



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

July 11, 2018

TO: Chairperson Dan Miller
Commissioner Kent Boes
Commissioner Brian Foss
Commissioner Manny Cardoza
Commissioner Jeramy Chapdelaine
Commissioner Diane Hodges
Commissioner Suzanne Gallaty
Commissioner Luis Uribe
Commissioner Ron Sullenger
Commissioner Toni Benson
Commissioner John Loudon
Commissioner Doug Lofton
Commissioner Andy Vasquez
Commissioner David Waite
Legal Counsel Brant Bordsen

Sutter County Board of Supervisors
Nevada County Board of Supervisors
Yuba County Board of Supervisors
Colusa County Board of Supervisors
City Council, Live Oak
City Council, Yuba City
City Council, Colusa
Appeal-Democrat
Duane Oliveira, General Counsel Emeritus
PEU Local #1
Terrel Locke, City of Yuba City
Darin Gale, City of Yuba City
Judy Sanchez, City of Yuba City
The Union
Rob Choate, County of Nevada

NOTICE OF REGULAR MEETING

July 18, 2018

You are hereby notified that the Commissioners of the Regional Housing Authority are called to meet in Regular Session at **12:15 PM on Wednesday, July 18, 2018 at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**



Gustavo Becerra
Executive Director

AGENDA
REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
REGIONAL HOUSING AUTHORITY
Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991
July 18, 2018, 12:15 PM

- A. CALL TO ORDER: ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. PUBLIC PARTICIPATION: Members of the public shall be provided with an opportunity to address the Board on items of interest that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring something before the Board that is not on the agenda may do so at this time; however, State law provides that no action may be taken on any item not appearing on the posted Agenda. Persons who wish to address the Board during public comment or with respect to an item that is on the agenda, will be limited to three (3) minutes.
- D. EXECUTIVE SESSION: May be held under California Government Code regarding pending and/or anticipated litigation, property acquisition, and/or personnel issues.
 - 1. CLOSED SESSION: Pursuant to Section 54957.6 of the California Government Code
 - Conference with Labor Negotiator
 - Agency Negotiator: Patrick Clark
- E. AWARDS AND PRESENTATIONS: NONE
- F. CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time that the Board votes on the motion, unless members of the Board request specific items to be discussed or removed from the Consent Calendar for individual action.
 - 2. Approval of Minutes – June 20, 2018 pg. 1
 - 3. Resolution 18-1569 – Public Housing Collection Loss Write-Off pg. 3
 - 4. Resolution 18-1570 – Kingwood Commons Collection Loss Write-Off pg. 5
 - 5. Resolution 18-1571 – Devonshire Collection Loss Write-Off pg. 7
- G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action:

6. Recommend Approval to Award Contract for Installation of a Solar Photovoltaic System at 1455 Butte House Road, Yuba City, CA
Gustavo Becerra, Executive Director pg. 9
7. Approval of Proposed Rent Increases for Kingwood Commons 1 and 2 Bedroom Units
Pattra Runge, Occupancy Manager pg. 11

I. ADMINISTRATIVE REPORT:

8. Administrative Update
Gustavo Becerra, Executive Director

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: August 1, 2018

L. ADJOURNMENT:

Ag07182018

REGIONAL HOUSING AUTHORITY

Minutes

Regular Board Meeting

June 20, 2018

ITEM NO. A - CALL TO ORDER:

Vice-Chairperson Manny Cardoza called the meeting to order at the Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.

ITEM NO. A - ROLL CALL:

Vice-Chairperson Manny Cardoza, Commissioners Luis Uribe, Brian Foss, Kent Boes, John Loudon, Suzanne Gallaty, Doug Lofton, and David Waite were present. Chairperson Dan Miller Commissioners Ron Sullenger Toni Benson, Diane Hodges, Andy Vasquez and Jeramy Chapdelaine were absent. Legal Counsel Brant Bordsen was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioner Waite led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D.1. – CLOSED SESSION: PURSUANT TO SECTION 54957.6 OF THE CALIFORNIA GOVERNMENT CODE: CONFERENCE WITH LABOR NEGOTIATOR, AGENCY NEGOTIATOR: PATRICK CLARK:

Vice-Chairperson Cardoza said there was no action taken.

ITEM NO. E. – AWARDS AND PRESENTATIONS: NONE

ITEM NO. F.2. through F.4. - CONSENT CALENDAR:

Commissioner Lofton made a motion to approve the Consent Calendar as submitted. Commissioner Uribe made the second. All were in favor by voice vote.

ITEM NO. G.5. – UPDATE ON HAZARDOUS MATERIAL REMOVAL PROJECT:

Executive Director Gustavo Becerra stated the Board previously approved the hazmat removal and demolition of one of the building in the maintenance yard. Staff reviewed the project and took another look at it deciding to contract out the hazmat removal piece and in-house staff would do the demolition.

