

# 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 11<sup>th</sup>, 2026

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/89200421244?pwd=EHBA9gsfmxeX6UZVxebgtjHnTDrxDj.1>

or alternatively by telephone by dialing (669) 900-6833 and then entering Meeting ID No 892 0042 1244.

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:**  
A Board of Commissioner 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. PRESENTATIONS/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 Approval of the January 14<sup>th</sup>, 2026, Regular Board Meeting Minutes**

**B-2 Approval of Registered Audited Demands for January 2026.**

**B-3 Approval of Out-of-State Travel Training:**

- **26th Annual Nelrod Consortium Conference – Las Vegas, NV – February**
  - **Jared Knittel, Housing Programs Manager**
  - **Lucia Lopez, Housing Services Manager**

**B-4 Approval of Out-of-State Travel Training:**

○ **Yardi Forum – Boston MA**

- **Djordan Didulo, Finance & Administration Manager**

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

**C-1 Consideration** – Cancellation of the March 11, 2026, Regular Board Meeting of the Housing Authority of the City of Madera. Consider a Special meeting for later in March 2026.

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

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

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

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

**G. COMMISSIONER REPORTS:**

**H. CLOSED SESSION:** Attorney Megan Crouch

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. Conference with Legal Counsel – Anticipated Litigation
  - a. Significant exposure to litigation pursuant to § 54956.9(b): 2-3 case
- B. Conference with Labor Negotiators (54957.6)
  - a. Agency designated representative: Blanca Mendoza-Navarro
  - b. Unrepresented employees: all positions

**I. ADJOURNMENT:**

The next Regular Monthly Meeting will be March 11<sup>th</sup>, 2026 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 11<sup>th</sup>, 2026** 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 4:00 p.m.

Executed this 5<sup>th</sup> day of February.

*Giselle Flores*  
Giselle Flores  
Executive Administrative Assistant

# Housing Authority of the City of Madera



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## **MINUTES OF THE JANUARY 11<sup>TH</sup> REGULAR BOARD MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA**

### **CALL TO ORDER:**

The January 11<sup>th</sup>, Regular Meeting for the Housing Authority of the City of Madera was called to order by Chair Evans at 6:01PM.

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:**

Chairperson Anita Evans	(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:**

Vice Chair Rodriguez

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

HACM Executive Director Blanca Mendoza-Navarro (In Person)  
HACM Executive Administrative Assistant Giselle Flores (In Person)  
HACM Legal Counsel Megan Crouch (In Person)  
HACM Finance & Administration Manager Djordan Didulo (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 Housing Office Assistant Nancy Reyes (In Person)  
Madera Ministry Association Bishop, Sherrod Cotton (In Person)

**INVOCATION:**

Invocation conducted by Bishop Sherrod Cotton from the Bethesda Madera Firehouse Church.

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance conducted by Commissioner Montes.

**APPROVAL OF AGENDA:**

Commissioner E. Mejia moved to approve the Agenda. Commissioner A. Villegas seconded the motion. The motion passed unanimously.

YAYES: (6) Chair Anita Evans,  
Commissioner Cece Gallegos,  
Commissioner Steve Montes,  
Commissioner Elsa Mejia.  
Commissioner Artemio Villegas, and  
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (1) Vice Chair Rodriguez

ABSTAIN: (0)

**PUBLIC COMMENT:**

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

**A. WORKSHOPS:**

**A-1 FY 2025-2026 - First Quarter Budget Presentation – Djordan Didulo**

HACM Finance and Administrative Manager, Djordan Didulo presented the first-quarter financial results for the Agency’s programs for Fiscal Year 2025–2026. She began with the Revolving Fund, which ended the quarter with a small surplus of \$369. This was possible because income was stronger than expected, mainly due to higher interest earnings and some unbudgeted miscellaneous revenue. Expenses were higher than planned, mostly because of termination-related payouts, travel costs, unbudgeted International City/County Management Association (ICMA) contributions, and security expenses. Utilities stayed under budget, and workers’ compensation was recorded as a prepaid annual cost that will be spread out over the year. Despite the higher expenses, the fund stayed slightly in the positive, and Ms. Didulo noted that continued monitoring of administrative and contract costs will remain important.

Next, she reviewed the Public Housing (PH) Fund, which performed very well this quarter. Total income was \$706,769, slightly more than expected. Rent collections were stronger than budgeted, federal operating subsidies came in higher than anticipated, and interest earnings were also favorable. Expenses were \$78,421 under budget due to savings in almost all areas, including administrative costs, tenant services, and maintenance. Utilities were a bit higher because of increased electricity and sewer costs, but the fund still finished the quarter in a strong position.

Ms. Didulo briefly mentioned that the Resident Opportunities and Self-Sufficiency (ROSS) program appeared on the report only for continuity, since the Agency was not awarded ROSS funding this year. It will be removed from future reports unless funding resumes.

