148
Pest	0	3	5	4	0	1	9	0	3	0	3	0	2	13	18	1	0	0	0	0	2	64
Cancelled	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HQS	0	0	0	0	12	17	0	0	4	31	20	7	0	0	48	0	0	0	0	1	3	143

Prepared By:


 Tom Goodwin, Operations Manager

Submitted By:


 Gustavo Becerra, Executive Director