

REGIONAL HOUSING AUTHORITY OF SUTTER AND NEVADA COUNTIES
Minutes
Regular Board Meeting
September 4, 2013

ITEM NO. A - CALL TO ORDER:

Vice-Chairperson Judy Richards called the meeting to order at Yuba-Sutter Economic Development Corporation, 1227 Bridge Street, Suite C, Yuba City, CA 95991.

ITEM NO. A - ROLL CALL:

Commissioners Judy Richards, Tej Maan, Charles Epp, Martha Griese, Suzanne Gallaty, Jeffrey Brown and Terry Lamphier were present. Chairperson Diane Hodges and Commissioner Stanley Cleveland Jr. were absent. Legal Council Duane Oliveira was also present.

ITEM NO. B. – PUBLIC PARTICIPATION: None

ITEM NO. C. - AWARDS AND PRESENTATIONS: None

ITEM NO. D. - CONSENT CALENDAR:

Commissioner Epp made a motion to approve the minutes of the April 30, 2013 meeting with recommended changes. Commissioner Griese made the second. All were in favor by voice vote. Commissioners Lamphier and Brown abstained.

Commissioner Lamphier made a motion to approve the minutes of the June 5, 2013 meeting as submitted. Commissioner Maan made the second. All were in favor by voice vote. Commissioner Epp abstained.

Commissioner Maan made a motion to approve the minutes of the July 9, 2013 meeting as submitted. Commissioner Epp made the second. All were in favor by voice vote. Commissioner Lamphier abstained.

ITEM NO. E.4. – CLOSED SESSION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO SUBDIVISION (b) OF GOVERNMENT CODE 54956.9, ANTICIPATED LITIGATION: ONE (1) CASE:

Vice-Chairperson Richards reported legal council was given direction on to how to proceed.

ITEM NO. F. – OLD BUSINESS: None

ITEM NO. G. 5. – APPROVAL OF RESOLUTION 13-1303 – APPROVAL OF ANNUAL UTILITY STUDY AND ALLOWANCE FOR HOUSING CHOICE VOUCHER:

Interim Chief of Maintenance Operations Raj Samra explained the utility allowance is a credit applied towards tenants rent when calculating their portion of rent. This particular utility study is for the Housing Choice Voucher (Section 8) program. HUD mandates that all Housing Authority's perform these studies annually.

Commissioner Lamphier made a motion to approve Resolution 13-1303, Approval of Annual Utility Study and Allowance for Housing Choice Voucher. Commissioner Gallaty made the second. The following roll call vote was taken:

Vote: Ayes: Commissioners Judy Richards, Terry Lamphier, Jeffrey Brown
Martha Griese, Suzanne Gallaty, Tej Maan and Charles Epp

Nays: None

Abstain: None

Absent: Chairperson Diane Hodges and Commissioner Stanley Cleveland Jr.

ITEM NO. G.6. – APPROVAL OF RESOLUTION 13-1304 – TRANSITIONAL TRAILER COLLECTION LOSS WRITE OFF IN THE AMOUNT OF \$2,129.78:

Executive Director Linda Nichols explained the amount of damages and legal fees were list incorrectly, all charges are damages.

Commissioner Lamphier made a motion to approve Resolution 13-1304, Transitional Trailer Collection Loss Write-Off in the amount of \$2,129.78. Commissioner Maan made the second. The following roll call vote was taken:

Vote: Ayes: Commissioners Judy Richards, Terry Lamphier, Jeffrey Brown
Martha Griese, Suzanne Gallaty, Tej Maan and Charles Epp

Nays: None

Abstain: None

Absent: Chairperson Diane Hodges and Commissioner Stanley Cleveland Jr.

ITEM NO. G.7. – APPROVAL OF RESOLUTION 13-1305 – PUBLIC HOUSING COLLECTION LOSS WRITE OFF IN THE AMOUNT OF \$490.30:

Legal Council Duane Oliveira asked if the Housing Authority tries to recover the monies through the heirs of the deceased. Ms. Nichols and Mrs. Samra both stated there are processes and procedures for collections in our Administrative Plan.

Commissioner Lamphier made a motion to approve Resolution 13-1305, Public Housing Collection Loss Write-Off in the amount of \$490.30. Commissioner Maan made the second. The following roll call vote was taken:

Vote: Ayes: Commissioners Judy Richards, Terry Lamphier, Jeffrey Brown
Martha Griese, Suzanne Gallaty, Tej Maan and Charles Epp

Nays: None

Abstain: None

Absent: Chairperson Diane Hodges and Commissioner Stanley Cleveland Jr.

