



# 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)

April 30, 2025

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

May 7, 2025

You are hereby notified that the Commissioners of the Regional Housing Authority are called to meet in Regular Session at **12:15 PM on Wednesday, May 7, 2025, at Richland Neighborhood Center, 420 Miles Avenue, Yuba City, CA 95991.**

  
Gustavo Becerra  
Executive Director

**Richland Neighborhood Center,  
420 Miles Avenue, Yuba City, CA 95991  
May 7, 2025, 12:15 PM**

- A. CALL TO ORDER: ROLL CALL
- B. PLEDGE OF ALLEGIANCE
- C. PUBLIC PARTICIPATION: Members of the public shall be provided with an opportunity to address the Board on items of interest that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring something before the Board that is not on the agenda may do so at this time; however, State law provides that no action may be taken on any item not appearing on the posted Agenda. Persons who wish to address the Board during public comment or with respect to an item that is on the agenda will be limited to three (3) minutes.
- D. AWARDS AND PRESENTATIONS: NONE
- E. EXECUTIVE SESSION: 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. Resolution 25-1868 – Combined Programs Collection Loss Write-Off  | pg. 1 |
| 2. Resolution 25-1869 – Housing Choice Voucher Collection Loss Write-Off   | pg. 3 |
| 3. Resolution 25-1870 – Rural Development Collection Loss Write-Off  | pg. 5 |
| 4. Resolution 25-1871 – Kingwood Commons Collection Loss Write-Off   | pg. 7 |
| 5. Resolution 25-1872 – Approval of SEMAP  | pg. 9 |
| 6. Approval of Reclassification of two Maintenance Technician II positions to Supervising Maintenance Technician and Approval of | pg.14 |

## Changes to the Organizational Chart

7. Resolution 25-1873 – Approval of Section 8 HCV Program Project Based Voucher Award to Lone Oak II Apartments in Penn Valley, CA pg. 16

G. OLD BUSINESS: Discussion/Possible Action: NONE

H. NEW BUSINESS: Discussion/Possible Action:

I. ADMINISTRATIVE REPORT:

8. RHA Owned/Managed Properties Occupancy/Eligibility Update pg. 17  
Pattra Runge, Occupancy Manager

9. Housing Choice Voucher Eligibility/Occupancy Update pg. 20  
Alisha Parker, Occupancy Manager

10. Maintenance Update pg. 23  
Tony Langlois, Operations Manager

11. Administrative Update  
Gustavo Becerra, Executive Director

J. HOUSING COMMISSIONERS' COMMENTS:

K. NEXT MEETING: May 21, 2025

L. ADJOURNMENT:



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## RESOLUTION 25-1868

### **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 \$16.92**

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 May 31, 2025 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 \$16.92.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 7<sup>th</sup> day of May 2025 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Denise Conrado, Chairperson



## Combo Properties

**Collection Loss Write Off**  
**Period: May 2025**

4/29/25

Utility costs incurred by PHA from tenant move-in date until transferred to tenant's name. Those charges are then billed to the tenant.

Exhibit A



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## RESOLUTION 25-1869

### **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 \$3,701.00**

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 May 31, 2025 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 \$3,701.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed, and adopted this 7<sup>th</sup> day of May 2025 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Denise Conrado, Chairperson

HCV  
Collection Loss Write Off  
Period : May 2025

<u>Tenant</u>	<u>HAP</u> <u>Fraud Recovery Amount Owed</u>	<u>Late</u> <u>Fee's</u>	<u>NSF</u> <u>Fee's</u>	<u>Overpaid</u> <u>URP's</u>	<u>Total</u> <u>Owed</u>	<u>Payback</u> <u>Agreement</u>
T0010440	\$ 147.00	\$ -	\$ -	\$ -	\$ 147.00	Yes
T0027951	\$ 2,529.00	\$ -	\$ -	\$ -	\$ 2,529.00	Yes
T0019694	\$ 1,025.00	\$ -	\$ -	\$ -	\$ 1,025.00	Yes
<hr/>						
\$	3,701.00	\$ -	\$ -	\$ -	<b>\$ 3,701.00</b>	<b>Total Write-Off</b>

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

Exhibit A

GP  
29 APR 25



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## RESOLUTION 25-1870

### RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING RURAL DEVELOPMENT COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$2,479.00

