

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

Regular Meeting
Wednesday, August 20, 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

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 July 16, 2025, Regular Meeting
2. Rent Delinquency Report July 2025
3. Financial Reports for July 2025
4. Public Housing Occupancy/Vacancy Report for July 2025
5. HCV Program Counts July 2025
6. Human Resources & Board Clerk Report

(M/S/C): ____/____/____

V. REGULAR CALENDAR

1. Resolution Item(s):
None
2. Action Item(s):
None

VI. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS

1. Staff Report: Finance Director Update
2. Staff Report: Merced Gardens
3. Staff Report: Planda Community Services District Test Well Update
4. Staff Report: Public Housing NSPIRE Inspections and Felix Torres Year-Round Site Monitoring Visit
5. NSPIRE Inspections Update

VII. COMMISSIONERS' COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

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

1. Conference with Legal Counsel – Existing Litigation (§ 54956.9)
Name of Case:
Merced County Superior Court Case No. 24CV-04457
Merced County Superior Court Case No. 24CV-05929

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

X. ADJOURNMENT



MINUTES
BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE COUNTY OF MERCED

Regular Meeting
Wednesday, July 16, 2025
12:00 p.m.

- I. The meeting was called to order by Chairperson Walsh at 12:02 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:

Chairperson Walsh declared there was a quorum present.

Staff Present:

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

Others Present:

Christy McCammond, City of Los Banos
Mark Stewart, Member of the Public
Louise Wisdon, Wisdom Property Management
Dawn Valencia, Wisdom Property Management
Ashley Stayner, Wisdom Property Management

II. PUBLIC COMMENT

Ashley Stainer of Wisdom Property Management was in attendance to present issues and concerns with the Housing Choice Voucher department. Specifically, the lack of communication and/or responses both by mail and email. Urgent matters have required multiple attempts from both the agent and the landlord. Communications are addressed to staff and directors who state that the issue will be reviewed; however, a resolution is not reached. When properties are inspected, failed item notices are lost in the mail, causing abatements and loss in Housing Assistance Payments. Rent increases have been delayed, causing a loss in rental income. They have also received mail that is not for properties



under their management. Failure to connect with department staff causes multiple issues, and for the response from the department to be that nothing can be done about the issue, it fails the purpose of the program and can discourage participation. Additionally, they had an issue with their monthly Housing Assistance Payment; although the issue has been resolved, it still presents a concern. This decline in the relationship has worsened since COVID. Chairperson Walsh requested that the verifications that Ms. Stainer brought be provided to Executive Director Vazquez for investigation and follow-up.

Christy McCammond from the City of Los Banos provided an update on the One Tree Village project. The site successfully passed through the planning department entitlements and has moved on to permitting. Additionally, the site may be designated a mobile home park per HCD. A meeting with Senator Caballero, Assemblymember Soria, and the State of California was held to discuss a possible exemption for a project such as this. Especially with the expenditure regulations and the timeframe, the State of California outlines how fast affordable housing should be built. As this is reviewed and discussed, other unit options are being explored.

Louise Wisdom of Wisdom Property Management expressed that the Housing Choice Voucher program is a good program; however, communication must improve, and fraud protocols must be established and followed.

III. PUBLIC HEARING

1. Public Housing Agency Five-Year & Annual Plan

There being no public comments, the Public Hearing was closed.

IV. AGENCY OR COMMISSIONER REVISION TO AGENDA

Executive Director Vazquez added a press release to Item VII, as the press release was published after the packet was posted.

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

V. CONSENT CALENDAR

2. Meeting Minutes May 21, 2025, Regular Meeting
3. Rent Delinquency Report May 2025
4. Financial Reports for May 2025
5. Public Housing Occupancy/Vacancy Report for May 2025
6. HCV Program Counts May 2025
7. Human Resources & Board Clerk Report

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



VI. REGULAR CALENDAR

1. Resolution Item(s):

- a. **Resolution No. 2025-09:** Approving the PHA Five (5) Year and Annual Plan Fiscal Year 2025 for submission to the Department of Housing & Urban Development.

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

- b. **Resolution No. 2025-10:** Approving the revisions to the Public Housing Admissions and Continued Occupancy Policy (ACOP).

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

- c. **Resolution No. 2025-11** Approving the revisions to the Housing Choice Voucher Program Administrative Plan.

(M/S/C): Commissioner Dorsey/Commissioner Scroby/Motion Passed Unanimously

- d. **Resolution No. 2025-12:** Approving the Operational Budget for Fiscal Year 2025-2026.

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

2. Action Item(s):

None

VII. EXECUTIVE DIRECTOR REPORT/DEPARTMENT HEAD REPORTS

1. Executive Director Vazquez informed the Board that the Authority completed the Section Eight Management Assessment Program (SEMAP) for Fiscal Year End 2024, as well as an onsite audit for SEMAP Fiscal Year 2023. A final determination was received, and the Authority received a High Performer designation.
2. Executive Director Vazquez notified the Board that the Authority received notification that the Emergency Housing Voucher (EHV) will be expiring on September 30, 2025. As part of the program ending, the Authority is now tasked with converting these EHV participants to tenant-based vouchers. The Authority will seek a waiver as a means to limit the transitional paperwork for the families.
3. Director of Development Alvarado shared the press release regarding the eleven (11) small homes in Los Banos. Press releases will be continuously published, and details on how to apply for these units will be shared once the project nears completion, which is slated for late 2025.



