



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



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AGENDA REGULAR MEETING OF THE CITY OF EUREKA HOUSING AUTHORITY BOARD OF COMMISSIONERS

DATE AND TIME
Monday – December 19, 2022
7:30pm

LOCATION

Pursuant to Assembly Bill No.361 (Chapter 165, Statutes of 2021) approved by the Governor on September 16, 2021, codified at Government Code Section 54953 a local legislative body is authorized to hold public meetings remotely via teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when, among other requirements, a legislative body of a local agency holds a meeting during a proclaimed state emergency, and makes the public meeting accessible “via a call-in option or an internet-based service option” to all members of the public seeking to access and attend the meeting, offer public comment, and address the legislative body.

PUBLIC PARTICIPATION

Public access to this meeting is available as follows:

Join Zoom Meeting

<https://us02web.zoom.us/j/82566748898?pwd=WERBVzQrYklnWS9jMIMxQVJJTmdhZz09>

Meeting ID: 825 6674 8898

Passcode: 414483

Join Zoom meeting via phone: (669) 900-6833

Persons wishing to address the Board of Commissioners are asked to submit comments for the public speaking portion of the agenda as follows:

- Send an email with your comment(s) to heatherh@eurekahumboldtha.org prior to the Board of Commissioners meeting.
- Call and leave a message at (707) 443-4583 ext. 219.

When addressing the Board, on agenda items or business introduced by Commissioners, members of the public may speak for a maximum of five minutes per agenda item when the subject is before the Board.

1. Roll Call
2. Brown Act, Remote Session Authorization, Resolution 1978(pages 3- 4)
Recommended Board Action: Accept and Adopt for Approval



The Housing Authorities are Equal Housing Opportunity Organizations



3. Public Comment (Non-Agenda):

This time is reserved for members of the public to address the Committee relative to matters of the County of Humboldt Housing Authority 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.

4. Approve minutes of the Board of Commissioners meetings: (pages 5- 19)

- 4a. Special meeting, October 05, 2022
- 4b. Regular meeting, October 17, 2022
- 4c. Regular meeting, November 21, 2022
- 4d. Special meeting, December 02, 2022

5. Bills and Communications: None

6. Report of the Secretary:

The Report of the Secretary is intended to brief the Commission on items, issues, key dates, etc., that do not require specific action, and are not separate items on the Board of Commissioners Agenda.

- 6a. Covid-19 Updates
- 6b. Occupancy and Leasing Report (page 20)
- 6c. HCV Utilization Reports (page 21- 23)

7. Reports of the Commissioners:

This time is reserved for Commissioners to share any relevant news or Housing related endeavors undertaken by Commissioners.

8. Unfinished Business: None.

9. New Business:

- 9a. Resolution 1979, Write off Uncollectible Debt
Recommended Board Action: Accept and Adopt for Approval (pages 24- 26)
- 9b. 2335 Union St., Eureka CA – Update from CFO, Dustin Wiesner; *informational*
- 9c. Repositioning RFQ Process update; *Discuss and provide direction to staff* (pages 27- 28)

10. Closed Session – If needed.

11. Adjournment

* * * Note * * *

Documents related to this agenda are available on-line at:

<https://eurekahumboldtha.org/governance/>

Know Your RIGHTS Under The Ralph M. Brown Act: Government's duty is to serve the public, reaching its decisions in full view of the public. The Board of Commissioners exists to conduct the business of its constituents. Deliberations are conducted before the people and are open for the people's review.

City of Eureka Housing Authority

Board of Commissioners Meeting

December 19, 2022

Agenda Item 2

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Brown Act, Meetings Held Virtually

BACKGROUND:

The Brown Act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that:

- the teleconference be accessible to the public;
- members of the public be allowed to address the legislative body;
- the legislative body post an agenda; and
- at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction.

STAFF RECOMMENDATION:

If the need to continue meetings remotely is acknowledged by the board, and meets the necessary requirements, approve the resolution allowing such practice to continue moving forward until such time as it is no longer necessary or no longer allowed.

RESOLUTION NO. 1978

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF EUREKA HOUSING AUTHORITY MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL MEETINGS

WHEREAS, as a result of the COVID-19 pandemic, the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow the City of Eureka Housing Authority Board of Commissioners to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act;

WHEREAS, Assembly Bill 361, which was signed into law on September 17, 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the City of Eureka Housing Authority Board of Commissioners makes certain findings;

WHEREAS, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect;

WHEREAS, as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing;

NOW, THEREFORE, the City of Eureka Housing Authority Board of Commissioners does hereby find and resolve as follows:

1. That the Board has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic;
2. That the state of emergency continues to directly impact the ability of the members of the Board to meet safely in person, and further that local officials continue to impose or recommend measures to promote social distancing;
3. That the Board and its subordinate Committees, Commissions, and Boards may continue to conduct public meetings in accordance with Government Code section 54953(e);
4. That the Board will reconsider the above findings within 30-days of this Resolution.

PASSED AND ADOPTED on the 19 day of December 2022 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Name

Name

Title

Title

Signature

Signature

MINUTES

SPECIAL MEETING OF THE CITY OF EUREKA HOUSING AUTHORITY BOARD OF COMMISSIONERS

Wednesday, October 05, 2022

Chairperson Serotta declared a quorum present and called the meeting to order at 12:32pm.

