

# AGENDA

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

**Regular Meeting  
Wednesday, May 22, 2024  
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

Robert Dylina, Chairperson  
Rick Osorio, Vice-Chair  
Evelyne Dorsey  
Diana Odom Gunn  
Hub Walsh  
Marilyn Scorby

**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): \_\_\_\_/\_\_\_\_/\_\_\_\_



**CONSENT CALENDAR**

- 1. Meeting Minutes April 16, 2024 Regular Meeting
- 2. Meeting Minutes May 01, 2024 Special Meeting
- 3. Rent Delinquency Report April 2024
- 4. Financial Reports for March 2024
- 5. Public Housing Occupancy/Vacancy Report for April 2024
- 6. HCV Program Counts April 2024

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

V. **REGULAR CALENDAR**

1. Resolution Item(s):

a. **Resolution No. 2024-07:** Awarding the NSPIRE Standards Refurbishment contract to Beam Construction and Management Inc. and authorizing the Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the work.

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

b. **Resolution No. 2024-08:** Approving to write off the uncollected amounts as a loss from Tenant Accounts Receivable.

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

c. **Resolution No. 2024-09:** Approving the adoption of Rosenberg’s Rules of Order for the Board of Commissioners of the Housing Authority of the County of Merced meetings.

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

2. Action Item(s):

a. **Action Item No. 2024-A-01:** Authorizing the Executive Director to enter into negotiations for participation in the acquisition and leasing of the proposed multifamily project located at 3720 Horizons Avenue, Merced, CA with The Aspen Real Estate Financial, LLC, and the California Affordable Housing Agency.

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

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

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

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

None

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

X. **ADJOURNMENT**



# MINUTES

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

Special Meeting  
Wednesday, May 1, 2024  
12:00 p.m.

- I. The meeting was called to order by Chairperson Dylina at 12:01 p.m. and the Secretary was instructed to call the roll.

**Commissioners Present:**  
Robert Dylina, Chairperson  
Rick Osorio, Vice Chairperson  
Hub Walsh  
Diana Odom Gunn  
Marilyn Scorby

**Commissioners Absent:**  
Evelyn Dorsey

Chairperson Dylina declared there was a quorum present.

**Staff Present:**  
Rosa Vazquez, Executive Director/Board Secretary  
David Ritchie, Legal Counsel  
Bruce Milgrom, Finance Officer  
Blanca Arrate, Director of Housing Programs  
Melina Frederick, Director of Development & Asset Management  
Maria Alvarado, Director of Housing & Community Development

**Others Present:**  
Thomas L. Lewis, CalAHA  
Christy McCammond, Housing Program Manager, City of Los Banos  
Erin Hamm, Rental Zebra

### II. PUBLIC COMMENT

Christy McCammond Housing Program Manager at the City of Los Banos expressed the City of Los Banos’s gratitude for the Authority’s upcoming project and groundbreaking. The City of Los Banos is excited about the partnership and project.

### III. AGENCY OR COMMISSIONER REVISION TO AGENDA

Executive Director Vazquez noted a correction to Item V.1.b. The dollar amount should read \$69,765.56.



#### IV. CONSENT CALENDAR

1. Meeting Minutes March 20, 2024 Annual Meeting
2. Rent Delinquency Report March 2024
3. Financial Reports for March 2024
4. Public Housing Occupancy/Vacancy Report for March 2024
5. HCV Program Counts March 2024

(M/S/C): Commissioner Walsh/Commissioner Odom Gunn/Motion Passed

#### V. REGULAR CALENDAR

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

- a. **Resolution No. 2024-04:** Adopting a resolution setting the schedule of regular meeting dates and times for the Board of Commissioners of the Housing Authority of the Count of Merced for calendar year 2024.

**After discussion from the Board and public input, it was determined that meetings will be held every third Wednesday of the month at noon.**

(M/S/C): Commissioner Walsh/Commissioner Odom Gunn/Motion Passed

- b. **Resolution No. 2024-05:** Authorize the Executive Director or their designee to declare the amounts (\$69,765.56) uncollectible and to write off the uncollected amounts as a loss.

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

- c. **Resolution No. 2024-06:** Approving updating the Housing Authority of the Count of Merced Procurement Policy.

(M/S/C): Commissioner Walsh/Commissioner Odom Gunn/Motion Passed

##### 2. Action Item(s):

None

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

1. The Authority was issued a Notice to Comply with California's Salt and Nitrate program as it operates two sewer ponds. As a result, the Authority has explored the two pathways/options allowable. After consideration, the Authority expressed interest in joining a Management Zone, which is a collaboration of various entities that also must comply with these requirements. Further discussions will be had and the Board will be updated as information is available.
2. Legal Counsel Ritchie presented the Board with a staff report and information regarding establishing board meeting procedural rules. The



Authority currently does not have established or approved rules of behavior, however, it closely follows Rosenberg's Rules of Behavior. The Board will review the information provided and will vote to incorporate or reject it at the next Board meeting.

3. Director Frederick provided an update on the broadband installation project at the Atwater Migrant Center. Due to unforeseen circumstances the project has been delayed as the work/construction needed to bring the service to the center increased and additional vendors were solicited.
4. The Authority is following up on the Board's request to review the Gerard Avenue vacant lot in the City of Planada. This lot has been under Authority ownership since the previous migrant center was in operation, however, since that center closure it has sat empty and unused. This is in part due to the lack of infrastructure on the lot. An appraisal will be completed and presented to the Board for retention or disposition determination.
5. Executive Director Vazquez provided the Board with the public notice the Authority issued regarding the Project-Based Voucher award.
6. Executive Director Vazquez informed the Board that the Atwater Migrant Center opened earlier in the day, on April 16<sup>th</sup>.