VIII. COMMISSIONER’S COMMENTS/REQUESTS FOR FUTURE AGENDA ITEMS

Chairperson Walsh requests that Executive Director Vazquez keep the Board up to date on any budgetary changes.

Vice Chairperson Osorio would like a follow-up report regarding the fraud incident and congratulated the HCV Department on their High Performer designation.

Commissioner Dylina inquired about setting up an upcoming Strategic Planning meeting; future dates and times will be provided. Commissioner Dylina also suggests that if the Authority does not have an anti-fraud policy, it should develop one in order to avoid any future incidents.

Commissioner Scorby expressed appreciation for Finance Officer Meraz’s time in reviewing the budgets with her, as well as the Authority’s efforts in the EHV transition.

Commissioner Torres congratulated the HCV department on their SEMAP designation.

IX. ADJOURN TO CLOSED SESSION: CLOSED SESSION ITEM(S)

None

X. RECONVENE TO OPEN SESSION: CLOSED SESSION REPORT OF ACTION

XI. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:18 pm.

Chairperson Signature

Date: August 20, 2025

Secretary Signature

Date: August 20, 2025



Aged Receivables Report for 07/31/2025 - As of 08/11/2025

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
AMP 1						
ca023001 PH - Merced	4,715.39	1,867.00	0.00	6,617.25	13,199.64	13,199.64
ca023010 PH - Merced	3,072.99	2,020.00	0.00	1,692.62	6,785.61	6,785.61
ca023013 PH - Merced Sr	384.00	384.00	0.00	1,326.35	2,094.35	2,094.35
ca023021 PH - Acquisition	931.00	0.00	0.00	0.00	931.00	931.00
ca023023 PH - Acquisition	-	-	-	-	-	-
AMP 1 TOTALS	9,103.38	4,271.00	0.00	9,636.22	23,010.60	23,010.60
AMP 2						
CA023003 PH - Atwater - Cameo	335.00	-17.00	0.00	-372.00	-54.00	(54.00)
ca023006 PH - Livingston	5,971.00	3,275.00	0.00	12,475.09	21,721.09	21,721.09
012a PH - Atwater	2,547.00	607.00	0.00	-814.00	2,340.00	2,340.00
012b PH - Winton	-	-	-	-	-	-
AMP 2 TOTALS	8,853.00	3,865.00	-	11,289.09	24,007.09	24,007.09
AMP 3						
ca023002 PH - Los Banos	756.80	534.00	0.00	0.00	1,290.80	1,290.80
ca023004 PH - Los Banos - Abby, B, C & D	1,159.75	-707.00	0.00	-1,421.81	-969.06	(969.06)
ca023005 PH - Dos Palos - West Globe	-23.00	571.00	0.00	1,361.50	1,909.50	1,909.50
ca023011 PH - Los Banos - J & K St	1,352.00	1,290.00	0.00	-831.12	1,810.88	1,810.88
012c PH - Dos Palos - Alleyne	1,718.00	563.00	0.00	2,323.00	4,604.00	4,604.00
012d PH - Dos Palos - Globe	0.00	0.00	0.00	-315.00	-315.00	(315.00)
AMP 3 TOTALS	4,963.55	2,251.00	-	1,116.57	8,331.12	8,331.12
AMP 4						
ca023024 PH 1st Street	77.00	0.00	0.00	0.00	77.00	77.00
AMP 4 TOTALS	77.00	-	-	-	77.00	77.00
VALLEY VIEW						
atw Atwater Elderly	-	-	-	-	-	-
dp Dos Palos Elderly	-	-	-	-	-	-
mid Midway	-	-	-	-	-	-
pbc - atw	916.00	322.00	0.00	229.00	1,467.00	1,467.00
pbc - dp	58.00	0.00	0.00	0.00	58.00	58.00
pbc - mid	733.00	-380.00	0.00	-1,708.00	-1,355.00	(1,355.00)
VALLEY VIEW TOTALS	1,707.00	(58.00)	-	(1,479.00)	170.00	170.00
FELIX TORRES YEAR ROUND						
ft.yr Felix Torres Year Round Center	1,508.00	0.00	0.00	347.00	1,855.00	1,855.00
FELIX TORRES YEAR ROUND TOTALS	1,508.00	-	-	347.00	1,855.00	1,855.00
HOUSING AUTHORITY TOTALS	26,211.93	10,329.00	0.00	20,909.88	57,450.81	57,450.81

