

Yolo County Housing Yolo County, California

August 13, 2015

MINUTES

The Yolo County Housing met on the 13th day of August, 2015, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 2:00 p.m.

Present: Cecilia Aguiar-Curry; Tom Stallard; Helen Thomson; Karen Vanderford; Jennifer Wienecke-Friedman

Absent: Mark Johannessen

Staff Present: Sonia Cortés, Agency Counsel
Janis Holt, General Services Director
Julie Dachtler, Clerk

CALL TO ORDER

1. Pledge of Allegiance.
2. Consider approval of the agenda.

Minute Order No. 15-29: Approved agenda as submitted.

MOTION: Stallard. SECOND: Wienecke-Friedman. AYES: Aguiar-Curry, Stallard, Vanderford, Wienecke-Friedman. ABSENT: Johannessen, Thomson.

3. Public Comment: Opportunity for members of the public to address the Housing Authority on subjects not otherwise on the agenda relating to Housing Authority business. The Board reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.

There was no public comment.

PRESENTATIONS

4. Presentation, National Night Out Events

General Services Director Janis Holt presented the National Night Out Events.

CONSENT AGENDA

Minute Order No. 15-30: Approved Consent Agenda Item Nos. 5 and 6.

MOTION: Stallard. SECOND: Wienecke-Friedman. AYES: Aguiar-Curry, Stallard, Vanderford, Wienecke-Friedman. ABSENT: Johannessen, Thomson.

5. Approval of Minutes from the meeting of June 18, 2015

Approved the minutes of June 18, 2015 on Consent.

6. Receive and File Update to the El Rio Villas Water Well Project (Ichtertz and Holt)

Approved recommended action on Consent.

REGULAR AGENDA

7. Review and Approve Resolution for Section Eight Management Assessment Program (SEMAP) Certification (Jimenez-Perez and Holt)

Minute Order No. 15-31: Approved recommended action by **Resolution No. 15-06.**

MOTION: Wienecke-Friedman. SECOND: Thomson . AYES: Aguiar-Curry, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Johannessen.

8. Receive comments from CEO.

In CEO Lisa Baker's absence, General Services Director Janis Holt provided comments, which included five things related to youth this summer: 1) youth soccer league underway (six 8-12 year old teams) and (three 13-17 year old teams); 2) Seamless summer meal program has been very successful; 3) backpacks for kids – 218 kids served this year; 4) girls club formed in collaboration with Tana Art Studio – focused around language and art studies at Yolano Donnelly; and 5) Dixon Learning Center opened this week at the Dixon Migrant Center. She also noted of an upcoming ribbon cutting for the new El Rio Villas bus stop. Also mentioned that the Crosswood bonds are being paid off and they are in the process of final close out.

9. Receive comments from Commissioners.

Commissioner Wienecke-Friedman expressed her appreciation to the Yolo County Housing staff for all they do in the community. Commissioner Stallard spoke of broadband availability and how we should integrate more solar in the Cities/County.

ADJOURNMENT

Chair Aguiar-Curry adjourned the meeting in honor of long standing Senior Deputy Counsel Sonia Cortes, who is leaving the County to become a Yolo County judge.

Next meeting is September 17, 2015

Cecilia Aguiar-Curry, Chair
Yolo County Housing

Julie Dachtler, Clerk
Yolo County Housing

YOLO COUNTY HOUSING

AGENDA

REGULAR MEETING

August 13, 2015

2:00 p.m.



YOLO COUNTY HOUSING
HOUSING COMMISSION

CECILIA AGUIAR-CURRY
ROBB DAVIS
MARK JOHANNESSEN
TOM STALLARD
HELEN MACLEOD THOMSON
JENNIFER WIENECKE-FRIEDMAN
KAREN VANDERFORD

BOARD OF SUPERVISORS CHAMBERS
625 COURT STREET, ROOM 206
WOODLAND, CALIFORNIA 95695

LISA A. BAKER
CHIEF EXECUTIVE OFFICER

SONIA CORTES
AGENCY COUNSEL

Reminder: Please turn off cell phones.

CALL TO ORDER

1. Pledge of Allegiance.
2. Consider approval of the agenda.
3. Public Comment: Opportunity for members of the public to address the Housing Authority on subjects not otherwise on the agenda relating to Housing Authority business. The Board reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.

