



REGIONAL HOUSING AUTHORITY

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

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www.RegionalHA.org

July 22, 2021

TO: Chairperson Kent Boes
Vice-Chairperson Randy Fletcher
Commissioner Tony Kurlan
Commissioner Dan Miller
Commissioner Sue Hoek
Commissioner Denise Conrado
Commissioner Jeremy Chapdelaine
Commissioner Bob Woten
Commissioner Suzanne Gallaty
Commissioner Shon Harris
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

August 4, 2021

You are hereby notified that the Commissioners of the Regional Housing Authority are called to meet in Regular Session at **12:00 PM on Wednesday, August 4, 2021.**

**This meeting will be held via ZOOM. The link <https://zoom.us/j/81617602571>;
Meeting ID: 816 1760 2571; Passcode: 850724; Call in number 1-669-900-6833.**



Gustavo Becerra
Executive Director

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

ZOOM MEETING
<https://zoom.us/j/81617602571>
Meeting ID: 816 1760 2571
Passcode: 850724
Call in number 1-669-900-6833

August 4, 2021, 12:00 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. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion unless members of the Board request specific items to be discussed or removed from the Consent Calendar for individual action.
 - 1. Approval of Minutes – July 7, 2021 pg. 1
 - 2. Approval of Revised COVID-19 Prevention Program pg. 5
- F. OLD BUSINESS: Discussion/Possible Action: NONE
- G. NEW BUSINESS: Discussion/Possible Action:
 - 3. Resolution 21-1711 - Approval to Set Up a Pension Trust with PARS pg. 28
Marco Cruz, Chief Financial Officer

H. ADMINISTRATIVE REPORT:

- 4. RHA Owned/Managed Properties Occupancy/Eligibility Update pg. 32
Pattra Runge, Occupancy Manager
- 5. Housing Choice Voucher Occupancy/Eligibility Update pg. 34
Alisha Parker, Occupancy Manager
- 6. Maintenance Update pg. 36
Tom Goodwin, Operations Manager
- 7. Finance Update pg. 37
Marco Cruz, Chief Financial Officer
- 8. Administrative Update
Gustavo Becerra, Executive Director

I. HOUSING COMMISSIONERS' COMMENTS:

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

- 9. CLOSED SESSION: Pursuant to Section 54956.8 of the California Government Code
 - Conference with Real Property Negotiators
 - Property: 1717 Highway 20, Colusa, CA 95932
 - Agency Negotiator: Gustavo Becerra and Beckie Flores
 - Negotiation Parties: West Butte Realty, Mark Morris
 - Under negotiation: Possible Acquisition of Property (includes instructions to negotiator regarding price and terms of payment)

K. NEXT MEETING: August 18, 2021

L. ADJOURNMENT:

REGIONAL HOUSING AUTHORITY
Minutes
Regular Board Meeting
July 7, 2021

ITEM NO. A - CALL TO ORDER:

Chairperson Kent Boes called the meeting to order.

ITEM NO. A - ROLL CALL:

Chairperson Kent Boes, Vice-Chairperson Randy Fletcher, Commissioners Dan Miller, Shon Harris, Tony Kurlan, Nicholas Micheli, John Loudon, Denise Conrado, Bob Woten, and Manny Cardoza were present. Commissioners Doug Lofton, Jeremy Chapdelaine, Suzanne Gallaty and Sue Hoek were absent. Legal Counsel Nicole Rosser also was present.

Staff present were: Executive Director Gustavo Becerra, Executive Assistant/HR Coordinator Jennifer Ruiz, Occupancy Manager Pattru Runge, Occupancy Manager Alisha Parker, Planning and Community Development Manager Beckie Flores, and Chief Financial Officer Marco Cruz.

ITEM NO. B. – PLEDGE OF ALLEGIANCE: DISPENSED

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D. – AWARDS AND PRESENTATIONS: NONE

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

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

Vote: Ayes: Chairperson Kent Boes, Vice-Chairperson Randy Fletcher, Commissioners, Dan Miller, Bob Woten, Tony Kurlan, Nicholas Micheli, Denise Conrado, John Loudon, Manny Cardoza, and Shon Harris

Nays: None

Abstain: None

Absent: Commissioners Doug Lofton, Jeremy Chapdelaine, Sue Hoek, and Suzanne Gallaty

ITEM NO. F.- OLD BUSINESS: NONE

ITEM NO. G.3- APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) WITH COLUSA COUNTY CONTINUUM OF CARE FOR THE NEW HUD ALLOCATION OF EMERGENCY HOUSING VOUCHERS:

Executive Director Gustavo Becerra stated HUD allocated 127 Emergency Housing Vouchers targeting the homeless and those at risk of homelessness. He said the vouchers went into effect July 1, 2021, and staff is encouraging the partners to begin to send over referrals and get the process started.

Occupancy Manager Alisha Parker explained there is a sunset date to issue vouchers, but the vouchers will remain active as long as the participants are eligible and receiving at least \$1.00 of assistance. She said a staff member is working on the waiting list and with the applicants and service providers to get vouchers issued. Ms. Parker mentioned the vouchers will be issued with a timeframe of 120 days to locate a unit with the possibility of an extension. She also mentioned there will be funds available to help pay for monies the client may owe, such as utilities, pay for security deposits, and household furnishings such as bedding, pots/pans, and bathroom essentials. Ms. Parker said there have been no referrals yet.

Chairperson Boes asked if there will be sufficient places to house the participants on this program. Mr. Becerra stated it is the goal to be able to provide housing for those in need and staff is working with the various jurisdictions to get the participants housed. Commissioner Loudon recommended adding "or designee" to the names of contacts.

Vice-Chairperson Fletcher made a motion to approve the Memorandum of Understanding with Colusa County Continuum of Care for the New HUD Allocation of Emergency Housing Vouchers with recommended changes. Commissioner Loudon made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Vice-Chairperson Randy Fletcher, Commissioners, Dan Miller, Bob Woten, Tony Kurlan, Nicholas Micheli, Denise Conrado, John Loudon, Manny Cardoza, and Shon Harris

Nays: None

Abstain: None

Absent: Commissioners Doug Lofton, Jeramy Chapdelaine, Sue Hoek, and Suzanne Gallaty

ITEM NO. G.4- APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH HOUSING RESOURCE COUNCIL OF THE SIERRAS (HRCS) CONTINUUM OF CARE FOR THE NEW HUD ALLOCATION OF EMERGENCY HOUSING VOUCHERS:

Same as above.