Budget Comparison

Period = Oct 2024-Jun 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	685,397	581,441	103,955	18	775,255
TOTAL GRANT INCOME (2)	498,227	533,129	-34,902	-7	710,838
TOTAL INCOME	1,183,624	1,114,570	69,054	6	1,486,093
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	416,903	327,700	-89,203	-27	436,933
TOTAL TENANT SERVICES EXPENSES (7)	3,077	1,200	-1,877	-156	1,600
TOTAL UTILITY EXPENSES (8)	178,234	189,187	10,953	6	252,250
TOTAL MAINTENACE EXPENSES (9,10,11)	302,010	322,770	20,760	6	430,360
TOTAL GENERAL EXPENSES (12)	127,367	118,309	-9,058	-8	157,745
TOTAL HOUSING ASSISTANCE PAYMENTS	5,137	6,000	863	14	8,000
TOTAL FINANCING EXPENSES	30,000	30,000	0	0	40,000
TOTAL NON-OPERATING ITEMS (13)	1,900	28,287	26,387	93	37,716
TOTAL EXPENSES	1,064,628	1,023,453	-41,175	-4	1,364,604
NET INCOME	118,996	91,117	27,879	31	121,489

- (1) Tenant Rent +\$ 104K (Rents +\$ 84K, Other Tenant Inc. +\$ 20K)
- (2) Grant Subsidy -\$ 35K
- (3) Admin - Salary & Benefits +\$ 18K
- (4) Legal -\$ 8K
- (5) Other Admin -\$ 46K (Mgt Fees -\$ 15K, Consultants -\$ 30K, Audit/IT Conculanst -\$ 1K)
- (6) Misc Admin. -\$53K (Temp Admin Labor -\$48K, Postage -\$ 3K, Tele/Answering Service -\$4K, Office Supplies& Other Admin Exp +\$2K)
- (7) Tenant Services Exp. -\$ 2K - (Tenant Relocation Exp.)
- (8) Utilities +\$ 11K (Sewer/ Water/Trash)
- (9) Maint. Salary & Benefits +\$ 22K (Sal +\$ 4K, Benefits +\$ 22K, Vehicle Gas -\$4K)
- (10) Maint. Costs Supplies +\$ 9K (Supply Maint./Repairs +\$ 16K, Plumbing -\$ 8K, Janitorial -\$ 2K, Decorating +\$2K, Electrical +\$1K)
- (11) Contract Costs -\$ 10K (Bld Rep -\$ 14K, Landscaping +\$ 7K, Janitorial -\$ 3K, Veh Maint +\$ 4k, Carpet/Flr +\$ 6K, Alarm -\$ 6K, HVAC-\$ 4K)
- (12) Gen Exp. - Pymts in Lieu -\$ 9 (Higher Rents collected)
- (13) Non-Operating Exp. +\$ 26K - Lower Depr. Exp.

Financial Statement - AMP 2 (.fs-amp2)

Budget Comparison

Period = Oct 2024-Jun 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	489,490	500,374	-10,885	-2	667,166
TOTAL GRANT INCOME (2)	375,480	371,380	4,100	1	495,173
TOTAL INCOME	864,970	871,754	-6,784	-1	1,162,339
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5)	281,221	260,417	-20,804	-8	347,224
TOTAL TENANT SERVICES EXPENSES	180	75	-105	-139	100
TOTAL UTILITY EXPENSES (6)	166,234	159,497	-6,737	-4	212,663
TOTAL MAINTENACE EXPENSES (7,8,9)	232,725	245,276	12,552	5	327,035
TOTAL GENERAL EXPENSES	87,547	87,903	355	0	117,204
TOTAL HOUSING ASSISTANCE PAYMENTS	2,857	2,063	-794	-39	2,750
TOTAL FINANCING EXPENSES	15,000	15,000	0	0	20,000
TOTAL NON-OPERATING ITEMS	400	187	-213	-113	250
TOTAL EXPENSES	786,164	770,419	-15,745	-2	1,027,226
NET INCOME	78,806	101,335	-22,530	-22	135,113

- (1) Tenant Rents -\$ 11K (Rental Income -\$21, Other Tenant Inc +\$ 10K)
- (2) HUD PHA Subsidy +\$ 4K
- (3) Admin - Salary & Benefits +\$ 22K, Legal +\$ 1K
- (4) Other Admin Exp -\$14K (Management Fees -\$ 10K, Consultants -\$ 4K)
- (5) Misc. Admin -\$ 29K, (Temp Labor -\$ 27K, Answering Service -\$5K, Other Mics Admin/Copiers/Internet/Comp Parts +\$3K)
- (6) Utilities -\$ 7K (Water/Sewer -\$ 14K, Elect. & Gas +\$ 16K, Garbage -\$ 9K)
- (7) Maint. Salary & Benefits Exp. +\$ 26K (Salary +\$24, Benefits +\$ 2K)
- (8) Material Exp. +\$ 3K (Janitorial/Repairs -\$ 2K, Plumbing -\$ 9K, Grounds/Appliance/Décor/Tools +\$ 6K, Maint/Repair +\$ 8K)
- (9) Contract Costs -\$ 16K, (Landscaping -\$ 7K, Repairs&Flooring +\$ 10K, Janitorial + \$ 2K, Plum -\$ 19K, Equip Rental +\$ 1K, Pest Cont. -\$ 3K)