She then discussed the Family Self-Sufficiency (FSS) Program, which reported lower-than-expected income for the quarter. The program brought in \$9,924, which was about \$6,343 below the grant budget. Expenses were slightly higher than planned due to salary and retirement costs. General expenses were under budget, partly because workers' compensation charges had not yet been applied. Overall, the program ended the quarter with a net loss of \$6,869.

For the Farm Labor (FML) Fund, total income was \$296,523, which was below budget due to the planned \$46,000 operating transfer that was not received. This transfer only appears once certain reimbursable expenses are submitted. Tenant income was slightly above budget, and other tenant charges were higher than expected. Expenses were significantly under budget, showing strong savings in administrative, maintenance, and contracted services. Utilities were over budget due to higher electricity costs, and some staff payouts increased tenant service expenses. The fund ended the quarter with a surplus of \$32,036.

For the Pomona program, Ms. Didulo reported total income of \$131,025 before pass-through adjustments. After removing income that must be sent back to Office of Migrant Services (OMS) such as tenant charges and interest rates. Maintenance costs were close to budget. The program finished with a deficit of \$14,276 because of lower subsidy revenue and higher utility and personnel expenses.

For the Housing Choice Voucher (HCV) program, income totaled \$1.87 million, slightly below budget. This was because Housing Assistance Payment (HAP) revenue came in lower than expected. However, administrative fees came in higher than planned, and interest earnings were significantly better than budgeted. Total expenses were \$1.84 million, coming in under budget by nearly \$47,000. Savings occurred in administrative costs, general expenses, and HAP. There were some higher maintenance and fuel costs, but overall, the program ended the quarter with a surplus of \$36,795.

Lastly, Ms. Didulo noted that the Capital Fund had no activity this quarter because there were no expenditures or revenue. She concluded her presentation by inviting questions from the Board.

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

**B. CONSENT CALENDAR**

**B-1 Approval of the December 10<sup>th</sup>, 2025, Regular Board Meeting Minutes**

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

**B-3 Approval of Out-of-State Travel Training:**

- **NAHRO Washington Conference - Washington, DC- 03/07/2026 – 03/11/2026**
  - **Blanca Mendoza-Navarro, Executive Director**
  - **Anita Evans, Board Chair**

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

YAYES: (6) Chair Anita Evans,  
Commissioner Cece Gallegos,  
Commissioner Steve Montes,  
Commissioner Elsa Mejia,  
Commissioner Artemio Villegas, and  
Commissioner Rohi Zacharia

NOES: (0)

ABSENT: (1) Vice Chair Rodriguez

ABSTAIN: (0)

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

**C-1 RESOLUTION No. 1344** of The Housing Authority of the City of Madera to Consider Approval of Updated Salary Schedule Related to California Minimum Wage Compliance

Executive Director Blanca Mendoza-Navarro presented Resolution No. 1344, explaining that although all current employees are already paid above the state minimum wage, the recent increase from \$16.50 to \$16.90 per hour caused an unintended pay compression issue in the agency’s salary schedule. To correct this and support recruitment and retention, she recommended adjusting Step 1 of every classification by 2.4 percent while keeping the usual 5 percent step increments. She noted this was not a cost-of-living increase but a structural adjustment to maintain appropriate salary spacing and remain

competitive, with an intended effective date of January 23, 2026. After discussion, the Board agreed that since the agency is already in full compliance with state law and no immediate action was required, they preferred more time to review the proposed changes and better understand timing related to future salary studies. The Board agreed to table the item and bring it back at a later meeting for further consideration.

Commissioner C. Gallegos moved to bring this item back to the Board in closed session and then bring back to an open session once discussed. Commissioner A. Villegas seconded the motion.

The motion to table the item and bring the item back at a future meeting passed unanimously.

**D. WRITTEN COMMUNICATIONS:**

No written communications were received.

**E. ADMINISTRATIVE REPORTS:**

HACM Executive Director, Blanca Mendoza-Navarro provided an update on year-end numbers for all programs. She reported that the Housing Choice Voucher (HCV) waitlist remains closed, as the agency has not received any indication from U.S. Department of Housing and Urban Development (HUD) of the shortfall status. Because of this, no new leasing activity is expected in the near future. The agency assisted 623 families during the year, which reflects a 77% lease-up rate, and the waitlist remains at 269 families. HAP expenses decreased slightly, due in part to ongoing cost-saving measures, including close review of rent-increase requests. In addition, some families have left the program after no longer meeting income eligibility requirements.

In the Public Housing (PH) program, there was one (1) vacancy as of December 25<sup>th</sup>, 2025. The agency completed five (5) unit turnovers at the end of the year, allowing five (5) families to move in before the holiday season. The PH waitlist remains open and currently includes 3,139 families. Staff continue efforts to purge the list, though progress has been slow. The Farm Labor (FML) program currently has two (2) vacancies and 22 families on its waitlist.