WHEREAS, the Regional Housing Authority operates low-income housing projects Centennial Arms, Butte View Estates and Rural Development farm work housing project Phases I, II and III pursuant to U.S. Department of Agriculture regulations; and

WHEREAS, operations of low-income housing include the collection of monthly rental amounts; and

WHEREAS, the Regional Housing Authority makes every attempt to collect outstanding balances; and

WHEREAS, Exhibit A provides a list of uncollectible accounts for the period ending May 31, 2025 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 \$2,479.00.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed, and adopted this 7<sup>th</sup> day of May 2025 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

Denise Conrado, Chairperson

## USDA

429125

Utility costs incurred by PHA from tenant move-in date until transferred to tenant's name. Those charges are then billed to the tenant.

Exhibit A



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## RESOLUTION 25-1871

### **A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY AUTHORIZING KINGWOOD COMMONS APARTMENTS COLLECTION LOSS WRITE-OFF IN THE AMOUNT OF \$3,304.44**

WHEREAS, the Regional Housing Authority operates Kingwood Commons pursuant to Section 8 regulations; and

WHEREAS, operations of Kingwood Commons 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 May 31, 2025 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 \$3,304.44.

This Resolution is to take effect immediately.

This Resolution is presented at the Regular Meeting of the Board of Commissioners, passed and adopted this 7<sup>th</sup> day of May 2025 by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

ATTEST:

\_\_\_\_\_  
Denise Conrado, Chairperson



Kingwood Commons  
1340 Gray Avenue - Yuba City, CA 95991  
Collection Loss Write Off  
Period: May 2025

<u>Tenant</u>	<u>Apartment</u>	<u>Date</u>		<u>Monthly Rent</u>	<u>Rent Owed</u>	<u>Late Fees</u>	<u>Damages</u>	<u>Solar</u>	<u>Legal Fees</u>	<u>Total Owed</u>	<u>Payback Agreement</u>
		<u>Move In</u>	<u>Move Out</u>								
T0005543	63	08/27/14	02/08/25	\$ 967.00	\$ -	\$ -	\$ 217.98	\$ -	\$ -	\$ 217.98	No
T0022295	14	03/09/20	02/10/25	\$ 1,870.00	\$ 555.56	\$ -	\$ 1,408.00	\$ 8.17	\$ -	\$ 1,971.73	No
T0036102	26	02/15/24	02/21/25	\$ 1,037.00	\$ -	\$ -	\$ 1,101.27	\$ 13.46	\$ -	\$ 1,114.73	No
										<b>\$ 3,304.44</b>	<b>Total Write Off</b>

D  
4/28/25

Deceased \*

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.

Exhibit A



# REGIONAL HOUSING AUTHORITY

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## RESOLUTION 25-1872

### **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, 2025.

**PASSED AND ADOPTED** by the Board of Commissioners of the Regional Housing Authority, this 7<sup>th</sup> day of May 2025 by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

ATTEST: \_\_\_\_\_  
Denise Condrado, Chairperson

# Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0215  
(exp. 12/31/2026)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

**Instructions** Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
Regional Housing Authority	03/31/2025	05/13/2025

**Check here if the PHA expends less than \$300,000 a year in Federal awards** ☐

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

## Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes ☒ No ☐

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes ☒ No ☐

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes ☒ No ☐

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response ☒ At least 98% of units sampled ☐ 80 to 97% of units sampled ☐ Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response ☒ At least 90% of files sampled ☐ 80 to 89% of files sampled ☐ Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes ☒ No ☐

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes ☒ No ☐

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response ☒ At least 98% of cases sampled ☐ Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

**Applies only to PHAs with jurisdiction in metropolitan FMR areas.**

**Check here if not applicable** ☒

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

**PHA Response** Yes ☐ No ☐

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

**PHA Response** Yes ☐ No ☐

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

**PHA Response** Yes ☐ No ☐

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

**PHA Response** Yes ☐ No ☐

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

**PHA Response** Yes ☐ No ☐

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

**PHA Response** Yes ☐ No ☐

8. Payment Standards. The PHA has adopted payment standards schedule(s) in accordance with § 982.503.

**PHA Response** Yes ☒ No ☐

Enter FMRs and payment standards (PS)

0-BR FMR	1195	1-BR FMR	1197	2-BR FMR	1522	3-BR FMR	2133	4-BR FMR	2556
PS	1087	PS	1089	PS	1388	PS	1956	PS	2355

**If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.**

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

**PHA Response** Yes ☒ No ☐

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

**PHA Response** Yes ☒ No ☐

11. Initial HQS Inspections. Newly leased units pass HQS inspection within the time period required. This includes both initial and turnover inspections for the PBV program. (24 CFR 982.305; 983.103(b)-(d)).

