

# A G E N D A

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

Regular Meeting  
Tuesday, December 17, 2019  
12:00 p.m.

**Closed session immediately following**

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

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

**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 Clerk of the Board 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. 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.

### III. COMMISSIONER and/or AGENCY ADDITIONS/DELETIONS TO THE AGENDA

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



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

- 1. November 19, 2019, Regular Meeting (M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_
- 2. December 11, 2019, Special Meeting (M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

**V. CONSENT CALENDAR:**

- 1. Rent Delinquency Report for November 2019
  - 2. Track Summary Report for November 2019
- (M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

**VI. INFORMATION/DISCUSSION ITEM(S)**

- 1. Staff Report: Administrative Plan Amendment: Mainstream Vouchers

**VII. EXECUTIVE DIRECTOR REPORT**

- 1. REAC Inspections
- 2. Midway Apartments Reporting Requirements

**VIII. WRITTEN CORRESPONDENCE**

None

**IX. RESOLUTION ITEM(S)**

- 1. **Resolution No. 2019-20:** Approving the award of contract for fire restoration and unit modification at the Housing Authority Midway Apartments and authorizing the Executive Director to enter into contract with Beam & Co.
- (M/S/C): \_\_\_\_/\_\_\_\_/\_\_\_\_

**X. ACTION ITEM(S)**

None

**XI. COMMISSIONER'S COMMENTS**

**XII. CLOSED SESSION ITEM(S)**

- 1. Pursuant to Government Code §54957.6  
Union Negotiations  
Rosa Vazquez, Executive Director  
Maria F. Alvarado, Human Resources Manager

**XIII. ADJOURNMENT**

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



# MINUTES

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

### Regular Meeting Tuesday, November 19, 2019

- I. The meeting was called to order by Chairperson Jackson at 5:30 p.m. and the Secretary was instructed to call the roll.

**Commissioners Present:**

Jack Jackson, Chairperson  
Hub Walsh, Vice Chair  
Evelyne Dorsey  
Rick Osorio  
Margaret Pia  
Jose Resendez

**Commissioners Absent:**

Rachel Torres

Chairperson Jackson declared there was a quorum present.

**Staff Present:**

Rosa Vazquez, Executive Director/Board Secretary  
Elizabeth M. Fratarcangeli, Legal Counsel  
Cliff Hatanaka, Interim Finance Officer  
Maria F. Alvarado, Clerk of the Board  
Blanca Arrate, Director of Housing Programs  
Tracy Jackson, Director of Housing Programs

**Others Present:**

Mary McWatters, AFSCME Business Agent

II. **UNSCHEDULED ORAL COMMUNICATION**

None

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

Revision to Item VIII: 1. Mainstream Vouchers Update

(M/S/C): Commissioner Pia/Commissioner Dorsey/Motion Passed

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

1. October 15, 2019, Regular Meeting



Revision to Minutes: Item I. Chairperson Jackson declared there was a quorum present.

(M/S/C): Commissioner Walsh/Commissioner Pia/Motion Passed

**V. CONSENT CALENDAR**

1. PHAS Report for October 2019
2. Aged Receivables Report for October 2019
3. Financial Reports for September 2019

(M/S/C): Commissioner Walsh/Commissioner Pia/Motion Passed

**Commissioner Jose Resendez entered meeting at 5:36 p.m.**

**VI. INFORMATION AND DISCUSSION ITEM(S)**

1. Staff Report RFP 2019-13: Midway Restoration & Unit Modification – The Authority received one proposal for this project and has begun the bid review process. If complete the Authority will forward the Fire Restoration portion to the claim’s adjuster for cost approval.
2. Staff Report: Flat Rents – The Authority has issued a memorandum to all Low-Income Public Housing Residents regarding the new HUD established flat rents. Executive Director Vazquez explained to the Board how flat rents are utilized and the applicability to those residents with higher incomes.