She also reviewed year-end maintenance activity. There were 33 open work orders at the close of the reporting period, with an average completion time of 13 days. The FML program experienced a slight increase in its average completion time due to being short one maintenance employee. Ms. Mendoza-Navarro concluded her report by noting that these numbers reflect the agency's monthly operational activity.

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

**F. EXECUTIVE DIRECTOR REPORT:**

Ms. Mendoza-Navarro reported that the agency is preparing for the year-end audit for the fiscal year ending September 30<sup>th</sup>, 2025. The audit team will be on-site next week from January 20<sup>th</sup>-22<sup>nd</sup>, and the agency has already begun providing the requested files and documentation in advance of their visit. She noted that staff across departments are finalizing year-end materials to ensure a smooth audit process.

She shared updates on the Veterans Affairs Supportive Housing (VASH) program, stating that the manager continues bi-weekly calls with the Department of Veterans Affairs (VA). The agency currently has 34 veterans housed, two (2) actively searching, and two (2) new applications received this week. She also reported significant progress in the Emergency Housing Voucher (EHV) program, explaining that the agency was able to issue the January Housing Assistance Payment (HAP), after previously anticipating a funding cutoff. HUD has since confirmed funding through January and February, with the possibility of March. Staff contacted all 17 impacted families immediately to notify them of the January payment. She expressed concern about the program's long-term funding and emphasized the need for ongoing outreach to federal and state legislators.

The Family Self-Sufficiency (FSS) program continues enrolling new participants, and staff are adjusting to new Department of Social Services requirements, which may create opportunities for additional families to join. Pomona Ranch is officially closed for the season, and staff are completing year-end reports and preparing the property for off-season maintenance needs. Public Housing (PH) and Farm Labor (FML) staff continue managing annual reviews, monitoring federal updates, and leasing up vacancies as they arise.

She noted that the Finance Department is reviewing internal processes, preparing for the audit, and implementing improvements such as amortizing annual expenses like the Yardi licensing fee to better reflect monthly costs. The Maintenance Department remains short-staffed but has extended an offer for the open position, with an anticipated start date of January 26 pending background clearance.

Ms. Mendoza-Navarro also reported that the agency has officially received the grant deed for the Beal property near Pomona. She announced her appointment to the National NAHRO Small Agency Committee through October 2027. Aspire trainings continue, and she will attend legislative meetings in Sacramento next month with CAHA. The agency's inspector recently completed NSPIRE training for the public housing program. With no further updates, she concluded her report.

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

**G. COMMISSIONER REPORTS:**

1. Commissioner Zacharia had nothing to report.
2. Commissioner Gallegos had nothing to report.

3. Commissioner Montes had nothing to report.
4. Commissioner Mejia congratulated Ms. Mendoza-Navarro for being appointed to National NAHRO Small Agency Committee.
5. Commissioner Villegas had nothing to report.
6. Chair Evans had nothing to report.

**H. CLOSED SESSION: Attorney Megan Crouch**

Pursuant to CA Govt. Code 54957(b), the Board of Commissioners temporarily adjourned from the open session and met in closed session at 6:37 p.m. regarding the following:

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

- A. Conference with Legal Counsel – Anticipated Litigation
  - Significant exposure to litigation pursuant to § 54956.9(b): 1 case

Upon resuming open session, Attorney Megan Crouch stated that there is no reportable action.

**I. ADJOURNMENT:**

Vice Chair Rodriguez announced the next regularly monthly scheduled meeting of the Board of Commissioners will be held on Wednesday February 11<sup>th</sup> at 6:00 p.m., in the City of Madera Council Chambers.

The meeting was adjourned at 7:10 p.m.

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**CERTIFICATE OF THE BOARD OF COMMISSIONERS**

The undersigned hereby certifies that the foregoing January 14<sup>th</sup>, 2026 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 January 11<sup>th</sup>, where a quorum was present in accordance with the HACM Bylaws.

Executed on this 5<sup>th</sup> day of February 2026.

