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## REGULAR BOARD OF COMMISSIONERS' MEETING

OCTOBER 24, 2023

AGENDA

LOCATION: 680 N. DOUTY STREET  
HANFORD, CALIFORNIA  
1:30 P.M.

THIS MEETING IS CONDUCTED IN ACCORDANCE WITH THE  
REQUIREMENTS OF THE GOVERNOR'S EXECUTIVE ORDER N-33-20  
NO PUBLIC MEMEBERS WILL BE ALLOWED IN THE MEETING  
THE MEETING WILL BE HELD BY TELECONFERENCE AT THE ABOVE LOCATION.  
MEMBERS OF THE PUBLIC MAY DIAL IN.

United States: 1 (408) 650-3123

**Access Code:** 141-642-213

- 1) Roll Call
- 2) Unscheduled Appearances  
Any person may address this Board at this time on any item on the agenda, or on any other item of interest to the public, that is within the subject matter jurisdiction of the Board. Three (3) minutes are allowed for each item.
- 3) Review and Approval of September 26, 2023, Regular Board Meeting Minutes Pages 1-2
- 4) Review and Approval of Receipts and Expenditures for September 2023 Pages 3-10
- 5) Unfinished Business:
- 6) New Business:
  - A. NONE
  - A. Review and Approval by Resolution in the matter of an Amendment to Section III.1 of the Bylaws. **Resolution #23-09** Page 11
  - B. Review and Approval by Resolution in the matter of an Amendment to Section III.2 Establishing date and time for Regular Meeting of the Board of Commissioners. **Resolution #23-10** Page 12
  - C. Review and Approval to observe Veterans Day Friday November 10<sup>th</sup>, 2023, in lieu of added additional 8 hours.
  - D. Review and Approval of write-offs for 53-1 Sunnyside Village, 53-2 Valley View Village, Cameron Commons and Kettleman City for the quarter ending September 30, 2023. Pages 13-16
- 7) Correspondence:
  - A. NONE
- 8) Management
  - A. Current Status of Program Operations Page 17
- 9) Close Session
  - A. Regarding Litigation (NONE)
  - B. Regarding Employee Relations (NONE)
- 10) Open Session
- 11) Commissioners' Items
- 12) Adjournment

Any Late Documents relating to an agenda item that are distributed to the Commissioners less than 72 hours prior to the scheduled meeting are available for public inspection, at the time they are distributed to the Commissioners, at the Administrative Office as addressed below.



THE 741TH MEETING OF THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE COUNTY OF KINGS CALIFORNIA

The Regular Meeting of the Board of Commissioners of the Housing Authority of the County of Kings was called  
to order September 26, 2023, at 1:30 p.m. by Chairman Valle

The Meeting was conducted via Teleconference.

1) ROLL CALL

Secretary Sandra Jackson-Bobo called the roll:

PRESENT:           Richard Valle  
                          Doug Verboon  
                          Joe Neves  
                          Rusty Robinson  
                          Richard Fagundez

Also present were the following:

Sandra Jackson-Bobo	-	HAKC Executive Director
Michele Rodrigues	-	HAKC Finance Manager
Jennifer Molina	-	HAKC Administrative Assistant
Bob Gin	-	HAKC Attorney

2) UNSCHEDULED APPEARANCES

NONE

3) REVIEW AND APPROVAL OF AUGUST 23, 2023 SPECIAL BOARD MEETING MINUTES

A motion was presented by Commissioner Verboon to approve the minutes for the Special Board Meeting for August 23, 2023. Commissioner Robinson seconded the motion, and the Board approved the minutes by the following votes: AYES- Robinson, Neves, Verboon, and Valle. NOES-None. ABSTAIN- Fagundes. ABSENT-None.

4) REVIEW AND APPROVAL OF RECEIPTS AND EXPENDITURES FOR AUGUST 2023

A motion was presented by Commissioner Neves to approve the Receipts and Expenditures for August 2023. Commissioner Verboon seconded the motion, and the Receipts and Expenditures were approved by the following votes: AYES- Robinson, Neves, Verboon, Fagundes and Valle. NOES-None. ABSTAIN- None. ABSENT-None.

5) UNFINISHED BUSINESS

A. NONE

6) NEW BUSINESS:

- A. Review and Approval the update to the 700 Personnel Policy section 301 Hours of Work sections 301.1, 301.2 and 301.3. Section 302 Pay Plan, Sections 302.2, Sections 302.4 Longevity Step.

Commissioner Verboon made a motion to approve 700 Personnel Policy Section 301 Hours of Work sections 301.1, 301.2 and 301.3. Commissioner Neves seconded the motion, and it was approved by the following votes: AYES- Robinson, Neves, Verboon, Fagundes and Valle. NOES-None. ABSTAIN- None. ABSENT-None.

Commissioner Verboon made a motion to approve 700 Personnel Policy Section 302 Pay Plan, sections 302.2, 302.4 Longevity Step. Commissioner Fagundes seconded the motion, and it was approved by the following votes: AYES-Robinson, Neves, Verboon, Fagundes and Valle. NOES-None. ABSTAIN-None. ABSENTS-None

B. Review and Approval Longevity Step for Executive Director.

A motion was presented by Commissioner Robinson to approve Longevity Step for the Executive Director. Commissioner Verboon seconded the motion, and the Longevity Step for the Executive Director was approved by the following votes: AYES- Robinson, Neves, Verboon, Fagundes and Valle. NOES-None. ABSTAIN- None. ABSENT-None..

