



# 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

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May 13, 2020

TO: Chairperson Kent Boes  
Commissioner Dan Miller  
Commissioner Brian Foss  
Commissioner Manny Cardoza  
Commissioner Jeramy Chapdelaine  
Commissioner Bob Woten  
Commissioner Suzanne Gallaty  
Commissioner Rick Millhollin  
Commissioner Ron Sullenger  
Commissioner Toni Benson  
Commissioner John Loudon  
Commissioner Doug Lofton  
Commissioner Randy Fletcher  
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  
Judy Sanchez, City of Yuba City  
The Union

## NOTICE OF REGULAR MEETING

May 20, 2020

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, May 20, 2020.**

**This meeting will be held via ZOOM. The link is <https://zoom.us/j/98065858889>, Meeting ID: 980 6585 8889, call in number 1-669-900-6833.**

Gustavo Becerra  
Executive Director



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

**ZOOM MEETING**  
<https://zoom.us/j/98065858889>  
**Meeting ID: 980 6585 8889,**  
**Call-In number 1-669-900-6833**

**May 20, 2020, 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. EXECUTIVE SESSION: NONE  
May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.
- 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.
  - 1. Approval of Minutes – April 15, 2020 pg. 1
  - 2. Ratification of Approval of Reclassification of Receptionist to Receptionist/Account Clerk pg. 4
  - 3. Resolution 20-1658 – Public Housing Collection Loss Write-off pg. 6
  - 4. Resolution 20-1659 – Kingwood Commons Collection Loss Write-off pg. 8

- 5. Resolution 20-1660 – NSP Collection Loss Write-off pg. 10
- 6. Resolution 20-1661 – Rural Development Collection Loss Write-off pg. 12
- 7. Resolution 20-1662 – Devonshire Collection Loss Write-off pg. 14
- 8. Resolution 20-1663 – Housing Choice Voucher Fraud Recovery Collection Loss Write-off pg. 16

G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action:

- 9. Resolution 20-1664, Recognition and Appreciation for the Diligent Service of Senior Development and Rehabilitation Specialist Charles (Larry) Tinker pg. 18
- 10. Election of Officers

I. ADMINISTRATIVE REPORT:

- 11. RHA Owned/Managed Properties Occupancy/Eligibility Updated Pattra Runge, Occupancy Manager pg. 19
- 12. Housing Choice Voucher Occupancy/Eligibility Update Alisha Parker, Occupancy Manager pg. 21
- 13. Planning and Community Development Update Beckie Flores, Planning and Community Development Manager pg. 22
- 14. Maintenance Update Tom Goodwin, Operations Manager pg. 25
- 15. Administrative Update Gustavo Becerra, Executive Director

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: June 3, 2020

L. ADJOURNMENT:

REGIONAL HOUSING AUTHORITY  
Minutes  
Regular Board Meeting  
Via Teleconference  
April 15, 2020

ITEM NO. A - CALL TO ORDER:

Chairperson Kent Boes called the meeting to order via teleconference at 12:18 PM.

ITEM NO. A - ROLL CALL:

Chairperson Kent Boes, Commissioners Ron Sullenger, Dan Miller, John Loudon, Randy Fletcher, Manny Cardoza, Rick Millhollin, Suzanne Gallaty, Doug Lofton, Brian Foss and Bob Woten were present. Commissioners Jeramy Chapdelaine, David Waite and Toni Benson were absent. Legal Counsel Brant Bordsen was also present.

Staff present were: Executive Director Gustavo Becerra, Executive Assistant/HR Coordinator Jennifer Ruiz, Operations Manager Tom Goodwin, Chief Financial Officer Marco Cruz and Planning and Community Development Manager.

