

# 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)

## REGULAR BOARD MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

### Notice and Agenda

6:00 PM  
Wednesday, February 12, 2025

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:

[Zoom Meeting Link](#)

<https://cityofmadera.zoom.us/j/83936242903?pwd=mzpxZyWedzynaNzgyqv45kfP4wu6nan.1>

or alternatively by telephone by dialing (669) 900-6833 and then entering Meeting ID No: 839 3624 2903

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. Giselle Flores at [giselle@maderaha.org](mailto:giselle@maderaha.org) or by regular mail sent to the Housing Authority at 205 N G Street, Madera, CA 93637, Attention Giselle Flores.

*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 Anita Evans

**ROLL CALL:**  
Chairperson Anita Evans,  
Vice-Chairperson Jose Rodriguez,  
Commissioner Cece Gallegos,  
Commissioner Elsa Mejia,  
Commissioner Steve Montes,  
Commissioner Artemio Villegas, and  
Commissioner Rohi Zacharia

**INVOCATION:**

Joseph Alicea will lead the invocation.

**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:**

Presentation on Pomona Ranch

**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.

**B-1 Approval of January 8<sup>th</sup> Regular Board Meeting Minutes**

**B-2 Approval of Registered Audited Demands for January 2025**

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

**C-1 RESOLUTION No. 1313** of the Housing Authority of the City of Madera to Consider Approving Changes to Banking Authorized Access Holders and/or Signers for the Housing Authority of the City of Madera with Citizens Business Bank Accounts: 5108152,5108020, and 5107067.

**C-2 RESOLUTION No. 1314** of the Housing Authority of the City of Madera to Consider Approving Changes to Banking Authorized Access Holders and/or Signers for the Housing Authority of the City of Madera with Wells Fargo Bank Accounts.

**C-3 RESOLUTION No. 1315** of the Housing Authority of the City of Madera to Consider Approving Changes to Banking Authorized Access Holders and/or Signers for the Housing Authority of the City of Madera with the LAIF Account: 25-20-002.

**C-4 Informational/Discussion** Consideration to discuss March 12<sup>th</sup>, 2025, Regular Scheduled Board Meeting of the Housing Authority of the City of Madera.

**D. WRITTEN COMMUNICATIONS:** Giselle Flores, Executive Administrative Assistant

**E. ADMINISTRATIVE REPORTS:** Blanca Mendoza-Navarro, Executive Director

**E-1: Monthly Housing Activity Report**

	24-Jan	24-Feb	24-Mar	24-Apr	24-May	24-Jun	24-Jul	24-Aug	24-Sep	24-Oct	24-Nov	24-Dec
<b>Section 8</b>	<b>Section 8</b>											
Households Assisted	720											
YTD Lease Up projection	89%											
MTD HAP Expenses	\$536,564											
Waiting List	269											
<b>Public Housing</b>	<b>Public Housing</b>											
Vacancies	8											
Waiting List	3,242											
Unit Turnover	2											
<b>Farm Labor</b>	<b>Farm Labor</b>											
Vacancies	1											
Waiting List	8											
Unit Turnover	1											
<b>Maintenance</b>	<b>MAINTENANCE</b>											
<b>Public Housing</b>	<b>Public Housing</b>											
Open Work Orders	329											
Average days	23.22											
<b>Farm Labor</b>	<b>Farm Labor</b>											
Open Work Orders	116											
Average days	24.32											

**F. EXECUTIVE DIRECTOR REPORT:** Blanca Mendoza-Navarro, Executive Director

**G. COMMISSIONER REPORTS:**

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

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

**H-1:** Discussion of litigation matters pursuant to CA Govt. Code Sections listed below:

- A. Public Employee Performance Evaluation: CA Govt. Code Section 54957 (b) – 6-month evaluation of Executive Director
- B. Anticipated Litigation: CA Govt. Code Section 54956.9(d)(4) - 2 cases;
- C. Real Estate Negotiations: CA Govt. Code Section 54956.8
  - 1. Beal Property, Woodward Way, Madera, CA 93637
  - 2. Public Housing Property, Fig/Clinton, Madera, CA 93637

**I. ADJOURNMENT:**

The next Regular Monthly Meeting will be Wednesday March 12, 2025, at 6:00 p.m., in the City of Madera, Council Chambers.

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**Certificate of Posting**

I, Giselle Flores, declare under the penalty of perjury under 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 **February 12<sup>th</sup>** Agenda for the Regular 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 4:15 PM.

Executed this 6<sup>th</sup> day of January.

*Giselle Flores*

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Giselle Flores  
Executive Administrative Assistant  
Housing Authority of the City of Madera

# Housing Authority of the City of Madera



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## MINUTES OF THE JANUARY 8 , 2025 REGULAR BOARD MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA

### **CALL TO ORDER:**

The December 8<sup>th</sup>, 2025, Regular Meeting for the Housing Authority of the City of Madera was called to order by Chairperson Elsa Mejia @6:00PM.