C. Review and Approval by Resolution of a Contract Agreement with an Open-Ended term with the State of California Employment Development Department to maintain Income Integrity. Resolution #23-07.

A motion was presented by Commissioner Fagundes to approve **Resolution #23-07** an open-ended agreement with the State of California Employment Development Department in order to maintain income integrity. Commissioner Verboon seconded the motion, and it was approved by the following votes: AYES- Robinson, Neves, Verboon, Fagundes and Valle. NOES-None. ABSTAIN-None ABSENT- None.

D. Review and Approval by Resolution changes to Housing Choice Voucher Administrative Plan to reflect changes in the Payment Standard Plan. Resolution #23-08.

A motion was presented by Commissioner Verboon to approve **Resolution #23-08** changes to Housing Choice Voucher Administrative Plan to reflect changes in the Payment Standard Plan. Commissioner Robinson seconded the motion and **Resolution #23-08** was approved by the following votes: AYES- Robinson, Neves, Verboon, Fagundes and Valle. NOES-None. ABSTAIN-None ABSENT- None.

7) CORRESPONDENCE

- A. Discussion on how the Board of Commissioners will submit from HUD-52574 Board Resolution.  
No Action Item

8) MANAGEMENT

- A. Current Status of Program Operations

9) CLOSED SESSION

- A. Regarding Litigation (NONE)
- B. Regarding Employee Relations (NONE)

10) OPEN SESSION

- A. Discussion about changing the date and time for the Housing Authority’s Regular Board Meetings.

11) COMMISSIONER'S ITEMS

NONE

12) ADJOURNMENT

There being no further business, the meeting was adjourned at 1:46 p.m.

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Secretary

HOUSING AUTHORITY OF THE COUNTY OF KINGS  
MONTHLY BILLS  
SEPTEMBER 30, 2023

ACCOUNT NO.	ACCOUNT DESCRIPTION	VENDOR	MGMT FEES 015	ADMIN 100	CAMERON COMMON 200	KETTLEMAN CITY 300	ADMIN FLC 400	LOW RENT 500	VOUCHERS 600	CORCORAN STATION 700	TRANSITIONAL HOUSING 701	TOTAL
4110	PAYROLL											
	KINGS COUNTY HA - ADMIN.PAYROLL		8,442.34	3,399.04	1,360.89	1,199.22	681.99	26,114.39	16,201.00	3,324.64	218.60	60,942.11
	CURRENT TOTAL		8,442.34	3,399.04	1,360.89	1,199.22	681.99	26,114.39	16,201.00	3,324.64	218.60	60,942.11
	PREVIOUS MONTH TOTAL		8,195.06	3,299.30	1,322.33	1,164.12	664.08	25,428.01	18,290.57	3,184.99	213.72	61,762.18
	YEAR-TO-DATE TOTAL		139,857.50	40,002.64	13,912.66	13,066.33	7,396.92	254,783.75	214,324.95	37,902.04	1,846.08	723,092.87
4130	LEGAL											
	GRISWOLD LASALLE COBB DOWD & GINLAW OFFICES			1.40	360.36	399.58	7.02	3,897.46	1,502.73	61.77	2.80	6,233.12
	CURRENT TOTAL		-	1.40	360.36	399.58	7.02	3,897.46	1,502.73	61.77	2.80	6,233.12
	PREVIOUS MONTH TOTAL		-	1.06	34.06	1,112.44	5.32	1,133.48	366.13	46.83	2.12	2,701.44
	YEAR-TO-DATE TOTAL		-	573.40	1,482.55	3,899.96	117.09	29,098.44	11,669.31	2,256.56	46.80	49,144.11
4140	STAFF TRAINING											
	NAN MC KAY AND ASSOCIATES INC							1,350.00	1,215.00			2,565.00
	CURRENT TOTAL		-	-	-	-	-	1,350.00	1,215.00	-	-	2,565.00
	PREVIOUS MONTH TOTAL		-	-	-	-	-	-	179.00	-	-	179.00
	YEAR-TO-DATE-TOTAL		521.24	376.51	-	-	46.52	4,570.05	3,069.03	96.94	28.04	8,708.33
4150	TRAVEL											
	CURRENT TOTAL		-	-	-	-	-	-	-	-	-	-
	PREVIOUS MONTH TOTAL		-	-	-	-	-	-	-	-	-	-
	YEAR-TO-DATE TOTAL		-	56.10	-	-	7.98	475.04	141.08	19.24	5.56	705.00
4160	AUTOMOBILE EXPENSE											
	FIRST BANKCARD		35.45	5.60			0.51		15.67			57.23
	GARY V. BURROWS, INC		27.59	3.31					84.96			115.86
	H A S AUTO REPAIR & TIRE		16.15	1.93					49.72			67.80
	CURRENT TOTAL		79.19	10.84	-	-	0.51	-	150.35	-	-	240.89
	PREVIOUS MONTH TOTAL		59.77	8.64	-	4.77	0.53	36.07	90.57	0.80	-	201.15
	YEAR-TO-DATE TOTAL		1,821.17	270.73	-	74.58	19.53	563.44	2,043.66	12.48	-	4,805.59

