



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



735 WEST EVERDING STREET, EUREKA CA 95503
PHONE: (707) 443-4583 FAX: (707) 443-4762 TTY: (800) 651-5111

HOUSING AUTHORITY OF THE CITY OF EUREKA REGULAR COMMISSION MEETING AGENDA

May 17, 2021
7:30pm

Housing Authority Office
735 W. Everding Street, Eureka CA 95503

Via Conference Call Per Instructions Below

Dial 707-443-4583 > Dial ext. 500 then press # > Enter the participant number 1234 then press #

(a) Roll Call

Kali Serotta, Chairperson
Kay Escarda, Vice Chairperson
Charles Bean, Commissioner
Renee Byers, Commissioner

- (b) Public Comment: This time is reserved for members of the public to address the Committee relative to matters of the Housing Authority of the County of Humboldt not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total.

Pages
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- (c) Minutes from the Regular Session of November 16, 2020
Recommendation: Staff recommends the Commissioners approve minutes.

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- (d) Bills and Communications
(d1) HUD Technical Assistance Contract update, April 29, 2021 (informational)

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- (e) Report of the Secretary
(e1) Covid-19 Updates
(e2) Occupancy and Leasing Report
(e3) HCV Utilization Reports

- (f) Reports of the Commissioners: This time is reserved for Commissioners to share any relevant news or Housing related endeavors undertaken by Commissioners.

- (g) Unfinished Business: This time is reserved for any business that has been carried over from previous meetings/discussions.



The Housing Authorities are Equal Housing Opportunity Organizations



- | | |
|------------------|--|
| Pages 12 - 13 | (h) New Business: |
| | (h1) Resolution 1951 City of Eureka Housing Authority To Write Off Certain Uncollectible Accounts Receivable Recommended Board Action: Accept and Adopt for Approval |
| 14 - 16 | (h2) Annual Meeting and Election of Officers Recommended Board Action: Elect Officers |

(i) Closing Comments: Any other business to properly come before the Commission

(j) Executive Session (if necessary)

Adjournment

The Commissioners of the Housing Authority of the City of Eureka met in a Regular Session on Monday, November 16, 2020, at 7:30 p.m. This Session was held via conference call due to the Covid-19 pandemic.

Chairperson Serotta declared a quorum present and called the meeting to order at 7:32 p.m.

(a) Roll Call - Upon roll call those present and absent were:

Commissioners Present via conference call: Serotta, Escarda, Matthias, Byers
Commissioners Absent: Bean
Staff Present: Churchill, Briggs, Wiesner

(b) Public Comment –Chairperson Serotta opens for Public comment. No Public in attendance.

(c) Minutes of the Regular Session of October 19, 2020: Motion to approve the minutes of the meeting of October 19, 2020 made by Vice Chairperson Escarda

Second – Commissioner Byers

Roll call: Ayes: Serotta, Escarda, Byers, Matthias
Nays: None
Abstain: None

Chairperson Serotta declared the motion carried to approve the minutes of October 19, 2020.

d) Bills and Communications: No bills and communications for this meeting.

e) Report of the Secretary –

(e1) Covid-19 Update: Secretary Churchill notes that there has been no change since the last board meeting; Agencies are continuing to do business as we have been for the past several months. Our lobby is still closed to the public at this time.

(e2) Occupancy and Leasing Report: Secretary Churchill updates the Commission; Eureka is holding at right above 96% occupancy and are still on track to meet our HUD requirement for the year.

(e3) HCV Utilization Report: Secretary Churchill briefs the Commission on the report figures and percentages to better help the Commissioners understand the report.

(f) Reports of Commissioners – No reports.

(g) Unfinished Business – No unfinished business.

(h) New Business –

(h1) Resolution 1949

FY 2021 Annual and 5 Year Agency Plan with PHA Goals and progress updates

Recommended Board Action: Accept and Adopt for Approval

Secretary Churchill comments that the most significant update to our goals is item number six, regarding Repositioning. Secretary Churchill has been in contact with our Asset Manager at HUD. HUD is closer to completing a Technical Assistant Contract which should be ready as soon as next month. The rest of the plan is standard and spells out our goals, updates and what we are working towards.