Vice-Chairperson Fletcher made a motion to approve the Memorandum of Understanding with Colusa County Continuum of Care for the New HUD Allocation of Emergency Housing Vouchers

with recommended changes. Commissioner Loudon made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Vice-Chairperson Randy Fletcher, Commissioners, Dan Miller, Bob Woten, Tony Kurlan, Nicholas Micheli, Denise Conrado, John Loudon, Manny Cardoza, and Shon Harris

Nays: None

Abstain: None

Absent: Commissioners Doug Lofton, Jeramy Chapdelaine, Sue Hoek, and Suzanne Gallaty

ITEM NO. G.5- RESOLUTION 21-1710- APPROVAL OF AMENDMENT TO THE 2019-2021 FISCAL YEAR OPERATION AND MAINTENANCE CONTRACT BETWEEN THE STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND THE REGIONAL HOUSING AUTHORITY:

Chief Financial Officer Marco Cruz explained this resolution is regarding the two-year contract that ended on June 30, 2021. He stated the previous contract did not fund the full cost to run the center. Mr. Cruz shared the amendment increases the contract to include funds to cover the shortfall.

Mr. Becerra said this is retroactive to the 2019-2021 budget. He stated staff will no longer take less than what is needed to break even. Mr. Becerra mentioned this is a huge step in the right direction.

Commissioner Cardoza made a motion to approve Resolution 21-1710 – Approval of Amendment to the 2019-2021 Fiscal Year Operation and Maintenance Contract between the State of California Department of Housing and Community Development and the Regional Housing Authority. Commissioner Conrado made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Vice-Chairperson Randy Fletcher, Commissioners, Dan Miller, Bob Woten, Tony Kurlan, Nicholas Micheli, Denise Conrado, John Loudon, Manny Cardoza, and Shon Harris

Nays: None

Abstain: None

Absent: Commissioners Doug Lofton, Jeramy Chapdelaine, Sue Hoek, and Suzanne Gallaty

ITEM NO. H.6. – ADMINISTRATIVE UPDATE:

Mr. Becerra stated the Memorandum of Understanding with the Sutter-Yuba Homeless Consortium will be on the next board agenda. Ms. Parker shared the Housing Choice Voucher

(HCV) waiting list is open and will be closing on July 15, 2021. Mr. Becerra thanked everyone who attended the New Haven Court Apartments ribbon cutting. He also mentioned the new website will be going live soon.

ITEM NO. I - HOUSING COMMISSIONERS' COMMENTS: NONE

ITEM NO. J.7. – CLOSED SESSION PURSUANT TO SECTION 54956.8 OF THE CALIFORNIA GOVERNMENT CODE: CONFERENCE WITH REAL PROPERTY NEGOTIATORS, PROPERTY: 1717 HIGHWAY 20, COLUSA, CA 95932; AGENCY NEGOTIATORS: GUSTAVO BECERRA AND BECKIE FLORES; NEGOTIATION PARTIES: WEST BUTTE REALTY, MARK MORRIS; UNDER NEGOTIATION: POSSIBLE ACQUISITION OF PROPERTY (INCLUDES INSTRUCTIONS TO NEGOTIATOR REGARDING PRICE AND TERMS OF PAYMENT):

There was no reportable action taken. Direction was given to staff regarding negotiations.

ITEM NO. K – NEXT MEETING: July 21, 2021

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 12:40 PM.



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COVID-19 PREVENTION PROGRAM

June 2021

This COVID-19 Prevention Program (CPP) is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

AUTHORITY AND RESPONSIBILITY

The Executive Director, Executive Assistant/HR Coordinator and Operations Manager have overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form
- Evaluate employees' potential workplace exposures to all persons at or who may enter our workplace
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee Participation

Employees and their authorized employee representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by notifying Jennifer Ruiz, Executive Assistant/HR Coordinator, of any hazards or suggestions to improve safety in our agency.

Employee Screening

We screen our employees by having employees self-screen according to CDPH guidelines before reporting to work, conducting a temperature check when arriving at the workplace and filing out a brief questionnaire which is to be provided to Jennifer Ruiz, Executive Assistant/HR Coordinator at the end of each pay period.

Ventilation and Filtration Efficiency

For indoor locations, we will evaluate how to maximize ventilation with outdoor air to the highest level of filtration efficiency compatible with the existing ventilation system and whether the use of portable or mounted high efficiency particulate air (HEPA) filtration units, or other air cleaning systems, would reduce the risk of COVID-19 transmission.

We will review applicable orders and guidance from the State of California and the local health department related to COVID-19 hazards and prevention. These orders and guidance are both information of general application, including Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments by the California Department of Public Health (CDPH) and information specific to our industry, location, and operations.

CORRECTION OF COVID-19 HAZARDS

Unsafe or unhealthy work conditions, practices, or procedures will be documented on the Appendix B: COVID-19 Inspections form and corrected in a timely manner based on the severity of the hazards, as follows:

- Managers/Supervisors should conduct a frequent analysis into work practices to ensure all safety protocols are being adhered to.
- Managers/Supervisors should notify the Executive Assistant/HR Coordinator or Operations Manager regarding the need of additional PPE or if additional protocols need to be developed.
- Hazards will be assessed and corrected within a reasonable timeframe.
- Managers/Supervisors will follow up to ensure timely correction and ongoing adherence to safety protocols.

CONTROL OF COVID-19 HAZARDS

Face Coverings

For all employees who are not fully vaccinated, we will provide clean, undamaged face coverings or they may use their own face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, or in vehicles and where required by orders from the California Department of Public Health (CDPH) or local health department. Unvaccinated employees may request additional masks when needed by contacting the Executive Assistant/HR Coordinator or the Operations Manager. Managers/Supervisors will ensure unvaccinated employees wear a face covering when conditions require face coverings.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room, their office, at their cubicle or in a vehicle.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis. Specific tasks that cannot feasibly be performed with a face covering.

