

# 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

7:00 PM  
Wednesday, August 13<sup>th</sup>, 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/87682801668?pwd=STOoaUkuO5ILHmhzHcIkEYqa1IVoEL.1>

or alternatively by telephone by dialing (669) 900-6833 and then entering Meeting ID No: 876 8280 1668.

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:**  
Chair Evans 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:**

A. FY 2025-2026 Budget Workshop

**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 July 9<sup>th</sup>, 2025, Regular Board Meeting Minutes.**

**B-2 Approval of Registered Audited Demands for July 2025.**

**B-4 Approval of Out-Of-state Travel Training:**

- **2025 National NAHRO Conference – Phoenix, AZ 09/26/2025 – 09/30/2025**

- Blanca Mendoza-Navarro, Executive Director
- Anita Evans, Board Chair
- Jose Rodriguez, Board Vice-Chair

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

None.

**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	664	659	694	672	660	664					
YTD Lease Up projection	89%	83%	89%	86%	84%	82%	82%					
MTD HAP Expenses	\$536,564	\$536,229	\$529,309	\$614,532	\$605,607	\$609,505	\$602,752					
Waiting List	269	269	269	269	269	269	269					
<b>Public Housing</b>	<b>Public Housing</b>											
Vacancies	8	10	6	7	2	3	4					
Waiting List	3,242	3,242	3,145	3161	3,236	3,280	3,311					
Unit Turnover	2	5	3	4	2	1	1					
<b>Farm Labor</b>	<b>Farm Labor</b>											
Vacancies	1	0	0	1	1	1	0					
Waiting List	8	5	5	8	7	16	8					
Unit Turnover	1	2	0	0	1	1	1					
<b>Maintenance</b>	<b>MAINTENANCE</b>											
<b>Public Housing</b>	<b>Public Housing</b>											
Open Work Orders	329	127	90	37	32	104	41					
Average days	23.22	25.09	18.73	15.88	7.85	10.98	9.42					
<b>Farm Labor</b>	<b>Farm Labor</b>											
Open Work Orders	116	40	50	105	98	132	87					
Average days	24.32	21.89	16.44	12.12	20.19	24.14	9342					

**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) – Executive Director
- B. Anticipated Litigation: CA Govt. Code Section 54956.9(d)(4) - 1 cases;
- C. Real Estate Negotiations: CA Govt. Code Section 54956.8
  - 1. Beal Property, Woodward Way, Madera, CA 93637

**I. ADJOURNMENT:**

The next Regular Monthly Meeting will be September 10<sup>th</sup>, 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 **August 13<sup>th</sup>, 2025** 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 4:45 p.m..

Executed this 7<sup>th</sup> day of August 2025.

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

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## **MINUTES OF THE JULY 9<sup>TH</sup>, 2025 REGULAR BOARD MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA**

### **CALL TO ORDER:**

The July 9<sup>th</sup>, 2025, the Regular Meeting for the Housing Authority of the City of Madera was called to order by Chairperson Anita Evans 6:01 p.m.

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 made available simultaneously to the public via Zoom.

### **COMMISSIONERS PRESENT:**

Chair Anita Evans	(In Person at the City of Madera Council Chambers)
Vice Chair Jose Rodriguez	(In Person at the City of Madera Council Chambers)
Commissioner Cece Gallegos	(In Person at the City of Madera Council Chambers)
Commissioner Steve Montes	(In Person at the City of Madera Council Chambers)
Commissioner Elsa Mejia	(In Person at the City of Madera Council Chambers)
Commissioner Artemio Villegas	(In Person at the City of Madera Council Chambers)
Commissioner Rohi Zacharia	(In Person at the City of Madera Council Chambers)

### **COMMISSIONERS ABSENT:**

None.

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

HACM Executive Director Blanca Mendoza-Navarro (In Person)  
HACM Executive Administrative Assistant Giselle Flores (In Person)  
HACM Legal Counsel Emilio Huerta (Via Zoom)  
Madera Ministry Association Priest Joe Alicea (In Person)  
HACM Housing Services Manager Lucia Lopez (In Person)

HACM Maintenance Manager Jared Garza (In Person)  
HACM Housing Programs Manager Jared Knittel (In Person)  
HACM Finance Manager Alex Estrada (In Person)

**INVOCATION:**

Jose Alicea from Awaken Church of God led the invocation.

