



# 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)

February 26, 2025

TO: Chairperson Bob Woten  
Vice-Chairperson Denise Conrado  
Commissioner Michael McFarlane  
Commissioner Robb Tucker  
Commissioner Sue Hoek  
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

**March 5, 2025**

You are hereby notified that the Commissioners of the Regional Housing Authority are called to meet in Special Session at **12:15 PM on Wednesday, March 5, 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  
March 5, 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:
  - 1. Family Self-Sufficiency Graduate Sylvia Ybarra  
Sofia Mireles, Family Self-Sufficiency Coordinator
  
- 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.
  - 2. Recommend Approval of Minutes – December 18, 2024 pg. 1
  
  - 3. Recommend Approval of Minutes – January 14, 2025 pg. 4
  
  - 4. Approval to Payout Forty (40) Hours of Administration Leave for the Executive Director pg. 7
  
  - 5. Approval to Payout Forty (40) Hours of Administration Leave for the Occupancy Manager pg. 9

- 6. Resolution 25-1860 – Approval of Section 8 HCV Program Project Based Voucher Award to Pacific Crest Commons Apartments, Truckee, CA pg. 11
- 7. Recommend Approval of the Omnibus Assignment and Assumption Agreement Amendment pg.12
- 8. Resolution 25-1861 – FSS Graduate Sylvia Ybarra pg.21
- G. OLD BUSINESS: Discussion/Possible Action: NONE
- H. NEW BUSINESS: Discussion/Possible Action:
  - 9. Appointment of Commissioner to BBP Board
    - Gustavo Becerra, Executive Director
  - 10. Approval of FY 2025 Operating Budget pg. 22
    - Marco Cruz, Chief Financial Officer
- I. ADMINISTRATIVE REPORT:
  - 11. RHA Owned/Managed Properties Occupancy/Eligibility Update pg. 28
    - Pattra Runge, Occupancy Manager
  - 12. Housing Choice Voucher Eligibility/Occupancy Update pg. 30
    - Alisha Parker, Occupancy Manager
  - 13. Maintenance Update pg. 33
    - Tom Goodwin, Operations Manager
  - 14. Finance Update pg. 34
    - Marco Cruz, Chief Financial Officer
  - 15. Administrative Update
    - Gustavo Becerra, Executive Director
- J. HOUSING COMMISSIONERS' COMMENTS:
- K. NEXT MEETING: March 19, 2025
- L. ADJOURNMENT:

REGIONAL HOUSING AUTHORITY  
Minutes  
Regular Board Meeting  
December 18, 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 Kent Boes were present. Commissioners Nicholas Micheli and John Loudon were absent. Legal Counsel Landon Little 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.-5. - 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 Kent Boes  
Nays: None  
Abstain: None  
Absent: Commissioners John Loudon and Nicholas Micheli

ITEM NO. G. – OLD BUSINESS: NONE

ITEM NO. H.6. – RESOLUTION 24-1855 – RECOGNITION AND APPRECIATION FOR THE DILIGENT SERVICE OF JOHN GUANZON:

Executive Director Gustavo Becerra stated Mr. John Guanzon has worked at the Regional Housing Authority for over 27 years in several departments. Assistant Operations Manager Tony Langlois read the resolution. Mr. Guanzon stated he is blessed to have worked for this organization, and it has been



really great. He said there is a good group of people working for the Housing Authority.

Commissioner Lofton made a motion to approve Resolution 24-1855, Recognition and Appreciation for the Diligent Service of John Guanzon. Commissioner Gallaty 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 Kent Boes

Nays: None

Abstain: None

Absent: Commissioners John Loudon and Nicholas Micheli

ITEM NO. H.7. – APPOINTMENT OF GRIEVANCE COMMITTEE/PERSONNEL COMMITTEE:

Mr. Becerra explained that the Chairperson and Vice-Chairperson usually serve on the committee along with one more Commissioner. Commissioner Cardoza volunteered to serve on the committee.

Commissioner Gallaty made a motion to approve the Grievance Committee/Personnel Committee to be comprised of Chairperson Bob Woten, Vice-Chairperson Denise Conrado and Commissioner Manny Cardoza. 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 Kent Boes

Nays: None

Abstain: None

Absent: Commissioners John Loudon and Nicholas Micheli

ITEM NO. I. 8. – HOUSING CHOICE VOUCHER ELIGIBILITY/ OCCUPANCY UPDATE:

Occupancy Manager Alisha Parker stated the Housing Choice Voucher waiting list has been depleted. She mentioned the list will be opening soon but the date has not been determined but hoping for some time in February. Ms. Parker said there will be several waiting lists opening at the same time and mentioned the programs with the asterisk next to them indicate that the waiting lists are always open, and the service providers make referrals.

ITEM NO. I. 9. - ADMINISTRATIVE UPDATE:

Mr. Becerra said the City of Yuba City's City Council approved the extension of the financial commitment for the Richland Village project. He mentioned the Tax Credit application was approved for the Pacific Crest Commons project in Truckee and construction starting in mid to late May. Mr. Becerra said the Town of Truckee approved \$207,000 for the Truckee project and Nevada County Board of Supervisors will have an item for consideration for a financial commitment to the project as well.

Mr. Becerra explained insurance has been a struggle for many projects with either very high increases or companies pulling out.

ITEM NO. J - HOUSING COMMISSIONERS' COMMENTS:

Commissioner Blaser stated recently there was a groundbreaking for the new Hyatt hotel, Grocery Outlet and Starbucks in Marysville. He also mentioned there will be a new baseball team for the Yuba/Sutter community. Commissioner Blaser shared that the burned hotel will be coming down.

Commissioner Gallaty stated the food was great and she is blessed to be a part of the Regional Housing Authority Board of Commissioners. She wished everyone a Merry Christmas.

Commissioner Hoek stated Christmas is a big event in Nevada County. She said there are lots of good things in the lineup but unfortunately things are slow. Commissioner Hoek gave her best wishes to Mr. Guanzon, thanked everyone for all they do and wished everyone a Merry Christmas.

Commissioner Swarthout said she is working on housing issues and there needs to be more housing like Cashin's Field. She mentioned this would possibly be her last meeting.

Commissioner Boes said he is excited about Rancho Colus. He mentioned there was a CDBG award for Karen's House. He also wished everyone a Happy Holiday.

Commissioner Kurlan thanked Mr. Guanzon for his service and thanked staff for all they do. He mentioned that he would be off the board soon and wished everyone a happy holiday season.

Commissioner Lofton congratulated Mr. Guanzon and wished everyone a Merry Christmas.

Commissioner Chapdelaine also congratulated Mr. Guanzon and thanked staff. He wished everyone a Merry Christmas and Happy New Year.

Vice-Chairperson Conrado thanked staff for their gifts and lunch and wished everyone a Merry Christmas.

Commissioner Cardoza congratulated Mr. Guanzon. He mentioned his wife passed away this morning after a battle with cancer. He wished all a Merry Christmas.

Commissioner Boomgaarden also congratulated Mr. Guanzon and staff. He stated this is one of the most gratifying boards to sit on and thanked the staff for the gifts. He wished everyone a safe and happy holiday season.

