

# Housing Authority of the City of Madera



205 North G Street • Madera, CA 93637 • (559) 674-5695 • Fax: (559) 674-5701 • TTY: 711 • [www.maderaha.org](http://www.maderaha.org)

## SPECIAL MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

### Notice and Agenda

6:00 PM  
Monday, April 22, 2024

Madera City Hall  
Council Chambers  
205 W. 4th Street  
Madera, CA 93637

*This Notice, Meeting Agendas, Board Meeting Packets, and Meeting Minutes can be viewed electronically on the Housing Authority's website - located at [www.maderaha.org](http://www.maderaha.org). There, you can access the tab "About Us" and then open the tab "Board Meeting Agenda."*

This meeting of the Housing Authority's Board of Commissioners is open to the public. Members of the public may participate in the meeting and comment on an Agenda item in person or remotely by logging onto Zoom:

<https://cityofmadera.zoom.us/j/4566051574?pwd=eVYyMWRvV2FNcXJIWEptbTRDQVVIZz09&omn=86519863157>

or alternatively by telephone by dialing (669) 900-6833 and then entering Meeting ID No: 456 605 1574.

Written materials related to an item on the Agenda for the open session portion of this meeting distributed to the Board of Commissioners less than 72 hours before this scheduled meeting, are available for public inspection during normal business hours at the Housing Authority's office located at 205 N G Street, Madera, CA 93637.

Comments will also be sent via email to Ms. Blanca Mendoza-Navarro at [blanca@maderaha.org](mailto:blanca@maderaha.org) or by regular mail sent to the Housing Authority at 205 N G Street, Madera, CA 93637, Attention Blanca Mendoza-Navarro.

*The meeting room is accessible to the physically disabled and the services of a translator can be made available upon request. Any accommodation for the disabled, language signers, assistive listening devices, or translation services needed to facilitate an individual's participation in this public meeting should be made at least seventy-two (72) hours prior to the meeting by contacting the City of Madera's Human Resources Dept. at (559) 661-5400, Ext. 8704 or the Housing Authority at (559) 674-5695 Ext. 222 between the business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Those who are hearing impaired can call 711 or 1.800.867.4323 for a TTY Relay Service.*

**CALL TO ORDER:** Chairperson Elsa Mejia

**ROLL CALL:** Chairperson Elsa Mejia,  
Vice-Chairperson Anita Evans,

Commissioner Cece Gallegos,  
Commissioner Jose Rodriguez,  
Commissioner Santos Garcia,  
Commissioner Steve Montes and  
Commissioner Artemio Villegas.

**INVOCATION:** N/A

**PLEDGE OF ALLEGIANCE:**

**APPROVAL OF AGENDA:**

**PUBLIC COMMENT:**

The first fifteen minutes of the meeting are reserved for members of the public to address the Board of Commissioners on items which are within the subject matter jurisdiction of the Housing Authority. Speakers shall be limited to three (3) minutes. Speakers will be asked, but are not required, to identify themselves and state the subject of their comment. If the subject is an item on the Agenda, the Chairperson has the option of asking the speaker to hold their comment until that item is called. Comments regarding items listed for “Public Hearing” on the agenda, should be held until the Public Hearing is opened. The Board is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Board does not respond to a public comment at this time.

A. **WORKSHOPS:**

B. **CONSENT CALENDAR:**

Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and a single vote. There will be no separate discussion of each of these items. If any Commissioner or member of the public wishes to discuss a matter listed on the Consent Calendar, they can request that such an item be removed from the Consent Calendar and such an item will be considered separately.

NONE.

C. **RESOLUTIONS, AGREEMENTS, BIDS, HEARINGS, AND/OR PETITIONS:**

**C-1 RESOLUTION NO. 1291 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER APPROVAL TO ENTER INTO CONTRACT FOR REHABILITATION PROJECT AT POMONA RANCH, MIGRANT CENTER.**

D. **WRITTEN COMMUNICATIONS:** Blanca Mendoza-Navarro, Interim Executive Director

E. **ADMINISTRATIVE REPORTS:** NONE.

F. **EXECUTIVE DIRECTOR REPORT:** NONE.

G. **COMMISSIONER REPORTS:** NONE.

H. **CLOSED SESSION:** Attorney Emilio J. Huerta

The Board of Commissioners will adjourn into closed session to discuss the following items.

**H-1:** Employee personnel matters pursuant to CA Govt. Code Section 54957(b)(1).

A. Update Regarding Executive Director Search

I. **ADJOURNMENT:**

The next Regular Monthly Meeting will be Wednesday, May 8, 2024, at 6 p.m., at the City of Madera, Council Chambers.