ITEM NO. B. – PLEDGE OF ALLEGIANCE: NONE

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D. – AWARDS AND PRESENTATIONS: NONE

ITEM NO. E. – EXECUTIVE SESSION: NONE

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

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

Vote: Ayes: Chairperson Kent Boes, Commissioners Ron Sullenger,  
Randy Fletcher, John Loudon, Manny Cardoza, Suzanne  
Gallaty, Dan Miller, Rick Millhollin, Doug Lofton, Bob Woten  
and Brian Foss

Nays: None

Abstain: None

Absent: Commissioners David Waite, Toni Benson and Jeramy  
Chapdelaine

ITEM NO. G. – OLD BUSINESS: NONE



ITEM NO. H.3. – RECOMMEND APPROVAL TO AWARD BID FROM BUSKIRK CONSTRUCTION, INC. FOR THE METAL OFFICE/STORAGE BUILDING PROJECT LOCATED AT 384 MILES AVENUE, YUBA CITY, CA 95991:

Executive Director Gustavo Becerra explained the Board approved the demolition of an old shop in May 2018 to make room for a new maintenance office and storage shop. He stated once the funds were obtained, staff put the project out to bid. Mr. Becerra said four (4) contractors signed out plans and three (3) contractors submitted bids. He shared the Housing Authority has experience working with Buskirk Construction as they have done projects in the past for our agency.

Mr. Becerra also mentioned once the new office/storage shop is completed the current maintenance shop will be once again used as a 3-bedroom rental unit.

Commissioner Loudon mentioned there was a large gap between the bids and wanted to know if there was some confusion with what work was being bid on. Mr. Becerra shared staff noticed the difference as well and were unsure as to why such a large gap as well. Planning and Community Development Manager Beckie Flores stated Pro Builders did not attend the walk through and may have thought they needed to bid all work including the interior work.

Commissioner Fletcher recommends staff monitor the contractor daily, so this does not turn into a nightmare with too many change orders. Commissioner Miller asked about a contingency for change orders. Mr. Becerra said the contingency is budgeted into the project. He also stated staff has experience working with Buskirk Construction and is confident the contractor will do good work. Mr. Becerra mentioned staff monitors construction projects and meets with the contractor throughout for various meetings.

Commissioner Lofton made a motion to approve the bid from Buskirk Construction Inc. in the amount of \$145,000.00 for the metal office/storage building project located at 384 Miles Avenue in Yuba City, Ca and authorize the Executive Director to execute the construction contract and all required documents. Commissioner Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Kent Boes, Commissioners Ron Sullenger, Randy Fletcher, John Loudon, Manny Cardoza, Suzanne Gallaty, Dan Miller, Rick Millhollin, Doug Lofton, Bob Woten and Brian Foss

Nays: None

Abstain: None

Absent: Commissioners David Waite, Toni Benson and Jeramy Chapdelaine

ITEM NO. I.16. – ADMINISTRATIVE UPDATE:

Mr. Becerra stated due to COVID-19 our office has been closed to the public since March 16, 2020. He mentioned staff is working a modified schedule with half of the office staff working

Monday through Wednesday and the other half working Thursday through Saturday, 12-hour days with 4 hours of administrative leave each week. Mr. Becerra said this modified schedule is set to expire on May 3, 2020 and we will reevaluate for any necessary extensions.

Mr. Becerra mentioned the Housing Authority applied for and was awarded 25 vouchers for youth exiting out of foster care. He stated the breakdown of the vouchers per jurisdiction will be as follows: Nevada County-5, Sutter County-6, Yuba County-7 and Colusa County-7. Mr. Becerra explained these vouchers can only be used for 36 months from the first day of use or when the youth gives it up.

Mr. Becerra said he is very grateful the Housing Authority was able to close on the recent tax credit deals as the value of the tax credits has dropped due to the economics. He mentioned a tax credit application for Brunswick Commons was submitted and awards should be sometime in June 2020. Mr. Becerra explained applications for two other projects will be submitted in July 2020, one for Cedar Lane in Yuba County and one for a project in Nevada City. He stated extensions have been requested to TCAC to see what will happen with the economic rebound. Mr. Becerra said it may be a challenge to finance these projects.

Mr. Becerra shared the Housing Authority will be making a payment of \$500,000.00 to CalPERS to reduce the current \$2.25 million pension unfunded liability. He explained a 7% interest rate is charged on any monies owed so the ability to make this payment will save the agency money in the future.

Mr. Becerra stated the Housing Authority is a landlord and there was concern about what the rent revenue would look like for April. He shared the amount of unpaid rent has decreased in the last few days. Mr. Becerra said it is not as bad as what he thought it would be. He shared many units have a subsidy attached to them allowing staff to adjust rents for those who may have been affected by the current situation.

Commissioner Cardoza asked if a pass was given for any late payments this month. Mr. Becerra said HUD has given some guidance for the situation so a late fee will not be charged for those public housing units. He stated there has been no guidance from USDA or HUD on the other properties.