Chairperson Woten congratulated Mr. Guanzon. He said everything that the Regional Housing Authority does is significant and he can see the changes happening. Chairperson Woten stated he appreciates the staff and wished all a Merry Christmas and Happy New Year.

ITEM NO. K – NEXT MEETING: January 14, 2025

ITEM NO. L - ADJOURNMENT: The meeting was adjourned at 1:02 PM in memory of Kathy Cardoza.

REGIONAL HOUSING AUTHORITY  
Minutes  
Special Board Meeting  
January 14, 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 Tony Kurlan, Don Blaser, Jeramy Chapdelaine, Manny Cardoza, Marc Boomgaarden, Suzanne Gallaty, and Doug Lofton were present. Commissioner Kent Boes arrived later in the meeting. Commissioners Nicholas Micheli, Lisa Swarthout, Sue Hoek, and John Loudon were absent. Legal Counsel Landon Little was also present.

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

Commissioner Blaser led the pledge of allegiance.

ITEM NO. C. – PUBLIC PARTICIPATION:

Ramona Wafer was present and had some questions. Legal Counsel Brant Bordsen stated generally there is no dialog at this time but if they are simple, staff can answer otherwise she can follow up with the administration after the meeting. Mr. Bordsen explained the legal questions should be directed to him.

ITEM NO. D.- AWARDS AND PRESENTATIONS: NONE

ITEM NO. E. – EXECUTIVE SESSION: NONE

ITEM NO. F.1.-4. - CONSENT CALENDAR:

Commissioner Cardoza made a motion to approve the Consent Calendar as submitted. 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, Tony  
Kurlan, Don Blaser, Marc Boomgaarden, Jeramy Chapdelaine,  
Suzanne Gallaty, and Kent Boes

Nays: None

Abstain: None

Absent: Commissioners John Loudon, Lisa Swarthout, Sue Hoek, and  
Nicholas Micheli

ITEM NO. G. – OLD BUSINESS: NONE

ITEM NO. H.5. – RECOMMEND APPROVAL OF BUILDING MAINTENANCE SERVICES CONTRACT:

Operations Manager Tom Goodwin mentioned this is a three-year contract with two one-year extensions. He explained this is for work that is beyond the scope of work for our staff. Mr. Goodwin said this does not take the place of any staff members. He shared there were three bids received and staff is recommending to go with Brewer & Sons Construction.

Commissioner Lofton made a motion to approve the selection of Brewer & Sons Construction for a three-year contract with a potential for (2) one-year extensions and authorize the Executive Director to execute all required documentation. Commissioner Cardoza made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Bob Woten, Vice-Chairperson Denise Conrado, Commissioners Manny Cardoza, Doug Lofton, Tony Kurlan, Don Blaser, Marc Boomgaarden, Jeremy Chapdelaine, Suzanne Gallaty, and Kent Boes

Nays: None

Abstain: None

Absent: Commissioners John Loudon, Lisa Swarthout, Sue Hoek, and Nicholas Micheli

ITEM NO. I. 6. - ADMINISTRATIVE UPDATE:

Mr. Becerra said Nevada County approved \$207,000 for the Truckee project. He mentioned that effective January 1, 2024, SB721 went into effect for those properties built within the last six years or older and have staircases and balconies that are exposed to the elements must be inspected by a third party. Mr. Becerra explained ten properties were inspected where two properties were noted to have urgent repairs, and the other properties just had a few recommendations. He also stated the Section 8 waiting list should be opening in mid-February.

ITEM NO. J - HOUSING COMMISSIONERS' COMMENTS:

Commissioner Chapdelaine said he is looking forward to getting things done in the new year.

Commissioner Boes mentioned he is hoping to stay on this board and will know by the next meeting.

Commissioner Lofton said this will be his last meeting and thanked staff for all they do.

Vice-Chairperson Conrado stated she will be staying on the board. She also said that Rancho Colus looks great.

Commissioner Kurlan stated this will be his last meeting also.

Commissioner Blaser said Yuba County made their assignments this morning and he will be staying on the board. He also mentioned that Highway 70 is now open.

Legal Counsel Brant Bordsen said he hopes 2025 is better than 2024.

ITEM NO. K – NEXT MEETING: February 5, 2025

ITEM NO. L - ADJOURNMENT: The meeting was adjourned with a moment of silence for the fire victims in Southern California at 12:44 PM.

**REGIONAL HOUSING AUTHORITY**

**STAFF REPORT**

**Date:** March 5, 2025  
**To:** Board of Commissioners  
**From:** Jennifer Ruiz, Executive Assistant/HR Coordinator

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**SUBJECT:** Payout of Administrative Leave for Executive Director  
**RECOMMENDATION:** Approval of cash payment of forty (40) hours of administrative leave  
**FISCAL IMPACT:** \$4,182.40

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**Background**

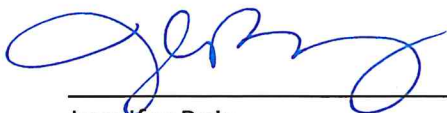
The Board of Commissioners approved a Management Plan for confidential and at-will employees. Section XIII. Administrative Leave states "Exempt employees are not eligible for overtime nor for compensative time off (CTO). In lieu of such benefits, exempt employees shall be eligible for forty (40) hours of Administrative Leave per calendar year (taken between January 1 and December 31, remaining balance of hours may not be rolled over to the next calendar year). An exempt employee may request a cash payment of up to forty (40) hours of Administrative Leave per calendar year. The Board of Commissioners will review each request."

Executive Director, Gustavo Becerra, submitted a request for cash payment of forty (40) hours of administrative leave.

**Recommendation**

It is recommended that the Board of Commissioners of Regional Housing Authority approve the request from Gustavo Becerra, Executive Director, to pay out forty (40) hours of administrative leave.

Prepared/Submitted by:



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Jennifer Ruiz  
Executive Assistant/HR Coordinator



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January 22, 2025

To: Human Resources Department  
From: Gustavo Becerra/Executive Director

RE: Cash payment of 2025 Administrative Leave Balance

Ms. Ruiz,

Per section XIII. Administrative Leave, of the Regional Housing Authority (RHA) Management Plan, as approved by the Board of Commissioners, I am requesting a cash payment of the current balance of forty (40) hours of administrative leave I am holding. Please process the request through the RHA Board of Commissioners as required.

Thank you in advance.

Sincerely,



Gustavo Becerra  
Executive Director





**REGIONAL HOUSING AUTHORITY**

**STAFF REPORT**

**Date:** March 5, 2025  
**To:** Board of Commissioners  
**From:** Jennifer Ruiz, Executive Assistant/HR Coordinator

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**SUBJECT:** Payout of Administrative Leave for Occupancy Manager

**RECOMMENDATION:** Approval of cash payment of forty (40) hours of administrative leave

**FISCAL IMPACT:** \$2,131.69

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**Background**

The Board of Commissioners approved a Management Plan for confidential and at-will employees. Section XIII. Administrative Leave states "Exempt employees are not eligible for overtime nor for compensative time off (CTO). In lieu of such benefits, exempt employees shall be eligible for forty (40) hours of Administrative Leave per calendar year (taken between January 1 and December 31, remaining balance of hours may not be rolled over to the next calendar year). An exempt employee may request a cash payment of up to forty (40) hours of Administrative Leave per calendar year. The Board of Commissioners will review each request."