The meeting was held in person at the City of Madera Council Chambers, located at 205 West 4th Street, Madera, CA 93637, pursuant to California AB 361, AB 2449, and CA Govt. Codes §§ 54953 and 54954.2. The meeting was also held at the teleconference location at Wordmark Anaheim 201 West Katella Ave, Anaheim CA, 92802. The meeting was made available simultaneously to the public via Zoom.

### **COMMISSIONERS PRESENT:**

Chairperson Elsa Mejia	(In Person at the City of Madera Council Chambers)
Vice Chairperson Anita Evans	(In Person at the City of Madera Council Chambers)
Commissioner Cece Gallegos	(Via Zoom at the Teleconference Location)
Commissioner Jose Rodriguez	(In Person at the City of Madera Council Chambers)
Commissioner Steve Montes	(In Person at the City of Madera Council Chambers)
Commissioner Artemio Villegas	(In Person at the City of Madera Council Chambers)

### **COMMISSIONERS ABSENT:**

Commissioner - Vacant

### **GUESTS/STAFF PRESENT:**

HACM Executive Director Blanca Mendoza-Navarro (In Person)  
HACM Executive Administrative Assistant Giselle Flores (In Person)  
HACM Legal Counsel Emilio J. Huerta (Via Zoom)  
HACM Finance Manager Alex Estrada (In Person)  
HACM Programs Manager Lucia Lopez (In Person)  
HACM Maintenance Manager Jared Garza (In Person)  
HACM Maintenance Worker II Thomas Gonzalez (In Person)  
HACM Pomona Migrant Supervisor (online)  
HACM HQS Inspector, Larry Perez (online)

**INVOCATION:**

Madera Ministry Association Priest Tim led the invocation.

**PLEDGE OF ALLEGIANCE**

Commissioner Jose Rodriguez led the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

Commissioner S. Montes moved to approve the Agenda and tabled Item C-2 to be discussed during closed session; Vice Chair A. Evans seconded the motion. The motion passed unanimously.

YAYES: (6) Chairperson Elsa Mejia  
Vice Chair Anita Evans,  
Commissioner Cece Gallegos,  
Commissioner Jose Rodriguez,  
Commissioner Steve Montes, and  
Commissioner - Vacant.

NOES: (0)

ABSENT: (0)

ABSTAIN: (0)

**PUBLIC COMMENT:**

There were no public comments from the public in attendance nor via zoom.

**A. PRESENTATIONS:**

HACM Finance Manager, Alex Estrada, presented the Fiscal Year 2024-2025 quarter one budget and operating results, highlighting both performance and future expectations. The revolving fund showed a net income of \$31,000, with revenues higher than anticipated due to interest income, while expenditures were elevated due to annual licensing and one-time payments. The Public Housing (PH) fund had a net income of \$270,000, driven by higher interest income and operating subsidies, however some capital activities are still pending.

The Farm Labor (FML) fund lost \$38,000 due to higher costs from vacancies and unit expenses. Pomona Ranch made a small profit of \$3,000 from early rehab revenues and expenses. The Housing Choice Voucher (HCV) fund had a net loss of \$113,000 because of annual licensing and one-time expenses, but expects reimbursement from HUD for landlord payments.

Mr. Estrada expects revenues to keep growing due to interest income and subsidies. Expenses should stabilize as the year goes on, especially for funds with big one-time costs. The agency is seeking reimbursements from USDA and HUD to cover unexpected expenses, which should help reduce current

deficits in the farm labor and HCV funds. Overall, the financial outlook is stable, with plans to address any shortfalls and keep budgets balanced.

**B. CONSENT CALENDAR:**

Approval of consent items.

**B-1 Approval of December 11, 2024, Board Meeting Minutes, Regular Meeting.**

**B-2 Approval of Registered Audited Demands for December 2024.**

**B-3 HACM Calendar and Holiday Schedule.**

**B-4 Approval for Out-Of-State Travel Training:**

B-4: NAHRO Washington Conference – Washington D.C. – 03/09/2025 – 03/14/2025  
Blanca Mendoza-Navarro, Executive Director.

There were no comments from the public in attendance nor via zoom.

Vice Chair A. Evans moved to approve the Consent Calendar Items. Commissioner A. Villegas seconded the motion. The motion passed unanimously.

YAYES: (6) Chairperson Elsa Mejia  
Vice Chair Anita Evans,  
Commissioner Cece Gallegos,  
Commissioner Jose Rodriguez,  
Commissioner Steve Montes, and  
Commissioner - Vacant.