1. Roll Call:

Present: Chairperson Serotta, Vice Chairperson Konkler, Commissioner Byers,
Commissioner Escarda

Absent: Commissioner Raymond, Commissioner Pittman

Staff: Churchill, Humphreys, Wiesner

Public: None in attendance

2. New Business: Resolution 1969, Purchase of property at 2335 Union Street, Eureka CA
Recommended Board Action: Approve and adopt the resolution for real estate purchase

Resolution No. 1969

Authorize Purchase of Real Estate

WHEREAS, the two Public Housing parcels at Buhne & Summer Street (APN #009-131-009, 0.41 acres) and Union Street (APN #009-131-011, 0.36 acres), would be contiguous except for the privately owned parcel #009-131-010 located at 2335 Union Street (0.11 acres), at the corner of Buhne & Union Street; and

WHEREAS, the parcel #009-131-010 has been listed for sale as of 09/23/2022; and

WHEREAS, ownership of said parcel would be advantageous as both an eligible rental currently and as available property to enhance future redevelopment increasing potential available units at this location; and

WHEREAS, the City of Eureka Housing Authority Board of Commissioners supports acquisition of the aforementioned property and deems it desirable and in the best interests of this agency to acquire that certain property located at 2335 Union Street, in the city of Eureka, county of Humboldt;

NOW, THEREFORE, BE IT RESOLVED, that this agency pursue acquisition of aforementioned Property for such price and upon such terms and conditions as the Executive Director and Director of Finance of this agency may, in their discretion, deem advisable.

RESOLVED FURTHER, that the Executive Director and/or Director of Finance are hereby authorized, directed, and empowered to execute, for and on behalf of this agency and in its name, any and all documents required in connection with the purchase of the Property, including but not limited to purchase agreements and escrow documents.

Motion to approve the Resolution 1969 by Commissioner Escarda.

Second - Commissioner Byers

Roll Call:

Ayes: Serotta, Konkler, Byers, Escarda

Nays: None

Abstain: None

Chairperson Serotta declared the motion carried and the Resolution 1969 approved.

3. Closed Session: None needed.

4. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 12:51pm.

Secretary

Chairperson

MINUTES

REGULAR MEETING OF THE CITY OF EUREKA HOUSING AUTHORITY BOARD OF COMMISSIONERS

Monday, October 17, 2022

Vice Chairperson Konkler declared a quorum present and called the meeting to order at 7:32pm.

1. Roll Call:

Present: Vice Chairperson Konkler, Commissioner Escarda, Commissioner Pittman,
Commissioner Raymond

Absent: Chairperson Serotta, Commissioner Byers

Staff: Churchill, Humphreys, Wiesner

Public: None in attendance

2. Brown Act, Remote Session Authorization, Resolution 1970

Recommended Board Action: Accept and Adopt for Approval

RESOLUTION NO. 1970

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF EUREKA HOUSING
AUTHORITY MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS
AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL
MEETINGS**

WHEREAS, as a result of the COVID-19 pandemic, the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow the City of Eureka Housing Authority Board of Commissioners to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act;

WHEREAS, Assembly Bill 361, which was signed into law on September 17, 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the City of Eureka Housing Authority Board of Commissioners makes certain findings;

WHEREAS, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect;

WHEREAS, as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing;

NOW, THEREFORE, the City of Eureka Housing Authority Board of Commissioners does hereby find and resolve as follows:

1. That the Board has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic;

2. That the state of emergency continues to directly impact the ability of the members of the Board to meet safely in person, and further that local officials continue to impose or recommend measures to promote social distancing;

3. That the Board and its subordinate Committees, Commissions, and Boards may continue to conduct public meetings in accordance with Government Code section 54953(e);

4. That the Board will reconsider the above findings within 30-days of this Resolution.

Motion to approve the Resolution 1970 by Commissioner Escarda.

Second - Commissioner Raymond

Roll Call:

Ayes: Konkler, Escarda, Pittman, Raymond

Nays: None

Abstain: None

Vice Chairperson Konkler declared the motion carried and the Resolution 1970 approved.

3. Public Comment (Non-Agenda): None heard

4. Approve Minutes of the Board of Commissioners Meeting held September 19, 2022, regular meeting and October 05, 2022, special meeting.

Motion to approve the minutes of the meeting of September 19, 2022, made by Commissioner Raymond

Second – Commissioner Escarda

Roll call:

Ayes: Konkler, Escarda, Pittman, Raymond

Nays: None

Abstain: None

Vice Chairperson Konkler declared the motion carried to approve the minutes of September 19, 2022.

The minutes of the October 05, 2022 special meeting were brought for a vote. It was noted by Secretary Churchill that Commissioner Pittman and Commissioner Raymond were not in attendance of that meeting. A quorum vote is not present. The minutes of the October 05, 2022 special meeting will be carried forward to the next regular meeting of November 21, 2022.

5. Bills and Communication: None

6. Report of the Secretary:

6a. Covid-19 Updates

Secretary Churchill updates the board stating that we have no changes to report. The lobby is open to the public Tuesday through Thursday, 10:00am – 3:00pm.

6b. Occupancy and Leasing Report

Secretary Churchill updates the board on this report. Secretary Churchill comments that for August 2022 our numbers were down a bit. However, in September 2022 the tenant services department did a big push to get as many units leased up as possible and were able to get eight lease ups completed. Secretary Churchill goes on to note that the maintenance department is working diligently on unit turns.

6c. HCV Utilization Reports

Secretary Churchill updates the board and goes over key points of the report.