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

Commissioner Odom Gunn followed up on the Board's request to have the Executive Director evaluation committee meet to review the evaluation tool, however, the committee was not developed and has not met.

Commissioner Scorby commented that the Authority might reach out to other entities to compare evaluation tools.

Vice-Chair Osorio recommends the committee be created and their update can be brought back at the annual retreat for Board review. Legal Counsel Ritchie stated this must be agendaized as an action item.

Chairperson Dylina had several follow-up items. The items include the creation of individual Board emails, the possibility of broadcasting the meetings, determination of the date/time for the annual retreat, establishing annual community outreach along with policies, and the request to have a whiteboard session for the Board.

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

The Board of Commissioners went into closed session at 1:32 p.m. The following people were present:

### Board Members

Robert Dylina, Chairperson

### Others Present

David Ritchie, Legal Counsel



Rick Osorio, Vice-Chair  
Hub Walsh  
Diana Odom Gunn  
Marilyn Scorby

Rosa Vazquez, Executive Director/Board Secretary  
Maria Alvarado, Director of Housing and Community Development

1. Conference with legal counsel regarding potential litigation pursuant to California Government Code Section §54956.9
2. Conference with legal counsel regarding real property acquisition pursuant to California Government Code Section §54956.8.
  - a. Property Address: 3720 Horizons Avenue, Merced, CA.

The Board returned to Regular Session at 2:53 p.m. and no reportable action. Direction was given to staff.

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

**X. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 2:53 p.m.

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

Date: May 22, 2024

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

Date: May 22, 2024



# MINUTES

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

Special Meeting  
Wednesday, May 1, 2024  
12:00 p.m.

- I. The meeting was called to order by Vice-Chairperson Osorio at 12:14 p.m. and the Secretary was instructed to call the roll.

**Commissioners Present:**  
Rick Osorio, Vice Chairperson  
Hub Walsh  
Diana Odom Gunn  
Marilyn Scorby

**Commissioners Absent:**  
Robert Dylina, Chairperson  
Evelyn Dorsey

Vice-Chairperson Osorio declared there was a quorum present.

**Staff Present:**  
Rosa Vazquez, Executive Director/Board Secretary  
David Ritchie, Legal Counsel  
Bruce Milgrom, Finance Officer  
Maria Alvarado, Director of Housing & Community Development

**Others Present:**  
Thomas L. Lewis, CalAHA  
Harry Richard, Aspen Real Estate Financial LLC  
John Durso, KD Housing Partners, Inc

### II. PUBLIC COMMENT

None

### III. AGENCY OR COMMISSIONER REVISION TO AGENDA

None

(M/S/C): Commissioner Walsh/Commissioner Odom Gunn/Motion Passed

### IV. CONSENT CALENDAR

None

### V. REGULAR CALENDAR

None



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

None

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

None

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

The Board of Commissioners went into closed session at 12:16 p.m. The following people were present:

Board Members

Rick Osorio, Chairperson  
Hub Walsh  
Diana Odom Gunn  
Marilyn Scorby

Others Present

David Ritchie, Legal Counsel  
Rosa Vazquez, Executive Director/Board Secretary  
Maria Alvarado, Director of Housing and Community Development  
Bruce Milgrom, Finance Officer

1. Conference with legal counsel regarding real property acquisition pursuant to California Government Code Section §54956.8.
  - a. Property Address: 3720 Horizons Avenue, Merced, CA.

The Board returned to Regular Session at 2:29 p.m. and no reportable action. Direction was given to staff.