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

# Payment Summary

Bank=revfund AND mm/yy=01/2026-01/2026 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
revfund - WF Revolving Fund	216	CIT04 - CITIZENS BUSINESS BANK	01/08/2026	01/2026	19,416.21	
revfund - WF Revolving Fund	217	mis02 - MISSIONSQUARE-303376	01/09/2026	01/2026	4,960.68	01/20/2026
revfund - WF Revolving Fund	218	pub01 - CA PUBLIC EMPLOYEES' RETIREMENT ...	01/09/2026	01/2026	8,674.62	
revfund - WF Revolving Fund	219	mis02 - MISSIONSQUARE-303376	12/26/2025	01/2026	4,920.96	
revfund - WF Revolving Fund	220	pub01 - CA PUBLIC EMPLOYEES' RETIREMENT ...	12/26/2025	01/2026	8,609.62	
revfund - WF Revolving Fund	221	pub02 - CA Public Employees' Health	02/01/2026	01/2026	33,603.94	
revfund - WF Revolving Fund	222	usbank001 - U.S. Bank National Association	01/01/2026	01/2026	2,317.87	01/26/2026
revfund - WF Revolving Fund	48152	3021 - Santiago Cruz	01/15/2026	01/2026	411.00	
revfund - WF Revolving Fund	48153	ADP00 - ADP, INC.	01/15/2026	01/2026	123.60	01/26/2026
revfund - WF Revolving Fund	48154	att06 - AT&T CALNET	01/15/2026	01/2026	316.97	01/21/2026
revfund - WF Revolving Fund	48155	bcs001 - Bettys Cleaning Service	01/15/2026	01/2026	6,575.00	01/20/2026
revfund - WF Revolving Fund	48156	bct00 - BCT CONSULTING, INC.	01/15/2026	01/2026	798.73	01/22/2026
revfund - WF Revolving Fund	48157	bdo00 - BDO USA, P.A.	01/15/2026	01/2026	1,060.00	01/21/2026
revfund - WF Revolving Fund	48158	boo00 - BOOT BARN, INC.	01/15/2026	01/2026	789.60	01/21/2026
revfund - WF Revolving Fund	48159	DIA01 - DIAMOND COMMUNICATION,INC	01/15/2026	01/2026	204.00	01/20/2026
revfund - WF Revolving Fund	48160	hartford - THE HARTFORD	01/15/2026	01/2026	1,863.03	01/22/2026
revfund - WF Revolving Fund	48161	hom04 - HOME DEPOT CREDIT SERVICE	01/15/2026	01/2026	3,227.74	01/29/2026
revfund - WF Revolving Fund	48162	kjwater00 - KJ Water Services	01/15/2026	01/2026	476.00	01/26/2026
revfund - WF Revolving Fund	48163	mad02 - CITY OF MADERA UTILITY BILLING	01/15/2026	01/2026	18,798.37	01/21/2026
revfund - WF Revolving Fund	48164	MAD05 - MADERA COUNTY	01/15/2026	01/2026	642.00	01/21/2026
revfund - WF Revolving Fund	48165	mad46 - PUBLIC WORKS FAIRMEAD LANDFILL	01/15/2026	01/2026	42.70	01/22/2026
revfund - WF Revolving Fund	48166	map00 - MAPA PLUMBING SERVICES	01/15/2026	01/2026	1,760.00	01/27/2026
revfund - WF Revolving Fund	48167	mch001 - MOSQUEDA'S COOLING AND HEATING INC.	01/15/2026	01/2026	2,752.00	
revfund - WF Revolving Fund	48167	mch001 - MOSQUEDA'S COOLING AND HEATING INC.	02/03/2026	01/2026	-2,752.00	
revfund - WF Revolving Fund	48168	men0039 - Mendoza	01/15/2026	01/2026	82.00	01/26/2026
revfund - WF Revolving Fund	48169	met00 - METROPOLITAN LIFE INSURANCE COMPANY	01/15/2026	01/2026	1,466.73	01/22/2026
revfund - WF Revolving Fund	48170	mis01 - MISSION UNIFORM SERVICE 3	01/15/2026	01/2026	257.52	01/21/2026
revfund - WF Revolving Fund	48171	nat01 - NATIONAL CREDIT REPORTING	01/15/2026	01/2026	44.75	01/21/2026
revfund - WF Revolving Fund	48172	nav04 - NAVIA BENEFIT SOLUTIONS,	01/15/2026	01/2026	200.00	01/20/2026
revfund - WF Revolving Fund	48173	off02 - ODP BUSINESS SOLUTIONS, LLC	01/15/2026	01/2026	677.83	01/23/2026
revfund - WF Revolving Fund	48174	oms01 - OMS DEPT. OF HOUSING & COMM. DEV...	01/15/2026	01/2026	3,440.65	01/20/2026
revfund - WF Revolving Fund	48175	pera4 - PERIMETER PEST CONTROL	01/15/2026	01/2026	857.00	01/20/2026
revfund - WF Revolving Fund	48176	pge01 - P. G. & E.	01/15/2026	01/2026	4,194.39	01/23/2026
revfund - WF Revolving Fund	48177	qua07 - QUADIENT FINANCE USA, INC	01/15/2026	01/2026	1,020.62	01/26/2026
revfund - WF Revolving Fund	48178	red05 - RED ROCK ENVIRONMENTAL GRP	01/15/2026	01/2026	237.62	01/21/2026
revfund - WF Revolving Fund	48179	ric05 - RICOH USA, INC.	01/15/2026	01/2026	2,419.09	01/23/2026
revfund - WF Revolving Fund	48180	spec001 - Charter Communications Holdings, LLC	01/15/2026	01/2026	3,808.42	01/27/2026
revfund - WF Revolving Fund	48181	ste02 - STERICYCLE, INC.	01/15/2026	01/2026	361.39	01/22/2026
revfund - WF Revolving Fund	48182	t0006565 - Rapeta	01/15/2026	01/2026	71.82	
revfund - WF Revolving Fund	48183	t0006588 - Figueroa	01/15/2026	01/2026	134.00	01/23/2026
revfund - WF Revolving Fund	48184	TEC06 - TECH HEROES, INC.	01/15/2026	01/2026	2,763.00	

