

# AGENDA

## BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting  
Tuesday, March 21, 2017  
5:30 p.m.

Housing Authority of the County of Merced  
Administration Building  
405 "U" Street  
Board Room – Building B (Second Floor)  
Merced, CA 95341  
(209) 386-4139

Rachel Torres, Chairperson  
Jose Resendez, Vice-Chair  
Jose Delgadillo  
Evelyn Dorsey  
Jack Jackson  
Rick Osorio  
Margaret Pia

**All persons requesting disability related modifications or accommodations may contact the Housing Authority of the County of Merced at (209) 386-4139, 72 hours prior to the public meeting.**

All supporting documentation is available for public review in the office of the Administrative Assistant located in the Housing Authority Administration Building, Second Floor, 405 "U" Street, Merced, CA 95341 during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.

The Agenda is available online at [www.merced-pha.com](http://www.merced-pha.com)

**Use of cell phones, pagers, and other communication devices is prohibited while the Board Meeting is in session. Please turn all devices off or place on silent alert and leave the room to use.**

**I. CALL TO ORDER AND ROLL**

**II. COMMISSIONER and/or AGENCY ADDITIONS/DELETIONS TO THE AGENDA**

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

**III. APPROVAL OF THE FOLLOWING MEETING MINUTES:**

A. February 21, 2017 Quarterly Meeting

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_



#### IV. UNSCHEDULED ORAL COMMUNICATION

**NOTICE TO THE PUBLIC**

This portion of the meeting is set aside for members of the public to comment on any item within the jurisdiction of the Commission, but not appearing on the agenda. Items presented under public comment may not be discussed or acted upon by the Commission at this time.

For items appearing on the agenda, the public is invited to comment at the time the item is called for consideration by the Commission. Any person addressing the Commission under Public Comment will be limited to a 5-minute presentation.

All persons addressing the Commission are requested to state their name and address for the record.

#### V. CONSENT CALENDAR:

- A. Rent Delinquency Report for February 2017
- B. Track Summary Report for February 2017
- C. Financial Reports for February 2017

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

#### VI. BUSINESS (INFORMATION AND DISCUSSION, RESOLUTION and ACTION ITEMS):

##### A. Information/Discussion Item(s):

- 1.) Director's Updates:
  - I. Central Valley Opportunity Center
  - II. Community Action Partnership of Madera County (Madera) term contract
  - III. Central California Child Development
    - i. Rafael Silva Child Development (Los Banos)
    - ii. O'Banion & Felix Torres New contract (Merced)
  - IV. REAC
    - i. Amp4
    - ii. Amp 2
  - V. Contact from E.B.S.A
  - VI. Annual Elections
  - VII. Employees Appreciation
  - VIII. Employee of the Month

##### 2.) Christina Alley Update

##### 3.) Information Report:

- I. Roof Replacement

##### B. Resolution Item(s):

- 1.) **Resolution No. 2017-03:** Request for authorization to award the contract for the Unit Modifications.

(M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_



C. Action Item(s):

None

**VII. COMMISSIONER'S COMMENTS**

**VIII. CLOSED SESSION ITEM(S):**

None

**IX. ADJOURNMENT**



# MINUTES

## BOARD OF COMMISSIONERS HOUSING AUTHORITY OF THE COUNTY OF MERCED

### Regular Meeting Tuesday, February 21, 2017

- I. The meeting was called to order by Chairperson Torres at 12:06p.m. and the Secretary was instructed to call the roll.

**Commissioners Present:**

Rachel Torres, Chairperson  
Jose Resendez, Vice Chairperson  
Rick Osorio  
Evelyne Dorsey  
Jack Jackson  
Margaret Pia

**Commissioners Absent:**

Jose Delgadillo

Chairperson Torres declared there was a quorum present.

**Staff Present:**

Rosa Vazquez, Executive Director/Board Secretary  
Brian Watkins, Finance Officer  
Blanca Arrate, Director of Housing Programs  
Gina Thexton, Director of Housing Programs  
Maria F. Alvarado, Executive Assistant  
Emily Haden, Legal Council

**Others Present:**

Dave Ritchie, Cota Cole LLP  
Josie Garcia, Clerical Support  
Sophia Martinez, Clerical Support  
Gilberto Flores-Sanchez, Tenant in LIPH  
Mary McWatters, AFSCME Union Agent  
Norma Villalobos, Tenant in LIPH

II. **COMMISSIONER and/or AGENCY ADDITIONS/DELETIONS TO THE AGENDA**

None

(M/S/C): Commissioner Margaret Pia /Commissioner Jose Resendez /passed unanimously



**III. CLOSED SESSION ITEM(S):**

The Board of Commissioners went into closed session at 12:19p.m. The following people were present:

Board Members

Rachel Torres, Chair  
Jose Resendez, Vice-Chair  
Evelyne Dorsey  
Jack Jackson  
Margaret Pia  
Rick Osorio

Others Present

Rosa Vazquez, Executive Director/Board Secretary  
Brian Watkins, Finance Officer  
David Ritchie, Agency Negotiator  
Emily Haden, Legal

- A. Pursuant to Government Code §54967.6  
Union Negotiations

The Board returned to Regular Session at 1:28 p.m. and direction was given to staff.

**IV. APPROVAL OF THE FOLLOWING MEETING MINUTES:**

- A. January 21, 2016, Regular Meeting  
Margaret Pia approved with a correction made under the Present section.

(M/S/C): Commissioner Pia/Commissioner Resendez/passed unanimously

**V. UNSCHEDULED ORAL COMMUNICATION:**

- A. Mary McWatters, AFSCME Union Agent -  
She read a statement regarding union negotiations, and concerns for employee wages. She asked to consider giving meaningful pay raises and show employees appreciation for the amount of work done. She also discussed Holidays off in which employees have to use earned vacation time to make up for those days. She asked to consider leaving those alone, while negotiating the union contracts. She thanked the board for allowing her to make a presentation.
- B. Gilberto Flores-Sanchez, Tenant in LIPH -  
Expressed his concern for his rent not being adjusted in a timely manner due to a number of reasons the LIPH management has given him. He wanted to know if we are still low income and wants information on how the rent is determined.
- C. Norma Villalobos, Tenant in LIPH -  
Asked, "If the new HUD policy that raises the rent regarding undocumented family members is true?" Rosa translated to the board and answered the question that yes in fact there is a policy in place. Rosa asked Blanca Arrate to meet with each tenant who came with concerns during the closed session so she may address the concerns and give the tenants any information they needed.



**VI. CONSENT CALENDAR:**

- A. Rent Delinquency Report for January 2017
- B. Track Summary Report for January 2017
- C. Financial Reports for January 2017

(M/S/C): Commissioner Osorio/Commissioner Pia/passed unanimously

**VII. BUSINESS (INFORMATION AND DISCUSSION, RESOLUTION and ACTION ITEMS):**

A. Information/discussion Item(s):

1.) Department Reviews:

- a. Executive Director Vazquez informed the board The Housing Choice Voucher program received a Program of The Year Award.

2.) Directors Updates:

- a. Executive Director Vazquez provided a formal letter from the Us Department of housing and Urban Development congratulating us for being selected for the Continuum of Care (COC) Program Project application(s) funding in the total amount of \$53,106.00
- b. Executive Director Vazquez provided the Board with a letter from CalPERS, stating the agency's discount rate was decreased from 7.5% to 7%. This change does affect the agency.
- c. Executive Director Vazquez provided information regarding the SEMAP scoring for the Housing Choice Voucher Program for fiscal year ending 09/30/2016. The score was 100%
- d. Executive Director Rosa Vasquez also shared the Limited English Proficiency Plan update. The agency will be implementing Spanish translation to all forms that will affect the household negatively such as; lease violations, increased rent changes, lease contracts, and termination of lease notices.

B. Resolutions Item(s):

None

C. Action Item(s):

- 1.) **Action Item No. 2017-A-01:** Recommendation to approve a decrease in the mileage reimbursement rate.