ITEM NO. G.8. – APPROVAL OF RESOLUTION 13-1306 – KINGWOOD COMMONS COLLECTION LOSS WRITE OFF IN THE AMOUNT OF \$775.59:

Commissioner Lamphier made a motion to approve Resolution 13-1306, Kingwood Commons Collection Loss Write-Off in the amount of \$775.59. Commissioner Maan made the second. The following roll call vote was taken:

Vote: Ayes: Commissioners Judy Richards, Terry Lamphier, Jeffrey Brown
Martha Griese, Suzanne Gallaty, Tej Maan and Charles Epp

Nays: None

Abstain: None

Absent: Chairperson Diane Hodges and Commissioner Stanley Cleveland Jr.

ITEM NO. G.9. – APPROVAL OF RESOLUTION 13-1307 – RURAL DEVELOPMENT COLLECTION LOSS WRITE OFF IN THE AMOUNT OF \$1,905.13:

Commissioner Lamphier made a motion to approve Resolution 13-1307, Rural Development Collection Loss Write-Off in the amount of \$1,905.13. Commissioner Maan made the second. The following roll call vote was taken:

Vote: Ayes: Commissioners Judy Richards, Terry Lamphier, Jeffrey Brown
Martha Griese, Suzanne Gallaty, Tej Maan and Charles Epp

Nays: None

Abstain: None

Absent: Chairperson Diane Hodges and Commissioner Stanley Cleveland Jr.

ITEM NO. G.10. – AWARD CONTRACT TO FLETCHER’S PLUMBING & CONTRACTING, INC. FOR THE INTERIOR AND EXTERIOR IMPROVEMENTS TO BE PERFORMED AT 368-G BERNARD DRIVE, YUBA CITY:

Planning and Community Development Manager Gustavo Becerra explained there was a fire at one of our units and our insurance company will cover the costs to repair the unit. Mr. Becerra stated the cause of the fire was undetermined.

Commissioner Maan made a motion to approve the bid from Fletcher’s Plumbing & Contracting, Inc. in the amount of \$27,920.00 for the interior and exterior improvements planned for 368-G Bernard Drive in Yuba City and authorize the Executive Director to execute the construction contract and all required documents. Commissioner Lamphier made the second. All were in favor by voice vote.

ITEM NO. H.11 – MAINTENANCE UPDATE:

Mrs. Samra stated the HUD REAC inspector was out to inspect the Public Housing units and the Housing Authority scored high. She stated the management and financial indicators are reported separate from the physical indicators.

Ms. Nichols stated there have been significant improvements to the properties.

ITEM NO. H.12 – PLANNING AND COMMUNITY DEVELOPMENT UPDATE:

Mr. Becerra mentioned the Centennial Arms rehab project in Live Oak is out to bid. He also stated the plans for the Richland Housing project went to the City for plan check yesterday. The market improvements are moving ahead.

Mr. Becerra said Kingwood Commons and Office of Migrant Services complexes qualified for some extra going green incentives.

Mr. Becerra stated the City of Live Oak is appealing the application for Maple Park Phase II due to an error in calculating the self scoring spreadsheet. He also mentioned staff is looking at adding special needs tenants for the Richland Phase I Senior Housing Project. He said the funding for TRIO will target five to six homes.

ITEM NO. H.13 – ADMINISTRATIVE UPDATE:

Ms. Nichols mentioned staff is looking at all avenues in order to refinance Kingwood Commons. She said the set aside funds for the Housing Choice Voucher program were granted and the blended rate was also approved.

Ms. Nichols stated the website is in testing mode right now due to staff continuing to add information and it should go live the beginning of October.

Ms. Nichols stated the majority of staff changes are due to staff being out due to medical reasons.

Ms. Nichols also mentioned the Public Housing waiting lists are currently open.

ITEM NO. I. OTHER BUSINESS INCLUDING HOUSING COMMISSIONERS' COMMENTS:

Commissioner Griese stated staff is doing a great job.

Commissioner Lamphier also stated staff is doing a good job.

ITEM NO. I. – CLOSED SESSION: None

ITEM NO. J – NEXT MEETING: To be scheduled.

ITEM NO. K - ADJOURNMENT: The meeting was adjourned.