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

**X. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 2:30 p.m.

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

Date: May 22, 2024

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

Date: May 22, 2024





## Aged Receivables Report as for 04/30/2024 - As of 05-13-2024

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	Total Unpaid Charges	Balance
<b>AMP 1</b>						
ca023001 PH - Merced	835.80	53.38	378.50	-1,638.75	-371.07	-371.07
ca023010 PH - Merced	554.27	0.00	998.00	-3,695.29	-2,143.02	-2,143.02
ca023013 PH - Merced Sr	0.00	0.00	0.00	100.00	100.00	100.00
ca023021 PH - Acquisition	0.00	0.00	0.00	0.00	0.00	0.00
ca023023 PH - Acquisition	0.00	0.00	0.00	0.00	0.00	0.00
<b>AMP 1 TOTALS</b>	<b>1,390.07</b>	<b>53.38</b>	<b>1,376.50</b>	<b>-5,234.04</b>	<b>-2,414.09</b>	<b>-2,414.09</b>
<b>AMP 2</b>						
CA023003 PH - Atwater - Cameo	0.00	0.00	0.00	-48.00	-48.00	-48.00
ca023006 PH - Livingston	602.00	180.92	-11.13	-69.00	702.79	702.79
012a PH - Atwater	1,610.75	480.00	480.00	5,552.28	8,123.03	8,123.03
012b PH - Winton	0.00	0.00	0.00	0.00	0.00	0.00
<b>AMP 2 TOTALS</b>	<b>2,212.75</b>	<b>660.92</b>	<b>468.87</b>	<b>5,435.28</b>	<b>8,777.82</b>	<b>8,777.82</b>
<b>AMP 3</b>						
ca023002 PH - Los Banos	210.69	25.00	75.00	15.80	326.49	326.49
ca023004 PH - Los Banos - Abby, B, C & D	699.00	342.25	-83.03	-616.21	342.01	342.01
ca023005 PH - Dos Palos - West Globe	1,467.04	135.00	100.00	360.50	2,062.54	2,062.54
ca023011 PH - Los Banos - J & K St	797.70	773.00	-369.00	-1,284.00	-82.30	-82.30
012c PH - Dos Palos - Alleyne	136.21	0.00	0.00	-84.00	52.21	52.21
012d PH - Dos Palos - Globe	0.00	0.00	0.00	0.00	0.00	0.00
<b>AMP 3 TOTALS</b>	<b>3,310.64</b>	<b>1,275.25</b>	<b>-277.03</b>	<b>-1,607.91</b>	<b>2,700.95</b>	<b>2,700.95</b>
<b>AMP 4</b>						
ca023024 PH 1st Street	0.00	0.00	0.00	-32.00	-32.00	-32.00
<b>AMP 4 TOTALS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-32.00</b>	<b>-32.00</b>	<b>-32.00</b>
<b>VALLEY VIEW</b>						
atw Atwater Elderly	0.00	0.00	0.00	0.00	0.00	0.00
dp Dos Palos Elderly	0.00	0.00	0.00	0.00	0.00	0.00
mid Midway	0.00	0.00	0.00	0.00	0.00	0.00
pbcb - atw	-25.00	-2.00	0.00	-180.00	-207.00	-207.00
pbcb - dp	28.00	0.00	50.00	-53.00	25.00	25.00
pbcb - mid	1,880.48	459.00	189.00	2,511.79	5,040.27	5,040.27
<b>VALLEY VIEW TOTALS</b>	<b>1,883.48</b>	<b>457.00</b>	<b>239.00</b>	<b>2,278.79</b>	<b>4,858.27</b>	<b>4,858.27</b>
<b>FELIX TORRES YEAR ROUND</b>						
ft.yr Felix Torres Year Round Center	788.50	423.98	387.00	3,409.00	5,008.48	5,008.48
<b>FELIX TORRES YEAR ROUND TOTALS</b>	<b>788.50</b>	<b>423.98</b>	<b>387.00</b>	<b>3,409.00</b>	<b>5,008.48</b>	<b>5,008.48</b>
<b>HOUSING AUTHORITY TOTALS</b>	<b>9,585.44</b>	<b>2,870.53</b>	<b>2,194.34</b>	<b>4,249.12</b>	<b>18,899.43</b>	<b>18,899.43</b>



## Housing Authority of the County of Merced

Financial Statement - AMP 1 (.fs-amp1)

### Budget Comparison

Period = Oct 2023-Mar 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	385,374	387,578	-2,204	-1	775,155
TOTAL GRANT INCOME (2)	344,254	350,419	-6,165	-2	700,838
<b>TOTAL INCOME</b>	<b>729,627</b>	<b>737,997</b>	<b>-8,369</b>	<b>-1</b>	<b>1,475,993</b>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	286,945	233,088	-53,856	-23	466,176
TOTAL TENANT SERVICES EXPENSES	818	850	32	4	1,700
TOTAL UTILITY EXPENSES (7)	118,886	133,680	14,794	11	267,360
TOTAL MAINTENACE EXPENSES (8,9,10)	170,356	219,228	48,872	22	438,456
TOTAL GENERAL EXPENSES (11)	78,351	71,030	-7,320	-10	142,060
TOTAL HOUSING ASSISTANCE PAYMENTS	2,534	2,000	-534	-27	4,000
TOTAL FINANCING EXPENSES	19,891	20,000	109	1	40,000
TOTAL NON-OPERATING ITEMS (12)	3,403	18,858	15,455	82	37,716
<b>TOTAL EXPENSES</b>	<b>681,184</b>	<b>698,734</b>	<b>17,552</b>	<b>11</b>	<b>1,397,468</b>
<b>NET INCOME</b>	<b>48,443</b>	<b>39,262</b>	<b>9,183</b>	<b>183</b>	<b>78,525</b>

(1) Tenant Rents -\$ 2K (Rents -\$ 4k, Misc. Inc. +\$ 2K)

(2) Grant Inc. down -\$ 6K

(3) Salaries +\$ 5K, Benefit Exp +\$ 3K

(4) Legal is under -\$ 25K (Unlawful Detainers -\$ 34K, General Legal +\$ 10K)

(5) Other Admin -\$ 11K ( Audit & Mgt Fees +\$ 5K, Consultant -\$ 17K)

(6) Misc Admin. - Temp Admin Labor -\$ 25K

(7) Sewer & Water - +\$ 15K, Garbage +\$ 1K

(8) Maint. Benefits +\$ 18K

(9) Maint. Costs Supplies -\$ 5K (Appliance -\$1K, Elcetrical -\$ 2K, Repairs +\$ 6K, Plumbing -\$ 8K)

(10) Contract Costs +\$ 35K - (some cost lower in winter, expected to catch up in summer)

(11) Property Ins Higher -\$ 9K, W/C lower +\$ 2K

(12) Depreciation Items fully depreciated +\$ 16K

## Housing Authority of the County of Merced

Financial Statement - AMP 2 (.fs-amp2)

