

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

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

Notice and Agenda

5:45 PM
Wednesday, October 1st, 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. 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/86578593271?pwd=1DuJjVkmnb7kGzbuq8H1XafKpzBtDB.1)

<https://cityofmadera.zoom.us/j/86578593271?pwd=1DuJjVkmnb7kGzbuq8H1XafKpzBtDB.1>

or alternatively by telephone by dialing (669) 900-6833 and then entering Meeting ID No: 865 7859 3271.

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 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:

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:**
None

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 RESOLUTION NO. 1333 of The Housing Authority of the City of Madera authorizing Executive Director to execute and submit electronically Form 50071, SF-424 (application for federal assistance) and related forms for CY2026 Public Operating Subsidy Funding.

B-2 RESOLUTION NO. 1334 of The Housing Authority of the City of Madera, consideration of approval of contract for General Counsel, HUD/Affordable Housing Programs, Unlawful Detainers, and Development/Real Estate Legal Services with Griswold LaSalle Cobb Dowd & Din LLP.

B-3 RESOLUTION NO. 1335 of The Housing Authority of the City of Madera, consideration of Approval of contract for HR/Employment Legal Services with Boucher Law PC.

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
None
- F. **EXECUTIVE DIRECTOR REPORT:** Blanca Mendoza-Navarro, Executive Director
None
- G. **COMMISSIONER REPORTS:**
- H. **CLOSED SESSION:** Attorney Emilio J. Huerta
None
- I. **ADJOURNMENT:**
The next Regular Monthly Meeting will be November 12th, 2025, at 6:00 p.m., in the City of Madera, Council Chambers.
-

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 **September 30th, 2025** 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. 4th Street, Madera, CA 93637, at or about 2:30 p.m.

Executed this 30th day of September 2025.

Giselle Flores
Giselle Flores
Executive Administrative Assistant
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: October 01, 2025

AGENDA ITEM: B-1

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: September 29, 2025

SUBJECT: RESOLUTION 1333 of the Housing Authority of the City of Madera (HACM) authorizing the Executive Director to execute and submit electronically Form 50071, SF-424 (application for federal assistance) and related forms for CY2026 Public Operating Subsidy Funding.

EXECUTIVE SUMMARY:

The purpose of this memo is to advise the Board of Commissioners that each year, HUD provides operating subsidy grants for public housing at the project level on a calendar year basis. For CY 2026, funding for the Operating Fund Program is anticipated to be allocated by Congress through the Further Consolidated Appropriations Act. PHAs are required to electronically submit operating grant calculations for each Public Housing project identified in HUD's Inventory Management System-Public and Indian Housing (PIH) Information Center (IMS-PIC).

HACM has two (2) projects identified in HUD's PIC system, 128 units in CA069000001 and 116 units in CA069000002 for a total of 244 Public Housing units. HUD has estimated HACM will receive \$927,149 in Operating Subsidy for the total Public Housing units for CY 2026. This subsidy is to assist in funding the operating and maintenance expenses of our Public Housing units.

The Operating Fund Program is a regulatory requirement and requires electronic submission from the Executive Director and the Board Chair no later than October 22, 2024, and must include the appropriate Board Resolution.

RECOMMENDATION:

Staff recommends the Board adopt the Resolution authorizing the Executive Director to execute and submit electronically Form 50071, SF-424 (application for federal assistance) and related forms for CY2026 Public Operating Subsidy Funding.

FISCAL IMPACT:

Public Housing Operating Fund projected at \$927,149 for CY 2026.



RESOLUTION NO. 1333

RESOLUTION NO. 1333 OF THE HOUSING AUTHORITY OF THE CITY OF MADERA (HACM) AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AND SUBMIT ELECTRONICALLY THE FORM 50071, SF-424 (APPLICATION FOR FEDERAL ASSISTANCE) AND RELATED FORMS FOR CY2026 PUBLIC OPERATING SUBSIDY FUNDING.

A. **WHEREAS**, the Housing Authority for the City of Madera (“Housing Authority”) was established to promote and preserve affordable housing for low income tenants throughout the County of Madera;

B. **WHEREAS**, each year, HUD through the Operating Fund Program provides operating subsidy grants for public housing at the project level on a calendar year basis;

C. **WHEREAS**, for calendar year 2026, the HUD Operating Fund Program is anticipated to be allocated by Congress through the Further Consolidated Appropriations Act, wherein in order to apply and receive Operating Fund Program funding, public housing agencies are required to electronically submit operating grant calculations for each Public Housing Project identified in HUD’s Inventory Management System-Public and Indian Housing (PIH) Information Center (IMS-PIC);

D. **WHEREAS**, the Housing Authority has two (2) projects identified in HUD’s PIC system, 128 units in CA069000001 and 116 units in CA069000002 for a total of 244 Public Housing Units;

E. **WHEREAS**, HUD has estimated that the Housing Authority can receive as much as \$927,149 in Public Housing Operating Fund Program Subsidy for the 244 Public Housing units for the CY 2026; and

F. **WHEREAS**, the Operating Fund Program requires electronic submission from the Executive Director and the Board Chair no later than October 21, 2025, and must include the appropriate Board authorizing resolution.

