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

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www.RegionalHA.org

May 28, 2025

TO:
Chairperson Denise Conrado
Vice-Chairperson Sue Hoek
Commissioner Michael McFarlane
Commissioner Robb Tucker
Commissioner Bob Woten
Commissioner Manny Cardoza
Commissioner Jeramy Chapdelaine
Commissioner Marc Boomgaarden
Commissioner Suzanne Gallaty
Commissioner Kent Boes
Commissioner Karm Bains
Commissioner Andy Vasquez
Commissioner John Loudon
Commissioner Don Blaser
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
Toni Darwazeh, City of Yuba City
The Union

NOTICE OF REGULAR MEETING

June 4, 2025

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, June 4, 2025, 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
June 4, 2025, 12:15 PM

A. CALL TO ORDER: ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. PUBLIC PARTICIPATION: Members of the public shall be provided with an opportunity to address the Board on items of interest that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring something before the Board that is not on the agenda may do so at this time; however, State law provides that no action may be taken on any item not appearing on the posted Agenda. Persons who wish to address the Board during public comment or with respect to an item that is on the agenda will be limited to three (3) minutes.

D. AWARDS AND PRESENTATIONS: NONE

E. EXECUTIVE SESSION:

1. CLOSED SESSION: Pursuant to Section 54957 of the California Government Code
   Public Employee Performance Evaluation
   Title: Executive Director

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. Recommend Approval of Minutes – April 16, 2025 pg. 1

3. Recommend Approval of Minutes – May 7, 2025 pg. 6

4. Resolution 25-1874 – Combined Programs Collection Loss Write-Off pg. 9

5. Recommend Approval to Remove Vacant/Unfunded Positions From the Organizational Chart pg. 11

G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action: NONE

I. ADMINISTRATIVE REPORT:

6. Administrative Update
Gustavo Becerra, Executive Director

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: June 18, 2025

L. ADJOURNMENT:

REGIONAL HOUSING AUTHORITY
Minutes
Regular Board Meeting
April 16, 2025

ITEM NO. A - CALL TO ORDER:

Chairperson Bob Woten called the meeting to order.

ITEM NO. A - ROLL CALL:

Chairperson Bob Woten, Vice-Chairperson Denise Conrado, Commissioners Jeramy Chapdelaine, Michael McFarlane, Don Blaser, Manny Cardoza, Marc Boomgaarden, Suzanne Gallaty, Sue Hoek, Robb Tucker, and Karm Bains were present. Commissioner Andy Vasquez arrived later in the meeting. Commissioners John Loudon and Kent Boes were absent. Legal Counsel Brant Bordsen was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioner Cardoza led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION:

Nickesha Brice, a resident of the Kristen Court Apartments in Live Oak, read a statement regarding her concerns about onsite management and alleged actions of residents with her and her family.

ITEM NO. D.-AWARDS AND PRESENTATIONS: NONE

ITEM NO. E. – EXECUTIVE SESSION: NONE

ITEM NO. F.1.-5. - CONSENT CALENDAR:

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

Vote: Ayes: Chairperson Bob Woten, Vice-Chairperson Denise Conrado, Commissioners Manny Cardoza, Don Blaser, Marc Boomgaarden, Jeramy Chapdelaine, Sue Hoek, Andy Vaquez, Karm Bains, Suzanne Gallaty, Robb Tucker and Michael McFarlane
Nays: None
Abstain: None
Absent: Commissioners John Loudon and Kent Boes

ITEM NO. G. – OLD BUSINESS: NONE

ITEM NO. H.6. – RESOLUTION 25-1863 – RECOGNITION AND APPRECIATION FOR THE DILIGENT SERVICE OF LISA SWARTHOUT:

Chairperson Woten said the Board appreciates their services to this board and wishes them well.

