

# AGENDA

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

Regular Meeting  
Tuesday, June 18, 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): \_\_\_\_/\_\_\_\_/\_\_\_\_



**IV. CONSENT CALENDAR**

1. Meeting Minutes: May 22, 2024, Special Meeting
2. Rent Delinquency Report May 2024
3. Financial Reports for May 2024
4. Public Housing Occupancy/Vacancy Report for May 2024
5. HCV Program Counts May 2024

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

**V. REGULAR CALENDAR**

1. Resolution Item(s):

a. **Resolution No. 2024-10:** Approving to write off the uncollected amounts as a loss from Tenant Accounts Receivable.

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

b. **Resolution No. 2024-11:** Approving the award of contract for restoration of burned units in Dos Palos and authorizing the Executive Director to enter into contract.

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

2. Action Item(s):

None

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

1. Public Housing Authority Annual Plan

**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

Regular Meeting  
Wednesday, May 22, 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  
Evelyn Dorsey  
Hub Walsh  
Diana Odom Gunn  
Marilyn Scorby

**Commissioners Absent:**

Rick Osorio, Vice Chairperson

Chairperson Dylina declared there was a quorum present.

**Staff Present:**

Rosa Vazquez, Executive Director/Board Secretary  
David Ritchie, Legal Counsel  
Bruce Milgrom, Finance Officer  
Melina Frederick, Director of Development & Asset Management  
Maria Alvarado, Director of Housing & Community Development

**Others Present:**

Sherry Smith, Member of the Public  
Brenda Hewitt, Member of the Public

II. **PUBLIC COMMENT**

Sherry Smith was present to express issues she is having with Authority staff. Communication with Authority staff is extremely difficult, they do not provide sufficient information on available opportunities, and they cannot meet with Authority staff. Additionally, the contract rents the Authority provides are much lower than what landlords are requesting. Executive Director Vazquez explained the restrictions with Payment Standards and how they correlate to income.

Brenda Hewitt echoed the issues Ms. Smith presented. Ms. Hewitt had a case specific issue that would require a private conversation to protect any Personal Identifiable Information. Ms. Hewitt inquired about a hearing and contact information for the regional office. Executive Director Vazquez will contact Ms. Hewitt to have her issue resolved.



### III. AGENCY OR COMMISSIONER REVISION TO AGENDA

None

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

### IV. CONSENT CALENDAR

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

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

### 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): Commissioner Walsh/Commissioner Odom Gunn/Motion Passed

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

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

- c. **Resolution No. 2024-09:** Approving Resolution No. 2024-08: Approving to write off the uncollected amounts as a loss from Tenant Accounts Receivable.

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

#### 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): Commissioner Odom Gunn/Commissioner Walsh/Motion Passed



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

1. The Authority will be undergoing its first NSPIRE inspections. As a result of the pre-inspections several residents have been served lease violations and the agency will be following up on them.
2. The Los Banos Migrant Center opened on May 14<sup>th</sup>. The opening went smooth and only two units were “raffled”. Merced Migrant opened May 21<sup>st</sup> at almost full lease up. Planada Migrant will open on May 28<sup>th</sup> and is projected to be at half lease up only.
3. The Merced Migrant center daycare facilities will be utilized by the Merced County Office of Education for Migrant Education.
4. Executive Director Vazquez provided the Board login information for their agency email.

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

Commissioner Scorby noted that the feedback she receives not only from clients but also from the community is the difficulties with communication. Executive Director Vazquez stated that the agency has contracted with an answering service to improve communications, however, she will address calls not being returned.

Commissioner Odom Gunn echoes Commissioner Scorby’s comments and recommends the agency find a way to bridge the communication gap.

Commissioner Walsh stated he was thanked for the Authority’s partnerships and work.

Chairperson Dylina also recommends improving the communication issue the Authority continues to face.