**PLEDGE OF ALLEGIANCE**

Commissioner Montes led the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

Commissioner S. Montes moved to approve the July 9thm 2025 Meeting Agenda. Commissioner C. Gallegos seconded the motion. The motion passed unanimously.

YAYES: (7) Chair Anita Evans,  
Vice Chair Jose Rodriguez,  
Commissioner Cece Gallegos,  
Commissioner Elsa Mejia,  
Commissioner Steve Montes,  
Commissioner Artemio Villegas, and  
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (0)

ABSTAIN: (0)

Vice Chair J. Rodriguez made a motion to table Item H-1 A (Employee Performance Evaluation), from the agenda. Commissioner C. Gallegos seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT:**

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

**A. WORKSHOPS:**

There were no workshops to report.

**B. CONSENT CALENDAR:**

Approval of consent items.

**B-1 Approval of June 11<sup>th</sup>, 2025, Regular Board Meeting Minutes.**

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

**B-3 Informational Item:**

Renewal Agreement/Membership for Special Services with Libert Cassidy Whitmore.

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

Commissioner C. Gallegos moved to approve the Consent Calendar Items. Commissioner S. Montes seconded the motion. The motion passed unanimously.

YAYES: (7) Chair Anita Evans,  
Vice Chair Jose Rodriguez,  
Commissioner Cece Gallegos,  
Commissioner Elsa Mejia,  
Commissioner Steve Montes,  
Commissioner Artemio Villegas, and  
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (0)

ABSTAIN: (0)

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

**C-1 Resolution No. 1328 of the Housing Authority of the City of Madera Approving the Agency Annual Plan, Administrative Plan, Admission and Continued Occupancy (ACOP) Plan FY 2025-2026.**

Executive Director, Blanca Mendoza-Navarro presented Resolution No. 1328, which seeks Board approval for the Agency Annual Plan, Administrative Plan, and Admission and Continued Occupancy (ACOP) Plan FY 2025-2026. These plans outline the Housing Authority's policies, operations, and strategies for meeting local housing needs and are required to be submitted to HUD at least 75 days before the end of the fiscal year.

She explained that the Agency held a Resident Advisory Board (RAB) meeting with about 15 participants from both the Housing Choice Voucher (HCV) and Public Housing (PH) programs. This turnout was considered strong, and the feedback received was positive. Most of the proposed updates to the plans are required by federal law, specifically the Housing Opportunity Through Modernization Act (HOTMA), which has been gradually rolled out since 2016. Some parts of the law are still delayed because HUD's reporting systems aren't fully ready.

Ms. Mendoza-Navarro shared that HUD sends out official notices to guide housing agencies on what changes are needed. The Housing Authority also receives daily updates from a trusted industry source, Nan McKay & Associates, which helps staff stay current and adjust policies as needed. Some changes are required by law, while others are optional and based on what works best for the local community. She highlighted new rules for counting income from gig jobs like Uber, DoorDash, and Instacart. She also mentioned that some updates were shaped by local partnerships, including her work with the Fresno-Madera Continuum of Care (FMCoC), which led to new policies like "Moving On" to help families transition out of temporary housing.

Following this, Housing Services Manager Lucia Lopez presented the proposed changes to the Administrative Plan. Updates include new eligibility criteria for youth aging out of foster care, revised income and verification procedures, and clearer policies for reasonable accommodations and inspections. The plan also introduces a local preference to help families in the Emergency Housing Voucher (EHV) program transition to the regular voucher program, as EHV funding is expected to end in 2026. This preference is considered a significant amendment and requires public notice and Board approval. Additionally, a "Moving On" preference will be added to support formerly homeless individuals transitioning to permanent housing. The glossary was updated to improve clarity across the Administrative Plan.

Housing Programs Manager Jared Knittel presented updates to the Admissions and Continued Occupancy Plan (ACOP). Many changes involved updating definitions and wording to match the U.S. Department of Housing and Urban Development's (HUD) regulations. For example, rent due dates can now be adjusted as reasonable accommodation to match when a household receives benefits like Social Security Income (SSI) or Social Security Disability Insurance (SSDI). Policies around live-in aides were clarified, and new rules were added about asset limits and geographic hardship.

Application processes now include email communication, and the list of media outlets used to announce waitlist openings was expanded. Public housing (PH) and Farm Labor (FML) waitlists remain open. The policy for reinstating applicants to the waitlist was updated to allow approval by any Housing Authority manager. Language was also added to clarify transfer preferences for families affected by Housing Choice Voucher (HCV) issues, such as landlords failing to make repairs.