Commissioner Hoek made a motion to approve Resolution 25-1863 – Recognition and Appreciation for the Diligent Service of Lisa Swarthout. Commissioner Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Bob Woten, Vice-Chairperson Denise Conrado, Commissioners Manny Cardoza, Don Blaser, Marc Boomgaarden, Jeramy Chapdelaine, Sue Hoek, Andy Vaquez, Karm Bains, Suzanne Gallaty, Robb Tucker and Michael McFarlane
Nays: None
Abstain: None
Absent: Commissioners John Loudon and Kent Boes

ITEM NO. H.7. – RESOLUTION 25-1864 – RECOGNITION AND APPRECIATION FOR THE DILIGENT SERVICE OF DOUG LOFTON:

Chairperson Woten said the Board appreciates their services to this board and wishes them well.

Commissioner Hoek made a motion to approve Resolution 25-1864 – Recognition and Appreciation for the Diligent Service of Doug Lofton. Commissioner Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Bob Woten, Vice-Chairperson Denise Conrado, Commissioners Manny Cardoza, Don Blaser, Marc Boomgaarden, Jeramy Chapdelaine, Sue Hoek, Andy Vaquez, Karm Bains, Suzanne Gallaty, Robb Tucker and Michael McFarlane
Nays: None
Abstain: None
Absent: Commissioners John Loudon and Kent Boes

ITEM NO. H.8. – RESOLUTION 25-1865 – RECOGNITION AND APPRECIATION FOR THE DILIGENT SERVICE OF NICHOLAS MICHELI:

Chairperson Woten said the Board appreciates their services to this board and wishes them well.

Commissioner Hoek made a motion to approve Resolution 25-1865 – Recognition and Appreciation for the Diligent Service of Nicholas Micheli. Commissioner Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Bob Woten, Vice-Chairperson Denise Conrado, Commissioners Manny Cardoza, Don Blaser, Marc Boomgaarden, Jeramy Chapdelaine, Sue Hoek, Andy Vaquez, Karm Bains, Suzanne Gallaty, Robb Tucker and Michael McFarlane
Nays: None
Abstain: None
Absent: Commissioners John Loudon and Kent Boes

ITEM NO. H.9. – RESOLUTION 25-1866 – AUTHORIZATION TO CONSOLIDATE LAKE COUNTY HOUSING CHOICE VOUCHER PROGRAM WITH REGIONAL HOUSING AUTHORITY:

Executive Director Gustavo Becerra shared that Lake County Board of Supervisors approved staff's recommendation to consolidate with Regional Housing Authority. Once both boards approve the respective resolutions, staff will submit a joint letter to HUD for their approval. Mr. Becerra said there are only two dates that the conversion can happened which are July 1 or January 1. Staff would like to take advantage of the July 1 date if HUD allows it.

Mr. Becerra said Lake County is also interested in the Project Based Voucher side of the program. He mentioned if this is all approved, the JPA will need to be updated and there may be two new board members to our board. Mr. Becerra stated there are approximately 220 vouchers and currently there are 179 vouchers being utilized.

Commissioner Vasquez made a motion to approve Resolution 25-1866 – Authorization to Consolidate Lake County Housing Choice Voucher Program with Regional Housing Authority. Commissioner Bains made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Bob Woten, Vice-Chairperson Denise Conrado, Commissioners Manny Cardoza, Don Blaser, Marc Boomgaarden, Jeramy Chapdelaine, Sue Hoek, Andy Vaquez, Karm Bains, Suzanne Gallaty, Robb Tucker and Michael McFarlane
Nays: None
Abstain: None
Absent: Commissioners John Loudon and Kent Boes

ITEM NO. H.10. – RESOLUTION 25-1867 – APPROVAL OF OMS CONTRACT 25-OMS-18602:

Chief Financial Officer Marco Cruz explained this budget is for the next two years commencing July 1, 2025. He thanked Crystal Mirabal, Tom Goodwin and Tony Langlois for all the help in gathering information for the budget. Mr. Cruz stated the budget is reimbursement based and is funded by the general fund of the State of California.

