

**A G E N D A**  
**BOARD OF COMMISSIONERS**  
**HOUSING AUTHORITY OF THE COUNTY OF MERCED**

**Regular Meeting**  
**Wednesday, December 17, 2025**  
**12:00 p.m.**

**Closed session immediately following**

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

Hub Walsh, Chairperson  
Rick Osorio, Vice-Chair  
Evelyne Dorsey  
Marilyn Scorby  
Rachel Torres  
Robert Dylina

**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. PUBLIC COMMENT**

**NOTICE TO THE PUBLIC –**

This portion of the meeting is set aside for members of the public to comment on any item within the subject-matter 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 3-minute presentation.

All persons addressing the Commission are requested to state their name and address for the record. Public comments must not interfere with orderly discussion or otherwise disrupt the meeting (CA Gov. Code 54957.9, SB 1100 (2022)). Slanderous, profane, threatening remarks or disorderly conduct that disrupts the meeting are prohibited (CA Gov. Code 36813, White v. City of Norwalk, 900 F.2d 1421 (1990)). Disruptive conduct may be grounds for removal from the meeting.

**III. AGENCY OR COMMISSIONER REVISIONS TO AGENDA**

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



**IV. CONSENT CALENDAR**

1. Meeting Minutes November 17, 2025, Regular Meeting
2. Rent Delinquency Report November 2025
3. Financial Reports for November 2025
4. Public Housing Occupancy/Vacancy Report for November 2025
5. HCV Program Counts November 2025
6. Human Resources & Board Clerk Report

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

**V. REGULAR CALENDAR**

1. Resolution Item(s):

- a. **Resolution No. 2025-18:** Approving to write off the uncollected amounts as a loss from Tenant Accounts Receivable.

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

2. Action Item(s):

None

**VI. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS**

1. Staff Report: FEMA Grant Update

**VII. COMMISSIONERS' COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS**

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

1. Pursuant to Government Code §54957.6  
Conference with Labor Negotiations  
Shelline Bennet, Legal Counsel  
Rosa Vazquez, Executive Director  
Maria F. Alvarado, Director of Development  
Employee organization: General Employees, AFSCME 2703
2. Consideration of Government Tort Claim received pursuant to California Government Code Section 54956.9(e)(3): One Claim Received

**IX. RECONVENE TO OPEN SESSION: CLOSED SESSION REPORT OF ACTIONS**

**X. ADJOURNMENT**

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



**MINUTES**  
**BOARD OF COMMISSIONERS**  
**HOUSING AUTHORITY OF THE COUNTY OF MERCED**

**Regular Meeting**  
**Wednesday, November 19, 2025**  
**12:00 p.m.**

- I. The meeting was called to order by Chairperson Walsh at 12:10 p.m., and the Secretary was instructed to call the roll.

**Commissioners Present:**

Hub Walsh, Chairperson  
Rick Osorio, Vice Chairperson  
Evelyn Dorsey  
Robert Dylina  
Marilyn Scorby  
Rachel Torres

**Commissioners Absent:**

**Staff Present:**

Rosa Vazquez, Executive Director/Board Secretary  
Tom Lewis, Legal Counsel  
Sarahi Meraz, Finance Officer  
Blanca Arrate, Director of Housing Programs  
Evelyn Chavira, Director of Procurement  
Maria Alvarado, Director of Development  
Blanca Salinas, HR Manager & Clerk of the Board

**Others Present:**

Erin Hamm, Rental Zebra  
See Moua, Rental Zebra  
Alma Villegas, Merced Focus

**II. PUBLIC COMMENT**

Erin Hamm, representative from Rental Zebra, was present to voice concerns regarding Assembly Bill 1482 and the Authority's interpretation and application of it. Specifically, how Rent Cap & Just Cause (RCJC) is being applied to single-family homes. It is the interpretation of Rental Zebra and its legal counsel that single-family homes are exempt; however, when rent increases are submitted to the Authority, they are being denied because of AB 1482.

See Moua, also a representative from Rental Zebra, further touched on overpayment concerns, how the Authority recaptures those funds.

Alma Villegas, a reporter from Merced Focus, was in attendance to observe and familiarize themselves more with the Authority, its programs, and the Board.



### III. AGENCY OR COMMISSIONER REVISION TO AGENDA

One addition to Item VI. – Executive Director Report, to discuss the Authority's Strategic Planning meeting.

Two additions to Item VIII. – Closed Session – Anticipated Litigation

The need to discuss these items presented itself after the posting and distribution of the packet.

(M/S/C): Commissioner Osorio/Commissioner Torres/Motion Passed Unanimously

### IV. CONSENT CALENDAR

1. Meeting Minutes September 17, 2025, Regular Meeting
2. Rent Delinquency Report September 2025
3. Financial Reports for September 2025
4. Public Housing Occupancy/Vacancy Report for September 2025
5. HCV Program Counts September 2025
6. Human Resources & Board Clerk Report

(M/S/C): Commissioner Torres/Commissioner Scorby/ Motion Passed Unanimously

### V. REGULAR CALENDAR

1. Resolution Item(s):
  - a. **Resolution No. 2025-16**, 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, 2025.

(M/S/C): Commissioner Torres/Commissioner Scorby/Motion Passed Unanimously

- b. **Resolution No. 2025-17**, Approving to write off the uncollected amounts as a loss from Tenant Accounts Receivable.

(M/S/C): Commissioner Scorby/Commissioner Dylina/Motion Passed Unanimously

2. Action Item(s):

None

### VI. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS

1. Director of Housing Programs Arrate provided background to the board on Housing Assistance Payment (HAP) abatements and the Authority's due process for inspections and abatements. The Authority utilizes Nan McKay, a third-party company, to conduct inspections and send out notices of



failed or passed inspections. Director Arrate explained the two failed inspection categories, the reinspection process, timelines, when abatement may commence, communications, and extensions.