# Payment Summary

Bank=revfund AND mm/yy=01/2026-01/2026 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
revfund - WF Revolving Fund	48185	v0000027 - SUMMIT TECHNOLOGY AFFILLIATE C...	01/15/2026	01/2026	240.03	01/21/2026
revfund - WF Revolving Fund	48186	v0000030 - J & M Floor Covering, Inc.	01/15/2026	01/2026	4,322.63	01/23/2026
revfund - WF Revolving Fund	48187	v0000035 - Daphine Scott	01/15/2026	01/2026	150.00	01/20/2026
revfund - WF Revolving Fund	48188	v0000036 - FULGENCIO LUNA REYES	01/15/2026	01/2026	150.00	01/21/2026
revfund - WF Revolving Fund	48189	v0000038 - SALLY ST. JOHN	01/15/2026	01/2026	150.00	01/16/2026
revfund - WF Revolving Fund	48190	v0000039 - CESAR CASTILLO VALDEZ	01/15/2026	01/2026	150.00	01/16/2026
revfund - WF Revolving Fund	48191	v0000042 - ERNESTO SALAZAR	01/15/2026	01/2026	150.00	01/16/2026
revfund - WF Revolving Fund	48192	v0000043 - Edward Montez Jr.	01/15/2026	01/2026	300.00	01/20/2026
revfund - WF Revolving Fund	48193	van00 - VAN DE POL ENTERPRISES	01/15/2026	01/2026	148.25	01/20/2026
revfund - WF Revolving Fund	48194	CUM00 - CUMMINS, INC.	01/16/2026	01/2026	461.33	01/20/2026
revfund - WF Revolving Fund	48195	mad02 - CITY OF MADERA UTILITY BILLING	01/16/2026	01/2026	520.18	01/21/2026
revfund - WF Revolving Fund	48196	pge01 - P. G. & E.	01/16/2026	01/2026	290.64	01/21/2026
revfund - WF Revolving Fund	48197	v0000028 - Griswold , LaSalle, Cobb, Dowd and Gin, LLP	01/16/2026	01/2026	4,151.48	01/22/2026
revfund - WF Revolving Fund	48198	att06 - AT&T CALNET	01/29/2026	01/2026	219.36	
revfund - WF Revolving Fund	48199	cal04 - CALIFORNIA ASSOCIATION OF HOUSING...	01/29/2026	01/2026	250.00	
revfund - WF Revolving Fund	48200	com0h - COMCAST	01/29/2026	01/2026	1,066.47	
revfund - WF Revolving Fund	48201	con0c - CONCENTRA MEDICAL CENTERS	01/29/2026	01/2026	189.00	
revfund - WF Revolving Fund	48202	CWS01 - CORBIN WILLITS SYSTEM INC	01/29/2026	01/2026	755.50	
revfund - WF Revolving Fund	48203	fre16 - FRESNO MADERA CONTINUUM O	01/29/2026	01/2026	650.00	
revfund - WF Revolving Fund	48204	hds00 - HD SUPPLY FACILITIES MAINTENANCE	01/29/2026	01/2026	11,408.98	
revfund - WF Revolving Fund	48205	mad02 - CITY OF MADERA UTILITY BILLING	01/29/2026	01/2026	22,957.99	
revfund - WF Revolving Fund	48206	mad03 - CITY OF MADERA CITY SERVICES	01/29/2026	01/2026	13,257.80	
revfund - WF Revolving Fund	48207	mad04 - MADERA FLEET SERVICES	01/29/2026	01/2026	376.26	
revfund - WF Revolving Fund	48208	men00 - Blanca Mendoza-Navarro	01/29/2026	01/2026	46.00	
revfund - WF Revolving Fund	48209	met00 - METROPOLITAN LIFE INSURANCE COMPANY	01/29/2026	01/2026	1,584.39	
revfund - WF Revolving Fund	48210	nav04 - NAVIA BENEFIT SOLUTIONS,	01/29/2026	01/2026	450.00	
revfund - WF Revolving Fund	48211	off02 - ODP BUSINESS SOLUTIONS, LLC	01/29/2026	01/2026	68.98	
revfund - WF Revolving Fund	48212	pera4 - PERIMETER PEST CONTROL	01/29/2026	01/2026	50.00	
revfund - WF Revolving Fund	48213	pge01 - P. G. & E.	01/29/2026	01/2026	4,544.83	
revfund - WF Revolving Fund	48214	smith001 - Smith Marion & Co., Inc	01/29/2026	01/2026	20,379.00	
revfund - WF Revolving Fund	48215	spe00 - SPECIALTY LANDSCAPE, INC.	01/29/2026	01/2026	9,990.00	
revfund - WF Revolving Fund	48216	v0008226 - KC Construction Co.	01/29/2026	01/2026	8,600.00	
revfund - WF Revolving Fund	48217	van00 - VAN DE POL ENTERPRISES	01/29/2026	01/2026	441.44	
revfund - WF Revolving Fund	48218	WES05 - WESTERN AG & TURF, INC.	01/29/2026	01/2026	219.34	
revfund - WF Revolving Fund	48219	WIL01 - SHERWIN WILLIAMS COMPANY	01/29/2026	01/2026	3,733.69	
					<b>254,053.04</b>	