Occupancy Manager, Alisha Parker, submitted a request for cash payment of forty (40) hours of administrative leave.

**Recommendation**

It is recommended that the Board of Commissioners of Regional Housing Authority approve the request from Alisha Parker, Occupancy Manager, to pay out forty (40) hours of administrative leave.

Prepared/Submitted by:



Jennifer Ruiz  
Executive Assistant/HR Coordinator



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February 25, 2025

To: Human Resources Department

From: Alisha Parker, Occupancy Manager

RE: Cash payment of 2025 Administrative Leave Balance

Ms. Ruiz,

Per section XI 1.1. Administrative Leave, of the Regional Housing Authority (RHA) Management Plan, as approved by the Board of Commissioners, I am requesting a cash payment of the current balance of forty (40) hours of administrative leave I am holding. Please process the request through the RHA Board of Commissioners as required.

Sincerely,

*AP*

Alisha Parker  
Occupancy Manager



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## RESOLUTION 25-1860

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY APPROVING SECTION 8 HCV PROGRAM PROJECT-BASED VOUCHER AWARD TO PACIFIC CREST APARTMENTS IN TRUCKEE, CA

**WHEREAS**, the Regional Housing Authority (RHA) administers under Annual Contributions Contract (ACC), the United States Department of Housing and Urban Development (HUD) Section 8 Housing Choice Voucher (HCV) program; and

**WHEREAS**, in accordance with 24 CFR Part 983 Project Based Voucher (PBV) Regulations, Notice FR – 5976 – N – 03, PIH Notices 2013-11 and 2017-21, a PHA can use up to thirty percent of its authorized voucher units to project-base units in a specific project, amounting to a total possible 547 PBV’s; and

**WHEREAS**, the RHA, by means of Requests for Proposals for project-basing of vouchers, has an outstanding commitment to project base ten (10) vouchers; and

**WHEREAS**, on October 8, 2021, RHA issued a Request for Proposals for project basing of vouchers in a new development in the County of Nevada, and Town of Truckee, and

**WHEREAS**, competitive proposals have been received from housing developers, reviewed for threshold compliance, and ranked based on scoring and the best interest of RHA and its Section 8 HCV program in creating housing opportunity through leverage of Section 8 HCV PBV activity;

**NOW THEREFORE BE IT RESOLVED** by the Board of Commissioners of the Regional Housing Authority to award the project-based voucher commitment to the new construction project known as the Pacific Crest Commons Apartments in Truckee, CA, in support of the development of the proposed project, conditioned upon the realization of the development proposed.

This Resolution was approved at the Regular Meeting of the Board of Commissioners on March 5, 2025, by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

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

Bob Woten, Chairperson

(SEAL)

**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

**Date:** March 5, 2025  
**To:** Board of Commissioners  
**From:** Marco Cruz, Chief Financial Officer

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**SUBJECT:** Omnibus Assignment and Assumption Agreement Amendment

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**Background**

On September 1, 2021, the Board of Commissioners approved Omnibus Agreements with Sutter Community Affordable Housing, Inc. (SCAH) and Building Better Partnerships, Inc. (BBP). This instrument defined the reimbursement of development expenses and fee pass through from SCAH and BBP to Regional Housing Authority (RHA).

**2024 Additions/Deletions**

Between Regional Housing Authority and Sutter Community Affordable Housing, Inc.:

Deletions: None

Additions: None

Between Regional Housing Authority and Building Better Partnerships, Inc.:

Deletions: None

Additions: None

**Recommendation**

Staff recommends that Regional Housing Authority's Board of Commissioners approve the 2024 Schedule A and B for the Omnibus Assignment and Assumption Agreement with Building Better Partnerships, Inc. and with Sutter Community Affordable Housing, Inc.

Prepared by:

Submitted by:



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Marco A. Cruz, Chief Financial Officer



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Gustavo Becerra, Executive Director

**2024 SCHEDULE A**

**-Signature Page-**

*Effective for Calendar Year ending December 31, 2024*

**ASSIGNEE**

**REGIONAL HOUSING AUTHORITY**

By: \_\_\_\_\_  
Name: Gustavo Becerra  
Title: Executive Director

**ASSIGNOR(S)**

**NEW HAVEN-SCAH, LLC,**  
a California limited liability company

By: Sutter Community Affordable Housing,  
a California non-profit public benefit corporation  
Its: Manager

By: \_\_\_\_\_  
Name: Manny Cardoza  
Its: President

**KRISTEN COURT III-SCAH, LLC,**  
a California limited liability company

By: Sutter Community Affordable Housing,  
a California non-profit public benefit corporation  
Its: Manager

By: \_\_\_\_\_  
Name: Manny Cardoza  
Its: President

**RICHLAND VILLAGE-SCAH, LLC,**  
a California limited liability company

By: Sutter Community Affordable Housing,  
a California non-profit public benefit corporation  
Its: Manager

By: \_\_\_\_\_  
Name: Manny Cardoza  
Its: President

**SUTTER COMMUNITY AFFORDABLE HOUSING,**  
a California non-profit public benefit corporation

By: \_\_\_\_\_  
Name: Manny Cardoza  
Its: President

**2024 SCHEDULE B**

**-Assignor and Project Listing-**

Assignor	Project
NEW HAVEN-SCAH, LLC	New Haven
KRISTEN COURT III-SCAH, LLC	Kristen Court Phase 3
RICHLAND VILLAGE-SCAH, LLC	Richland Village
SUTTER COMMUNITY AFFORDABLE HOUSING	New Haven Maple Park Phase 1 Kristen Court Phase 1 Kristen Court Phase 2 Kristen Court Phase 3 Richland Village



**2024 SCHEDULE A**

**-Signature Page-**

*Effective for Calendar Year ending December 31, 2024*

**ASSIGNEE**

**REGIONAL HOUSING AUTHORITY**

By: \_\_\_\_\_  
Name: Marco A Cruz  
Title: Chief Financial Officer

**ASSIGNOR(S)**

**BRUNSWICK-BBP, LLC,**  
a California limited liability company

By: Building Better Partnerships, Inc.,  
a California non-profit public benefit corporation  
Its: Manager

By: \_\_\_\_\_  
Name: Gustavo Becerra  
Its: President

**DEVONSHIRE-BBP, LLC,**  
a California limited liability company

By: Building Better Partnerships, Inc.,  
a California non-profit public benefit corporation  
Its: Manager

By: \_\_\_\_\_  
Name: Gustavo Becerra  
Its: President

**LONE OAK I-BBP, LLC,**  
a California limited liability company

By: Building Better Partnerships, Inc.,  
a California non-profit public benefit corporation  
Its: Manager

By: \_\_\_\_\_  
Name: Gustavo Becerra  
Its: President

**GRASS VALLEY TERRACE-BBP, LLC,**  
a California limited liability company

By: Building Better Partnerships, Inc.,  
a California non-profit public benefit corporation  
Its: Manager

By: \_\_\_\_\_  
Name: Gustavo Becerra  
Its: President

**CASHIN'S FIELD-BBP, LLC,**  
a California limited liability company

By: Building Better Partnerships, Inc.,  
a California non-profit public benefit corporation  
Its: Manager