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

None

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

**X. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 12:51 p.m.

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

Date: June 18, 2024

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

Date: June 18, 2024



**Aged Receivables Report as for 05/31/2024 - As of 06-10-2024**

Property	0 - 30 days	31-60 days	61 - 90 days	Over 90 days	May-24	Apr-24
					Total Unpaid Charges	Balance
<b>AMP 1</b>						
ca023001 PH - Merced	2,604.32	-135.20	67.81	-581.42	1,955.51	1,955.51
ca023010 PH - Merced	195.00	162.28	25.00	-3,388.29	-3,006.01	-3,006.01
ca023013 PH - Merced Sr	-208.00	-257.00	0.00	-264.00	-729.00	-729.00
ca023021 PH - Acquisition	648.00	0.00	0.00	0.00	648.00	648.00
ca023023 PH - Acquisition	0.00	0.00	0.00	0.00	0.00	0.00
<b>AMP 1 TOTALS</b>	<b>3,239.32</b>	<b>-229.92</b>	<b>92.81</b>	<b>-4,233.71</b>	<b>-1,131.50</b>	<b>-1,131.50</b>
<b>AMP 2</b>						
CA023003 PH - Atwater - Cameo	510.00	25.00	25.00	-48.00	512.00	512.00
ca023006 PH - Livingston	1,757.44	796.00	367.49	-206.13	2,714.80	2,714.80
012a PH - Atwater	1,195.00	2,031.50	25.00	6,127.84	9,379.34	9,379.34
012b PH - Winton	0.00	0.00	0.00	0.00	0.00	0.00
<b>AMP 2 TOTALS</b>	<b>3,462.44</b>	<b>2,852.50</b>	<b>417.49</b>	<b>5,873.71</b>	<b>12,606.14</b>	<b>12,606.14</b>
<b>AMP 3</b>						
ca023002 PH - Los Banos	891.00	141.00	25.00	-274.20	782.80	782.80
ca023004 PH - Los Banos - Abby, B, C & D	622.19	-162.10	212.50	-650.24	22.35	22.35
ca023005 PH - Dos Palos - West Globe	1,079.31	665.00	100.00	456.00	2,300.31	2,300.31
ca023011 PH - Los Banos - J & K St	413.98	276.70	25.00	-3,731.76	-3,016.08	-3,016.08
012c PH - Dos Palos - Alleyne	20.00	83.21	0.00	0.00	103.21	103.21
012d PH - Dos Palos - Globe	0.00	0.00	0.00	0.00	0.00	0.00
<b>AMP 3 TOTALS</b>	<b>3,026.48</b>	<b>1,003.81</b>	<b>362.50</b>	<b>-4,200.20</b>	<b>192.59</b>	<b>192.59</b>
<b>AMP 4</b>						
ca023024 PH 1st Street	911.00	0.00	0.00	-32.00	879.00	879.00
<b>AMP 4 TOTALS</b>	<b>911.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-32.00</b>	<b>879.00</b>	<b>879.00</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	0.00	0.00	0.00	-180.00	-180.00	-180.00
pbcb - dp	50.00	25.00	0.00	2,446.00	2,521.00	2,521.00
pbcb - mid	1,029.87	504.00	222.00	2,610.51	4,366.38	4,366.38
<b>VALLEY VIEW TOTALS</b>	<b>1,079.87</b>	<b>529.00</b>	<b>222.00</b>	<b>4,876.51</b>	<b>6,707.38</b>	<b>6,707.38</b>
<b>FELIX TORRES YEAR ROUND</b>						
ft.yr Felix Torres Year Round Center	1,177.00	407.00	86.98	1,593.00	3,263.98	3,263.98
<b>FELIX TORRES YEAR ROUND TOTALS</b>	<b>1,177.00</b>	<b>407.00</b>	<b>86.98</b>	<b>1,593.00</b>	<b>3,263.98</b>	<b>3,263.98</b>
<b>HOUSING AUTHORITY TOTALS</b>	<b>12,896.11</b>	<b>4,562.39</b>	<b>1,181.78</b>	<b>3,877.31</b>	<b>22,517.59</b>	<b>22,517.59</b>

**Housing Authority of the County of Merced**

Financial Statement - AMP 1 (.fs-amp1)