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4171	AUDIT EXPENSE											
	<b>CURRENT TOTAL</b>											
	PREVIOUS MONTH TOTAL											
	YEAR-TO-DATE TOTAL											
4190	<b>SUNDRY</b>											
	AT&T							4.41				4.41
	AT&T/CALNET		46.89	24.39		23.07	2.64	194.22	252.09	76.45		619.75
	AUTOMATED OFFICE SYSTEMS			50.83	19.20	18.97	3.03	221.93	314.16	17.98	1.10	647.20
	CITY OF LEMOORE		62.32									62.32
	CLASSIC HOME INVESTMENTS				75.00				300.00			375.00
	COUNTY OF KINGS - CENTRAL SERVICES		231.25	62.98			4.31		148.41			446.95
	FIRST BANKCARD		9.00	2.44			0.17	138.00	105.77			255.38
	KINGS COUNTY HA - ADMIN				14.78	19.27	1.82	103.48	53.27	15.05	1.16	208.83
	NAN MC KAY AND ASSOCIATES INC							145.57	3,649.83			3,795.40
	NOWDOCS INTERNATIONAL INC.					57.80		144.49	386.11			386.11
	ODP BUSINESS SOLUTIONS, LLC				6.00			67.50	24.56			226.85
	ONLINE INFORMATION SERVICES			0.13	4.20	79.75	0.66	359.94	233.22	31.24	2.78	711.92
	QUADIENT FINANCE USA, INC.		1.01	15.18	26.66		2.81	181.24	95.05	16.80		338.75
	TCM INVESTMENTS, L.P.		103.65	28.24			1.93		66.52			200.34
	THE SENTINEL			27.97				223.31				251.28
	WAL-MART CAPITAL ONE							747.00				747.00
	ZEFFERT & ASSOCIATES											
	<b>CURRENT TOTAL</b>		390.79	260.31	134.36	225.52	17.37	2,531.09	5,628.99	175.52	5.04	9,368.99
	PREVIOUS MONTH TOTAL		534.53	451.49	7,833.17	195.37	64.15	3,303.54	7,000.66	235.54	6.09	19,624.54
	YEAR-TO-DATE TOTAL		2,984.33	4,336.03	10,135.09	2,766.08	491.62	32,880.70	75,886.57	10,247.41	74.97	139,802.80
	<b>REPLACEMENT RESERVE</b>											
	CORCORAN STATION				606.00					800.00		800.00
	KINGS COUNTY HA - CAMERON					645.00						606.00
	KINGS COUNTY HA - KETTLEMAN											645.00
	<b>CURRENT TOTAL</b>				606.00	645.00				800.00		2,051.00
	PREVIOUS MONTH TOTAL				606.00	645.00				800.00		2,051.00
	YEAR-TO-DATE TOTAL				7,272.00	7,740.00				9,600.00		24,612.00

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4193	BOND FEE COSTS										
		-	-	-	-	-	-	-	-	-	-
	PREVIOUS MONTH TOTAL										
	YEAR-TO-DATE TOTAL										
	CURRENT TOTAL										
4195	COMPUTER COSTS										
	COMCAST CABLE		0.25	4.40	25.76	1.47	132.10	204.99	28.33		397.05
	FIRST BANKCARD			7.74	9.69	1.20	64.87	41.62	10.64	0.50	136.51
	WAY OUT WEST COMPUTERS		2.15	67.55	84.52	10.52	566.10	413.32	142.89	4.30	1,291.35
	CURRENT TOTAL		2.40	79.69	119.97	13.19	763.07	659.93	181.86	4.80	1,824.91
	PREVIOUS MONTH TOTAL		0.49	19.02	44.12	3.75	254.86	1,364.67	48.47	0.98	1,736.36
	YEAR-TO-DATE TOTAL		45.40	1,487.34	2,075.78	242.35	13,773.50	31,836.93	2,877.19	84.74	52,423.23
4220	TENANT SERVICES										
	ESTER MAGNIA						25.00				25.00
	MICHAELA AVALOS						25.00				25.00
	RACHEL GORDON						25.00				25.00
	CURRENT TOTAL						75.00				75.00
	PREVIOUS MONTH TOTAL						100.00				100.00
	YEAR-TO-DATE TOTAL						425.00				425.00
4310	WATER										
	ARMONA COMMUNITY SERVICE DISTRICT					397.50	1,404.40				1,801.90
	CORCORAN CITY OF						4,978.94		450.60		5,429.54
	HANFORD UTILITY CITY OF	110.99		411.82			3,490.62			28.81	4,042.24
	KETTLEMAN CITY COMM. SERVICE DISTRICT										3,303.80
	LEMOORE CITY OF - UTILITIES				3,303.80						61.00
	CURRENT TOTAL		110.99	411.82	3,303.80	397.50	9,873.96		450.60	89.81	14,638.48
	PREVIOUS MONTH TOTAL		84.19	419.86	3,517.20	443.50	11,102.67		469.88	104.55	16,141.85
	YEAR-TO-DATE TOTAL		867.57	4,274.52	25,742.51	4,042.00	97,339.59		5,707.43	1,179.56	139,153.18