Budget Comparison

Period = Oct 2024-Jun 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	556,762	448,995	107,767	24	598,660
TOTAL GRANT INCOME (2)	390,069	379,490	10,580	3	505,986
TOTAL INCOME	946,831	828,484	118,346	14	1,104,646
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	271,519	267,282	-4,237	-2	356,377
TOTAL TENANT SERVICES EXPENSES	825	1,312	488	37	1,750
TOTAL UTILITY EXPENSES (7)	139,391	143,898	4,507	3	191,864
TOTAL MAINTENACE EXPENSES (8,9,10)	175,208	264,890	89,682	34	353,187
TOTAL GENERAL EXPENSES (11)	99,706	94,679	-5,027	-5	126,238
TOTAL HOUSING ASSISTANCE PAYMENTS	4,405	5,625	1,220	22	7,500
TOTAL FINANCING EXPENSES	13,125	13,125	0	0	17,500
TOTAL NON-OPERATING ITEMS	416	0	-416	N/A	0
TOTAL EXPENSES	704,594	790,811	86,217	11	1,054,415
NET INCOME	242,237	37,673	204,563	543	50,231

(1) Tenant Rent +\$ 102K, Other Tenant Income +\$ 6K

(2) Grant Subsidy +\$ 11K

(3) Salaries +\$ 39K & Benefits +\$ 8K

(4) Legal -\$ 3K

(5) Other Admin -\$ 9K (Consultants -\$ 4K, Mgt Fee - \$7K, Training +\$ 2K)

(6) Misc. Admin -\$ 40K (Temp Labor -\$ 33K, Internet/Tele - \$ 7K, Membership Fee -\$ 1K, Other Admin Exp +\$ 1K)

(7) Utility Exp. +\$ 5K (Water/Sewer +\$ 2K, Garb +\$ 2K, Elect +\$1K)

(8) Maintenance Salary & Benefit +\$ 30K (Salaries +\$ 29K, Benefits +\$ 3K, Vehicle Gas/Oil -\$ 2K)

(9) Supplies Maintenance +\$ 32K - (Maint/Repairs +\$ 17K, Appliance/Elect +\$ 7K, Plum/Grounds/Decorating +\$ 8K)

(10) Contract Costs +\$ 27K, (Rep/Paint +\$ 10K, Landscape +\$ 11K, HVAC +\$ 8K, Equip Rental +\$ 8K, Plumb +\$ 3K, Flooring -\$ 13K)

(11) General Expense -\$ 5K (Payments in Lieu -\$ 7K, Workers Comp +\$ 2K)

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

Budget Comparison

Period = Oct 2024-Jun 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	17,760	15,053	2,707	18	20,070
TOTAL GRANT INCOME (2)	15,845	18,933	-3,088	-16	25,244
TOTAL INCOME	33,605	33,985	-380	-1	45,314
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3)	12,610	11,105	-1,505	-14	14,807
TOTAL TENANT SERVICES EXPENSES	7	0	-7	N/A	0
TOTAL UTILITY EXPENSES	5,200	5,697	497	9	7,596
TOTAL MAINTENACE EXPENSES (4)	17,045	6,225	-10,821	-174	8,299
TOTAL GENERAL EXPENSES	2,843	3,332	489	15	4,442
TOTAL HOUSING ASSISTANCE PAYMENTS	0	75	75	100	100
TOTAL FINANCING EXPENSES	523	825	302	37	1,100
TOTAL NON-OPERATING ITEMS	35,818	35,818	0	0	47,757
TOTAL EXPENSES	74,045	63,076	-10,969	-17	84,102
NET INCOME	-40,440	-29,091	-11,350	39	-38,788

(1) Tenant Inc +\$ 3K (Rental Income -\$ 2K, Other Tenant Inc +\$ 5K)

(2) Grant Inc -\$3K

(3) Adm Sal & Benefits +\$ 1K, Legal -\$2K, Misc Adm -\$ 1K

(4) Main Exp - \$ 11K (landscaping - \$ 12K; Pest/HVAC/Repairs + \$ 1K)

Budget Comparison

Period = Oct 2024-Jun 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
TOTAL GRANT INCOME (1)	20,772,760	19,839,729	933,031	5	26,452,972
TOTAL OTHER INCOME	311	1,125	-814	-72	1,500
TOTAL INCOME	20,773,071	19,840,854	932,217	5	26,454,472
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2,3,4,5)	1,197,185	1,458,197	261,013	18	1,944,263
TOTAL TENANT SERVICES EXPENSES	2,840	1,987	-853	-43	2,650
TOTAL UTILITY EXPENSES	1,340	199	-1,141	-574	265
TOTAL MAINTENACE EXPENSES (6)	27,342	12,788	-14,555	-114	17,050
TOTAL GENERAL EXPENSES (7)	54,874	38,137	-16,736	-44	50,849
TOTAL HOUSING ASSISTANCE PAYMENTS (8,9,10,11)	18,795,701	17,895,702	-899,999	-5	23,860,936
TOTAL FINANCING EXPENSES	54,412	54,412	0	0	72,550
TOTAL NON-OPERATING ITEMS	318	0	-318	N/A	0
TOTAL EXPENSES	20,134,011	19,461,422	-672,588	-3	25,948,563
NET INCOME	639,059	379,432	259,629	68	505,909