### Budget Comparison

Period = Oct 2023-Mar 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	333,583	317,979	15,604	5	635,959
TOTAL GRANT INCOME (2)	247,586	226,265	21,321	9	452,530
<b>TOTAL INCOME</b>	<b>581,169</b>	<b>544,244</b>	<b>36,925</b>	<b>7</b>	<b>1,088,489</b>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5)	192,592	161,910	-30,682	-19	323,820
TOTAL TENANT SERVICES EXPENSES	0	800	800	100	1,600
TOTAL UTILITY EXPENSES	107,917	126,963	19,046	15	253,926
TOTAL MAINTENACE EXPENSES (7,8,9)	137,681	167,336	29,655	18	334,672
TOTAL GENERAL EXPENSES (10,11)	58,963	60,018	1,056	2	120,036
TOTAL HOUSING ASSISTANCE PAYMENTS	1,223	1,160	-63	-5	2,320
TOTAL FINANCING EXPENSES	10,082	9,500	-582	-6	19,000
TOTAL NON-OPERATING ITEMS	118	0	-118	N/A	0
<b>TOTAL EXPENSES</b>	<b>508,576</b>	<b>527,687</b>	<b>19,112</b>	<b>4</b>	<b>1,055,374</b>
<b>NET INCOME</b>	<b>72,593</b>	<b>16,558</b>	<b>56,037</b>	<b>338</b>	<b>33,115</b>

- (1) Tenant Rents +\$ 14K
- (2) HUD PHA Subsidy +\$ 21K
- (3) Admin - Salary & Benefits +\$ 6K, Legal -\$ 18K (Unlawful -\$21K and General Legal +\$ 3K)
- (4) Other Admin +\$ 2K, (Audit & Bookkeeping +\$ 11K & Consultants -\$ 10K)
- (5) Misc. Admin -Temp Salaries -\$ 21K
- (6) Utilities - Water/Sewer +\$ 12K, Elect. & Gas +\$ 6K, Garbage +\$ 1K
- (7) Maint. Salary & Benefits Exp. +\$ 21K
- (8) Material Exp. -\$ 8K - (Appliance +\$ 5K & Paint +\$ 2K, Repairs -\$ 9K & Repairs -\$ 6K)
- (9) Contract Costs +\$ 17K, Timing on using Contract Labor
- (10) W/C +\$ 3K
- (11) Payments in Lieu -\$ 3K

## Housing Authority of the County of Merced

Financial Statement - AMP 3 (.fs-amp3)

### Budget Comparison

Period = Oct 2023-Mar 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	299,453	317,831	-18,378	-6	635,662
TOTAL GRANT INCOME (2)	252,993	224,738	28,255	13	449,477
<b>TOTAL INCOME</b>	552,446	542,569	9,877	2	1,085,139
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5)	170,591	175,779	5,189	3	351,557
TOTAL TENANT SERVICES EXPENSES	325	650	325	50	1,300
TOTAL UTILITY EXPENSES (6)	97,451	97,649	199	0	195,298
TOTAL MAINTENANCE EXPENSES (7,8,9)	100,472	173,416	72,944	42	346,832
TOTAL GENERAL EXPENSES (10)	56,018	64,022	8,004	13	128,043
TOTAL HOUSING ASSISTANCE PAYMENTS	1,873	2,100	227	11	4,200
TOTAL FINANCING EXPENSES	8,719	8,500	-219	-3	17,000
TOTAL NON-OPERATING ITEMS	123	0	-123	N/A	0
<b>TOTAL EXPENSES</b>	435,572	522,115	86,546	17	1,044,231
<b>NET INCOME</b>	116,874	20,454	96,423	471	40,908

- (1) Tenant Rent -\$ 18K
- (2) Grant Subsidy +\$ 28K
- (3) Salaries +\$ 24K & Benefits +\$ 11K
- (4) Legal -\$ 1K (unlawfull detainers -\$1K, Other Admin. -\$ 1K (Audit &Mgt Fee +\$ 9K, Consulting -\$ 11K)
- (5) Misc. Admin - Temp Labor -\$ 25K, Copiers -\$ 2K
- (6) Elect/Gas -\$ 2K, Garbage +\$ 2K
- (7) Maintenance Salary \*& Benefits +\$ 25K & Vehicle Gas -\$ 1K
- (8) Supplies Maintenance +\$ 14K - (Maint/Repairs +\$ 17K, Appliances/Decorating +\$ 7K, Plumbing -\$ 9K)
- (9) Contract Costs Lower +\$ 35K, (Repairs/Painting +\$ 8K, Landscaping +\$16K, HVAC +\$ 5K, Equip Rental +\$ 6K, Inspections +\$ 3K)
- (10) Property Ins. +\$ 3K, W/C lower +\$ 3, Pymts in Lieu Taxes +\$ 2k

**Housing Authority of the County of Merced**  
Financial Statement - AMP4 - 1st Street, Merced (.fs-amp4)

**Budget Comparison**

Period = Oct 2023-Mar 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	10,134	10,003	131	1	20,006
TOTAL GRANT INCOME (1)	11,573	13,622	-2,049	-15	27,244
TOTAL INCOME	21,707	23,625	-1,917	-8	47,250
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	6,547	6,642	93	1	13,284
TOTAL UTILITY EXPENSES	3,434	4,212	778	18	8,424
TOTAL MAINTENANCE EXPENSES	3,876	3,674	-203	-6	7,347
TOTAL GENERAL EXPENSES	2,053	2,026	-27	-1	4,051
TOTAL HOUSING ASSISTANCE PAYMENTS	0	50	50	100	100
TOTAL FINANCING EXPENSES	545	500	-45	-9	1,000
TOTAL NON-OPERATING ITEMS	23,900	23,878	-21	0	47,757
TOTAL EXPENSES	40,355	40,982	625	2	81,964
NET INCOME	-18,648	-17,357	-1,292	7	-34,714