**PHA Response** Yes ☒ No ☐

12. Periodic HQS Inspections. The PHA has met its periodic inspection requirement for its units under contract (982.405 and 983.103(e)).

**PHA Response** Yes ☒ No ☐

13. Lease-Up. The PHA executes housing assistance contracts for the PHA's number of baseline voucher units, or expends its annual allocated budget authority.

**PHA Response** Yes ☒ No ☐

- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

**Applies only to PHAs required to administer an FSS program.**

**Check here if not applicable** ☒

**PHA Response**

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)


or, Number of mandatory FSS slots under HUD-approved exception



b. Number of FSS families currently enrolled

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

**Applies only to PHAs required to administer an FSS program .**

Check here if not applicable ☒

PHA Response Yes ☐ No ☐

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

**Deconcentration Bonus Indicator** (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;

or

- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes ☐ No ☒ If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify under penalty of perjury that, to the best of my knowledge, the above responses are true and correct for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

**Warning:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) 05/07/2025

Date (mm/dd/yyyy) 05/07/2025

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

# SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) \_\_\_\_\_

PHA Name \_\_\_\_\_

Principal Operating Area of PHA \_\_\_\_\_  
(The geographic entity for which the Census tabulates data)

**Special Instructions for State or regional PHAs.** Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

2020 Census Poverty Rate of Principal Operating Area \_\_\_\_\_

## Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) \_\_\_\_\_ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- \_\_\_\_\_ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- \_\_\_\_\_ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes ☐ No ☐

- 2) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes ☐ No ☐

- 3) \_\_\_\_\_ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- \_\_\_\_\_ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- \_\_\_\_\_ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- \_\_\_\_\_ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes ☐ No ☐

**If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.**

**See instructions above concerning bonus points for State and regional PHAs.**



## Regional Housing Authority

### Staff Report

**Date:** May 7, 2025

**To:** Board of Commissioners

**From:** Anthony Langlois, Operations Manager

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**Subject:** Reclassification of Two Existing Positions

**Recommendation:** Approval to reclassify two Maintenance Technician II positions to Supervising Maintenance Technician

**Fiscal Impact:** Approximately \$10,280 annually per Supervising Maintenance Technician position

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#### **Background:**

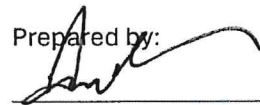
Currently the Maintenance Department consists of one (1) Maintenance Operations Manager, one (1) Assistant Maintenance Operations Manager, seven (7) Maintenance Technician II (one of which is vacant), one (1) Maintenance Worker (which is vacant), one (1) Lead Grounds Maintenance Worker, one (1) OMS Maintenance Worker and one (1) Receptionist/Account Clerk. With the retirement of the Operations Manager, staff is recommending eliminating the Assistant Operations Manager position and promoting two Maintenance Technician II to Supervising Maintenance Technician. With the number of staff members and the area we serve, it becomes difficult to have supervision and decision-making capabilities for one person. Changing the Maintenance Technician II positions to Supervising Maintenance Technician positions will allow staff the ability to make independent decisions, increase productivity, improve operational efficiency, and ensure that our facilities are well maintained and ultimately provide a higher level of service to our residents and properties.

Although the recommended change has a fiscal impact for the two positions under Board consideration to reclassify, there will be overall savings of over \$100,000 to the operating budgets with the retirement of the current Maintenance Operations Manager and not backfilling the Assistant Maintenance Operations Manager.

#### **Recommendation:**

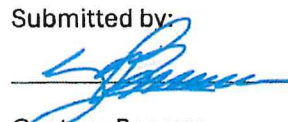
It is recommended that the Board of Commissioners approve the reclassification of the two Maintenance Technician II positions to Supervising Maintenance Technician.