**Budget Comparison**

Period = Oct 2023-Apr 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)	454,243	452,174	2,069	0	775,155
TOTAL GRANT INCOME (2)	402,096	408,822	-6,726	-2	700,838
<b>TOTAL INCOME</b>	<b>856,338</b>	<b>860,996</b>	<b>-4,657</b>	<b>-1</b>	<b>1,475,993</b>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6)	331,111	271,936	-59,177	-22	466,176
TOTAL TENANT SERVICES EXPENSES	1,362	992	-370	-37	1,700
TOTAL UTILITY EXPENSES (7)	137,847	155,960	18,113	12	267,360
TOTAL MAINTENACE EXPENSES (8,9,10)	205,990	255,766	49,776	19	438,456
TOTAL GENERAL EXPENSES (11)	91,751	82,868	-8,883	-11	142,060
TOTAL HOUSING ASSISTANCE PAYMENTS	3,095	2,333	-762	-33	4,000
TOTAL FINANCING EXPENSES	23,333	23,333	0	0	40,000
TOTAL NON-OPERATING ITEMS (12)	3,970	22,001	18,031	82	37,716
<b>TOTAL EXPENSES</b>	<b>798,459</b>	<b>815,190</b>	<b>16,728</b>	<b>11</b>	<b>1,397,468</b>
<b>NET INCOME</b>	<b>57,879</b>	<b>45,806</b>	<b>12,071</b>	<b>194</b>	<b>78,525</b>

- (1) Tenant Rents +\$ 2K (Late Chgs +\$ 2K)
- (2) Grant Inc. down -\$ 7K
- (3) Salaries +\$ 7K, Benefit Exp +\$ 4K
- (4) Legal is under -\$ 23K (Unlawful Detainers -\$ 34K, General Legal +\$ 12K)
- (5) Other Admin -\$ 15K ( Audit & Mgt Fees +\$ 4K, Consultant -\$ 19K)
- (6) Misc Admin. -\$ 32K (Postage -\$ 3K, Answer Serv -\$ 2K, Temp Admin Labor -\$ 30K)
- (7) Sewer & Water - +\$ 19K, Elect/Gas -\$ 1K
- (8) Maint. Benefits +\$ 22K
- (9) Maint. Costs Supplies -\$ 17K (Elcetrical -\$ 6K, Repairs +\$ 2K, Plumbing -\$ 13K)
- (10) Contract Costs +\$ 43K - (some cost lower in winter, expected to catch up in summer)
- (11) Property Ins Higher -\$ 11K, W/C lower +\$ 2K
- (12) Depreciation Items fully depreciated +\$ 18K

## Housing Authority of the County of Merced

Financial Statement - AMP 2 (.fs-amp2)

### Budget Comparison

Period = Oct 2023-Apr 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	387,629	370,976	16,653	4	635,959
TOTAL GRANT INCOME (2)	288,283	263,976	24,307	9	452,530
TOTAL INCOME	675,912	634,952	40,960	6	1,088,489
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5)	222,319	188,895	-33,426	-18	323,820
TOTAL TENANT SERVICES EXPENSES	0	933	933	100	1,600
TOTAL UTILITY EXPENSES (6)	125,858	148,124	22,266	15	253,926
TOTAL MAINTENACE EXPENSES (7,8,9)	151,602	195,225	43,623	22	334,672
TOTAL GENERAL EXPENSES (10,11)	68,536	70,021	1,486	2	120,036
TOTAL HOUSING ASSISTANCE PAYMENTS	1,464	1,353	-111	-8	2,320
TOTAL FINANCING EXPENSES	10,082	11,083	1,002	9	19,000
TOTAL NON-OPERATING ITEMS	138	0	-138	N/A	0
TOTAL EXPENSES	579,999	615,635	35,635	6	1,055,374
NET INCOME	95,913	19,317	76,595	397	33,115

- (1) Tenant Rents +\$ 15K
- (2) HUD PHA Subsidy +\$ 24K
- (3) Admin - Salary & Benefits +\$ 7K, Legal -\$ 18K (Unlawful -\$21K and General Legal +\$ 4K)
- (4) Other Admin +\$ 1K, (Mgt Fee +\$ 11K & Consultants -\$ 12K)
- (5) Misc. Admin -Temp Salaries -\$ 24K
- (6) Utilities - Water/Sewer +\$ 16K, Elect. & Gas +\$ 8K, Garbage -\$ 2K
- (7) Maint. Salary & Benefits Exp. +\$ 26K
- (8) Material Exp. -\$ 3K - (Appliance +\$ 5K & Paint +\$ 3K, Repairs -\$ 7K & Plumbing -\$ 6K)
- (9) Contract Costs +\$ 21K, Timing on using Contract Labor
- (10) W/C +\$ 4K
- (11) Payments in Lieu -\$ 3K