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. Authorizing the Executive Director to Execute and Submit to HUD, form 50071, SF-424 (application for federal assistance) and related forms for CY2026 Public Operating Subsidy Funding and Related Forms. After full deliberation and consideration, the Board of Commissioners herein authorizes the Executive Director of the Housing Authority and Board Chair to execute and electronically submit to HUD, form 50071, SF-424 (application for federal assistance) and related forms for CY2026 Public Operating Subsidy Funding and Related Forms.

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 1st day of October 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Anita Evans, Board Chair

Blanca Mendoza-Navarro
Executive Director

Giselle Flores, Clerk for the Housing Authority of the City of Madera herein attests or certifies, as a witness to a board meeting held on October 9th, 2024, and swears or confirms, that the foregoing information in this resolution is true and correct and has not been altered or amended

By: _____
Giselle Flores, Executive Administrative Assistant

Approved as to Legal Form:

Emilio J. Huerta, General Counsel



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: October 01, 2025

AGENDA ITEM: B-2

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: September 29, 2025

SUBJECT: RESOLUTION NO. 1334 of The Housing Authority of the City of Madera, consideration of approval of contract for General Counsel, HUD/Affordable Housing Programs, Unlawful Detainers, and Development/Real Estate Legal Services with Griswold LaSalle Cobb Dowd & Din LLP.

EXECUTIVE SUMMARY:

The purpose of this memo is to request approval from the Board of Commissioners enter into contract with Griswold LaSalle Cobb Dowd & Din LLP for Legal Services, Lots 1, 2, 4, and 5.

At the end of July 2025, the Housing Authority of the City of Madera (HACM) published a Request for Proposal (RFP) to solicit legal services. HACM published the RFP with the option for legal firms to submit a proposal for all legal services or for specific areas of legal services needed by HACM as follows:

- Lot 1- General Counsel
- Lot 2 – Unlawful Detainer
- Lot 3 – Human Resources
- Lot 4 – Legal Services related to HUD USDA, HCD, and Other Funding Partners
- Lot 5 – Development of Affordable Housing
- Lot 6 – All Legal Services listed above

As a result of the RFP, HACM received proposals from three legal firms whom are available to provide most if not all of the legal services listed above. After the proposals were evaluated by the evaluation committee and interviewed by Board of Commissioners. Griswold LaSalle Cobb Dowd & Din LLP was determined to be reasonable and responsible and was selected for Lots 1, 2, 4, and 5. The contract term is for one (1) year with an option for an annual renewal for a total of five (5) years.

RECOMMENDATION:

Staff recommends the Board authorize the Executive Director to execute a contract with Griswold LaSalle Cobb Dowd & Din LLP for a term of October 1, 2025, to September 30, 2026, at the following hourly rates:





Housing Authority of the City of Madera

- Partner - \$280/hour
- Associate - \$245/hour
- Paralegal - \$175/hour

FISCAL IMPACT:

Legal services were budgeted in total amount of \$40,000 for FY 25-26.



RESOLUTION NO. 1334

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT FOR LEGAL SERVICES WITH GRISWOLD LASALLE COBB DOWD & DIN, LLP REGARDING (1) GENERAL COUNSEL SERVICES, (2) UNLAWFUL DETAINER ACTIONS, (3) HUD USDA, HCD, AND (4) REAL ESTATE DEVELOPMENT SERVICES.

A. **WHEREAS**, the Housing Authority of the City of Madera (the “Housing Authority”), periodically needs legal services in connection with (1) general counsel services, (2) unlawful detainer actions, (3) HUD USDA, HCD, and (4) real estate development services;

B. **WHEREAS**, in July 2025, the Housing Authority published a Request for Proposals (RFP) to solicit legal services. The Housing Authority published the RFP with the option for legal firms to submit a proposal for all legal services or for specific areas of legal services needed by the Housing Authority;

C. **WHEREAS**, the law firm of Griswold Lasalle Cobb Dowd & Din, LLP, timely responded that their firm was capable and interested in representing the Housing Authority with regards legal services for (1) general counsel services, (2) unlawful detainer actions, (3) HUD USDA, HCD, and (4) real estate development services;

D. **WHEREAS**, after an extensive interview by the Board of Commissioners and Executive Director, the Housing Authority’s Executive Director recommends that the Board of Commissioners enter into an agreement with Griswold LaSalle Cobb Dowd & Din, LLP for a term commencing on October 1, 2025, to and including September 30, 2026, at the following hourly rates:

Partner - \$280/hour

Associate - \$245/hour

Paralegal - \$175/hour

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. Authorization For The Housing Authority's Executive Director To Enter Into a Legal Services Agreement with Griswold LaSalle Cobb Dowd & Din, LLP for a term commencing on October 1, 2025, to and Including September 30, 2026. After due deliberation, the Housing Authority's Board of Commissioners has considered and herein authorizes the Housing Authority's Executive Director to enter into a Legal Services Agreement with Griswold LaSalle Cobb Dowd & Din, LLP for a term commencing on October 1, 2025, to and including September 30, 2026.