2. Director of Housing Programs Arrate advised the Board of the common causes of Housing Assistance Payment (HAP) overpayments and the process the Authority follows to recover the overpayments per HUD requirements. Director Arrate outlined the differences between bulk payments and individual payments for owners/landlords managing multiple properties.
3. Director Arrate announced to the Board of select waitlists are opening up for Project-Based (PBV) and Public Housing (PH) program sign-ups. A total of eleven (11) waiting lists opened on Monday, November 17, 2025, and nine (9) will be closing on Wednesday, December 17, 2025, with two (2) PBV waiting lists, Devonwood and Tierrasanta, closing on Monday, December 1, 2025. A public notice announcing the waitlists' opening was posted on the Authority's website, shared electronically with Merced CoC and community partners, as well as appeared in the Merced Sun-Star.
4. Director of Development Alvarado provided an update on the Los Banos eleven (11) homes progress. The project is nearing completion and is predicted to be finalized late December of 2025 to early January 2026. The Authority will be opening the waitlist for sign-ups in the near future. The Authority will also begin preparing for the grand opening of the developments. Additionally, the Authority has been invited to attend a City of Los Banos City Council meeting and speak to the project.
5. Executive Director Vazquez will be coordinating with Legal Counsel Lewis to set a January or February 2026 date for the Authority's strategic planning meeting.

## **VII. COMMISSIONER'S COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS**

Vice Chair Rick Osorio requested that a report on the collected bad debts be provided to the Board at a minimum of every 6 months.

Chairperson Walsh requested a follow-up on the Housing Assistance Programs (HAP) overpayments and to provide a report of the lingering effects of the shutdown.

## **VIII. ADJOURN TO CLOSED SESSION: CLOSED SESSION ITEM(S)**

The Board of Commissioners went into closed session at 1:40 p.m. The following people were present:

### Board Members

Hub Walsh, Chairperson

Rick Osorio, Vice Chairperson

### Others Present

Tom Lewis, Legal Counsel

Rosa Vazquez, Executive Director/ Board Secretary



Evelyn Dorsey  
Marilyn Scorby  
Rachel Torres  
Robert Dylina

Maria Alvarado, Director of Development

1. **Conference with Labor Negotiators – Pursuant to California Government Code Section 54957.6**
2. **Conference with Legal Council: Anticipated Litigation – Pursuant to California Government Code Section 54956.9(b): Two (2) Cases**

**IX. RECONVENE TO OPEN SESSION: CLOSED SESSION REPORT OF ACTION**

The Board returned to Regular Session at 2:44 PM. with no reportable action.

**X. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 2:45 pm.

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

Date: December 17, 2025

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

Date: December 17, 2025



## Aged Receivables Report for 11/30/2025 - As of 12/09/2025

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
<b>AMP 1</b>						
ca023001 PH - Merced	5,460.99	6,889.31	1,039.00	2,045.00	15,434.30	15,434.30
ca023010 PH - Merced	404.99	-	(516.00)	(1,113.50)	(1,224.51)	(1,224.51)
ca023013 PH - Merced Sr	816.00	407.00	384.00	320.35	1,927.35	1,927.35
ca023021 PH - Acquisition	-	-	-	-	-	-
ca023023 PH - Acquisition	-	-	-	-	-	-
<b>AMP 1 TOTALS</b>	<b>6,681.98</b>	<b>7,296.31</b>	<b>907.00</b>	<b>1,251.85</b>	<b>16,137.14</b>	<b>16,137.14</b>
<b>AMP 2</b>						
CA023003 PH - Atwater - Cameo	116.00	-	-	(263.00)	(147.00)	(147.00)
ca023006 PH - Livingston	5,284.00	5,018.00	3,480.00	2,312.57	16,094.57	16,094.57
012a PH - Atwater	(466.00)	(710.00)	(1,114.00)	(3,525.00)	(5,815.00)	(5,815.00)
012b PH - Winton	-	-	-	-	-	-
<b>AMP 2 TOTALS</b>	<b>4,934.00</b>	<b>4,308.00</b>	<b>2,366.00</b>	<b>(1,475.43)</b>	<b>10,132.57</b>	<b>10,132.57</b>
<b>AMP 3</b>						
ca023002 PH - Los Banos	1,098.00	175.00	-	-	1,273.00	1,273.00
ca023004 PH - Los Banos - Abby, B, C & D	3,487.00	1,253.75	754.00	1,370.19	6,864.94	6,864.94
ca023005 PH - Dos Palos - West Globe	1,991.00	1,009.00	388.00	1,162.74	4,550.74	4,550.74
ca023011 PH - Los Banos - J & K St	1,431.00	1,238.00	92.00	(148.12)	2,612.88	2,612.88
012c PH - Dos Palos - Alleyne	1,727.00	562.00	562.00	1,759.00	4,610.00	4,610.00
012d PH - Dos Palos - Globe	859.00	859.00	-	(217.00)	1,501.00	1,501.00
<b>AMP 3 TOTALS</b>	<b>10,593.00</b>	<b>5,096.75</b>	<b>1,796.00</b>	<b>3,926.81</b>	<b>21,412.56</b>	<b>21,412.56</b>
<b>AMP 4</b>						
ca023024 PH 1st Street	45.00	-	-	-	45.00	45.00
<b>AMP 4 TOTALS</b>	<b>45.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45.00</b>	<b>45.00</b>
<b>VALLEY VIEW</b>						
atw Atwater Elderly	-	-	-	-	-	-
dp Dos Palos Elderly	-	-	-	-	-	-
mid Midway	-	-	-	-	-	-
pbc - atw	919.00	311.00	274.00	(45.00)	1,459.00	1,459.00
pbc - dp	622.00	-	-	-	622.00	622.00
pbc - mid	432.00	202.00	19.00	(2,123.00)	(1,470.00)	(1,470.00)
<b>VALLEY VIEW TOTALS</b>	<b>1,973.00</b>	<b>513.00</b>	<b>293.00</b>	<b>(2,168.00)</b>	<b>611.00</b>	<b>611.00</b>
<b>FELIX TORRES YEAR ROUND</b>						
ft.yr Felix Torres Year Round Center	1,211.00	477.00	-	347.00	2,035.00	2,035.00
<b>FELIX TORRES YEAR ROUND TOTALS</b>	<b>1,211.00</b>	<b>477.00</b>	<b>-</b>	<b>347.00</b>	<b>2,035.00</b>	<b>2,035.00</b>
<b>HOUSING AUTHORITY TOTALS</b>	<b>25,437.98</b>	<b>17,691.06</b>	<b>5,362.00</b>	<b>1,882.23</b>	<b>50,373.27</b>	<b>50,373.27</b>