## Housing Authority of the City of Madera

### **BOARD MEMORANDUM**

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

**BOARD MEETING:** February 11, 2026

**AGENDA ITEM:** B-3

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

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

**DATE:** February 5, 2026

**SUBJECT:** OUT-OF-STATE TRAVEL – 26<sup>th</sup> ANNUAL NELROD CONSORTIUM CONFERENCE IN LAS VEGAS, NV, FEBRUARY 25 THROUGH 27.

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#### **EXECUTIVE SUMMARY:**

The purpose of this memo is to request Board approval for out-of-state travel for Housing Programs Manager, Jared Knittel, and Housing Services Manager, Lucia Lopez to attend the 26<sup>th</sup> Annual Nelrod Consortium Conference, a nationally recognized housing compliance and operations conference focused on HUD-assisted housing programs.

This year the conference will be held at the South Point Hotel in Las Vegas NV. The NELROD Consortium Conference is an annual training and policy forum attended by public housing authorities nationwide. The conference provides in-depth training on federal housing regulations and emerging HUD guidance related to Public Housing, Housing Choice Voucher (HCV), and other HUD-funded programs.

Conference topics include, but are not limited to:

- PHA Financial Updates & Changes
- Understanding Uniform Federal Accessibility Standards (UFAS)
- SEMAP: Determination of Adjusted Income
- Review of recent PIH Notices – Guidance on Administration, Accurate Reporting & Use of Public Funds.
- HCV funding and maximizing leasing while avoiding shortfall.
- The best operational practices and implementation of policy

#### Organizational Benefit

Attendance at the conference will provide significant benefit to the Agency by:

- Ensuring staff remain current on HUD regulatory changes and enforcement priorities
- Reducing compliance risk and potential audit findings or repayment liabilities





## Housing Authority of the City of Madera

- Strengthening internal controls, policies, and standard operating procedures
- Enhancing staff capacity to implement HUD requirements consistently and accurately
- Supporting informed leadership and governance decision-making
- Facilitating peer networking and benchmarking with comparable housing authorities

Information gained will be disseminated to staff through internal briefings, written guidance, and updates to agency procedures as appropriate.

### **RECOMMENDATION:**

Staff recommends the Board approve out-of-state travel for the Housing Programs Manager, Jared Knittel, and Housing Services Manager, Lucia Lopez to attend the 26th Annual NELROD Consortium Conference in Las Vegas, NV

### **FISCAL IMPACT:**

There is no fiscal impact as this training and travel have been budgeted in the FY2025-2026 Budget.





Housing Authority of the City of Madera

**BOARD MEMORANDUM**

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

**BOARD MEETING:** February 11, 2026

**AGENDA ITEM:** B-4

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

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

**DATE:** February 5, 2026

**SUBJECT:** APPROVAL OF OUT-OF-STATE TRAVEL – YARDI FORUM FOR AFFORDABLE HOUSING AND PUBLIC HOUSING AGENCIES IN BOSTON MA, MARCH 17, 2026, THROUGH MARCH 20, 2026.

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**EXECUTIVE SUMMARY:**

**EXECUTIVE SUMMARY:**

The purpose of this memo is to request Board approval of out-of-state travel for the Finance & Administration Manager (Finance Manager), Djordan Didulo, to attend this year's Yardi Forum which will be held in Boston MA at the Boston Marriott Copley Place. The Forum begins on Wednesday, March 18, 2026, and concludes on Thursday, March 19, 2026.

Yardi is the Agency's programs and financial software platform and is integral to daily accounting operations, HUD reporting, budget management, and internal controls. The annual Yardi Forum provides in-depth training sessions, system updates, regulatory compliance guidance, and direct access to Yardi technical experts via Knowledge Central, networking, or one-on-one meetings.

Attendance by the Finance & Administration Manager supports the Agency's ongoing efforts to strengthen financial oversight, maximize system functionality, and ensure compliance with HUD and other regulatory requirements.