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### Certificate of Posting

I, Blanca Mendoza-Navarro, declare under penalty of perjury the laws of the State of California, that I am an employee of the Housing Authority of the City of Madera, and that I posted the above **April 19, 2024** Agenda for the Special Meeting of the Housing Authority of the City of Madera's Board of Commissioners, near the front entrance of the office of Housing Authority located at 205 North G Street, Madera, CA 93637, on the Housing Authority's Website, and at the front entrance of the Madera City Hall, located at 205 W. 4<sup>th</sup> Street, Madera, CA 93637, at or about 11:45 a.m..

Executed this 19<sup>th</sup> day of April 2024.



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Blanca Mendoza-Navarro  
Interim Executive Director  
Housing Authority of the City of Madera



## Housing Authority of the City of Madera

### **BOARD MEMORANDUM**

**TO:** Board of Commissioners  
Housing Authority of the City of Madera

**BOARD MEETING:** April 22, 2024

**AGENDA ITEM:** C-1

**FROM:** Blanca Mendoza-Navarro, Interim-  
Executive Director

**AUTHOR:** Jared Garza, Maintenance Services Manager

**DATE:** April 18, 2024

**SUBJECT:** RESOLUTION NO. 1291 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER APPROVAL TO ENTER INTO CONTRACT FOR A REHABILITATION PROJECT AT POMONA RANCH.

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#### **EXECUTIVE SUMMARY:**

The purpose of this memo is to request approval from the Boards of Commissioners to award the contract for the rehabilitation work of the unit lights, cabinet, and countertop repair/replacement at the Pomona Ranch Migrant Center. A Request for Proposal (RFP#2024-02) was publicly solicited on February 14, 2024. Solicitation efforts included publication on the Agency website, public job walks, and direct calls to potential vendors. The deadline for responses was March 14, 2024, at 4:00pm. The Agency received a total of three (3) proposals from qualified proposers.

1. **RMC Enterprises Inc. - \$405,740.35**
2. KC Construction - \$368,000
3. Beam and Company - \$485,000

Staff has determined that RMC Enterprises, Inc. was the responsive and responsible proposer, with a proposed starting date to commence immediately after Board approval. The Office of Migrant Services (OMS) has reviewed the submitted proposals and has issued a Notice to Proceed for all work to be completed at Pomona Ranch.

#### **RECOMMENDATION:**

Staff recommends that the Board of Commissioners adopt the attached Resolution authorizing Blanca Mendoza-Navarro, Interim Executive Director and/or her designee, to enter into contract negotiations and execute the contract for the rehabilitation work of the unit lights, cabinet, and countertop repair/replacement, rehabilitation project at the Pomona Ranch Migrant Center.

#### **FISCAL IMPACT:**

The fiscal impact of the contract will be no more than \$405,740.35. This amount will be reimbursed by the Office of Migrant Center (OMS) per the Operations and Maintenance Contract with the California Department of Housing and Community Development ("HCD") for the Pomona Ranch Migrant Center (21-OMS-16888) effective July 1, 2022.



## RESOLUTION NO. 1291

### RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF MADERA APPROVING A CONTRACT WITH RMC ENTERPRISES, INC. FOR PROPERTY REHABILITATION SERVICES AT POMONA RANCH.

#### RECITALS

A. **WHEREAS**, the Housing Authority of the City of Madera (the “Housing Authority”);

B. **WHEREAS**, the Housing Authority issued a Request for Proposals in connection with rehabilitation work for unit lights, cabinets, and countertop repairs/replacement at the Pomona Ranch Migrant Center on or about February 14, 2024 (RFP#2024-02);

C. **WHEREAS**, solicitation efforts included publication on the Housing Authority’s website, public job walks, and direct calls to potential vendors;

D. **WHEREAS**, the deadline for responses was March 14, 2024, at 4:00 pm. The Housing Authority received a total of three (3) proposals from qualified proposers.

1. RMC Enterprises Inc. - \$405,740.35
2. KC Construction - \$368,000
3. Beam and Company - \$485,000

E. **WHEREAS**, Housing Authority staff has determined that RMC Enterprises, Inc. was the responsive and responsible responding party, with a bid of \$405,740.35 and proposed starting date to commence immediately upon Board approval.

F. **WHEREAS**, the Office of Migrant Services (OMS) has reviewed the submitted proposals and has issued a Notice to Proceed for all work to be completed at Pomona Ranch.