## Housing Authority of the County of Merced

Financial Statement - AMP 3 (.fs-amp3)

### Budget Comparison

Period = Oct 2023-Apr 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	352,543	370,803	-18,259	-5	635,662
TOTAL GRANT INCOME (2)	296,998	262,195	34,804	13	449,477
<b>TOTAL INCOME</b>	<b>649,542</b>	<b>632,998</b>	<b>16,544</b>	<b>3</b>	<b>1,085,139</b>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5)	199,012	205,075	6,065	3	351,557
TOTAL TENANT SERVICES EXPENSES	542	758	217	29	1,300
TOTAL UTILITY EXPENSES (6)	112,356	113,924	1,567	1	195,298
TOTAL MAINTENACE EXPENSES (7,8,9)	121,236	202,319	81,083	40	346,832
TOTAL GENERAL EXPENSES (10)	65,973	74,692	8,720	12	128,043
TOTAL HOUSING ASSISTANCE PAYMENTS	2,520	2,450	-70	-3	4,200
TOTAL FINANCING EXPENSES	8,719	9,917	1,197	12	17,000
TOTAL NON-OPERATING ITEMS	143	0	-143	N/A	0
<b>TOTAL EXPENSES</b>	<b>510,501</b>	<b>609,135</b>	<b>98,636</b>	<b>16</b>	<b>1,044,231</b>
<b>NET INCOME</b>	<b>139,041</b>	<b>23,863</b>	<b>115,180</b>	<b>483</b>	<b>40,908</b>

- (1) Tenant Rent -\$ 19K
- (2) Grant Subsidy +\$ 35K
- (3) Salaries +\$ 28K & Benefits +\$ 14K
- (4) Other Admin -\$ 2K (Mgt Fee +\$ 10K, Consultants -\$ 13K)
- (5) Misc. Admin - Temp Labor -\$ 30K, Copiers -\$ 2K, Postage -\$ 2K
- (6) Elect/Gas -\$ 2K, Garbage +\$ 2K, Water/Sewer +\$ 1K
- (7) Maintenance Salary \*& Benefits +\$ 28K & Vehicle Gas -\$ 1K
- (8) Supplies Maintenance +\$ 16K - (Maint/Repairs +\$ 20K, Appliances/Decorating +\$ 8K, Plumbing -\$ 12K)
- (9) Contract Costs Lower +\$ 38K, (Repairs/Painting +\$ 9K, Landscaping +\$14K, HVAC +\$ 5K, Equip Rental +\$ 7K, 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-Apr 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME	12,198	11,670	528	5	20,006
TOTAL GRANT INCOME (1)	13,550	15,892	-2,343	-15	27,244
TOTAL INCOME	25,748	27,562	-1,815	-7	47,250
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	7,818	7,749	-66	-1	13,284
TOTAL UTILITY EXPENSES	3,991	4,914	923	19	8,424
TOTAL MAINTENACE EXPENSES	4,213	4,286	72	2	7,347
TOTAL GENERAL EXPENSES	2,429	2,363	-67	-3	4,051
TOTAL HOUSING ASSISTANCE PAYMENTS	0	58	58	100	100
TOTAL FINANCING EXPENSES	545	583	38	7	1,000
TOTAL NON-OPERATING ITEMS	27,883	27,858	-25	0	47,757
TOTAL EXPENSES	46,879	47,812	933	6	81,964
NET INCOME	-21,131	-20,250	-882	5	-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-Apr 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
TOTAL GRANT INCOME (1,2)	14,843,533	14,932,686	-89,153	-1	25,598,890
TOTAL OTHER INCOME	408	875	-467	-53	1,500
<b>TOTAL INCOME</b>	<b>14,843,941</b>	<b>14,933,561</b>	<b>-89,620</b>	<b>-1</b>	<b>25,600,390</b>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4,5,6,7,8)	950,497	1,163,191	208,194	23	1,994,042
TOTAL TENANT SERVICES EXPENSES	3,028	1,546	-1,482	-96	2,650
TOTAL UTILITY EXPENSES	344	155	-190	-123	265
TOTAL MAINTENACE EXPENSES (9)	955	14,029	13,075	93	24,050
TOTAL GENERAL EXPENSES (10,11)	27,297	47,832	20,534	43	81,997
TOTAL HOUSING ASSISTANCE PAYMENTS (12,13,14,15)	13,488,489	13,582,628	94,139	1	23,284,505
TOTAL FINANCING EXPENSES	42,321	42,321	0	18	72,550
TOTAL NON-OPERATING ITEMS	981	0	-981	N/A	0
<b>TOTAL EXPENSES</b>	<b>14,513,912</b>	<b>14,851,701</b>	<b>333,289</b>	<b>2</b>	<b>25,460,059</b>
<b>NET INCOME</b>	<b>330,029</b>	<b>81,860</b>	<b>243,669</b>	<b>298</b>	<b>140,331</b>