Commissioner Vasquez made a motion to approve Resolution 25-1867 – Approval of OMS Contract 25-OMS-18602. Commissioner Bains made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Bob Woten, Vice-Chairperson Denise Conrado, Commissioners Manny Cardoza, Don Blaser, Marc Boomgaarden, Jeramy Chapdelaine, Sue Hoek, Andy Vaquez, Karm Bains, Suzanne Gallaty, Robb Tucker and Michael McFarlane
Nays: None
Abstain: None
Absent: Commissioners John Loudon and Kent Boes

ITEM NO. H. 11. – ELECTION OF OFFICERS (CHAIRPERSON AND VICE-CHAIRPERSON):

Commissioner Cardoza made a motion to elect Denise Conrado as Chairperson. Commissioner Bains made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Bob Woten, Vice-Chairperson Denise Conrado, Commissioners Manny Cardoza, Don Blaser, Marc Boomgaarden, Jeramy Chapdelaine, Sue Hoek, Andy Vaquez, Karm Bains, Suzanne Gallaty, Robb Tucker and Michael McFarlane
Nays: None
Abstain: None
Absent: Commissioners John Loudon and Kent Boes

Commissioner Cardoza made a motion to elect Sue Hoek as Vice-Chairperson. Commissioner Boomgaarden made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Denise Conrado, Commissioners Bob Woten, Manny Cardoza, Don Blaser, Marc Boomgaarden, Jeramy Chapdelaine, Sue Hoek, Andy Vaquez, Karm Bains, Suzanne Gallaty, Robb Tucker and Michael McFarlane
Nays: None
Abstain: None
Absent: Commissioners John Loudon and Kent Boes

ITEM NO. I. 12. - ADMINISTRATIVE UPDATE:

Mr. Becerra shared the Pacific Crest Commons closing will be towards the middle to end of May 2025 to start construction before the snow falls in Truckee. She stated the Rancho Colus ribbon cutting took place yesterday and thanked those Commissioners who were able to make it. Mr. Becerra said tax credits and tax-exempt bonds were awarded for the Richland Village project. He stated due to the financing difficulties; the project was reduced from 176 units to 133 units.

Mr. Becerra stated he cannot say much due to legal issues but wanted to let the board know that there is an investigation with the State Civil Rights agency regarding the information received from the Kristen Court resident. He assured the board that the employees are not Regional Housing Authority employees. Mr. Becerra said there is also an internal investigation with the onsite manager.

ITEM NO. J - HOUSING COMMISSIONERS' COMMENTS:

Commissioner Woten was surprised to hear about the situation at the Kristen Court Apartments. He shared that Jack in the Box has opened in Live Oak. Commissioner Woten said he is amazed with the staff and the amazing job they do.

Commissioner McFarlane thanked everyone for welcoming him in.

Commissioner Blaser said there is a community center set to be built on the corner by the Cedar Lane Apartments.

Commissioner Chapdelaine said it was good to see everyone and thanked staff.

Commissioner Vasquez said it is good to see people working together in a successful organization and moving into new areas. He stated it was an honor to be here and to see this is a solution-oriented organization with great work by staff.

Commissioner Gallaty said she appreciates staff and the board.

Commissioner Cardoza stated the ribbon cutting was a wonderful event. He congratulated the new Chairperson and Vice-Chairperson. Commissioner Cardoza thanked Mr. Becerra and staff for keeping the projects coming and getting the funding to do the various projects.

Vice-Chairperson Hoek thanked Commissioner Woten for doing a great job as Chairperson this past year. She also stated the ribbon cutting was a beautiful event. Vice-Chairperson Hoek said what we do changes lives and thanked everyone for their hard work.

Occupancy Manager Pattra Runge reminded everyone that the opening day for the Office of Migrant Services units will be on May 1, 2025.

ITEM NO. K – NEXT MEETING: May 7, 2025

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 1:09 PM.

REGIONAL HOUSING AUTHORITY
Minutes
Regular Board Meeting
May 7, 2025

ITEM NO. A - CALL TO ORDER:

Chairperson Denise Conrado called the meeting to order.

