



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

May 8, 2024

TO: Chairperson Manny Cardoza
Vice-Chairperson Bob Woten
Commissioner Tony Kurlan
Commissioner Lisa Swarhout
Commissioner Sue Hoek
Commissioner Denise Conrado
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

May 15, 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, May 15, 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
May 15, 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 – April 17, 2024 pg. 1
- 2. Recommend Approval of Reappointment of Tenant Commissioner Suzanne Gallaty pg. 3
- 3. Resolution 24-1829 – Approval of SEMAP pg. 4
- 4. Approval to Payout Forty (40) Hours of Administration Leave for the Occupancy Manager pg. 5

- G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action:

5. Election of Officers (Chairperson and Vice-Chairperson)

I. ADMINISTRATIVE REPORT:

6. Maintenance Update pg. 7
Tom Goodwin, Operations Manager
7. Housing Choice Voucher Occupancy/Eligibility Update pg. 8
Alisha Parker, Occupancy Manager
8. Administrative Update
Gustavo Becerra, Executive Director

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: June 5, 2024

L. ADJOURNMENT: In memory of past Executive Director William (Bill) Rosenberger (1995-2005).

REGIONAL HOUSING AUTHORITY
Minutes
Regular Board Meeting
April 17, 2024

ITEM NO. A - CALL TO ORDER:

Chairperson Manny Cardoza called the meeting to order.

ITEM NO. A - ROLL CALL:

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

ITEM NO. B. – PLEDGE OF ALLEGIANCE:

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

Vote: Ayes: Chairperson Manny Cardoza, Commissioners Suzanne Gallaty, Jeremy Chapdelaine, Tony Kurlan, Don Blaser, John Loudon, Lisa Swarthout, and Sue Hoek.

Nays: None

Abstain: None

Absent: Vice-Chairperson Bob Woten, Commissioners Denise Conrado, Kent Boes, Doug Lofton, Marc Boomgaarden, and Nicholas Micheli

ITEM NO. G.- OLD BUSINESS: NONE

ITEM NO. H.5.-RESOLUTION 24-1828 – IIG RESOLUTION FOR RICHLAND VILLAGE PROJECT:

Executive Director Gustavo Becerra stated staff is always looking for different sources of funding for various projects. He mentioned Richland Village was awarded \$7.5 million from the Infill Infrastructure Grant (IIG) program. Mr. Becerra said this will reduce the amount of tax credits that are

needed for the next application.

Commissioner Gallaty made a motion to Resolution 24-1828 – IIG Resolution for Richland Village Project. Commissioner Hoek made the second. The following roll call vote was taken:

Vote: Ayes: Chairperson Manny Cardoza, Commissioners Suzanne Gallaty, Jeremy Chapdelaine, Tony Kurlan, Don Blaser, John Loudon, Lisa Swarthout, and Sue Hoek.

Nays: None

Abstain: None

Absent: Vice-Chairperson Bob Woten, Commissioners Denise Conrado, Kent Boes, Doug Lofton, Marc Boomgaarden, and Nicholas Micheli

ITEM NO. I.6. – ADMINISTRATIVE UPDATE:

Mr. Becerra said Nevada County has a RFP out for a housing grant and staff is working on a proposal for the Lone Oak II project. He mentioned April 23rd is the next tax credit application deadline and there will be two applications submitted, one for Richland Village in Yuba City and the one for Pacific Crest Commons in Truckee.

Mr. Becerra said the Section 8 waiting list was recently updated and will probably open again sometime in 2025. He explained property insurance has seen an increase of approximately 40% in the last two years.

ITEM NO. J - HOUSING COMMISSIONERS' COMMENTS:

Commissioner Blaser mentioned there is a lot of development going on in Marysville and Yuba County as a whole.

Chairperson Cardoza mentioned the United Way is doing a fundraiser on Saturday, April 20th at the Hard Rock.

ITEM NO. K – NEXT MEETING: May 1, 2024

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

**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

Date: May 15, 2024
To: Board of Commissioners
From: Gustavo Becerra, Executive Director

SUBJECT: Tenant Commissioner Term Expiration
RECOMMENDATION: Re-Appointment of Tenant Commissioner
FISCAL IMPACT: Not applicable

Background

Commissioner Suzanne Gallaty has been the Tenant Commissioner representative on the Board of Commissioners since November 2010, and her term as Tenant Commissioner expired in April 2024.

Staff advertised the position to interested residents and received two (2) applications. Interviews were conducted by Chairperson Manny Cardoza, Executive Assistant/HR Coordinator Jennifer Ruiz, and myself on April 17, 2024.

Recommendation

It is recommended that the Board of Commissioners of the Regional Housing Authority support the reappointment of Tenant Commissioner Suzanne Gallaty to the Governing Bodies for their approval.