- (1) HAP from HUD -\$ 33K
- (2) Lower Admin Fees -\$ 56K
- (3) Lower Salaries +\$ 154K & Benefits Costs +\$ 51K
- (4) Lower Legal Fees +\$ 4K, Mgt and Bookkeeping Fees +\$ 68K
- (5) Higher inspections -\$ 1K, Higher Consultant Costs -\$ 3K, Training +\$ 2K
- (6) Misc. Admin. Exp. - Office Supp/Comp Parts +\$ 8K, Other Misc +\$ 7K, Postage +\$ 5
- (7) Higher Temp. Labor Exp. -\$ 62K
- (8) Misc. Admin. Exp. Section 8, -\$ 20K - not budgeted
- (9) Lower Contract Costs +\$ 12K, (expenses projected, not incurred as of yet - some are higher in summer months)
- (10) Lower Workman's Comp. Exp. +\$ 10K
- (11) Lower Port-out admin fees +\$ 10K
- (12) Higher HAP issued -\$ 27K
- (13) Port Out Payments +\$ 132K (lower than budgeted)
- (14) Tenant Utility -\$ 6K (higher than budgeted)
- (15) Escrow Contributions Higher -\$ 5K

**Housing Authority of the County of Merced**

Financial Statement - Central Office Cost Center (cocc)

**Budget Comparison**

Period = Oct 2023-Apr 2024

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>% Var</b>	<b>Annual</b>
Revenue & Expenses					
INCOME					
TOTAL OTHER INCOME (1,2,3,4)	739,280	809,711	-70,431	-32	1,388,076
TOTAL INCOME	739,280	809,711	-70,431	-32	1,388,076
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (5,6,7)	710,162	620,559	-89,602	-14	1,063,816
TOTAL TENANT SERVICES EXPENSES	1,913	875	-1,038	-119	1,500
TOTAL UTILITY EXPENSES (8)	27,038	31,173	4,135	13	53,439
TOTAL MAINTENACE EXPENSES (9)	29,289	50,525	21,236	42	86,615
TOTAL GENERAL EXPENSES	20,269	20,592	323	2	35,300
TOTAL FINANCING EXPENSES	43,750	43,750	0	0	75,000
TOTAL NON-OPERATING ITEMS	5,419	4,593	-826	-18	7,873
TOTAL EXPENSES	837,840	772,067	-65,772	-9	1,323,543
NET INCOME	-98,560	37,644	-136,203	-362	64,533

- (1) Lower Mgmt. Fees from HCV -\$ 43K
- (2) Lower Bookkeeping Fees -\$ 27K
- (3) Asset Mgt Fee booked as budgeted (As Budgeted \$ 29K)
- (4) Admin Fee to be booked as Cap Projects funding allows ( Budgetted 156K)
- (5) Admin Salary -\$ 11K & Benefits Higher -\$ 14K (Posting Resolution Mgt in Nov for 9 mo.)
- (6) Legal Fees higher -\$ 73K, Unlawful Detainers -\$ 1K
- (7) Admin Other Exp +\$ 9K - (Training/travel/Audit +\$ 14K, Consultants -\$ 6K)
- (8) Utilities Gas & Elect. +\$ 4K
- (9) Maintenance Exp - Materials and Contract costs lower +\$ 21K - time of year, additional exp during summer

Housing Authority of the County of Merced

Financial Statement - Langdon Villas (langdon)