Resolution 1949

Resolution to Approve 5 - Year and Annual Agency Plan

WHEREAS, In order to be in compliance with regulations of the United States Department of Housing and Urban Development, Housing Authority of the City of Eureka must submit a 5 year Plan every 5 years and an agency plan on an annual basis; and

WHEREAS, The Agency Plan has been reviewed for accuracy and completeness; and

WHEREAS, A Public Notice stating the Agency Plan was available for review at the Housing Authority offices with a Public Hearing to be held on October 14, 2020 was published on the Housing Authority of the City of Eureka website and front lobby of the Housing Authority office; and

WHEREAS, The Public Hearing was held on October 14, 2020; and

WHEREAS, There were no changes or corrections to the agency plan suggested.

NOW, THEREFORE, BE IT RESOLVED, That the Commissioners of the Housing Authority of the City of Eureka do hereby approve the 5 Year and Annual Agency Plan for 2021 as submitted for review.

Motion to approve Resolution 1949 made by Vice Chairperson Escarda

Second – Commissioner Matthias

Roll call: Ayes: Serotta, Escarda, Byers, Matthias
 Nays: None
 Abstain: None

Chairperson Serotta declared the motion carried to approve Resolution 1949.

(h2) Resolution 1950

Proposed Utility Allowance Study Schedule for 2021

Recommended Board Action: Accept and Adopt for Approval

Secretary Churchill comments that this is a standard annual item. Nelrod performs an analysis report to identify if utilities have increased. We then use Nelrod's figures to update our utility chart. Secretary Churchill asks the Commission to approve and adopt the 2021 utility allowance schedule.

Resolution 1950Adopt Updated Utility Schedule
Public Housing – City of Eureka

WHEREAS, The U.S. Department of Housing and Urban Development requires a survey of utility usage and fees be done to ascertain a schedule of Public Housing allowances for resident furnished utilities; and

WHEREAS, The Housing Authorities have contracted with The Nelrod Company to complete a Resident Life Utility Allowance Survey and Study for Public Housing; and

WHEREAS, The Survey demonstrates a need to adjust the present utility allowances to bring them in line with actual usage figures;

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Housing Authority of the City of Eureka approve and adopt the September 2020 updated schedule for Public Housing Utility Allowances for Resident Furnished Utilities and Other Services, effective January 1, 2021.

Motion to approve Resolution 1950 made by Commissioner Byers

Second – Commissioner Matthias

Roll call: Ayes: Serotta, Escarda, Byers, Matthias
 Nays: None
 Abstain: None

Chairperson Serotta declared the motion carried to approve Resolution 1950.

(i) Closing Comments: Any Other Business to Properly Come Before the Commission – No report.

There being no further business to come before the Commissioners, the regular session adjourned at 8:02 p.m.

Secretary

Chairperson

City of Eureka Housing Authority

Board of Commissioners Meeting

May 17, 2021

Agenda Item D1

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: HUD Technical Assistance Contract

BACKGROUND AND HISTORY:

Conversation with HUD regarding a Technical Assistance Contract (“TAC”) began approximately 18 months ago. The TAC would be provided for the City of Eureka Housing Authority by HUD in order to help Eureka assess financial and development options around HUD’s “Repositioning” options for Public Housing.

While the TAC has never been guaranteed, we’re happy to share (see email on following page) that it has finally been approved by HUD. Eureka will be working with Enterprise Community Partners and Mike Andrews, founder of Structure PDX, to analyze options for Eureka and to create a roadmap for future Repositioning activities.

STAFF RECOMMENDATION:

None; informational only.