# Housing Authority of the County of Merced

Financial Statement - AMP 1 (.fs-amp1)

## Budget Comparison

Period = Oct 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	81,947	66,267	15,681	24	795,200
TOTAL GRANT INCOME (2)	57,178	60,417	-3,239	-5	725,000
TOTAL INCOME	139,125	126,683	12,442	10	1,520,200
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3, 4, 5, 6)	47,733	41,545	-6,194	-15	498,538
TOTAL TENANT SERVICES EXPENSES	0	175	175	100	2,100
TOTAL UTILITY EXPENSES (7)	20,146	13,400	-6,746	-50	160,800
TOTAL MAINTENACE EXPENSES (8, 9, 10)	26,035	31,998	5,963	19	383,977
TOTAL GENERAL EXPENSES (11)	15,103	13,929	-1,174	-8	167,154
TOTAL HOUSING ASSISTANCE PAYMENTS	434	625	191	31	7,500
TOTAL FINANCING EXPENSES	3,167	3,167	0	0	38,000
TOTAL NON-OPERATING ITEMS (12)	610	6,758	6,148	91	81,097
TOTAL EXPENSES	113,228	111,597	-1,637	-1	1,339,166
NET INCOME	25,897	15,086	10,805	72	181,034

- (1) Tenant Rent +\$ 16K (Rents +\$ 14K, Other Tenant Inc. +\$ 2K)
- (2) Grant Subsidy -\$ 3K
- (3) Admin - Salary & Benefits +\$ 7K
- (4) Legal +\$ 1K
- (5) Other Admin -\$ 12K (Mgt Fees -\$ 2K, Consultants -\$ 11K, Travel/Training +\$ 1K)
- (6) Misc Admin. -\$2K (Temp Admin Labor -\$3K, Postage +\$ 1K)
- (7) Utilities -\$ 7K (Sewer/ Water/Trash)
- (8) Maint. Salary & Benefits +\$ 11K (Sal +\$ 8K, Benefits +\$ 3K)
- (9) Maint. Costs Supplies +\$ 3K (Supply Maint./Repairs +\$ 2K, Plumbing +\$ 1K)
- (10) Contract Costs -\$ 8K (Bld Rep -\$ 12K, Jan/Plum +\$ 2K, Carpet/Flr +\$ 1K, HVAC+\$ 1K)
- (11) Gen Exp. - Pymts in Lieu -\$ 1 (Higher Rents collected)
- (12) Non-Operating Exp. +\$ 6K - Lower Depr. Exp.



## Housing Authority of the County of Merced

Financial Statement - AMP 2 (.fs-amp2)

**Budget Comparison**

Period = Oct 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	52,344	61,175	-8,831	-14	734,100
TOTAL GRANT INCOME (2)	44,505	41,667	2,838	7	500,000
TOTAL INCOME	96,848	102,842	-5,994	-6	1,234,100
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3, 4, 5)	31,765	31,782	20	0	381,380
TOTAL TENANT SERVICES EXPENSES	0	175	175	100	2,100
TOTAL UTILITY EXPENSES (6)	11,336	18,982	7,646	40	227,782
TOTAL MAINTENACE EXPENSES (7, 8, 9)	31,131	26,556	-4,574	-17	318,675
TOTAL GENERAL EXPENSES	11,085	10,061	-1,024	-10	120,730
TOTAL HOUSING ASSISTANCE PAYMENTS	405	342	-62	-18	4,110
TOTAL FINANCING EXPENSES	1,667	1,667	0	0	20,000
TOTAL NON-OPERATING ITEMS	48	2,602	2,555	98	31,229
TOTAL EXPENSES	87,437	92,167	4,736	5	1,106,006
NET INCOME	9,411	10,674	-1,258	-12	128,094

- (1) Tenant Rents -\$ 9K (Rental Income -\$ 4K, Other Tenant Inc -\$ 5K)  
 (2) HUD PHA Subsidy +\$ 3K  
 (3) Admin - Salary & Benefits +\$ 6K, Legal +\$ 2K  
 (4) Other Admin Exp -\$7K (Management/Audit Fees +\$ 1K, Consultants -\$ 8K)  
 (5) Misc. Admin -\$ 1K, (Temp Labor -\$ 2K, Copiers/Postage +\$ 1K, )  
 (6) Utilities +\$ 8K (Water/Sewer +\$ 4K, Elect/ Gas/ Garbage +\$ 4K)  
 (7) Maint. Salary & Benefits Exp. -\$ 1K  
 (8) Material Exp. +\$ 5K ( Plumbing +\$ 1K, Grounds/Appliance/Décor +\$ 1K, Maint/Repair +\$ 3K)  
 (9) Contract Costs -\$ 9K ( Repairs&Flooring +\$ 1K, Plum -\$ 1K, HVAC -\$ 9K )