**Budget Comparison**

Period = Oct 2023-Apr 2024

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME					
NET TENANT INCOME (1)	46,192	43,416	2,776	6	74,428
TOTAL OTHER INCOME (2,3)	303,259	164,819	138,441	84	282,546
<b>TOTAL INCOME</b>	<b>349,452</b>	<b>208,235</b>	<b>141,217</b>	<b>68</b>	<b>356,974</b>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (4)	43,736	48,219	4,483	9	82,661
TOTAL UTILITY EXPENSES	72	933	862	92	1,600
TOTAL MAINTENACE EXPENSES (5)	470	6,813	6,343	93	11,680
TOTAL GENERAL EXPENSES	13,293	13,260	-33	0	22,732
TOTAL FINANCING EXPENSES	89,250	89,250	0	0	153,000
TOTAL NON-OPERATING ITEMS	2,006	2,006	0	0	3,438
<b>TOTAL EXPENSES</b>	<b>148,827</b>	<b>160,481</b>	<b>11,655</b>	<b>7</b>	<b>275,111</b>
<b>NET INCOME</b>	<b>200,625</b>	<b>47,754</b>	<b>152,872</b>	<b>320</b>	<b>81,863</b>

(1) Rental Income +\$ 2K, Other Inc. +\$ 1K

(2) Other Income +\$ 137K - Interest income from F & M Bnak on deposit accounts - not budgeted

(3) Management Fee Lower -\$ 1K

(4) Salary -\$ 3K, Legal +\$ 1K, Consultants +\$ 5K, Other Misc Admin. +\$ 1K

(5) 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-Apr 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)	114,219	127,142	-12,923	-10	217,958
TOTAL INCOME	114,219	127,142	-12,923	-10	217,958
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES	12,542	12,853	311	2	22,033
TOTAL UTILITY EXPENSES (2)	48,918	55,435	6,517	12	95,032
TOTAL MAINTENACE EXPENSES (3)	20,362	23,005	2,644	11	39,438
TOTAL GENERAL EXPENSES	3,516	3,658	142	4	6,270
TOTAL NON-OPERATING ITEMS (4)	32,374	31,383	-990	-3	53,800
TOTAL EXPENSES	117,711	126,334	8,623	7	216,573
NET INCOME	-3,492	808	-4,300	-532	1,385

(1) Tenant Rents - lower -\$ 12K, (Golden Valley Health moved out), Tenant Utilties -\$ 1K

(2) Elect/Gas +\$ 2K, Garbage +\$ 4K

(3) Supplies Janitorial +\$ 1K, Contract Alarm +\$ 1K

(4) Depreciation = Bld Imp -\$ 1K (New HVAC)

**Housing Authority of the County of Merced**

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

**Budget Comparison**

Period = Oct 2023-Apr 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)	508,685	366,131	142,554	39	627,653
TOTAL GRANT INCOME (2)	379,012	368,898	10,114	3	632,397
<b>TOTAL INCOME</b>	<b>887,697</b>	<b>735,029</b>	<b>152,668</b>	<b>21</b>	<b>1,260,050</b>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (3,4)	65,378	105,042	39,664	38	180,072
TOTAL UTILITY EXPENSES (5)	62,058	69,431	7,374	11	119,025
TOTAL MAINTENACE EXPENSES (6,7)	54,463	89,365	34,902	39	153,197
TOTAL GENERAL EXPENSES (8)	22,718	24,609	1,892	8	42,187
TOTAL HOUSING ASSISTANCE PAYMENTS (9)	380,325	368,898	-11,427	-3	632,397
TOTAL FINANCING EXPENSES	39,958	39,958	0	0	68,500
TOTAL NON-OPERATING ITEMS	9,093	9,093	0	0	15,588
<b>TOTAL EXPENSES</b>	<b>633,993</b>	<b>706,397</b>	<b>72,405</b>	<b>10</b>	<b>1,210,966</b>
<b>NET INCOME</b>	<b>253,704</b>	<b>28,633</b>	<b>225,073</b>	<b>786</b>	<b>49,084</b>

- (1) Tenant Assistance Pmts +\$ 152K, Tenat Rents -\$ 9K
- (2) Grant Inc +\$ 10k
- (3) Vacant staff positions +\$ 18K, Lower Benefit costs +\$ 8K
- (4) Legal Exp Lower +\$ 9K (no legal billing to date)
- (5) Utility Invoices timing. +\$ 7K (Water/Sewer +\$ 6K, Gas/Electric +\$ 2K, Garabge -\$ 1K)
- (6) Maint. Salary & Benefits Lower +\$ 10K, Supplies costs +\$ 9K
- (7) Contract Costs -\$ 15K (Building Repairs +\$ 6K, Landscaping +\$ 8K, Alarm Monitoring +\$ 2K)
- (8) W/C lower +\$ 2K
- (9) Housing Assistance Pmt Higher -\$ 10K