PRESENTATIONS

4. Presentation, National Night Out Events

CONSENT AGENDA

5. Approval of Minutes from the meeting of June 18, 2015
6. Receive and File Update to the El Rio Villas Water Well Project (Ichtertz and Holt)

REGULAR AGENDA

7. Review and Approve Resolution for Section Eight Management Assessment Program (SEMAP) Certification (Jimenez-Perez and Holt)
8. Receive comments from CEO.
9. Receive comments from Commissioners.

ADJOURNMENT

Next meeting is September 17, 2015

I declare under penalty of perjury that the foregoing agenda was posted August 7, 2015 by 5:00 p.m. at the following places:

- On the bulletin board at the east entrance of the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California; and

- On the bulletin board outside the Board of Supervisors Chambers, Room 206 in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California; and
- On the bulletin board of Yolo County Housing, 147 West Main Street, Woodland, California.

I declare under penalty of perjury that the foregoing agenda will be posted no later than Monday, August 10, 2015 by 2:00 p.m. as follows:

- On the Yolo County website: www.yolocounty.org.

Julie Dachtler, Clerk
Yolo County Housing

NOTICE

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Clerk of the Board for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact the Clerk of the Board as soon as possible and at least 24 hours prior to the meeting. The Clerk of the Board may be reached at (530) 666-8195 or at the following address:

Clerk of the Yolo County Housing Board
625 Court Street, Room 204
Woodland, CA 95695

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.15-30 Item No. 5, of the Yolo County Housing meeting of August 13, 2015.

MOTION: Stallard. SECOND: Wienecke-Friedman. AYES: Aguiar-Curry, Stallard, Vanderford, Wienecke-Friedman. ABSENT: Johannessen, Thomson.

5.

Approval of the Minutes for the Meeting of June 18, 2015

Approved the minutes of the meeting of June 18, 2015 on Consent.

Yolo County Housing Yolo County, California

June 18, 2015

MINUTES

The Yolo County Housing met on the 18th day of June, 2015, in regular session in its Chambers in the Erwin W. Meier Administration Building, 625 Court Street, Woodland, California at 2:00 p.m.

Present: Mark Johannessen; Tom Stallard; Helen Thomson; Karen Vanderford; Jennifer Wienecke-Friedman

Absent: Cecilia Aguiar-Curry

Staff Present: Lisa Baker, CEO
Sonia Cortés, Agency Counsel
Janis Holt, General Services Director
Julie Dachtler, Clerk

Attendees: Robb Davis, Alternate, City of Davis

CALL TO ORDER

1. Pledge of Allegiance.
2. Consider approval of the agenda.

Minute Order No. 15-25: Approved agenda as submitted.

MOTION: Davis. SECOND: Wienecke-Friedman. AYES: Davis, Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Aguiar-Curry.

3. Public Comment: Opportunity for members of the public to address the Housing Authority on subjects not otherwise on the agenda relating to Housing Authority business. The Board reserves the right to impose a reasonable limit on time afforded to any topic or to any individual speaker.

Finance Director Jim Gillette introduced Scott Inman and Monica Martinez, new employees in the Finance Department.

PRESENTATIONS

4. Presentation, Alicia Caballero, Office Assistant II, Operations Department, Housing Assistance Division

General Services Director Janis Holt presented Alicia Caballero, Office Assistant II, Operations Department, Housing Assistance Division.

5. Presentation, Vanessa Andrade, Office Assistant II, Facilities Department

Facilities Director Fred Ichtertz presented Vanessa Andrade, Office Assistant II, Facilities Department.

CONSENT AGENDA

Minute Order No. 15-26: Approved Consent Agenda Item Nos. 6-8.

MOTION: Thomson. SECOND: Davis. AYES: Davis, Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Aguiar-Curry.

6. Approval of Minutes from the meeting of May 21, 2015

Approved the minutes from the meeting of May 21, 2015 on Consent.

7. Receive and File Financial Report for the Period Ending March 31, 2015 (Gillette)

Approved recommended action on Consent.

8. Authorize YCH to Write Off Noncollectable Balances in the Amount of \$9,229.00 for the period ending March 31, 2015 (Chaudry and Gillette)

Approved recommended action on Consent.

REGULAR AGENDA

9. Review and Approve Resolution to Amend the Payment Standards use for the Housing Choice Voucher Program (Jimenez-Perez and Holt)

Minute Order No. 15-27: Approved recommended action by **Resolution No. 15-04.**

MOTION: Davis. SECOND: Thomson. AYES: Davis, Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Aguiar-Curry.