(M/S/C): Commissioner Pia/Commissioner Resendez /passed unanimously



**VIII. COMMISSIONER’S COMMENTS**

A. The Board congratulated the HCV Program on the award received and thanked everyone for a job well done.

**IX. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 1:19 p.m.

\_\_\_\_\_  
Chairperson Signature / Date

\_\_\_\_\_  
Secretary Signature/ Date



**Merced Summarized AR-II**

Property=.fs-amps,.fs-vv,.fs-ftyr,langdon AND Trans through=02/28/2017

Amp Code	Property Code	Total AR	Thirty Day	Sixty Day	Ninety Day	OverNinety Day	Prepayments	Ending Balance	Total Charges Past Year	Percentage
<b>AMP 1-Merced and Atwater</b>										
PH-AMP1	ca023001	11,455.48	1,408.40	-434	-201.73	10,682.81	-1,998.45	9,457.03	384,914.56	2.98
PH-AMP1	ca023010	2,768.44	537.83	-398	-1,008.00	3,636.61	-2,097.80	670.64	186,892.55	1.48
PH-AMP1	ca023013	1,408.38	23	-347	-100.4	1,832.78	-1,551.95	-143.57	74,890.22	1.88
PH-AMP1	ca023021	0	0	0	0	0	-14.12	-14.12	4,386.00	0
PH-AMP1	ca023023	198.11	198.11	0	0	0	0	198.11	10,659.11	1.86
<b>Total AMP 1-Merced and Atwater</b>		<b>15,830.41</b>	<b>2,167.34</b>	<b>-1,179.00</b>	<b>-1,310.13</b>	<b>16,152.20</b>	<b>-5,662.32</b>	<b>10,168.09</b>	<b>661,742.44</b>	
<b>AMP 2-Atwater, Winton, and Livingston</b>										
PH-AMP2	O12a	7,556.92	353.29	0	0	7,203.63	-394.76	7,162.16	129,796.73	5.82
PH-AMP2	O12b	2.84	2.84	0	0	0	-621.35	-618.51	33,830.53	0.01
PH-AMP2	atw	465.35	215.35	0	0	250	26	491.35	90,730.44	0.51
PH-AMP2	ca023003	978.16	29.9	0	0	948.26	-73.46	904.7	67,518.74	1.45
PH-AMP2	ca023006	2,583.90	1,450.82	12	17	1,104.08	-1,829.43	754.47	310,090.53	0.83
<b>Total AMP 2-Atwater, Winton, and Livingston</b>		<b>11,587.17</b>	<b>2,052.20</b>	<b>12</b>	<b>17</b>	<b>9,505.97</b>	<b>-2,893.00</b>	<b>8,694.17</b>	<b>631,966.97</b>	
<b>AMP 3-Los Banos and Dos Palos</b>										
PH-AMP3	O12c	627.2	35.2	0	0	592	-102.4	524.8	34,861.80	1.8
PH-AMP3	O12d	1,109.27	20	0	0	1,089.27	-449.49	659.78	40,750.82	2.72
PH-AMP3	ca023002	1,492.95	28	0	0	1,464.95	-637.07	855.88	78,614.98	1.9
PH-AMP3	ca023004	2,124.83	-115.43	390.87	35	1,814.39	-736.85	1,387.98	193,721.29	1.1
PH-AMP3	ca023005	2,235.80	1,167.46	15.4	10	1,042.94	-1,599.79	636.01	93,086.75	2.4
PH-AMP3	ca023011	1,255.00	10	0	0	1,245.00	-350.35	904.65	48,816.18	2.57
PH-AMP3	dp	5,625.76	10	0	0	5,615.76	-1,775.10	3,850.66	157,339.06	3.58
PH-AMP3	mid	59,485.56	1,728.52	1,114.01	2,253.53	54,389.50	-11,933.86	47,551.70	282,149.06	21.08
<b>Total AMP 3-Los Banos and Dos Palos</b>		<b>73,956.37</b>	<b>2,883.75</b>	<b>1,520.28</b>	<b>2,298.53</b>	<b>67,253.81</b>	<b>-17,584.91</b>	<b>56,371.46</b>	<b>929,339.94</b>	
<b>AMP 4-Merced</b>										
PH-AMP4	ca023024	1,099.21	1,074.00	0	0	25.21	-142	957.21	15,326.00	7.17
<b>Total AMP 4-Merced</b>		<b>1,099.21</b>	<b>1,074.00</b>	<b>0</b>	<b>0</b>	<b>25.21</b>	<b>-142</b>	<b>957.21</b>	<b>15,326.00</b>	
<b>FTYR-Planada</b>										
Farm Labor Housing	ft-yr	23,307.00	1,974.00	491	488	20,354.00	-8,018.85	15,288.15	574,970.80	4.05
<b>Total FTYR-Planada</b>		<b>23,307.00</b>	<b>1,974.00</b>	<b>491</b>	<b>488</b>	<b>20,354.00</b>	<b>-8,018.85</b>	<b>15,288.15</b>	<b>574,970.80</b>	
<b>Langdon-Merced</b>										
Langdon	langdon	131.38	0	0	0	131.38	-80	51.38	10,300.00	1.28
<b>Total Langdon-Merced</b>		<b>131.38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>131.38</b>	<b>-80</b>	<b>51.38</b>	<b>10,300.00</b>	
<b>Total</b>		<b>125,911.54</b>	<b>10,151.29</b>	<b>844.28</b>	<b>1,493.40</b>	<b>113,422.57</b>	<b>-34,381.08</b>	<b>91,530.46</b>	<b>2,823,646.15</b>	



## PHAS Tracking Summary Fiscal Year Ending 09/30/17

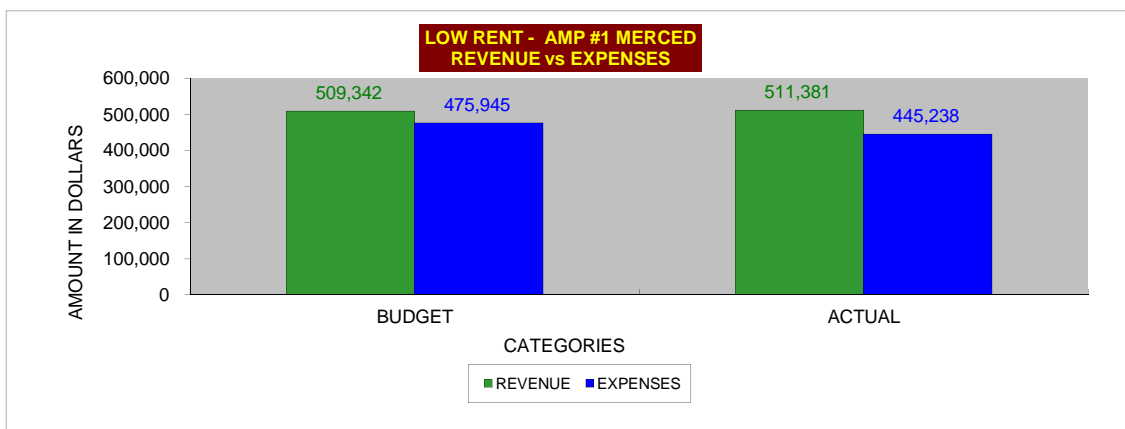
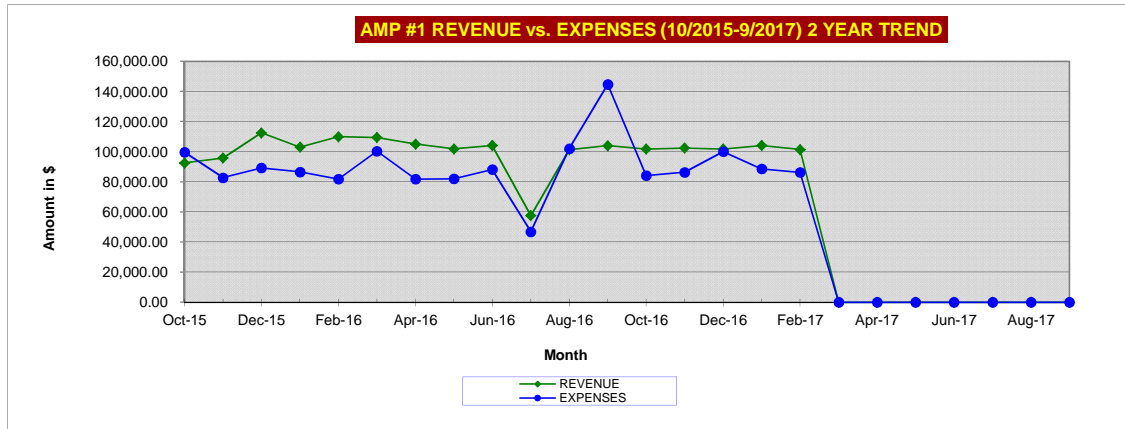
Indicators	Estimated Status at End of Month												
Sub-Indicator # 1	Performance Scoring	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Lease Up Days		31	95	137	137	144							
Average Lease Up Days		10	19	23	20	13							
Make Ready Time		83	91	125	133	202							
Average Make Ready Days		28	18	21	19	18							
Down Days		0	31	31	31	58							
Average Down Days		0	6	5	4	5							
<b>Total # Vacant Units Turned</b>		3	5	6	7	11							
Total # Turn Around Days		114	217	293	301	404							
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 E = 41-50 F = more than 50	38	43	49	43	37							

% Emergency Work Orders Abated W/in 24 hours	A = 99% B = 98% C = 97% D = 96% E = 95% F = less than 95%	100%	100%	100%	100%	100%							
Average # days to complete Non-Emergency Work Orders	A = 25 days or less B = 26-360 C = 31-40 D = 41-50 E = 51-60 F = greater than 60	15	14	12	11	11							



01-Oct-16

TO: 28-Feb-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	256,438	271,947	295.45	313.32
NON-DWELL. RENTS	22,356	0	25.76	0.00
OTHER INCOME	6,575	9,168	7.58	10.56
PFS SUBSIDY	223,973	230,266	258.05	265.30
	<b>509,342</b>	<b>511,381</b>	586.84	589.18

EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	155,136	136,441	178.74	157.20
TENANT SERVICES	22,356	0	25.76	0.00
UTILITIES	72,575	74,016	83.62	85.28
MAINT.	125,275	143,786	144.34	165.66
GENERAL	48,289	38,681	55.64	44.57
DEPRECIATION	52,314	52,315	60.27	60.27
EQUITY TRANSFERS	0	0	0.00	0.00
	<b>475,945</b>	<b>445,238</b>	548.37	512.98

NET SURPLUS	33,397	66,143		
NET FROM OPERATIONS	<b>33,397</b>	<b>66,143</b>		

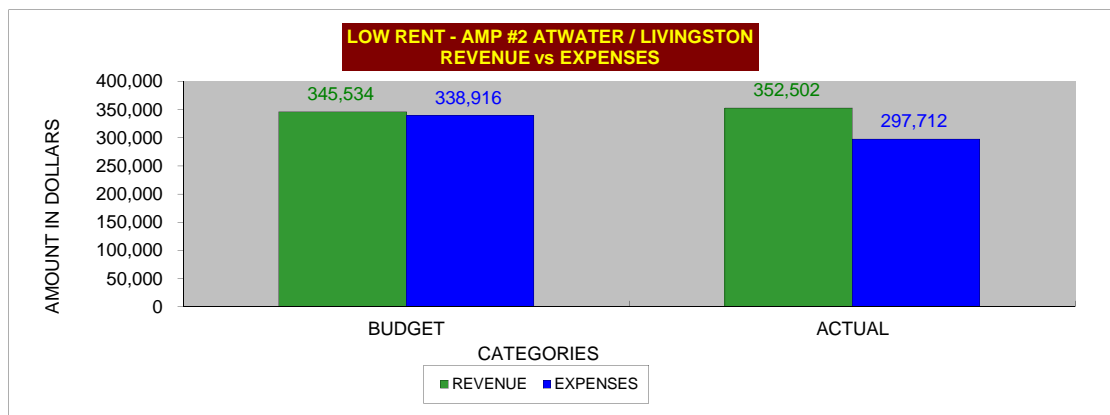
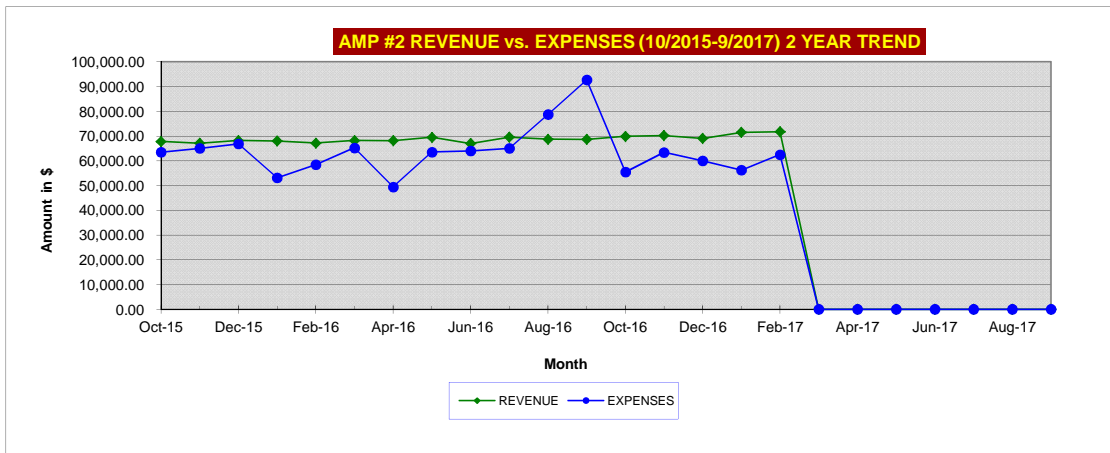
ENDING EQUITY BALANCE	<b>2,375,439</b>	<b>2,342,694</b>		
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NET SURPLUS	33,397	66,143		
ADD BACK DEPRECIATION	52,314	52,315		
<b>CASH FLOW</b>	<b>85,711</b>	<b>118,458</b>		

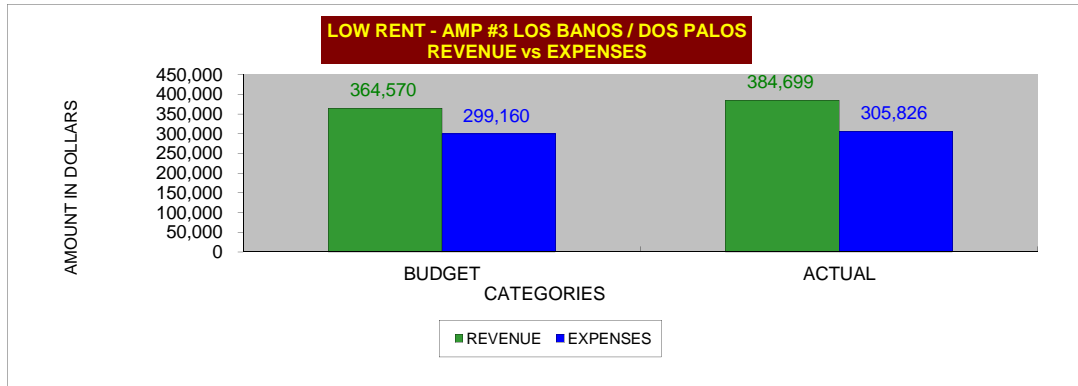
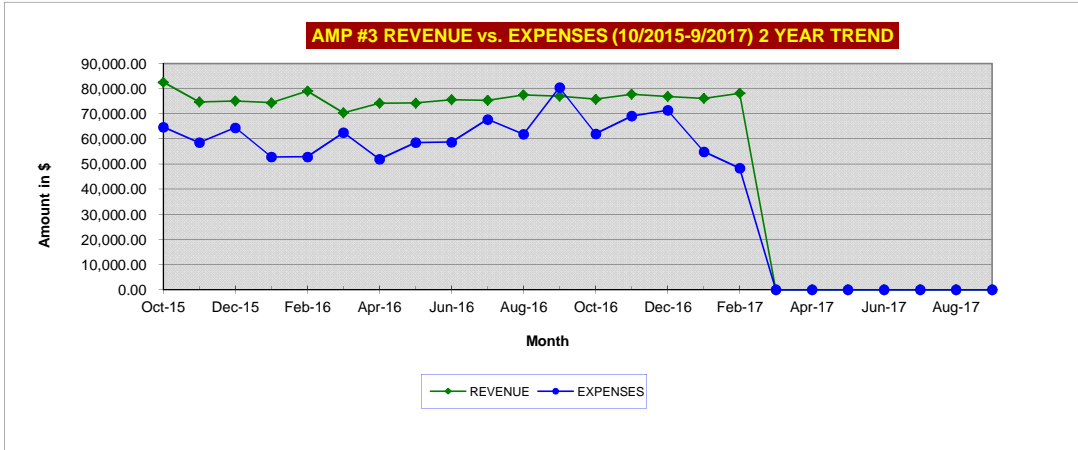
01-Oct-16

TO: 28-Feb-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	220,685	226,257	382.48	392.14
INTEREST	0	0	0.00	0.00
OTHER INCOME	4,479	5,927	7.76	10.27
PFS SUBSIDY	120,370	120,318	208.62	208.53
	<b>345,534</b>	<b>352,502</b>	598.86	610.94
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	110,263	98,234	191.10	170.25
UTILITIES	61,563	63,077	106.70	109.32
MAINT.	99,785	76,566	172.94	132.70
GENERAL	37,974	30,505	65.81	52.87
DEPRECIATION	29,331	29,330	50.83	50.83
EQUITY TRANSFERS	0	0	0.00	0.00
	<b>338,916</b>	<b>297,712</b>	587.38	515.97
NET SURPLUS	6,618	54,790		
NET FROM OPERATIONS	<b>6,618</b>	<b>54,790</b>		
ENDING EQUITY BALANCE	<b>1,821,470</b>	<b>1,773,299</b>		
NET SURPLUS	6,618	54,790		
ADD BACK DEPRECIATION	29,331	29,330		
CASH FLOW	<b>35,949</b>	<b>84,120</b>		