## Housing Authority of the County of Merced

Financial Statement - AMP 3 (.fs-amp3)

**Budget Comparison**

Period = Oct 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	48,420	50,812	-2,392	-5	609,750
TOTAL GRANT INCOME (2)	45,390	42,542	2,848	7	510,500
TOTAL INCOME	93,810	93,354	456	0	1,120,250
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5)	33,447	33,355	-91	0	400,255
TOTAL TENANT SERVICES EXPENSES	144	146	1	1	1,750
TOTAL UTILITY EXPENSES (6)	17,654	16,050	-1,605	-10	192,599
TOTAL MAINTENACE EXPENSES (7,8,9)	15,072	23,566	8,495	36	282,797
TOTAL GENERAL EXPENSES (10)	10,243	11,182	939	8	134,180
TOTAL HOUSING ASSISTANCE PAYMENTS	511	642	131	20	7,700
TOTAL FINANCING EXPENSES	1,488	1,488	0	0	17,850
TOTAL NON-OPERATING ITEMS	49	866	817	94	10,397
TOTAL EXPENSES	78,608	87,294	8,687	10	1,047,528
NET INCOME	15,202	6,060	9,143	151	72,722

- (1) Tenant Rent -\$ 2K
- (2) Grant Subsidy +\$ 3K
- (3) Salaries +\$ 6K & Benefits +\$ 2K
- (4) Other Admin -\$ 7K (Consultants -\$ 8K, Mgt/Audit Fee + \$1K )
- (5) Misc. Admin -\$ 1K (Temp Labor -\$ 2K, Postage/Copiers + \$ 1K )
- (6) Utility Exp. -\$ 2K (Garb -\$ 1K, Elect/Water/Sewer -\$ 1K)
- (7) Maintenance & Benefit +\$ 5K (Salaries +\$ 4K, Benefits +\$ 1K )
- (8) Supplies Maintenance +\$ 2K (Maint/Repairs +\$ 1K, Appliance/Decor +\$ 1K)
- (9) Contract Costs +\$ 2K, (Rep/Paint -\$ 2K, HVAC +\$ 1K, Equip Rental/Plumb/Alarm + \$ 3K)
- (10) General Expense +\$ 1K (Payments in Lieu +\$ 1K)

**Housing Authority of the County of Merced**

Financial Statement - AMP4 - 1st Street, Merced (.fs-amp4)

**Budget Comparison**

Period = Oct 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	1,325	1,925	-600	-31	23,100
TOTAL GRANT INCOME	1,751	2,150	-399	-19	25,800
TOTAL INCOME	3,076	4,075	-999	-25	48,900
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	1,347	1,882	535	28	22,587
TOTAL UTILITY EXPENSES	485	624	140	22	7,490
TOTAL MAINTENACE EXPENSES (3)	3,761	637	-3,124	-490	7,647
TOTAL GENERAL EXPENSES	324	355	31	9	4,260
TOTAL FINANCING EXPENSES	83	83	0	0	1,000
TOTAL NON-OPERATING ITEMS	3,980	3,980	0	0	47,757
TOTAL EXPENSES	9,980	7,562	-2,418	-32	90,741
NET INCOME	-6,904	-3,487	-3,417	98	-41,841

(1) Tenant Inc -\$ 1K

(2) Adm Exp + \$1K(Adm Sal & Benefits +\$ 1K)

(3) Main Exp - \$ 3K (Maint Salary/Benefits/Materials +\$ 1K, landscaping - \$ 4K)

# Housing Authority of the County of Merced

Financial Statement - All HCV Properties with Sub (.fs-hcvs)

## Budget Comparison

Period = Oct 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
TOTAL GRANT INCOME (1)	2,536,152	2,249,128	287,024	13	26,989,531
TOTAL OTHER INCOME	0	75	-75	-100	900
TOTAL INCOME	2,536,152	2,249,203	286,949	13	26,990,431
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2, 3)	117,327	160,701	43,373	27	1,928,415
TOTAL TENANT SERVICES EXPENSES	527	356	-171	-48	4,267
TOTAL UTILITY EXPENSES	178	171	-7	-4	2,050
TOTAL MAINTENACE EXPENSES (4)	229	1,096	867	79	13,150
TOTAL GENERAL EXPENSES (5)	7,987	4,366	-3,620	-83	52,396
TOTAL HOUSING ASSISTANCE PAYMENTS (6,7,8,9)	2,309,950	2,059,485	-250,465	-12	24,713,824
TOTAL FINANCING EXPENSES	5,556	5,556	0	0	66,670
TOTAL NON-OPERATING ITEMS	146	233	87	37	2,800
TOTAL EXPENSES	2,441,900	2,231,964	-209,936	-9	26,783,572
NET INCOME	94,252	17,238	77,013	447	206,859