NOES: (0)

ABSENT: (0)

ABSTAIN: (0)

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

**C-1 Reorganization of the Housing Authority of the City of Madera Board of Commissioners – Selection/Appointment of the Chair and Vice Chair.**

HACM Executive Director Blanca Mendoza-Navarro indicated that this meeting is considered the Agency's annual meeting for the Board of Commissioners. She explained that, according to the By-Laws

adopted in September, the election process for the Chair and Vice Chair would be handled differently than before. The terms will now be for two years, and once the new Chair and Vice Chair are nominated, Ms. Mendoza-Navarro will make all the necessary bank resolution changes and bring them back to the Board of Commissioners at the February meeting.

Commissioner Gallegos motioned to nominate Vice Chair Evans as Chair of the Housing Authority for the next two years. The motion passed unanimously with a 6 out of 6 vote.

YAYES: (6) Chairperson Elsa Mejia  
Vice Chair Anita Evans,  
Commissioner Cece Gallegos,  
Commissioner Jose Rodriguez,  
Commissioner Steve Montes, and  
Commissioner - Vacant.

NOES: (0)

ABSENT: (0)

ABSTAIN: (0)

Commissioner Montes motioned to nominate Commissioner Rodriguez as Vice Chair of the Housing Authority for the next two years. Commissioner Gallegos seconded the motion. The motion passed unanimously with a 6 out of 6 vote.

YAYES: (6) Chairperson Elsa Mejia  
Vice Chair Anita Evans,  
Commissioner Cece Gallegos,  
Commissioner Jose Rodriguez,  
Commissioner Steve Montes, and  
Commissioner - Vacant.

NOES: (0)

ABSENT: (0)

ABSTAIN: (0)

Commissioner Mejia expressed her gratitude to the Housing Authority for the valuable experience and thanked her colleagues for their confidence in electing her as the Chairperson of the Agency. She also mentioned that it has been wonderful to witness all the Agency's efforts and thanked the Agency for their patience.

HACM Executive Director Blanca Mendoza-Navarro expressed her gratitude to the Board of Commissioners for their contributions to the Agency. She specifically acknowledged the Chair and Vice-Chair for their flexibility and cooperation with last-minute items.



**D. WRITTEN COMMUNICATIONS:**

No written communications were received.

**E. ADMINISTRATIVE REPORTS:**

HACM Executive Director Blanca Mendoza-Navarro presented the monthly reports for the Agency's various programs. The HCV department currently has 723 voucher leases, achieving approximately 90% lease-ups. This month's HAP payments increased by roughly \$300-\$340 compared to the previous month. There are still 269 applications on the waitlist, which remains closed.

In the FML program, there are a couple of vacancies and about 8 families on the waitlist. Maintenance has experienced 1 turnover, and there are approximately 190 open work orders, averaging 23-24 days open. Regular maintenance and inspections are ongoing, with about 9 open work orders specifically for FML units, averaging 3 days open.

HACM Maintenance Manager Jared Garza stated that both PH and FML have experienced a high number of vacancies over the last 3 months. The team has been working diligently to fill these positions. Some vacancies have been due to transfers, such as the ones Finance Manager, Alex Estrada mentioned. Out of the 7 FML vacancies, 3 were transfers, leaving 4 to prepare. There have also been a few transfers in PH. As Ms. Mendoza-Navarro and Mr. Estrada pointed out, the rules and regulations they must follow add to the workload, especially on the maintenance side. Despite these challenges, the team is committed to turning these vacancies around quickly and leasing them with minimal delay.

**F. EXECUTIVE DIRECTOR REPORT:**

HACM Executive Director Blanca Mendoza-Navarro presented the Executive Director Report and stated that the HCV Department is focused on annual certifications, inspections, and new admissions, currently managing 50-60 vouchers. They are preparing for two audits: one by Smith Marion and another by U.S. Department of Housing and Urban Development (HUD), confirmatory review for FY 2024. Ms. Mendoza-Navarro also shared that a Christmas luncheon was held at 800 Yosemite for seniors, featuring raffle prizes and blanket donations from local partners. Ms. Mendoza-Navarro added that the Public Housing staff is addressing vacancies and annual certifications, also preparing for the Smith Marion audit. With the Pomona Ranch season ended, staff are working on year-end reports and preparing a presentation for the next meeting.

The Finance Department submitted unaudited financials for FY 2024 to California Department of Housing and Community Development (HCD) and USDA, and is implementing new procedures from HUD financial management training. They are reviewing 2024 vendor and landlord payments to issue 1099s by mid-January. The Maintenance Department is addressing vacancies, working on Capital Fund projects, and installing cameras at multiple locations. They are also preparing for various maintenance projects at Pomona Ranch with a \$174,000 grant to be spent by March.

