



# 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

December 11, 2024

TO: Chairperson Bob Woten  
Vice-Chairperson Denise Conrado  
Commissioner Tony Kurlan  
Commissioner Lisa Swarthout  
Commissioner Sue Hoek  
Commissioner Manny Cardoza  
Commissioner Jeramy Chapdelaine  
Commissioner Marc Boomgaarden  
Commissioner Suzanne Gallaty  
Commissioner Kent Boes  
Commissioner Nicholas Micheli  
Commissioner Doug Lofton  
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

December 18, 2024

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, December 18, 2024, 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  
December 18, 2024, 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: 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. Recommend Approval of Minutes – November 6, 2024 pg. 1
  - 2. Resolution 24-1851 – Combined Programs Collection Loss Write-Off pg. 4
  - 3. Resolution 24-1852 – Housing Choice Voucher Collection Loss Write-Off pg. 6
  - 4. Resolution 24-1853 – Neighborhood Stabilization Program (NSP) Collection Loss Write-Off pg. 8
  - 5. Resolution 24-1854 – Housing Choice Voucher Landlord Collection Loss Write-Off pg. 10

G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action:

6. Resolution 24-1855 – Recognition and Appreciation for the Diligent Service of John Guanzon pg. 12

Gustavo Becerra, Executive Director

7. Appointment of Grievance Committee/Personnel Committee  
Gustavo Becerra, Executive Director

I. ADMINISTRATIVE REPORT:

8. Housing Choice Voucher Eligibility/Occupancy Update pg. 13  
Alisha Parker, Occupancy Manager

9. Administrative Update  
Gustavo Becerra, Executive Director

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: Special Meeting on January 14, 2024

L. ADJOURNMENT:

REGIONAL HOUSING AUTHORITY  
Minutes  
Regular Board Meeting  
November 6, 2024

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 Tony Kurlan, Don Blaser, Jeramy Chapdelaine, Manny Cardoza, Marc Boomgaarden, Suzanne Gallaty, Doug Lofton, Lisa Swarthout, Sue Hoek, and John Loudon were present. Commissioners Nicholas Micheli and Kent Boes were absent. Legal Counsel Brant Bordsen was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

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

Vote: Ayes: Chairperson Bob Woten, Vice-Chairperson Denise Conrado,  
Commissioners Manny Cardoza, Doug Lofton, Sue Hoek, Tony  
Kurlan, Don Blaser, Marc Boomgaarden, Jeramy Chapdelaine,  
Suzanne Gallaty, Lisa Swarthout and John Loudon  
Nays: None  
Abstain: None  
Absent: Commissioners Kent Boes and Nicholas Micheli

ITEM NO. G. – OLD BUSINESS: NONE

ITEM NO. H.8. – RESOLUTION 24-1850 – AUTHORIZING A \$300,000 CAPITAL FUNDS LOAN TO TRUCKEE PACIFIC CREST ASSOCIATES, A CALIFORNIA LIMITED PARTNERSHIP:

Executive Director Gustavo Becerra said there were two previous loans approved in the same manor, one for Rancho Colus and one for Richland Village. This is a loan from the Housing Authority to the

Limited Partnership. Mr. Becerra explained there is a \$2.2 million gap. He shared there are some Local Government Matching Grant (LGMG) funds through HCD that may be available, up to \$1.2 million, if we can come up with more local leverage. Mr. Becerra said there is a request into the town of Truckee and the Martis fund for additional money. He explained the request for today is to approve the \$300,000.00 loan with the condition that HCD commits the additional \$1.2 million in LGMG funding.

Commissioner Swarthout made a motion to approve Resolution 24-1850, which means an approval of Capital Funds Loan in the amount of \$300,000.00 to Truckee Pacific Crest Associates, a California Limited Partnership to complete the Pacific Crest Commons affordable housing project and authorize the Executive Director to sign all related documents, with the condition that the State Department of Housing & Community Development commits, the additional \$1,200,000 in LGMG funding. Vice-Chairperson Conrado made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Bob Woten, Vice-Chairperson Denise Conrado, Commissioners Manny Cardoza, Doug Lofton, Sue Hoek, Tony Kurlan, Don Blaser, Marc Boomgaarden, Jeremy Chapdelaine, Suzanne Gallaty, Lisa Swarthout and John Loudon  
Nays: None  
Abstain: None  
Absent: Commissioners Kent Boes and Nicholas Micheli

ITEM NO. I. 9. – RHA OWNED/MANAGED PROPERTIES OCCUPANCY/ELIGIBILITY UPDATE:

Occupancy Manager Pattra Runge stated there are not many turns/vacancies. She said the holiday season is usually very slow. Ms. Runge explained the migrant season was a success with it closing on November 26, 2024. She thanked the City of Yuba City and the Fire Department for scheduling to bring Santa back to the Richland site on Friday, December 6, 2024.