- (1) HAP from HUD + \$ 287K (HAP Earned +\$ 298K, Admin Fee -\$ 10K, Port in -\$ 1K)  
 (2) Adm Salaries + \$ 22K (Salaries +\$ 20K & Benefits Costs +\$ 2K)  
 (3) Other Adm Exp. +\$ 21K (Mgt Fee +\$ 6K, Bkpping Fee +\$ 3K, Consulting +\$ 2K, Inspec +\$ 10K)  
 (4) Maint Exp +\$ 1K( Supplies/ Maint Consultants/Build Repairs +\$ 1K)  
 (5) General Expence -\$ 4K (Portout Adm Exp -\$ 4K higher than budgeted)  
 (6) Port Out Payments -\$ 48K (higher than budgeted)  
 (7) HAP issued -\$ 199K  
 (8) Escrow Contributions Higher -\$ 2K  
 (9) Tenant Utility Pmts -\$ 2K

**Housing Authority of the County of Merced**

Financial Statement - Central Office Cost Center (cocc)

**Budget Comparison**

Period = Oct 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
TOTAL OTHER INCOME (1,2)	112,258	112,372	-114	0	1,348,465
TOTAL INCOME	112,258	112,372	-114	0	1,348,465
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	69,292	77,629	8,337	11	931,554
TOTAL TENANT SERVICES EXPENSES	690	500	-190	-38	6,003
TOTAL UTILITY EXPENSES	4,622	4,167	-456	-11	50,000
TOTAL MAINTENACE EXPENSES (7)	2,774	3,530	756	21	42,365
TOTAL GENERAL EXPENSES	4,496	4,533	37	1	54,400
TOTAL FINANCING EXPENSES	6,000	6,000	0	0	72,000
TOTAL NON-OPERATING ITEMS	779	1,199	419	35	14,384
TOTAL EXPENSES	88,653	97,559	8,903	9	1,170,706
NET INCOME	23,605	14,813	8,789	59	177,759

- (1) Asset Mgt Fee booked as budgeted (As Budgeted +\$ 9K)  
 (2) Admin Fee to be booked as Cap Projects funding allows (fund drawn +\$ 23K)  
 (3) Admin Salary -\$ 4K ( Benefits Higher -\$ 4K)  
 (4) Legal Fees +\$ 3K  
 (5) Other Admin Exp +\$ 6K (Training/travel +\$ 1K, Consultants + \$ 2K, Audit Fee +\$ 3K)  
 (6) Misc. Admin. Exp. +\$ 3K (Internet +\$ 3K, Temp Labor -\$ 4K, Tele/Other Mis/Copier/Memb +\$ 4K)  
 (7) Contract +\$ 1K (Janitorial +\$ 2K, Alarm +\$ 1K, Landscape -\$ 2K)

## Housing Authority of the County of Merced

Financial Statement - Langdon Villas (langdon)

**Budget Comparison**

Period = Oct 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME	7,006	6,693	313	5	80,320
TOTAL OTHER INCOME (1)	50,653	45,148	5,505	12	541,770
TOTAL INCOME	57,659	51,841	5,818	11	622,090
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	2,963	6,342	3,380	53	76,108
TOTAL UTILITY EXPENSES	0	46	46	100	550
TOTAL MAINTENACE EXPENSES (3)	0	946	946	100	11,355
TOTAL GENERAL EXPENSES	2,002	2,052	49	2	24,625
TOTAL FINANCING EXPENSES	10,083	10,083	0	0	121,000
TOTAL NON-OPERATING ITEMS	287	286	0	0	3,438
TOTAL EXPENSES	15,335	19,756	4,421	22	237,076
NET INCOME	42,324	32,084	10,239	32	385,014

(1) Other Inc +\$ 6K (Mgt Fees +\$ 2K; Misc Other Inc + \$ 4K)

(2) Admin +\$ 3K (Salary/Benefits/Consultants +\$ 3K)

(3) Maint Exp + \$ 1K (Supplies/Contract costs +\$ 1K)

**Housing Authority of the County of Merced**

Financial Statement - Obanion Learning Center (obanion)

**Budget Comparison**

Period = Oct 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	21,456	18,526	2,930	16	222,317
TOTAL INCOME	21,456	18,526	2,930	16	222,317
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	2,239	1,883	-356	-19	22,591
TOTAL UTILITY EXPENSES (2)	8,347	7,556	-791	-10	90,671
TOTAL MAINTENACE EXPENSES (3)	10,015	2,041	-7,974	-391	24,495
TOTAL GENERAL EXPENSES	655	542	-113	-21	6,507
TOTAL NON-OPERATING ITEMS	4,670	4,644	-26	-1	55,722
TOTAL EXPENSES	25,925	16,666	-9,260	-56	199,986
NET INCOME	-4,469	1,861	-6,330	-340	22,331

(1) Tenant Rents +\$ 3K ( Rent Inc -\$ 4K, Tenant Owed Utilities +\$ 7K)

(2) Utilities -\$ 1K (Gas/Water +\$ 1K, Sewer -\$ 1K, Elect -\$ 1K)

(3) Maint Exp -\$ 8K (Landscaping -\$ 10K, Elec/Pest/Flr Cov/ Alarm Monit/ Supplies +\$ 2K)

**Housing Authority of the County of Merced**

Financial Statement - Property = .fs-vv sub-dp sub-mid sub-atw

**Budget Comparison**

Period = Oct 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	66,155	58,953	7,202	12	707,436
TOTAL GRANT INCOME (2)	48,308	56,924	-8,616	-15	683,088
TOTAL INCOME	114,463	115,877	-1,414	-1	1,390,524
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3, 4)	8,223	13,917	5,693	41	166,999
TOTAL UTILITY EXPENSES (5)	10,770	8,294	-2,476	-30	99,531
TOTAL MAINTENACE EXPENSES (6, 7, 8)	47,013	13,301	-33,712	-253	159,613
TOTAL GENERAL EXPENSES	3,822	3,531	-291	-8	42,367
TOTAL HOUSING ASSISTANCE PAYMENTS	48,423	53,734	5,311	10	644,810
TOTAL FINANCING EXPENSES	20,500	20,500	0	0	246,000
TOTAL NON-OPERATING ITEMS	1,299	0	-1,299	N/A	0
TOTAL EXPENSES	140,050	113,277	-26,774	-24	1,359,320
NET INCOME	-25,587	2,600	-28,188	-1,084	31,204