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4320	<b>ELECTRIC</b>												
		ARMONA COMMUNITY SERVICE DISTRICT				17.84	5.00	17.00				22.00	
		PACIFIC GAS AND ELECTRIC		831.00	228.46			1,947.85			3,882.51	405.35	6,253.55
		SOUTHERN CALIFORNIA EDISON CO.						3,694.75					4,754.21
		CURRENT TOTAL											
		PREVIOUS MONTH TOTAL		831.00	228.46	17.84	5.00	5,659.60			3,882.51	405.35	11,029.76
		YEAR-TO-DATE TOTAL		1,108.50	241.81	403.61	5.00	5,414.64			3,792.96	435.37	11,401.89
				6,044.63	1,893.97	2,820.70	126.82	36,441.22			32,239.24	2,652.78	82,219.36
4330	<b>GAS</b>												
		PACIFIC GAS AND ELECTRIC				504.19		85.79		327.52	15.56	504.19	
		THE GAS COMPANY			4.93								433.80
		CURRENT TOTAL			4.93	504.19		85.79		327.52	15.56	937.99	
		PREVIOUS MONTH TOTAL			11.16	20.03		119.83		315.81	13.86	480.69	
		YEAR-TO-DATE TOTAL		1,382.36	524.29	881.99	295.87	9,383.63		7,939.78	1,083.33	21,491.25	
4390	<b>OTHER UTILITIES</b>												
		ARMONA COMMUNITY SERVICE DISTRICT					186.25	633.25				819.50	
		CORCORAN CITY OF						2,532.89		1,040.53		3,573.42	
		HANFORD UTILITY CITY OF		42.83	694.40			3,332.56			22.90	4,092.69	
		KETTLEMAN CITY COMM. SERVICE DISTRICT				1,440.00						1,440.00	
		LEMOORE CITY OF - UTILITIES										27.70	
		CURRENT TOTAL		42.83	694.40	1,440.00	186.25	6,498.70		1,040.53	50.60	9,953.31	
		PREVIOUS MONTH TOTAL		42.83	694.40	1,440.00	186.25	6,496.73		1,040.53	50.60	9,951.34	
		YEAR-TO-DATE TOTAL		802.57	8,332.80	17,265.00	2,235.00	77,918.80		12,486.36	607.20	119,647.73	
4410	<b>PAYROLL - MAINTENANCE</b>												
		KINGS COUNTY HA - ADMIN.PAYROLL			2,203.62	4,145.86	68.42	13,499.70		167.32	44.56	20,129.48	
		CURRENT TOTAL			2,203.62	4,145.86	68.42	13,499.70		167.32	44.56	20,129.48	
		PREVIOUS MONTH TOTAL			2,138.30	4,023.50	66.38	15,465.29		162.40	43.24	21,899.11	
		YEAR-TO-DATE TOTAL			25,724.92	48,404.36	798.60	186,723.78		1,953.72	520.20	264,125.58	



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<b>MAINTENANCE MATERIALS</b>												
4420	C.B.S DOORS				280.76			742.99				1,023.75
	CORCORAN HARDWARE COMPANY							105.20				105.20
	EMPIRE SUPPLY CO. INC.			13.56				1,902.24				1,915.80
	FIRST BANKCARD							46.10				46.10
	GARY V. BURROWS, INC		153.89	38.95	294.08	235.48	19.99	1,300.46	29.66	34.29	31.68	2,138.48
	HD SUPPLY FACILITIES MAINTENANCE					392.13		77.72		960.55		1,430.40
	HOLT LUMBER INC.							62.37				62.37
	HOME DEPOT CREDIT SERVICES					157.42		555.59				713.01
	KETTLEMAN CITY PARTS					295.13						295.13
	LOWE'S BUSINESS ACCOUNT					44.74		364.48				409.22
	REFRIGERATION SUPPLIES DISTRIBUTOR				164.54			1,095.41		268.79	111.06	1,639.80
	SIGN WORKS GRAPHICS							60.73				60.73
	ULTRA-CHEM INC.							1,348.10				1,348.10
	WEST VALLEY SUPPLY							48.30				48.30
	<b>CURRENT TOTAL</b>		153.89	38.95	588.40	1,289.44	19.99	7,709.69	29.66	1,263.63	142.74	11,236.39
	<b>PREVIOUS MONTH TOTAL</b>		144.01	70.54	345.80	733.99	16.09	5,783.53	27.53	23.98	23.04	7,168.11
	<b>YEAR-TO-DATE TOTAL</b>		1,429.31	1,140.12	6,843.76	14,144.40	2,478.01	87,383.06	326.32	7,933.69	341.21	122,019.88
<b>CONTRACT COSTS</b>												
	ARMONA COMMUNITY SERVICE DISTRICT						91.25	310.25				401.50
	AT&T/CALINET					47.54						47.54
	BADASCITIRE COMPANY							105.55				105.55
	CORCORAN CITY OF							3,825.00		596.60		4,421.60
	EAGLESHIELD PEST CONTROL			14.97	159.68	209.58	74.95	3,022.32		589.52	9.98	4,081.00
	G & B JANITORIAL LLC		236.77	64.52			4.40		151.92			457.61
	HANFORD RUG				150.00							150.00
	HANFORD UTILITY CITY OF			108.13	453.61			1,551.46			28.84	2,142.04
	KETTLEMAN CITY COMM. SERVICE DISTRICT							433.35				1,073.62
	KINGS WASTE & RECYCLING AUTHORITY									28.00		461.35
	LEMOORE CITY OF - UTILITIES					84.67						84.67
	MATSON ALARM CO. INC.									1,211.83		1,461.07
	MORRIS LEVIN & SON							249.24		2,250.37		2,250.37
	OTIS ELEVATOR COMPANY											5,928.89
	PRIMOW LANDSCAPING		93.22	25.40	645.70		1.74	5,103.00	59.83			7,109.56
	RANDSTAD US L.P.							7,109.56				125.00
	RYAN'S PROFESSIONAL CLEANING				125.00							125.00
	THE LAWNMOWER MAN							194.05				219.05
	VERIZON WIRELESS		92.22	10.37	4.20	4.82	1.30	24.30	24.77	26.90	0.05	188.93
	<b>CURRENT TOTAL</b>		422.21	223.39	1,538.19	1,445.23	173.64	21,928.08	236.52	4,675.22	99.54	30,742.02
	<b>PREVIOUS MONTH TOTAL</b>		455.46	258.93	1,494.43	1,802.55	133.16	22,977.02	357.30	5,448.99	82.88	33,010.72
	<b>YEAR-TO-DATE TOTAL</b>		6,090.48	4,760.97	19,680.78	20,226.94	2,197.90	272,831.11	4,304.00	60,980.06	1,137.47	392,209.71