- (1) HAP from HUD + \$ 933K (HAP Earned +\$ 944K, Admin Fee -\$ 7K, Port in -\$ 4K)
(2) Adm Salaries + \$ 235K (Salaries +\$ 218K & Benefits Costs +\$ 17K)
(3) Legal Fees +\$ 4K
(4) Other Adm Exp. +\$ 100K (Mgt Fee +\$ 46K, Bkpping fees +\$ 38K, Consulting -\$ 4K, Inspec +\$ 20K)
(5) Misc Admin Exp. -\$ 79K (Office Supplies +\$ 6K, Postage +\$ 8K, Other Misc +\$ 11K, Tele/Ans Serv -\$ 21K, Temp Lab -\$ 83K)
(6) Maint Exp -\$15 K(Supplies + \$2 K, Alarm -\$22K, Maint Consultants +\$4K, Bldn Rep +\$3K, HVAC/Other -\$2K)
(7) General Expence -\$ 17K (Portout Adm Exp -\$ 15K, Worker's Comp/Prop. Ins -\$ 2K)
(8) Port Out Payments -\$ 176K (higher than budgeted)
(9) Higher HAP issued -\$ 675K
(10) Escrow Contributions Higher -\$ 33
(11) Tenant Utility Pmts -\$ 16K

Budget Comparison

Period = Oct 2024-Jun 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
TOTAL OTHER INCOME (1,2,3)	1,010,690	948,663	62,026	7	1,264,884
TOTAL INCOME	1,010,690	948,663	62,026	7	1,264,884
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5,6,7)	903,323	902,311	-1,012	0	1,203,082
TOTAL TENANT SERVICES EXPENSES	3,925	1,125	-2,800	-249	1,500
TOTAL UTILITY EXPENSES (8)	39,258	36,187	-3,070	-8	48,250
TOTAL MAINTENACE EXPENSES (9,10,11)	56,512	35,775	-20,737	-58	47,700
TOTAL GENERAL EXPENSES (12)	41,847	28,500	-13,346	-47	38,000
TOTAL FINANCING EXPENSES	56,250	56,250	0	0	75,000
TOTAL NON-OPERATING ITEMS	4,015	6,375	2,360	37	8,500
TOTAL EXPENSES	1,105,130	1,066,523	-38,606	-4	1,422,032
NET INCOME	-94,440	-117,860	23,420	-20	-157,148

- (1) Other Income +\$ 62K (Mgmt/Bkkpping Fees +\$ 22K, Misc. Inc. +\$ 40K)
- (2) Asset Mgt Fee booked as budgeted (As Budgeted +\$ 37K)
- (3) Admin Fee to be booked as Cap Projects funding allows (fund drawn +\$ 201K)
- (4) Admin Salary +\$ 63K & Benefits Higher -\$ 23K
- (5) Legal Fees +\$ 12K
- (6) Other Admin Exp +\$ 20K (Training/travel +\$ 11K, Consultants +\$ 10K, IT Consultants + \$ 4K, Audit -\$ 3K, Travel Board/Legal-\$ 2K)
- (7) Misc. Admin. Exp. -\$ 74K (Internet -\$ 5K, Postage +\$ 2K, Temp Labor -\$ 84K, Software/Tele/Other Mis/Copier/Memb +\$ 13K)
- (8) Utilities -\$ 3K (Water +\$ 2K, Gas -\$ 1K, Electricity -\$ 4K)
- (9) Supplies -\$ 2K (Ground/Exterminating/Maint. -\$ 2K)
- (10) Contract -\$ 20K (Paint/Elect -\$ 4K, Alarm Monitoring -\$ 13K, Landscape -\$ 6K, Cleaning/Repair +\$ 3K)
- (11) Gas/Oil/Grease +\$ 1K
- (12) General Exp. - \$ 13K (W/C higher to rate reclassification from Ins Co.)

Langdon Villas (langdon)

Budget Comparison

Period = Oct 2024-Jun 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	63,397	55,821	7,576	14	74,428
TOTAL OTHER INCOME (2)	447,367	385,991	61,376	16	514,655
TOTAL INCOME	510,764	441,812	68,952	16	589,083
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3)	51,136	63,155	12,020	19	84,207
TOTAL UTILITY EXPENSES	74	482	408	85	643
TOTAL MAINTENACE EXPENSES (4)	23,541	8,760	-14,781	-169	11,680
TOTAL GENERAL EXPENSES (5)	18,313	17,171	-1,142	-7	22,895
TOTAL FINANCING EXPENSES	114,750	114,750	0	0	153,000
TOTAL NON-OPERATING ITEMS	2,579	2,579	0	0	3,438
TOTAL EXPENSES	210,393	206,897	-3,495	-2	275,864
NET INCOME	300,372	234,915	65,457	28	313,220

(1) Tenant Inc +\$ 8K (Rental Inc +\$ 6K, Other Inc +\$ 2K)

(2) Other Inc +\$ 61K (Mgt Fees +\$ 27K; Misc Other Inc + \$ 34K)

(3) Admin +\$ 12K (Salary/Benefits +\$ 2K, Misc Adm/Consultants +\$ 8K, Legal +\$ 2K)