Other updates include requiring a 30-day notice before eviction for nonpayment of rent, and protections for tenants who pay what they owe within that time. Additional changes allow families to report updates by email, simplify how new family members are added (like through birth or adoption), and clarify how income is verified. Grievance hearings will now be handled by neutral third parties, and outdated language was removed. Violence Against Women Act (VAWA) forms were updated with official HUD form numbers, and glossary terms were revised to reflect all changes.

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

Commissioner S. Montes moved to approve the Consent Calendar Items. Commissioner A. Villegas seconded the motion. The motion passed unanimously.

YAYES: (7) Chair Anita Evans,  
Vice Chair Jose Rodriguez,  
Commissioner Cece Gallegos,  
Commissioner Elsa Mejia,  
Commissioner Steve Montes,  
Commissioner Artemio Villegas, and  
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (0)

ABSTAIN: (0)

**C-2 Informational Item: Update on FY2025-2026 proposed Farm Labor Budget Rents increase, and Utility Allowance effective October 1, 2025.**

Executive Director Blanca Mendoza-Navarro provided an informational update on the proposed rent and utility allowance changes for the Farm Labor Housing (FML) program, effective October 1, 2025. As part of the annual budget process, the Housing Authority submitted the proposal to USDA 90 days in advance, as required. At the time of the memo, the changes were pending approval; however, Ms. Mendoza-Navarro confirmed that USDA has since approved the proposed increases.

The approved changes include a 9.4% rent increase, which will help address maintenance and budget challenges within the farm labor program. Currently, 71 families receive rental assistance and will not be negatively affected. In fact, due to a 7.5% increase in utility allowances, their rents may increase only slightly, as higher utility allowances typically reduce tenant rent contributions.

Of the 28 families who do not receive rental assistance, only four may be impacted by the rent increase. Staff will review their income and, if funding is available, provide rental assistance to

those who qualify. The utility allowance adjustment was based on a HUD-required annual study, using a factor applied to last year's baseline.

Ms. Mendoza-Navarro emphasized that this item is informational only and does not impact the current budget, but it will support planning for the next fiscal year.

### **C-3 Informational Item: Update on HCV shortfall prevention and EHV Funding.**

Executive Director Blanca Mendoza-Navarro provided an informational update on the Housing Choice Voucher (HCV) shortfall prevention efforts and Emergency Housing Voucher (EHV) funding. HUD assigned a shortfall prevention team to the Housing Authority due to projected funding shortages. Staff have been closely monitoring voucher usage and implementing cost-saving measures, which have helped reduce the projected shortfall from \$670,000 in May to approximately \$240,000—a decrease of over 60%.

To address the shortfall, the Agency applied for HUD funding under two eligible categories: preventing terminations due to insufficient funding and covering costs related to voucher portability to higher-rent areas. Staff have also worked to streamline administrative costs, improve timely lease-ups and transfers, and verify income accurately using HUD income validation tools.

Regarding EHV funding, the Agency is working with community partners to support 21 families who previously experienced homelessness and are at risk of losing assistance due to EHV budget shortage. Virtual Meetings have been held with local organizations to explore financial support and housing options. The Agency is coordinating with HUD to ensure these families remain housed.

Ms. Mendoza-Navarro emphasized that while the situation is improving, uncertainties remain due to the political climate and pending funding decisions. She encouraged Board Members to advocate for continued federal support to protect housing programs and prevent funding cuts.

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

### **D. WRITTEN COMMUNICATIONS:**

No written communications were received.

### **E. ADMINISTRATIVE REPORTS:**

Executive Director Blanca Mendoza-Navarro provided an update on current program activity. She reported that the Section 8 program is currently funded at 82%, with a loss of 12 vouchers. Although the Housing Assistance Payment (HAP) amount has slightly increased to \$609,505, staff continue to closely monitor the program to manage funding and voucher usage.

In Public Housing (PH), there are currently three vacancies, and demand remains high with many applicants on the waiting list. However, available housing is limited. The PH remains open and is not expected to close.

For the Farm Labor Housing (FML) program, there is one vacancy and 16 families on the waiting list. Maintenance work orders are active across programs, with 104 open work orders in Public Housing averaging 11 days to close, and 132 in Farm Labor averaging 24 days. Many of the Farm Labor work orders are related to aging HVAC systems, which may require additional funding to address.