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MONTHLY BILLS  
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<b>BOND ADMIN FEE COSTS</b>											
4431											
	PREVIOUS MONTH TOTAL	-	-	-	-	-	-	-	-	-	-
	YEAR-TO-DATE TOTAL	-	-	-	-	-	-	-	-	-	-
	<b>CURRENT TOTAL</b>										
<b>INSURANCE EXPENSE</b>											
4510	HA COUNTY OF KINGS -ADMIN	133.46	55.10	218.26	450.88	18.34	1,676.26	277.14	338.04	5.56	3,173.04
	PREVIOUS MONTH TOTAL	133.46	55.10	218.26	450.88	18.34	1,676.26	277.14	338.04	5.56	3,173.04
	YEAR-TO-DATE TOTAL	2,182.72	2,676.76	2,553.48	5,342.24	204.32	22,266.09	3,752.76	4,078.40	51.73	43,108.50
<b>TAXES</b>											
4520											
	PREVIOUS MONTH TOTAL	-	-	-	-	-	-	-	-	-	-
	YEAR-TO-DATE TOTAL	-	-	-	-	-	-	-	-	-	-
	<b>CURRENT TOTAL</b>										
<b>EMPLOYEE BENEFITS</b>											
4540	BLUE SHIELD OF CALIFORNIA	1,783.98	701.18	846.89	1,045.86	128.80	7,943.59	1,133.95	156.20	56.76	13,797.21
	CALIFORNIA VISION SERVICE	20.67	8.73	16.40	23.15	2.45	156.51	65.65	2.33	0.93	296.82
	KINGS COUNTY HA - ADMIN.PAYROLL	674.61	271.66	267.59	444.14	59.91	3,136.94	1,300.35	328.64	20.94	6,504.78
	PRINCIPAL LIFE/GROUP GRAND ISLAND	146.90	60.44	88.64	77.28	13.64	766.42	258.42	12.95	5.28	1,429.97
	TRANSAMERICA OCCIDENTAL LIFE	87.64	18.75		74.64	2.08	232.82	133.46	1.84		551.23
	UBS FINANCIAL SERVICES	1,802.93	725.03	726.24	1,131.02	149.03	7,968.36	2,456.90	110.25	47.85	15,117.61
	PREVIOUS MONTH TOTAL	4,516.73	1,785.79	1,945.76	2,796.09	355.91	20,204.64	5,348.73	612.21	131.76	37,697.62
	YEAR-TO-DATE TOTAL	4,488.26	1,776.24	1,947.27	2,794.56	355.56	22,849.62	10,217.89	607.87	132.42	45,169.69
	<b>CURRENT TOTAL</b>	73,675.43	21,025.34	22,323.44	32,390.44	4,051.79	242,355.53	102,112.51	20,090.57	1,341.48	519,366.53

HOUSING AUTHORITY OF THE COUNTY OF KINGS  
MONTHLY BILLS  
SEPTEMBER 30, 2023

ACCOUNT NO.	ACCOUNT DESCRIPTION	MGMT FEES 015	ADMIN 100	CAMERON COMMON 200	KETTLEMAN CITY 300	ADMIN FIC 400	LOW RENT 500	VOUCHERS 600	CORCORAN STATION 700	TRANSITIONAL OSTER HOUSING 701	TOTAL
4560	SAFETY FEES	-	-	-	-	-	-	-	-	-	-
	CURRENT TOTAL	-	-	-	-	-	-	-	-	-	-
	PREVIOUS MONTH TOTAL	-	-	-	-	-	-	-	-	-	-
	YEAR-TO-DATE TOTAL	-	-	-	-	-	-	-	-	-	-
4570	COLLECTION LOSS	-	-	-	-	-	-	-	-	-	-
	CURRENT TOTAL	-	-	-	-	-	-	-	-	-	-
	PREVIOUS MONTH TOTAL	-	-	-	-	-	-	-	-	-	-
	YEAR-TO-DATE TOTAL	-	-	-	-	-	-	-	-	-	-
4580	MORTGAGE PAYMENT (INTEREST)	-	-	-	-	-	-	-	-	-	-
	BALTERRA ASCENSION & ANTONIA			6,125.35					115.94		115.94
	CITIZENS BUSINESS BANK										6,125.35
	CURRENT TOTAL	-	-	6,125.35	-	-	-	-	115.94	-	6,241.29
	PREVIOUS MONTH TOTAL	-	-	6,215.33	-	-	-	-	120.63	-	6,335.96
	YEAR-TO-DATE TOTAL	-	-	38,650.18	-	-	-	-	1,694.13	-	40,344.31
4590	MANAGEMENT FEES										
	HOUSING AUTHORITY OF THE COUNTY OF KINGS/MANAGEMENT						19,328.97				19,328.97
	KINGS COUNTY HA - ADMIN			2,137.50	2,204.00						4,341.50
	KINGS COUNTY MANAGEMENT & DEVELOPMENT CORP./MANAGEM								1,858.33	131.46	1,989.79
	CURRENT TOTAL	-	-	2,137.50	2,204.00	-	19,328.97	-	1,858.33	131.46	25,660.26
	PREVIOUS MONTH TOTAL	-	-	2,137.50	2,204.00	-	19,328.97	-	1,858.33	131.46	25,660.26
	YEAR-TO-DATE TOTAL	-	-	25,650.00	26,448.00	-	233,301.42	-	22,299.96	1,577.52	309,276.90
	CURRENT GRAND TOTAL	14,138.61	6,762.04	18,637.99	20,186.62	1,945.13	141,196.40	31,250.05	19,275.64	1,348.18	254,740.66
	PREVIOUS MONTH GRAND TOTAL	14,006.65	7,155.71	25,672.24	20,542.82	1,961.59	141,682.84	38,215.93	18,481.10	1,245.81	268,964.69
	YEAR-TO-DATE GRAND TOTAL	228,562.18	84,361.13	190,741.78	223,289.31	24,752.32	1,602,514.15	449,467.12	240,415.20	12,578.67	3,056,681.86