Administrative updates include interviews for the Housing Program Manager and Executive Admin Assistant positions, and preparation for HUD's SEMAP confirmatory review and physical audit in February. Ms. Mendoza-Navarro attended the Northern California Nevada Association of Housing Authorities conference for executive directors. The HCV Manager will attend the Northern California Nevada NAHRO Conference in Napa. The Board of Commissioners received training through Aspire. A Christmas luncheon for staff was hosted, with plans for more quarterly events, and ongoing recruitment for open positions continues.

**G. COMMISSIONER REPORTS:**

1. Commissioner Montes hoped everyone had a great holiday season and had nothing to report.
2. Commissioner Mejia had nothing to report.
3. Vice Chair Rodriguez had nothing to report
4. Commissioner Villegas had nothing to report.
5. Chair Evans had nothing to report.

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

Pursuant to CA Govt. Code 54956.9 (d)(4), the Board of Commissioners temporarily adjourned from the open session and met in closed session at 7:07 p.m. regarding the following:

**H-1:** Discussion of anticipated litigation matters pursuant to CA Govt. Code Section 54956.9(d)(4).

**H-2** Special Meeting Notice Agenda published on January 7<sup>th</sup>, 2025.

Upon resuming open session, Attorney Emilio J. Huerta reported that there were no actionable items to report.

**I. ADJOURNMENT:**

Chairperson E. Mejia announced the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, February 12, 2025, at 6:00 p.m., in the City of Madera Council Chambers.

The meeting was adjourned at 7:30 p.m.

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**CERTIFICATE OF THE BOARD OF COMMISSIONERS**

The undersigned hereby certifies that the foregoing January 8, 2025, Regular Board Meeting Minutes of the Housing Authority of the City of Madera (HACM) were reviewed and approved by the Housing Authority of the City of Madera's Board of Commissioners at a duly noticed meeting on February 12, 2025, where a quorum was present in accordance with the HACM Bylaws.

Executed on this 12<sup>th</sup> day of February 2025.

By: \_\_\_\_\_  
Giselle Flores  
Executive Administrative Assistant  
Housing Authority of the  
City of Madera