**VII. EXECUTIVE DIRECTOR REPORT**

None

**VIII. WRITTEN CORRESPONDENCE**

1. Executive Director Vazquez informed the Board that the Authority had been awarded twenty (20) Mainstream Vouchers. The Authority will be partnering with various community agencies that will assist with referrals.

**IX. RESOLUTION ITEM(S)**

1. **Resolution No. 2019-19:** Approving the submission of the Housing Authority’s Section 8 Management Assessment Program (SEMAP) Certification. HUD Form 52648 to HUD for the Fiscal Year ending September 30, 2019.

(M/S/C): Commissioner Pia/Commissioner Dorsey/Motion Passed

**X. ACTION ITEM(S)**

None



**XI. COMMISSIONER’S COMMENTS**

The Board wish all staff a good Thanksgiving Holiday.

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

The Board of Commissioners went into closed session at 5:56 p.m. The following people were present:

Board Members

Jack Jackson, Chairperson  
Hub Walsh, Vice Chair  
Evelyne Dorsey  
Rick Osorio  
Margaret Pia  
Jose Resendez

Others Present

Rosa Vazquez, Executive Director/Board Secretary  
Elizabeth M. Fratarcangeli, Legal Counsel  
Maria F. Alvarado, HR Manager/Board Clerk

- 1. Pursuant to Government Code §54967.6  
Union Negotiations

The Board returned to Regular Session at 6:10 p.m. and no action taken.

**XIII. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 6:11 p.m.

(M/S/C): Commissioner Walsh/Commissioner Pia/Motion Passed

\_\_\_\_\_  
Chairperson Signature

Date: December 17, 2019

\_\_\_\_\_  
Secretary Signature

Date: December 17, 2019



# MINUTES

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

### Special Meeting Wednesday, December 11, 2019

- I. The meeting was called to order by Chairperson Jackson at 10:00 a.m. and the Secretary was instructed to call the roll.

**Commissioners Present:**

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

**Commissioners Absent:**

None

Chairperson Jackson declared there was a quorum present.

**Staff Present:**

Rosa Vazquez, Executive Director/Board Secretary  
Maria F. Alvarado, Clerk of the Board

**Others Present:**

None

II. **UNSCHEDULED ORAL COMMUNICATION**

None

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

None

(M/S/C): Commissioner Pia/Commissioner Resendez/Motion Passed

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

None

V. **CONSENT CALENDAR**

None



**VI. INFORMATION AND DISCUSSION ITEM(S)**

None

**VII. EXECUTIVE DIRECTOR REPORT**

None

**VIII. WRITTEN CORRESPONDENCE**

None

**IX. RESOLUTION ITEM(S)**

None

**X. ACTION ITEM(S)**

None

**XI. COMMISSIONER’S COMMENTS**

None

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

The Board of Commissioners went into closed session at 10:02 a.m. The following people were present:

Board Members

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

Others Present

Rosa Vazquez, Executive Director/Board Secretary  
Maria F. Alvarado, HR Manager/Board Clerk

A. Pursuant to Government Code §54967.6

Union Negotiations

The Board returned to Regular Session at 11:20 a.m. and no action taken.