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

**F. EXECUTIVE DIRECTOR REPORT:**

Executive Director Blanca Mendoza-Navarro provided updates across several departments and programs. She reported that the Housing Choice Voucher (HCV) program continues to improve, with current inspections up to date and ongoing efforts to house veterans. HACM meets with the United States Department of Veteran Affairs (VA) every two weeks, and as of the report, 28 veterans are housed, with additional veterans actively searching and attending briefings.

The Resident Opportunities and Self-Sufficiency (ROSS) program continues outreach to families to encourage enrollment in the Family Self-Sufficiency (FSS) program. A resource fair is being planned in partnership with Public Housing (PH) participants, featuring backpack giveaways, raffles, and participation from 17 community agencies.

Pomona Ranch officially opened on July 1<sup>st</sup> with all 50 families moved in. An event titled “Feeding Those Who Feed Us” is scheduled for July 25<sup>th</sup> organized by the California Southern Baptist Convention and Pastor Solorio. The event will provide meals, school supplies, clothing, and groceries to residents. Staff are also coordinating with the Madera Food Bank to establish monthly food deliveries for Pomona Ranch.

PH staff continue to manage vacancies and are actively working on updates to the ACOP, Administrative Plan, and lease documents, while monitoring HOTMA compliance timelines. Some HOTMA provisions were delayed to January 1<sup>st</sup>, 2026, which is why the agency is using “A” and “B” versions in its planning.

FML staff are working to fill a current vacancy and are also subject to HOTMA compliance. The Finance Department welcomed back the Finance Manager and staff continues training, including financial management sessions.

A scheduled PH inspection was canceled after records showed it had already been completed. The next inspection is expected in 2026. Due to ongoing hot weather, the Agency is receiving many air conditioning-related maintenance calls, especially in Farm Labor housing. Ms. Mendoza-Navarro reported that the agency applied for a grant to fund 21 cameras and license plate readers, totaling \$146,000. However, the application was submitted one hour late due to a time zone misunderstanding. HACM plans to pursue this project through its capital fund instead.

Staff have attended recent trainings, including a portability webinar for HCV. Ms. Mendoza-Navarro is completing her leadership program and will graduate at the NAHRO National Conference in Phoenix on July 25<sup>th</sup>. She encouraged staff and Board participation in future sessions. Compliance and safety training through ASPIRE is up to date. She reminded the Board

that two spots were allocated for the NAHRO National Conference in Phoenix, with one spot still available.

Ms. Mendoza-Navarro also shared that the Agency is finalizing an RFP for legal services, which will be released July 14<sup>th</sup>. The proposal period will close on August 14<sup>th</sup>, with evaluations beginning the week of August 18. The selected contract is expected to be presented at the September board meeting and begin October 1.

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

**G. COMMISSIONER REPORTS:**

1. Commissioner Zacharia reported that they had a successful Fourth of July event and expressed his appreciation to everyone who attended.
2. Commissioner Gallegos had nothing to report.
3. Commissioner Montes had nothing to report.
4. Commissioner Mejia had nothing to report.
5. Vice Chair Rodriguez had nothing to report.
6. Commissioner Villegas had nothing to report.

Chair Evans had nothing to report.

**H. CLOSED SESSION: Attorney Emilio 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 7:10 p.m. regarding the following:

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

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

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

**I. ADJOURNMENT:**

Chair A. Evans announced the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday, August 13<sup>th</sup>, 2025, at 6:00 p.m., in the City of Madera Council Chambers.

The meeting was adjourned at 7:36 p.m.

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**CERTIFICATE OF THE BOARD OF COMMISSIONERS**

The undersigned hereby certifies that the foregoing July 9<sup>th</sup>, 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 August 13<sup>th</sup>, where a quorum was present in accordance with the HACM Bylaws.

Executed on this 7<sup>th</sup> day of August 2025.