# Payment Summary

Bank=revfund AND mm/yy=01/2025-01/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
revfund - WF Revolving Fund	128	mis02 - MISSIONSQUARE-303376	01/03/2025	01/2025	3,552.59	
revfund - WF Revolving Fund	129	pub01 - CA PUBLIC EMPLOYEES' RETIREMENT ...	01/14/2025	01/2025	7,860.88	
revfund - WF Revolving Fund	130	pub02 - CA Public Employees' Health	01/16/2025	01/2025	25,591.32	
revfund - WF Revolving Fund	131	usbank001 - U.S. Bank National Association	01/23/2025	01/2025	8,135.03	
revfund - WF Revolving Fund	47154	JOH04 - JOHNSON CONTROLS FIRE PRO	01/29/2025	01/2025	-660.00	
revfund - WF Revolving Fund	47335	pge01 - P. G. & E.	01/17/2025	01/2025	97.00	
revfund - WF Revolving Fund	47336	rub0002 - Rubio	01/17/2025	01/2025	57.00	
revfund - WF Revolving Fund	47337	ale00 - ALESHIRE & WYNDER, LLP	01/17/2025	01/2025	9,223.25	
revfund - WF Revolving Fund	47338	app00 - APPLEONE EMPLOYMENT SVCS	01/17/2025	01/2025	1,752.56	
revfund - WF Revolving Fund	47339	att06 - AT&T CALNET	01/17/2025	01/2025	99.78	
revfund - WF Revolving Fund	47340	bct00 - BCT CONSULTING, INC.	01/17/2025	01/2025	1,148.73	
revfund - WF Revolving Fund	47341	DIA01 - DIAMOND COMMUNICATION,INC	01/17/2025	01/2025	204.00	
revfund - WF Revolving Fund	47342	FER04 - FERGUSON ENTERPRISES, INC	01/17/2025	01/2025	26.82	
revfund - WF Revolving Fund	47343	ins01 - INSIGHT EMPLOYEE ASSISTANCE PROGRAM	01/17/2025	01/2025	90.00	
revfund - WF Revolving Fund	47344	llop001 - Lopez	01/17/2025	01/2025	261.00	
revfund - WF Revolving Fund	47345	mad02 - CITY OF MADERA UTILITY BILLING	01/17/2025	01/2025	240.37	
revfund - WF Revolving Fund	47346	men00 - Blanca Mendoza-Navarro	01/17/2025	01/2025	438.00	
revfund - WF Revolving Fund	47347	mis01 - MISSION UNIFORM SERVICE 3	01/17/2025	01/2025	171.98	
revfund - WF Revolving Fund	47348	off02 - ODP BUSINESS SOLUTIONS, LLC	01/17/2025	01/2025	31.31	
revfund - WF Revolving Fund	47349	oms01 - OMS DEPT. OF HOUSING & COMM. DEV...	01/17/2025	01/2025	2,283.11	
revfund - WF Revolving Fund	47350	pera4 - PERIMETER PEST CONTROL	01/17/2025	01/2025	857.00	
revfund - WF Revolving Fund	47351	pge01 - P. G. & E.	01/17/2025	01/2025	2,571.22	
revfund - WF Revolving Fund	47352	qua07 - QUADIENT FINANCE USA, INC	01/17/2025	01/2025	1,000.00	
revfund - WF Revolving Fund	47353	red05 - RED ROCK ENVIRONMENTAL GRP	01/17/2025	01/2025	204.44	
revfund - WF Revolving Fund	47354	ric05 - RICOH USA, INC.	01/17/2025	01/2025	5,005.15	
revfund - WF Revolving Fund	47355	rot01 - ROTH STAFFING COMPANIES, L.P.	01/17/2025	01/2025	483.04	
revfund - WF Revolving Fund	47356	smith001 - Smith Marion & Co., Inc	01/17/2025	01/2025	4,699.00	
revfund - WF Revolving Fund	47357	smo01 - SMOG EXPRESS	01/17/2025	01/2025	259.00	
revfund - WF Revolving Fund	47358	spec001 - Charter Communications Holdings, LLC	01/17/2025	01/2025	3,808.42	
revfund - WF Revolving Fund	47359	spfp001 - ANIVAL DAVID GARCIA	01/17/2025	01/2025	1,685.00	
revfund - WF Revolving Fund	47360	ste02 - STERICYCLE, INC.	01/17/2025	01/2025	353.68	
revfund - WF Revolving Fund	47361	t0000130 - Morales Giron	01/17/2025	01/2025	309.55	
revfund - WF Revolving Fund	47362	TEC06 - TECH HEROES, INC.	01/17/2025	01/2025	2,763.00	
revfund - WF Revolving Fund	47363	TMO00 - T-MOBILE USA INC.	01/17/2025	01/2025	864.61	
revfund - WF Revolving Fund	47364	van00 - VAN DE POL ENTERPRISES	01/17/2025	01/2025	478.83	
revfund - WF Revolving Fund	47365	pge01 - P. G. & E.	01/29/2025	01/2025	97.00	
revfund - WF Revolving Fund	47366	ram0035 - Ramos	01/29/2025	01/2025	53.00	
revfund - WF Revolving Fund	47367	rub0002 - Rubio	01/29/2025	01/2025	57.00	
revfund - WF Revolving Fund	47368	47t01 - 47TH PLACE CARPET AND LINOLEUM, INC.	01/29/2025	01/2025	1,500.00	
revfund - WF Revolving Fund	47369	ADP00 - ADP, INC.	01/29/2025	01/2025	110.00	
revfund - WF Revolving Fund	47370	app00 - APPLEONE EMPLOYMENT SVCS	01/29/2025	01/2025	3,183.88	