Any employee not wearing a face covering, pursuant to the exceptions listed above, and not wearing a non-restrictive alternative when allowed by Section 3205 (c)(6)(E) shall be at least six feet apart from all other persons unless the unmasked employee is either fully vaccinated or tested at least weekly for COVID-19.

When face coverings are not required by this section, section 3205, or sections 3205.1 through 3205.4, we will provide face coverings to employees upon request, regardless of vaccination status.

Vaccinations

We will document vaccinations in the following manner:

- Employees will provide proof of COVID vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) to the Executive Assistant/HR Coordinator.

Employees who choose not to reveal their vaccination status will be treated as if unvaccinated in accordance with Cal/OSHA requirements.

The Executive Assistant/HR Coordinator will provide managers with a list of employees who are not fully vaccinated, or have not provided necessary documentation, so they are able to enforce the face covering requirements for those employees as specified in this plan.

Engineering Controls

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Staff will monitor the air quality index and heat index in circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat or wildfire smoke.

Cleaning and Disinfecting

We have implemented the following cleaning and disinfection measures for frequently touched surfaces:

- Frequent cleaning of high touched objects and surfaces such as light switches, handrails, copy machines, faucets, and doorknobs. Cleaning and disinfecting of

conference rooms, offices, restrooms, and other common areas by a professional cleaning crew.

- Conference rooms are also disinfected after each use by employees.
- Employees are provided with EPA-approved disinfecting cleaning supplies and wipes designed for use against COVID-19. Supplies are readily available to all employees.
- Employees have been instructed to clean their workspace each day, especially high contact areas such as keyboard, mouse, phones, headsets, door handles, light switches, and desktops.
- Employees have been instructed to follow the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, personal protective equipment, concentration, contact time).
- The Executive Assistant/HR Coordinator and Operations Manager conduct inventory to ensure there are adequate supplies to support cleaning and disinfection practices.
- Disposable gloves are provided to employees who handle items touched by the public.
- Hand sanitizer stations are in place, and employees are encouraged to wash their hands frequently with soap and water for 20 seconds.

Should we have a COVID-19 case during the high-risk exposure period, and disinfection of the area, material or equipment is indoors and will be used by another employee within 24 hours of the COVID-19 case, employees will not be allowed in the area where a COVID-19 confirmed, or suspected employee/person worked until the area has been deep cleaned and disinfected.

Deep cleaning will consist of the following procedures:

- Waiting for 24 hours, if possible, before cleaning and sanitizing to minimize the potential for exposure to respiratory droplets.
- Opening outside doors and windows to increase air circulation in the area.
- Using a disinfectant that is approved for use against SARS-CoV-2, the coronavirus that causes COVID-19.
- Disinfecting all touch points, not just the frequently touched surfaces.
- Removing any visible soil with a detergent-based cleaner before applying a disinfectant and following instructions on the product label for effective disinfecting. Some disinfectants are also cleaners and, therefore, can be used for both steps.
- Ensuring surfaces remain visibly wet for the contact time specified on the product label.

To minimize cross contamination, additional considerations when disinfecting surfaces may include:

- Disinfecting surfaces from clean areas to dirty areas. For example, restrooms being one of the highly contaminated areas should be cleaned last.
- Disinfecting surfaces from high areas to low areas, so any dirt or dust that may contain germs dislodged from above are removed when you clean the lower surfaces.

- Disinfecting last after other activities (including emptying trash, removing visible soil, and vacuuming) are complete, so any potentially contaminated dirt or dust do not re-contaminate already disinfected surfaces.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- Inform employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the California Department of Fair Employment and Housing.
- Temporarily close the general area where the infected employee worked until cleaning is completed.
- Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms, and travel areas, with a cleaning agent approved for use by the EPA against coronavirus. Ideally, the deep cleaning should be performed by a professional cleaning service.
- Any person cleaning the area will be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.

Hand Sanitizing

In order to implement effective hand sanitizing procedures, we shall encourage employees to wash their hands regularly with soap and water for at least 20 seconds and provide effective sanitizer in areas throughout the work environment.

PPE Used to Control Employees' Exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

Upon request, we will provide respirators for voluntary use, in compliance with subsection 5144 (c)(2) to all employees who are not fully vaccinated and who are working indoors or in vehicles with more than one person. We will encourage their use and ensure employees are provided with a respirator of the correct size.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

Additional measures will be utilized as required by state and local health departments.

INVESTIGATING AND RESPONDING TO COVID-19 CASES

This will be accomplished by using the Appendix D: Investigating COVID-19 Cases form.

Unvaccinated employees who had potential COVID-19 exposure* in our workplace will be:

Indicate how the following will be accomplished:

- Informed of their possible exposure to COVID-19 in the workplace while maintaining confidentiality.
- Offered COVID-19 testing at no cost during their working hours.
- Provided information on benefits as outlined in the Training and Instruction section
 - Advised of the temporary closing of the general area where the infected employee(s) worked until cleaning is completed.
 - Advised of the deep cleaning of the entire area where the infected employee(s) worked and may have been.

*COVID exposure definition (Appendix G): Employee who was within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset (or, for asymptomatic patients, two days prior to test specimen collection)

SYSTEM FOR COMMUNICATING

Our goal is to ensure we have effective two-way communication with our employees in a form they can readily understand, and it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to their immediate manager and/or the Executive Assistant/HR Coordinator.
- Instructing employees not to report to work when sick.
- Informing employees they can report symptoms and hazards without fear of reprisal.
- Providing reasonable accommodations for employees with medical or other conditions that put them at increased risk of severe COVID-19 illness when possible. Where testing is not required, advising employees to contact their personal physician, or the county health department for information on where they can access COVID-19 testing. In the event the entity is required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- COVID-19 testing is not required for employees who are fully vaccinated before the close contact and do not have symptoms, and for COVID-19 cases who have returned to work pursuant to subsection 3205(c)(11)(A) or (B) and have remained free of COVID-19 symptoms, for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, for 90 days after their first positive test.
- Providing information about COVID-19 hazards to employees (and other employers and individuals in contact with our workplace) who may be exposed, what is being done to control those hazards, and our COVID-19 policies and procedures.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

- Information about COVID-19 hazards employees (including other employees and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- This information shall be communicated to employees using different methods such as in person, telephone, or email.

