



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

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

DATE AND TIME
Tuesday – January 17, 2023
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/84726366956?pwd=NGxyYzZlZTlMVC3U4bFo4ZnRCUT09>

Meeting ID: 847 2636 6956

Passcode: 854694

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 1980 (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- 23)

- 4a. Special meeting, October 05, 2022
- 4b. Regular meeting, October 17, 2022
- 4c. Regular meeting, November 21, 2022
- 4d. Special meeting, December 02, 2022
- 4e. Regular meeting, December 19, 2022

5. Bills and Communications: (pages 24- 27)

- 5a. Q4 2022 Tenant Newsletter (Housing Authority of the City of Eureka, tenants)
- 5b. 2022.2 Landlord Newsletter (Housing Authority of the County of Humboldt, landlords)

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 28)
- 6c. HCV Utilization Reports (pages 29- 31)

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. Staff salary schedule effective January 01, 2023, approved on October 19, 2022; (page 28)
informational
- 9b. Resolution 1981, Write off Uncollectible Debt (pages 29- 31)
Recommended Board Action: Accept and Adopt for Approval

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

January 17, 2023

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. 1980

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 17 day of January 2023 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

MINUTES

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

Monday, December 19, 2022

Chairperson Serotta declared a quorum present and called the meeting to order at 7:34pm.

1. Roll Call:

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

Absent: Commissioner Byers

Staff: Churchill, Humphreys

Public: None in attendance

Meeting note the Commissioner Raymond joined the meeting while Secretary Churchill was going over agenda item 6a, covid updates.

2. Brown Act, Remote Session Authorization, Resolution 1978

Recommended Board Action: Accept and Adopt for Approval

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.

Motion to approve the Resolution 1978 by Vice Chairperson Konkler.

Second - Commissioner Escarda

Roll Call:

Ayes: Serotta, Konkler, Escarda, Pittman

Nays: None

Abstain: None

Absent: Byers, Raymond

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

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

4. Approve Minutes of the Board of Commissioners Meeting, held October 05, 2022, special meeting, October 17, 2022, regular meeting, November 21, 2022, regular meeting, December 02, 2022, special meeting.

It was noted by Chairperson Serotta that Commissioner Pittman and Commissioner Raymond did not attend the special 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 January 17, 2023.

It was noted by Chairperson Serotta that she and Commissioner Byers did not attend the regular 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 January 17, 2023.

It was noted by Chairperson Serotta that for the regular meeting held on November 21, 2022, a quorum vote is not present. The minutes of the November 21, 2022, regular meeting will be carried forward to the next regular meeting of January 17, 2023.

It was noted by Chairperson Serotta that for the special meeting held on December 02, 2022, a quorum vote is not present. The minutes of the December 02, 2022, special meeting will be carried forward to the next regular meeting of January 17, 2023.

5. Bills and Communication: None

6. Report of the Secretary:

6a. Covid-19 Updates

Secretary Churchill updates the board stating the lobby continues to be open to the public Tuesday through Thursday, 10:00am - 3:00pm. Secretary Churchill also notes that the Housing Authority will be following the California covid pay guidelines and will be ending the 40 hours of covid sick leave.

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. Secretary Churchill goes on to note that there have been 25 public housing lease up this year. The maintenance department is working hard to complete the units turns as quickly as possible. We are hoping to see our numbers increase with more lease ups by year end.

6c. HCV Utilization Reports

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

Meeting note: Commissioner Raymond exited the meeting while Secretary Churchill was updating the board on agenda item 6c.

7. Reports of the Commissioners: None heard.

8. Unfinished Business: None.

9. New Business:

9a. Resolution 1979, Write off Uncollectible Debt

Recommended Board Action: Accept and Adopt for Approval

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

Motion to approve the Resolution 1979 by Vice Chairperson Konkler

Second – Commissioner Pittman

Roll Call:

Ayes: Serotta, Konkler, Escarda, Pittman

Nays: None

Abstain: None

Absent: Byers, Raymond

Chairperson Serotta declared the motion carried and the Resolution 1979 approved.

9b. 2335 Union St., Eureka CA – Update from CFO, Dustin Wiesner; *informational*
Secretary Churchill briefs the board in Dustin Wiesner's absence stating that the Housing Authority has closed escrow on the 2335 Union Street property. Our maintenance team is working at the property, trimming landscaping, updating flooring in the kitchen and getting the home ready to rent. We expect to post the property for rent by the end of December 2022. The property is being rented at the voucher payment standard. Since it is a two-bedroom home, the rental amount will be \$1,334.00 per month using the Housing Choice Voucher program.

9c. Repositioning RFQ Process update; *Discuss and provide direction to staff*
Secretary Churchill informs the board that the Housing Authority received just one response to the RFQ. Secretary Churchill goes over options with the board on how to proceed with the RFQ. After discussion, it is decided that the board would like to direct staff to reissue the RFQ for an extended 90 days to allow for more responses. The board would like to see a minimum of three responses from developers.