By: \_\_\_\_\_  
Name: Gustavo Becerra  
Its: President

**CEDAR LANE-BBP, LLC,**  
a California limited liability company

By: Building Better Partnerships, Inc.,  
a California non-profit public benefit corporation  
Its: Manager

By: \_\_\_\_\_  
Name: Gustavo Becerra  
Its: President

**CEDAR LANE PSH-BBP, LLC**  
a California limited liability company

By: Building Better Partnerships, Inc.,  
a California non-profit public benefit corporation  
Its: Manager

By: \_\_\_\_\_  
Name: Gustavo Becerra  
Its: President

**BEAR RIDGE-BBP, LLC**  
a California limited liability company

By: Building Better Partnerships, Inc.,  
a California non-profit public benefit corporation  
Its: Manager

By: \_\_\_\_\_  
Name: Gustavo Becerra  
Its: President

**RIVER OAKS-BBP, LLC**  
a California limited liability company

By: Building Better Partnerships, Inc.,  
a California non-profit public benefit corporation  
Its: Manager

By: \_\_\_\_\_  
Name: Gustavo Becerra  
Its: President

**RANCHO COLUS-BBP, LLC**  
a California limited liability company

By: Building Better Partnerships, Inc.,  
a California non-profit public benefit corporation  
Its: Manager

By: \_\_\_\_\_  
Name: Gustavo Becerra  
Its: President

**NORTHVIEW-BBP, LLC**

a California limited liability company

By: Building Better Partnerships, Inc.,  
a California non-profit public benefit corporation  
Its: Manager

By: \_\_\_\_\_  
Name: Gustavo Becerra  
Its: President

**1<sup>ST</sup> STREET-BBP, LLC**

a California limited liability company

By: Building Better Partnerships, Inc.,  
a California non-profit public benefit corporation  
Its: Manager

By: \_\_\_\_\_  
Name: Gustavo Becerra  
Its: President

**BUILDING BETTER PARTNERSHIPS, INC.,**

a California non-profit public benefit corporation

By: \_\_\_\_\_  
Name: Gustavo Becerra  
Its: President

**2024 SCHEDULE B**

**-Assignor and Project Listing-**

Assignor	Project
BRUNSWICK-BBP, LLC	Brunswick Commons
DEVONSHIRE-BBP, LLC	Colusa Devonshire
LONE OAK I-BBP, LLC	Lone Oak Senior
GRASS VALLEY TERRACE-BBP, LLC	Grass Valley Terrace
CASHIN'S FIELD-BBP, LLC	Cashin's Field
CEDAR LANE-BBP, LLC	Cedar Lane Family
CEDAR LANE PSH-BBP, LLC	Cedar Lane PSH
BEAR RIDGE-BBP, LLC	Bear Ridge
RIVER OAKS-BBP, LLC	River Oaks
RANCHO COLUS-BBP, LLC	Rancho Colus
NORTHVIEW-BBP, LLC	Northview Senior
1 <sup>ST</sup> STREET-BBP, LLC	Williams Senior
BUILDING BETTER PARTNERSHIPS, INC.	<ol style="list-style-type: none"> <li>1. Brunswick Commons</li> <li>2. Colusa Devonshire</li> <li>3. Lone Oak Senior</li> <li>4. Grass Valley Terrace</li> <li>5. Cashin's Field</li> <li>6. Cedar Lane Family</li> <li>7. Cedar Lane PSH</li> <li>8. Bear Ridge</li> <li>9. River Oaks</li> <li>10. Rancho Colus</li> <li>11. Northview Senior</li> <li>12. Williams Senior</li> </ol>



# REGIONAL HOUSING AUTHORITY

Serving the Cities of Live Oak, Yuba City and Colusa • Counties of Sutter, Nevada, Colusa and Yuba

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www.RegionalHA.org

## RESOLUTION 25-1861

### A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY EXPRESSING RECOGNITION OF THE ACHIEVEMENTS OF Sylvia Ybarra

**WHEREAS**, the Regional Housing Authority encourages Housing Choice Voucher participants to enroll in the Family Self-Sufficiency (FSS) Program; and

**WHEREAS**, Sylvia Ybarra started in this program on 10/01/2019 and set goals for himself to obtain full time employment.

**WHEREAS**, Sylvia Ybarra met his goals by 03/01/2025 and received sufficient earned income to generate an escrow account in the amount of \$27,862.86; and

**WHEREAS**, Sylvia Ybarra has now “graduated” from the FSS program;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Regional Housing Authority congratulates Sylvia Ybarra for his determination to progress to a life that is independent of government assistance and conveys their best wishes for success in all his future endeavors.

**This Resolution was approved at the regular meeting of the Board of Commissioners, this 5th day of March 2025.**

AYES:

NAYS:

ABSTAINED:

ABSENT:

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Chairperson, Bob Woten

**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

**Date:** March 5, 2025  
**To:** Board of Commissioners  
**From:** Marco A. Cruz – Chief Financial Officer

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**SUBJECT:** Fiscal Year Ending 2026 Operating Budgets  
**RECOMMENDATION:** Approval as Submitted

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**BACKGROUND:**

In accordance with sound fiscal management and programmatic requirements the Regional Housing Authority (RHA) creates an annual budget for Board review and approval. Revenues and expenses for the upcoming fiscal year are analyzed and estimated. While the most up to date projections are presented here actual performance may vary.

***What programs do we administer, including number of units and designations (restricted and unrestricted):***

- ❖ Business Activities – unrestricted
  - Kingwood Commons (Yuba City) 64 family units
  - Lc-35 Miscellaneous operations, Miles Market
  - Percy Ave. (Yuba City) 8 units
  - Manager of Homes 2 Families Management for 9 single family homes
  - Solar Solar farms at Kingwood Commons and Richland Housing
  - Trailer Park (Yuba City) 6 owner-occupied trailers
  - 1850 Anthony Way (Yuba City) 1 single family home
  - Date Street (Live Oak) 50 senior units
  - Joann Way (Yuba City) 24 senior units
  - Richland Housing (Yuba City) 99 family & senior units
  - Co-developer of Low-Income Tax Credit affordable housing
- ❖ Housing Choice Voucher – restricted
  - Section 8 Vouchers (includes VASH) 1872 vouchers
  - Emergency Housing Vouchers (EHV) ~100 vouchers
  - Mainstream Vouchers 140 vouchers
  - Family Self Sufficiency ~52 participants
- ❖ State/Local-restricted
  - Behavioral Health
    - 814 F St. (Marysville) 10-bedroom complex
    - Teesdale (Yuba City) 1 duplex
  - Homes 2 Families 4 single family homes
  - Neighborhood Stabilization 21 single family homes
  - Yuba City Migrant Center (OMS) 79 family units (May-November)
- ❖ USDA – restricted
  - Butte View Estates (Live Oak) 32 senior units
  - Centennial Arms (Live Oak) 21 + 1 ADA family units
  - Richland Housing (Yuba City) 180 + 10 ADA family units



## REVENUE SOURCES

### *Business Activities:*

Business Activities provide RHA with unrestricted funds that are utilized as the Board of Commissioners see fit. Percy (Yuba City) and Kingwood Commons (Yuba City) are multifamily complexes that accept Section 8 vouchers in addition to tenant rent. Kingwood Commons and Percy also have project-based Section 8 rental assistance vouchers assigned to 23 units. 1850 Anthony Way is a single-family residence located in Yuba City that also accepts Section 8 vouchers.