10. Review, Approve and Adopt Resolution Authorizing the 2015-2016 Budget for YCH (Gillette and Baker)

Minute Order No. 15-28: Approved recommended action by **Resolution No. 15-05.**

MOTION: Wienecke-Friedman. SECOND: Stallard. AYES: Davis, Johannessen, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Aguiar-Curry.

11. Receive comments from CEO

CEO Lisa Baker commented that information about drought related funding has been in the newspapers recently, as well as how much per hour one has to earn in the country and specifically in Yolo County in order to be able to rent a 2-bedroom apartment. That number is \$21.26 per hour, however, folks entering their portfolio are usually in the range of \$7.53 an hour. Because of the inability to be able to afford housing, this can lead to folks being priced out of the housing market. This puts a lot of pressure on the community and can lead to homelessness.


12. Receive comments from Commissioners

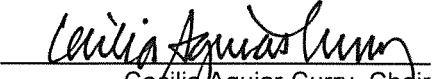
Commissioner Stallard commented that Mutual Housing has recently completed a 66-unit apartment project in Springlake called 'Mutual Housing of Springlake' that is being recognized as the first truly net zero rental housing project in the country. The reason it has achieved this distinction is because it has no natural gas service at all. All hot water, all heating is also electric and provided by on-site solar capacity. This housing is being provided to the farm worker community.

ADJOURNMENT

Adjourned in memory of Bill Douglas 'Doug' Arnold Jr.

Next meeting is scheduled July 16, 2015 at 2:00 p.m.


Julie Dachtler, Clerk
Yolo County Housing


Cecilia Aguiar-Curry, Chair
Yolo County Housing

Yolo County Housing
Yolo County, California

To: Co. Counsel ✓
Yolo County Housing ✓

CONSENT CALENDAR

Excerpt of Minute Order No.15-30 Item No. 6, of the Yolo County Housing meeting of August 13, 2015.

MOTION: Stallard. SECOND: Wienecke-Friedman. AYES: Aguiar-Curry, Stallard, Vanderford, Wienecke-Friedman. ABSENT: Johannessen, Thomson.

6.

Receive and File Update to the El Rio Villas Water Well Project (Ichtertz and Holt)

Approved recommended action on Consent.



Yolo County Housing

Lisa A. Baker, Chief Executive Officer

147 W. Main Street
WOODLAND, CA 95695

Woodland: (530) 662-5428
Sacramento: (916) 444-8982
TTY: (800) 545-1833, ext. 626

DATE: August 13, 2015
TO: YCH Housing Commission
FROM: Lisa A. Baker, Chief Executive Officer
PREPARED BY: Fred Ichtertz, Facilities Director
SUBJECT: **Receive and File Update on Water Well Improvements at El Rio Villa - Winters**

RECOMMENDED ACTIONS

That the Commission receive and file the information update on Water Well improvements and conditions at El Rio Villas.

BACKGROUND / DISCUSSION

We are proceeding with the design phase for the replacement of the West water well. The Chrome 6 and Nitrate levels are holding. We were granted a waiver from the Yolo County Public Health Department on the placement of the proposed new well location as it relates to roadways and existing water and sewer lines.

The East well gallons per minute (gpm) production levels have dropped to below 130 gpm and because of this, we have asked for a waiver from HUD to allocate existing Capital Funds for emergency repairs to this well. The East well has to have a production level of at least 400 gpm before the West well is taken off line

Our engineer has determined that there could be several issues with the East well including clogged intake screens, and failure of the submersible pump resulting in the drop of production. They have also prepared the following Scope of Work for the emergency repairs at the East well;

DESCRIPTION
EXAMINE EXISTING PUMP AND WELL CONDITION, INCLUDING: A. REMOVAL OF SUBMERSIBLE PUMP ASSEMBLY, SHOP INSPECTION AND REPORT OF FINDINGS B. CCTV VIDEO INSPECTION OF WELL CASING AND REPORT OF FINDINGS
WELL CLEANING, INCLUDING BAILING, BRUSHING, CHEMICAL TREATMENT, DEVELOPMENT AND DISINFECTION

INSTALL NEW PUMP ASSEMBLY, INCLUDING SUBMERSIBLE PUMP, DROP PIPE, CHECK VALVE,
POWER CABLE AND PUMP CONTROL PANEL

WATER CONSERVATION

El Rio Villas did have a water savings of 1,346,000 gallons for the first six months of 2015 when compared to the first six months of 2014.