#### ITEM NO. J - HOUSING COMMISSIONERS' COMMENTS:

Commissioner Miller stated all was good in Nevada County during this time.

Commissioner Cardoza mentioned the project on Garden Highway was moving along.

Commissioner Millhollin shared Hands of Hope is still running strong on both sides of the bridge.

ITEM NO. K – NEXT MEETING: May 6, 2020

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 12:53 PM.

Regional Housing Authority

Staff Report

**Date:** May 20, 2020

**To:** Board of Commissioners

**From:** Tom Goodwin, Operations Manager

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**Subject:** Reclassification

**Recommendation:** Approval to reclassify Receptionist to Receptionist/Account Clerk

**Fiscal Impact:** \$2,315.00 annually

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**Background:**

Currently the Maintenance Department of the Regional Housing Authority is made up of the Operations Manager, one Supervising Maintenance Technician, one Receptionist, six (6) Maintenance Technicians and one Lead Grounds Worker. The Receptionist/Account Clerk position would enable the employee to perform more of a variety of duties. Reclassifying the Receptionist position to a Receptionist/Account Clerk position would allow this employee to continue to perform general clerical duties as well as perform basic accounts payable functions in order to assist the Finance Department, including input of invoices, data entry, , preparation of electronic spreadsheets and/or other recordkeeping systems and run various reports.

**Recommendation:**

It is recommended that the Board of Commissioners of Regional Housing Authority approve the reclassification of one Receptionist to Receptionist/Account Clerk.

Prepared by:

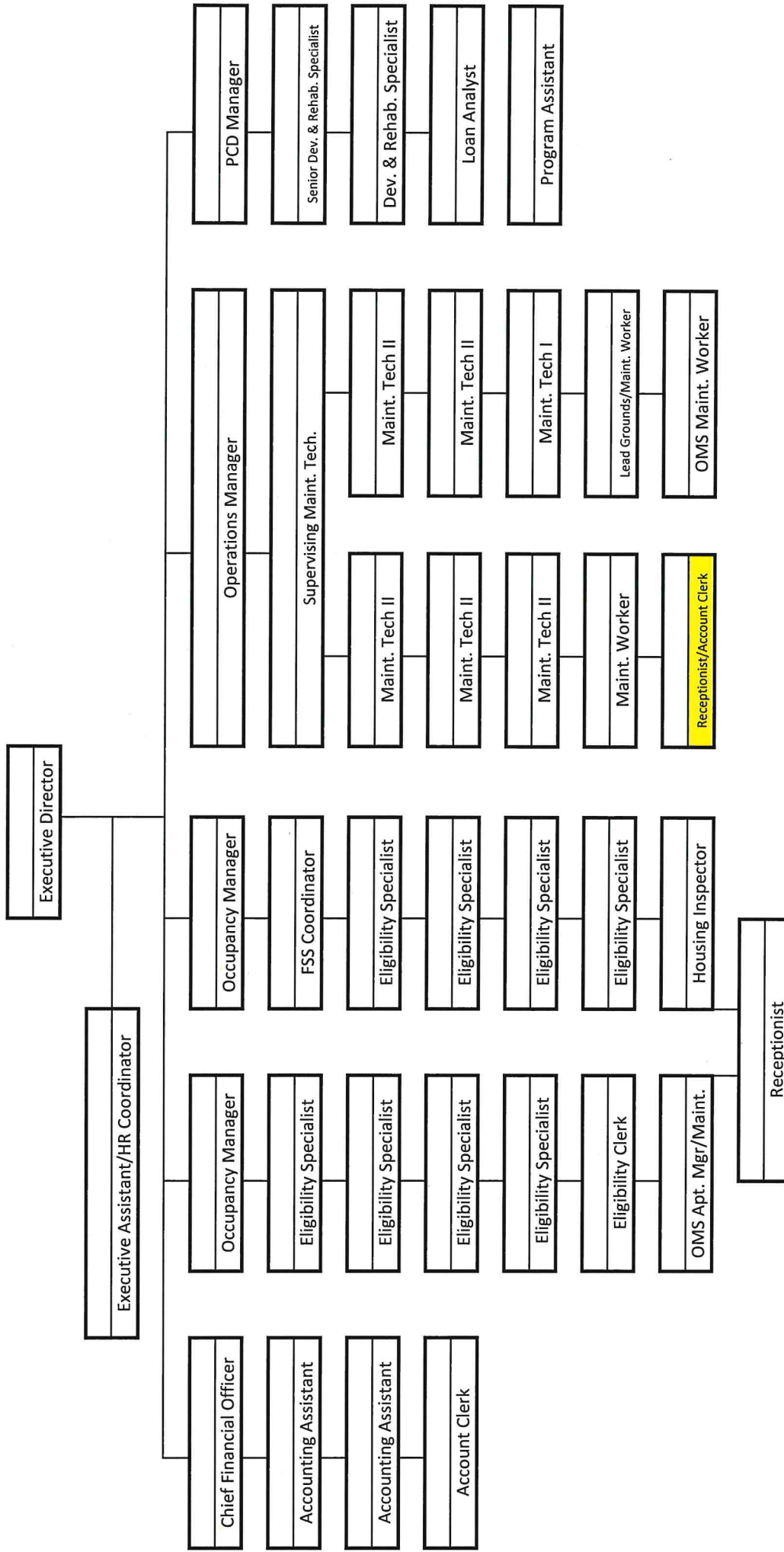
Submitted by:

*for*   
\_\_\_\_\_  
Tom Goodwin  
Operations Manager

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



# Regional Housing Authority Organizational Chart



Adopted: 11-20-2019

Revised: 05-20-2020

\* Highlighted position is currently a Receptionist staff is requesting approval to reclassify as a Receptionist/Account Clerk





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## RESOLUTION 20-1658

### RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING LOW INCOME HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$7,774.89

WHEREAS, the Regional Housing Authority operates low-income housing projects CA 48-2, CAL 48-4 and CAL 48-5 pursuant to U.S. Department of Housing and Urban Development annual contributions contract SF-211; and

WHEREAS, operations of low-income housing includes the collection of monthly rental amounts; and

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

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending May 31, 2020 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 \$7,774.89.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed, and adopted this 20<sup>th</sup> day of May 2020 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

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

Kent Boes, Chairperson

6

**Public Housing  
Collection Loss Write Off  
Period: May 2020**

Tenant	Property	Address	Date Move In	Date Move Out	Monthly Rent	Rent Owed	Late Fee's	Damages	Solar	Legal Fee's	Total Owed	Payback Agreement
T0012648	PH-Rich	387 Miles Ave., Y.C.	03/04/19	02/18/20	\$ 305.00	\$ 272.51	\$ -	\$ 1,057.53	\$ 88.87	\$ -	\$ 1,418.91	No
T0003393	PH-Date	2750 Date St., #14, L.O	02/08/12	02/11/20	\$ 215.00	\$ -	\$ -	\$ 1,899.25	\$ -	\$ -	\$ 1,899.25	No
T0007352	PH-Date	2750 Date St., #36, L.O	07/18/16	03/04/20	\$ 288.00	\$ 562.00	\$ 25.00	\$ 1,535.18	\$ -	\$ 2,000.00	\$ 4,142.18	No
T0014076	PH-Date	2750 Date St., #49, L.O	06/28/18	03/17/20	\$ 276.00	\$ -	\$ -	\$ 314.55	\$ -	\$ -	\$ 314.55	No
					\$ 854.51	\$ 25.00	\$ 4,806.51	\$ 88.87	\$ 2,000.00	\$ 7,774.89	Total Write Off	

Deceased \*

25/12/2020

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

Exhibit A

7



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## RESOLUTION 20-1659

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING KINGWOOD COMMONS APARTMENTS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$1,406.37

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

WHEREAS, operations of Kingwood Commons include the collection of monthly rental amounts; and

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

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending May 31, 2020 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 \$1,406.37.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 20<sup>th</sup> day of May 2020 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

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

Kent Boes, Chairperson

(SEAL)

Kingwood Commons  
 1340 Gray Avenue, Yuba City  
 Collection Loss Write Off  
 Period: May 2020

<u>Tenant</u>	<u>Apartment</u>	<u>Move In</u>	<u>Date</u>	<u>Move Out</u>	<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fee's</u>	<u>Damages</u>	<u>Solar</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
T0005430	60	07/28/14	01/02/20		\$ 1,300.00	\$ 207.76	\$ 25.00	\$ 1,162.29	\$ 11.32	\$ -	\$ 1,406.37	No
											\$ 1,406.37	Total Write Off