TRAINING AND INSTRUCTION

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards, and how to participate in the identification and evaluation of COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick and vaccination leave, if applicable, workers' compensation law, local governmental requirements, our leave policies, and leave guaranteed by contract, and Section 3205
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Our policy for providing respirators, and the right of employees who are not fully vaccinated to request a respirator for voluntary use as stated in this program, without fear of retaliation and at no cost to employees. Whenever respirators are provided for voluntary use under this section or section 3205.1 through 3205.4, training will be provided on how to properly wear the respirator, and how to perform a seal check according to the manufacturer's instructions each time a respirator is worn, and the fact that facial hair interferes with the seal.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 but are most effective when used in combination.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - COVID-19 is an airborne disease. N95s and more protective respirators protect the users from airborne disease while face coverings are intended to primarily protect people around the user.
- COVID-19 symptoms and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policy, how to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

- The conditions under which face coverings must be worn at the workplace and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained. Employees can request face coverings from the employer at no cost to the employee and can wear them at work, regardless of vaccination status, without fear of retaliation.

Appendix E: COVID-19 Training Roster will be used to document this training.

EXCLUSION OF COVID-19 CASES

Where we have a COVID-19 case in our workplace and employees who had a close contact, we will limit transmission by:

- Ensuring COVID-19 cases are excluded from the workplace until our return-to-work requirements are met, with the following exceptions:
 - Employees who were fully vaccinated before the close contact and who do not develop COVID-19 symptoms; and
 - COVID-19 cases who returned to work pursuant to the requirements and have remained free of COVID-19 symptoms for 90 days after the initial onset of COVID-19 symptoms or for COVID-19 cases who never developed COVID-19 symptoms for 90 days after the first positive test.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we have demonstrated that the COVID-19 exposure is work related. This will be accomplished by:
 - Allowing them to work remotely when they can fulfill their duties from home.
 - Using leave accruals including sick, vacation or comp time.
- Providing employees at the time of exclusion with information on available benefits.

REPORTING, RECORD KEEPING, AND ACCESS

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, to authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix D: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

RETURN-TO-WORK CRITERIA

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

Once a COVID-19 case has met the return-to-work requirements outlined above as applicable, a negative COVID-19 test will not be required for an employee to return to work.

- Persons who have a close contact may return to work as follows:
 - Persons who had a close contact but never developed any COVID-19 symptoms may return to work when 10 days have passed since the last contact.
 - Persons who had a close contact and developed any COVID-19 symptom cannot return to work until the requirements listed above have been met, unless all of the following are true:
 - a. The person tested negative for COVID-19 using a polymerase chain reaction (PCR) COVID-19 test with specimen taken after the onset of symptoms; and
 - b. At least 10 days have passed since the last known close contact; and
 - c. The person has been symptom-free for at least 24 hours, without using fever-reducing medications.

If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be in accordance with the return-to-work periods listed in the return-to-work criteria in this program.

MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

If there are multiple COVID-19 infections and COVID-19 outbreaks, this section of the CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- We will make COVID-19 testing available to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period, or employees who were fully vaccinated before section 3205.1 became applicable and who do not have COVID-19 symptoms: and for COVID-19 cases who did not develop symptoms after returning to work pursuant to subsections 3205(c)(11)(A) or (B), no testing is required for 90 days after the initial onset of COVID-19 symptoms or, for COVID-19 cases who never developed symptoms, 90 days after the first positive test.. COVID-19 testing will be provided at no cost to employees during employees' working hours.

- COVID-19 testing consists of the following:
 - Testing shall be made available to all employees in our exposed workplace and then again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to make COVID-19 testing available once a week at no cost to all employees in the exposed group who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until this section no longer applies, pursuant to more protective stringent state or local health department mandates or guidance. Any employees in the exposed group who are not wearing respirators required by this policy and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except for momentary exposure while persons are in movement. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

All employees in the exposed group shall wear face coverings when indoors or when outdoors and less than six feet from another person, unless one of the exceptions in subsection 3205 (c)(6) (D) applies.

Notice shall be given to employees in the exposed group of their right to request a respirator for voluntary use under subsection 3205(c)(7)(D)2., if they are not fully vaccinated.

An evaluation of the worksite will be completed to determine whether to implement physical distancing of at least six feet between persons or, where six feet of physical distancing is not feasible, the use of cleanable solid partitions of sufficient size to reduce COVID-19 transmission.

COVID-19 investigation, review and hazard correction

In addition to our CPP *Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards*, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.

- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

In buildings or structures with mechanical ventilation, we will filter recirculated air with minimum efficiency reporting value MERV-6 or higher efficiency filters if compatible with the ventilation system. If MERV-6 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable mounted high efficiency particulate air (HEPA) filtration units or other air cleaning systems would reduce the risk of transmission and, if so, will implement their use to the degree feasible.

MAJOR COVID-19 OUTBREAKS

If our workplace experiences 20 or more COVID-19 cases within a 30-day period, this section of the CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide COVID-19 testing to all employees in the exposed group, regardless of vaccination status, twice a week or more frequently if recommended by the local health department. COVID-19 testing will be provided at no cost to employees during employees' working hours.

We will provide a respirator for voluntary use in compliance with subsection 5144 (c)(2) to employees in the exposed groups and will determine the need for a respiratory protection program or changes to an existing respiratory protection program under section 5144 to address COVID-19 hazards.

Any employees in the exposed group who are not wearing respirators required by this policy and used in compliance with section 5144 shall be separated from other persons by at least six feet, except where it can be demonstrated that six feet of separation is not feasible, and except momentary exposure while persons are in movement. Methods of physical distancing include: telework or other remote work arrangements; reducing the number of persons in an area at one time, including visitors; visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel; staggered arrival, departure,

work, and break times; and adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees. When it is not feasible to maintain a distance of at least six feet, individuals shall be as far apart as feasible.