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 1st day of October 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair Anita Evans

ATTEST:

Executive Director
Blanca Mendoza-Navarro

Giselle Flores, Clerk for the Housing Authority of the City of Madera, herein attests or certifies, as a witness to a board meeting held on April 9th, 2025, and swears or confirms that the foregoing information in this resolution is true and correct and has not been altered or amended.

By: _____
Giselle Flores
Executive Assistant

Approved as to Legal Form:

Emilio J. Huerta, Legal Counsel



Housing Authority of the City of Madera

BOARD MEMORANDUM

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

BOARD MEETING: October 01, 2025

AGENDA ITEM: B-3

FROM: Blanca Mendoza-Navarro, Executive
Director

AUTHOR: Blanca Mendoza-Navarro, Executive Director

DATE: September 29, 2025

SUBJECT: RESOLUTION NO. 1335 of The Housing Authority of the City of Madera, consideration of approval of contract for Human Resources/Employment Legal Services with Boucher Law PC.

EXECUTIVE SUMMARY:

The purpose of this memo is requesting approval from the Board of Commissioners enter into contract with Boucher Law PC for Human Resources/Employment Legal Services.

At the end of July 2025, the Housing Authority of the City of Madera (HACM) published a Request for Proposal (RFP) to solicit legal services. HACM published the RFP with the options for legal firms to submit a proposal for all legal services or for specific areas of legal services needed by HACM as follows:

- Lot 1- General Counsel
- Lot 2 – Unlawful Detainer
- Lot 3 – Human Resources
- Lot 4 – Legal Services related to HUD USDA, HCD, and Other Funding Partners
- Lot 5 – Development of Affordable Housing
- Lot 6 – All Legal Services listed above

As a result of the RFP, HACM received proposals from five legal firms for Human Resources legal services. After the proposals were evaluated by the evaluation committee and interviewed by Board of Commissioners. Boucher Law PC was determined to be reasonable and responsible and was selected for Lot 3 – Human Resources. The contract term is for one (1) year with an option for an annual renewal for a total of five (5) years.

RECOMMENDATION:

Staff recommends the Board authorize the Executive Director to execute a contract with Boucher Law PC for Human Resources Legal Services for a term of October 1, 2025, to September 30, 2026, at the following hourly rates:





Housing Authority of the City of Madera

- Partner - \$445/hour
- Associate - \$445/hour
- Paralegal - \$345/hour

FISCAL IMPACT:

Legal services were budgeted in total amount of \$40,000 for FY 25-26.



RESOLUTION NO. 1335

RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF MADERA AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT FOR LEGAL SERVICES WITH BOUCHER LAW PC REGARDING HUMAN RESOURCES SERVICES.

A. **WHEREAS**, the Housing Authority of the City of Madera (the “Housing Authority”), periodically needs legal services in connection with its human resources needs;

B. **WHEREAS**, in July 2025, the Housing Authority published a Request for Proposals (RFP) to solicit legal services. The Housing Authority published the RFP with the option for legal firms to submit a proposal for all legal services or for specific areas of legal services needed by the Housing Authority;

C. **WHEREAS**, the law firm of Boucher Law PC, timely responded that their firm was capable and interested in representing the Housing Authority with regards to its human resources needs and legal advise in connection thereto;

D. **WHEREAS**, after an extensive interview by the Board of Commissioners and Executive Director, the Housing Authority’s Executive Director recommends that the Board of Commissioners enter into an agreement with Boucher Law PC for a term commencing on October 1, 2025, to and including September 30, 2026, at the following hourly rates:

Partner - \$445/hour

Associate - \$445/hour

Paralegal - \$345/hour

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. Authorization For The Housing Authority’s Executive Director To Enter Into a Legal Services Agreement with Boucher Law PC for a term

commencing on October 1, 2025, to and Including September 30, 2026. After due deliberation, the Housing Authority's Board of Commissioners has considered and herein authorizes the Housing Authority's Executive Director to enter into a Legal Services Agreement with Boucher Law PC for a term commencing on October 1, 2025, to and including September 30, 2026, for legal services in connection with the Housing Authority's human resources needs.

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 1st day of October 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chair Anita Evans

ATTEST:

Executive Director
Blanca Mendoza-Navarro

Giselle Flores, Clerk for the Housing Authority of the City of Madera, herein attests or certifies, as a witness to a board meeting held on April 9th, 2025, and swears or confirms that the foregoing information in this resolution is true and correct and has not been altered or amended.

By: _____
Giselle Flores
Executive Assistant

Approved as to Legal Form:

Emilio J. Huerta, Legal Counsel