7. Reports of the Commissioners: None heard.

8. Unfinished Business: None.

9. New Business:

9a. Request for Qualifications (RFQ), Public Housing Repositioning Developer Partner; *Informational*

Secretary Churchill briefs the board on the RFQ noting that working with Enterprise Community Partners and Mike Andrews/Structure PDX, the City of Eureka Housing Authority developed a Request for Qualifications (RFQ) for a Repositioning Developer Partner. The RFQ was published on October 10, 2022 and distributed via direct emails to developers, posted to community housing boards, shared with other housing authorities, and published on the CEHA website. The closing date for submissions for the RFQ is November 21, 2022. Secretary Churchill notes that all other relevant dates are included in the RFQ.

9b. Resolution 1971, CA025 5-Year Agency Plan, Draft Plan Update for 2023
Recommended Board Action: Accept and Adopt for Approval

RESOLUTION 1971
RESOLUTION TO APPROVE 5 - YEAR AGENCY PLAN UPDATE

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 provide progress updates; 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 June 15, 2022 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 June 15, 2022; 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 Agency Plan update for 2021-2025 as submitted for review.

Motion to approve the Resolution 1971 by Commissioner Escarda.

Second - Chairperson Raymond

Roll Call:

Ayes: Konkler, Escarda, Pittman, Raymond

Nays: None

Abstain: None

Vice Chairperson Konkler declared the motion carried and the Resolution 1971 approved.

9c. Resolution 1972, Annual Operating Budget for Fiscal Year Ending December 31, 2023
Recommended Board Action: Accept and Adopt for Approval

RESOLUTION 1972

RESOLUTION TO APPROVE ANNUAL OPERATING BUDGET FOR CITY OF EUREKA HOUSING AUTHORITY FOR FISCAL YEAR ENDING DECEMBER 31, 2023

WHEREAS, The City of Eureka Housing Authority Board of Commissioners directed the Executive Director to prepare an Operating Budget for City of Eureka Housing Authority for fiscal year ending December 31, 2023; and

WHEREAS, The Operating Budget has been submitted for the Board's review and has been found to be substantially correct.

NOW, THEREFORE, BE IT RESOLVED, That the Commissioners of the City of Eureka Housing Authority do hereby approve and adopt the Operating Budget for FYE December 31, 2023.

Motion to approve the Resolution 1972 by Commissioner Escarda.

Second - Chairperson Pittman

Roll Call:

Ayes: Konkler, Escarda, Pittman, Raymond

Nays: None

Abstain: None

Vice Chairperson Konkler declared the motion carried and the Resolution 1972 approved.

10. Closed Session: None needed.

11. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 8:22pm.

Secretary

Chairperson

MINUTES

REGULAR MEETING OF THE CITY OF EUREKA HOUSING AUTHORITY BOARD OF COMMISSIONERS

Monday, November 21, 2022

Chairperson Serotta declared a quorum present and called the meeting to order at 7:37pm.

1. Roll Call:

Present: Chairperson Serotta, Vice Chairperson Konkler, Commissioner Escarda,
Commissioner Raymond

Absent: Commissioner Byers, Commissioner Pittman

Staff: Churchill, Humphreys, Wiesner

Public: None in attendance

2. Brown Act, Remote Session Authorization, Resolution 1973

Recommended Board Action: Accept and Adopt for Approval

RESOLUTION NO. 1973

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF EUREKA HOUSING
AUTHORITY MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS
AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL
MEETINGS**

WHEREAS, as a result of the COVID-19 pandemic, the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow the City of Eureka Housing Authority Board of Commissioners to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act;

WHEREAS, Assembly Bill 361, which was signed into law on September 17, 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the City of Eureka Housing Authority Board of Commissioners makes certain findings;

WHEREAS, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect;

WHEREAS, as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing;

NOW, THEREFORE, the City of Eureka Housing Authority Board of Commissioners does hereby find and resolve as follows:

1. That the Board has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic;

2. That the state of emergency continues to directly impact the ability of the members of the Board to meet safely in person, and further that local officials continue to impose or recommend measures to promote social distancing;

3. That the Board and its subordinate Committees, Commissions, and Boards may continue to conduct public meetings in accordance with Government Code section 54953(e);

4. That the Board will reconsider the above findings within 30-days of this Resolution.

Motion to approve the Resolution 1973 by Vice Chairperson Konkler.

Second - Commissioner Escarda

Roll Call:

Ayes: Serotta, Konkler, Escarda, Raymond

Nays: None

Abstain: None

Absent: Byers, Pittman

Chairperson Serotta declared the motion carried and the Resolution 1973 approved.

3. Public Comment (Non-Agenda): None heard

4. Approve Minutes of the Board of Commissioners Meeting, held October 05, 2022, special meeting and October 17, 2022, regular meeting.

It was noted by Chairperson Serotta that Commissioner Pittman and Commissioner Raymond did not attend the meeting held on October 05, 2022. A quorum vote is not present. The minutes of the October 05, 2022 special meeting will be carried forward to the next regular meeting of December 19, 2022.

It was noted by Chairperson Serotta that she and Commissioner Byers did not attend the meeting held on October 17, 2022. A quorum vote is not present. The minutes of the October 17, 2022 regular meeting will be carried forward to the next regular meeting of December 19, 2022.