(1) Grant Subsidy -\$ 2K

**Housing Authority of the County of Merced**  
Financial Statement - All HCV Properties with Sub (.fs-hcvs)  
**Budget Comparison**  
Period = Oct 2023-Mar 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL GRANT INCOME (1,2)	12,758,296	12,799,445	-41,149	16	25,598,890
TOTAL OTHER INCOME	303	750	-447	-60	1,500
<b>TOTAL INCOME</b>	<b>12,758,599</b>	<b>12,800,195</b>	<b>-41,596</b>	<b>16</b>	<b>25,600,390</b>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6,7,8)	839,109	997,021	157,912	16	1,994,042
TOTAL TENANT SERVICES EXPENSES	1,793	1,325	-468	-35	2,650
TOTAL UTILITY EXPENSES	232	132	-99	-75	265
TOTAL MAINTENACE EXPENSES (9)	550	12,025	11,475	95	24,050
TOTAL GENERAL EXPENSES (10,11)	23,212	40,999	17,787	43	81,997
TOTAL HOUSING ASSISTANCE PAYMENTS (12,13,14,15)	11,467,691	11,642,253	174,562	1	23,284,505
TOTAL FINANCING EXPENSES	34,741	36,275	1,534	4	72,550
TOTAL NON-OPERATING ITEMS	834	0	-834	N/A	0
<b>TOTAL EXPENSES</b>	<b>12,368,162</b>	<b>12,730,030</b>	<b>361,869</b>	<b>3</b>	<b>25,460,059</b>
<b>NET INCOME</b>	<b>390,437</b>	<b>70,165</b>	<b>320,273</b>	<b>456</b>	<b>140,331</b>

- (1) HAP from HUD +\$ 3K
- (2) Lower Admin Fees -\$ 44K
- (3) Lower Salaries +\$ 131K & Benefits Costs +\$ 41K
- (4) Lower Legal Fees +\$ 3K, Mgt and Bookkeeping Fees +\$ 59K
- (5) Higher inspections -\$ 12K, Higher Consultant Costs -\$ 4K, Auditing +\$ 4K
- (6) Misc. Admin. Exp. - Office Supp +4K, Comp Parts +\$ 4K, Other Misc exp +\$ 6K
- (7) Higher Temp. Labor Exp. -\$ 59K
- (8) Misc. Admin. Exp. Section 8, -\$ 20K - not budgeted
- (9) Lower Contract Costs +\$ 10K, (expenses projected, not incurred as of yet - some are higher in summer months)
- (10) Lower Workman's Comp. Exp. +\$ 9K
- (11) Lower Port-out admin fees +\$ 9K
- (12) Lower HAP issued +\$ 62K
- (13) Port Out Payments +\$ 121K (lower than budgeted)
- (14) Tenant Utility -\$ 5K (higher than budgeted)
- (15) Escrow Contributions Higher -\$ 4K

**Housing Authority of the County of Merced**

Financial Statement - Central Office Cost Center (cocc)

**Budget Comparison**

Period = Oct 2023-Mar 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3,4)	632,442	694,038	-61,596	-32	1,388,076
TOTAL INCOME	632,442	694,038	-61,596	-32	1,388,076
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (5,6,7,8)	613,651	531,908	-81,743	-15	1,063,816
TOTAL TENANT SERVICES EXPENSES	1,050	750	-300	-40	1,500
TOTAL UTILITY EXPENSES (9)	23,221	26,720	3,498	13	53,439
TOTAL MAINTENACE EXPENSES (10)	22,780	43,307	20,528	47	86,615
TOTAL GENERAL EXPENSES	17,422	17,650	228	1	35,300
TOTAL FINANCING EXPENSES	36,239	37,500	1,261	3	75,000
TOTAL NON-OPERATING ITEMS	4,639	3,936	-703	-18	7,873
TOTAL EXPENSES	719,002	661,772	-57,231	-9	1,323,543
NET INCOME	-86,560	32,266	-118,827	-368	64,533

- (1) Lower Mgmt. Fees from HCV -\$ 37K
- (2) Lower Bookkeeping Fees -\$ 24K
- (3) Asset Mgt Fee booked as budgeted (As Budgeted \$ 25K)
- (4) Admin Fee to be booked as Cap Projects funding allows ( Budgetted 134K)
- (5) Admin Salary -\$ 14K & Benefits Higher -\$ 15K (Posting Resolution Mgt in Nov for 9 mo.)
- (6) Legal Fees higher -\$ 68K, Unlawful Detainers -\$ 2K
- (7) Admin Misc. Exp Lower + \$ 7K (Postage +\$ 6K, Mbrshp +\$ 4K, Parts +\$ 2K, Other Admin Exp -\$ 3K, Telepone -\$ 6K)
- (8) Admin Other Exp +\$ 10K - (Training/travel/Audit +\$ 19K, Consultants -\$ 10K)
- (9) Utilities Gas & Elect. +\$ 3K
- (10) Mainttenance Exp - Materials and Contract costs lower +\$ 23K - time of year, additional exp during summer



**Housing Authority of the County of Merced**

Financial Statement - Langdon Villas (langdon)

**Budget Comparison**

Period = Oct 2023-Mar 2024

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>% Var</b>	<b>Annual</b>
Revenue & Expenses					
INCOME					
NET TENANT INCOME	39,284	37,214	2,070	6	74,428
TOTAL OTHER INCOME (1,2)	258,714	141,273	117,441	83	282,546
<b>TOTAL INCOME</b>	<b>297,998</b>	<b>178,487</b>	<b>119,511</b>	<b>67</b>	<b>356,974</b>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3)	39,713	41,330	1,617	4	82,661
TOTAL UTILITY EXPENSES	72	800	728	91	1,600
TOTAL MAINTENACE EXPENSES (4)	0	5,840	5,840	100	11,680
TOTAL GENERAL EXPENSES	11,448	11,366	-82	-1	22,732
TOTAL FINANCING EXPENSES	76,021	76,500	479	1	153,000
TOTAL NON-OPERATING ITEMS	1,719	1,719	0	0	3,438
<b>TOTAL EXPENSES</b>	<b>128,973</b>	<b>137,555</b>	<b>8,582</b>	<b>6</b>	<b>275,111</b>
<b>NET INCOME</b>	<b>169,025</b>	<b>40,932</b>	<b>128,093</b>	<b>313</b>	<b>81,863</b>