Cheryl Churchill

From: Estrella, Jennifer L <Jennifer.L.Estrella@hud.gov>
Sent: Thursday, April 29, 2021 10:50 AM
To: Cheryl Churchill
Cc: Prendergast, Caila; Ruiz, Erika; Mike Andrews; Windt, Gerard; Auser, Trevor T
Subject: Repositioning TA Contract - Eureka

Hi Cheryl,

I have great news for you. The San Francisco Field Office request for a Eureka repositioning technical assistance contract got processed and your agency will receive assistance from Enterprise Community Partners and Mike Andrews. Mike will be leading activities. It took a while, but now you'll be able to take big steps toward repositioning Eureka's public housing.

Please expect an introductory email and phone call from Enterprise ahead of a kick-off call that includes HUD staff.

Congrats and let me know of any questions.

Thanks!

Jennifer Estrella
HUD Office of Public Housing – San Francisco
(415)489-6447

Occupancy and Leasing Report

Month: April 2021

Housing Authorities of the City of Eureka and County of Humboldt

| Program | Total Units Available | Vacant Units 1st of Month | # Units Leased 1st of Month | Move-outs During Month | Move-ins During Month | Wait List End of Month |
|--|-----------------------|---------------------------|-----------------------------|------------------------|-----------------------|------------------------|
| Eureka | | | | | | |
| Public Housing | 196 * | 14 * | 182 | 0 | 0 | 348 |
| Eureka Family Housing | 51 | 3 | 48 | 0 | 0 | 367 |
| Eureka Senior Housing | 22 | 0 | 22 | 0 | 0 | 122 |
| | 269 | | 252 | | | |
| Humboldt | | | | | | |
| Housing Choice Vouchers | 1217 | N/A | 802 | 4 | 4 | 1017 |
| VASH Vouchers | 70 | N/A | 49 | 0 | 0 | N/A |
| Mainstream vouchers | 75 *** | N/A | 0 | N/A | N/A | N/A |
| Project Based Vouchers | | | | | | |
| PBV-VASH | 25 ** | N/A | 23 | 0 | 1 | N/A |
| PBV-Regular | 5 ** | N/A | N/A | N/A | N/A | N/A |
| | 1392 | | 874 | | | |
| Vouchers issued but not under contract, end of month (aka "Searching") | | | | | | 47 |

*Total PH units is 198; 2 units are exempted for EPD use and Boys & Girls Club and are unavailable for tenant rental

**25 Project Based VASH Vouchers at Bayview Heights Veteran's housing at 4th & C Street, Eureka; contract signed 6/30/2020
5 Project Based HCV vouchers set-aside for Sorrell Place extremely low income units at 7th & I Street, Arcata; December 2021

*** Mainstream vouchers were awarded December 2020. Funding began April 2021; initial referrals from CoC partners began April 2021.