- (1) Rental Income +\$ 7K  
(2) Grant Inc -\$ 9k  
(3) Adm Salaries +\$ 3K, Benefit costs +\$ 1K  
(4) Legal Exp +\$ 1K, Mgt Fee +\$1K  
(5) Utility -\$ 2K ( Water/Sewer +\$ 1K, Garbage -\$ 3K)  
(6) Maint Exp +\$ 3K (Maint. Salary +\$ 2K, Benefits +\$ 1K)  
(7) Supplies costs +\$ 1K  
(8) Contract Costs -\$ 37K (HVAC -\$ 1K, Other Costs -\$ 36K (New Fence Installation))



**Housing Authority of the County of Merced**

Financial Statement - Felix Torres Year Round (.fs-fty)

**Budget Comparison**

Period = Oct 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	48,810	53,096	-4,286	-8	637,150
TOTAL INCOME	48,810	53,096	-4,286	-8	637,150
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	4,266	12,860	8,593	67	154,317
TOTAL UTILITY EXPENSES (3)	10,136	8,079	-2,057	-25	96,950
TOTAL MAINTENACE EXPENSES (4, 5, 6)	10,195	7,940	-2,256	-28	95,275
TOTAL GENERAL EXPENSES	3,069	2,995	-74	-2	35,941
TOTAL FINANCING EXPENSES	1,750	1,750	0	0	21,000
TOTAL NON-OPERATING ITEMS	16,289	16,289	0	0	195,471
TOTAL EXPENSES	45,705	49,913	4,206	8	598,954
NET INCOME	3,105	3,183	-80	-3	38,196

(1) Tenant Inc -\$ 4K (Tenant Rent +\$ 6K, Rental Assistance -\$ 10K)

(2) Total Admin +\$ 9K (Salary +\$ 5K, Benefits +\$ 3K, Training/Consults/Auditing Fee +\$ 1K)

(3) Utilities -\$ 2K ( Elec/Gas -\$ 1K, Water/Sewer -\$ 1K)

(4) Gen Maint -\$ 4K (Maint. Salary -\$ 3K, Benefits -\$ 1K)

(5) Maint. Supplies +\$ 1K

(6) Contract +\$ 1K

## Housing Authority of the County of Merced

Financial Stmt - Migrant (.fs-mig)

**Budget Comparison**

Period = Jul 2025 - Oct 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
INCOME	1,152,244	677,488	-474,756	-70	2,032,464
TOTAL INCOME (1)	1,152,244	677,488	-474,756	-70	2,032,464
EXPENSES					
Total - Center Personnel (2)	204,327	239,900	35,573	15	719,700
Total - Operating Expenses (3)	831,414	306,905	-524,509	-171	920,716
Total - Maintenance Expenses (4)	9,053	16,917	7,864	46	50,750
Total - Contractor Administration (5)	57,316	63,632	6,316	10	190,896
<b>TOTAL</b>	<b>1,152,244</b>	<b>677,488</b>	<b>-474,756</b>	<b>-70</b>	<b>2,032,464</b>

(1) Zero budget, offset to variance in expenses -\$ 475K

(2) Salaries +\$ 10K, Benefits +\$ 26K

(3) Higher utilities - Net diff. -\$ 525K, (Utilities -\$ 121k, Communic +\$ 27K, Equip Maint -\$ 430K (include Broadband Cost), Travel/Other -\$ 1K)

(4) Maint expenses +\$ 8K, (Elec/Plumb/Paint +\$ 7K, Lumb/Materials +\$ 3K, Ground Maint -\$ 2K)

(5) Audit +\$ 4K, Travel/Admin Support +\$ 2K

Total Number of Public Housing Units: 421  
Number of Occupied Units: 411  
Number of Vacant Units: 10

Unit ID	Prospective Resident	Move - In Date	Security Deposit Amount
75	Yes	pending unit turnover	\$500.00
267	Yes	pending unit turnover	\$300.00
199	Yes	pending unit turnover	\$300.00
269	Yes	pending unit turnover	\$800.00
14	Yes	pending unit turnover	\$800.00
34	Yes	pending unit turnover	\$500.00
410	Yes	pending unit turnover	\$500.00
201	Yes	pending unit turnover	\$800.00
541	Yes	pending unit turnover	\$800.00
417	Yes	pending unit turnover	\$500.00

#### Indicators

Sub-Indicator #1	Performance Scoring	June	July	August	September	October	November
<b>Lease Up Days</b>		608	671	678	678	67	95
Average Lease Up Days		17.37	16.78	16.54	16.14	13.4	13.57
<b>Make Ready Time</b>		984	1111	1118	1118	110	117
Average Make Ready Days		28.11	27.78	27.27	26.62	22	16.71
<b>Down Days</b>		908	1156	1206	1583	962	1048
Average Down Days		25.94	28.9	29.41	37.69	192.4	149.71
<b>Total # Vacant Units Turned</b>		35	40	41	42	5	7
Total # Turn Around Days		2500	2938	3002	3379	1139	1260
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	71	73	73	80	227	180

These indicators measure the annual average amount of time it takes a PHA to turn around its vacant units.