(1) Other Income +\$ 116K - Interest income from F & M Bnak on deposit accounts - not budgeted

(2) Management Fee Lower +\$ 1K

(3) Salary -\$ 3K, Legal +\$ 1K, Consultants +\$ 2K, Other Misc Admin. +\$ 1K

(4) Contract Cost Lower +\$ 5K, (Timing - Landscaping +\$ 3K, HVAC +\$ 1K )

**Housing Authority of the County of Merced**  
Financial Statement - Obanion Learning Center (obanion)

**Budget Comparison**

Period = Oct 2023-Mar 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	97,470	108,979	-11,509	-11	217,958
TOTAL INCOME	97,470	108,979	-11,509	-11	217,958
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	10,389	11,017	627	6	22,033
TOTAL UTILITY EXPENSES (2)	42,640	47,516	4,876	10	95,032
TOTAL MAINTENANCE EXPENSES (3)	16,958	19,719	2,760	14	39,438
TOTAL GENERAL EXPENSES	3,013	3,135	122	4	6,270
TOTAL NON-OPERATING ITEMS	27,704	26,900	-804	-3	53,800
TOTAL EXPENSES	100,705	108,286	7,581	7	216,573
NET INCOME	-3,235	693	-3,928	-567	1,385

(1) Tenant Rents - lower -\$ 10K, (Golden Valley Health moved out), Tenant Utilities -\$ 2K

(2) Garbage +\$ 3K

(3) Supplies Janitorial +\$ 1K, Contract Janitorial/Cleaning +\$ 2K

## Housing Authority of the County of Merced

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

### Budget Comparison

Period = Oct 2023-Mar 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	437,021	313,826	123,195	39	627,653
TOTAL GRANT INCOME (2)	324,757	316,198	8,558	3	632,397
TOTAL INCOME	761,778	630,025	131,753	21	1,260,050
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4)	56,257	90,036	33,779	38	180,072
TOTAL UTILITY EXPENSES (5)	53,241	59,512	6,271	11	119,025
TOTAL MAINTENACE EXPENSES (6,7)	41,304	76,598	35,295	46	153,197
TOTAL GENERAL EXPENSES (8)	19,437	21,093	1,656	8	42,187
TOTAL HOUSING ASSISTANCE PAYMENTS (9)	325,825	316,198	-9,626	-3	632,397
TOTAL FINANCING EXPENSES	34,250	34,250	0	0	68,500
TOTAL NON-OPERATING ITEMS	7,794	7,794	0	0	15,588
TOTAL EXPENSES	538,108	605,483	67,375	11	1,210,966
NET INCOME	223,670	24,542	199,128	811	49,084

- (1) Tenant Assistance Pmts +\$ 130K, Tenat Rents -\$ 7K
- (2) Grant Inc +\$ 9k
- (3) Vacant staff positions +\$ 15K, Lower Benefit costs +\$ 7K
- (4) Legal Exp Lower +\$ 8K (no legal billing to date)
- (5) Utility Invoices timing. +\$ 6K (Water/Sewer +\$ 5K, Gas/Electric +\$ 2K, Garabge -\$ 1K)
- (6) Maint. Salary & Benefits Lower +\$ 9K, Supplies costs +\$ 8K
- (7) Contract Costs -\$ 18K (Building Repairs +\$ 5K, Landscaping +\$ 11K, Alarm Monitoring +\$ 2K)
- (8) W/C lower +\$ 2K
- (9) Housing Assistance Pmt Higher -\$ 9K

**Housing Authority of the County of Merced**

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

**Budget Comparison**

Period = Oct 2023-Mar 2024

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>% Var</b>	<b>Annual</b>
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	271,404	284,015	-12,611	-4	568,030
TOTAL OTHER INCOME	20	0	20	N/A	0
<b>TOTAL INCOME</b>	<b>271,424</b>	<b>284,015</b>	<b>-12,591</b>	<b>-4</b>	<b>568,030</b>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	25,559	38,856	13,297	34	77,712
TOTAL UTILITY EXPENSES (3)	44,691	50,735	6,044	12	101,470
TOTAL MAINTENACE EXPENSES (4,5)	47,176	54,109	6,933	-65	108,218
TOTAL GENERAL EXPENSES	20,097	20,195	98	0	40,391
TOTAL NON-ROUTINE MAINTENANCE (6)	9,648	0	-9,648	N/A	0
TOTAL FINANCING EXPENSES	10,000	10,000	0	0	20,000
TOTAL NON-OPERATING ITEMS	97,735	97,736	0	0	195,471
<b>TOTAL EXPENSES</b>	<b>254,906</b>	<b>271,631</b>	<b>16,724</b>	<b>-24</b>	<b>543,262</b>
<b>NET INCOME</b>	<b>16,518</b>	<b>12,384</b>	<b>4,133</b>	<b>-626</b>	<b>24,768</b>

(1) Vacancies -\$ 35K, Rental Assistance +\$ 22K

(2) Sal & Benefits costs +\$ 9K

(3) Water\Sewer +\$ 2K, Elect/Gas -\$ 1K, Garbage +\$ 5K

(4) Supplies -\$ 6K (Adj - Water Heaters Res Exp 6K/ Ranges-Refrig Res Exp 5K)