ITEM NO. I. 10. - FINANCE UPDATE:

Chief Financial Officer Marco Cruz mentioned there are still contributions being made to the pension liability and the OPEB trusts. Mr. Cruz went over the financials provided in the board packet.

ITEM NO. I. 11. - ADMINISTRATIVE UPDATE:

Mr. Becerra said every quarter feels better and better regarding the pension. He mentioned the hope is to wrap up construction on both the Rancho Colus and Plumas Lake projects by the end of the year and get residents housed before the holidays. Mr. Becerra stated the Williams and Wheatland projects are both projected to be completed around the middle of next year.

Chairperson Woten stated he is very appreciative of Mr. Becerra and staff for all they do.

ITEM NO. J - HOUSING COMMISSIONERS' COMMENTS:

Commissioner Blaser stated that Yuba County has the fastest housing growth in the state. He

mentioned the Veteran's parade will take place on November 11<sup>th</sup> and the Swan Festival will be this weekend at Yuba College.

Commissioner Kurlan said the Yuba City Senior Center will be holding a health fair tomorrow for anyone who would like to come.

Commissioner Lofton said he appreciates Mr. Becerra and the staff for all they do.

Commissioner Loudon said he is anxious to have Rancho Colus open.

Commissioner Chapdelaine gave thanks to the staff.

Commissioner Hoek gave her thanks for everything and hopes the Truckee project gets approved.

Vice-Chairperson Conrado was given a tour of Rancho Colus and believes anyone will be proud to live there and it should fill up fast.

Commissioner Boomgaarden said the Sikh parade went well. He also mentioned that tracking down funding for housing projects is a nightmare and commends those who manages that.

ITEM NO. K – NEXT MEETING: November 20, 2024

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 12:56 PM.





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## RESOLUTION 24-1851

### 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 \$3,170.11

WHEREAS, the Regional Housing Authority operates low-income housing projects; 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 December 31, 2024 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 \$3,170.11.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 18<sup>th</sup> day of December 2024 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Bob Woten, Chairperson

**Combo Properties  
Collection Loss Write Off  
Period: December 2024**

<u>Tenant</u>	<u>Property</u>	<u>Address</u>	<u>Date</u>		<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fee's</u>	<u>Damages</u>	<u>Solar</u>	<u>Utilities</u>	<u>Legal Fee's</u>	<u>Total Owed</u>	<u>Payback Agreement</u>						
			<u>Move In</u>	<u>Move Out</u>															
T0019789	CB-DATE	2750 Date Street #25 - Live Oak, CA 95953	11/23/20	10/03/24	\$ 270.00	\$ 155.50	\$ -	\$ 575.00	\$ -	\$ -	\$ -	\$ 730.50	No						
T0006498	CB-RICH	341 Bernard Drive - Yuba City, CA 95991	04/30/15	04/03/19	\$ 244.00	\$ 408.50	\$ -	\$ 635.00	\$ 103.13	\$ -	\$ 1,300.00	\$ 2,446.63	No						
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	No						
												<b>\$ 564.00</b>	<b>\$ -</b>	<b>\$ 1,210.00</b>	<b>\$ 103.13</b>	<b>\$ -</b>	<b>\$ 1,300.00</b>	<b>\$ 3,177.13</b>	<b>Total Write Off</b>

*P*  
*12/10/24*

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 24-1852

### **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 \$6,227.00**

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 include 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 December 31, 2024 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 \$6,227.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed, and adopted this 18<sup>th</sup> day of December 2024 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Bob Woten, Chairperson

HCV

Collection Loss Write Off

Period : December 2024

<u>Tenant</u>	<u>HAP</u>	<u>Fraud Recovery Amount Owed</u>	<u>Late</u>	<u>NSF</u>	<u>Overpaid</u>	<u>Total</u>	<u>Payback</u>	
			<u>Fee's</u>	<u>Fee's</u>	<u>URP's</u>	<u>Owed</u>	<u>Agreement</u>	
T0025817		\$ 6,227.00	\$ -	\$ -	\$ -	\$ 6,227.00	Yes	
							\$ 6,227.00	Total Write-Off

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

CP  
10 DEC 24

Exhibit A



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## RESOLUTION 24-1853

### 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 \$8.00

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 December 31, 2024 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 \$8.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 18<sup>th</sup> day of December 2024 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Bob Woten, Chairperson

(SEAL)