**Lease Up Days** means for each "turned" unit in the immediate fiscal year, the days from the date maintenance gives the keys back to management for rental to the effective date of the lease

**Make Ready Time** means for each unit "turned" in the immediate fiscal year, the days from the date maintenance receives the keys to the date maintenance turns the unit back to management for rental

**Down Days** means for each unit "turned" in the immediate fiscal year, the days from the date the unit was discovered to be vacant or the date the lease expired,

**Total # Vacant Units Turned** means the number of units that completed the turnaround cycle which consists of down, make ready and lease up time during

**Total # Turn Around Days** means total number of days from the day the lease expired (or when the unit was discovered vacant) to the effective date of the new lease

## HCV Program Counts

[illegible]

## **STAFF REPORT**

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

**FROM:** Blanca Salinas, HR Manager/Clerk of the Board

**DATE:** December 17, 2025

**SUBJECT:** Housing Authority of the County of Merced Departmental Update

### **Clerk of the Board**

As of the day of this report, the vacancy for the position of Resident Commissioner – Public Housing remains. The Authority will review its outreach plan to see if there are any interested applicants. Additionally, the Authority will also request to discuss or review the Board of Supervisors' outreach strategy.

### **Human Resources**

The Authority currently has three (3) vacant positions. Of those positions, one (1) is a management position; Director of Housing Programs (1), and the remaining two (2) positions are represented positions; Eligibility Specialist (2).

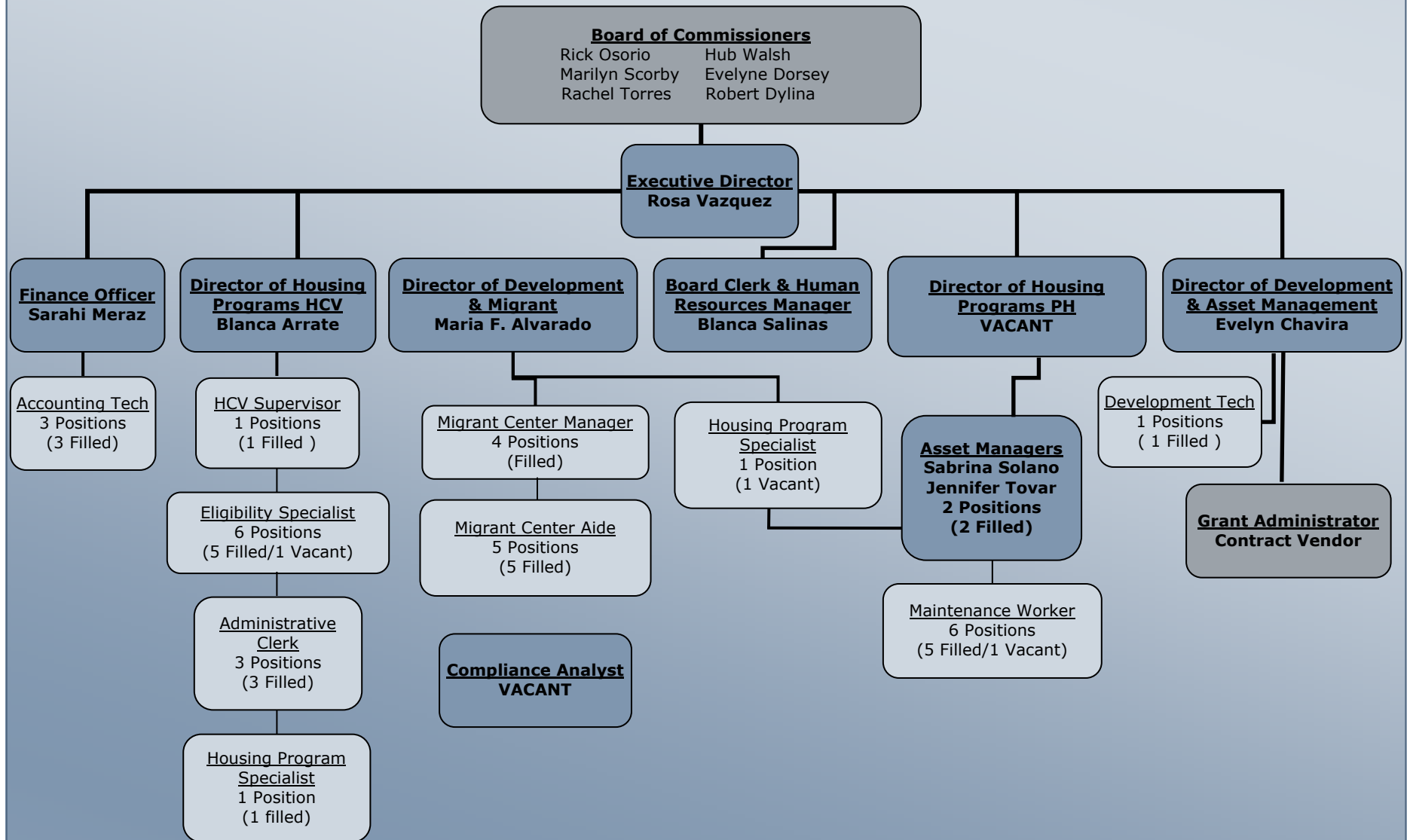
The Authority conducted initial and secondary interviews for the positions of Eligibility Specialist (2), Administrative Clerk (2), and Housing Program Specialist (1). These interviews yielded three (3) conditional job offers being extended and accepted, those being for the positions of Administrative Clerk and Housing Program Specialist.

The Authority has since onboarded two (2) Administrative Clerks. Onboarding for the position of Housing Program Specialist is tentatively scheduled for January 2026.