Prepared by:



Anthony Langlois  
Operations Manager

Submitted by:



Gustavo Becerra  
Executive Director

## 15



**\*\*Yellow highlighted positions are currently Maintenance Technician II. Staff is requesting approval to reclassify as Supervising Maintenance Technician.**



# REGIONAL HOUSING AUTHORITY

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

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## RESOLUTION 25-1873

### **A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE REGIONAL HOUSING AUTHORITY APPROVING SECTION 8 HCV PROGRAM PROJECT-BASED VOUCHER AWARD TO LONE OAK II APARTMENTS IN PENN VALLEY, 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 April 7, 2022, RHA issued a Request for Proposals for project basing of vouchers in a new development in the County of Nevada, in the unincorporated town of Penn Valley; 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 Lone Oak Senior Apartments II in Penn Valley, 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 May 7, 2025, by the following vote:

AYES:

NAYS:

ABSTAINED:

ABSENT:

(SEAL)

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

Denise Conrado, Chairperson



**REGIONAL HOUSING AUTHORITY  
STAFF REPORT**

Date: May 7, 2025  
To: Board of Commissioners  
From: Pattra Runge, Occupancy Manager

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SUBJECT: Quarterly Occupancy (Q4-2024) report for quarter ending March 31, 2025

RECOMMENDATION: None - update only

FISCAL IMPACT: None – informational only

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

Development	Total Units Available	Units Leased January	Units Leased February	Units Leased March
USDA/Farm Labor (Yuba City)	188	186	187	188
Centennial Arms (Live Oak)	21	20	19	18
Butte View (Live Oak)	31	31	31	31

**Office of Migrant (OMS) Services**

Development	Total Units Available	Units Leased January	Units Leased February	Units Leased March
Migrant Center (Yuba City)	75	0	0	0

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

Development	Total Units Available	Units Leased January	Units Leased February	Units Leased March
Kingwood Commons (Yuba City)	63	63	60	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	95	96	96
Live Oak Senior Village (Live Oak)	49	47	47	46
River City Manor (Yuba City)	23	23	23	22

**Commercial Property**

Development	Total Units Available	Units Leased January	Units Leased February	Units Leased March
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 January	Units Leased February	Units Leased March
Town Center (Yuba City)	27	27	27	27
Yolo-Heiken (Yuba City)	5	5	4	4
Maple Park I (Live Oak)	55	52	53	55
Kristen Court (Live Oak)	55	54	54	55
Kristen Court II (Live Oak)	24	23	23	24
New Haven Court (Yuba City)	39	37	36	38
Kristen Court III (Live Oak)	32	31	31	30

**Building Better Partnerships Inc.**

Development	Total Units Available	Units Leased January	Units Leased February	Units Leased March
MH-814 F-SRO's (Marysville)	10	10	10	9
Maple Park II (Live Oak)	34	32	33	34
Stony Creek II (Williams)	31	31	31	31
Grass Valley Terrace (Grass Valley)	69	68	65	65
Devonshire (Colusa)	27	26	26	26
Lone Oak (Penn Valley)	30	30	29	28
Truckee Artist Lofts (Truckee)	76	75	74	75
Brunswick Commons (Grass Valley)	40	39	39	39
Cashin's Field (Nevada City)	50	48	50	50
Cedar Lane PSH (Linda)	40	39	39	39
Cedar Lane Family (Linda)	107	102	101	104
Bear Ridge (Wheatland)	47	44	44	43
Courtyards at Penn Valley	41	40	40	40

**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.

Kristen Court will be holding an Easter egg hunt for the kids at the property. They also will be working with us to put on their first National Night Out.

Maple Park I – Garden bed rebuild for residents is underway, and will be looking into hosting their first National Night Out.



Grass Valley Terrace – Social Services through Travelers visits the property each month. A little bit about Travelers. Travelers Health and Dental was set up in January 2021. They provide educational classes once a month to help residents whom face barriers in accessing health and dental education. Each month a different topic is addressed. They also provide a free dental clinic once a year for residents for dental services (cleanings to extractions, fillings, etc). This year's dental clinic was held March 6<sup>th</sup> and 7<sup>th</sup>. They will also be looking into hosting a National Night Out event for their property.

Cashin's Field – Offers a variety of educational classes that change monthly. During the month of February, they offered: Finance: Scams and How to Avoid Them, Searching and Applying for Jobs Online, Driving Safely in the Winter. They also offered crafting sessions for residents which included: Succulents: Benefits of Plants, Arts and Music: Sea glass Jars and Making a Terrarium. They currently have an open Onsite Manager's position and hope to have it filled in time to participate in National Night Out.

Truckee Artist Lofts held tenant art showings in the gallery space this quarter.