Submitted by:


Gustavo Becerra, Executive Director



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RESOLUTION 24-1829

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY APPROVING THE SUBMISSION OF THE SECTION 8 MANAGEMENT ASSESSMENT CERTIFICATION

WHEREAS, the United States Department of Housing and Urban Development (HUD) uses the Section 8 Management Assessment Program (SEMAP) scores to annually evaluate the quality and efficiency of the operation of the Section 8 Housing Choice Voucher program;

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires that Housing Authorities to self-evaluate and to annually report to HUD on the quality and efficiency of the operation of their Section 8 Housing Choice Voucher program, using HUD Form 52648;

WHEREAS, HUD also requires that the Regional Housing Authority (RHA) submit a Board Resolution approving the annual submission of the Section 8 Management Assessment Program (SEMAP) scores to HUD, as reflected on HUD Form 52648;

NOW THEREFORE, BE IT RESOLVED that the RHA Board of Commissioners authorizes and approves the submission of the Certification for the Section 8 Management Assessment Program (SEMAP) using HUD Form 52648. The Executive Director is hereby authorized to submit to HUD the HUD Form 52648 by its due date of May 30, 2024.

PASSED AND ADOPTED by the Board of Commissioners of the Regional Housing Authority, this 15th day of May 2024 by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

ATTEST: _____
Manny Cardoza, Chairperson

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: May 15, 2024
To: Board of Commissioners
From: Jennifer Ruiz, Executive Assistant/HR Coordinator

SUBJECT: Payout of Administrative Leave for Occupancy Manager

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

FISCAL IMPACT: \$2,069.60

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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May 7, 2024

To: Human Resources Department
From: Alisha Parker, Occupancy Manager

RE: Cash payment of 2024 Administrative Leave Balance

Ms. Ruiz,

Per section X111. 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.

Sincerely,

Alisha Parker
Occupancy Manager



The Housing Authority is and Equal Employer and Housing Provider



**REGIONAL HOUSING AUTHORITY
STAFF REPORT**

DATE: May 15, 2024
 TO: Board of Commissioners
 FROM: Tom Goodwin, Operations Manager

SUBJECT: Maintenance and Operations Update

- Total work orders completed for January, February, March, 2024 were 942, break down as follows:
- Total number of work orders by projects:

Priority & Category	bve	ca	cb-date	devons	hzt	cb-joann	Kc	kris-tha	lc-35	mh	mp	nsp	other	oms	perc	rd	cb-rich	tc	tp	tr-185	RHAT	vo	yolo	TOTAL
Emergency	5	7	9		1	7	17			5	6	6		1	1	36	30	9					3	143
Make Ready's		1					5			1	1	1		8		4		2						23
Routine	43	44	103		6	14	69		13	24	105	25		11	13	183	82	31	1	1		4	7	779
Scheduled																								
Total Property	48	52	112		7	21	91		13	30	112	32		20	14	223	112	42	1	1		4	10	945
Pending							1				1			1										3
Completed	48	52	112		7	21	90		13	30	112	31		19	14	223	112	42	1	1		4	10	942
Pest	1	2	11			2	12			1		1				10	3	3					1	47
Cancelled									6															
HQS		15	37		4		24		4	4	34	12			8	48	24	3		1			2	220
Total Completed																						942		

Prepared By: *Tom Goodwin*
 Tom Goodwin, Operations Manager

Submitted By: *Gustavo Becerra*
 Gustavo Becerra, Executive Director

REGIONAL HOUSING AUTHORITY

STAFF REPORT

Date: May 15, 2024

To: Board of Commissioners

From: Alisha Parker, Occupancy Manager

SUBJECT: Quarterly Occupancy (Q4-FY 2023) report for quarter ending March 31, 2024

RECOMMENDATION: None

FISCAL IMPACT: None, informational only

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

Program	Units Available	January	February	March
HCV/Section 8	1,867	Total-1,868	Total-1,847	Total-1,837
Mainstream	140	128	131	131
Emergency Housing Vouchers	127	115	114	113
Foster Youth to Independence	5	0	0	0
HCV Port-Out Administered	N/A	6	3	3
VASH	28 units for Nevada County 34 units for Yuba City	48	49	46

Wait List Information as of May 7, 2024

	Bedrooms							N/A
	0	1	2	3	4	5		
Property/Program								
Brunswick Commons- Behavioral Health								0*
Brunswick Commons - Hospitality House								45*
Cashin's Field		252	163	65				
Cedar Lane Behavioral Health								21*
Cedar Lane Hands of Hope								23*
Courtyard at Penn Valley			151	59				
Devonshire Apartments			196	36				
Kingwood Commons				149				
Grass Valley Terrace		275	239	84				
Lone Oak Senior Apartments		151	51					
Maple Park I			225	70	66			
Maple Park II		72	48					
New Haven Court Behavioral Health								40*
New Haven Court Hands of Hope								36*
Percy Apartments		269						
Richland Housing	93	401	343	51	30	9		
River City Manor		66						
Senior Village		24	2					
Stony Creek 2		95	33					

Truckee Artist Lofts		142	108	0			
Yolo Apartments		207	132	62			
Housing Choice Voucher							1,339

Comments: An * shows the waiting list is currently open.

Prepared by: AP
Alisha Parker/Occupancy Manager

Submitted by: 
Gustavo Becerra/Executive Director