ITEM NO. A - ROLL CALL:

Chairperson Denise Conrado, Vice-Chairperson Sue Hoek, Commissioners Andy Vasquez, Jeramy Chapdelaine, Michael McFarlane, Don Blaser, Manny Cardoza, Suzanne Gallaty, and Kent Boes were present. Commissioner Bob Woten arrived later in the meeting. Commissioners John Loudon, Marc Boomgaarden, Karm Bains and Robb Tucker were absent. Legal Counsel Brant Bordsen was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioner Gallaty led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION: NONE

ITEM NO. D.-AWARDS AND PRESENTATIONS: NONE

ITEM NO. E. – EXECUTIVE SESSION: NONE

ITEM NO. F.1.-7. - CONSENT CALENDAR:

Commissioner Vasquez 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 Denise Conrado, Vice-Chairperson Sue Hoek, Commissioners Bob Woten, Manny Cardoza, Don Blaser, Jeramy Chapdelaine, Andy Vasquez, Suzanne Gallaty, Kent Boes and Michael McFarlane
Nays: None
Abstain: None
Absent: Commissioners John Loudon, Marc Boomgaarden, Karm Bains, and Robb Tucker

ITEM NO. G. – OLD BUSINESS: NONE

ITEM NO. H. – NEW BUESINESS: NONE

ITEM NO. I. 8. – RHA OWNED/MANAGED PROPERTIES OCCUPANCY/ELIGIBLIY UPDATE:

Occupancy Manager Pattra Runge said the vacancies were filled very quickly. She mentioned there are highlights listed in her report for some of the tax-credit properties as well as the properties she manages. Ms. Runge said there was an easter egg hunt at Richland Housing. She mentioned opening day of the Office of Migrant Services units was very successful and only seven vacant units were available at the end of the day. Ms. Runge shared there is currently one vacant unit available.

Commissioner Vasquez really appreciated the efficiency of the process to lease up so many families in one day. Commissioner Cardoza said the staff is great, it was a smooth transition for those leasing up. Commissioner Cardoza shared the grounds were immaculate and he would be honored to live there.

ITEM NO. I. 9. – HOUSING CHOICE VOUCHER ELIGIBILITY/OCCUPANCY UPDATE:

Occupancy Manager Alisha Parker said the number of Port-Outs (families moving to another area) has increased but families are no longer able to move to a higher cost areas unless the voucher is absorbed. She said the Section 8 waiting list remains open and will remain open until there are approximately 7,500 applicants on the waiting list.

Executive Director Gustavo Becerra shared there is a group of Housing Authorities advocating for a change in regulations regarding the portability issues. He mentioned if a family decides to leave our jurisdiction and port to another area that is not absorbing the voucher, the Regional Housing Authority (RHA) must pay for the rental assistance in that new area. Mr. Becerra explained this can be very costly when the family moves to a higher cost area. He mentioned that with one payment in a higher cost area; RHA could be assisting two to five families in our jurisdiction. Mr. Becerra said the congressmen for our jurisdictions are infuriated by the HUD regulations allowing the federal tax dollars leaving our jurisdictions to reside in another jurisdiction and use the monies allocated for our residents.

ITEM NO. I. 10. - MAINTENANCE UPDATE:

Operations Manager Tony Langlois stated the unit turnover numbers are very similar to last years numbers. He said preparations have started at the trailer park in anticipation of the new Richland Village development with the removal of trees and debris. Mr. Langlois mentioned there have been several sewer lateral replacements, replacements of two sections of damaged storm drain, installation of four tankless water heaters and the renovation of one bathroom over the last quarter. He also stated the storm drain pump station operated without any issues during the entire rainy season.

ITEM NO. I. 11. - ADMINISTRATIVE UPDATE:

Mr. Becerra shared the resolution for the Lake County consolidation will be going to the Lake County Board of Supervisors later in the month. He said staff is pushing for a July 1, 2025 effective date but it will more than likely be a January 1, 2026 effective date. Mr. Becerra stated if the consolidation does not take place on July 1, 2025, Lake County Housing Authority has asked the Regional Housing Authority to be a contract administrator for their Housing Choice Voucher program until the effective date of January 1, 2025.