(4) Maint Exp - \$ 15K (Supplies -\$ 1K; Alarm -\$ 17K, HVAC/Veh Maint/Build Repair +\$ 3K)

(5) Gen Exp -\$ 1K (Workers Comp/Liab Ins)

Obanion Learning Center (obanion)

Budget Comparison

Period = Oct 2024-Jun 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	149,971	163,469	-13,497	-8	217,958
TOTAL INCOME	149,971	163,469	-13,497	-8	217,958
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	16,720	16,712	-8	0	22,283
TOTAL TENANT SERVICES EXPENSES	2,389	0	-2,389	N/A	0
TOTAL UTILITY EXPENSES (2)	66,188	71,274	5,086	7	95,032
TOTAL MAINTENACE EXPENSES (3)	55,892	25,202	-30,691	-122	33,603
TOTAL GENERAL EXPENSES	5,135	4,520	-615	-14	6,026
TOTAL NON-OPERATING ITEMS	42,027	41,556	-471	-1	55,408
TOTAL EXPENSES	188,351	159,264	-29,088	-18	212,352
NET INCOME	-38,380	4,205	-42,585	-1,013	5,606

(1) Tenant Rents -\$ 13K (Rent Inc -\$ 2K, Tenant Owed Utilities -\$ 11K)

(2) Utilities +\$5K (Garbage +\$ 5K, Gas/Water/Sewer +\$ 5K, Elect -\$5K)

(3) Maint Exp -\$ 31K (Landscaping -\$ 30K, Elec/Pest/Flr Cov +\$ 4K, Alarm Monit -\$6 K, Alarm/Exting +\$ 1K)

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

Budget Comparison

Period = Oct 2024-Jun 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1,2)	642,976	491,275	151,701	31	655,033
TOTAL GRANT INCOME (3)	468,428	474,367	-5,939	-1	632,489
TOTAL INCOME	1,111,404	965,642	145,762	15	1,287,522
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4,5)	87,828	126,353	38,526	30	168,471
TOTAL UTILITY EXPENSES (6)	86,548	91,472	4,924	5	121,963
TOTAL MAINTENACE EXPENSES (7,8,9)	141,800	119,353	-22,447	-19	159,137
TOTAL GENERAL EXPENSES	31,301	33,082	1,781	5	44,110
TOTAL HOUSING ASSISTANCE PAYMENTS (10)	470,810	475,304	4,494	1	633,739
TOTAL FINANCING EXPENSES	51,375	51,375	0	0	68,500
TOTAL NON-OPERATING ITEMS	11,691	11,669	-23	0	15,558
TOTAL EXPENSES	881,353	908,609	27,255	3	1,211,478
NET INCOME	230,050	57,033	173,017	303	76,044

- (1) Rental Income +\$ 145K
- (2) Other Tenant Inc +\$ 7K
- (3) Grant Inc -\$ 6k
- (4) Adm Salaries +\$ 29K, Benefit costs +\$ 6K
- (5) Legal Exp +\$ 8K, Mgt Fee -\$4K, Misc Admin -\$ 1K)
- (6) Utility +\$ 5K (Elect/Gas +\$ 4K, Water/Sewer +\$ 6K, Garbage -\$ 5K)
- (7) Maint Exp +\$ 10K (Maint. Salary +\$ 10K, Benefits +\$ 1K, Vehic Gas/Oil -\$ 1K)
- (8) Supplies costs +\$ 6K (Maint/Repairs +\$ 5K, Appliance/Décor/Ground/Elec +\$ 4K, Plumbing -\$ 3K)
- (9) Contract Costs -\$ 38K (Alarm -\$31K, HVAC -\$ 11K, Plumb/Landscaping/Janitorial -\$ 5K, Appliance/Bldg Rep/Floor +\$9K)
- (10) Housing Assis +\$ 4K (Assist Payments +\$ 6k, FSS Contrib/Utility Paym -\$ 2K)

Felix Torres Year Round (.fs-fty)

Budget Comparison

Period = Oct 2024-Jun 2025

Book = Accrual ; Tree = ysi_is

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
NET TENANT INCOME (1)	452,406	468,398	-15,992	-3	624,531
TOTAL INCOME	452,406	468,398	-15,992	-3	624,531
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	45,552	87,809	42,256	48	117,079
TOTAL TENANT SERVICES EXPENSES	371	0	-371	N/A	0
TOTAL UTILITY EXPENSES (3)	70,329	73,087	2,758	4	97,450
TOTAL MAINTENACE EXPENSES (4,5)	116,407	73,065	-43,342	-59	97,420
TOTAL GENERAL EXPENSES (6)	28,779	32,878	4,099	12	43,838
TOTAL FINANCING EXPENSES	15,000	15,000	0	0	20,000
TOTAL NON-OPERATING ITEMS	146,603	146,603	0	0	195,471
TOTAL EXPENSES	423,042	428,443	5,400	1	571,258
NET INCOME	29,364	39,955	-10,592	-27	53,273

(1) Tenant Inc -\$ 16K (Tenant Rent +\$ 43K, Rental Assistance -\$ 63K, Other Inc. +\$ 4K)

(2) Total Admin +\$ 42K (Salary +\$ 20K, Benefits +\$ 17K, Legal +\$ 1K, Training/Consults/Mngt Fee +\$ 3K, Mis Adm +\$ 1K)

(3) Utilities +\$ 3K (Water/Sewer +\$5K, Elec/Gas -\$ 3K, Trash +\$ 1K)

(4) Maint. Salary -\$ 16K, Benefits +\$ 9K, Vehicle Gas/Oil +\$ 4K, Supplies -\$ 15K

(5) Contract -\$ 26K (-\$ 23K Flr Cov, -\$2K HVAC, -\$ 1K Consultant, -\$ 2K Bld Rep, +\$ 2K Carpet/Elec)

(6) General Exp. +\$ 4K (W/C Exp.)