HOUSING AUTHORITY - COUNTY OF HUMBOLDT
For the month of March 2021

| HAP (per VMS): | January | February | March | Total |
|--|---------------------|---------------------|---------------------|-----------------------|
| HUD Budget Authority Income (HAP) | 479,338.00 | 479,338.00 | 487,982.00 | 1,446,658.00 |
| HUD Additional VO Funding | 2,311.00 | 2,311.00 | 1,502.00 | 6,124.00 |
| Less: HUD Recapture | | | | - |
| Draw from HUD-held reserves | | | | - |
| Other HAP income | 724.50 | 492.00 | 473.00 | 1,689.50 |
| HAP expenses | <u>(478,489.00)</u> | <u>(477,686.00)</u> | <u>(475,909.00)</u> | <u>(1,432,084.00)</u> |
| Surplus (Deficit) | <u>3,884.50</u> | <u>4,455.00</u> | <u>14,048.00</u> | <u>22,387.50</u> |
| % Total income utilized | 99.19% | 99.08% | 97.13% | 98.46% |
| % Budget Authority utilized | 99.82% | 99.66% | 97.53% | 98.99% |
| # of Households Assisted | 883 | 876 | 875 | 2,634 |
| Average HAP Payment | 541.89 | 545.30 | 543.90 | 543.69 |
| ADMIN & OPERATIONS (per G/L): | | | | |
| Administrative Fee income (HUD) | 59,042.00 | 59,042.00 | 88,927.00 | 207,011.00 |
| HUD Additional AF Funding | | | | |
| Other Admin income | 1,258.96 | 2,360.92 | 2,118.13 | 5,738.01 |
| Port-in HAP income | 5,586.00 | 5,622.00 | 5,607.00 | 16,815.00 |
| Port-in HAP expense | (5,586.00) | (5,622.00) | (5,607.00) | (16,815.00) |
| Operating expenses | <u>(53,313.64)</u> | <u>(55,747.98)</u> | <u>(63,285.28)</u> | <u>(172,346.90)</u> |
| Surplus (Deficit) | <u>6,987.32</u> | <u>5,654.94</u> | <u>27,759.85</u> | <u>40,402.11</u> |
| Remaining HAP Cash | 12,452.15 | 15,867.15 | 25,068.15 | |
| Remaining Non-HAP Cash | <u>403,339.44</u> | <u>407,808.52</u> | <u>429,909.14</u> | |
| Total HCV Cash | 415,791.59 | 423,675.67 | 454,977.29 | |
| Cash Increase/(Decrease) | (2,196.03) | 7,884.08 | 31,301.62 | |
| A Higher than expected Admin Fee. May be recaptured in the future. | | | A | |

Attachment 1
For the month of March 2021

Section 8 Program
County of Humboldt

Housing Assistance Payments

| <u>Month</u> | <u>Income</u> | <u>Expense**</u> | <u>% Expended</u> |
|---------------------------|------------------------|--------------------------|-------------------|
| January | \$ 480,062.50 | \$ (478,489.00) | 99.67% |
| February | 482,141.00 | (477,686.00) | 99.08% |
| March | 489,957.00 | (475,909.00) | 97.13% |
| Year to Date Total | \$ 1,452,160.50 | \$ (1,432,084.00) | 98.62% |

Administrative and Operating Expenses

| <u>Month</u> | <u>Income</u> | <u>Expense</u> | <u>% Expended</u> |
|---------------------------|----------------------|------------------------|-------------------|
| January | \$ 60,300.96 | \$ (53,313.64) | 88.41% |
| February | 61,402.92 | (55,747.98) | 90.79% |
| March | 91,045.13 | (63,285.28) | 69.51% |
| Year to Date Total | \$ 212,749.01 | \$ (172,346.90) | 81.01% |

Households Served

| <u>Month</u> | <u>Number of Households Leased</u> | <u>Average Housing Assistance Payment</u> |
|--------------|------------------------------------|---|
| January | 883 | \$ 541.89 |
| February | 876 | 545.30 |
| March | 875 | 543.90 |