2014 First Six Months

10,319,400 gallons used

2015 First Six Months

8,973,000

FISCAL IMPACT

None anticipated at this time.

CONCLUSION

Staff will continue to update commissioners regularly on the status and timing of well improvements.

Yolo County Housing
Yolo County, California

Meeting Date: August 13, 2015

To: County Counsel ✓
Yolo County Housing ✓

7.

Review and Approve Resolution for Section Eight Management Assessment Program (SEMAP) Certification (Jimenez-Perez and Holt)

Minute Order No. 15-31: Approved recommended action by **Resolution No. 15-06.**

MOTION: Wienecke-Friedman. SECOND: Thomson . AYES: Aguiar-Curry, Stallard, Thomson, Vanderford, Wienecke-Friedman. ABSENT: Johannessen.



Yolo County Housing

Lisa A. Baker, CEO
147 W. Main Street Woodland: (530) 662-5428
WOODLAND, CA 95695 Sacramento: (916) 444-8982
TTY: (800) 545-1833, ext. 626

DATE: August 13, 2015
TO: YCH Housing Commission
FROM: Lisa A. Baker, Chief Executive Officer
PREPARED BY: Marianne Krager – MK Housing Compliance Solutions (Contractor)
SUBJECT: **REVIEW, APPROVE AND ADOPT RESOLUTION FOR SECTION 8
MANAGEMENT ASSESMENT PROGRAM (SEMAP) CERTIFICATION**

RECOMMENDED ACTIONS:

That the Housing Commission:

1. Adopt a resolution approving the Yolo County Housing (YCH) Self-Certification score for Section 8 Management Assessment Program (SEMAP) Certification and Analysis for Fiscal Year 2014-2015; and
2. Authorize the CEO to submit to HUD.

BACKGROUND / DISCUSSION

SEMAP is a program designed by the Department of Housing and Urban Development (HUD) to assess the operation and utilization of the Housing Choice Voucher Program and to measure the performance of individual public housing agencies (PHA's). SEMAP is used to remotely measure PHA performance and administration of the housing choice voucher program. SEMAP uses HUD's national database of tenant information (PIC) and information from audits conducted annually by independent auditors. HUD will annually assign each PHA a rating on each of the 14 indicators and an overall performance rating of high, standard, or troubled based on this information. There is a maximum of 145 points (or 150 points with the addition of 5 bonus points for eligible jurisdictions). The indicators of performance show whether PHA's help eligible families afford decent rental units, at a reasonable subsidy cost, as intended by Federal housing legislation.

It was determined, after completion of the self-assessment, that YCH scores 145 out of the possible 145 points (100.00%). The agency has received a score 100% in each of the previous two years which gives YCH a perfect score for THREE years in a row.

Yolo County Housing is once again a High Performing agency in Voucher operations for the sixth consecutive year.

FISCAL IMPACT

PHA's with SEMAP scores of at least 90 percent shall be rated high performers under SEMAP. PHAs that achieve an overall performance rating of high performer may receive national recognition by the Department of Housing and Urban Development and may receive a competitive advantage under notices of fund availability (NOFA's).

CONCLUSION

Staff has completed the self-assessment and has the necessary back-up documents to successfully submit SEMAP information to HUD. HUD requires YCH to submit a self-certification of SEMAP indicators within 60 days after the end of the YCH fiscal year of June 30, 2015. Once approved by the Housing Commission, the attached certification will be submitted on or before the due date of August 29, 2015.

Attachment: Resolution
SEMAM Summary Table

**YOLO COUNTY HOUSING
RESOLUTION NO. 15-06**

**(Resolution regarding the Section Eight Management Assessment Program (SEMAP)
Certification for Fiscal Year Ending June 2015)**

WHEREAS, the Housing Authority of the County of Yolo ("YCH") must submit to the U.S. Department of Housing and Urban Development ("HUD") Section Eight Management Assessment Program (SEMAP) Certification on or before August 29, 2015; and

WHEREAS, the submittal of the SEMAP Certification requires the approval and authorization of the Housing Commission of YCH; and

WHEREAS, the SEMAP Certification will be submitted to HUD electronically through HUD'S website on or before August 29, 2015 after review by the Chief Executive Officer; and

WHEREAS, the Housing Commission of YCH has determined to the best of its knowledge that the SEMAP Certification for year ending June 30, 2015 is true and correct.