At workstations where an employee in the exposed group is assigned to work for an extended period of time, such as cash registers, desks, and production line stations, and where physical distancing requirements in this policy is not maintained at all times, the employer shall install cleanable solid partitions that effectively reduce transmission between the employee and other persons.

We will evaluate whether to halt some or all operations at the workplace until COVID-19 hazards have been corrected.

COVID-19 hazard correction

We will follow the same guidelines as noted in **MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS** section above.

Executive Director, Gustavo Becerra

Date

I have received and read the COVID-19 Prevention Program Policy. I fully understand that failure to comply with the COVID-19 Prevention Program Policy may 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

Appendix A: Identification of COVID-19 Hazards

All persons regardless of symptoms or negative COVID-19 test results will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person(s) conducting the evaluation: _____

Date: _____

Name(s) of employee(s) and authorized employee representative that participated: _____

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date: _____

Name(s) of person(s) conducting the inspection:

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Respiratory protection			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			

Appendix C: Employee Self-Screening Checklist

For your safety and the safety of our staff and the community, all employees are required to complete a COVID-19 self-screening just prior to the start of each workday.

Review the following symptoms and potential COVID-19 exposures:

- If your response is “no” to all of the listed symptoms within the past 48 hours and you answered “no” to the three exposures questions you are approved to come to the workplace.
 - If your response is “yes” to any of the listed symptoms within the past 48 hours and/or “yes” to any of the three exposure questions, then you must contact your manager for further screening and assessment.
1. Have you had any of the following symptoms in the last 48 hours: Shortness of breath, new cough, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or loss of taste or smell?
 2. In the last 10-days, have you shared a household with, or have been in close contact (within 6 feet) with anyone diagnosed with COVID-19 or directed by a health official or provider to self-quarantine due to presumed COVID-19 illness?
 3. I have taken my temperature and the temperature is above 100.4 degrees.

Appendix D: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: _____

Name(s) of person(s) conducting the investigation: _____

COVID-19 Case Investigation Information			
Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix E: Potential COVID-19 Exposure Contact Tracing

Name/Title of Person Being Traced: _____

Date Form was Completed: _____

Date I was within 6 feet (with or without a mask) of this person	Duration (Total number of minutes during a 24-hour period)	Name/Title of the Person Involved	Location/Task Where Contact was Made

Appendix G: Definitions

Close Contact	<p>Being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.</p> <p>Exception: Employees have not had a close contact if they wore a respirator required by employer and used in compliance with section 5144, whenever they were within six feet of the COVID-19 case during the high-risk period.</p>
COVID-19	Coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)
COVID-19 Case	<p>A person who:</p> <ol style="list-style-type: none"> (1) Has a positive “COVID-19 test” as defined in Section 3205; or (2) Has a positive COVID-19 diagnosis from a licensed health care provider; or (3) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (4) Has died due to COVID-19, in determination of a local health department or per inclusion in the COVID-19 statistics of a county.
COVID-19 Hazard	Exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or from procedures performed on a person that may aerosolize saliva or respiratory tract fluids. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.
COVID-19 Symptoms	Fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.
COVID-19 Test	<p>A viral test for SARS-CoV-2 that is:</p> <ol style="list-style-type: none"> (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or FDA Emergency Use Authorization as applicable.
Exposed Group	<p>All employees at a work location, working area, or a common area at work, where an employee was present at any time during the high-risk exposure period. A common area at work includes bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The following exceptions apply;</p> <p>A) For the purposed of determining the exposed group, a place where</p>

	<p>persons momentarily pass through while everyone is wearing face coverings, without congregating, is not a work location, working area, or a common area at work.</p> <p>B) If the COVID-19 case was part of a distinct group of employees who are not present at the workplace at the same time as other employees, for instance a work crew or shift that does not overlap with another work crew or shift, only employees within that distinct group are part of the exposed group.</p> <p>C) If the COVID-19 case visited a work location, working area, or a common area at work for less than 15 minutes during the high-risk exposure period, and all persons were wearing face coverings at the time the COVID-19 case was present, other people at the work location, working area, or common area are not part of the exposed group.</p> <p>NOTE: An exposed group may include the employees of more than one employer. See Labor Code sections 6303 and 64304.1.</p>
Face Covering	A surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.
Fully Vaccinated	The employer has documented that the person received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single dose COVID-19 vaccine. Vaccines must be FDA approved; or have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed for emergency use by the World Health Organization (WHO).
High-Risk Exposure Period	<p>The following time period:</p> <p>(1) For COVID-19 cases who develop COVID-19 symptoms: from 2 days before they first develop symptoms until all of the following are true; it has been 10 days since symptoms first appeared, 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.</p> <p>(2) For COVID-19 cases who never develop COVID-19 symptoms: from 2 days before until 10 days after the specimen for their first positive test for COVID-19 was collected.</p>
Respirator	A respiratory protection device approved by the National Institute for Occupational Safety and Health (NIOSH) to protect the wearer from particulate matters, such as an N95 filtering facepiece respirator.
Worksite	For the limited purposes of COVID-19 prevention regulations only, it is a building, store, facility, agricultural field, or other location where a COVID-19 case was present during the high-risk exposure period. It does not apply to buildings, floors, or other locations of the employer that a COVID-19 case did not enter.

Appendix H: COVID Vaccination Self- Attestation Statement

I, _____, attest that I:

- Have been fully vaccinated for COVID-19 and have provided the requested documentation.
- Have not been fully vaccinated for COVID-19.
- Choose not to disclose my vaccination status.

I understand that:

- if I am unvaccinated or choose not to disclose my vaccination status, that Cal/OSHA requires that I wear face coverings when indoors or in a vehicle, and/or when required by CDPH.
- Regional Housing Authority will provide me with face coverings that are clean and undamaged, and that I may contact the Executive Assistant/HR Coordinator or Operations Manager for replacements.
- Regional Housing Authority will provide a respirator if I request one and that it is my responsibility to wear it properly and ensure I have a proper seal when I wear it.