**XIII. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 11:21 a.m.

\_\_\_\_\_  
Chairperson Signature

Date: December 11, 2019

\_\_\_\_\_  
Secretary Signature

Date: December 11, 2019



## Aged Receivables Report as of 11/30/2019

Property	0 - 30 days	31 - 60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Prepayments	Balance
<b>AMP 1</b>							
ca023001 PH - Merced	5,012.31	1,813.87	1,424.00	(1,486.23)	6,763.95	(3,787.41)	2,976.54
ca023010 PH - Merced	7,414.36	2,387.92	341.00	833.21	10,976.49	(2,608.35)	8,368.14
ca023013 PH - Merced Sr	2,003.42	98.00	10.00	1,070.00	3,181.42	(2,217.73)	963.69
ca023021 PH - Acquisition	-	-	-	-	-	(126.48)	(126.48)
ca023023 PH - Acquisition	-	-	-	-	-	(602.00)	(602.00)
<b>AMP 1 TOTALS</b>	<b>14,430.09</b>	<b>4,299.79</b>	<b>1,775.00</b>	<b>416.98</b>	<b>20,921.86</b>	<b>(9,341.97)</b>	<b>11,579.89</b>
<b>AMP 2</b>							
ca023003 PH - Atwater - Cameo	2,305.08	975.37	117.00	383.78	3,781.23	(2,619.45)	1,161.78
ca023006 PH - Livingston	5,788.93	1,079.72	785.00	1,472.44	9,126.09	(6,644.97)	2,481.12
012a PH - Atwater	5,314.01	1,698.58	680.00	(65.01)	7,627.58	(2,794.95)	4,832.63
012b PH - Winton	278.74	-	-	(301.00)	(22.26)	(1,180.16)	(1,202.42)
<b>AMP 2 TOTALS</b>	<b>13,686.76</b>	<b>3,753.67</b>	<b>1,582.00</b>	<b>1,490.21</b>	<b>20,512.64</b>	<b>(13,239.53)</b>	<b>7,273.11</b>
<b>AMP 3</b>							
ca023002 PH - Los Banos	2,314.99	1,682.29	470.00	300.00	4,767.28	(3,766.09)	1,001.19
ca023004 PH - Los Banos - Abby, B, C & D	5,508.72	1,700.31	75.90	392.36	7,677.29	(4,411.98)	3,265.31
ca023005 PH - Dos Palos - West Globe	3,358.99	597.98	134.00	1,048.89	5,139.86	(1,812.96)	3,326.90
ca023011 PH - Los Banos - J & K St	1,423.15	50.00	217.00	-	1,690.15	(816.16)	873.99
012c PH - Dos Palos - Alleyne	2,086.37	348.99	-	-	2,435.36	(2,130.76)	304.60
012d PH - Dos Palos - Globe	1,622.33	357.00	47.00	(35.00)	1,991.33	(1,311.05)	680.28
<b>AMP 3 TOTALS</b>	<b>16,314.55</b>	<b>4,736.57</b>	<b>943.90</b>	<b>1,706.25</b>	<b>23,701.27</b>	<b>(14,249.00)</b>	<b>9,452.27</b>
<b>AMP 4</b>							
ca023024 PH - 1st Street	206.00	176.00	611.00	(375.00)	618.00	(10.00)	608.00
<b>AMP 4 TOTALS</b>	<b>206.00</b>	<b>176.00</b>	<b>611.00</b>	<b>(375.00)</b>	<b>618.00</b>	<b>(10.00)</b>	<b>608.00</b>
<b>VALLEY VIEW</b>							
atw Atwater Elderly	1,260.50	(526.00)	(161.00)	138.00	711.50	(2,200.00)	(1,488.50)
dp Dos Palos Elderly	3,773.00	(827.00)	620.00	(267.00)	3,299.00	(2,637.00)	662.00
mid Midway	2,371.60	1,232.99	989.30	(880.49)	3,713.40	(4,629.67)	(916.27)
<b>VALLEY VIEW TOTALS</b>	<b>7,405.10</b>	<b>(120.01)</b>	<b>1,448.30</b>	<b>(1,009.49)</b>	<b>7,723.90</b>	<b>(9,466.67)</b>	<b>(1,742.77)</b>
<b>FELIX TORRES YEAR ROUND</b>							
ft-yr Felix Torres Year Round Center	606.00	137.00	-	3,687.00	4,430.00	(3,832.02)	597.98
<b>FELIX TORRES YEAR ROUND TOTALS</b>	<b>606.00</b>	<b>137.00</b>	<b>-</b>	<b>3,687.00</b>	<b>4,430.00</b>	<b>(3,832.02)</b>	<b>597.98</b>
<b>HOUSING AUTHORITY TOTALS</b>	<b>52,648.50</b>	<b>12,983.02</b>	<b>6,360.20</b>	<b>5,915.95</b>	<b>77,907.67</b>	<b>(50,139.19)</b>	<b>27,768.48</b>