ITEM NO. H. – NEW BUSINESS: NONE

ITEM NO. I.6. – ADMINISTRATIVE UPDATE:

Mr. Becerra shared the Stony Creek Apartments Ribbon cutting took place with a good turnout. He thanked Commissioner Foss and his staff for their assistance with the Penn Valley project by recording

the map and getting the environmental review completed in record time. Mr. Becerra said the project is on track to submit a funding application. He said the Truckee project financing should close by the deadline of September.

Mr. Becerra said he and Beckie Flores, Planning and Community Development Manager, will be attending the Yuba County Planning Commissioner meeting regarding a development agreement between the Housing Authority, Yuba County and the development partners to lock in the piece of land, known as the Cedar Lane project, to develop affordable housing.

Mr. Becerra shared the Housing Choice Voucher (Section 8) waiting list will be opening on Monday, June 25, 2018. He stated staff is encouraging families to apply online, but paper applications are also available.

ITEM NO. J. HOUSING COMMISSIONERS' COMMENTS:

Commissioner Cardoza stated the bridge project is still on schedule with a completion date of June 2020. He also mentioned the children's parade will take place on July 4, 2018 at the town fountain.

ITEM NO. K – NEXT MEETING: July 18, 2018

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 12:44 PM.



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RESOLUTION 18-1569

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING LOW INCOME HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$1,209.71

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 July 31, 2018 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$1,209.71.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 18th day of July 2018 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST: _____

Dan Miller, Chairperson

(SEAL)

3

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

Tenant	Property	Address	Date		Monthly Rent	Rent Owed	Late Fee's	Damages	Solar	Legal Fee's	Total Owed	Payback Agreement
			Move In	Move Out								
T0006363	Rich-02	366 Atwood Drive	02/18/15	05/07/18	\$ -	\$ 6.00	\$ -	\$ 272.64	\$ 159.57	\$ -	\$ 438.21	No
T0007908	Rich-02	476 Garden Highway #1	06/14/16	05/02/18	\$ -	\$ -	\$ -	\$ 411.75	\$ -	\$ -	\$ 411.75	No
T0000641	Date-04	2750 Date St, #42, L.O.	02/01/10	05/13/18	\$ -	\$ 94.00	\$ -	\$ 265.75	\$ -	\$ -	\$ 359.75	No
						\$ 100.00	\$ -	\$ 950.14	\$ 159.57	\$ -	\$ 1,209.71	Total Write Off

Handwritten: 7/11/18

Handwritten: 7

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

Deceased *

Exhibit A



REGIONAL HOUSING AUTHORITY

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RESOLUTION 18-1570

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING KINGWOOD COMMONS APARTMENTS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$4,319.42

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 July 31, 2018 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$4,319.42.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 18th day of July 2018 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Dan Miller, Chairperson

(SEAL)

Kingwood Commons
 1340 Gray Avenue, Yuba City
 Collection Loss Write Off
 Period: June 2018

Tenant	Apartment	Date		Monthly Rent	Rent Owed	Late Fee's	Damages	Utilities	Legal Fee's	Total Owed	Payback Agreement
		Move In	Move Out								
T0009132	41	02/06/17	04/12/18	\$ 859.00	\$ 1,661.00	\$ 50.00	\$ 1,450.92	\$ 200.07	\$ 899.93	\$ 4,261.92	No
T0005505	10	09/29/14	04/30/18	\$ 648.00	\$ -	\$ -	\$ 57.50	\$ -	\$ -	\$ 57.50	No
				\$ 1,661.00	\$ 50.00	\$ 1,508.42	\$ 200.07	\$ 899.93	<div style="border: 1px solid black; padding: 2px;">\$ 4,319.42</div> Total Write Off		

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

9

7/11/18



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RESOLUTION 18-1571

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING DEVONSHIRE APARTMENTS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$8,222.51

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 July 31, 2018 and is made a part of this resolution;

BE IT THEREFORE RESOLVED that the Board of Commissioners of the Regional Housing Authority authorizes the Executive Director to write-off as collection losses the tenant receivables listed on Exhibit A totaling \$8,222.51.

This Resolution is to take effect immediately

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 18th day of July, 2018 by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

ATTEST:

Dan Miller, Chairperson

(SEAL)

**Devonshire
Collection Loss Write Off
Period: July 2018**

Tenant	Address	Date		Monthly Rent	Rent Owed	Late Fee's	Damages	Utilities	Legal Fee's	Total Owed	Payback Agreement
		Move In	Move Out								
T0013169	1435 Wescott Rd., #4	04/27/17	04/14/18	\$ 627.00	\$ -	\$ -	\$ 954.17	\$ 471.00	\$ 1,181.47	\$ 2,606.64	No
T0006678	1433 Wescott Rd., #2	06/24/15	03/28/18	\$ 906.00	\$ 594.00	\$ -	\$ 626.56	\$ -	\$ 1,171.30	\$ 2,391.86	No
T0006913	1433 Wescott Rd., #13	01/06/17	03/29/18	\$ 690.00	\$ 700.00	\$ -	\$ 813.81	\$ 231.99	\$ 1,478.21	\$ 3,224.01	No
T0006408	1434 Wescott Rd., #03	03/09/15	05/02/18	\$ 906.00	\$ 262.00	\$ -	\$ 1,058.43	\$ -	\$ 1,598.26	\$ 2,918.69	No
				\$ 1,556.00	\$ -	\$ -	\$ 3,452.97	\$ 702.99	\$ 5,429.24	\$ 8,222.51	Total Write Off