HOUSING AUTHORITY OF THE COUNTY OF KINGS  
LOW RENT PROGRAM - AMP 1/AMP 2  
OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023

	AMP 1	168	AMP 1	168	AMP 2	100	AMP 2	100
	BUDGET	PUM	ACTUAL	PUM	BUDGET	PUM	ACTUAL	PUM
<b>REVENUE</b>								
Dwelling Rent	\$559,930	\$277.74	\$790,859.82	\$392.29	\$339,960	\$283.30	\$549,262.88	\$457.72
Interest	1,710	0.85	6,561.42	3.25	550	0.46	2,857.48	2.38
Other Income-Tenant Charges	49,410	24.51	9,993.61	4.96	23,440	19.53	23,944.65	19.95
Other Income	0	0.00	13,724.18	6.81	0	0.00	14,412.10	12.01
Capital Fund Subsidy	142,604	70.74	0.00	0.00	91,419	76.18	0.00	0.00
HUD Subsidy	392,522	194.70	535,747.02	265.75	294,802	245.67	352,016.00	293.35
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Income	\$1,146,176	\$568.54	\$1,356,886.05	\$673.06	\$750,171	\$548.96	\$942,493.11	\$785.41
<b>EXPENSES:</b>								
<b>OPERATING EXPENSES:</b>								
Administrative Salaries	\$103,160	\$51.17	\$139,065.14	\$68.98	\$83,820	\$69.85	115,718.61	\$96.43
Legal	26,150	12.97	13,055.23	6.48	5,500	4.58	16,043.21	13.37
Travel	380	0.19	3,700.53	1.84	0	0.00	1,908.00	1.59
Sundry Costs	24,350	12.08	30,411.78	15.09	20,355	16.96	21,149.23	17.62
Management Fees	136,503	67.71	132,102.21	65.53	81,252	67.71	77,934.21	64.95
Bookkeeping Fees	15,120	7.50	14,632.50	7.26	9,000	7.50	8,632.50	7.19
Asset Management Fees	20,160	10.00	0.00	0.00	12,000	10.00	0.00	0.00
Computer Costs	12,260	6.08	15,410.05	7.64	7,770	6.48	9,303.67	7.75
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Operating Expenses	\$338,083	\$167.70	\$348,377.44	\$172.81	\$219,697	183.08	\$250,689.43	\$208.91
<b>TENANT SERVICES:</b>								
	\$9,262	\$4.59	\$425.00	\$0.21	\$3,548	\$2.96	0.00	\$0.00
<b>UTILITIES:</b>								
Water	\$58,600	\$29.07	\$51,153.55	\$25.37	\$52,000	\$43.33	\$46,186.04	\$38.49
Electric	24,240	12.02	25,347.49	12.57	10,000	8.33	11,093.73	9.24
Gas	2,550	1.26	4,372.58	2.17	3,200	2.67	4,073.77	3.39
Other	48,175	23.90	47,524.12	23.57	29,000	24.17	30,394.68	25.33
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Utilities	\$133,565	\$66.25	\$128,397.74	\$63.69	\$94,200	\$78.50	\$91,748.22	\$76.46
<b>MAINTENANCE AND OPERATIONS</b>								
Labor	\$131,430	\$65.19	\$128,601.50	\$63.79	\$54,770	\$45.64	\$58,122.28	\$48.44
Materials	78,375	38.88	67,554.86	33.51	31,950	26.63	20,887.26	17.41
Contract Costs	120,160	59.60	150,825.40	74.81	126,725	105.60	83,831.58	69.86
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Maint. & Operations	\$329,965	\$163.67	\$346,981.76	\$172.11	\$213,445	\$177.87	\$162,841.12	\$135.70
<b>GENERAL EXPENSES:</b>								
Insurance	\$45,350	\$22.50	\$63,955.05	\$31.72	\$24,960	\$20.80	\$37,656.96	\$31.38
P.I.L.O.T.	42,640	21.15	66,289.49	32.88	24,580	20.48	45,729.93	38.11
Employee Benefits	138,660	68.78	148,121.01	73.47	65,090	54.24	94,234.52	78.53
Collection Losses	29,090	14.43	(113.00)	(0.06)	14,070	11.73	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total General Expenses	\$255,740	\$126.86	\$278,252.55	\$138.02	\$128,700	\$107.25	\$177,621.41	\$148.02
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL EXPENSES</b>	<b>\$1,066,615</b>	<b>\$529.07</b>	<b>\$1,102,434.49</b>	<b>\$546.84</b>	<b>\$659,590</b>	<b>\$549.66</b>	<b>\$682,900.18</b>	<b>\$569.08</b>
<b>RESIDUAL RECEIPTS (DEFICIT)</b>								
Receipts from Nonexpendable Equipment			0.00				0.00	
Property Betterment and Equipment			0.00				0.00	
Prior Period Adjustment			0.00				0.00	
			<hr/>				<hr/>	
RESIDUAL RECEIPTS(or DEFICIT)			\$254,451.56				\$259,592.93	
			=====				=====	
<b>OPERATING RESERVE AS OF JUNE 30, 2016</b>								
RESIDUAL RECEIPTS(or DEFICIT)			\$243,569.11				\$97,581.81	
			<hr/>				<hr/>	
CURRENT OPERATING RESERVE			498,020.67				357,174.74	
ACCOUNTS RECEIVABLE BALANCE			112,276.22				102,181.60	
			<hr/>				<hr/>	
ADJUSTED OPERATING RESERVE			385,744.45				254,993.14	
			=====				=====	
MAXIMUM OPERATING RESERVE APPROVED			533,307.50				329,795.00	
<b>PERCENT OF MAXIMUM OPERATING RESERVE</b>								
			72.33%				77.32%	