The Trailer Park leases spaces to owner-occupied trailers. These trailers are slated for relocation once the planned Richland Village project secures construction funding. Other miscellaneous projects are the management of the Homes 2 Families program along with LC-35 and Solar which receive funding through commercial rents, management fees, and solar reimbursements.

In August 2022 the complexes of Date Street (Live Oak), Joann Way (Yuba City), and Richland Housing (Yuba City) were converted from restricted HUD Public Housing to unrestricted Business Activities units. While no longer receiving federal operating and capital subsidies the units can charge market rents while remaining affordable to tenants through assigned project-based Section 8 vouchers. The new rental revenues have significantly increased the profitability of the unrestricted portfolio.

Not only does RHA's role as co-developer for Low-Income Housing Tax Credit (LIHTC) affordable housing increase the housing availability in its four counties, but it also provides an additional source of development fee revenue that are unrestricted funds. These revenues are not included in the budget as the timing and amount of fees are highly variable and difficult to project.

### *Housing Choice Voucher:*

RHA's HCV program has expanded to include multiple voucher programs, each with voucher revenue which provides rental assistance for tenants (paid directly to landlords), and the Administrative Fee to operate the program. The Housing Assistance Payment (HAP) portion is not budgeted here since HUD matches voucher funding to subsidy payments. The Administrative Fee is a per voucher flat rate based on monthly utilization and are not reimbursed to HUD if revenues are greater than expenses but instead are placed in the Administrative Fee Reserves fund.

The voucher programs for FYE 2025 are Section 8, Mainstream, Emergency Housing Vouchers, and the Foster Youth program. RHA also has a Family Self Sufficiency (FSS) program targeting the preceding programs and establishes escrow accounts for participants who successfully complete the program. FSS funding reimburses staff tenant services.

### *State/Local:*

State and local programs comprise of state funded multifamily buildings and property management partnerships within RHA's jurisdiction.

Our two Behavioral Health properties receive tenant rent and in the case of Teesdale Ave. (Yuba City), Section 8 project-based assistance payments. The 814 F St. complex in Marysville also receives an annual COSR, a subsidy to offset revenue shortfalls. Homes 2 Families and the Neighborhood Stabilization Program both receive tenant rent and accept Section 8 vouchers. The City of Yuba City has sold five of the nine Homes 2 Families units leaving four units to manage in FYE 2025.

*USDA – Rental Assistance:*

In addition to tenant rent, the USDA properties are subsidized by HUD Section 8 (Butte View Estates in Live Oak) and USDA Rental Assistance (Centennial Arms in Live Oak and Richland in Yuba City).

**2025 BUDGET HIGHLIGHTS**

*Salaries and Benefits:*

Step increases for eligible staff were included along with the Board approved 3.5% increase. California’s minimum wage has increased to \$16.50/hr increasing our onsite manager costs. Health benefit premiums rose an average of 12%. Worker’s compensation is expected to increase by 9%. Pension costs are expected to be lower through the reimbursement from RHA’s pension trust (see below).

*Insurance:*

RHA participates in a housing authority risk pool for its insurance which keeps costs lower than market rates. Property and Liability insurance continues to rise at a rapid pace due to recent wildfires and a lack of reinsurers. While none of RHA’s core properties are located in wildfire areas, its partnership LIHTC properties are struggling with high insurance increases and cancellations. Insurance costs will be an area of focus for the next several years. FYE 2026 insurance costs increased by 7% but we expect a return to double digit increases in FYE 2027.

*Pension & OPEB:*

By FYE 2026, RHA is expected to have no pension and OBEP liability through its funding of a CalPERS OPEB trust, PARS pension trust, and CalPERS pension additional discretionary payments that began in 2021. In FYE 2026, RHA will begin withdrawing from its trusts to offset pension and OPEB cash outlays, increasing operational income.

*General:*

For FYE 2026, general and administrative expenses increased by 3%. Maintenance supply and contract costs are expected to increase higher than inflation by an average of 9%.

**Factors affecting specific properties:**

*Housing Choice Voucher:*

We estimate a 3% increase bundled with a proration rate of 91% for an effective increase of 1.5% in administrative fees in FYE 2026.

*State/Local:*

Not included in this budget is Office of Migrant Services seasonal farmworker housing located in Yuba City. The 2025-2027 2-year budget is under negotiation and will be brought to this Board at a future meeting.

**RECOMMENDATION:**

It is recommended that the Board of Commissioners of the Regional Housing Authority approve the attached fiscal year ending 2026 operating budgets.

Prepared by:

Submitted by:

  
\_\_\_\_\_  
Marco A Cruz, Chief Financial Officer

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

**Business Activities & BBP, Inc.**

Period = Apr 2025-Mar 2026

**PTD Budget**

2999-99-999	Revenue & Expenses	
3000-00-000	INCOME	
3199-00-000	NET TENANT INCOME	4,561,151
3699-00-000	OTHER INCOME	343,020
3999-00-000	TOTAL INCOME	4,904,171
4000-00-000	EXPENSES	
4199-00-000	ADMINISTRATIVE EXPENSES	770,935
4299-00-000	TENANT SERVICES EXPENSES	63,002
4399-00-000	UTILITY EXPENSES	449,189
4499-00-000	MAINTENANCE EXPENSES	965,419
4599-00-000	GENERAL EXPENSES	144,384
4799-00-000	HOUSING ASSISTANCE PAYMENTS	8,340
4899-00-000	FINANCING EXPENSES	165,140
5999-00-000	NON-OPERATING ITEMS	1,194,936
8000-00-000	TOTAL EXPENSES	3,761,344
9000-00-000	NET INCOME	1,142,826
	CASH FLOW ADJUSTMENTS	643,500
	<b>ANNUAL CASH INCREASE (DECR)</b>	1,786,326

**HCV Admin & Other**

Period = Apr 2025-Mar 2026

**PTD Budget**

2999-99-999	Revenue & Expenses	
3000-00-000	INCOME	
3499-00-000	GRANT INCOME	2,712,948
3699-00-000	OTHER INCOME	169,378
3999-00-000	TOTAL INCOME	2,882,326
4000-00-000	EXPENSES	
4199-00-000	ADMINISTRATIVE EXPENSES	2,065,590
4299-00-000	TENANT SERVICES EXPENSES	263,119
4399-00-000	UTILITY EXPENSES	4,515
4499-00-000	MAINTENANCE EXPENSES	33,354
4599-00-000	GENERAL EXPENSES	22,440
5999-00-000	NON-OPERATING ITEMS	11,964
8000-00-000	TOTAL EXPENSES	2,400,982
9000-00-000	NET INCOME	481,344
	CASH FLOW ADJUSTMENTS	-188,036
	<b>ANNUAL CASH INCREASE (DECR)</b>	293,308