5. Bills and Communication: None

6. Report of the Secretary:

6a. Covid-19 Updates

Secretary Churchill updates the board stating that we have had one person out with covid in the past month. The lobby is open to the public Tuesday through Thursday, 10:00am - 3:00pm.

6b. Occupancy and Leasing Report

Secretary Churchill updates the board on this report. Secretary Churchill comments that we unfortunately, did not see an increase in our numbers. One thing that affected our numbers were unexpected move outs that the tenant(s) did not notice the Housing Authority of their

intent to move. We were not able to plan for the move outs and this makes unit turns take longer than normal.

6c. HCV Utilization Reports

Secretary Churchill updates the board and goes over keys points of the report.

7. Reports of the Commissioners: Vice Chairperson Konkler notes that he spoke with the City of Eureka, Manager, Miles Slattery about the City of Eureka property at Harris and Fairfield Streets in Eureka and briefs the board on his conversation with Mr. Slattery.

8. Unfinished Business: None.

9. New Business:

9a. City of Eureka Housing Authority Board Meeting Schedule for 2023; *informational*
Secretary Churchill briefly goes over the schedule with the board.

9b. Resolution 1974, Write off Uncollectible Debt
Recommended Board Action: Accept and Adopt for Approval
Secretary Churchill briefs the board on the write off.

RESOLUTION 1974

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 Public Housing</u>	<u>Amount</u>
Eviction	\$5,219.96

Motion to approve the Resolution 1974 by Vice Chairperson Konkler

Second – Commissioner Raymond

Roll Call:

Ayes: Serotta, Konkler, Escarda, Raymond

Nays: None

Abstain: None

Absent: Byers, Pittman

Chairperson Serotta declared the motion carried and the Resolution 1974 approved.

9c. Resolution 1975, Agency Audit Reports for fiscal year ending December 31, 2021
Recommended Board Action: Accept and Adopt for Approval
CFO, Dustin Wiesner briefs the board on the audit.

RESOLUTION 1975

TO ACCEPT AGENCY AUDIT REPORTS FISCAL YEAR ENDING DECEMBER 31, 2021

WHEREAS, It is a requirement of the United States Department of Housing and Urban Development that the Housing Authority have an independent audit of Compliance and Internal Control Over Financial Reporting based on Audit of Financial Statements Performed in Accordance with Government Audit Standards; and

WHEREAS, It is a requirement of the United States Department of Housing and Urban Development that the Housing Authority have an independent audit of Compliance With Requirements Applicable to Each Major Program and on Internal Control Over Compliance In Accordance With OMB Circular A-133; and

WHEREAS, The Housing Authority has contracted with Harshwal & Company LLP, Certified Public Accountants, to complete the audit; and

WHEREAS, Annual Audit has been completed and the Auditors Report has been submitted to the members of the Board of Commissioners for review and approval; and

WHEREAS, The Commissioners have reviewed the audit report and found it to be substantially correct.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the City of Eureka Housing Authority do hereby accept the Audited Financial Statements for the fiscal year ending December 31, 2021.

Motion to approve the Resolution 1975 by Commissioner Escarda.

Second – Vice Chairperson Konkler

Roll Call:

Ayes: Serotta, Konkler, Escarda, Raymond

Nays: None

Abstain: None

Absent: Byers, Pittman

Chairperson Serotta declared the motion carried and the Resolution 1975 approved.

9d. Resolution 1976, Update to bylaws
Recommended Board Action: Accept and Adopt for Approval
Secretary Churchill briefs the board on the changes made to the bylaws.

RESOLUTION 1976

PROVIDING FOR THE TIME AND PLACE OF REGULAR MEETINGS AND ADOPTING UPDATES TO BYLAWS

WHEREAS, it is necessary that the Housing Authority from time to time to review, update, and adopt revisions to bylaws to carry into effect its powers and purposes; and

WHEREAS, the Housing Authority has reviewed and considered the Bylaws attached hereto as Exhibit A;

NOW, THEREFORE, be it resolved that:

1. The updated bylaws of the City of Eureka Housing Authority, a copy of which is attached hereto as Exhibit A, are hereby adopted.

Motion to approve the Resolution 1976 by Vice Chairperson Konkler.

Second - Commissioner Escarda.

Roll Call:

Ayes: Serotta, Konkler, Escarda, Raymond

Nays: None

Abstain: None

Absent: Byers, Pittman

Chairperson Serotta declared the motion carried and the Resolution 1976 approved.

9e. Resolution 1977, Proposed Utility Allowance Study Schedule for 2023

Recommended Board Action: Accept and Adopt for Approval

Secretary Churchill briefs the board on the utility allowance study.

RESOLUTION 1977

ADOPT 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 City of Eureka Housing Authority approve and adopt the September 2022 updated schedule for Public Housing Utility Allowances for Resident Furnished Utilities and Other Services, effective January 1, 2023.

Motion to approve the Resolution 1977 by Vice Chairperson Konkler.

Second – Commissioner Escarda

Roll Call:

Ayes: Serotta, Konkler, Escarda, Raymond

Nays: None

Abstain: None

Absent: Byers, Pittman

Chairperson Serotta declared the motion carried and the Resolution 1977 approved.

10. Closed Session: None needed.

11. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 8:26pm.

Secretary

Chairperson

MINUTES

SPECIAL MEETING OF THE CITY OF EUREKA HOUSING AUTHORITY BOARD OF COMMISSIONERS

Friday, December 02, 2022

Chairperson Serotta declared a quorum present and called the meeting to order at 12:45pm.