# Payment Summary

Bank=revfund AND mm/yy=01/2025-01/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
revfund - WF Revolving Fund	47371	att06 - AT&T CALNET	01/29/2025	01/2025	253.58	
revfund - WF Revolving Fund	47372	BOO00 - BOOT BARN, INC.	01/29/2025	01/2025	156.95	
revfund - WF Revolving Fund	47373	cha0009 - MONTOYA	01/29/2025	01/2025	660.00	
revfund - WF Revolving Fund	47374	com0h - COMCAST	01/29/2025	01/2025	1,048.81	
revfund - WF Revolving Fund	47375	con0c - CONCENTRA MEDICAL CENTERS	01/29/2025	01/2025	182.00	
revfund - WF Revolving Fund	47376	CWS01 - CORBIN WILLITS SYSTEM INC	01/29/2025	01/2025	755.50	
revfund - WF Revolving Fund	47377	FER04 - FERGUSON ENTERPRISES, INC	01/29/2025	01/2025	1,874.32	
revfund - WF Revolving Fund	47378	hds00 - HD SUPPLY FACILITIES MAINTENANCE	01/29/2025	01/2025	3,207.18	
revfund - WF Revolving Fund	47379	lop0027 - Lopez Morales	01/29/2025	01/2025	569.00	
revfund - WF Revolving Fund	47380	mad02 - CITY OF MADERA UTILITY BILLING	01/29/2025	01/2025	24,066.70	
revfund - WF Revolving Fund	47381	mch001 - MOSQUEDA'S COOLING AND HEATING INC.	01/29/2025	01/2025	5,845.00	
revfund - WF Revolving Fund	47382	met00 - METROPOLITAN LIFE INSURANCE COMPANY	01/29/2025	01/2025	2,220.64	
revfund - WF Revolving Fund	47383	mis01 - MISSION UNIFORM SERVICE 3	01/29/2025	01/2025	167.14	
revfund - WF Revolving Fund	47384	off02 - ODP BUSINESS SOLUTIONS, LLC	01/29/2025	01/2025	430.13	
revfund - WF Revolving Fund	47385	pera4 - PERIMETER PEST CONTROL	01/29/2025	01/2025	125.00	
revfund - WF Revolving Fund	47386	pge01 - P. G. & E.	01/29/2025	01/2025	5,687.15	
revfund - WF Revolving Fund	47387	rot01 - ROTH STAFFING COMPANIES, L.P.	01/29/2025	01/2025	3,864.32	
revfund - WF Revolving Fund	47388	rvd02 - RVD HEATING & AIR AND SON	01/29/2025	01/2025	5,950.00	
revfund - WF Revolving Fund	47389	smith001 - Smith Marion & Co., Inc	01/29/2025	01/2025	18,000.00	
revfund - WF Revolving Fund	47390	spe00 - SPECIALTY LANDSCAPE, INC.	01/29/2025	01/2025	9,990.00	
revfund - WF Revolving Fund	47391	spfp001 - ANIVAL DAVID GARCIA	01/29/2025	01/2025	675.00	
revfund - WF Revolving Fund	47392	van00 - VAN DE POL ENTERPRISES	01/29/2025	01/2025	456.73	
revfund - WF Revolving Fund	47393	WIL01 - SHERWIN WILLIAMS COMPANY	01/29/2025	01/2025	1,753.24	
revfund - WF Revolving Fund	47394	JOH04 - JOHNSON CONTROLS FIRE PRO	01/29/2025	01/2025	660.00	
					<b>179,545.94</b>	



## Housing Authority of the City of Madera

### **BOARD MEMORANDUM**

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

**BOARD MEETING:** February 12, 2025

**AGENDA ITEM:** C-1

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

**AUTHOR:** Blanca Mendoza-Navarro, Executive Director

**DATE:** February 3, 2025

**SUBJECT:** RESOLUTION #1313 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER APPROVING CHANGES TO BANKING AUTHORIZED ACCESS HOLDERS AND/OR SIGNERS FOR THE HOUSING AUTHORITY OF THE CITY OF MADERA FOR CITIZENS BUSINESS BANK ACCOUNTS: 5108152, 5108020, AND 5107067.

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#### **EXECUTIVE SUMMARY:**

The purpose of this memo is to request from the Board of Commissioners consideration of approval of changes for online banking authorizations and/or signature holders for Citizens Business Bank Accounts: 5108152, 5108020, and 510767.

With the recent Board of Commissioners reorganization, individuals authorized to have online access and signature holders need to be changed.

HACM staff will prepare the needed documents to remove Elsa Mejia as a designated online access holder and add new designated online access to Chair Anita Evans for the aforementioned bank accounts. Blanca Mendoza-Navarro, Executive Director, and Alex Estrada, Financial Services Manager, will remain with online access to the aforementioned bank accounts.

HACM staff is also preparing needed documents to remove Elsa Mejia as a signer from Citizens Business Bank Accounts: 5108152, 5108020, and 510767, update the role for Anita Evans from Vice-Chair to Chair, and add Vice Chair Jose Rodriguez as authorized signers to the aforementioned bank accounts. Blanca Mendoza-Navarro and Alex Estrada will remain as signers of the aforementioned bank accounts.

#### **RECOMMENDATION:**

Staff recommends the Board of Commissioners adopt a resolution authorizing the changes to the online banking authorizations, removal of Elsa Mejia, and addition of authorized signer Jose Rodriguez and update title for Anita Evans for Citizens Business Bank Accounts 5108152, 5108020, and 510767.

#### **FISCAL IMPACT:**

There is no fiscal impact.





Housing Authority of the City of Madera

**BOARD MEMORANDUM**

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

**BOARD MEETING:** February 12, 2025

**AGENDA ITEM:** C-2

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

**AUTHOR:** Blanca Mendoza-Navarro, Executive Director

**DATE:** February 3, 2025

**SUBJECT:** RESOLUTION #1314 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER APPROVING CHANGES TO BANKING AUTHORIZED ACCESS HOLDERS AND/OR SIGNERS FOR THE HOUSING AUTHORITY OF THE CITY OF MADERA FOR WELLS FARGO BANK ACCOUNTS.

**EXECUTIVE SUMMARY:**

The purpose of this memo is to request from the Board of Commissioners consideration of approval to changes for online banking authorization and/or signature holders from the Housing Authority of the City of Madera’s Wells Fargo Bank accounts listed below.