** Note that prior month HAP expenses/counts are subject to revision based on periodic retroactive adjustments.

Historic Voucher Counts

| | <u>2007</u> | <u>2008</u> | <u>2009</u> | <u>2010</u> | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> | <u>2016</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> | <u>2020</u> | <u>2021</u> |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| For the month of March 2021 | 945 | 966 | 939 | 918 | 888 | 931 | 985 | 913 | 889 | 917 | 918 | 903 | 882 | 866 | 883 |
| February | 935 | 960 | 936 | 911 | 884 | 933 | 983 | 906 | 901 | 921 | 919 | 898 | 894 | 867 | 876 |
| March | 921 | 953 | 940 | 910 | 881 | 944 | 977 | 899 | 908 | 923 | 918 | 896 | 897 | 861 | 875 |
| April | 927 | 953 | 935 | 909 | 883 | 945 | 979 | 896 | 920 | 928 | 919 | 908 | 895 | 859 | - |
| May | 929 | 930 | 932 | 903 | 907 | 949 | 977 | 890 | 920 | 927 | 917 | 905 | 895 | 850 | - |
| June | 929 | 911 | 935 | 895 | 892 | 944 | 976 | 890 | 922 | 930 | 914 | 898 | 892 | 853 | - |
| July | 937 | 922 | 936 | 885 | 900 | 940 | 969 | 891 | 929 | 924 | 919 | 895 | 882 | 873 | - |
| August | 969 | 923 | 931 | 880 | 902 | 938 | 962 | 891 | 929 | 923 | 917 | 888 | 879 | 872 | - |
| September | 967 | 924 | 926 | 884 | 903 | 944 | 956 | 896 | 931 | 927 | 913 | 888 | 872 | 883 | - |
| October | 971 | 937 | 923 | 880 | 898 | 953 | 946 | 897 | 918 | 934 | 906 | 888 | 866 | 888 | - |
| November | 979 | 934 | 917 | 879 | 912 | 968 | 939 | 900 | 913 | 928 | 903 | 887 | 881 | 890 | - |
| December | 995 | 940 | 919 | 885 | 922 | 973 | 927 | 890 | 910 | 925 | 902 | 882 | 877 | 887 | - |
| Average | 950 | 938 | 931 | 895 | 898 | 947 | 965 | 897 | 916 | 926 | 914 | 895 | 884 | 871 | 878 |
| UML's | 11,404 | 11,253 | 11,169 | 10,739 | 10,772 | 11,362 | 11,576 | 10,759 | 10,990 | 11,107 | 10,965 | 10,736 | 10,612 | 10,449 | 2,634 |

CITY OF EUREKA HOUSING AUTHORITY

RESOLUTION 1951

TO WRITE OFF CERTAIN UNCOLLECTIBLE ACCOUNTS RECEIVABLE

WHEREAS, All efforts to collect certain accounts from former tenants of the Conventional Public Housing program have been unsuccessful; and

WHEREAS, The U.S. Department of Housing and Urban Development has recommended that after all reasonable efforts have been made to collect vacated accounts, the Board of Commissioners, based on the recommendations of the Executive Director, should authorize the charging off of such accounts.

NOW, THEREFORE, BE IT RESOLVED, That the following accounts be transferred to Collection Loss;

| <u>Tenant</u> | <u>Amount</u> |
|---------------|---------------|
| Eviction | \$5,668.66 |

| | | |
|-------------------------------|--------------------|--------------------|
| _____ (Name) | _____ (Name) | _____ (Name) |
| _____ Chairperson Title | _____ Title | _____ Title |
| _____ Signature | _____ Signature | _____ Signature |

Nov-20 - Write-offs List, Housing Authority of the City of Eureka

| Ppty | Code | Name | Balance | Status | DL1 | DL2 | Move Out Date | Rent | Late | Work Orders | Misc Tenant Charge | Cleaning & Damages |
|------|----------|------|--------------------|--------|-----------|------------|---------------|-----------------|----------------|-----------------|--------------------|--------------------|
| efh | t0004434 | | 5,668.66 | Past | 10/1/2020 | 10/26/2020 | 7/31/2020 | 411.85 | 40.00 | 615.31 | - | 4,601.50 |
| 254 | t0005724 | | 1,602.03 | Past | 9/1/2020 | 10/26/2020 | 7/18/2019 | 412.03 | 40.00 | - | - | 1,150.00 |
| | | | <u>\$ 7,270.69</u> | | | | | <u>\$823.88</u> | <u>\$80.00</u> | <u>\$615.31</u> | <u>\$0.00</u> | <u>\$5,751.50</u> |

PREPARED BY

Stephanie Gai
Accounts Receivable Clerk

11/18/2020
Date

APPROVALS

J. Dustin Wiesner
Director of Finance

11/19/2020
Date

Cheryl Churchill
Executive Director

11/19/2020
Date

**AGENDA ITEM H2
ELECTION OF OFFICERS**

May 17, 2021

To: Board of Commissioners

From: Cheryl Churchill

Re: Annual Meeting and Election of Officers

In accordance with the bylaws of the Housing Authority, the Board of Commissioners must hold an annual meeting to elect officers for the following year.