(5) Contract +\$ 2K (Adj. 31K Flooring - should come out of reserves)

(6) Non-Routine Exp. - Res Exp -\$ 10K (Reserve Exp - Sewer Pump replacement)

### Housing Authority of the County of Merced

Financial Stmt - Migrant (.fs-mig)

## Budget Comparison

Period = Oct 2023-Mar 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME (1)	1,152,568	1,582,909	430,341	27	2,110,544
<b>TOTAL INCOME</b>	<b>1,152,568</b>	<b>1,582,909</b>	<b>430,341</b>	<b>27</b>	<b>2,110,544</b>
EXPENSES					
Total - Center Personnel (2)	479,739	546,649	66,910	12	728,865
Total - Operating Expenses (3,4)	446,438	764,424	317,985	42	1,019,231
Total - Maintenance Expenses	29,134	48,862	19,729	40	65,150
Total - Contractor Administration (5)	115,475	110,172	-5,303	-5	146,896
Total - Debt Service and Replacement	81,781	112,802	31,020	27	150,402
<b>TOTAL</b>	<b>1,152,568</b>	<b>1,582,909</b>	<b>430,341</b>	<b>27</b>	<b>2,110,544</b>

(1) Zero budget, offset to variance in expenses -\$ 336K

(2) Salaries +\$ 10K, Benefits +\$ 56K

(3) Higher utilities - Net diff. -\$ 318K, (Utilities -\$ 35k, Communications +\$ 43K, Major Equip. +\$ 307 Other Costs)

(OMS/ High Speed Interned project not started, impacting Operations budget figures)

(4) General lower supplies and contract expenses +\$19K, (Painting and Material. Supplies +\$ 13K, Lumber and Materials +\$ 4K)

(5) Expense compared to budget -Audit Fees Higher than Bgdt YTD-\$ 5K

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
464	NO	250 Selected from Waiting List	\$300.00
442	NO	05/25/24	\$500.00
229	NO	250 Selected from Waiting List / Pending Unit Turnover	\$500.00
167	NO	250 Selected from Waiting List	\$500.00
82	YES	05/21/24	\$300.00
298	YES	Pending Unit Turnover	\$500.00
418	YES	Pending Unit Turnover	\$500.00
432	NO	250 Selected from Waiting List / Pending Unit Turnover	\$500.00
19	NO	250 Selected from Waiting List / Pending Unit Turnover	\$500.00
128	NO	250 Selected from Waiting List / Pending Unit Turnover	\$300.00

### Indicators

Sub-Indicator #1	Performance Scoring	Nov	Dec	Jan	Feb	Mar	Apr
<b>Lease Up Days</b>		154	399	825	914	1156	1287
Average Lease Up Days		51	44	52	44	43	40
<b>Make Ready Time</b>		47	130	247	417	544	644
Average Make Ready Days		16	14	15	20	20	20
<b>Down Days</b>		162	774	1640	1904	2235	2731
Average Down Days		54	86	103	91	83	85
<b>Total # Vacant Units Turned</b>		3	9	16	21	27	32
Total # Turn Around Days		363	1303	2712	3235	3935	4662
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	121	144	169	154	145	145

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



## STAFF REPORT

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

**FROM:** Melina Frederick, Director of Procurement and Asset Management

**DATE:** May 22, 2024

**SUBJECT:** Recommendation to Award Contract: NSPIRE Standards Refurbishment

In 2024, the Department of Housing and Urban Development (HUD) published the National Standards for the Physical Inspection of Real Estate (NSPIRE) rule. These new standards apply to various multifamily assisted housing programs, including Public Housing and Housing Choice Voucher. The Housing Authority of the County of Merced (Authority) has procured for a project to continue the work necessary to bring the public housing units up to the newest NSPIRE standards.

In accordance with the Authority's Procurement Policy, an Invitation for Bids (IFB) was issued on March 29, 2024, to solicit for sealed bids. The Authority advertised by calling and/or emailing forty (40) Contractors State License Board (CSLB) registered general contractors and made it available on the Authority website.

Bids were due on April 25, 2024, and opened publicly via a virtual video conference held online on April 26, 2024. The Authority received one (1) bid that was opened publicly with the following results:

<b>Contractor Name and City that they are from</b>	<b>Bid Price</b>
Beam Construction and Management Inc. – Fresno, CA	\$1,760,000

The bid submitted by Beam Construction and Management Inc. is responsive and complete. HUD required background research did not result in any disbarments, limited participation and/or other disqualifications. Beam Construction and Management Inc. is a certified Section 3 Business Enterprise.

### **RECOMMENDATION:**

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2024-07**, awarding the NSPIRE Standards Refurbishment contract to Beam Construction and Management Inc. and authorize the Executive Director, Rosa Vazquez, to sign or take any other action necessary to carry out the completion of the work.



**RESOLUTION NO. 2024-07****APPROVING THE AWARD OF CONTRACT FOR  
REFURBISHMENT OF PUBLIC HOUSING UNITS TO MEET  
NSPIRE STANDARDS AND AUTHORIZING THE EXECUTIVE  
DIRECTOR TO ENTER INTO CONTRACT**

**WHEREAS**, the Housing Authority of the County of Merced budgeted Capital Funds for refurbishment of public housing units to meet new NSPIRE standards, using some of the Capital Fund grant for 2021; and

**WHEREAS**, the project was advertised in compliance with the Housing Authority of the County of Merced procurement policy and emails were also sent to forty (40) CSLB-certified general contractors, and

**WHEREAS**, one (1) bid was received by the Housing Authority of the County of Merced by the due date of April 25, 2024; and

**WHEREAS**, the lowest, most responsive bid was submitted by Beam Construction and Management Inc., Fresno, California in the amount of \$1,760,000.00;

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

1. Adopt Resolution No. 2024-07 awarding a construction contract to Beam Construction and Management Inc., Fresno, California.
2. Approves the expenditure of funds in the amount of \$1,760,000.00 for the refurbishment of public housing units to meet new NSPIRE standards.
3. Non-compliance of the contract will result in the disqualification of Beam Construction and Management Inc.