Name of Employee

Date

REGIONAL HOUSING AUTHORITY STAFF REPORT

Date: August 4, 2021
To: Board of Commissioners
From: Marco Cruz – Chief Financial Officer
Subject: Formation and Investment Strategy of IRS 115 Pension Trust

Background

As with most California agencies, Regional Housing Authority (RHA) had a sizable difference between current pension assets and future pension liabilities. RHA began April 1, 2020, with a \$2.4 million CalPERS unfunded accrued liability (UAL). Since that time RHA has made multiple Additional Discretionary Payments (ADP's) directly to CalPERS lowering their UAL balance to an estimated \$750,000. While RHA expects to continue paying down its UAL in the future, staff feels that creating a pension trust will give access to other investment instruments in addition to the CalPERS pension fund.

Goals & Investment Strategy

RHA's three goals to establish a Pension Trust:

1. Near term: Offset the Pension UAL on RHA's financials, improving liquidity.
2. Near term: Hedge against CalPERS pension fund's decreasing discount rate with other investment returns.
3. Long term: Subsidize Pension costs from the Pension trust, increasing operating cash flow.

Providers

Staff recommends using Public Agencies Retirement Services PARS to create and administer our 115 Pension Trust. While CalPERS offers a Pension trust option (CEPT) with lower fees it only offers three investment strategies, and they are more suitable for short term goals. PARS offers more investment options with specific funds that complement RHA's long term goals.

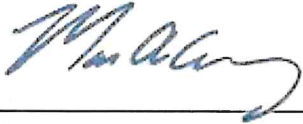
Recommendation

1. That the Board of Commissioners authorizes RHA staff to enter into an agreement with PARS to establish a 115 Pension Trust and authorizes the Executive Director or designee to sign all necessary documents and agreements.

2. The Board of Commissioners authorizes RHA staff to fund any and all of the PARS investment funds.

Prepared by:

Submitted by:



Marco Cruz, Chief Financial Officer



Gustavo Becerra, Executive Director



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www.RegionalHA.org

RESOLUTION NO. 21-1711

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY APPROVING THE ADOPTION OF THE PUBLIC AGENCIES POST-EMPLOYMENT BENEFITS TRUST ADMINISTERED BY PUBLIC AGENCY RETIREMENT SERVICES (PARS)

WHEREAS PARS has made available the PARS Public Agencies Post-Employment Benefits Trust (the "Program") for the purpose of pre-funding pension obligations and/or OPEB obligations; and

WHEREAS the Regional Housing Authority ("RHA") is eligible to participate in the Program, a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code, as amended, and the Regulations issued there under, and is a tax-exempt trust under the relevant statutory provisions of the State of California; and

WHEREAS RHA's adoption and operation of the Program has no effect on any current or former employee's entitlement to post-employment benefits; and

WHEREAS the terms and conditions of post-employment benefit entitlement, if any, are governed by contracts separate from and independent of the Program; and

WHEREAS RHA's funding of the Program does not, and is not intended to, create any new vested right to any benefit nor strengthen any existing vested right; and

WHEREAS RHA's reserves the right to make contributions, if any, to the Program.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Board of Commissioners hereby adopts the PARS Public Agencies Post-Employment Benefits Trust, effective **August 4, 2021**, and



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2. The Board of Commissioners hereby appoints the **Executive Director** or his/her successor or his/her designee as RHA's Plan Administrator for the Program; and
3. RHA's Plan Administrator is hereby authorized to execute the PARS legal and administrative documents on behalf of RHA and to take whatever additional actions are necessary to maintain
4. RHA's participation in the Program and to maintain compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer RHA's Program.

AYES:

NOES:

ABSENT:

ABSTAIN:

Kent Boes, the Chairperson of the Board of Commissioners, State of California, hereby certifies that the above foregoing resolution was duly and regularly adopted by said Regional Housing Authority at a regular meeting thereof held on the 4th day of August 2021 and passed by a _____ vote of said Commission.

Chairperson of the Board of Commissioners

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: August 4, 2021

To: Board of Commissioners

From: Pattra Runge, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q1-2021) report for quarter ending June 30, 2021

RECOMMENDATION: None - update only

FISCAL IMPACT: None – informational only

Housing and Urban Development (HUD) Funded Programs:

Program	Units Available	April	May	June
Public Housing (Yuba City, Live Oak)	171	169	170	169

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

Development	Units Available	April	May	June
USDA/Farm Labor (Yuba City)	188	185	184	182
Centennial Arms (Live Oak)	21	21	21	21
Butte View (Live Oak)	31	31	31	31

Office of Migrant (OMS) Services

Development	Units Available	April	May	June
Migrant Center (Yuba City)	75	0	75	75

RHA Owned and/or Managed Affordable Housing Properties:

Development	Units Available	April	May	June
Kingwood Commons (Yuba City)	63	63	63	63
Percy Avenue (Yuba City)	8	8	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	8
Neighborhood Stabilization Program-3 (Yuba City)	12	10	12	12
Regional Housing Authority Trailer (Yuba City)	1	1	1	1
Trailer Park (Yuba City)	6	6	6	6

Sutter Community Affordable Housing

Development	Units Available	April	May	June
Town Center (Yuba City)	27	25	27	25
Yolo-Heiken (Yuba City)	5	5	5	5
Maple Park I (Live Oak)	55	55	55	53
Kristen Court (Live Oak)	55	53	55	54
Kristen Court II (Live Oak)	24	23	23	24
New Haven Court (Yuba City)	39	9	24	39

Commercial Space

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

Building Better Partnerships Inc.

Development	Units Available	April	May	June
MH-814 F-SRO's (Marysville)	10	8	8	10
Maple Park II (Live Oak)	34	34	34	34
Stony Creek II (Williams)	31	30	30	30
Grass Valley Terrace (Grass Valley)	69	69	69	69
Devonshire (Colusa)	27	27	27	27

Comments:

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

Two units at Richland Public Housing are offline for rehabilitation work which will occur on a rotation basis. 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.