### Homes to Families

Period = Apr 2025-Mar 2026

**PTD Budget**

2999-99-999	Revenue & Expenses	
3000-00-000	INCOME	
3199-00-000	NET TENANT INCOME	71,368
3699-00-000	OTHER INCOME	14,955
3999-00-000	TOTAL INCOME	86,323
4000-00-000	EXPENSES	
4199-00-000	ADMINISTRATIVE EXPENSES	12,492
4399-00-000	UTILITY EXPENSES	9,857
4499-00-000	MAINTENANCE EXPENSES	30,264
4599-00-000	GENERAL EXPENSES	48
5999-00-000	NON-OPERATING ITEMS	696
8000-00-000	TOTAL EXPENSES	53,357
9000-00-000	NET INCOME	32,966
	CASH FLOW ADJUSTMENTS	696
	<b>ANNUAL CASH INCREASE (DECR)</b>	33,662

### Behavioral Health

Period = Apr 2025-Mar 2026

**PTD Budget**

2999-99-999	Revenue & Expenses	
3000-00-000	INCOME	
3199-00-000	NET TENANT INCOME	111,138
3499-00-000	GRANT INCOME	45,000
3699-00-000	OTHER INCOME	1,092
3999-00-000	TOTAL INCOME	157,230
4000-00-000	EXPENSES	
4199-00-000	ADMINISTRATIVE EXPENSES	33,891
4399-00-000	UTILITY EXPENSES	43,593
4499-00-000	MAINTENANCE EXPENSES	39,867
4599-00-000	GENERAL EXPENSES	7,404
4899-00-000	FINANCING EXPENSES	14,484
5999-00-000	NON-OPERATING ITEMS	21,984
8000-00-000	TOTAL EXPENSES	161,223
9000-00-000	NET INCOME	-3,993
	CASH FLOW ADJUSTMENTS	6,898
	<b>ANNUAL CASH INCREASE (DECR)</b>	2,905

**Neighborhood Stabilization**

Period = Apr 2025-Mar 2026

**PTD Budget**

2999-99-999	Revenue & Expenses	
3000-00-000	INCOME	
3199-00-000	NET TENANT INCOME	301,872
3699-00-000	OTHER INCOME	2,892
3999-00-000	TOTAL INCOME	304,764
4000-00-000	EXPENSES	
4199-00-000	ADMINISTRATIVE EXPENSES	70,655
4299-00-000	TENANT SERVICES EXPENSES	2,782
4399-00-000	UTILITY EXPENSES	40,742
4499-00-000	MAINTENANCE EXPENSES	107,865
4599-00-000	GENERAL EXPENSES	21,768
5999-00-000	NON-OPERATING ITEMS	150,408
8000-00-000	TOTAL EXPENSES	394,220
9000-00-000	NET INCOME	-89,456
	CASH FLOW ADJUSTMENTS	125,408
	<b>ANNUAL CASH INCREASE (DECR)</b>	35,952

**USDA**

Period = Apr 2025-Mar 2026

**PTD Budget**

2999-99-999	Revenue & Expenses	
3000-00-000	INCOME	
3199-00-000	NET TENANT INCOME	3,556,632
3699-00-000	OTHER INCOME	93,081
3999-00-000	TOTAL INCOME	3,649,713
4000-00-000	EXPENSES	
4199-00-000	ADMINISTRATIVE EXPENSES	659,821
4299-00-000	TENANT SERVICES EXPENSES	71,067
4399-00-000	UTILITY EXPENSES	476,438
4499-00-000	MAINTENANCE EXPENSES	905,284
4599-00-000	GENERAL EXPENSES	181,164
4799-00-000	HOUSING ASSISTANCE PAYMENTS	744
4899-00-000	FINANCING EXPENSES	106,911
5999-00-000	NON-OPERATING ITEMS	2,135,652
8000-00-000	TOTAL EXPENSES	4,537,080
9000-00-000	NET INCOME	-887,368
	CASH FLOW ADJUSTMENTS	1,056,794
	<b>ANNUAL CASH INCREASE (DECR)</b>	169,426



**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

Date: March 5, 2025  
 To: Board of Commissioners  
 From: Pattra Runge, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q3-2024) report for quarter ending December 31, 2024

RECOMMENDATION: None - update only

FISCAL IMPACT: None – informational only

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

Development	Total Units Available	Units Leased October	Units Leased November	Units Leased December
USDA/Farm Labor (Yuba City)	188	186	186	185
Centennial Arms (Live Oak)	21	21	21	21
Butte View (Live Oak)	31	31	31	31

**Office of Migrant (OMS) Services**

Development	Total Units Available	Units Leased October	Units Leased November	Units Leased December
Migrant Center (Yuba City)	75	45	33	0

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

Development	Total Units Available	Units Leased October	Units Leased November	Units Leased December
Kingwood Commons (Yuba City)	63	62	61	62
Percy Avenue (Yuba City)	8	8	8	8
Homes2Families (Yuba City)	4	4	4	4
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	12	12	12
Trailer Park (Yuba City)	6	6	6	6
Richland Housing (Yuba City)	99	99	98	97
Live Oak Senior Village (Live Oak)	49	47	48	49
River City Manor (Yuba City)	23	23	23	23

**Commercial Property**

Development	Total Units Available	Units Leased October	Units Leased November	Units Leased December
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Miles Market (Yuba City)	1	1	1	1
YCUSD-Bernard (Yuba City)	1	1	1	1

**Sutter Community Affordable Housing**

Development	Total Units Available	Units Leased October	Units Leased November	Units Leased December
Town Center (Yuba City)	27	27	27	27
Yolo-Heiken (Yuba City)	5	5	5	5
Maple Park I (Live Oak)	55	51	52	52
Kristen Court (Live Oak)	55	52	53	53
Kristen Court II (Live Oak)	24	21	22	23
New Haven Court (Yuba City)	39	39	38	37
Kristen Court III (Live Oak)	32	28	28	29

**Building Better Partnerships Inc.**

Development	Total Units Available	Units Leased October	Units Leased November	Units Leased December
MH-814 F-SRO's (Marysville)	10	10	10	10
Maple Park II (Live Oak)	34	32	34	33
Stony Creek II (Williams)	31	30	31	31
Grass Valley Terrace (Grass Valley)	69	69	69	69
Devonshire (Colusa)	27	27	27	26
Lone Oak (Penn Valley)	30	29	29	29
Truckee Artist Lofts (Truckee)	76	72	71	72
Brunswick Commons (Grass Valley)	40	37	38	40
Cashin's Field (Nevada City)	50	49	48	49
Cedar Lane PSH (Linda)	40	38	39	39
Cedar Lane Family (Linda)	107	98	100	104
Bear Ridge (Wheatland)	47	46	46	43

**Comments:**

Currently the following property waitlists are open: USDA Rural Development – Richland, Centennial Arms, Butte View Estates, River Oaks Apartments, Courtyard at Penn Valley – 3 bedroom, Senior Village – Date Street, Maple Park I – 3 bedroom, Stony Creek II, Truckee Artist Loft – 3 bedroom and Cashin's Field.