**BE IT FURTHER RESOLVED**, that the Board of Commissioners of the Housing Authority of the County of Merced does hereby approve awarding the contract to Beam Construction and Management Inc. in the amount of \$1,760,000.00, 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 May 22, 2024 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: May 22, 2024

## STAFF REPORT

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

**FROM:** Bruce Milgrom, Finance Officer

**DATE:** May 22, 2024

**SUBJECT:** Recommendation to adopt **Resolution No. 2024-08**, 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, 2023, June 30, 2023, September 30,

2023, and December 31, 2023, 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.

NOTE: For existing Tenant Receivable the money showing in the pending monies owed column cannot be written off until a family moves out of rental assistance.

Amounts to be written off are summarized by program below.

PH AMP 1:	\$42,353.56
Valley View	\$15,930.00
TOTAL:	\$58,283.56
	=====

#### RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2024-08**, authorizing the Executive Director or her designee to declare the amounts uncollectible and to authorize the write-off as a loss.

**RESOLUTION NO. 2024-08**

**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 \$58,283.56, that are attached for the Housing Programs administered by the Housing Authority of the County of Merced.

The foregoing resolution was introduced at the May 22, 2024 Board of Commissioners meeting of the Housing Authority of the County of Merced and adopted by the following vote:

Motion: Second:

Ayes:

Nayes:

Absent:

Abstain:

Date: May 22, 2024

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

## STAFF REPORT

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

**FROM:** Rosa Vazquez, Executive Director

**DATE:** May 22, 2024

**SUBJECT:** Recommendation to adopt **Resolution No. 2024-09**, approving the adoption of Rosenberg's Rules of Order for the Board of Commissioners of the Housing Authority of the County of Merced meetings.

During the April 16, 2024, meeting the Board was presented with a discussion item pertaining to the Authority's need to adopt a formal set of rules of order for Board meetings.

Staff presented the Board with a copy of Rosenberg's Rules of Order and a one-page guide to assist the Board in exploring simplified rules of procedure during Board meetings.

Feedback from the Board was requested and there being none and no objection, a resolution to adopt Rosenberg's Rules of Order is hereby presented for approval.

### RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2024-09**, approving the adoption of Rosenberg's Rules of Order for the Board of Commissioners of the Housing Authority of the County of Merced meetings.

**RESOLUTION NO. 2024-09**

**APPROVING THE ADOPTION OF ROSENBERG’S RULES OF ORDER FOR THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF MERCED MEETINGS**

**WHEREAS**, the Housing Authority of the County of Merced (Authority) must establish a parliamentary procedure to encourage public discussion and participation, and to facilitate decision making by the Board of Commissioner of the Authority; and

**WHEREAS**, Rosenberg’s Rules of Order are recognized as an acceptable set of parliamentary procedural rules, and have been adopted by numerous cities, counties, and special districts across California; and

**WHEREAS**, the Board desires to adopt the Rosenberg’s Rules of Order to ensure orderly parliamentary procedures.

**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of the County of Merced do hereby approve the adoption of Rosenberg’s Rules of Order for the Board of Commissioners of the Housing Authority of the County of Merced meetings.

The foregoing resolution was introduced at the May 22, 2024 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:

Date: May 22, 2024

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

## STAFF REPORT

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

**FROM:** Rosa Vasquez, Executive Director

**DATE:** May 22, 2024

**SUBJECT: Action Item No. 2024-A-04** – Authorizing the Executive Director to enter into negotiations for participation in the acquisition and leasing of the proposed multifamily project located at 3720 Horizons Avenue, Merced, CA with The Aspen Real Estate Financial, LLC and the California Affordable Housing Agency.

The Housing Authority of The County of Merced (Authority) is a local government public agency located and currently operating in Merced County California and an opportunity has arisen for the Authority to participate in an acquisition project with Aspen Real Estate Financial, LLC and the California Affordable Housing Agency in Merced, CA.

The Authority is interested in proceeding forward with these entities to acquire the multifamily housing project located at 3720 Horizons Avenue Merced, CA (“Project”);

It is requested that the Board of Commissioners of the Housing Authority of the County of Merced does hereby find and determine as follows:

1. The above listed recitals are true and correct and are hereby incorporated into these findings and determinations.
2. The Board of Commissioners hereby directs and authorizes the Executive Director to proceed with participation and negotiations to have the Authority be involved in and work with Aspen Real Estate Financial, LLC and the California Affordable Housing Agency to proceed with the acquisition of the multifamily housing project located at 3720 Horizons Avenue Merced, CA.
3. The Executive Director and staff are also directed to participate and be involved with the due diligence process leading up to the final close of escrow with the understanding that Aspen Real Estate Financial, LLC will be responsible for paying all of the due diligence costs associated with the proposed acquisition of this Project.
4. The Executive Director shall present the Board of Commissioners with a resolution for consideration of final approval for the Authority’s participation in the final acquisition of this proposed acquisition project when the Project is ready to close escrow.

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Chairperson Signature

Date: May 22, 2024

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Secretary Signature

Date: May 22, 2024