25/12/2020

Deceased \*

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

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

Exhibit A





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## RESOLUTION 20-1660

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING NEIGHBORHOOD STABILIZATION PROGRAM (NSP) COLLECTION LOSS WRITE- OFF IN THE AMOUNT OF \$3,439.50

WHEREAS, the Regional Housing Authority operates affordable housing in multiple jurisdictions; and

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

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

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending May 31, 2020 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 \$3,439.50.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 20<sup>th</sup> day of May 2020 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

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

Kent Boes, Chairperson

(SEAL)

10

**NSP Properties - Yuba City  
Collection Loss Write Off  
Period: May 2020**

<u>Tenant</u>	<u>Address</u>	<u>Date</u>	<u>Move In</u>	<u>Move Out</u>	<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fee's</u>	<u>Damages</u>	<u>Utilities</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
T0003545	1942 Wild River Drive	02/20/10	12/12/19		\$ 854.00	\$ -	\$ -	\$ 3,439.50	\$ -	\$ -	\$ 3,439.50	No
					\$ -	\$ -	\$ -	\$ 3,439.50	\$ -	\$ -	\$ 3,439.50	
											<b>\$ 3,439.50</b>	<b>Total Write Off</b>

*25/12/2020*

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

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

Exhibit A

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## RESOLUTION 20-1661

### RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$8,112.56

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

WHEREAS, operations of low-income housing include the collection of monthly rental amounts; and

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

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending May 31, 2020 and is made a part of this resolution.

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$8,112.56.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed, and adopted this 20<sup>th</sup> day of May 2020 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

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

Kent Boes, Chairperson

(SEAL)

12

USDA  
Collection Loss Write Off  
Period: May 2020

Tenant	Property	Address	Date	Move In	Move Out	Monthly Rent	Rent Owed	Late Fee's	Damages	Solar	Legal Fee's	Total Owed	Payback Agreement
T0017962	RD	380 McKeenan Dr., #E, Yuba City	11/20/18	12/11/19	\$	289.00	\$ 969.63	\$ -	\$ 1,035.50	\$ 253.83	\$ 855.96	\$ 3,114.92	No
T0017778	RD	420 Miles Ave., #31, Yuba City	11/01/18	12/11/19	\$	1,154.00	\$ 1,619.25	\$ 10.00	\$ 1,231.00	\$ 171.02	\$ 780.02	\$ 3,811.29	No
T0019472	RD	288 Samuel Dr., #C, Yuba City	03/19/19	01/06/20	\$	473.00	\$ 571.38	\$ 10.00	\$ 168.00	\$ 84.92	-	\$ 834.30	No
T0003206	RD	420 Miles Ave., #73, Yuba City	11/19/12	01/30/20	\$	292.00	\$ -	\$ -	\$ 99.05	\$ -	-	\$ 99.05	No
T0006915	RD	420 Miles Ave., #90, Yuba City	08/25/15	12/15/16	\$	274.00	\$ 253.00	\$ -	\$ -	\$ -	-	\$ 253.00	No

\$3,413.26 \$ 20.00 \$ 2,533.55 \$ 509.77 \$ 1,635.98 **\$ 8,112.56 Total Write Off**

R 5/12/2020

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 20-1662

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING DEVONSHIRE APARTMENTS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$502.00

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 May 31, 2020 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 \$502.00.

This Resolution is to take effect immediately

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed, and adopted this 20<sup>th</sup> day of May 2020 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Kent Boes, Chairperson

(SEAL)

**Devonshire  
Collection Loss Write Off  
Period: May 2020**

<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>
T0006466	1431 Wescott Road #1	04/02/15	01/09/16		\$ 780.00	\$ 138.00	\$ -	\$ 160.00	\$ -	\$ -	\$ 298.00	No
T0005284	1433 Wescott Road #3	06/08/12	09/30/16		\$ 668.00	\$ 204.00	\$ -	\$ -	\$ -	\$ -	\$ 204.00	No
					\$	\$ 342.00	\$ -	\$ 160.00	\$ -	\$ -	\$ 502.00	Total Write Off