1. Roll Call:

Present: Chairperson Serotta, Vice Chairperson Konkler, Commissioner Byers,
Commissioner Escarda

Absent: Commissioner Raymond, Commissioner Pittman

Staff: Churchill, Humphreys, Wiesner

Public: None in attendance

At the time the meeting was called to order and roll call was taken, Commissioner Raymond and Commissioner Pittman were not in attendance. However, at 12:51pm both Commissioner Raymond and Commissioner Pittman joined the meeting.

2. New Business:

2a. Resolution 1978, Authorization to Purchase Property and Assignment of Authority
Recommended Board Action: Approve and adopt resolution for real estate purchase

RESOLUTION NO. 1978

AUTHORIZE PURCHASE OF REAL ESTATE AND ASSIGNMENT OF AUTHORITY

WHEREAS, the two Public Housing parcels at Buhne & Summer Street (APN #009-131-009, 0.41 acres) and Union Street (APN #009-131-011, 0.36 acres), would be contiguous except for the privately owned parcel #009-131-010 located at 2335 Union Street (0.11 acres), at the corner of Buhne & Union Street; and

WHEREAS, the parcel #009-131-010 has been listed for sale as of 09/23/2022; and

WHEREAS, the City of Eureka Housing Authority Board of Commissioners supports acquisition of the aforementioned property and deems it desirable and in the best interests of this agency to acquire that certain property located at 2335 Union Street, in the city of Eureka, county of Humboldt;

WHEREAS, the City of Eureka Housing Authority is determined to grant signing and authority to certain person(s) described hereunder;

NOW, THEREFORE, BE IT RESOLVED, that this agency pursue acquisition of aforementioned property for such price and upon such terms and conditions as the Executive Director and Director of Finance of this agency may, in their discretion, deem advisable.

RESOLVED FURTHER, that the Executive Director, Cheryl Churchill and/or Director of Finance, J. Dustin Wiesner, are hereby authorized, directed, and empowered to execute, endorse and

deliver in the name of and on behalf of the Housing Authority of the City of Eureka, not limited to, borrow, encumber, hypothecate, execution of deeds, powers of attorney, transfers, assignments, contracts, obligations, certificates and other instruments of whatever nature entered into for and on behalf of this agency and in its name, any and all documents required in connection with the purchase of the Property.

Motion to approve the Resolution 1978 by Commissioner Escarda.

Second – Vice Chairperson Konkler

Roll Call:

Ayes: Serotta, Konkler, Byers, Escarda

Nays: None

Abstain: None

Absent: Pittman, Raymond

Chairperson Serotta declared the motion carried and the Resolution 1978 approved.

3. Closed Session: None needed.

4. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 12:54pm.

Secretary

Chairperson

Occupancy and Leasing Report 2022

City of Eureka Housing Authority
County of Humboldt Housing Authority

	Total Units Available		# Units Leased, 1st of Month											Wait List
Program			Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	End of Month	
Eureka														
Public Housing	196	*	177	180	182	181	180	180	180	180	179	183	518	
Eureka Family Housing	51		48	48	48	47	44	44	46	46	46	46	524	
Eureka Senior Housing	22		20	20	20	20	21	21	21	19	18	19	195	
	269		245	248	250	248	245	245	247	245	243	248		
Humboldt														
Tenant Based Vouchers														
Housing Choice Vouchers	1137		822	816	820	812	813	814	806	796	799	800	1070	
VASH Vouchers	73		23	23	23	26	26	28	28	29	31	30	N/A	
Mainstream vouchers	75	***	27	27	28	29	31	32	36	36	35	36	N/A	
Emergency Housing Vouchers (EHV)	182		5	11	15	18	23	30	38	42	46	64	N/A	
Project Based Vouchers														
PBV-VASH - Bayview Heights (Eureka)	22	**	21	21	21	22	22	22	22	22	22	22		
PBV-HCV - Bayview Heights (Eureka)	3	**	-	-	-	3	3	3	3	3	3	3		
PBV-HCV - Sorrell Place (Arcata)	5	**	-	-	-	-								
PBV-HCV - Providence (Eureka)	42	+	-	-	-	-								
PBV-HCV - 7th & Myrtle Senior (Eureka)	35	+	-	-	-	-								
Total All Vouchers	1574		898	898	907	910	918	929	933	928	936			
Vouchers issued but not under contract, end of month (aka "Searching")													91	

*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 Vouchers at Bayview Heights Veteran's housing at 4th & C Street, Eureka; contract signed 6/30/2020.
5 Project Based HCV vouchers at Sorrell Place, extremely low income units at 7th & I Street, Arcata; effective 6/1/2022.

*** Mainstream vouchers were awarded December 2020. Funding and voucher issuance began April 2021.
25 Mainstream vouchers will be allocated via waitlist pulls; 50 will be via referral from CoC partners.

‡ No PHA waitlist for EHVs; all are issued based on referral from HHHC or HDVS. Referrals began Q4 2021.

+ HUD-approved PBVs; project expected to complete construction in 2023.