Mr. Becerra stated the Pacific Crest Commons construction loan closing should be mid-May. He shared this is a 55-unit project in Truckee, CA. Mr. Becerra mentioned Nevada County staff received a call from HCD

stating there was no need to apply for tax credits because they have funds for the 31-unit Lone Oak II project in Penn Valley. He said the project could close in 180 days for a possible construction start of late summer/early fall.

Mr. Becerra mentioned the construction costs for the Richland Village project in Yuba City, CA are higher but not as bad as were anticipated. He shared construction may start in the fall once the construction financing has closed in September or October. Mr. Becerra shared the Section 8 waiting list is still open. He said it was great teamwork with staff for the opening day of the Office of Migrant Services units. Mr. Becerra introduced Tony Langlois to the board.

Mr. Becerra said the Plumas Lake project was fully leased within thirty days. He stated the Williams project is looking to be completed in mid-June.

ITEM NO. J - HOUSING COMMISSIONERS' COMMENTS:

Commissioner Vasquez said this is an exceptional board and the success rate is great.

Commissioner Cardoza thanked staff and shared he is very impressed with the properties. He stated it would be a wonderful place to live.

Commissioner Blaser mentioned there has been a lot of work done on the baseball field in Marysville and there will be a ribbon cutting for the Yuba Sutter High Wheelers baseball team tonight.

Commissioner Boes mentioned the Rancho Colus ribbon cutting was fantastic.

Commissioner Chapdelaine shared the City of Live Oak is currently recruiting for a City Manager but has an interim City Manager in the meantime. He stated there was a food truck event in Live Oak. Commissioner Chapdelaine mentioned he recently visited the museum for their 50-year anniversary.

Commissioner Woten said things are moving in a positive direction for the City of Live Oak. He is amazed by the staff and the great job they are doing for the top down and appreciates everyone.

Commissioner McFarlane said it is nice working with a group of people who are professional and gets things done.

Vice-Chairperson Hoek said fire season is almost here. She also mentioned how tough it is to build affordable housing.

Chairperson Conrado said the Planning Commission in the City of Colusa will be meeting tonight to discuss the second phase of Rancho Colus.

ITEM NO. K – NEXT MEETING: May 21, 2025

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 1:00 PM.

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RESOLUTION 25-1874

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING LOW INCOME COMBO PROPERTIES HOUSING COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF $3,209.75

WHEREAS, the Regional Housing Authority operates low-income housing projects; 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 June 30, 2025 and is made as 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 $3,209.75.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 4th day of June 2025 by the following vote:

AYES:
NAYS:
ABSTAINED:
ABSENT:

ATTEST: _____
Denise Conrado, Chairperson

Combo Properties
Collection Loss Write Off
Period: June 2025

Tenant	Property	Address	Date Move In	Date Move Out	Monthly Rent	Rent Owed	Late Fee's	Damages	Solar	Utilities	Legal Fee's	Total Owed	Payback Agreement
T0011528	CB-DATE	2750 Date Street #11 - Live Oak, CA 95953	12/15/20	03/10/25	$ 210.00	$ 569.50	$ -	$ 1,135.26	$ -	$ -	$ 1,466.32	$ 3,171.08	No
T0014944	CB-RICH	437 Atwood Drive - Yuba City, CA 95991	03/23/23	03/24/25	$ 116.00	$ -	$ -	$ 38.67	$ -	$ -	$ -	$ 38.67	No
					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
						$ 569.50	$ -	$ 1,173.93	$ -	$ -	$ 1,466.32	$ 3,209.75	Total Write Off

5/22/25

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: June 4, 2025

To: Board of Commissioners

From: Gustavo Becerra, Executive Director

Subject: Removal of Vacant/Unfunded Positions

Recommendation: Approval to remove three (3) vacant/unfunded positions from the Organizational Chart

Fiscal Impact: Non

Background:

There are currently fifteen (15) positions in the Occupancy Departments on the organizational chart. Three (3) positions have been vacant and not included in the budget for some time. In order to clean up the organizational chart, staff is recommending removing these three (3) vacant/unfunded positions.