Prepared by: 	Submitted by: 
Pattra Runge/Occupancy Manager	Gustavo Becerra/Executive Director



## REGIONAL HOUSING AUTHORITY

### STAFF REPORT

Date: May 7, 2025

To: Board of Commissioners

From: Alisha Parker, Occupancy Manager

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SUBJECT: Quarterly Occupancy (Q4-FY 2024) report for  
quarter ending March 31, 2025

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	January	February	December
HCV/Section 8	1,867	Total-1,893	Total-1,914	Total-1,928
Mainstream	140	133	134	135
Emergency Housing Vouchers	127	96	98	98
Foster Youth to Independence	5	0	1	1
HCV Port-Out Administered	N/A	28	30	35
VASH	28 units for Nevada County 34 units for Yuba City	56	57	56

**Wait List Information as of April 29, 2025**

		Bedrooms						
		0	1	2	3	4	5	N/A
Property/Program								
Cashin’s Field- Nevada City		242	125	0				
Courtyard at Penn Valley- Penn Valley			148	340				
Devonshire Apartments- Colusa			138	52				
Kingwood Commons- Yuba City				29				
Grass Valley Terrace- Grass Valley		272	214	82				
Lone Oak Senior Apartments- Penn Valley		104	50					
Maple Park I- Live Oak			147	518	59			
Maple Park II- Live Oak		42	45					
Percy Apartments- Yuba City		247						
Richland Housing- Yuba City	57	352	292	70	20	9		
River City Manor- Yuba City		58						
Senior Village- Live Oak		113*	56*					
Stony Creek 2- Williams		85*	29*					
Truckee Artist Lofts- Truckee		139	67	272*				
Yolo Apartments- Yuba City		165	119	6				
Housing Choice Voucher								4,518*

Comments: Waiting lists currently open are marked with an asterisk (\*). Lists will close once they reach a two-year waiting period. All Permanent Supportive Housing (PSH) properties remain open for referrals as needed. They have been removed from this list because the existing lists were purged, and referrals will now be processed individually. Maintaining active waiting lists for PSH properties proved challenging and created issues during quality control reviews.

The Truckee property will likely remain open for three-bedroom units, as we typically process approximately forty applications for each available unit.

Prepared by: AP  
Alisha Parker/Occupancy Manager

Submitted by: [Signature]  
Gustavo Becerra/Executive Director

## Quarterly Report

Date: May 7, 2025

From: Tony Langlois, Operations Manager

To: Board of Commissioners

Subject: Maintenance and Operations Update

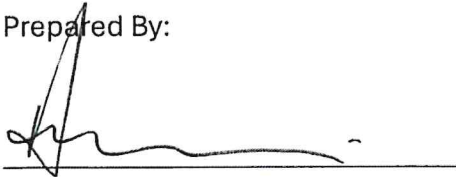
Provided is an update on the maintenance and operations activities conducted in the first quarter of 2025 and outlines the progress made on the Richland Village project.

In the first quarter of 2025, the Maintenance team completed 32 unit turn overs, a consistent volume of work compared to the previous year (34). We have started preparations for the Richland Village development, which includes the removal of approximately 20 trees from the designated trailer park area. Additionally, the accumulated large debris pile, consisting of substantial branches, concrete, and soil, has been successfully cleared from the site.

Since January, we've had seven sewer lateral replacements, the replacement of two sections of damaged storm drain, the installation of four tankless water heaters, and the complete renovation of one bathroom at the Richland property. Furthermore, we have identified a promising candidate through Express Personnel who is currently demonstrating the necessary skills and is on track to transition into a full-time employee.

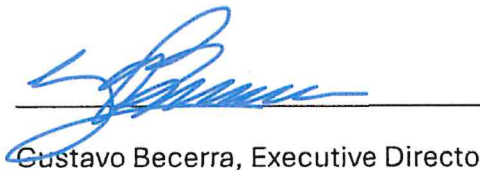
Notably, as a result of proactive preparations and diligent preventative maintenance efforts, our storm drain pump station operated without any issues throughout the entirety of the rainy season.

Prepared By:

A black ink signature of Tony Langlois, consisting of a stylized 'T' and 'L' followed by a horizontal line.

Tony Langlois, Operations Manager

Submitted By:

A blue ink signature of Gustavo Becerra, featuring a large, stylized 'G' and 'B' followed by a horizontal line.

Gustavo Becerra, Executive Director