Deceased \*

P 5/12/2020

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

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

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## RESOLUTION 20-1663

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING HOUSING CHOICE VOUCHER FRAUD RECOVERY COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$2,036.00

WHEREAS, the Regional Housing Authority operates the Housing Choice Voucher program for Sutter, Nevada, Yuba and Colusa Counties; and

WHEREAS, operations of the Housing Choice Voucher program includes assisting families who are low income; and

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

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending May 31, 2020 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 \$2,036.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed, and adopted this 20<sup>th</sup> day of May 2020 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

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

Kent Boes, Chairperson

(SEAL)

16

HCV Fraud Recovery  
Collection Loss Write Off

Period: May 2020

<u>Tenant</u>	<u>HAP</u>	<u>Fraud Recovery Amount Owed</u>	<u>Late Fee's</u>	<u>NSF Fee's</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
T0018677		1,720.00	-	-	-	1,720.00	Yes
A0001446		316.00	-	-	-	316.00	Yes
		2,036.00	\$ -	\$ -	\$ -	\$ 2,036.00	Total Write-Off

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

Exhibit A

OF  
12 MAY 20

5





# 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](http://www.RegionalHA.org)

## RESOLUTION 20-1664

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY EXPRESSING RECOGNITION AND APPRECIATION FOR THE DILIGENT SERVICE OF CHARLES (LARRY) TINKER

WHEREAS, Larry Tinker began his tenure with the Housing Authority on May 1, 2000; and

WHEREAS, Mr. Tinker has been a part of the Housing Authority through many changes including multiple name changes and 5 Executive Directors; and

WHEREAS, the Regional Housing Authority wishes to express their gratitude to Larry Tinker for 20 plus years of services: and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Regional Housing Authority hereby recognizes Larry Tinker for his commitment and contributions to the Housing Authority.

**This Resolution was moved and approved at the Regular meeting of the Board of Commissioners, this 20<sup>th</sup> day of May 2020 as the Board conveys their best wishes in all his future endeavors.**

AYES:

NAYS:

ABSTAINED:

ABSENT:

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Chairperson, Kent Boes

**REGIONAL HOUSING AUTHORITY**

**STAFF REPORT**

Date: May 20, 2020  
To: Board of Commissioners  
From: Pattra Runge, Occupancy Manager

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SUBJECT: Quarterly Occupancy (Q4-2020) report for quarter ending March 31, 2020

RECOMMENDATION: None - update only

FISCAL IMPACT: None – informational only

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

Program	Units Available	January	February	March
Public Housing (Yuba City, Live Oak)	171	169	167	167

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

Development	Units Available	January	February	March
USDA/Farm Labor (Yuba City)	188	183	183	184
Centennial Arms (Live Oak)	21	20	20	19
Butte View (Live Oak)	31	31	31	31

**Office of Migrant (OMS) Services**

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

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

Development	Units Available	January	February	March
Kingwood Commons (Yuba City)	63	63	62	62
Devonshire (Colusa)	29	28	27	26
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	9

Neighborhood Stabilization Program-3 (Yuba City)	12	11	11	11
Regional Housing Authority Trailer (Yuba City)	1	1	1	1
Trailer Park (Yuba City)	8	8	7	7

**Sutter Community Affordable Housing**

Development	Units Available	January	February	March
Town Center (Yuba City)	27	27	26	26
Yolo-Heiken (Yuba City)	5	5	5	5
Maple Park I (Live Oak)	55	53	53	53
Kristen Court (Live Oak)	55	54	55	55

**Commercial Space**

Development	Units	January	February	March
Miles Market (Yuba City)	1	1	1	1
YCUSD-Bernard (Yuba City)	1	1	1	1
Ampla Health Clinic (Yuba City)	1	1	1	1

**Building Better Partnerships Inc.**

Development	Units Available	January	February	March
MH-814 F-SRO's (Marysville)	10	10	8	9
Maple Park II (Live Oak)	34	33	33	34
Stony Creek II (Williams)	31	30	30	30

**Comments:**

At this time the following property waitlists are open: USDA Rural Development – Richland, Centennial Arms, Butte View Estates, Town Center Senior Manor, Date Street Senior Village, River City Manor – Joann Way, Richland Housing (Public Housing) 0, 4- and 5-bedroom sizes, and Kristen Court.