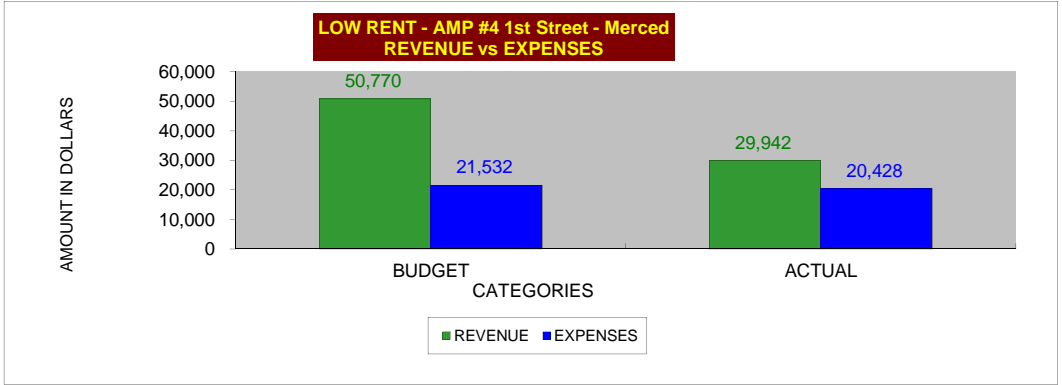
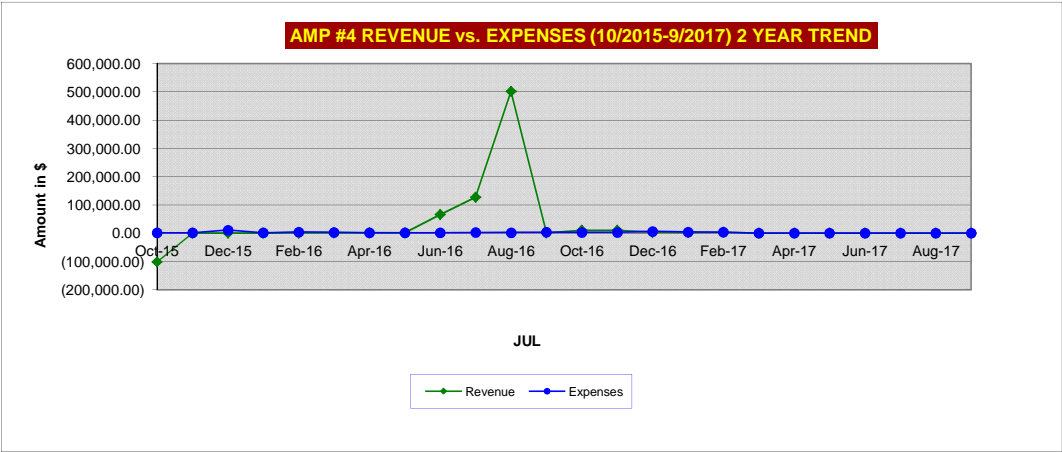
01-Oct-16 TO: 28-Feb-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	188,219	203,965	312.84	339.01
INTEREST	0	0	0.00	0.00
OTHER INCOME	6,575	9,555	10.93	15.88
PFS SUBSIDY	169,775	171,179	282.19	284.52
	<b>364,570</b>	<b>384,699</b>	605.96	639.41
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	97,051	93,853	161.31	155.99
UTILITIES	57,781	54,448	96.04	90.50
MAINT.	88,304	102,123	146.77	169.74
GENERAL	32,014	31,393	53.21	52.18
DEPRECIATION	24,010	24,010	39.91	39.91
EQUITY TRANSFERS	0	0	0.00	0.00
	<b>299,160</b>	<b>305,826</b>	497.24	508.32
NET SURPLUS	65,410	78,872		
NET FROM OPERATIONS	<b>65,410</b>	<b>78,872</b>		
ENDING EQUITY BALANCE	<b>1,711,717</b>	<b>1,698,254</b>		
NET SURPLUS	65,410	78,872		
ADD BACK DEPRECIATION	24,010	24,010		
<b>CASH FLOW</b>	<b>89,420</b>	<b>102,882</b>		

01-Oct-16

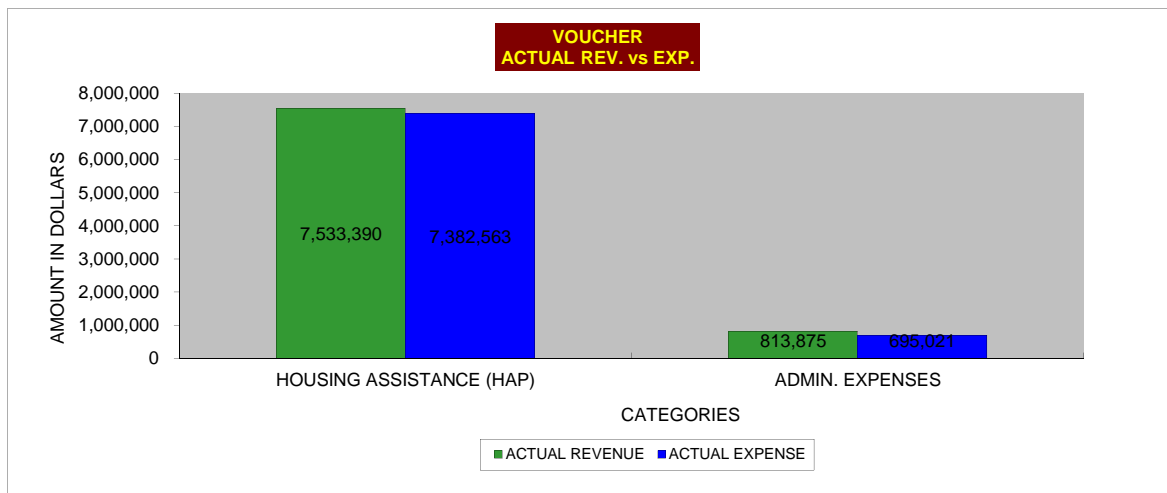
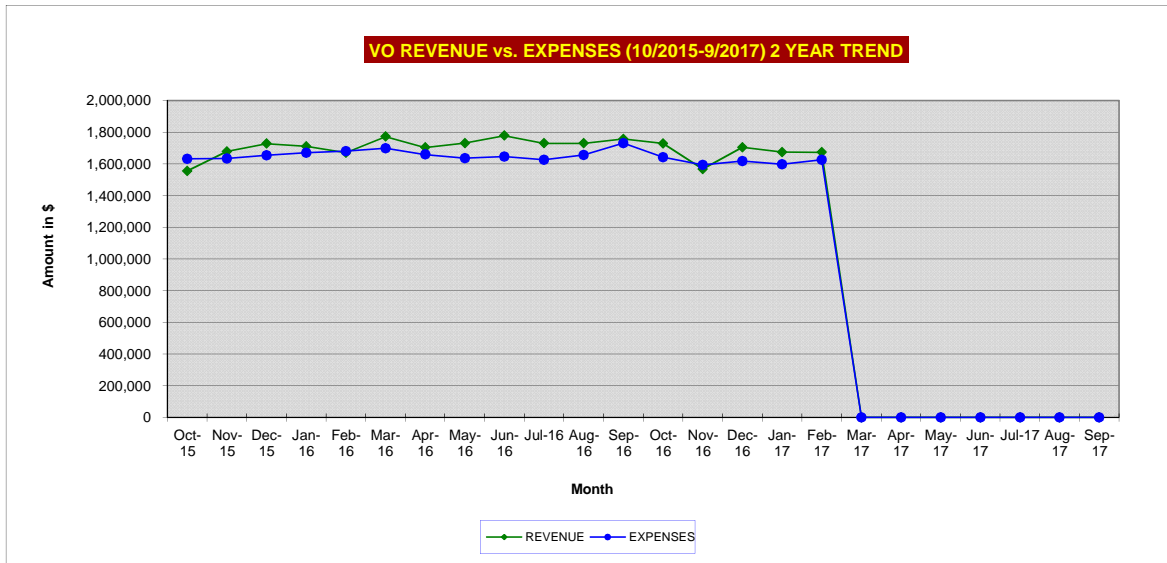
TO: 28-Feb-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	6,164	6,698	357.14	388.06
OTHER INCOME	0	264	0.00	15.30
PFS SUBSIDY	44,605	22,980	2,584.29	1,331.38
CFP FUNDS	0	0	0.00	0.00
	<b>50,770</b>	<b>29,942</b>	2,941.43	1,734.74
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	7,338	3,194	425.14	185.05
UTILITIES	2,407	2,492	139.45	144.40
MAINT.	4,875	7,850	282.44	454.79
GENERAL	1,241	1,222	71.90	70.77
DEPRECIATION	5,671	5,670	328.56	328.50
EQUITY TRANSFERS	0	0	0.00	0.00
	<b>21,532</b>	<b>20,428</b>	1,247.49	1,183.51
NET SURPLUS	29,238	9,514		
NET FROM OPERATIONS	<b>29,238</b>	<b>9,514</b>		
ENDING EQUITY BALANCE	<b>824,140</b>	<b>843,864</b>		
NET SURPLUS	29,238	9,514		
ADD BACK DEPRECIATION	5,671	5,670		
<b>CASH FLOW</b>	<b>34,909</b>	<b>15,184</b>		