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

# Payment Summary

Bank=revfund AND mm/yy=07/2025-07/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
revfund - WF Revolving Fund	171	mis02 - MISSIONSQUARE-303376	07/09/2025	07/2025	3,893.86	07/31/2025
revfund - WF Revolving Fund	172	pub01 - CA PUBLIC EMPLOYEES' RETIREMENT ...	07/09/2025	07/2025	16,053.13	07/31/2025
revfund - WF Revolving Fund	173	mis02 - MISSIONSQUARE-303376	07/21/2025	07/2025	4,100.21	07/31/2025
revfund - WF Revolving Fund	174	pub01 - CA PUBLIC EMPLOYEES' RETIREMENT ...	07/21/2025	07/2025	8,948.39	07/31/2025
revfund - WF Revolving Fund	175	pub02 - CA Public Employees' Health	07/22/2025	07/2025	29,742.78	07/31/2025
revfund - WF Revolving Fund	176	usbank001 - U.S. Bank National Association	07/23/2025	07/2025	1,529.46	07/31/2025
revfund - WF Revolving Fund	47178	t0005664 - Rivas	07/07/2025	07/2025	-96.82	
revfund - WF Revolving Fund	47333	t0005667 - Rapeta	07/22/2025	07/2025	-75.00	
revfund - WF Revolving Fund	47694	att06 - AT&T CALNET	07/03/2025	07/2025	252.92	07/14/2025
revfund - WF Revolving Fund	47695	bcs001 - Bettys Cleaning Service	07/03/2025	07/2025	359.00	07/17/2025
revfund - WF Revolving Fund	47696	bct00 - BCT CONSULTING, INC.	07/03/2025	07/2025	763.73	07/31/2025
revfund - WF Revolving Fund	47697	ben00 - BENJAMIN, NICHOLAS	07/03/2025	07/2025	167.88	07/16/2025
revfund - WF Revolving Fund	47698	con0c - CONCENTRA MEDICAL CENTERS	07/03/2025	07/2025	182.00	07/15/2025
revfund - WF Revolving Fund	47699	CUM00 - CUMMINS, INC.	07/03/2025	07/2025	2,227.93	07/10/2025
revfund - WF Revolving Fund	47700	CWS01 - CORBIN WILLITS SYSTEM INC	07/03/2025	07/2025	755.50	07/11/2025
revfund - WF Revolving Fund	47701	har02 - H.A.R.R.P.	07/03/2025	07/2025	199,875.00	
revfund - WF Revolving Fund	47701	har02 - H.A.R.R.P.	07/07/2025	07/2025	-199,875.00	
revfund - WF Revolving Fund	47702	hartford - THE HARTFORD	07/03/2025	07/2025	1,923.68	07/11/2025
revfund - WF Revolving Fund	47703	hds00 - HD SUPPLY FACILITIES MAINTENANCE	07/03/2025	07/2025	557.88	07/10/2025
revfund - WF Revolving Fund	47704	kjwater00 - KJ Water Services	07/03/2025	07/2025	926.00	07/07/2025
revfund - WF Revolving Fund	47705	mad02 - CITY OF MADERA UTILITY BILLING	07/03/2025	07/2025	13,942.96	07/09/2025
revfund - WF Revolving Fund	47706	mch001 - MOSQUEDA'S COOLING AND HEATING INC.	07/03/2025	07/2025	3,198.00	07/14/2025
revfund - WF Revolving Fund	47707	met00 - METROPOLITAN LIFE INSURANCE COMPANY	07/03/2025	07/2025	1,567.71	07/15/2025
revfund - WF Revolving Fund	47708	mis01 - MISSION UNIFORM SERVICE 3	07/03/2025	07/2025	185.12	07/09/2025
revfund - WF Revolving Fund	47709	nav04 - NAVIA BENEFIT SOLUTIONS,	07/03/2025	07/2025	400.00	07/09/2025
revfund - WF Revolving Fund	47710	oms01 - OMS DEPT. OF HOUSING & COMM. DEV...	07/03/2025	07/2025	400.00	07/11/2025
revfund - WF Revolving Fund	47711	pera4 - PERIMETER PEST CONTROL	07/03/2025	07/2025	100.00	07/07/2025
revfund - WF Revolving Fund	47712	pge01 - P. G. & E.	07/03/2025	07/2025	6,074.37	07/14/2025
revfund - WF Revolving Fund	47713	qua06 - QUADIENT LEASING USA, INC	07/03/2025	07/2025	681.69	07/14/2025
revfund - WF Revolving Fund	47714	qua07 - QUADIENT FINANCE USA, INC	07/03/2025	07/2025	1,038.23	
revfund - WF Revolving Fund	47715	rvd02 - RVD HEATING & AIR AND SON	07/03/2025	07/2025	7,975.00	07/08/2025
revfund - WF Revolving Fund	47716	smith001 - Smith Marion & Co., Inc	07/03/2025	07/2025	1,576.00	07/10/2025
revfund - WF Revolving Fund	47717	spe00 - SPECIALTY LANDSCAPE, INC.	07/03/2025	07/2025	9,990.00	07/14/2025
revfund - WF Revolving Fund	47718	t0005231 - Manriquez Valdovinos	07/03/2025	07/2025	940.80	07/10/2025
revfund - WF Revolving Fund	47719	TEC06 - TECH HEROES, INC.	07/03/2025	07/2025	2,763.00	07/21/2025
revfund - WF Revolving Fund	47720	TMO00 - T-MOBILE USA INC.	07/03/2025	07/2025	1,213.41	07/18/2025
revfund - WF Revolving Fund	47721	v0000010 - Timber Time Tree Care Inc.	07/03/2025	07/2025	3,250.00	07/07/2025
revfund - WF Revolving Fund	47722	v0008226 - KC Construction Co.	07/03/2025	07/2025	23,960.00	07/16/2025
revfund - WF Revolving Fund	47723	van00 - VAN DE POL ENTERPRISES	07/03/2025	07/2025	780.72	07/07/2025
revfund - WF Revolving Fund	47724	har02 - H.A.R.R.P.	07/08/2025	07/2025	199,875.00	07/24/2025
revfund - WF Revolving Fund	47725	t0005664 - Rivas	07/09/2025	07/2025	96.82	07/28/2025