G. **WHEREAS**, Housing Authority staff recommends that the Board of Commissioners authorize Ms. Blanca Mendoza-Navarro, the Housing Authority’s Interim Executive Director and/or her designee, to execute a contract for the Pomona Ranch Unit Rehabilitation with RMC Enterprises, Inc. and

H. **WHEREAS**, the the fiscal impact to the Housing Authority will be no more than \$405,740.35. This amount will be reimbursed by the Office of Migrant

Center (OMS) per the Operations and Maintenance Contract with the California Department of Housing and Community Development (“HCD”) for the Pomona Ranch Migrant Center (21-OMS-16888) effective July 1, 2022.

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MADERA DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Authority To The Interim Director to Enter Into A Contract with RMC Enterprises Inc. - \$405,740.35 for Rehabilitation of Pomona Ranch Units. The Housing Authority’s Board of Commissioners has considered and herein authorizes the Housing Authority’s Interim Executive Director to enter into a contract with RMC Enterprises Inc., for Rehabilitation of Pomona Ranch Units. Villa Garden Services Inc. regarding landscape/hardscape design and project services for Pomona Ranch at a cost not to exceed \$405,740.35.

Section 3. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** by the Board of Commissioners of the Housing Authority of the City of Madera this 22<sup>nd</sup> day of April, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
Chairperson Elsa Mejia

\_\_\_\_\_  
Interim Executive Director  
Blanca Mendoza-Navarro

I, Blanca Mendoza-Navarro, Interim Executive Director for the Housing Authority of the City of Madera herein attests or certifies, as a witness to a board meeting held on April 22, 2024, and swears or confirms, that the foregoing information in this resolution is true and correct and has not been altered or amended.

By: \_\_\_\_\_  
Interim Executive Director  
Blanca Mendoza-Navarro

Approved as to Legal Form:

\_\_\_\_\_  
Emilio J. Huerta, Legal Counsel

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF FINANCIAL ASSISTANCE****Office Of Migrant Services**

2020 W. El Camino Avenue, Suite 400, 95833  
P. O. Box 952054  
Sacramento, CA 94252-2054  
(916) 263-2771 / (FAX) 263-2763  
[www.hcd.ca.gov](http://www.hcd.ca.gov)



4/2/2024

Blanca Navarro  
Director of Migrant Housing  
205 N. G Street  
Madera, CA 93637

**RE: Authorization to Proceed  
Pomona Ranch Migrant Center  
Contract No. (21-OMSR-16888)**

Dear Ms. Navarro,

Housing Authority of the City of Madera ("Contractor") entered into an Operation and Maintenance Contract ("Standard Agreement") with the California Department of Housing and Community Development ("HCD") for the Pomona Ranch Migrant Center. The Standard Agreement, which was made enforceable on July 1, 2022, has the contract number 21-OMS-16888

Subsequently, Contractor and HCD executed contract number 21-OMSR-16888 ("Rehabilitation Contract") for renovations at the Pomona Ranch Migrant Center. The Rehabilitation Contract's scope of work has been agreed upon between the Contractor and HCD for an amount, not to exceed, \$803,563.00. The scope of work is further described in Exhibit A ("Scope of Work"), hereto attached.

As detailed in Exhibit D, Paragraph 9 (Contractors and Subcontractors) of the Standard Agreement, this memorandum *serves as written approval and authorization* for the Contractor to issue a **Notice to Proceed** for the rehabilitation work, pursuant to the Scope of Work.

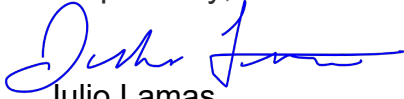
OMS will provide oversight of the Rehabilitation Contract, pursuant to all OMS processes and procedures. The rehabilitation work will be coordinated by the Contractor. Funding for the rehabilitation work will be derived from the executed Rehabilitation Contract and will include an administrative fee up to 5% of the total project cost, but not to exceed the administrative fee allocation in the Rehabilitation Contract.



Due to the scope of the rehabilitation project HCD's expectation is that the Contractor will be detailed in its communications and documentation with HCD regarding progress of the rehabilitation projects. To facilitate an efficient and timely process, HCD may arrange for bi- weekly, or as needed conference calls, between the Contractor and HCD.

We look forward to a successful rehabilitation project and please feel free to contact your OMS Representative Juan Estupinan, at [Juan.Estupinan@hcd.ca.gov](mailto:Juan.Estupinan@hcd.ca.gov), with any questions or concerns.

Respectfully,



Julio Lamas,  
Program Manager  
Office of Migrant Services  
2020 W El Camino Avenue  
Sacramento, CA 95833  
Tel (916) 695-6111