01-Oct-16

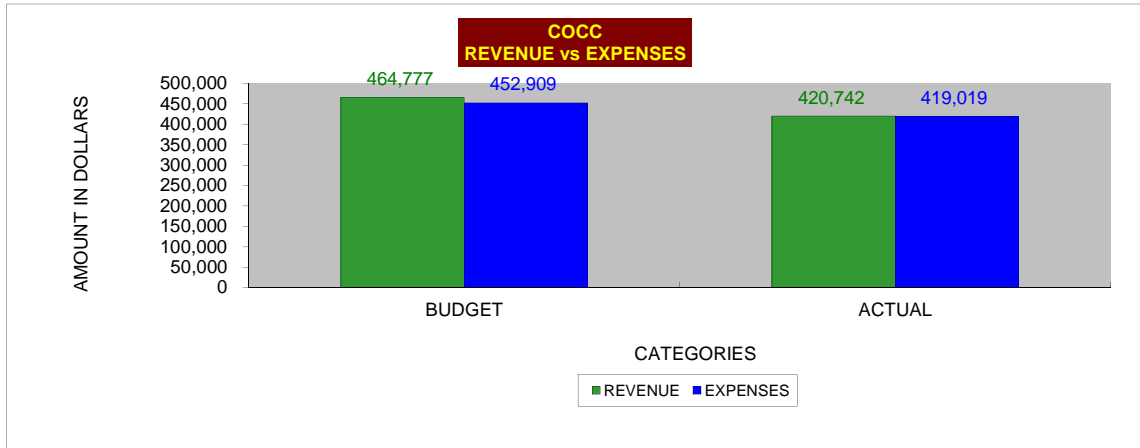
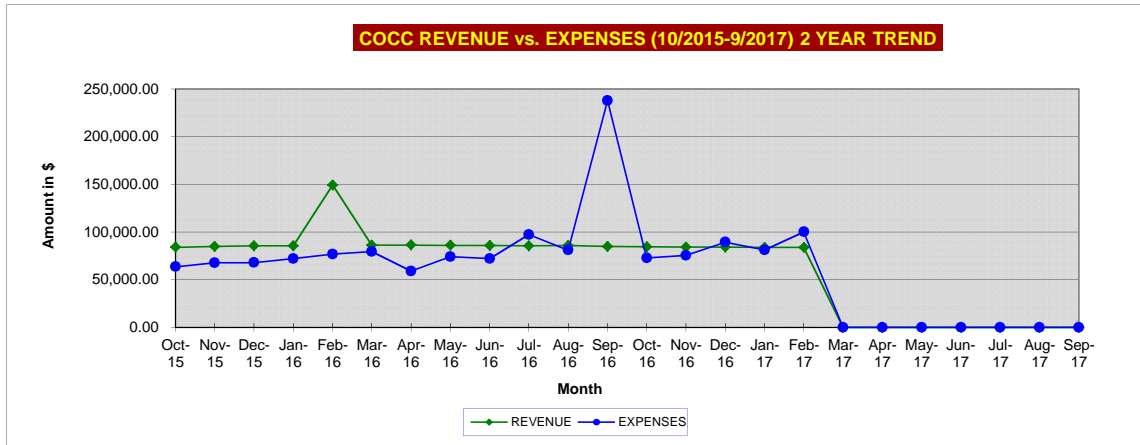
TO: 28-Feb-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
HOUSING ASSISTANCE (HAP)	7,739,941	7,533,390	562.34	547.33
ADMIN. FEES	753,616	813,875	54.75	59.13
	<b>8,493,557</b>	<b>8,347,264</b>	617.09	606.46
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
HOUSING ASSISTANCE (HAP)	7,523,548	7,382,563	546.62	536.37
ADMIN. EXPENSES	680,939	695,021	49.47	50.50
	<b>8,204,487</b>	<b>8,077,584</b>	596.09	586.87
<b>NET SURPLUS</b>	<b>289,070</b>	<b>269,680</b>		
HAP SURPLUS YTD Change	216,393	154,231		
ADMIN SURPLUS YTD Change	72,677	115,449		
HAP SURPLUS BALANCE	203,864	141,702		
ADMIN SURPLUS BALANCE	(445,459)	(402,687)		

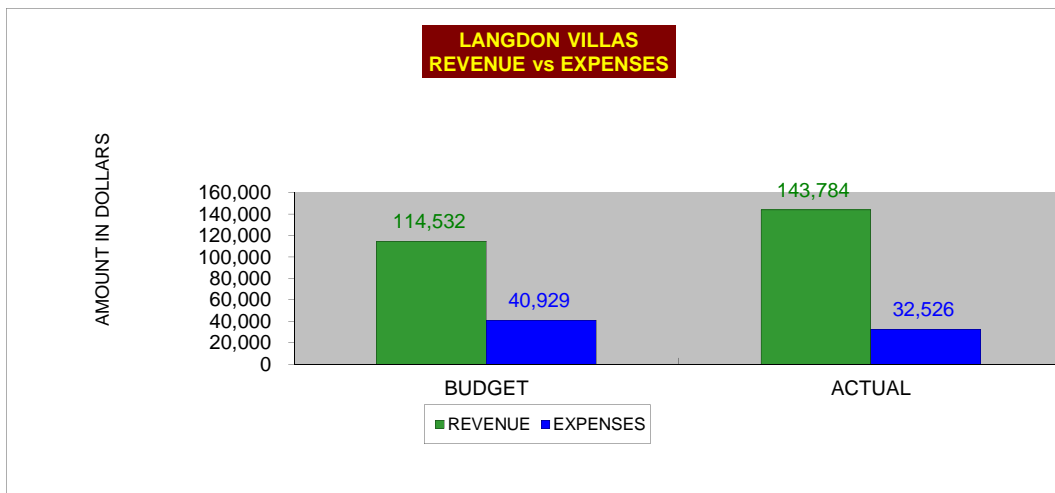
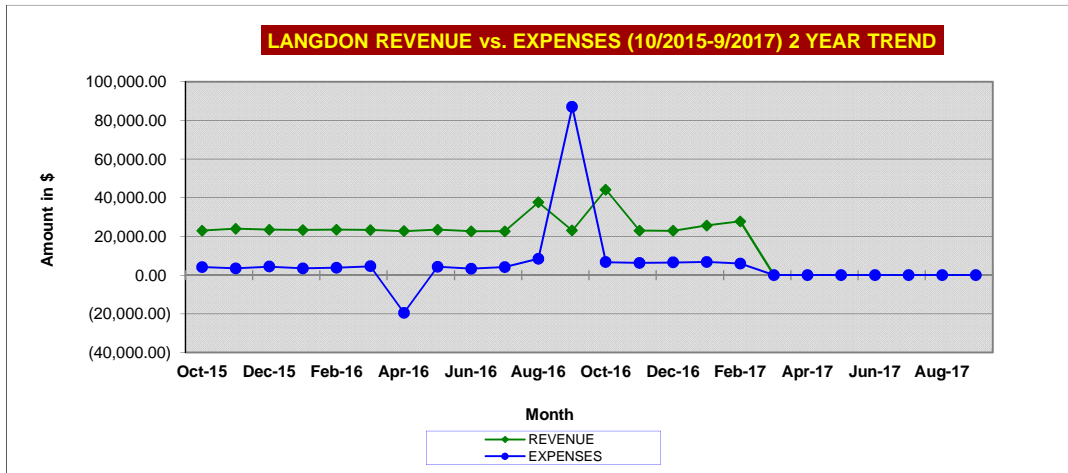
01-Oct-16

TO: 28-Feb-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
INTEREST	0	0	0.00	0.00
OTHER INCOME	0	0	0.00	0.00
MANAGEMENT FEES	418,027	420,742	349.55	351.82
ASSET MANAGEMENT FEES	20,466	0	17.11	0.00
CFP ADMIN FEES	26,284	0	21.98	0.00
	<b>464,777</b>	<b>420,742</b>	388.64	351.82
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	396,360	366,015	331.44	306.06
UTILITIES	13,110	14,155	10.96	11.84
MAINT.	14,877	10,248	12.44	8.57
GENERAL	28,562	28,600	23.88	23.92
	<b>452,909</b>	<b>419,019</b>	378.72	350.39
NET SURPLUS	11,868	1,723		
NET FROM OPERATIONS	<b>11,868</b>	<b>1,723</b>		
ENDING RESERVE BALANCE	<b>(278,071)</b>	<b>(288,216)</b>		
NET SURPLUS	11,868	1,723		
ADD BACK DEPRECIATION	0	0		
<b>CASH FLOW</b>	<b>11,868</b>	<b>1,723</b>		





REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	18,987	19,250	3,850.14	3,903.47
INTEREST	0	0	0.00	0.00
MANAGEMENT FEES	90,613	92,173	18,374.30	18,690.64
OTHER INCOME	4,932	11,323	1,000.10	2,296.03
	<b>114,532</b>	<b>143,784</b>	23,224.54	29,156.18

EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	21,825	17,421	4,425.63	3,532.66
UTILITIES	616	564	124.91	114.32
MAINT. & OPER.	1,254	9	254.28	1.88
GENERAL	17,234	14,532	3,494.67	2,946.73
	<b>40,929</b>	<b>32,526</b>	8,299.49	6,595.59

<b>NET SURPLUS</b>	<b>73,603</b>	<b>111,258</b>		
<b>ENDING EQUITY BALANCE</b>	<b>9,890,748</b>	<b>9,928,403</b>		

**HOUSING AUTHORITY OF THE COUNTY OF MERCED**

Langdon

**ASSETS, LIABILITIES & FUND EQUITY**

FISCAL YEAR PERIOD FROM: 10/01/16 TO: 9/30/2017

REPORT PERIOD FROM:

01-Oct-16

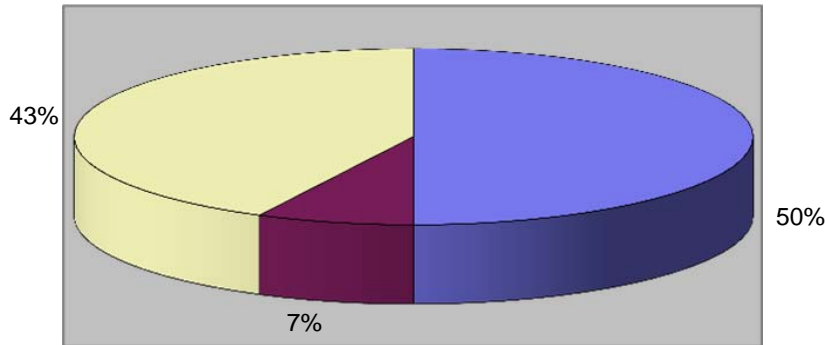
TO:

28-Feb-17

EXPEND. RATE:

# UNIT/MONTH:

**LANGDON VILLA  
BALANCE SHEET**



■ ASSETS ■ LIABILITIES ■ EQUITY

CATEGORIES	ASSETS	LIABILITIES	EQUITY	
CASH	3,654,554			
ACCTS. RECEIVABLE	131			
FIXED ASSETS	125,895			
NOTES RECEIVABLE	995,865			
2nd Trust Deeds	4,343,437			
OTHER L/T ASSETS	2,640,859			
DEFERRED OUTFLOWS	120,881			
ACCOUNTS PAYABLE		1,842		
Other Current Liabilities		148,593		
NOTES PAYABLE		0		
Other Non Current Liabilities		1,453,883		
DEFERRED INFLOWS		173,421		
PRIOR YEARS			9,977,444	
CURRENT YEAR			126,438	
EQUITY TRANSFERS			0	
	<b>\$11,881,621</b>	<b>\$1,777,739</b>	<b>\$10,103,882</b>	<b>\$11,881,621</b>
				LIAB. + EQUITY

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Obanion

REVENUE & EXPENDITURE STATUS REPORT

FISCAL YEAR PERIOD FROM: 10/01/16 TO: 9/30/2017

REPORT PERIOD FROM:

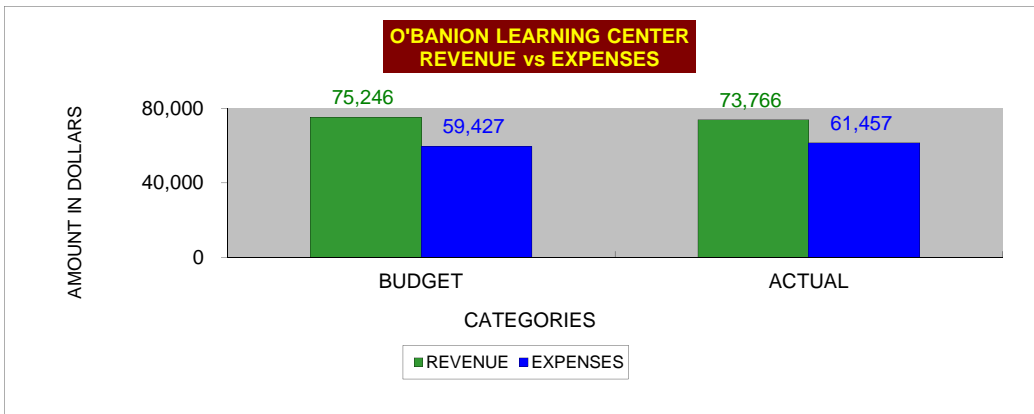
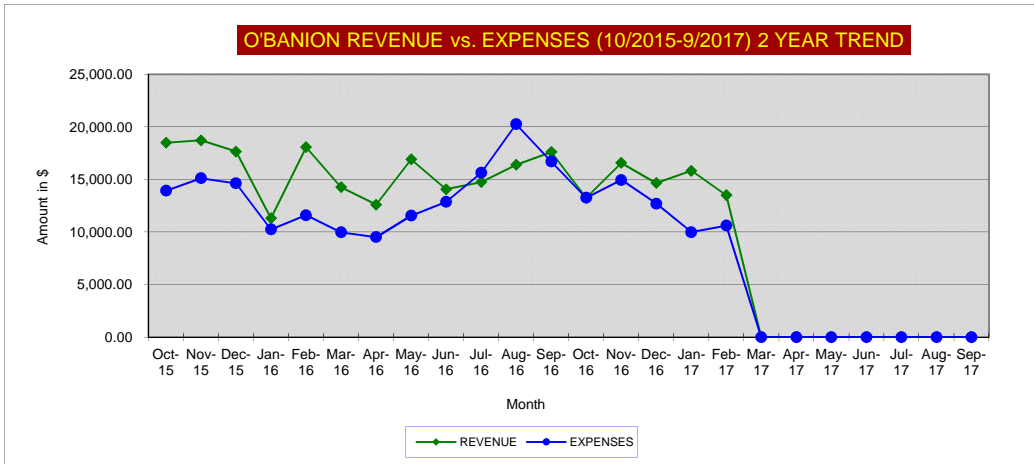
01-Oct-16

TO:

28-Feb-17

REV. RATE: 41.1%

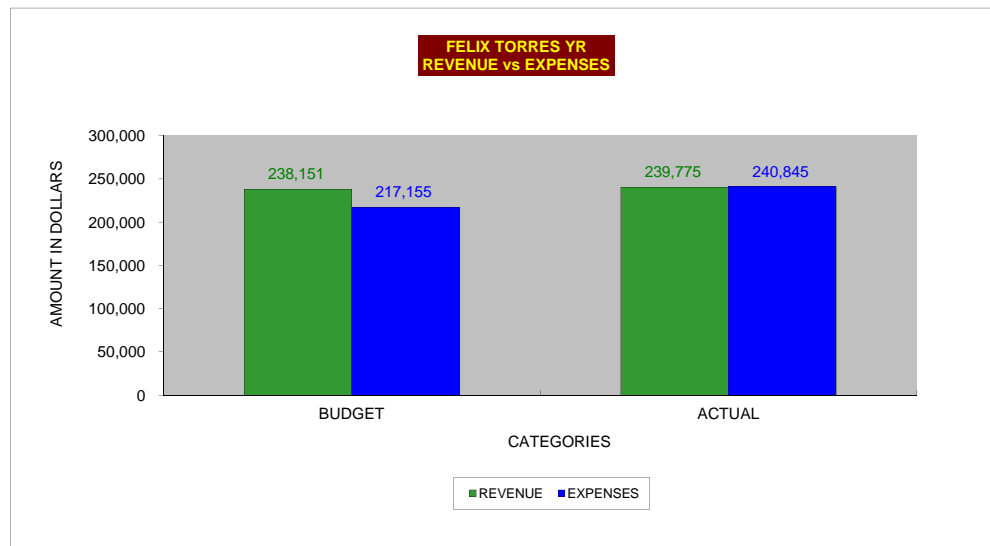
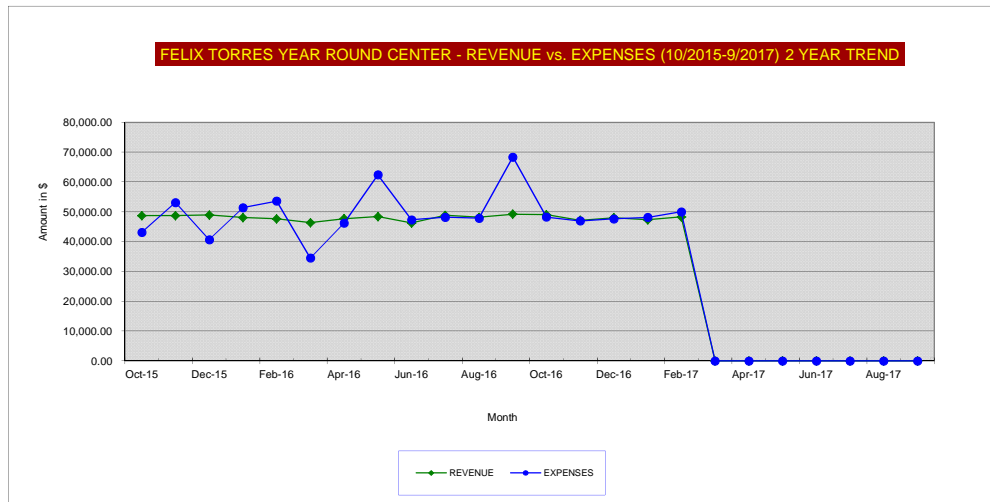
# UNIT/MONTH: 72