Financial Stmt - Migrant (.fs-mig)

Budget Comparison

Period = Jul 2024-Jun 2025

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
INCOME	1,744,684	1,956,599	211,915	11	1,956,599
TOTAL INCOME (1)	1,744,684	1,956,599	211,915	11	1,956,599
EXPENSES					
Total - Center Personnel (2)	635,249	765,309	130,060	17	765,309
Total - Operating Expenses (3)	745,279	808,888	63,609	8	808,888
Total - Maintenance Expenses (4)	39,307	58,600	19,293	33	58,600
Total - Contractor Administration (5)	174,448	173,400	-1,048	-1	173,400
Total - Debt Service and Replacement	150,401	150,402	1	0	150,402
TOTAL	1,744,684	1,956,599	211,915	11	1,956,599

(1) Zero budget, offset to variance in expenses +\$ 212K

(2) Salaries +\$ 24K, Benefits +\$ 106K

(3) Higher utilities - Net diff. +\$ 64k, (Utilities -\$ 52k, Communications +\$ 128K, Prop/Liab Ins -\$ 5K, Veh Rep/Other Costs/Travel -\$7K)

(4) Maint expenses +\$19K, (Elec/Plumb/Paint +\$ 13K, Lumb/Materials +\$ 7K, Ground Maint -\$ 1K)

(5) Audit -\$ 1K

Total Number of Public Housing Units: 421
 Number of Occupied Units: 414
 Number of Vacant Units: 7¹²¹⁰

Unit ID	Prospective Resident	Move - In Date	Security Deposit Amount
162	Yes	pending unit turnover	\$500.00
431	Yes	pending unit turnover	\$500.00
296	Yes	pending unit turnover	\$500.00
433	No	pending unit turnover	\$500.00
24	Yes	pending unit turnover	\$800.00
274	No	pending unit turnover	\$300.00
151	No	pending unit turnover	\$500.00

Indicators

Sub-Indicator #1	Performance Scoring	Feb	March	April	May	June	July
Lease Up Days		250	196	532	608	613	671
Average Lease Up Days		13.89	15.08	16.63	17.37	16.57	16.78
Make Ready Time		418	299	721	984	1003	1111
Average Make Ready Days		23.22	23	22.53	28.11	27.11	27.78
Down Days		413	315	1015	908	1029	1156
Average Down Days		22.94	24.23	31.72	25.94	27.81	28.9
Total # Vacant Units Turned		18	13	32	35	37	40
Total # Turn Around Days		1081	810	2268	2500	2645	2938
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	60	62	70	71	71	73

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

HCV Program Counts

[illegible]

STAFF REPORT

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

FROM: Maria Alvarado, Interim HR Manager/Clerk of the Board

DATE: August 20, 2025

SUBJECT: Housing Authority of the County of Merced Departmental Update

Clerk of the Board

The vacancy for the position of Resident Commissioner – Public Housing remains. There are no applicants or interested parties to report at this time by the Authority or the Board of Supervisors.

Human Resources

The Authority currently has six (6) vacant positions. Of those positions, one (1) is a management position; Director of Housing Programs (1), and the remaining five (5) are represented positions; Eligibility Specialist (1), Administrative Clerk (2), Maintenance Worker (1), Housing Program Specialist (1), and Development Tech (1).

The Authority has published the represented positions on online job boards and has received an increase in interest in the positions. Applications are screened for minimum requirements, and if met, they will move on to the oral panel stage.

As of this report, the represented positions' vacancy rate is now at 16%.

STAFF REPORT

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

FROM: Sarahi Meraz, Director of Finance

DATE: August 20, 2025

SUBJECT: Housing Assistance Payment Update

In July, the Housing Authority of the County of Merced (Authority) received a notification from a landlord that they had not received the July 2025 Housing Assistance Payment (HAP). Upon review, it was discovered that the Authority had issued the HAP via Automated Clearing House (ACH); however, the HAP had been sent to an updated bank account. Further investigation revealed that the Authority had received documentation requesting that the banking information be changed/updated; that request was processed, though that request was later determined to be fraudulent.

The Authority contacted both its bank and law enforcement to report the fraud. Payment was reprocessed for the landlord and hand-delivered to them. As a precautionary measure and to avoid further incidents, the landlord and the Authority have agreed to no longer process payment via ACH and, going forward, process payment via check. When the check is to be picked up, the landlord will notify the Authority of who the party will be, and the Authority will require verification of identity and signature. This will be the procedure until further notice from the landlord.