 7/11/18

∞

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

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: July 18, 2018
To: Board of Commissioners
From: Gustavo Becerra, Executive Director

SUBJECT: Solar photovoltaic system installation project – Housing Authority Main Office – 1455 Butte House Road – Yuba City, CA 95993

RECOMMENDATION: Award contract to Hammond Electric for the solar photovoltaic system installation project to be performed at 1455 Butte House Road, Yuba City, CA 95993

FISCAL IMPACT: \$115,360.00 in a combination of restricted and unrestricted funds

Background:

The Regional Housing Authority (RHA) main office is located at 1455 Butte House Road in Yuba City. It is a two-story building, approximately 7,500 square feet in office space. It was purchased by RHA in 2011.

Annual electric costs for the building range from \$18,000 - \$20,000, with PG&E electric rates projected to continue to climb.

Based on an internal analysis, the payback for the project cost will occur in 6-7 years. Additionally, all interior and exterior building lighting has been retrofitted to LED technology.

The project scope of work will consist of the installation of a roof mounted 41 kilowatt system, for a 100% offset of the electric use for the building.

Staff's in-house cost estimate for the project scope of work totaled \$132,202.85

Eleven contractors were contacted regarding the scheduled pre-bid walkthrough. Four contractors attended the pre-bid project walk-through that was conducted on May 22, 2018, with bids due to the Housing Authority on June 21, 2018. Four contractors submitted the following bids:

Bids Submitted:

Hammond Electric (Yuba City, CA)	\$115,360.00
West Coast Solar (Sebastopol, CA)	\$142,530.00
Sun Power by Hooked on Solar (Lincoln, CA)	\$155,250.00
West Haven Solar (Yuba City, CA)	\$158,118.00

The above bids include the payment of the higher of State prevailing wages, or federal Davis-Bacon wage rates.

Recommendation:

Staff recommends that the Board of Commissioners of the Regional Housing Authority approve the bid from Hammond Electric in the amount of \$115,360.00 for the solar photovoltaic system installation project at RHA's main office building located at 1455 Butte House Road, in Yuba City, CA, and authorize the Executive Director to execute the construction contract and all required documents.

Prepared by:



Larry Tinker
Senior Development & Rehab Specialist

Submitted by:



Gustavo Becerra
Executive Director

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

Date: July 18, 2018

To: Board of Commissioners

From: Pattra Runge, Occupancy Manager

SUBJECT: Changes in Tenant Rent Effective October 1, 2018

FISCAL IMPACT: \$3,864 per year in additional unrestricted revenue

Effective 2016 through 2021, the City of Yuba City approved water and sewer cost increases; therefore, Staff of the Regional Housing Authority are requesting a rental increase for tenants at Kingwood Commons. Tenants at USDA (Richland Housing, Centennial Arms, Butte View Estates), Homes 2 Families, Neighborhood Stabilization Program, Mental Health (Heather Glen, Teesdale) and Trailer Park properties were affected with the FYE 2019 budget; however, Public Housing (Richland, Joann Way, Date Street) properties use a 30% of income rent calculation, so an increase is not applicable.

To determine the amounts required to cover the anticipated expenses while considering the limited income for our tenants, 2018 Fair Market Rents (FMR's) and HOME rents were used for comparison. Rental increases may be offset by the Housing Choice Voucher program for those who have vouchers to offset their rental liability.

Kingwood Commons – This 64-unit family complex is located in Yuba City on Gray Avenue, just a few blocks from Target. Kingwood Common has 34 two-bedroom units and 14 one-bedroom units. 37 of the 64 residents have a Housing Choice Voucher. The proposed increase will result in additional revenue of \$3,864.

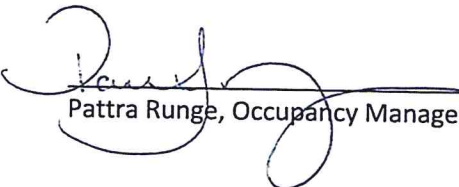
Unit Size	Current Rent	Proposed Rent	Increase	FMR	HOME
1 bedroom	\$574	\$580	\$6	\$678	\$562-\$678
2 bedroom	\$648	\$655	\$7	\$887	\$675-\$887

RECOMMENDATION:

It is recommended that the Board of Commissioners of the Regional Housing Authority approve the proposed rent increases Kingwood Commons 1 and 2-bedroom units, effective October 1, 2018.

Prepared by:

Submitted by:


Pattra Runge, Occupancy Manager


Gustavo Becerra, Executive Director