# Payment Summary

Bank=revfund AND mm/yy=07/2025-07/2025 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
revfund - WF Revolving Fund	47726	agu00 - AGUILAR, DANENE L.	07/14/2025	07/2025	7,500.00	
revfund - WF Revolving Fund	47727	att06 - AT&T CALNET	07/14/2025	07/2025	31.69	
revfund - WF Revolving Fund	47728	bct00 - BCT CONSULTING, INC.	07/14/2025	07/2025	70.00	07/24/2025
revfund - WF Revolving Fund	47729	DIA01 - DIAMOND COMMUNICATION,INC	07/14/2025	07/2025	117.00	07/21/2025
revfund - WF Revolving Fund	47730	FER03 - FERNANDOS CABINETS	07/14/2025	07/2025	60.00	07/25/2025
revfund - WF Revolving Fund	47731	FER04 - FERGUSON ENTERPRISES, INC	07/14/2025	07/2025	934.20	07/25/2025
revfund - WF Revolving Fund	47732	hds00 - HD SUPPLY FACILITIES MAINTENANCE	07/14/2025	07/2025	219.82	
revfund - WF Revolving Fund	47733	ins01 - INSIGHT EMPLOYEE ASSISTANCE PROGRAM	07/14/2025	07/2025	90.00	07/22/2025
revfund - WF Revolving Fund	47734	mad02 - CITY OF MADERA UTILITY BILLING	07/14/2025	07/2025	15,674.11	07/18/2025
revfund - WF Revolving Fund	47735	mad04 - MADERA FLEET SERVICES	07/14/2025	07/2025	2,403.96	07/21/2025
revfund - WF Revolving Fund	47736	mch001 - MOSQUEDA'S COOLING AND HEATING INC.	07/14/2025	07/2025	11,312.00	07/24/2025
revfund - WF Revolving Fund	47737	mis01 - MISSION UNIFORM SERVICE 3	07/14/2025	07/2025	79.55	07/21/2025
revfund - WF Revolving Fund	47738	nat0l - NATIONAL CREDIT REPORTING	07/14/2025	07/2025	8.95	07/25/2025
revfund - WF Revolving Fund	47739	nel00 - The NelRod Company	07/14/2025	07/2025	2,840.00	07/28/2025
revfund - WF Revolving Fund	47740	off02 - ODP BUSINESS SOLUTIONS, LLC	07/14/2025	07/2025	9.02	07/22/2025
revfund - WF Revolving Fund	47741	pera4 - PERIMETER PEST CONTROL	07/14/2025	07/2025	325.00	07/24/2025
revfund - WF Revolving Fund	47742	pge01 - P. G. & E.	07/14/2025	07/2025	589.29	07/23/2025
revfund - WF Revolving Fund	47743	red05 - RED ROCK ENVIRONMENTAL GRP	07/14/2025	07/2025	204.44	07/18/2025
revfund - WF Revolving Fund	47744	ric05 - RICOH USA, INC.	07/14/2025	07/2025	2,423.40	07/21/2025
revfund - WF Revolving Fund	47745	sie05 - SIERRA HR PARTNERS	07/14/2025	07/2025	225.75	07/22/2025
revfund - WF Revolving Fund	47746	spec001 - Charter Communications Holdings, LLC	07/14/2025	07/2025	3,808.42	07/22/2025
revfund - WF Revolving Fund	47747	ste02 - STERICYCLE, INC.	07/14/2025	07/2025	348.10	07/22/2025
revfund - WF Revolving Fund	47748	van00 - VAN DE POL ENTERPRISES	07/14/2025	07/2025	714.36	07/18/2025
revfund - WF Revolving Fund	47749	t0005667 - Rapeta	07/22/2025	07/2025	75.00	07/29/2025
					<b>402,285.42</b>	