Prepared by:   
 Pattra Runge/Occupancy Manager

Submitted by:   
 Gustavo Becerra/Executive Director



**REGIONAL HOUSING AUTHORITY**

**STAFF REPORT**

Date: March 5, 2025  
To: Board of Commissioners  
From: Alisha Parker, Occupancy Manager

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SUBJECT: Quarterly Occupancy (Q3-FY 2024) report for quarter ending December 31, 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	October	November	December
HCV/Section 8	1,867	Total-1,862	Total-1,880	Total-1,897
Mainstream	140	131	135	130
Emergency Housing Vouchers	127	100	99	112
Foster Youth to Independence	5	2	2	2
HCV Port-Out Administered	N/A	17	18	20
VASH	28 units for Nevada County 34 units for Yuba City	52	52	55

**Wait List Information as of January 2, 2025**

	Bedrooms							N/A
	0	1	2	3	4	5		
<b>Property/Program</b>								
Brunswick Commons- Behavioral Health- Grass Valley								5*
Brunswick Commons Hospitality House- Grass Valley								8*
Cashin's Field- Nevada City		248	147	64				
Cedar Lane Behavioral Health- Olivehurst								5*
Cedar Lane Hands of Hope- Olivehurst								2*
Courtyard at Penn Valley- Penn Valley			149	34				
Devonshire Apartments- Colusa			138	52				
Kingwood Commons- Yuba City				76				
Grass Valley Terrace- Grass Valley		272	214	82				
Lone Oak Senior Apartments- Penn Valley		121	51					
Maple Park I- Live Oak			186	0*	58			
Maple Park II- Live Oak		42	45					
New Haven Court- Behavioral Health- Yuba City								7*
New Haven Court- Hands of Hope- Yuba City								8*
Percy Apartments- Yuba City		269						

Richland Housing- Yuba City	55	350	300	94	20	6	
River City Manor- Yuba City		58					
Senior Village- Live Oak		0*	1*				
Stony Creek 2- Williams		28*	1*				
Truckee Artist Lofts- Truckee		141	67	21*			
Yolo Apartments- Yuba City		172	128	70			
Housing Choice Voucher							0*

Comments: Waiting lists currently open are marked with an (\*). Lists will close once they reach a two-year waiting period.

Prepared by: AP  
Alisha Parker/Occupancy Manager

Submitted by:   
Gustavo Becerra/Executive Director

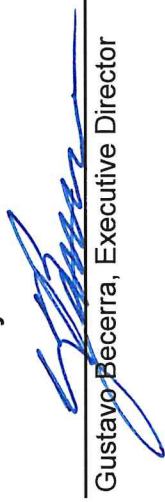
DATE: March 5, 2025  
 TO: Board of Commissioners  
 FROM: Tom Goodwin, Operations Manager

SUBJECT: Maintenance and Operations Update

- Total work orders completed for October, November, December, 2024 were 1005, break down as follows:
- The prior report completed total were 942
- Total number of work orders by projects:

Priority & Category	bve	ca	cb-date	devons	h2f	cb-joann	kc	kris-rha	lc-35	mh	mp	nsp	other	oms	percy	rd	cb-rich	tc	tp	tr-185	RHAT	vo	yolo	TOTAL
Emergency	17	20	27		1	6	14			1	13	3			2	37	36	3	1				2	183
Make Ready's		1	2				2				3					3	2							13
Routine	42	86	67			18	94		10	28	70	8		45	19	183	131	21	2	1		6	831	
Scheduled																								
Total Property	59	107	96		1	24	110		10	29	86	11		45	21	223	169	24	3	1		8	1027	
Pending	2	4	1			1	1			1	6	1		1		3	1							22
Completed	57	103	95		1	23	109		10	28	80	10		44	21	220	168	24	3	1		8	1005	
Pest	1						11		1			1				9						1	24	
Cancelled																								
HQS	1	25					22			10	8			1	12								79	
Total Completed																						<b>1005</b>		

Submitted By:

  
 Gustavo Becerra, Executive Director

Prepared By:

*Tom Goodwin*  
 Tom Goodwin, Operations Manager

**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

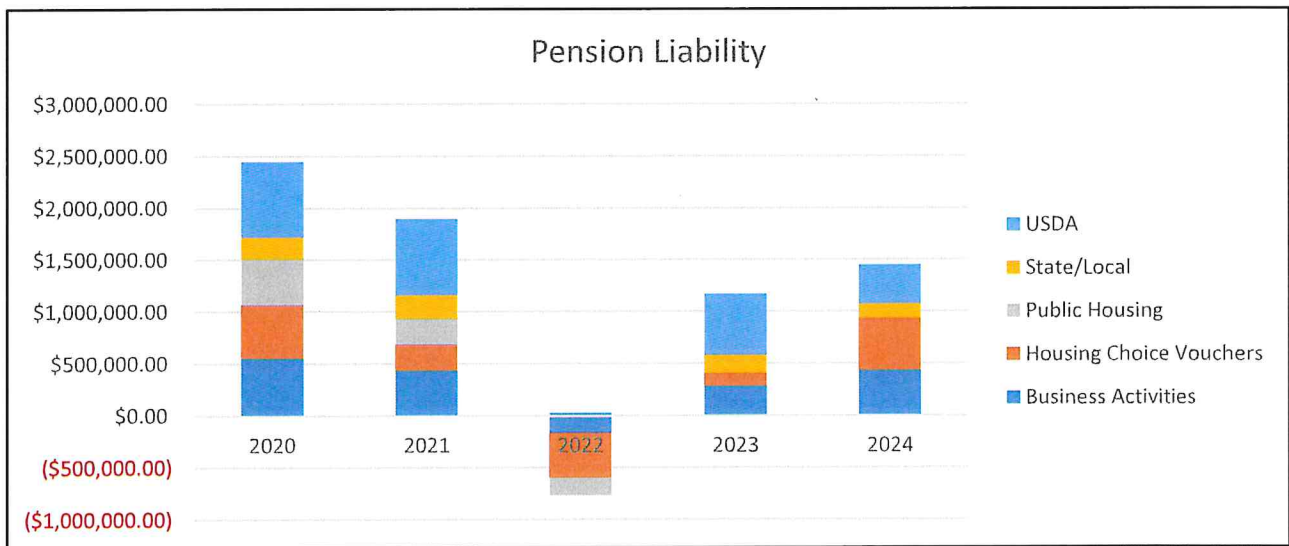
**Date:** March 5, 2025  
**To:** Board of Commissioners  
**From:** Marco Cruz – Chief Financial Officer  
**Subject:** Financial Review  
 Project Net Income April 1, 2024, to December 31, 2024