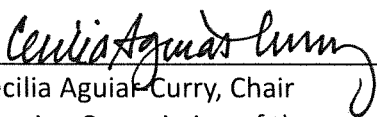
NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND by the Housing Commission of the Housing Authority of the County of Yolo, as follows:

1. Each of the foregoing recitals is true and correct.
2. The Housing Commission hereby confirms and approves the submittal of the SEMAP Certification for the year ending June 30, 2015, which will be submitted electronically through HUD'S website on or before August 29, 2015.

EFFECTIVE DATES: This Resolution shall take effect from and after the date of its adoption.

PASSED AND ADOPTED, by the Housing Commission of the Housing Authority of the County of Yolo, State of California, this 13th day of August 2015 by the following vote:

AYES: Aguiar-Curry, Stallard, Thomson, Vanderfod, Wienecke-Friedman.
NOES: None.
ABSTAIN: None.
ABSENT: Johannessen.



Cecilia Aguiar-Curry, Chair
Housing Commission of the
Housing Authority of the County of Yolo

Approved as to Form:

By *S. Cortes*
Sonia Cortes, Agency Counsel

Attest:
Julie Dachtler, Clerk
Housing Commission of the
Housing Authority of the County of Yolo

By *Julie Dachtler*



**SEMAP INDICATORS [24CFR 985.3 and form HUD-52648]
FY 2015/2015**

The table below lists each of the SEMAP indicators and contains a description of each indicator.

INDICATORS	SCORE
Indicator 1: Selection from the waiting list Maximum Score: 15 <ul style="list-style-type: none"> • Proper selection of applicants from the housing choice voucher waiting list 	15
Indicator 2: Rent reasonableness Maximum Score: 20 <ul style="list-style-type: none"> • Sound determination of reasonable rent for each unit leased 	20
Indicator 3: Determination of adjusted income Maximum Score: 20 <ul style="list-style-type: none"> • Accurate verification of family income 	20
Indicator 4: Utility Allowance Schedule Maximum Score: 5 <ul style="list-style-type: none"> • Maintenance of a current schedule of allowances for tenant utility costs 	5
Indicator 5: HQS Quality Control Inspections Maximum Score: 5 <ul style="list-style-type: none"> • Performing of quality control inspections to ensure housing quality 	5
Indicator 6: HQS Enforcement Maximum Score: 10 <ul style="list-style-type: none"> • Timely annual housing quality inspections 	10
Indicator 7: Expanding Housing Opportunities Maximum Score: 5 <ul style="list-style-type: none"> • Expand housing choice outside areas of poverty or minority concentration 	5
Indicator 8: FMR limit and Payment Standards Maximum Points: 5 <ul style="list-style-type: none"> • Establishment of payment standards within the required range of the HUD fair market rent 	5
Indicator 9: Annual Re-examinations Maximum Points: 10 <ul style="list-style-type: none"> • Timely annual reexaminations of family income 	10

Indicator 10: Correct tenant rent calculations Maximum Points: 5 <ul style="list-style-type: none"> • Correct calculation of the tenant share of the rent and the housing assistance payment 	5
Indicator 11: Pre-contract HQS Inspections Maximum Points: 5 <ul style="list-style-type: none"> • Ensure units comply with the housing quality standards before families enter into leases and PHAs enter into housing assistance contracts 	5
Indicator 12: Annual HQS Inspections Maximum Points: 10 <ul style="list-style-type: none"> • Timely annual housing quality inspections 	10
Indicator 13: Lease-up Maximum Points: 20 <ul style="list-style-type: none"> • Ensure that all available housing choice vouchers are used 	20
Indicator 14: Family Self-Sufficiency (FSS) enrollment and escrow account balances Maximum Points: 10 <ul style="list-style-type: none"> • Enroll families in the family self-sufficiency (FSS) program as required and help FSS families achieve increases in employment income. 	10

(a) High performer rating. PHAs with SEMAP scores of at least 90 percent shall be rated high performers under SEMAP. PHAs that achieve an overall performance rating of high performer may receive national recognition by the Department and may be given competitive advantage under notices of fund availability.

(b) Standard rating. PHAs with SEMAP scores of 60 to 89 percent shall be rated standard

(c) Troubled rating. PHAs with SEMAP scores of less than 60 percent shall be rated troubled.

Staff found, after completion of the self assessment, that the agency scored 145 out of the possible 145 points (100%) **YCH scored maximum points on each indicator.**