The Finance Manager's participation will provide the following benefits:

- Training on new and upcoming Yardi system enhancements
- Best practices for financial reporting, internal controls, and audit readiness
- Compliance updates relevant to HUD, public housing, and assisted housing programs
- Opportunities to resolve current system issues directly with Yardi specialists
- Knowledge transfer to accounting and program staff upon return

This training directly supports the Agency's financial integrity and operational efficiency.





## Housing Authority of the City of Madera

### **RECOMMENDATION:**

Staff recommends the Board approve out-of-state travel for the Finance & Administration Manager, Djordan Didulo to attend the Annual Yardi Forum in Boston MA.

### **FISCAL IMPACT:**

There is no fiscal impact as this training and travel have been budgeted in the FY2025-2026 Budget.





Housing Authority of the City of Madera

**BOARD MEMORANDUM**

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

**BOARD MEETING:** February 11, 2026

**AGENDA ITEM:** C-1

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

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

**DATE:** February 5, 2026

**SUBJECT:** CONSIDERATION TO CANCEL MARCH 11, 2026, REGULAR SCHEDULED MEETING OF THE HOUSING AUTHORITY OF THE CITY OF MADERA OF MADERA

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**EXECUTIVE SUMMARY:**

The purpose of this memo is to request the Board of Commissioners consider approval of cancellation of the March 11, 2026, Regular Scheduled meeting and consider a date for a Special Meeting later in the month of March.

The reason for the cancellation of the March 11, 2026 meeting is due to Executive Director, Blanca Mendoza-Navarro and Chair Anita Evans will be in Washington DC attending the 2026 NAHRO Washington Conference.

**RECOMMENDATION:**

Staff recommends that the Board of Commissioners approve cancellation of March 11, 2026, Regular March Board meeting and select a date for a Special Meeting later in March 2026.

**FISCAL IMPACT:**

There will be no fiscal impact on this item.





Housing Authority of the City of Madera

**BOARD MEMORANDUM**

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

**BOARD MEETING:** February 11, 2026

**AGENDA ITEM:** E-1

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

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

**DATE:** February 5, 2026

**SUBJECT:** ADMINISTRATIVE REPORT

	26-Jan	26-Feb	26-Mar	26-Apr	26-May	26-Jun	26-Jul	26-Aug	26-Sep	26-Oct	26-Nov	26-Dec
<b>Section 8</b>												
Households Assisted	611											
YTD Lease Up projection	76%											
MTD HAP Expenses	\$524,583.00											
Waiting List	269											
<b>Public Housing</b>												
Vacancies	3											
Waiting List	3,099											
Unit Turnover	0											
<b>Farm Labor</b>												
Vacancies	2											
Waiting List	18											
Unit Turnover	0											
<b>MAINTENANCE</b>												
<b>Public Housing</b>												
Open Work Orders	70											
Average days	19.91											
<b>Farm Labor</b>												
Open Work Orders	48											
Average days	25.46											

**January 2025 vs. January 2026 Comparison**

**Housing Choice Voucher (HCV / Section 8)**

Metric	Jan 2025	Jan 2026	YoY Change
Households Assisted	720	611	▼ 109
Lease-Up Rate	89%	75%	▼ 14 pts
Monthly HAP	\$536,564	\$524,583	▼ \$11,981
Waiting List	269	269	No change





## Housing Authority of the City of Madera

### Summary:

HCV utilization declined significantly year over year. Reduced leasing activity directly impacted households served and HAP expenditures. Waiting list remains closed and unchanged. This is primarily contributed to HUD's Shortfall prevention measures. Staff is pending calls with HUD Shortfall prevention team to start back up again soon.

### Public Housing

Metric	Jan 2025	Jan 2026	YoY Change
Vacancies	8	3	▼ 5
Waiting List	3,242	3,099	▼ 143
Unit Turnover	2	0	▼ 2

### Summary:

Occupancy improved; however, zero turnover in January 2026 limited admissions from the waiting list despite sustained demand. These numbers show the need to explore options such as Repositioning our PH portfolio, access Section 18 Blend project, and/or Rebuild and Restore to name a few.

### Farm Labor Housing

Metric	Jan 2025	Jan 2026	YoY Change
Vacancies	1	2	▲ 1
Waiting List	8	18	▲ 10
Unit Turnover	1	0	▼ 1

### Summary:

Demand more than doubled year over year while turnover declined, tightening availability.

### Maintenance Performance

#### Public Housing Maintenance

Metric	Jan 2025	Jan 2026	YoY Change
Open Work Orders	329	70	▼ 259





## Housing Authority of the City of Madera

Metric	Jan 2025	Jan 2026	YoY Change
Avg. Days to Complete	23.22	19.91	▼ 3.31

### Farm Labor Maintenance

Metric	Jan 2025	Jan 2026	YoY Change
Open Work Orders	116	48	▼ 68
Avg. Days to Complete	24.32	25.46	▲ 1.14

### Summary:

Maintenance backlogs improved substantially year over year. Farm Labor completion times remain elevated. These changes are primarily due to inspection workorders in preparation to HUD's REAC/NSPIRE and USDA inspection preparation.