Office of Migrant Center (OMS) opened on Monday, May 3rd, 2021. As of July 21, 2021 we currently have 5 families on the waiting list.

Prepared by: 
Pattra Runge/Occupancy Manager

Submitted by: 
Gustavo Becerra/Executive Director

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: August 4, 2021
 To: Board of Commissioners
 From: Alisha Parker, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q1-FY 2021) report for quarter ending June 30, 2021

RECOMMENDATION: None

FISCAL IMPACT: None, informational only

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

Program	Units Available	April	May	June
HCV/Section 8	Budget Based	Total-1,630	Total-1,643	Total-1,645
Mainstream	140	63	65	72
Foster Youth to Independence	2	2	2	2
HCV Port-Out Administered	N/A	8	7	7
VASH	23 units for Nevada County 29 units for Yuba City	30	30	30

Wait List Information as of April 28, 2021

	Bedrooms				
	1	2	3	4	N/A
Property/Program					
Courtyard at Penn Valley		1,230	480		
Devonshire Apartments		389	65		
Grass Valley Terrace	306	314	248		

Bedrooms					
	1	2	3	4	N/A
Property/Program					
Housing Choice Voucher					TBD
Kingwood Commons			80		
Lone Oak Senior Apartments	30	1			
Maple Park 2	308	90			
Maple Park I		136	91	448	
Percy Apartments	72				
Stony Creek 2	43	107			
Truckee Artist Lofts	311	290	81		
Yolo Apartments	94	683	48		

Comments: The following wait lists are currently open; Lone Oak Senior Apartments, Stony Creek II Senior Apartments, Truckee Artist Lofts, and Courtyard at Penn Valley. The following lists will close August 31, 2021; Lone Oak, Truckee Artist Lofts (one and two bedroom only), and Courtyard at Penn Valley. The Housing Choice Voucher waiting list opened June 30, 2021, and closed July 15, 2021. Staff is still inputting applications which is why the list count states "TBD" above. All the units at New Haven Court have been filled, and we have a small waitlist for any vacancies that we may encounter. All units at Lone Oak Senior Apartments are committed, leases are being signed daily with property management and the tenant, we are releasing subsidy weekly. We will begin accepting referrals for Brunswick Commons towards the end of August, staff is currently working with service providers to streamline the process now.

Prepared by: 
Alisha Parker/Occupancy Manager

Submitted by: 
Gustavo Becerra/Executive Director

REGIONAL HOUSING AUTHORITY STAFF REPORT

DATE: August 4, 2021
 TO: Board of Commissioners
 FROM: Tom Goodwin, Operations Manager

SUBJECT: Maintenance and Operations Update

- Total work orders completed for April, May, June, 2021 were 1196, break down as follows:
- Total number of work orders by projects:

Priority & Category	bve	ca	date	devons	hzt	joann	kc	kris-tha	lc-35	mh	mp	nsp	other	oms	perc	rd	rich	tc	tp	tr-185	RHAT	vo	voio	TOTAL
Emergency	9	3	15		3	5	14			1	13	3		1		51	19	9						146
Make Ready's	1					1	1			2	3	2				13	1	3						27
Routine	42	62	69		21	30	103		17	18	131	69	4	11	6	286	102	54	2	5		4	2	1038
Scheduled																								0
Total Property	52	65	84	0	24	36	118	0	17	21	147	74	4	12	6	350	122	66	2	5	0	4	2	1211
Pending																								0
Completed	52	64	83		24	36	118		17	21	143	74	4	6	6	348	122	66	2	5		3	2	1196
Pest		1	2		1	3	11		2	7		6		2		27	21	8						91
Cancelled														1		1								2
HQS		26			13		30		2		14	25				140	20			1		3		274
Total Completed																							1196	

Prepared By: *Tom Goodwin*
 Submitted By: *Gustavo Becerra*
 Gustavo Becerra, Executive Director

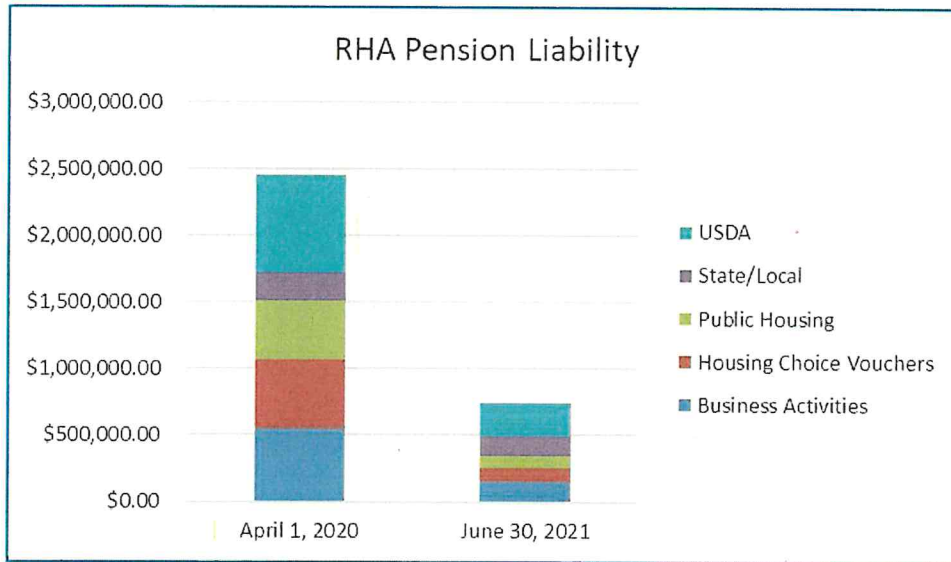
Tom Goodwin, Operations Manager

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

Date: August 4, 2021
To: Board of Commissioners
From: Marco Cruz – Chief Financial Officer
Subject: Financial Review
 Project Net Income April 1, 2021, to June 30, 2021

Pension Liabilities

Since April 1, 2020, RHA has made Additional Discretionary Payments (ADP's) in the amount of \$1,465,000. The remaining liability is concentrated in the USDA and Business Activities programs. As funds become available these programs will continue to pay down their remaining liability through 2023. Reminder, every \$1 in ADP produces \$1 in interest savings over the next 20 years.