**Housing Authority of the County of Merced**

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

**Budget Comparison**

Period = Oct 2023-Apr 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)	320,165	331,351	-11,186	-3	568,030
TOTAL OTHER INCOME	20	0	20	N/A	0
<b>TOTAL INCOME</b>	<b>320,185</b>	<b>331,351</b>	<b>-11,166</b>	<b>-3</b>	<b>568,030</b>
EXPENSES					
TOTAL ADMINISTRATIVE EXPENSES (2)	32,159	45,332	13,173	29	77,712
TOTAL UTILITY EXPENSES (3)	46,631	59,191	12,560	21	101,470
TOTAL MAINTENACE EXPENSES (4,5)	53,235	63,127	9,891	-51	108,218
TOTAL GENERAL EXPENSES	23,413	23,561	149	1	40,391
TOTAL NON-ROUTINE MAINTENANCE	0	0	0	0	0
TOTAL FINANCING EXPENSES	11,667	11,667	0	0	20,000
TOTAL NON-OPERATING ITEMS	114,025	114,025	0	0	195,471
<b>TOTAL EXPENSES</b>	<b>281,130</b>	<b>316,902</b>	<b>35,773</b>	<b>-19</b>	<b>543,262</b>
<b>NET INCOME</b>	<b>39,055</b>	<b>14,448</b>	<b>24,607</b>	<b>-505</b>	<b>24,768</b>

(1) Vacancies -\$ 40K, Rental Assistance +\$ 28K

(2) Sal & Benefits costs +\$ 10K

(3) Water\Sewer +\$ 7K, Elect/Gas -\$ 1K, Garbage +\$ 6K

(4) Supplies +\$ 8K (Adj - (Adj for Water Heaters Res Exp 6K/ Ranges-Refrig Res Exp 5K)

(5) Contract +\$ 3K (After Adj. 31K Flooring - should come out of reserves)

(6) Non-Routine Exp. - (Adj for Exp paid from Reserve Funds - Sewer Pump replacement)



## Budget Comparison

Period = Jul 2023-Apr 2024

Book = Accrual ; Tree = oms2

	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses					
INCOME (1)					
TOTAL INCOME	<b>1,286,975</b>	<b>1,758,787</b>	<b>471,813</b>	<b>27</b>	<b>2,110,544</b>
EXPENSES					
Total - Center Personnel (2)	524,749	607,388	82,638	14	728,865
Total - Operating Expenses (3)	470,830	849,360	378,530	45	1,019,231
Total - Maintenance Expenses (4)	36,900	54,292	17,392	32	65,150
Total - Contractor Administration (5)	129,161	122,414	-6,747	-6	146,896
Total - Debt Service and Replacement	125,335	125,335	0	0	150,402
TOTAL	<b>1,286,975</b>	<b>1,758,787</b>	<b>471,813</b>	<b>27</b>	<b>2,110,544</b>

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

(2) Salaries +\$ 18K, Benefits +\$ 64K

(3) Higher utilities - Net diff. -\$ 3K, (Utilities -\$36k, Communications +\$ 48K, Major Equip. +\$ 348K Other Costs -\$ 16K -not budgeted)  
(OMS/ High Speed Interned project has started, figures are impacting Operations budget figures)

(4) General lower supplies and contract expenses +\$17K, (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: 412  
 Number of Vacant Units: 9

Unit ID	Prospective Resident	Move - In Date	Security Deposit Amount
464	YES	250 Selected from Waiting List	\$300.00
442	YES	06/26/24	\$500.00
298	YES	Pending Unit Turnover	\$500.00
418	YES	Pending Unit Turnover	\$500.00
432	NO	250 Selected from Waiting List/ Pending Unit Turner	\$500.00
19	NO	250 Selected from Waiting List/ Pending Unit Turner	\$500.00
128	NO	250 Selected from Waiting List/ Pending Unit Turner	\$300.00
482	YES	Pending Unit Turnover	\$300.00
36	NO	Pending Unit Turnover	\$500.00