With the recent Board of Commissioners reorganization, individuals authorized to have online access and signature holders need to be changed.

HACM staff will prepare needed documents to remove Elsa Mejia as signers from Wells Fargo Bank Accounts and add Jose Rodriguez, Vice Chair. Anita Evans will remain as a check signer, will update title as needed.

4127136240	5357982775	7304509123
5357982734	5357982916	752840775
5357982742	7304509115	8878174070

**RECOMMENDATION:**

Staff recommends the Board of Commissioners adopt a resolution authorizing the changes to the online banking authorization, removal Elsa Mejia authorized signer and access holder and adding Jose Rodriguez, Vice Chair to the aforementioned bank accounts. Anita Evans, Chair, will remain as check signer.

**FISCAL IMPACT:**

There is no fiscal impact.





Housing Authority of the City of Madera

**BOARD MEMORANDUM**

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

**BOARD MEETING:** February 12, 2025

**AGENDA ITEM:** C-3

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

**AUTHOR:** Blanca Mendoza-Navarro, Executive Director

**DATE:** February 3, 2025

**SUBJECT:** RESOLUTION #1315 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA TO CONSIDER APPROVING CHANGES TO BANKING AUTHORIZED ACCESS HOLDERS AND/OR SIGNERS FOR THE HOUSING AUTHORITY OF THE CITY OF MADERA FOR LAIF ACCOUNTS: 25-20-002.

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**EXECUTIVE SUMMARY:**

The purpose of this memo is to request from the Board of Commissioners consideration of approval to changes for online banking authorization and/or signature holders from the Housing Authority of the City of Madera's from LAIF Accounts: 25-20-002.

With the recent Board of Commissioners reorganization, individuals authorized to have online access and signature holders need to be changed.

HACM staff is requesting to remove Elsa Mejia as online access and signature holder from LAIF Accounts: 25-20-002 and add Anita Evans Chair, and Jose Rodriguez, Vice Chair to the aforementioned bank accounts.

**RECOMMENDATION:**

Staff recommends the Board of Commissioners adopt a resolution authorizing the removal of Elsa Mejia as authorized signers and online access holders for LAIF Accounts 25-20-002 and add Anita Evans, Chair and Jose Rodriguez, Vice Chair to the aforementioned bank accounts.

**FISCAL IMPACT:**

There is no fiscal impact.





Housing Authority of the City of Madera

**BOARD MEMORANDUM**

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

**BOARD MEETING:** February 12, 2025

**AGENDA ITEM:** C-4

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

**AUTHOR:** Blanca Mendoza-Navarro, Executive Director

**DATE:** February 6, 2025

**SUBJECT:** DISCUSSION ON MARCH 12, 2025 REGULAR BOARD MEETING.

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**EXECUTIVE SUMMARY:**

The purpose of this memo is to discuss with the Board of Commissioners the Regular Scheduled meeting scheduled for March 12, 2025, consideration of the Executive Director to attend virtually or consider an alternative date for a Special Meeting in the month of March.

The reason for the discussion of the March 12, 2025, meeting is due to the Executive Director, Blanca Mendoza-Navarro, who will be in Washington DC attending the NAHRO Washington Conference.

**RECOMMENDATION:**

Staff is seeking direction on the March 12, 2025, Regular Board Meeting.

**FISCAL IMPACT:**

There is no fiscal impact.







Housing Authority of the City of Madera

**BOARD MEMORANDUM**

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

**BOARD MEETING:** February 12, 2025

**AGENDA ITEM:** F-1

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

**AUTHOR:** Blanca Mendoza-Navarro, Executive Director

**DATE:** February 4, 2025

**SUBJECT:** UPDATES, COMMUNICATIONS, TRAININGS, AND AUDITS

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**1. DEPARTMENTAL REPORTS:**

- a. **HCV** –Housing Services Manager attended a NorCal Nev NAHRO Conference in Napa, CA. Attended various sessions that will potentially be utilized in the HCV program. There was an audit that was conducted and completed by Smith Marion and no findings, issues or concerns were found. HUD conducted the onsite Confirmatory Audit for SEMAP. HCV will start updating the Administrative Plan for 2025-2026.
- b. **ROSS/FSS** – Coordinator attended an online class, passed the exam and received her certificate as a Self Sufficiency Service Coordination. Families are being contacted and invited to be part/enroll for the FSS program.
- c. **PUBLIC HOUSING** – Staff is continuing to work on Public Housing vacant units and annual certifications while having completed the preparation for the recent audits with Smith Marion. Management is working on reviewing and updating the current Public Housing Lease Agreement and will be starting to update the Agency’s Annual Plans, i.e. Admissions and Continued Occupancy Policy (ACOP) for 2025-2026.
- d. **FARM LABOR:** Staff is continuing to work on vacant units and annual certifications. We anticipate being 100% leased up by the end of the month. Management is also looking at online HOTMA training for staff that encapsulates potential impacts on eligibility towards USDA programs
- e. **POMONA RANCH:** Season ended at the end of December 2024 staff is working on the vacant units and will start prepping the units for the new season.