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
NON-DWELL. RENTS	75,246	73,766	2,543.04	2,493.01
OTHER INCOME	0	0	0.00	0.00
	<b>75,246</b>	<b>73,766</b>	2,543.04	2,493.01
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	8,015	7,972	270.88	269.42
UTILITIES	19,521	21,490	659.74	726.29
MAINT. & OPER.	8,630	9,359	291.66	316.31
GENERAL	1,151	525	38.90	17.74
DEPRECIATION	22,110	22,110	747.24	747.24
	<b>59,427</b>	<b>61,457</b>	2,008.42	2,077.00
NET SURPLUS	15,819	12,309		
ENDING EQUITY BALANCE	2,447,538	2,444,029		
ADD BACK DEPRECIATION	22,110	22,110		
CASH FLOW	37,929	34,419		

01-Oct-16

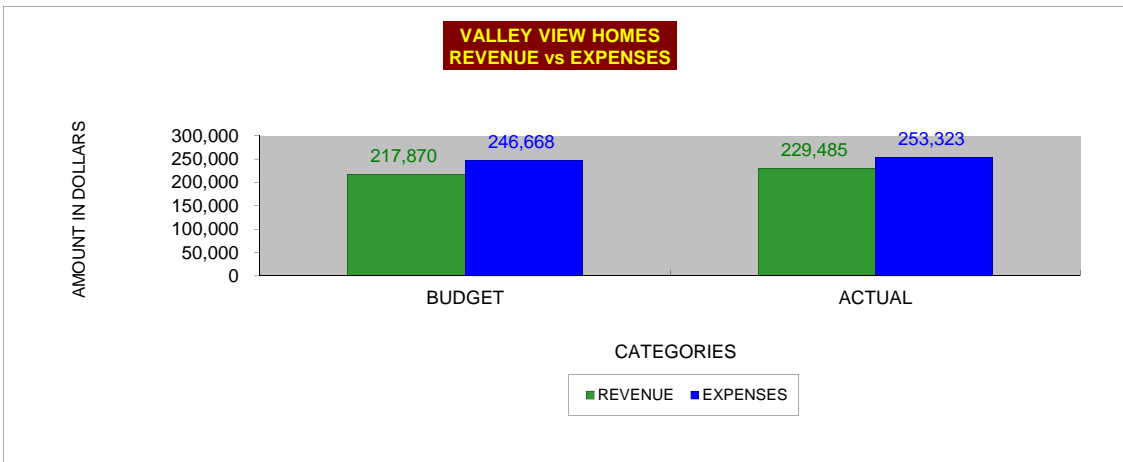
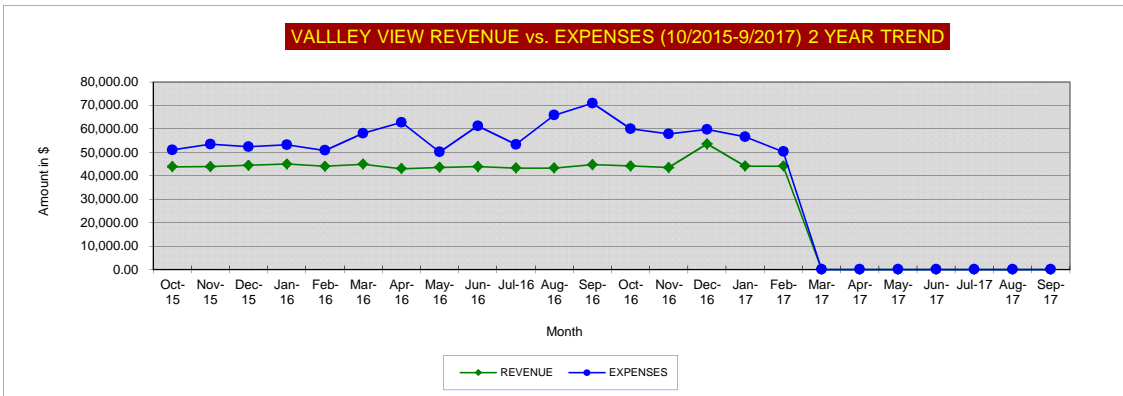
TO: 28-Feb-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	236,795	239,269	1,043.84	1,054.75
INTEREST	41	0	0.18	0.00
OTHER INCOME	1,315	506	5.80	2.23
	<b>238,151</b>	<b>239,775</b>	1,049.82	1,056.98
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	55,717	26,197	245.61	115.48
UTILITIES	36,165	35,138	159.42	154.90
MAINT.	19,487	40,383	85.90	178.02
GENERAL	22,398	55,736	98.74	245.70
DEPRECIATION	83,388	83,390	367.59	367.60
EQUITY TRANSFERS	0	0	0.00	0.00
	<b>217,155</b>	<b>240,845</b>	957.26	1,061.70
NET SURPLUS	20,996	(1,070)		
NET FROM OPERATIONS	20,996	(1,070)		
ENDING EQUITY BALANCE	(143,832)	(165,897)		
NET SURPLUS	20,996	(1,070)		
ADD BACK DEPRECIATION	83,388	83,390		
LESS CAPITAL EXPENDITURES	0	0		
<b>CASH FLOW</b>	<b>104,384</b>	<b>82,320</b>		

01-Oct-16

TO: 28-Feb-17



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
RENTS	213,740	219,208	593.72	608.91
INTEREST	21	0	0.06	0.00
OTHER INCOME	4,110	10,277	11.42	28.55
	<b>217,870</b>	<b>229,485</b>	605.20	637.46
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
ADMIN.	52,688	47,328	146.36	131.47
UTILITIES	37,972	36,241	105.48	100.67
MAINT. & OPER.	44,076	63,042	122.43	175.12
GENERAL	18,996	13,672	52.77	37.98
DEPRECIATION	16,652	16,650	46.26	46.25
BOND INTEREST	68,784	68,785	191.07	191.07
BOND REPLACEMENT RESV	7,500	7,605	20.83	21.13
	<b>246,668</b>	<b>253,323</b>	685.20	703.69
<b>NET SURPLUS</b>	<b>(28,798)</b>	<b>(23,838)</b>		
BOND PRINCIPAL	30,822	31,250		
<b>ADJUSTED SURPLUS</b>	<b>(59,620)</b>	<b>(55,088)</b>		
ADD BACK DEPRECIATION	16,652	16,650		
ADD BACK BOND COST AMORT	6,873	6,875		
<b>CASH FLOW</b>	<b>(36,095)</b>	<b>(31,563)</b>		
<b>ENDING EQUITY BALANCE</b>	<b>(2,513,481)</b>	<b>(2,508,948)</b>		

HOUSING AUTHORITY OF THE COUNTY OF MERCED

Migrant (.migrant)

REVENUE & EXPENDITURE STATUS REPORT

FISCAL YEAR PERIOD FROM: 07/01/2016 TO: 06/30/2017

REPORT PERIOD

FROM:

01-Jul-16

TO:

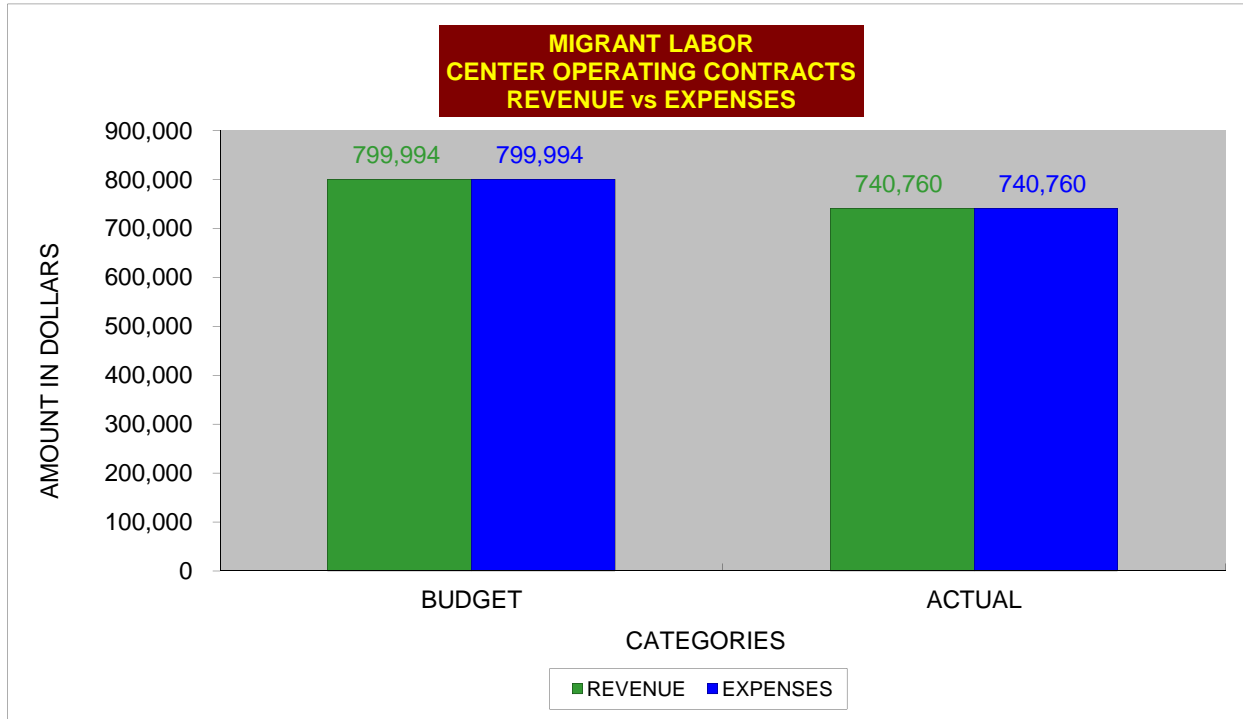
28-Feb-17

EXPEND. RATE:

66.3%

# UNIT/MONTH:

1,548



REVENUE	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
OMS OPERATING	799,994	740,760	779.46	721.75
	799,994	740,760	779.46	721.75
EXPENSES	YTD BUDGET	YTD ACTUAL	PUM BUDGET	PUM ACTUAL
PERSONNEL	398,916	331,313	388.68	322.81
OPERATIONS	213,020	204,606	207.55	199.35
MAINTENANCE	12,365	87,362	12.05	85.12
ADMINISTRATION	75,975	76,036	74.02	74.08
DEBT SERVICE	99,718	41,443	97.16	40.38
	799,994	740,760	779.46	721.74
<b>NET SURPLUS</b>	<b>0</b>	<b>0</b>		

## MEMORANDUM

**TO:** Board of Commissioners  
Housing Authority of the County of Merced

**FROM:** Rosa Vazquez, Executive Director

**DATE:** March 21, 2017

**SUBJECT:** Recommendation to adopt **Resolution No. 2017-03**, approving the award of contract for unit modification at the Housing Authority of the County of Merced Project 23-12A, and authorizing the Executive Director to enter into contract.

The Housing Authority of the County of Merced (“Authority”) received grant money for Capital Improvements for its Public Housing (“PH”) units. The Authority must obligate the Capital Fund grant for 2015, and will also be obligating the Capital Fund grant for 2016, both grants total \$1,475,855.00.

The U.S Department of Housing and Urban Development (“HUD”) requires that Housing Authority’s obligate the Capital Fund grant money within 2 years or award, failure to obligate in a timely manner will result in the Authority being penalized 1/12 of the grant received per month until obligated.

The Authority has budgeted the 2015 Capital Fund grant and 2016 partial Capital Fund grant for the unit modification project which includes: replacing kitchen cabinets, kitchen countertops, replacing bathroom cabinets, bathroom countertops, replacing and or installing new range hoods, replacing floor tiles, replacing front entry and water heater doors, replacing door handles with lever style handles to comply with the Americans with Disabilities Act (ADA), replacing toilets with water efficient models, replacing tub and shower enclosures, replacing kitchen and bathroom faucets, replacing wood patio fencing with chain link fencing, installing privacy slats and installing security screen doors for some of the unit. The unit modification project 23-12A in Atwater, CA consists of thirty six (36) family units; the unit modifications include upgrading four (4) units to comply with ADA and section 504 of the Rehabilitation Act complying with the Uniform Federal Accessibility Standards for the PH properties.

The Authority conducted an Information For Proposal (“IFP”) for the unit modification project of the Authority to upgrade the family units and meet (ADA) compliance. The project was published and advertised in compliance with the Authority Procurement Policy. Additionally, notices were sent to the Builders Exchanges (Modesto, Merced-Mariposa, Stockton, Fresno, Bay Area, Kern County, Sacramento and Tulare & Kings Counties). State and National data base companies also provided information regarding the project to contractors

and construction companies. The Authority staff also did a direct solicitation by mailing letters to twenty-nine (29) construction companies with the proposals due to the Authority by March 14, 2017 at 2:00 pm.

The Authority received a total of two (2) proposals.

- 1) Beam & Company Fresno, Ca submitted a proposal for \$919,000.00
- 2) CNW Construction Rescue, Ca submitted a proposal for \$936,000.00

The Authority staff received the proposal with the required documents and forms in accordance with procurement requirements.

Beam & Company were found to be the lowest responsible and responsive submittals that conform to the terms and conditions.

The proposal received from Beam & Company has been deemed to be the lowest most responsive and responsible bid. The Authority has the funds in Capital Fund to expend and obligate to the unit modification project.

#### RECOMMENDATION

Recommendation to the Board of Commissioners of the Housing Authority of the County of Merced to approve **Resolution No. 2017-03**, awarding the contract for unit modification for the Authority's Project 23-12A; and authorizing the Authority staff to expend and obligate the Capital Fund grant for 2015, part of the Capital Fund grant for 2016 and authorizing the Executive Director to enter into contract with Beam & Company. This is in compliance with HUD regulations and the Authority Procurement Policy.



# Housing Authority of The County of Merced

405 U STREET MERCED, CA 95341

PHONE (209) 722-3501

FAX (209) 722-7364 Housing Choice Voucher Program (HCV)

FAX (209) 722-8954 Public Housing (PH)

FAX (209) 722-0106 Administration

TDD 711 or 800-855-7100

VISIT OUR WEB SITE AT: [www.merced-pha.com](http://www.merced-pha.com)



## Information Report

The Housing Authority of the County of Merced (“Authority”) owns several properties throughout Merced County. The Authority staff recently conducted inspection of three (3) buildings as result of work orders received for roof leaks. The roof inspections resulted in finding roof damage to the three (3) buildings, in Merced and Los Banos.

The buildings built around 1960 have roof that were previously replaced but are at least 20 years old, and have received some repairs during this time. The roof inspection resulted in a determination made that the roofs can no longer be repaired but need to be replaced

The Authority sought bids to replace the roofs. Solicitation letters were sent to contractors, roofing and general building contractors. Information was emailed to the builder’s exchanges (Stockton, Modesto, Merced-Mariposa, Fresno, Kern County, Sacramento and Tulare-Kings) and several national database companies (Construction Connect; Reed Business CMD Group and MHGI) notifying those contacted that the Authority was seeking bids for the roof work. Bids were due to the Authority by February 1, 2017. A public bid opening was conducted; the Authority received four (4) proposals:

1. Skylines Roofing submitted a complete and responsive proposal
2. Cox Construction submitted a complete and responsive proposal
3. STW Construction submitted a complete and responsive proposal
4. Straight Edge Roofing submitted a complete and responsive proposal



The table below is the analysis of:

1. Lowest bid received –Base bid
2. Cost of sheathing per sq. ft.
3. Cost of Tong and groove cave per sq. ft.

Company	Base Bid	Cost of Wood Sheathing (per sq. ft.)	Tong and Groove cave (per sq. ft.)
Skylines Roofing	\$43,444.00	\$10.00	\$12.00
Cox Construction	\$43,780.00	\$ 6.25	\$6.00
STW Construction	\$48,000.00	\$40.00	\$40.00
Straight Edge Roofing	\$53,750.00	\$ 3.50	\$7.00

The overall base bid with any additional work that may be anticipated/ required demonstrates that Cox Construction is the lowest responsible, responsive bid. Cox Construction has been notified that the contract will be awarded to Cox Construction, and the job is anticipated to start prior to the end of March 2017.

Note: The Authority sought and received a concurrence from the local U.S. Department of Housing and Urban Development (“HUD”) office that the process and analysis to award the contract to Cox Construction was in compliance with the procurement process.

## **RESOLUTION NO. 2017-03**

### **APPROVING THE AWARD OF CONTRACT FOR UNIT MODIFICATION AT HOUSING AUTHORITY PROJECT 23-12A, ATWATER AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT**

**WHEREAS**, the Housing Authority of the County of Merced budgeted Capital Funds for unit modification for Project 23-12A, using Capital Fund grant for 2015 and part of 2016; and

**WHEREAS**, the project was advertised in compliance with the Housing Authority of the County of Merced procurement policy and notices were sent to Central Valley Builders Exchanges (Modesto, Merced-Mariposa, Stockton, Fresno, Bay Area, Kern County, Sacramento and Tulare & Kings Counties) and were obtained by State/National database construction companies. Letters were also sent to twenty-nine (29) construction companies, and

**WHEREAS**, two (2) proposals were received by the Housing Authority of the County of Merced by the due date of March 14, 2017; and

**WHEREAS**, the lowest, most responsive proposal was submitted by Beam & Company, Fresno, California in the amount of \$919,000.00;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the County of Merced hereby:

1. Adopt Resolution NO. 2017-03 awarding a construction contract to Beam & Company, Fresno, California.
2. Approves the expenditure of funds in the amount of \$919,000 for unit modernization of thirty-six (36) units of Project 23-12A, Atwater.
3. Non-compliance of the contract will result in the disqualification of Beam & Company.

**BE IT FURTHER RESOLVED**, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby approve awarding the contract to Beam & Company in the amount of \$919,000.00, and does hereby authorize the Executive Director, to sign or take any other action necessary to ensure compliance of the contract.

The foregoing resolution was introduced at the March 21, 2017 Board of Commissioners meeting and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

---

Chairperson, Board of Commissioners  
Housing Authority of the County of Merced

Dated: March 21, 2017