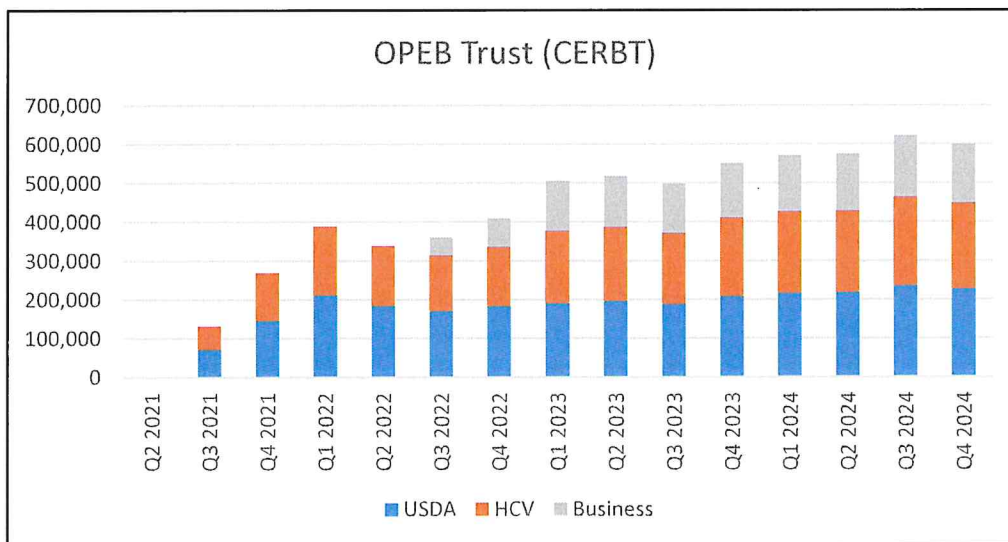
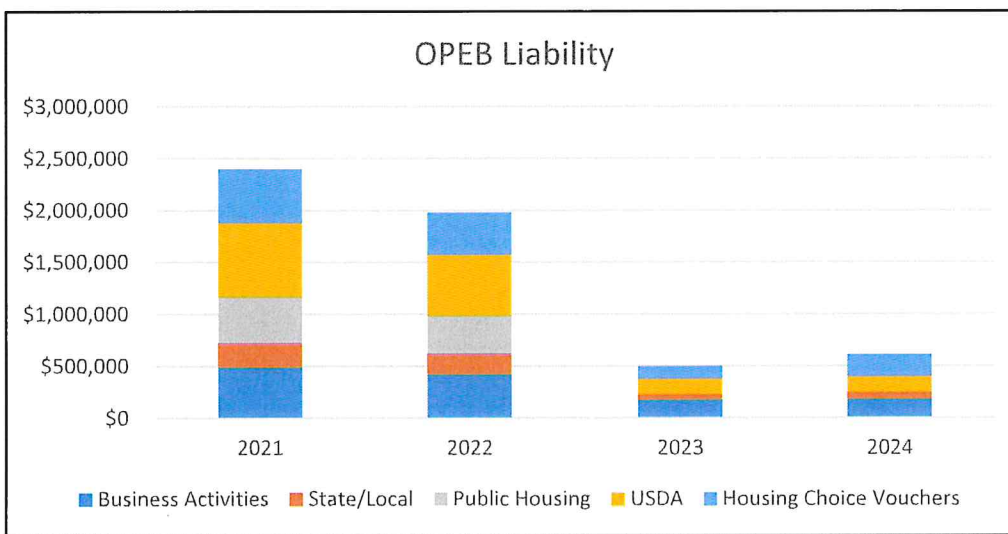
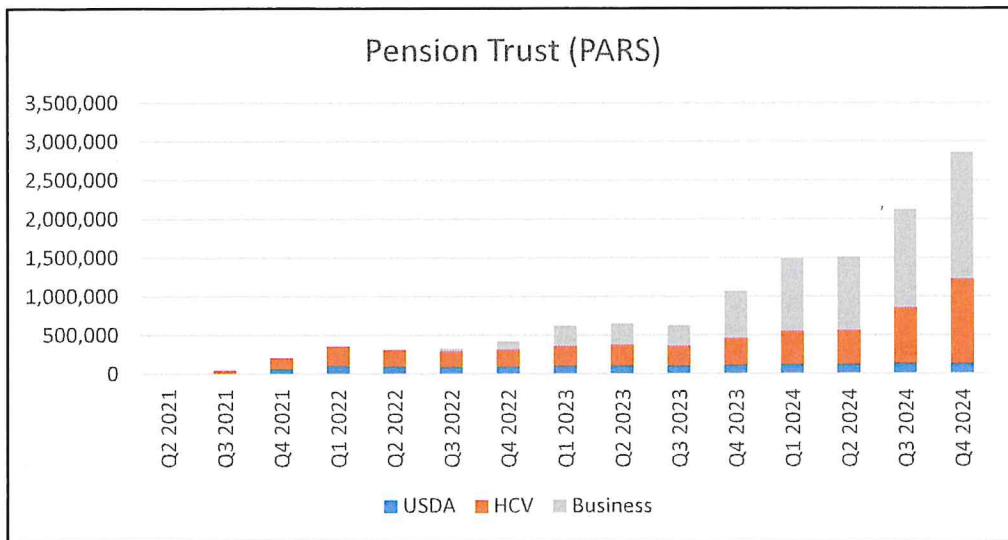
**Pension/OPEB Liabilities**

As of the most recent FYE 2024 valuation, Regional Housing Authority (RHA) has a CalPERS pension liability of \$1,447,304, up from \$1,174,197 for FYE 2023. This balance does not reflect the CalPERS 9.3% return on investments through June 30, 2024, which was higher than their target rate of 6.8%. RHA’s FYE 2024 OPEB liability is \$610,918, up from \$502,411 the prior year. The increase was caused by a slight decrease in the actuarial discount rate.

Since Q3 2021 RHA has funded both its OPEB trust with CalPERS and pension trust with PARS. Following general market trends, both funds saw increased asset values in the prior twelve months. As of September 30, 2024, the PARS Pension Trust’s balance was \$2,858,915 and the OPEB Trust was \$600,208.

RHA has met its OPEB trust goal, where the trust can reimburse RHA’s annual OPEB outflows. RHA is currently increasing the funding of the pension trust to a target of \$3,800,000. At this funding level, staff expect to fund future pension costs from the pension trust rather than from operational budgets. Staff anticipate reaching this funding level by March 2025.







**Financials**

**Business Activities & Building Better Partnerships, Inc:**

Business Activities (unrestricted funds) had a Net Income of \$2,379,112 vs \$885,651 budgeted. \$550,000 of revenues are unbudgeted development fees for Cashin’s Field, located in Nevada City. Brick-and-mortar projects such as Kingwood Commons and Percy are positive Net Income against budget.

**State/Local:**

Neighborhood Stabilization has a net income of -\$30,481 vs -\$51,769 budgeted. A large landscaping project was completed in Q2, but the portfolio is still cash flowing. Homes 2 Families (H2F) has net income of \$17,082 vs \$1,788 budgeted due to higher revenues. RHA’s Behavioral Health portfolio has a net income of -\$11,434 vs -\$6,811 budget. The annual COSR (operating subsidy) for the Marysville project at 814 F Street came in higher than budget but expenses were higher as well. Administrative and maintenance salaries, and insurance were all higher than expected. State mandated balcony inspections negatively impacted expenses also.

**Housing Choice Voucher:**

HCV net income is -\$304,507 from April – December. HCV Admin had a net income of \$266,684 vs \$569,101 budgeted due to software implementation expenses and \$60,000 grant to Hands of Hope. There is also a revenue gap as HUD catches up with the increased leasing in Q4 2024.

**USDA:**

USDA had a net income of -\$361,143 vs -\$490,341 budgeted. Revenues are higher than expected while expenses are in line with expectations. These projects have positive cash flow.

**OMS:**

OMS had a net income of \$56,559 vs \$0 budgeted. June’s reimbursements were higher as the remaining budget for 2023-24 was paid to RHA for deposit into reserves. Rental income is forwarded to OMS and they in turn reimburse operating and most of the overhead expenses.

**Prepared by:**

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