COUNTY OF HUMBOLDT HOUSING AUTHORITY
All Voucher Programs
For the month of October 2022

	January	February	March	April	May	June	July	August	September	October	Total
Traditional HCV & VASH (Includes PBVs)											
HAP income	\$ 487,449	\$ 490,581	\$ 492,982	\$ 492,810	\$ 492,002	\$ 485,420	\$ 516,667	\$ 499,159	\$ 505,815	\$ 513,289	\$ 4,976,174
HAP expenses	(491,882)	(489,328)	(494,790)	(489,895)	(496,352)	(500,284)	(499,124)	(514,768)	(515,010)	(513,831)	(5,005,264)
Surplus (Deficit)	(4,433)	1,253	(1,808)	2,915	(4,351)	(14,864)	17,543	(15,609)	(9,195)	(542)	(29,091)
% Total income utilized	100.91%	99.74%	100.37%	99.41%	100.88% A	103.06%	96.60%	103.13%	101.82%	100.11% A	100.58%
Administrative/Other Income	71,092	71,162	83,214	69,268	112,267	77,092	74,183	73,199	90,177	82,034	803,688
Operating expenses	(62,591)	(57,222)	(62,223)	(64,273)	(83,268)	(60,183)	(100,329)	(72,497)	(60,626)	(65,925)	(689,136)
Surplus (Deficit)	8,501	13,940	20,991	4,995	29,000	16,909	(26,146)	702	29,551	16,109	114,552
Remaining HAP Cash	18,124	19,052	10,667	12,533	12,110	2,092	14,037	560	4,480	16,947	
Remaining Non-HAP Cash	385,079	409,050	425,907	432,218	464,707	473,027	489,409	502,082	517,465	518,171	
Total HCV Cash	403,203	428,102	436,574	444,751	476,818	475,119	503,447	502,641	521,945	535,118.11	
Cash Increase/(Decrease)	6,455	24,900	8,471	8,177	32,067	(1,699)	28,328	(805)	19,303	13,174	
# of Households Assisted	866	858	862	858	861	864	856	854	852	847	8,578
Average HAP Payment	\$ 567.99	\$ 570.31	\$ 574.00	\$ 570.97	\$ 576.48	\$ 579.03	\$ 583.09	\$ 602.77	\$ 604.47	\$ 606.65	\$ 583.50
Mainstream (disabled & non-elderly)											
HAP income	\$ 7,833	\$ 12,284	\$ 15,469	\$ 15,469	\$ 15,469	\$ -	\$ -	\$ 19,100.00	\$ 24,361.00	\$ 24,298.00	\$ 134,283
HAP expenses	(17,543)	(18,014)	(18,864)	(19,822)	(21,360)	(21,567)	(24,421)	(24,465)	(23,756)	(24,939)	(214,751)
Surplus (Deficit)	(9,710)	(5,730)	(3,395)	(4,353)	(5,891)	(21,567)	(24,421)	(5,365.00)	605.00	(641.00)	(80,468)
% Total income utilized	223.96%	146.65%	121.95%	128.14%	138.08%	N/A	N/A	128.09%	97.52%	102.64%	159.92%
Administrative/Other Income	55	55	1,508	647	6,011	885	885	885	45,506	885	57,322
Operating expenses	(1,575)	(1,068)	(1,291)	(1,301)	(2,763)	(2,440)	(3,754)	(2,703)	(2,649)	(2,475)	(22,018)
Surplus (Deficit)	(1,520)	(1,013)	217	(654)	3,248	(1,555)	(2,869)	(1,818)	42,857	(1,590)	35,304
Remaining HAP Cash	69,131	63,950	60,703	56,106	53,175	31,360	8,261	2,512	2,113	740	
Remaining Non-HAP Cash	(1,407)	(2,296)	(2,052)	(2,669)	647	(702)	(2,104)	(3,734)	39,027	37,457	
Total MSV Cash	67,724	61,654	58,651	53,437	53,822	30,658	6,157	(1,222)	41,140	38,197	
Cash Increase/(Decrease)	(12,191)	(6,070)	(3,003)	(5,214)	385	(23,164)	(24,501)	(7,379)	42,362	(2,943)	
# of Households Assisted	27	27	28	29	31	32	36	36	35	36	317
Average HAP Payment	\$ 649.74	\$ 667.19	\$ 673.71	\$ 683.52	\$ 689.03	\$ 673.97	\$ 678.36	\$ 679.58	\$ 678.74	\$ 692.75	\$ 677.45

Emergency Housing Vouchers (EHVs)

HAP income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HAP expenses	(4,749)	(11,739)	(15,752)	(17,535)	(24,957)	(30,246)	(36,868)	(41,451)	(44,507)	(57,732)	(285,536)
Surplus (Deficit)	(4,749)	(11,739)	(15,752)	(17,535)	(24,957)	(30,246)	(36,868)	(41,451)	(44,507)	(57,732)	(285,536)
% Total income utilized	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Administrative/Other Income	6,940	13,451	11,275	12,862	18,644	15,136	21,921	22,840	53,229	22,531	198,830
Operating expenses	(6,064)	(12,924)	(10,910)	(12,457)	(18,645)	(15,141)	(28,275)	(22,481)	(18,240)	(24,437)	(169,575)
Surplus (Deficit)	876	527	365	405	(1)	(5)	(6,354)	358	34,989	(1,906)	29,255
Remaining HAP Cash	512,371	500,567	485,216	467,681	442,929	412,584	375,210	334,859	290,352	232,673	
Remaining Non-HAP Cash	426,639	414,688	404,613	392,951	374,709	360,770	339,649	317,910	268,183	245,652	
Total EHV Cash	939,010	915,255	889,829	860,632	817,638	773,354	714,859	652,769	558,535	478,325	
Cash Increase/(Decrease)	(12,025)	(23,755)	(25,426)	(29,197)	(42,993)	(44,284)	(58,495)	(62,091)	(94,233)	(80,210)	C
# of Households Assisted	5	11	15	18	23	30	38	42	46	64	292
Average HAP Payment	\$ 949.80	\$ 1,067.18	\$ 1,050.13	\$ 974.17	\$ 1,085.09	\$ 1,008.20	\$ 970.21	\$ 986.93	\$ 967.54	\$ 902.06	\$ 977.86