Three units at Richland Public Housing are offline for rehabilitation work which will occur on a rotation basis over the next 6-10 months.

Office of Migrant Center (OMS) opened on May 1, 2020. Currently, we only have 5 vacant units out of 75 total units. We anticipate filling the remaining units over the next couple weeks, as some families incurred some travel restrictions.

Prepared by:   
 Pattra Runge/Occupancy Manager

Submitted by:   
 Gustavo Becerra/Executive Director

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: May 5, 2020
To: Board of Commissioners
From: Alisha Parker, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q4-FY 2019) report for quarter ending March 31, 2020

RECOMMENDATION: None

FISCAL IMPACT: None, informational only

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

Table with 5 columns: Program, Units Available, January, February, March. Rows include HCV/Section 8, HCV Port-Out Administered, and VASH.

Comments: The Section 8 Housing Choice Voucher (HCV) waitlist remains open to residents of Colusa, Nevada, Sutter, and Yuba Counties. The waitlist for Courtyards at Penn Valley PBV, Stony Creek II, and Maple Park II remain open. RHA was awarded 50 Mainstream vouchers in December 2019 for our four-county jurisdiction. These vouchers are being issued for households with a family member who is disabled and between the age of 18-61 (these members are referred to as being non-elderly disabled). RHA is working with Yuba, Sutter, Colusa, and Nevada Counties to process applicants for these vouchers. RHA was awarded by HUD 25 Foster Youth Independence vouchers four our four-county jurisdiction effective March 1, 2020. These vouchers will be used for youths transitioning from foster care who are at risk of homelessness and have been referred by local Health and Human Service departments.

Prepared by: [Signature]
Alisha Parker/Occupancy Manager

Submitted by: [Signature]
Gustavo Becerra/Executive Director



**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

**Date:** May 20, 2020  
**To:** Board of Commissioners  
**From:** Beckie Flores, Planning & Community Development Manager

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**SUBJECT:** Planning & Community Development (PCD) Department Update  
**RECOMMENDATION:** None.  
**FISCAL IMPACT:** Not applicable.

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**Departmental Updates:**

**HOUSING PROGRAMS**

**Housing Rehabilitation Program** – The PCD Department currently administers owner-occupied housing rehabilitation programs for the following jurisdictions: County of Butte, City of Gridley, City of Yuba City and City of Live Oak. The following is a summary of housing rehabilitation projects approved since March, 2020:

<u>Jurisdiction</u>	<u># Projects Approved</u>
Butte County	2

**RHA CAPITAL PROJECTS**

**Kingwood Commons Roofing and Cabling (Yuba City)** – On October 16, 2019 the Board of Commissioners awarded a contract California Window Industries for the re-roofing of the last building at Kingwood Commons. Work is now complete and also included the installation of gutters, new telecommunications cabling and satellite dish mounts.

**Butte View Water Heater Replacement (Live Oak)** – On December 18, 2019 the Board of Commissioners approved the installation of the new water heaters at Butte View Estates. Work is now complete and also included renovations, and accessibility improvements to the community room.

**476 Garden Highway Remodel (Yuba City)** – RHA has contracted with Bill Brewer Construction to renovate 14 units at 476 Garden Highway located at the Richland Housing Complex. So far 4 units have been completed and 2 units are underway. The remaining units will be rehabbed as funds allow.

**New Office and Storage Building (Yuba City)** – On April 15, 2020 the Board of Commissioners approved a contract to Buskirk Construction for the erection of a new steel building that will serve as the new Maintenance Offices located at the Richland Maintenance Yard. The Notice to Proceed was issued on May 8, 2020 and the building is scheduled to be installed within 90 days. Once the building is complete

22



and Maintenance Offices relocated, the former Maintenance office location will be converted back into a 3-bedroom rental unit.

### **TAX CREDIT PROJECTS – NEW CONSTRUCTION**

**New Haven Court Permanent Supportive Housing (Yuba City)** – Co-developer: Pacific West Communities; Number of units: 40; Target population: homeless and mentally disabled persons. Construction financing closed on April 1, 2020. The project is currently under construction with an estimated completion date of April, 2021.

**Kristen Court Phase II (Live Oak)** – Co-developer: Pacific West Communities; Number of units: 24; Target population: low-income families. Construction financing closed in September, 2019 and the project is currently under construction with an estimated completion date of July, 2020.