As of the date of this staff report, the funds have been refunded to the Authority. Additionally, the Authority is also reviewing its policies, procedures, and forms to ensure that this type of incident does not occur again.

STAFF REPORT

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

FROM: Rosa Vazquez, Executive Director

DATE: August 20, 2025

SUBJECT: Section 8 Opt-Out Notification for Merced Gardens

The Authority was notified by the owner of Merced Gardens, a forty-seven (47) unit complex, of their intent to opt out of their Section 8 contract with the Department of Housing & Urban Development (HUD) by the end of 2025. It is important to note that Merced Gardens was not awarded the Section 8 voucher from the Authority. Merced Gardens has a direct contract with HUD.

Landlords participating in the Section 8 program can choose to opt out of the subsidy contract if they choose to; however, they must provide tenants and the Public Housing Agency (PHA) with proper notice. As required by State Law (Government Code Section 65865.10), the owner must provide a one-year notice to the PHA and tenants when opting out of the Section 8 program to ensure a smooth transition and protect tenant rights, and subsequently, a six-month notice before taking any action. As part of the opt-out process, the owner has been in communication with the California Department of Housing and Community Development (HCD) and is currently working with the Contract Administrator, CAHI.

On July 28, 2025, the residents living at Merced Gardens received the required second notice, a six-month notification, from Merced Gardens notifying them of the opt-out of the Section 8 contract. The owner and HUD are in the process of securing Section 8 Enhanced Vouchers to replace the Section 8 contract.

Enhanced Voucher families must continue to contribute towards their rent in an amount that is equal to or greater than the amount they were paying at the time of the eligibility event (e.g., the effective date of the mortgage prepayment for preservation payments, etc.). This amount is called the enhanced voucher minimum rent. Once a family's enhanced voucher minimum rent changes, it will continue to be calculated by the percentage of adjusted monthly income until the family's income increases such that the dollar value of the family's enhanced voucher minimum rent established by the percentage is more than the original enhanced voucher minimum rent. When this occurs, the family's enhanced voucher minimum rent will revert to their original enhanced voucher minimum rent.

At this time, the Authority has not been formally contacted by HUD to secure the Enhanced Vouchers. However, once secured, the Authority, prior to the date of prepayment or opt out, will contact the residents to determine whether they are eligible to receive a Section 8 Enhanced Voucher.

Several of the residents of Merced Gardens who received the notice have contacted the Authority, but since the Authority has not received notification from HUD, residents are being told to wait for further instructions.

STAFF REPORT

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

FROM: Maria Alvarado, Director of Development

DATE: August 20, 2025

SUBJECT: Planda Community Services District Test Well Update

On October 18, 2022, the Board of Commissioners (Board) was presented with Resolution No. 2022-19, authorizing the Executive Director to execute a Right of Entry & Access Agreement with the Planda Community Services District (CSD) for a test well.

The Authority was approached by the CSD with a request to enter into an agreement to access the Authority-owned property located at 8916 Gerard Road in Planda, for the purpose of drilling a water test well, performing soils testing and water sampling (among other related activities) designed to determine whether a portion of the parcel would be an appropriate/feasible location for a full-production well meeting municipal water supply standards.

If such an installation proved feasible, the CSD proposed to purchase a portion of the property needed for the production well from the Authority, and the Parties would then enter into good-faith negotiations on a purchase and sale agreement in which a portion of the property needed to establish the well would be sold to the CSD. This test well access agreement established the option to purchase for the CSD, and the purchase agreement (if later approved by the Board) would then include agreements made that include, but were not limited to: provisions for price and terms, subdivision of the parcel, and any included connections for Authority infrastructure to the municipal supply.

On Wednesday, July 30, 2025, the Authority received notification that the CSD has concluded that the site would be a good location for the construction of a permanent well and a storage tank. Pending a geotechnical investigation, the CSD would like to begin negotiations to purchase a portion of the property. This matter has been referred to legal counsel for review. Further updates will be provided as they become available and subsequently brought to the Board for approval.

STAFF REPORT

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

FROM: Rosa Vazquez, Director of Development

DATE: August 20, 2025

SUBJECT: Public Housing NSPIRE Inspections and Felix Torres Year-Round Site Monitoring Visit

The Housing Authority of the County of Merced (Authority) has been notified by the Department of Housing & Urban Development (HUD) that one hundred and twenty-two (122) Public Housing units in Merced are scheduled to be inspected by a HUD Real Estate Assessment Center (REAC) inspector on September 2, 2025. These inspections will be conducted in accordance with the new National Standards for the Physical Inspection of Real Estate (NSPIRE).

On the day of the inspections, the inspector will randomly generate a list of units to inspect based on the HUD-required percentage of units that must be inspected.

Additionally, the California Department of Housing and Community Development (HCD) has notified the Authority that Felix Torres Farmworker Housing Center has been scheduled for an on-site monitoring visit to be conducted on August 26, 2025. This inspection will be conducted by the HCD Long-Term Monitoring Representative. The review will include a compliance review of the site's tenant files, waiting lists, record keeping, and inspections of the grounds and units.

The Authority will provide the Board with the results of both the inspections and the site visit once the results are received.