Please be prepared to elect new officers.

Housing Authority goals are provided for reference.

**Housing Authority of the City of Eureka
Mission Statement & 2021 Goals**

The mission of the Housing Authority of the City of Eureka is to assist low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner, and treating all clients with dignity and respect. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

**PHA Goals
City of Eureka Housing Authority
FY 2021**

Goal One: **Occupancy**

The City of Eureka Housing Authority shall maintain a waiting list of sufficient size so we can fill our public housing units within 20 days of a unit becoming rent-ready. The PHA will advertise in at least one local publication quarterly, as long as the wait list is open, in order to make the public aware of our open waitlist. The PHA will seek opportunities with other local agencies to do outreach and education about our housing programs to diverse populations, at minimum once a month. The PHA shall mix its public housing development populations ethnically, racially and income-wise as much as possible.

Goal Two: **Smoke-Free**

PHA properties have been smoke-free since 2016, and we will continue to enforce the no-smoking policy. HACE will send an annual reminder letter to tenants regarding the no-smoking policy and informing tenants of their rights and lease responsibilities Concerning this policy.

Additionally, the policy will be posted on our website for reference.

Goal Three: **Neighborhood Watch**

The PHA will support and facilitate meetings and make available meeting space periodically for tenants and neighbors interested in forming a Neighborhood Watch program. The PHA will seek out interested tenants via a letter to tenants and encourage them to become active members of their community, dedicated to making housing a clean and safe environment.

Goal Four: **Tenant Communication**

The PHA will continue to enhance and encourage communication with tenants via a quarterly newsletter.

Goal Five: **Compliance**

The PHA will ensure full compliance with all applicable standards and regulations including generally accepted accounting practices (GAAP) and governmental accounting standards board (GASB), with a goal of zero findings in annual audits, with audit report including any findings to be made available and presented annually.

1. Completed audit for FYx1 will be presented at a regular board of commissioners' meeting before the end of FYx2.
2. Completed audit report will be posted on agency website.

Goal Six: **Maintenance**

HACE maintenance team continues to work toward more efficient operations. Increases in efficiency to be supported by:

1. Training all maintenance personnel in the use of tablets for performing annual inspections and for initiating/completing work orders timely.
2. Sourcing at least one additional/back-up contractor for each routine service (e.g. painting, flooring, and cleaning) to support the most rapid completion of unit turns possible.

Goal Seven: **Phone System**

The PHA will review and update our phone system biannually in order to make it easier to navigate, reach the intended recipient, and be more user friendly.

Goal Eight: **Technology and Accessibility**

The PHA will add to our selection of resources available for download from our website in order to better meet our client's needs to access and complete paperwork remotely and successfully communicate with agency staff without interfacing directly.

Specifically:

1. The following documents will be available online, at a minimum:
 - a. Application
 - b. Notice of Change
 - c. Recertification paperwork
 - d. Board meeting agendas
2. We will accept tenant payments through an online processing portal.

Goal Nine: **Repositioning**

As the PHA's public housing stock nears 70 years in age, it is evident the need to explore options to guarantee the future of affordable housing in Eureka. The PHA will work with HUD, consultants, developers, and any other available sources to explore various opportunities to maintain and/or increase affordable housing stock in a financially, environmentally, and socially sound manner. By the end of 2021, the PHA will have had the requisite community and tenant meetings per HUD's requirements to allow the PHA to move forward with repositioning of Public Housing units.

Goal Ten: **Staff Retention and Training**

The PHA will promote and maintain a motivating work environment with a capable team of employees.

1. Budget will be allocated, approved and available to send appropriate staff to training seminars that will enhance staff skills for their particular job classification and responsibilities.
2. On-demand training will be available to all staff through a contract with HTVN.
3. The PHA will acknowledge staff monthly for their achievements by providing an employee recognition award to an employee selected by the management team.