BEFORE THE BOARD OF COMMISSIONERS  
OF THE  
HOUSING AUTHORITY OF THE COUNTY OF KINGS  
STATE OF CALIFORNIA

-oOo-

IN THE MATTER OF APPROVAL	)	
OF AN AMENDMENT TO SECTION	)	Resolution Number
III. 1. OF THE BYLAWS	)	23-09

-oOo-

WHEREAS, the Housing Authority has established Bylaws to govern its operations; and

WHEREAS, Section III.1. of the Bylaws establishes the date and time for an annual meeting of the Housing Authority; and

WHEREAS, the Board of Commissioners deems it appropriate and necessary to establish a new date and time for the annual meeting of the Housing Authority.

NOW THEREFORE BE IT RESOLVED that Section III.1. of the Bylaws is amended to read as follows:

“Section 1. Annual Meeting. The annual meeting of the Authority shall be held during the first meeting of the Board of Commissioners each calendar year, or such other date and time as may be established by resolution of the Board of Commissioners. In the event such date shall fall on a legal holiday, the annual meeting shall be held on the next succeeding meeting of the Board of Commissioners.”

The foregoing Resolution was adopted upon a motion presented by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_, at a Special Meeting held on the 24th day of October, 2023, and carried by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

BEFORE THE BOARD OF COMMISSIONERS  
OF THE  
HOUSING AUTHORITY OF THE COUNTY OF KINGS  
STATE OF CALIFORNIA

-oOo-

IN THE MATTER OF ESTABLISHING )	
DATE AND TIME FOR REGULAR )	Resolution Number
MEETINGS OF THE BOARD OF )	23-10
COMMISSIONERS )	

-oOo-

WHEREAS, the Housing Authority has established Bylaws to govern its operations; and

WHEREAS, Section III.2. of the Bylaws establishes the date and time for an the regular meetings of the Board of Commissioners of the Housing Authority; and

WHEREAS, the Board of Commissioners deems it appropriate and necessary to establish a new date and time for the regular meetings of the Board of Commissioners.

NOW THEREFORE BE IT RESOLVED that pursuant to Section III.2. of the Bylaws the regular meetings of the Board of Commissioners shall be held on the fourth Wednesday of each calendar month, beginning at 9:00 a.m. in the Chambers of the Kings County Board of Supervisors in Hanford, California. In the event the Chambers of the Kings County Board of Supervisors are not available, the regular meetings shall be held in the location in Hanford, California specified in the notice for such regular meeting. Notice of such regular meetings shall be given in accordance with state law.

The foregoing Resolution was adopted upon a motion presented by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_, at a Special Meeting held on the 24th day of October, 2023, and carried by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:



**UNCOLLECTABLE ACCOUNTS  
TO BE CHARGED TO  
COLLECTION LOSS**

**Project Name:** Conventional 531 (Hanford)

**Quarter Ending:** September 30, 2023

UNIT	NAME	SOCIAL SECURITY NUMBER	RENT	MAINT. CHARGES	LEGAL COSTS	CLOSING COSTS	TOTAL CHARGES	DATE UNIT VACATED
531-550						\$4,563.47	\$4,563.47	
531-45B						\$529.43	\$529.43	
531-48C						\$855.96	\$855.96	
531-50B						\$2,011.14	\$2,011.14	
531-10B						\$767.14	\$767.14	
531-67B						\$518.28	\$518.28	
531-31A						\$4,483.20	\$4,483.20	
531-08A						\$457.52	\$457.52	
531-26A						\$2,004.61	\$2,004.61	
531-020						\$33,038.23	\$33,038.23	
531-08C						\$1,193.69	\$1,193.69	
531-28C						\$18.23	\$18.23	
<b>Total</b>			\$0.00	\$0.00	\$0.00	\$50,440.90	\$50,440.90	

**Total Charges to Tenants for Period** July 1, 2023 **Through** September 30, 2023 **\$172,507.95**

Total Loss of Rent	\$0.00	=	0.0000%	of Total Charges
Total Loss of Maintenance	\$0.00	=	0.0000%	of Total Charges
Total Loss of Legal	\$0.00	=	0.0000%	of Total Charges
Total Loss of Closing Costs	\$50,440.90	=	29.2398%	of Total Charges