The Authority continues to backfill vacant positions with temporary staff. Recruitment efforts continue and include continued advertising of the positions on the Authority's website, sharing with community partners, and posting on online job boards such as Indeed.

As of this report, the represented positions' vacancy rate is now at 6%.

# Housing Authority of the County of Merced



## STAFF REPORT

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

**FROM:** Sarahi Meraz, Finance Officer

**DATE:** December 17, 2025

**SUBJECT:** Recommendation to adopt **Resolution No. 2025-18**, approving to write off the uncollected amounts as a loss from Tenant Accounts Receivable.

The Housing Authority of the County of Merced (Authority) incurs tenant receivables for current families and families that have moved. The Authority actively seeks to collect monies owed during tenancies. Upon families moving out and leaving a balance owed, the Authority enters the monies owed into the Department of Housing & Urban Development (HUD) database so that if that former resident is ever eligible to receive rental assistance with another Public Housing Authority (PHA) the debt must be paid the Authority where the monies are owed.

Under Federal regulation, allowable write-offs impact the Authority's Tenant Accounts Receivable (TAR) Public Housing Assessment System ("PHAS") score and are an accepted accounting practice. PHAS is the annual assessment process by which HUD fulfills its statutory requirement to assess a PHAs administration of the Public Housing program. The Authority acts to collect all tenant charges and will continue to pursue collection of the accounts included in this write-off.

In February 2022, HUD published notice PIH 2022-021, which provided guidance to PHAs on the end of the COVID-19 waiver authority for PHAS assessments granted to HUD as a part of the Coronavirus Aid, Relief & Economic and Security (CARES) Act. The notice also communicated an adjustment to the Tenant Accounts Receivable sub-indicator under the Management Operations Indicator (MASS) due to the impact of various local, State, and Federal eviction moratoria. Nationally, PHAs that the eviction moratoria impacted rent collections, which impacted their financial status and reduced their scores under the TAR sub-indicator of MASS.

While PHAs have largely returned to normal operations and PHAS regulatory requirements after the COVID-19 pandemic emergency, PHAs continue to experience challenges with collecting rent and managing rent collection activities, which have impacted the PHAs' performance under the TAR sub-indicator. Due to the continued challenges, PHAs are facing with TAR, this notice advises that for PHAs with fiscal years ending March 31, 2024, June 30, 2024, September 30,

2024, and December 31, 2024, only, HUD is continuing a temporary revision to the scoring methodology for TAR. HUD determined that this extended temporary adjustment to the scoring notice will appropriately score PHAs as they continue to return to normal operations and requirements

HUD intends to return to the regular scoring methodology for TAR for PHAs with fiscal years ending in 2024. The long-term sustainability of the Public Housing program depends on families paying and PHAs collecting rent, so it is important that PHAs continue to work to improve tenant rent collection.

The Authority has worked with families to enter into repayment agreements, and legal stipulations via legal and or evictions. However, the Authority will need to write off monies incurred during the COVID pandemic that are not collectible at this time. The Authority will be reviewing all monies owed and bringing write-off amounts to the Board to ensure the Authority aligns with HUD requirements.

Amounts to be written off are summarized by program below.

PH AMP 1:	\$ 61,161.83
PH AMP 2:	\$ 12,750.03
PH AMP 3:	\$ 2,496.69
PH AMP 4:	\$ 0.00
	-----
TOTAL:	\$ 76,408.55
	=====

#### RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2025-18**, authorizing the Executive Director or her designee to declare the amounts uncollectible and to authorize the write-off as a loss.



## RESOLUTION NO. 2025-18

### APPROVING THE WRITE-OFF FOR BAD DEBTS FROM TENANTS' ACCOUNTS RECEIVABLE

**WHEREAS**, every year the Housing Authority of the County of Merced (Authority) operates a number of rental housing projects throughout the county for low-income tenants; and

**WHEREAS**, certain former tenants have been unable or unwilling to pay their rent and/or work orders; and it is no longer prudent to carry over these receivables on the books of account; and

**WHEREAS**, allowable write-off's impact Authority Tenant Accounts Receivable Public Housing Assessment System ("PHAS") score and is an accepted accounting practice; and

**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the County of Merced do hereby approve the write-off of the tenant delinquent accounts in the amount of \$76,408.55, that are attached for the Housing Programs administered by the Housing Authority of the County of Merced.

The foregoing resolution was introduced at the December 17, 2025 Board of Commissioners meeting of the Housing Authority of the County of Merced 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

Date: December 17, 2025

## **STAFF REPORT**

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

**FROM:** Maria Alvarado, Director of Development

**DATE:** December 17, 2025

**SUBJECT:** FEMA Grant Update

As reported at the October 15, 2025, meeting, the Authority reached out to Merced County and CalOES to inquire about the Authority's application for reimbursement for the costs incurred during the operation of the Emergency Shelter Program (ESP) administered by the Authority during the 2023 Merced County floods.

Executive Director Vazquez and I met with Merced County CEO Mark Henderson, Assistant CEO David Mirrione, CalOES Emergency Manager Adam Amaral, and Adult & Aging Deputy Director Feliza Gray on November 24, 2025, to discuss the Authority's pending FEMA application.

Mr. Amaral recommended that the Authority both check the FEMA portal for any pending tasks or information requests and follow up with the last point of contact the Authority communicated with regarding the application.

The Authority can and has confirmed that the FEMA portal does not show any pending tasks or information requests. Additionally, the Authority has reached out via email to CalOES Staff Services Analyst Eric Morris, the last point of contact the Authority has for the application, to follow up on the status of the application. As of the date of this staff report, the Authority is still pending a response.

The Authority will continue following up with CalOES.