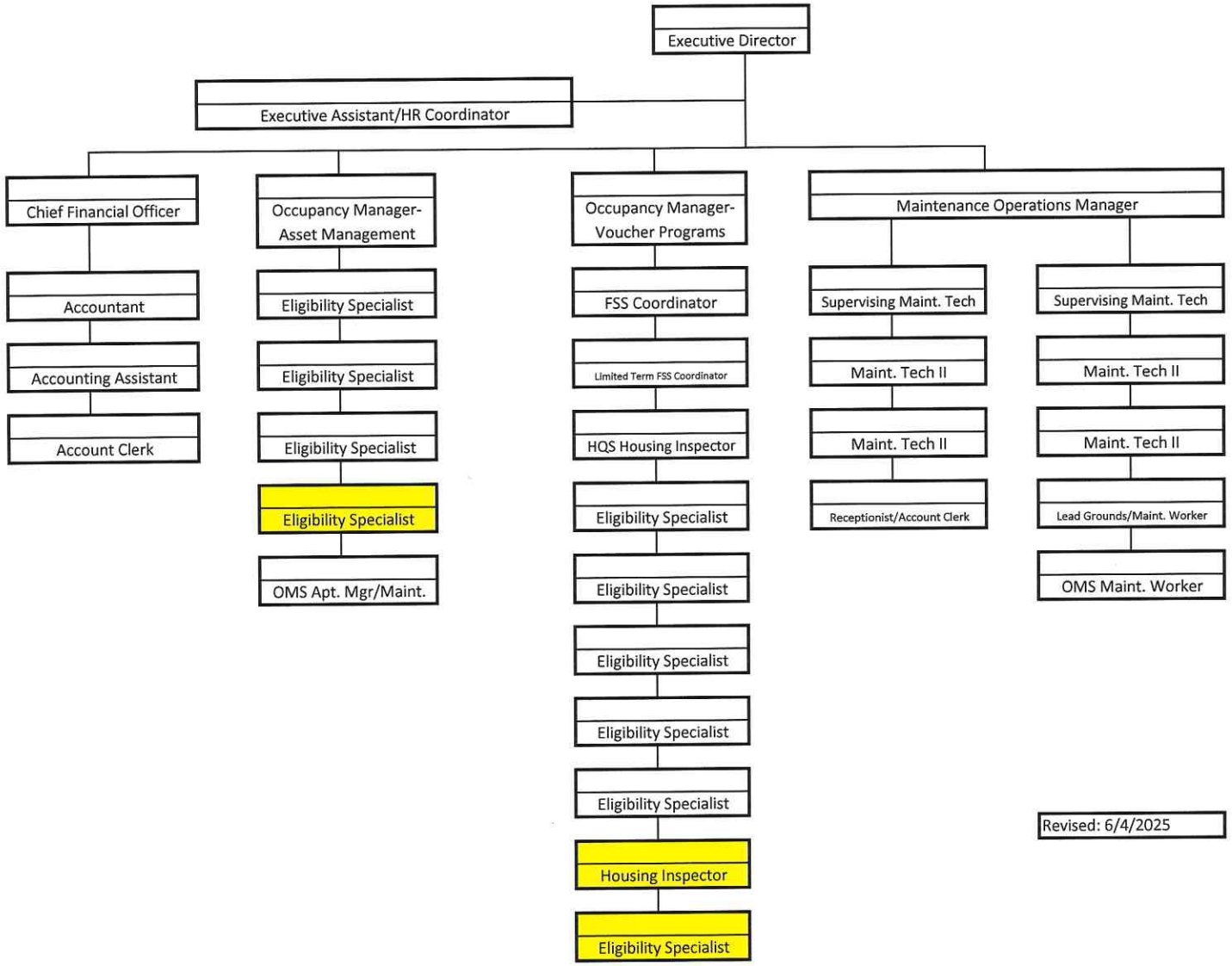
Recommendation:

It is recommended that the Board of Commissioners approve the updated organizational chart removing the vacant/unfunded positions.

Prepared/Submitted by:

Gustavo Becerra
Executive Director

Regional Housing Authority Organizational Chart



Revised: 6/4/2025

**Yellow highlighted postions are currently vacant.
Staff is requesting to remove those positions from the org chart.