Financials

Public Housing

	Public Housing Actual	Public Housing Budget	Public Housing Variance
REVENUE	\$350,111	\$514,817	(\$164,706)
OPERATING EXPENSES	\$359,237	\$372,586	\$13,349
OPERATING REVENUE	(\$9,126)	\$142,232	(\$151,357)
NON-OPERATING EXPENSES	\$0	\$0	\$0
NET INCOME	(\$9,126)	\$142,232	(\$151,357)

Public Housing's grant revenue is lower than expected due to timing of the capital fund draws. The initial capital

fund draw occurred in July rather than June. Expenses are in line with budget. In preparation for the streamline conversion later in 2021, RHA is drawing down Public Housing reserves and capital funds for unit rehabilitation and sewer line repairs at the Richland complex.

Business Activities

	Kingwood Commons Actual	Kingwood Commons Budget	Kingwood Commons Variance	PCD Actual	PCD Budget	PCD Variance
REVENUE	\$172,148	\$167,202	\$4,946	\$1,218	\$0	n/a
OPERATING EXPENSES	\$185,295	\$104,851	(\$80,444)	\$135,245	\$0	
OPERATING REVENUE	(\$13,147)	\$62,351	(\$75,498)	(\$134,028)	\$0	
NON-OPERATING EXPENSES	\$40,410	\$40,410	\$0	\$0	\$0	
NET INCOME	(\$53,557)	\$21,941	(\$75,498)	(\$134,028)	\$0	

	Development Projects Actual	Development Projects Budget	Development Projects Variance	Other Business Activities Actual	Other Business Activities Budget	Other Business Activities Variance
REVENUE	\$1,037,001	\$0	n/a	\$254,535	\$9,881	\$244,654
OPERATING EXPENSES	\$120,713	\$0		\$91,288	\$11,181	(\$80,108)
OPERATING REVENUE	\$916,288	\$0		\$163,247	(\$1,300)	\$164,547
NON-OPERATING EXPENSES	\$0	\$0		\$162,873	\$0	(\$162,873)
NET INCOME	\$916,288	\$0		\$374	(\$1,300)	\$1,674

Kingwood Commons made a \$100,000 unbudgeted ADP which is driving its negative Operating Revenue variance. PCD also made a \$100,000 ADP and has negative operating income due to invoice reimbursement timing. Development Projects' revenue was positively affected by the close of Cashin's Field. One third of the developer fee was paid at close of the project. This amount was expected to be received at certificate of occupancy for Cashin's Field. Both our Lc-35 and solar projects continue to contribute to Other Business Activities Operating Income positive variance.

Housing Choice Voucher Programs

	HCV Admin Actual	HCV Admin Budget	HCV Admin Variance	HCV Voucher Actual	HCV Voucher Budget	HCV Voucher Variance
REVENUE	\$349,223	\$323,316	\$25,907	\$2,554,952	\$0	n/a
OPERATING EXPENSES	\$324,088	\$185,642	(\$138,446)	\$2,827,239	\$0	
OPERATING REVENUE	\$25,135	\$137,674	(\$112,539)	(\$272,287)	\$0	
NON-OPERATING EXPENSES	\$0	\$0	\$0	\$0	\$0	
NET INCOME	\$25,135	\$137,674	(\$112,539)	(\$272,287)	\$0	

	Other HCV Actual	Other HCV Budget	Other HCV Variance
REVENUE	\$439,923	\$0	n/a
OPERATING EXPENSES	\$178,682	\$0	
OPERATING REVENUE	\$261,241	\$0	
NON-OPERATING EXPENSES	\$0	\$0	
NET INCOME	\$261,241	\$0	

HCV Admin Revenue is in line with expectations. It's negative variance is driven by an unbudgeted ADP, early recognition of software licensing fees, and higher than expected staffing costs. HCV Voucher is currently negative as HUD catches up with the current positive leasing trend. The variance will even out to zero within a few months. Other HCV includes the FSS, Mainstream, Foster, and Emergency Housing Voucher (EHV) programs. In June RHA received over \$274,000 in Service and Preliminary fees to begin the EHV process.

USDA

	USDA Actual	USDA Budget	USDA Variance
REVENUE	\$777,153	\$762,984	\$14,169
OPERATING EXPENSES	\$534,433	\$480,723	(\$53,710)
OPERATING REVENUE	\$242,720	\$282,261	(\$39,541)
NON-OPERATING EXPENSES	\$87,216	\$32,301	(\$54,915)
NET INCOME	\$155,505	\$249,960	(\$94,455)

Butte View Estates and Centennial Arms have historically struggled to maintain positive cash flows but both projects have started strong in FYE 2022. USDA Richland has strong receipts and made an unbudgeted \$11,000 ADP. Maintenance expenses are higher than expected for USDA Richland.

State/Local

	NSP Actual	NSP Budget	NSP Variance	OMS Actual	OMS Budget	OMS Variance
REVENUE	\$60,848	\$0	n/a	\$28,113	\$55,500	(\$27,387)
OPERATING EXPENSES	\$83,843	\$0		\$87,849	\$111,330	\$23,481
OPERATING REVENUE	(\$22,995)	\$0		(\$59,737)	(\$55,830)	(\$3,906)
NON-OPERATING EXPENSES	\$0	\$0		\$0	\$0	\$0
NET INCOME	(\$22,995)	\$0		(\$59,737)	(\$55,830)	(\$3,906)

	Teesdale Actual	Teesdale Budget	Teesdale Variance
REVENUE	\$10,525	\$9,863	\$661
OPERATING EXPENSES	\$6,962	\$9,586	\$2,625
OPERATING REVENUE	\$3,563	\$277	\$3,286
NON-OPERATING EXPENSES	\$0	\$0	\$0
NET INCOME	\$3,563	\$277	\$3,286

Neighborhood Stabilization Program has higher than expected maintenance expenses as several units had flooring and painting upgrades. OMS is in line with budget. OMS's fiscal year end is June 30th and we expect the current shortfall to reverse with the 2019-2021 contract revision approved by the RHA Board at a previous meeting.

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