**NSP - Yuba City  
Collection Loss Write Off  
Period: December 2024**

Name	Address	Date		Monthly Rent	Rent Owed	Late Fee's	Damages	Utilities	Legal Fee's	Total Owed	Payback Agreement
		Move In	Move Out								
T0021077	1243 Yolanda Drive - Yuba City, CA 95993	11/13/19	04/04/21	\$ 1,050.00	\$ -	\$ -	\$ 8.00	\$ -	\$ -	\$ 8.00	No
<div style="text-align: right;"> <span style="font-size: 1.2em;">12/10/24</span>  <span style="font-size: 1.5em;">R</span> </div>											
<div style="text-align: right;"> <span style="border: 1px solid black; padding: 2px;">\$ 8.00 Total Write Off</span> </div>											

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 24-1854

### **A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING HOUSING CHOICE VOUCHER LANDLORD OVERPAYMENTS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$3,389.00**

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 include paying a Housing Assistance Payment (HAP) to landlords for participants of the program; 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 December 31, 2024 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 \$3,389.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed, and adopted this 18<sup>th</sup> day of December 2024 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Manny Cardoza, Chairperson

(SEAL)

**HCV Landlord Overpayments**  
**Collection Loss Write Off**  
**Period: December 2024**

<u>Name</u>	<u>HCV Landlord Overpayment</u>	<u>Re-paid to RHA</u>	<u>Unpaid Balance</u>
V0000801	\$ 3,031.00	\$ -	3,031.00
V0002889	\$ 358.00	\$ -	358.00
<b>Total</b>	<b>\$ 3,389.00</b>	<b>\$ -</b>	<b>\$ 3,389.00</b>

  
 10 DEC 24

Exhibit A





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## RESOLUTION 24-1855

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY EXPRESSING RECOGNITION AND APPRECIATION FOR THE DILIGENT SERVICE OF JOHN GUANZON

WHEREAS, John Guanzon began his tenure with the Housing Authority as a seasonal employee in May 1996 and was hired as a full-time Maintenance Mechanic on January 2, 1997; and

WHEREAS, Mr. Guanzon, through his expertise, has provided excellent service in both the maintenance and development departments to ensure safe, healthy and sanitary housing for the residents of Regional Housing Authority and our surrounding communities; and

WHEREAS, the Regional Housing Authority wishes to express their gratitude to John Guanzon for 27 plus years of service: and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Regional Housing Authority hereby recognizes John Guanzon 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 18<sup>th</sup> day of December 2024 as the Board conveys their best wishes in all his future endeavors.**

AYES:

NAYS:

ABSTAINED:

ABSENT:

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Chairperson, Bob Woten

**REGIONAL HOUSING AUTHORITY**

**STAFF REPORT**

Date: December 18, 2024  
To: Board of Commissioners  
From: Alisha Parker, Occupancy Manager

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SUBJECT: Quarterly Occupancy (Q2-FY 2024) report for quarter ending September 30, 2024

RECOMMENDATION: None

FISCAL IMPACT: None, informational only

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

Program	Units Available	July	August	September
HCV/Section 8	1,867	Total-1,827	Total-1,829	Total-1,843
Mainstream	140	136	135	130
Emergency Housing Vouchers	127	103	103	112
Foster Youth to Independence	5	1	2	2
HCV Port-Out Administered	N/A	7	8	10
VASH	28 units for Nevada County 34 units for Yuba City	50	50	52

**Wait List Information as of December 10, 2024**

	Bedrooms						
	0	1	2	3	4	5	N/A
<b>Property/Program</b>							
Brunswick Commons- Behavioral Health- Grass Valley							2*
Brunswick Commons Hospitality House- Grass Valley							44*
Cashin's Field- Nevada City		248	139	62			
Cedar Lane Behavioral Health- Olivehurst							24*
Cedar Lane Hands of Hope- Olivehurst							26*
Courtyard at Penn Valley- Penn Valley			151	59			
Devonshire Apartments- Colusa			138	52			
Kingwood Commons- Yuba City				136			
Grass Valley Terrace- Grass Valley		276	240	83			
Lone Oak Senior Apartments- Penn Valley		122	50				
Maple Park I- Live Oak			186	0	58		
Maple Park II- Live Oak		42	45				
New Haven Court- Behavioral Health- Yuba City							42*
New Haven Court- Hands of Hope- Yuba City							34*
Percy Apartments- Yuba City		269					

Richland Housing- Yuba City	85	382	311	95	20	6	
River City Manor- Yuba City		58					
Senior Village- Live Oak		21	1				
Stony Creek 2- Williams		28	1				
Truckee Artist Lofts- Truckee		141	67	21			
Yolo Apartments- Yuba City		207	132	62			
Housing Choice Voucher							0

Comments: The Section 8 Housing Choice Voucher waiting list will open early next year, along with several of our Project-Based Voucher lists. Once dates are finalized, we will announce them online and in local newspapers.

Prepared by: AP  
Alisha Parker/Occupancy Manager

Submitted by: [Signature]  
Gustavo Becerra/Executive Director