Total All Voucher Programs

HAP income	\$ 495,282	\$ 502,865	\$ 508,451	\$ 508,279	\$ 507,471	\$ 485,420	\$ 516,667	\$ 518,259	\$ 530,176	\$ 537,587	\$ 5,110,457
HAP expenses	(514,174)	(519,081)	(529,406)	(527,252)	(542,669)	(552,097)	(560,413)	(580,684)	(583,273)	(596,502)	(5,505,551)
Surplus (Deficit)	(18,892)	(16,216)	(20,955)	(18,973)	(35,199)	(66,677)	(43,746)	(62,425)	(53,097)	(58,915)	(395,095)
% Total income utilized	103.81%	103.22%	104.12%	103.73%	106.94%	113.74%	108.47%	112.05%	110.01%	110.96%	107.73%
Administrative/Other Income	78,087	84,668	95,997	82,777	136,923	93,113	96,989	96,924	188,912	105,450	1,059,840
Operating expenses	(70,229)	(71,214)	(74,424)	(78,031)	(104,676)	(77,764)	(132,357)	(97,682)	(81,515)	(92,836)	(880,729)
Surplus (Deficit)	7,857	13,454	21,572	4,747	32,247	15,349	(35,368)	(758)	107,397	12,613	179,110
Remaining HAP Cash	599,626	583,569	556,586	536,320	508,214	446,036	397,508	337,931	296,945	250,360	
Remaining Non-HAP Cash	810,311	821,443	828,468	822,499	840,064	833,095	826,955	816,258	824,675	801,281	
Total Program Cash	1,409,938	1,405,012	1,385,054	1,358,819	1,348,278	1,279,131	1,224,463	1,154,189	1,121,620	1,051,641	
Cash Increase/(Decrease)	(17,760)	(4,926)	(19,958)	(26,235)	(10,541)	(69,147)	(54,668)	(70,274)	(32,568)	(69,980)	
# of Households Assisted	898	896	905	905	915	926	930	932	933	947	9,187
Average HAP Payment	\$ 572.58	\$ 579.33	\$ 584.98	\$ 582.60	\$ 593.08	\$ 596.22	\$ 602.59	\$ 623.05	\$ 625.16	\$ 629.89	\$ 599.28

Notes

A Spending above 100% indicates full utilization of monthly funding plus spending down of HUD-held reserves (which is encouraged/required by HUD).

B Cash decrease due to timing of HUD stopping MSV payments in 06/2022; expecting cash to increase as payments continue this year.

C Cash decrease due to timing of HUD stopping EHV HAP and Admin Fee disbursements from 12/2021-06/2022; expecting cash to continue to decrease as preliminary program funding is utilized per HUD program mandate. Once initial program funding gets below a certain level, HUD will initiate monthly funding again.

D Extraordinary MSV admin funding received per HUD allocation.

Housing Choice Vouchers

	<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>	<u>2022</u>
January	985	913	889	917	918	903	882	866	884	866
February	983	906	901	921	919	898	894	867	875	858
March	977	899	908	923	918	896	897	861	875	862
April	979	896	920	928	919	908	895	859	873	858
May	977	890	920	927	917	905	895	850	873	861
June	976	890	922	930	914	898	892	853	868	864
July	969	891	929	924	919	895	882	873	865	856
August	962	891	929	923	917	888	879	872	864	854
September	956	896	931	927	913	888	872	883	864	852
October	946	897	918	934	906	888	866	888	862	847
November	939	900	913	928	903	887	881	890	866	
December	927	890	910	925	902	882	877	887	857	
Average	965	897	916	926	914	895	884	871	869	858
UML's	11,576	10,759	10,990	11,107	10,965	10,736	10,612	10,449	10,426	8,578

Mainstream Vouchers

									<u>2021</u>	<u>2022</u>
January										27
February										27
March										28
April										29
May										31
June										32
July										36
August									4	36
September									15	35
October									18	36
November									24	
December									27	
Average									21	32
UML's									88	317

Emergency Housing Vouchers

									<u>2021</u>	<u>2022</u>
January										5
February										11
March										15
April										18
May										23
June										30
July										38
August										42
September										46
October										64
November										
December									4	
Average									4	29
UML's									4	292

Total All Voucher Programs

	<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>	<u>2022</u>
January	985	913	889	917	918	903	882	866	884	898
February	983	906	901	921	919	898	894	867	875	896
March	977	899	908	923	918	896	897	861	875	905
April	979	896	920	928	919	908	895	859	873	905
May	977	890	920	927	917	905	895	850	873	915
June	976	890	922	930	914	898	892	853	868	926
July	969	891	929	924	919	895	882	873	865	930
August	962	891	929	923	917	888	879	872	868	932
September	956	896	931	927	913	888	872	883	879	933
October	946	897	918	934	906	888	866	888	880	947
November	939	900	913	928	903	887	881	890	890	
December	927	890	910	925	902	882	877	887	888	
Average	965	897	916	926	914	895	884	871	894	919
UML's	11,576	10,759	10,990	11,107	10,965	10,736	10,612	10,449	10,518	9,187

City of Eureka Housing Authority

Board of Commissioners Meeting

December 19, 2022

Agenda Item 9a

Memorandum

To: Commissioners

From: Dustin Wiesner, Director of Finance, Administration and Technology

Subject: Write Off of Uncollectible Accounts Receivable

BACKGROUND:

The City of Eureka Housing Authority routinely writes off uncollectible accounts receivable after all reasonable efforts have been made to collect the debt. All write offs over \$5,000.00 require board approval with a resolution.