## Housing Authority of the City of Madera

- f. **FINANCE** – The Finance Department is wrapping up the FYE 2024 audit and should be well within the submission deadline. Staff continues to work on drafting written procedures for the Finance Department, as well as revisiting and revising existing practices. Staff is continuing to work on the HUD Financial Management training.
- g. **MAINTENANCE: Public Housing:** We have seven (7) vacant units and one (1) on notice. Maintenance released three (3) units at the end of January. We have a total of 329 work orders open, this number continues to include inspection workorders. Management has developed a plan to have vendors complete the work on vacant units, this will allow maintenance staff to concentrate on completing open work orders. This plan will begin on February 3rd. We received a few quotes and are working on getting scopes of work for a few capital projects. Hopefully this will be completed in the very near future.

Farm Labor: All vacant units have been released to the property management team. Farm Labor Maintenance staff along with Property Management staff will be preparing for the upcoming USDA tri-annual inspection in April 2025.

Pomona Ranch: has closed for the season and Maintenance staff is working on turns and keeping up with the landscaping. We have a few projects that are in progress and some that we will begin soon. The following have been completed, tree removal, the fire pull stations have been replaced, and the water shut off valves have been replaced to each unit on the property. Concrete work will begin next week for the clothesline pads on half the property. We are pending the green light from OMS to start upgrading the interior electrical outlets and switches.

- h. **ADMINISTRATIVE:** Yardi Marketplace is live. This platform allows staff easier access to purchase goods from a one stop connection platform that streamlines the Purchase Order (PO) procedure with the accounts payable process.

Smith Marion was on site the week of January 21, 2025, to conduct the Agency's physical audit for FYE 2024. Since this was the tri-annual audit, they completed a full Agency audit. We are pending the final report which should be completed in the next few weeks. This is ahead of the June 30, 2025, HUD submission deadline.

HUD was on site on February 5 and February 6, 2025, to conduct the SEMAP Confirmatory Review for FYE 2024. This review of the recent SEMAP submission is to ensure that our self-assessment was accurate due to the significant improvement in our score. HUD informally advised us that our self-assessment scores were accurate, they did not foresee deducting any points. They should have a close out report no later than the end of April 2025.

As you are aware there was an Executive Order regarding Federal Funding. The Office of Management Budget has since rescinded the memo regarding the freeze as it was thought to affect our funding. Management staff is closely monitoring the situation and will provide updates as we receive them. Currently we have received our HAP funding for February and all landlords have been paid.





## Housing Authority of the City of Madera

Our Yardi account executive, account manager will be on site on February 18<sup>th</sup> for a Yardi executive review. The meeting is to review our current license along with some of the newer solutions Yardi has to offer and see if we have any other needs. We do anticipate a few refresher courses since we have newer staff.

- i. **TRAINING/CONFERENCES** – HACM continues to invest in staff training. Below is a summary of upcoming training courses.
  - i. Administration – Executive Director will be attending the Washington NAHRO conference on March 10-12, 2025. Beginning on March 13, 2025 the Executive Director begins NAHRO’s second cohort of the L.E.A.D.ership program, this is a comprehensive six-part learning journey focusing on applying the concepts, skills, and tools learned during the program. The program is a hybrid training program which consists of six (6) training sessions, two (2) in person and four (4) virtual. The first in person training session will be in Washington DC and the second will be at the 2025 NAHRO National Conference in Phoenix AZ on September 27, 2025, which ends with a graduation.
  - ii. HCV – HCV Manager attended the Nor Cal Nevada NAHRO conference in Napa, at the end of January and brought back valuable information, specifically for the HCV Utilization and PH EPIC system.
  - iii. Public Housing – Staff will be attending NAHRO virtual public housing training. This training is a six (6) half-day course with certification. The course is scheduled for mid-February.
  - iv. Board of Commissioners – Staff sent out Aspire link for the HUD Exchange Board of Commissioners online training. This training is required as part of the PHARS Recovery Agreement with HUD. This training must be completed before the end of June 2025.
2. **RECRUITMENT/NEW STAFF:**
  - a. HACM is fully staffed with the current budgeted positions.
3. **VALLEY AUTHORITIES’ CONSORTIA:** The Consortia continues to meet, the three (3) Housing Authority agencies are scheduled to meet soon to finalize the Intergovernmental Agreement to present to the respective boards.