## Housing Authority of the City of Madera

### **BOARD MEMORANDUM**

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

**BOARD MEETING:** August 13, 2025

**AGENDA ITEM:** B-3

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

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

**DATE:** August 7, 2025

**SUBJECT:** OUT-OF-STATE TRAVEL - 2025 NATIONAL NAHRO CONFERENCE MEETING IN PHOENIX AZ, SEPTEMBER 26, 2025, THROUGH SEPTEMBER 30, 2025.

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#### **EXECUTIVE SUMMARY:**

Staff is requesting out of state travel approval for Executive Director Blanca Mendoza-Navarro, Chair Anita Evans and Vice Chair Jose Rodriguez to attend the 2025 National NAHRO Conference.

The conference will be held at the Phoenix Convention Center in Phoenix, AZ. This year's conference will be focused on Developing, Preserving, and Acquiring Affordable Housing during Uncertainty, Community Partnerships, Emergency Preparedness, Leading Financial Stability Through Uncertainty, Homelessness, Navigating HCV Funding Challenges without Cutting Services to name a few. Along with a day and a half Commissioners Track.

The conference begins on Saturday, September 27, 2025, with Day 1 of the Commissioner Fundamental Seminar and Emerging L.E.A.D.ership in person class and graduation.

On Sunday, September 28, 2025, the conference officially kicks off with the Opening Plenary Session featuring Phoenix Mayor Kate Gallego. Day 2 of Commissioner Fundamentals Seminar, morning and afternoon concurrent sessions with topic on Collaborating with Contract Administrators, understanding different funding requirements, Embracing NSPIRE for HCV, and Expanding Affordable Housing Opportunities.

On Monday, September 29, 2025, the day starts with the Morning Plenary Session featuring Michael Smerconish, Sirius XM radio and CNN Television host, speaking on a mission to restore civility and compromise to our public discourse. Followed by morning and afternoon concurrent sessions on Unlocking the Potential of RAD: Asset Management, The Washington Report, Board Oversight: 4 Key Areas, and Strategic Action: Creating and Communicating Vision in a Shifting Landscape.

The conference wraps up on Tuesday, September 30, 2025, with the closing Plenary Session.





## Housing Authority of the City of Madera

The NAHRO Washington Conference is beneficial for Staff and Board of Commissioners, to better understand the HUD housing programs, requirement, roles, and plan for the Agency's future.

### **RECOMMENDATION:**

STAFF RECOMMENDS THE BOARD APPROVE OUT OF STATE TRAVEL FOR THE HACM EXECUTIVE DIRECTOR, BLANCA MENDOZA-NAVARRO, CHAIR ANITA EVANS, AND VICE CHAIR JOSE RODRIGUEZ TO ATTEND THE 2025 NATIONAL NAHRO CONFERENCE IN PHOENIX, AZ.

### **FISCAL IMPACT:**

There is no fiscal impact as this training and travel have been budgeted in the FY2024-2025 Budget.





Housing Authority of the City of Madera

**BOARD MEMORANDUM**

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

**BOARD MEETING:** August 13, 2025

**AGENDA ITEM:** F-1

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

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

**DATE:** August 7, 2025

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

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**1. DEPARTMENTAL REPORTS:**