## PHAS Tracking Summary Fiscal Year Ending 09/30/20

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		0	0										
Average Lease Up Days		0	0										
Make Ready Time		33	78										
Average Make Ready Days		17	39										
Down Days		46	1										
Average Down Days		23	1										
<b>Total # Vacant Units Turned</b>		2	2										
Total # Turn Around Days		79	79										
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	40	40										

% Emergency Work Orders Abated W/in 24 hours	A = 99% B=98% C=97% D=96% E=95% F= less than 95%	100%	100%										
Average # days to complete Non-Emergency Work Orders	A = 25 days or less B=26-36 C=31-40 D=41-50 E=51-60 F= greater than 60	16	25										

## STAFF REPORT

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

**FROM:** Tracy Jackson, Director of Housing Programs

**DATE:** December 17, 2019

**SUBJECT:** Amendment to the Housing Choice Voucher Program  
Administrative Plan

The Housing Authority of the County of Merced's (Authority) Housing Choice Voucher (HCV) program is the largest program administered by the Authority. The Authority adopts a written Administrative Plan that must be in accordance with the U.S. Department of Housing and Urban Development (HUD) regulations and requirements in addition to meeting local policies which are used in administration of the HCV program. The Administrative Plan is revised annually, adopted by the Board of Commissioners and subsequently approved by HUD. The Admin Plan must be amended and or revised when needed to comply with HUD requirements.

The Authority was awarded twenty (20) new vouchers through the Mainstream Voucher (MSV) Program and as a result will be amending the Fiscal Year 2019-2020 Administrative Plan to revise current preferences and preference points for the voucher program.

The Authority will issue the Mainstream Vouchers to families that meet the criteria set forth in the Notice of Funding Availability and as outlined below.

HUD requires that the Authority maintain one wait list for all tenant-based assistance (24 CFR 982.204(f)) and a preference cannot only apply to certain vouchers, however, the Authority has the ability to limit the number of applicants that may qualify for a particular preference, that is to be applied to the number of vouchers awarded to the Authority thru the grant funding. The amendment includes additional recommended changes to the Administrative Plan unrelated to the MSV program addition.

The proposed preference for the Mainstream Vouchers is as follows:

#### **Chapter 4**

### **ESTABLISHING PREFERNCES AND MAINTAINNG THE WAITING LIST [24 CRF Part 5, Subpart D; 982.54(d)(1); 982.204, 982.205, 982.206]**

**10 POINTS: NON-ELDERLY DISABLED PERSON AT RISK FOR HOMELESSNESS OR HOMELSS PREFERENCE:** A person 18 years of age or older and less than 62 years who is a family composed of one or more non-elderly persons with disabilities, which may include additional members who are not non-elderly persons with disabilities who are:

- Transitioning out of institutional and other segregated settings
- At risk of institutionalization
- At risk of experiencing homelessness or homeless.

In addition to new preference for the Mainstream vouchers the Authority erroneously omitted the preferences that have been in place for Midway Manor development.

**C)** In addition to the above, preference and points will be given to families who apply for housing at the Midway Apartments a Project Based and USDA Rural Development Site, and who earn at least \$5,752.50 per year from agricultural employment and who meet at least one of the following definitions as per the California Code of Regulations (25 CCR 7202 (a)):

**250 POINTS ACTIVE FARM LABOR HOUSEHOLD.** “Agricultural employment” means employed in the cultivation and tillage of the soil; the production, cultivation, growing and harvesting of any agricultural or horticultural commodities; the raising of livestock, bees, furbearing animals, or poultry; dairying, forestry. And lumbering operations: and any work on a farm as incident to or in conjunction with such farming operations, including the delivery and preparation of commodities for market or storage. “Agricultural household” means an agricultural worker or workers and other persons who reside or will reside with an agricultural worker in an assisted unit.

**225 POINTS RETIRED OR DISABLED DOMESTIC FARM LABORER HOUSEHOLDS** – who were active **in** the local farm labor market at the time of retirement or disability.