Housing Authority of the City of Madera

**BOARD MEMORANDUM**

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

**BOARD MEETING:** February 11, 2026

**AGENDA ITEM:** F-1

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

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

**DATE:** February 5, 2026

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

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**1. DEPARTMENTAL REPORTS:**

• **HCV Department**

- The HCV Manager continues to meet biweekly with the VA to coordinate the HUD VASH program. At this time, 34 Veterans are successfully housed, 4 are actively searching for units, 5 referrals are under review, and 11 vouchers remain available for issuance. HUD has released a notice advising of additional funds available for the VASH program to assist with navigation resources.
- The EHV program was able to process and pay January HAP. The agency is now awaiting further guidance from HUD regarding the transition of EHV families into the HCV program. Staff remain in ongoing communication with participants to provide updates, answer questions, and support them through this transition period.

Community partners continue to offer strong support by assisting families in every way they can and connecting eligible households to additional services.

- **FSS** – Families continue to be contacted and invited to enroll in the FSS program to enhance support and engagement.
- **POMONA RANCH** - The 2025 End of Year Report was completed and submitted to the Office of Migrant Services. The site generator successfully passed inspection by Cummins. Maintenance staff provided the list of required materials, and all ordered supplies have been received to prepare units for the upcoming season. Thirteen units are already fully completed and ready.

All units, including the Shop/Laundry Room, were fumigated inside and out, with a second fumigation scheduled for June prior to opening day. A “High Pressure” alarm was





## Housing Authority of the City of Madera

triggered on the water system, and Madera Pumps addressed the issue the same day by adjusting the pressure switches on the hydro-pneumatic tank.

A write-off request was submitted for an uncollectible balance from the 2023 season. For the 2025 season, eight tenants initially owed some have paid now only three tenants are owing. Families typically clear outstanding balances in order to return the following season. This will be before the Board at a future meeting for approval.

- **PUBLIC HOUSING** – Management is continuing to monitor Federal updates as it relates to this program.
- **FARM LABOR** – Staff continues to work on annual certifications and Management continues to monitor Federal updates as it relates to the program.
- **FINANCE** – The Finance Department is wrapping up final deliverables for the Auditors to complete the FYE2025 Audited Financial Report due to HUD no later than 06/30/2026. The Auditor anticipates having the report completed by the end of February and we will bring the completed report for Board approval soon after completion. Overall, the Agency had no major finding. There was a suggestion regarding legal invoices that was immediately cleared up.
- **MAINTENANCE:**

Staff have had a very busy season, service calls have increased, we have had a number of units come vacant, and we have also been short-staffed. Despite these challenges, staff have been working together and hard to service our residents. During the first week of February our in-house inspector will begin assisting us in our annual inspections for both Public Housing and Farm Labor sites.

  - **Public Housing:** Staff are working hard to keep up with work orders and turns.
  - **Farm Labor:** We are happy to communicate and welcome Pedro Aguilar to HACM; he will be servicing our farm labor properties.
  - **Pomona Ranch:** Staff continue to work on turns and servicing all major equipment.
- **ADMINISTRATIVE:** The main office experienced vandalism during Martin Luther King weekend. The damage was to one of the entry glass doors. The suspect has been apprehended, and the repairs will be completed on February 9, 2026. HUD released a notice at the end of January regarding a new report on HUD's Secured System through the EIV module. HUD has directed all Public Housing Authorities and owners of HUD-funded housing to verify citizenship and immigration status of all participants and residents through the new EIV-SAVE Tenant Match Report. PHAs were directed to confirm the information and ensure accurate reporting of citizenship or immigration status and initiate corrective action by February 22, 2026. Staff has been working on the report and has completed





## Housing Authority of the City of Madera

reviewing and making needed corrections for both HCV and PH programs. The directive does not include the Farm Labor Program.

2. **TRAINING/CONFERENCES** – As part of continued professional development efforts, team members recently participated in specialized training programs to strengthen their knowledge and skills:
  - **Public Housing:** no updates at this time.
  - **Farm Labor:** no updates at this time.
  - **HCV:** no updates at this time
  - **Maintenance** – no updates at this time.
  - **Administration:** - Executive Director will be attending the 2026 Washington DC NAHRO Conference in March 2026.
  - **ASPIRE** - Yardi ASPIRE continues to upload new learning plans. Staff will continue utilizing this tool for training specifically with the Yardi program and best practices.
  - **Board of Commissioners:** Board Chair will be attending the 2026 Washington DC NAHRO Conference in March 2026
  
3. **NEW STAFF :** Pedro Aguilar, Maintenance Tech II. Pedro comes to us from the private sector. His focus will be servicing our Farm Labor properties. He has been around the construction and agricultural fields most of his life. He recently graduated from IOT with a universal EPA certification while also having great exposure to the plumbing and electrical trades.