- a. **HCV** – HUD monthly SEMAP scores continue to show improvement. Inspections are all current. Efforts continue to house veterans, the HCV Manager meets biweekly with the VA Dept for the HUD VASH vouchers. Currently 30 Veterans are housed, one (1) has received a Request for Tenancy Approval (RFTA), 9 are actively searching for units, and two (2) are under review. We currently have 12 VASH vouchers available. Staff plans to apply for additional VASH vouchers through HUD by the September 2025 deadline. Management is working on upcoming FY budget wants and needs for the department. Management met with HUD Shortfall Prevention Team and we are still compliant with the Shortfall Prevention terms. HUD suggested reaching out to the PHA that are currently billing HACM for port out to see if they can absorb the HCV participants.
- b. **ROSS/FSS** – Families continue to be contacted and invited to enroll in the FSS program to enhance support and engagement.
- c. **POMONA RANCH:** Is fully occupied, all trees have been planted, and roughly 99% of the funding has been expensed, we are pending the final reimbursement from OMS for the improvements.
- d. **PUBLIC HOUSING** – Staff is continuing to work on Public Housing vacant units (2 RTBH) and annual certifications. Staff attended a back-to-school event for outreach purposes on August 4<sup>th</sup>. Management is monitoring HOTMA compliance ready-dates and is working on the upcoming FY budget wants and needs for the department.
- e. **FARM LABOR** – Is 100% occupied. Staff continues to work on annual certifications. Management is monitoring HOTMA compliance ready dates.





## Housing Authority of the City of Madera

f. **FINANCE** – The Finance department is working diligently to prepare the budget for the next fiscal year. Staff is monitoring very closely any news on the Transportation and Housing and Urban Development (THUD) spending bill in order to be able to strategically plan for the coming fiscal year.

g. **MAINTENANCE:**

**Public Housing:** Staff is in the process of completing the replacement of the fencing at 1431 Riverview and working on turning two (2) vacant units. AC calls are starting to simmer down; however, we have still been getting an increase in the number of work orders coming in lately.

Open work orders: 39 routine and 2 inspections

Average days open: 9.42

Vacant units: 4

Turned units: 1.

**Farm Labor:** – Staff is keeping up with day-to-day work orders, and scheduling completion of inspection work orders. All farm labor properties are 100% occupied. Staff have had issues with residents parking in fire lanes; staff labeled all fire lanes at all farm labor sites.

Open work orders: 5 routine and 82 inspections

Average days open: 27.06

Vacant units: 0

Turned units: 1

**Pomona Ranch Units** – Staff is keeping up with day-to-day work orders, keeping up with the landscaping and irrigation throughout the property.

h. **ADMINISTRATIVE:** In alignment with our commitment to community collaboration, staff is working closely with key community partners, i.e., DSS, CAPMC, Madera DBH, RH Community Builders, County Office of Admin, to navigate the housing needs of the community and address the evolving needs of unhoused individuals, Emergency Housing Voucher (EHV) participants, and broader community priorities. Management submitted the PHARS Recovery Agreement update on July 31, 2025, we are pending the closeout letter from HUD.

The RFP for Legal Services was posted to the Public Purchase website and HACM's website on July 21, 2025. The RFP will close on August 25, 2025. The RFP was sent out to over 600 firms via Public Purchase with over 300 being based out of California. The procurement website is a free website where many vendors are notified when an agency has Bid or Proposal opportunities. The release date was delayed due to needing to ensure all required documents were updated and current. The Scope of Work was set up into six (6) Lots, i.e., general counsel, unlawful detainer, HR, development, etc. The ideal goal would be for one (1) firm to be able to handle all needs, however understanding the unique needs of a Public Housing Agency is why we gave the options. Once the proposal closes, we will set up the evaluation committee and schedule a Special





## Housing Authority of the City of Madera

Meeting for interviews with the Board of Commissioners. The goal is to have the new firm in place by October's meeting.

Staff is working on uploading all the contracts on the Contracts module of the Public Purchase website to ensure proper tracking and timely renewals of all contracts to ensure compliance and easy accessibility.

**2. TRAINING/CONFERENCES** – As part of continued professional development efforts, team members recently participated in specialized training programs to strengthen their knowledge and skills:

- **Farm Labor:** no updated trainings
- **HCV:** no updated trainings
- **Administration:** - Executive Director - Emerging L.E.A.D.ership program, meeting is scheduled for August 14, 2025.
- **ASPIRE** - Staff continues to complete the Compliance and Safety training through the Yardi Aspire platform. Maintenance has completed all the Aspire training from customer service to tool and equipment safety. Aspire continues to be a great investment.
- **Board of Commissioners:** Chair Evans and Vice Chair Rodriguez will be attending the National NAHRO Conference, specifically the Commissioners Track in Phoenix at the end of September 2025. Board of Commissioners trainings are still pending for a few Commissioners, this needs to be completed as soon as possible.

b. **VALLEY AUTHORITIES' CONSORTIA:** No updates at this time.