**Total** \$50,440.90

Lori Hatfield, Area Manager

Sandra Jackson-Bobo, Executive Director



**UNCOLLECTABLE ACCOUNTS  
TO BE CHARGED TO  
COLLECTION LOSS**

**Project Name:** Conventional 532 (Corcoran)

**Quarter Ending:** September 1, 2023

UNIT	NAME	SOCIAL SECURITY NUMBER	RENT	MAINT CHARGES	LEGAL COSTS	CLOSING COSTS	TOTAL CHARGES	DATE UNIT VACATED
532-44A			\$0.00	\$0.00	\$0.00	\$1,053.48	\$1,053.48	05/29/20
532-350			0.00	0.00	0.00	461.84	\$ 461.84	12/01/20
532-240			929.80	0.00	0.00	1896.03	\$ 2,825.83	04/09/20
532-020			4614.24	80.00	0.00	2882.10	\$ 7,576.34	03/16/21
532-42C			91.18	0.00	0.00	344.80	\$ 435.98	11/12/20
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
<b>Total</b>			\$5,635.22	\$80.00	\$0.00	\$6,638.25	\$12,353.47	

**Total Charges to Tenants for Period**      July 1, 2023      Through      September 30, 2023      \$143,828.51

**Total Loss of Rent** = \$5,635.22      3.9180%  
**Total Loss of Maintenance** = \$80.00      0.0556%  
**Total Loss of Legal** = \$0.00      0.0000%  
**Total Loss of Closing Costs** = \$6,638.25      4.6154%  
**Total**      \$12,353.47

**Kelly Moore, Area Manager**

**Sandra Jackson-Bobo, Executive Director**





**UNCOLLECTABLE ACCOUNTS  
TO BE CHARGED TO  
COLLECTION LOSS**

**Project Name:** Cameron Commons

**Quarter Ending:** September 30, 2023

UNIT	NAME	SOCIAL SECURITY NUMBER	RENT	MAINT. CHARGES	LEGAL COSTS	CLOSING COSTS	TOTAL CHARGES	DATE UNIT VACATED
CAM-027						\$14,605.00	\$14,605.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
						\$0.00	\$0.00	
<b>Total</b>			\$0.00	\$0.00	\$0.00	\$14,605.00	\$14,605.00	

**Total Charges to Tenants for Period**      July 1, 2023      Through      September 30, 2023      **\$68,071.80**

Total Loss of Rent	\$0.00	=	0.0000%	of Total Charges
Total Loss of Maintenance	\$0.00	=	0.0000%	of Total Charges
Total Loss of Legal	\$0.00	=	0.0000%	of Total Charges
Total Loss of Closing Costs	\$14,605.00	=	21.4553%	of Total Charges
<b>Total</b>	<b>\$14,605.00</b>			

Lori Hatfield, Area Manager      Sandra Jackson-Bobo, Executive Director



**UNCOLLECTABLE ACCOUNTS  
TO BE CHARGED TO  
COLLECTION LOSS**

**Project Name:** Kettleman City (Farm Labor)  
**Quarter Ending:** September 30, 2023

UNIT	NAME	SOCIAL SECURITY NUMBER	RENT	MAINT CHARGES	LEGAL COSTS	CLOSING COSTS	TOTAL CHARGES	DATE UNIT VACATED
53214C			\$103.90	\$0.00	\$0.00	\$970.13	\$1,074.03	05/31/22
53237B			2,232.13	0.00	4,264.36	2,607.21	\$9,103.70	07/01/21
53225B			2,373.23	0.00	1,503.73	1,444.08	\$5,321.04	07/19/22
53225C			285.40	0.00	0.00	132.06	\$417.46	04/27/23
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
<b>Total</b>			\$4,994.66	\$0.00	\$5,768.09	\$5,153.48	\$15,916.23	

<b>Total Charges to Tenants for Period</b>	July 1, 2023	<b>Through</b>	September 30, 2023	\$56,940.63
<b>Total Loss of Rent</b>	\$4,994.66	=	8.7717%	<b>of Total Charges</b>
<b>Total Loss of Maintenance</b>	\$0.00	=	0.0000%	<b>of Total Charges</b>
<b>Total Loss of Legal</b>	\$5,768.09	=	10.1300%	<b>of Total Charges</b>
<b>Total Loss of Closing Costs</b>	\$5,153.48	=	9.0506%	<b>of Total Charges</b>
<b>Total</b>	\$15,916.23			

**Kelly Moore, Area Manager**  
**Sandra Jackson-Bobo, Executive Director**

**MANAGEMENT REPORT**

Prepared for the Board of Commissioners Special Meeting  
October 17, 2023

1) The Occupancy Rates are as follows:

Section 8 .....	495
53-1 Hanford .....	5 Vacancies
53-2 Corcoran .....	10 Vacancies
53-4 Armona .....	100% Occupied
KC1 Armona .....	100% Occupied
KC2 Hanford .....	100% Occupied
Kettleman City .....	2 Vacancies
Admin .....	100% Occupied
Cameron Commons .....	100% Occupied
Corcoran Station .....	5 Vacancies – 1 Scheduled Move In
Anchors .....	3 Vacancies
Lem / 198 .....	1 Vacancy
Basil Home .....	100% Occupied
Lemoore Meyers Home .....	4 Vacancies

2) Progress Report – Capital Fund Program