**Indicators**

Sub-Indicator #1	Performance Scoring	Dec	Jan	Feb	Mar	Apr	May
<b>Lease Up Days</b>		399	825	914	1156	1287	1312
Average Lease Up Days		44	52	44	43	40	39
<b>Make Ready Time</b>		130	247	417	544	644	673
Average Make Ready Days		14	15	20	20	20	20
<b>Down Days</b>		774	1640	1904	2235	2731	2805
Average Down Days		54	103	91	91	85	83
<b>Total # Vacant Units Turned</b>		9	16	21	27	32	34
Total # Turn Around Days		1303	2712	3235	3935	4662	4790
Average Turn Around Days (To Date)	A = 0-20 B = 21-25 C = 26-30 D = 31-40 F = more than 50	144	169	154	145	145	140

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

Voucher Program Name	Funding Source	Allocation	Voucher Under HAP	Vouchers Searching	Referrals Pending Review/ Documentation	Packets needed to fully HAP
Veterans Affairs Supportive Housing (VASH)	HUD Grant	123	101	16	2	4
Emergency Housing Voucher (EHV)	HUD Grant	68	62	4	2	0
Mainstream (MS5)	HUD Grant	26	6	0	0	20
Shelter Plus Care (SPC)	HA Set-Aside	8	5	1	0	2
Independent Living Program (ILP)	HA Set-Aside	10	9	0	0	1
Family Unification Program (FUP)	HA Set-Aside	27	23	4	1	-1
Coordinated Entry System (CES)	HA Set-Aside	150	141	6	1	1
Adult Protective Services (APS)	HA Set-Aside	10	10	0	0	0
Human Services Agency (HSA/HSP)	HA Set-Aside	50	41	7	2	0
Tenant Based & Project Based Vouchers	HAP	2494	2228			

## STAFF REPORT

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

**FROM:** Bruce Milgrom, Finance Officer

**DATE:** June 18, 2024

**SUBJECT:** Recommendation to adopt **Resolution No. 2024-10**, 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 2:	\$ 77,997.45
	-----
TOTAL:	\$ 77,997.45
	=====

#### RECOMMENDATION

It is hereby recommended that the Board of Commissioners of the Housing Authority of the County of Merced adopt **Resolution No. 2024-10**, authorizing the Executive Director or her designee to declare the amounts uncollectible and to authorize the write-off as a loss.

**RESOLUTION NO. 2024-10**

**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 \$77,997.45, that are attached for the Housing Programs administered by the Housing Authority of the County of Merced.

The foregoing resolution was introduced at the June 18, 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: June 18, 2024

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

**DATE:** June 18, 2024

**SUBJECT:** Recommendation to Award Contract: Dos Palos Fire Restoration and Unit Modification

As previously reported to the Board, the Housing Authority of the County of Merced (Authority) has procured for a project to rehabilitate four (4) units that were affected by a fire. The project involves the removal of building materials damaged by the fire and restoring the units to their original condition.

In compliance with the Authority's Procurement Policy, an Invitation for Bids (IFB) was issued on April 24, 2024, to solicit for sealed bids. The Authority advertised by calling and/or emailing forty-four (44) CSLB registered general contractors and made it available on the Authority website.

Bids were due on May 9, 2024, and opened publicly via a virtual video conference held online on May 10, 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	\$767,000

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. 2024-11**, awarding the Dos Palos Fire Restoration and Unit Modification 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. 2024-11**

**APPROVING THE AWARD OF CONTRACT FOR RESTORATION OF BURNED UNITS IN DOS PALOS AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT**

**WHEREAS**, the Housing Authority of the County of Merced has filed an insurance claim to cover the repairs; 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-four (44) 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 May 9, 2024; and

**WHEREAS**, the lowest, most responsive bid was submitted by Beam Construction and Management Inc., Fresno, California in the amount of \$767,000.00;

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

1. Adopt Resolution No. 2024-11 awarding a construction contract to Beam Construction and Management Inc., Fresno, California.
2. Approves the expenditure of funds in the amount of \$767,000.00 for the restoration of burned units in Dos Palos.
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 \$767,000.00, 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 June 18, 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: June 18, 2024