**200 POINTS OTHER. RETIRED OR DISABLED DOMESTIC FARM LABORER HOUSEHOLDS** – active in the farm labor market at the time of retirement or disability outside of the local area.

As these amendments are significant the Authority is required to process these proposed changes as it would the annual review process. Therefore, the Authority will be making the changes accessible to the public, conduct a Resident Advisory Board review, hold a public hearing at a Board of Commissioners meeting and prepare submission for HUD review and approval.

## MEMORANDUM

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

**FROM:** Rosa Vazquez, Executive Director

**DATE:** December 17, 2019

**SUBJECT:** Recommendation to adopt **Resolution No. 2019-20**, approving the award of contract for fire restoration and unit modification at the Housing Authority of the County of Merced Midway Apartments, and authorizing the Executive Director to enter into contract with Beam & Company.

The Housing Authority of the County of Merced (Authority) owns the Midway Apartments in Dos Palos. On April 2019, there was a fire incident at one of the fourplex buildings that resulted in significant damage. The fourplex consisted of two (2) housed families, one (1) recently vacated unit, and one (1) unit with a Sherriff lock out due to eviction. The fire initiated in a tenant occupied unit and caused extensive damage to the two (2) adjacent units. Due to the close proximity of the units the smoke from the fire was carried through the air vents causing smoke damage to the other two (2) units in the fourplex.

The Authority contacted the insurance company, Housing Authorities Risk Retention Pool (HARRP), and filed a claim. HARRP assigned an adjuster to the claim and the Authority received the adjustors scope of work for the two (2) fire damaged units. In an effort to rehabilitate the entire fourplex the Authority also prepared a scope of work to be completed on the two (2) units that had some smoke damage but has designated those two units for modernization.

The Authority solicited for licensed contractors to conduct the work for the fire units and modernization. The Authority sought sealed proposals as required by the procurement policy, conducted a wide-spread advertising, sent notifications and proposal packets to Builders Exchange and conducted direct solicitations from general building contractors. The Authority received one proposal. This sealed bid was be reviewed by the HARRP claim adjuster for review and approval and has subsequently been approved.

### **RECOMMENDATION**

Recommendation to the Board of Commissioners of the Housing Authority of the County of Merced to approve **Resolution No. 2019-20** approving the award of contract for fire restoration and unit modification at the Housing Authority of the County of Merced Midway Apartments, and authorizing the Executive Director to enter into contract with Beam & Company.

## **RESOLUTION NO. 2019-20**

### **APPROVING THE AWARD OF CONTRACT FOR FIRE RESTORATION AND UNIT MODIFICATION AT THE HOUSING AUTHORITY MIDWAY APARTMENTS AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT WITH BEAM & CO**

**WHEREAS**, on April 2019, there was a fire incident at one of Housing Authority of the County of Merced (Authority) fourplex buildings in the Midway Apartments that resulted in significant fire and smoke damage; and

**WHEREAS**, the Authority contacted the insurance company, Housing Authorities Risk Retention Pool (HARRP) and filed a claim for damages to all four units; and

**WHEREAS**, HARRP determined it would cover the cost of the fire and smoke damages in the two (2) units where the fire initiated; the Authority, in an effort to rehabilitate the entire fourplex prepared a scope of work to be completed on the two (2) units that had some smoke damage but has designated those two units for modernization. ; and

**WHEREAS**, the Authority solicited for licensed contractors to conduct the work for the fire units and modernization.; and

**WHEREAS**, the project was advertised in compliance with the Authority 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; and

**WHEREAS**, one (1) proposal was received by the Authority; and

**WHEREAS**, the lowest, most responsive proposal was submitted by Beam & Company, Fresno, California in the amount of \$295,000.00;

**NOW, THEREFORE, BE IT 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 \$295,000.00, 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 December 17, 2019 Board of Commissioners meeting and adopted by the following vote:

Motion:

Second:

Ayes:

Nays:

Absent:

Abstain:

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

Dated: December 17, 2019