**Truckee Artist Lofts (Truckee)** – Co-developer: CFY Development; Number of units: 76; Target population: low-income artists. Construction financing closed in October, 2019 and the project is currently under construction with an estimated completion date of April, 2021.

**Lone Oak Senior Housing (Penn Valley)** – Co-developer: Pacific West Communities; Number of units: 31; Target population: low-income seniors. Construction financing closed on March 23, 2020. The project is currently under construction with an estimated completion date of April, 2021.

**Brunswick Commons Permanent Supportive Housing (Grass Valley)** – Co-developer: Pacific West Communities; Number of units: 41; Target population: homeless and mentally disabled persons. “Competitive” No Place Like Home funds have been awarded to the project and RHA has committed 40 project-based Housing Choice Vouchers to the development. PWC and RHA submitted an application for 9% tax credits in March. Awards will be announced in June, 2020.

**Cedar Lane Permanent Supportive Housing (Linda)** – Co-developer: Pacific West Communities; Number of units: 41; Target population: homeless and mentally disabled persons. The Housing Authority has committed 40 project-based Housing Choice Vouchers to the development. We also submitted an application for No Place Like Home (NPLH) funds in January, 2020, awards will be announced in June, 2020. PWC and RHA will prepare an application for 9% tax credits for submission in July, 2020.

**Kristen Court Phase III (Live Oak)** – Co-developer: Pacific West Communities; Number of units: 32; Target population: low-income families. The Housing Authority is looking to commit project-based Housing Choice Vouchers to the development which is the third and final phase of the Kristen Court Apartments. PWC and RHA prepared an application for Multifamily Housing Program (MHP) funds in March, 2020. Awards are expected to be announced later this summer.

**Cashin’s Field (Nevada City)** – Co-developer: Central California Housing Corporation; Number of units: 56; Target population: low-income families. Planning and pre-development work is underway in coordination with Nevada City and Nevada County. The Housing Authority is looking to commit project-based Housing Choice Vouchers to the development. CCHC and RHA staff will prepare an application for 9% tax credits for submission in July, 2020.

**TAX CREDIT PROJECTS – ACQUISITION/REHABILITATION**

**Devonshire Apartments (Colusa)** – Co-developer: Central California Housing Corporation; Number of units: 28; Target population: low-income families. Construction financing closed on March 17, 2020. The project is currently under construction with an estimated completion date of September, 2020.

**Grass Valley Terrace (Grass Valley)** - Co-developer: Impact Development Group; Number of units: 70; Target population: low-income families. Construction financing closed on March 20, 2020. The project is currently under construction with an estimated completion date of December, 2020.

Prepared by:



Beckie Flores  
Planning & Community Development Manager

Submitted by:



Gustavo Becerra  
Executive Director

REGIONAL HOUSING AUTHORITY  
STAFF REPORT

25

DATE: May 20, 2020

TO: Board of Commissioners

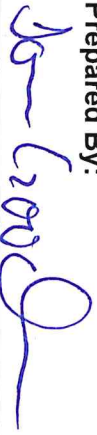
FROM: Tom Goodwin, Operations Manager

SUBJECT: Maintenance and Operations Update

- Total work orders for January, February, March, 2020 were 1139, break down as follows:
- Total number of work orders by projects:

Priority & Category	bve	ca	date	devons	h2f	joann	kc	kris-rha	lc-35	mh	mp	nsp	other	oms	percy	rd	rich	tc	tp	tr-185	RHAT	vo	yolo	TOTAL
Emergency	9	8	13	2	3	5	8		3	3	14	3			2	30	24	2	4		1		1	135
Make Ready's		3	4	1			4			2	3	1				7	2	1						28
Routine	27	44	63	34	20	14	72		21	21	203	53	2	6	7	197	154	33	2		2	1	976	
Scheduled																								0
Total Property	36	55	80	37	23	19	84		24	26	220	57	2	6	9	234	180	36	6		1	2	2	1139
Pending																								0
Completed																								1120
Pest	2	4	7				9			2		8				22	12	1						67
Cancelled																								0
HQS		13	21				12				103					76	55							280

Prepared By:



Tom Goodwin, Operations Manager

Submitted By:



Gustavo Becerra, Executive Director