Impact to Personnel:

None.

Fiscal Impact:

Once a debt is deemed uncollectible, it is written off, or removed from the accounting books. Write-offs are reflected in financial statements as a decrease in Accounts Receivable (an asset), and an increase in expenses. This transaction is an accounting entry that does not affect cash flow. Additionally, the decrease in Accounts Receivable positively affects some of the HUD ratios that are used to evaluate our agency's operations.

Note that debts are still reported in HUD systems, and any person reported owing cannot be assisted by HUD-funded programs until debts are paid. Additionally, once a debt is written off internally, it is submitted to a collection agency for further follow-up. However, the resulting collections from this process are historically very low.

Alternatives:

Keeping uncollectible receivables on the books fails to properly account for bad debts and to comply with Generally Accepted Accounting Principles (GAAP). Additionally, it does not reflect a conservative approach to the collectability of past tenant debts. This option is not recommended.

STAFF RECOMMENDATION:

Staff recommends that the Board approve and adopt the resolution to write off uncollectible debts.

Ppty	Code	Name	Balance	Status	DL1	DL2	Move Out Date	Rent	Late	Work Orders	Misc Tenant Charge	Cleaning & Damages
252	t0003514		267.35	past	10/19/2022	11/9/2022	8/31/2022	-	-	-		267.35
252	t0003110		14,097.95	past	10/19/2022	11/9/2022	9/10/2022	12,344.20	80.00	-	-	1,673.75
			<u>\$14,365.30</u>					<u>\$ 12,344.20</u>	<u>\$ 80.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$1,941.10</u>

PREPARED BY

Johnny Wilson
Accounts Receivable Clerk

12/12/2022
Date

APPROVALS

J. Dustin Wiesner
Director of Finance

12/12/2022
Date

Cheryl Churchill
Executive Director

12/12/2022
Date

CITY OF EUREKA HOUSING AUTHORITY

RESOLUTION 1979

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 Public Housing</u>	<u>Amount</u>
Move out/Failure to complete paperwork	\$14,097.95

PASSED AND ADOPTED on the 19 day of December 2022 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Name

Title

Signature

Name

Title

Signature

City of Eureka Housing Authority

Board of Commissioners Meeting

December 19, 2022

Agenda Item 9c

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Repositioning RFQ Process

BACKGROUND AND HISTORY:

An RFQ for a repositioning developer-partner was published October 10, 2022. The proposal period closed November 21, 2022, at 4PM. The goal of the RFQ was to identify multiple consultants from which to select, in line with our policy which states that procurements shall be conducted competitively to the maximum extent possible. However, only one proposal was received, so this goal was not met.

Additionally, the solicitation did not clearly provide for consideration of all factors of significance to the project. These requirements that were not clearly specified in the original RFQ require disclosure, as they may change a proposer's interest/approach.

1. Build America, Buy America Act (BABA): BABA established a domestic content procurement preference for all Federal financial assistance obligated for infrastructure projects after May 14, 2022. The domestic content procurement preference requires that all iron, steel, manufactured products, and construction materials used in covered infrastructure projects are produced in the United States. While certain waivers may be available, a developer should expressly acknowledge this HUD requirement, as it may have serious financial and procurement repercussions.
2. Specific properties: A proposer should clearly specify in their submission which properties they are interested in partnering on for rehab/redevelopment. This requirement was not clearly stated in the original RFQ.

Lastly, having reviewed several RFQs and RFPs for affordable housing redevelopment, it's questionable whether sufficient time was given for the initial RFQ to afford proposers to be able to reasonably respond. 60 to 90 days showed as a common timeline for RFQs/RFPs, based on a random sample of affordable housing development RFQs/RFPs around the county, with a calculated average of 70 days in the sample, versus the 42 days given in the original RFQ.

Impact to Personnel:

Reissuance of the RFQ will delay certain planned work over the coming months (e.g. entering into development agreement, community outreach associated with redevelopment, etc.). However, this impact is minimal compared to the potential gains of having a complete and adequate RFQ and procurement period.

Fiscal Impact:

No immediate or serious impact to current financial operations. Reissuance of the RFQ pushes out further the establishment of development agreements and pursuit of HUD SAC applications related to repositioning, as well as associated costs and transitioning of subsidy.

Alternatives:

- a) Amend the RFQ with noted/missing items and reissue the RFQ.
- b) Request additional information solely from the single applicant.
- c) Reject current submittal.
- d) Cancel the RFQ, as disclosed in RFQ Section V.F. Statements & Required Information,
Cancellation: CEHA reserves the right to cancel or reject any or all submittals, and to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in CEHA's best interest. In no event shall CEHA have any liability for cancellation of award.

STAFF RECOMMENDATION:

Provide direction to staff, considering Alternatives listed above.