10. Closed Session: None needed.

11. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 8:19pm.

Secretary

Chairperson



Photo by Phil Gutierrez

Housing Insider

Issue 2022.4

"Communication leads to community."

Safety and Security Upgrades at 3 Public Housing Sites

Based on increased site-specific incident reports and recommendations from the Eureka Police Department's CPTED Group (Crime Prevention Through Environmental Design), the Housing Authority of the City of Eureka selected three sites for safety and security upgrades. Funding for the upgrades was made possible by a competitive grant awarded by the Department of Housing and Urban Development (HUD). These improvements included removal of bushes and shrubs that limited visibility on properties, adding security cameras at three sites, and fencing in two of our properties that were experiencing higher than normal foot traffic from non-tenants. The properties that received safety improvements include 330 Grant Street, 131 West Del Norte Street, and the site at the corner of 1830 Albee Street and 514 West Del Norte Street.



New fencing and gate shown at 330 Grant Street.

General Information

Lobby and Dumpster Hours: Open Tuesday, Wednesday, and Thursday, 10 am – 3 pm at 735 West Everding Street, Eureka, CA 95503.

Business hours are Monday-Thursday, 8:00-5:30; Fridays alternating weeks with closed days and business hours until 4:30. Please call our main line during business hours at (707) 443-4583 if you need assistance.

We have a payment drop box by our front door for easy submission of any amounts payable.

Upcoming Dates to Note

The office is closed December 30th through January 2nd.

Closed January 16th – Martin Luther King Jr. Day

Closed March 31st – Cesar Chavez Day

NEW! Online method for submitting comments, complaints, or concerns:

It's important to us that we hear from you, whether it's what you like or don't like, suggestions for change, or whatever else you think we need to hear. You can complete our feedback form online at any time by going here:

<https://eurekahumboldt.org/PHACustomerSurvey>

EHA Mission Statement: 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.

Winter Maintenance Tips for Tenants

While we don't typically have snow in Eureka, the change in seasons brings much cooler temperatures and a lot more moisture along with other potential seasonal hazards. There are certain steps you can take to ensure a safe, comfortable winter in your home.

1. Check in with our maintenance team: If you're having any issues, no matter how small they seem (like that little drip, drip from the bathroom faucet), let us know. We can't address a problem if we aren't aware of it, and in certain situations, small problems can rapidly become big problems, so it's best to communicate any concerns before they spiral out of control.
2. Test your heater: If you haven't already done so, be sure to cycle it on for a short period of time to make sure it's working properly for when you do need it. If it isn't, let us know as soon as possible.
3. Be prepared for emergencies: Our west coast city doesn't have the severe storms the east coast does, but we have had power outages, water turnoffs, and other unexpected events happen in the past. Make sure you're prepared ahead of time by having basic supplies (e.g. bottled water, nonperishable foods, flashlights, and blankets) on hand in case you might need them. Also, sign up for weather and emergency alert systems to stay informed about any potentially threatening weather conditions or natural events.
4. Plan for ant/pest control: Ants may move inside looking for better conditions, moisture, shelter, and food. Be sure to keep surfaces such as counters and floors clean and free of food, crumbs, and debris, as these things attract ants. They will go elsewhere if they have no food to provide life-sustaining energy.
5. Know where your closest fire extinguisher is: With more cooking, holiday lights, and beautiful candle-light comes an increased fire hazard. Know where an extinguisher is before an emergency happens.

Q&A

Q: What is a utility allowance, and how does it affect my rent?

A: A utility allowance is the amount the Housing Authority determines is necessary to cover a tenant's reasonable utility costs that aren't paid by the Authority (we pay for water, sewer, and trash). These allowances are estimates of the expenses associated with different types of utilities, such as electric and gas, and their uses (heat, water heating, refrigeration, lighting, appliances, etc.). A study is done annually by a third-party consultant to determine average consumption rates and the resulting utility allowance. This allowance reduces the amount of rent a household is responsible for paying.

Development & Unit Type	Utility Allowance 2023
25-1	
1-Bedroom Flat	\$ 96
2-Bedroom Flat	\$ 122
2-Bedroom Townhouse	\$ 118
3-Bedroom Townhouse	\$ 143
4-Bedroom Townhouse	\$ 159
25-2	
1-Bedroom Flat	\$ 96
2-Bedroom Townhouse	\$ 122
3-Bedroom Townhouse	\$ 150
4-Bedroom Townhouse	\$ 176
25-4	
2-Bedroom Flat & Walk-Up	\$ 99
3-Bedroom Townhouse	\$ 119
25-5	
2-Bedroom Flat including ADA units	\$ 99

Utility allowances increased for 2023, which means a greater reduction in rents. Public Housing allowances are shown in the table here. These rates are effective January 1, 2023, and will be reflected in your 2023 annual recertification. Amounts are based on actual usage provided in reports by Pacific Gas & Electric Company.



Who to Contact

Call our main line at (707) 443-4583, then:

Work order requests.....x218

Paperwork, certification, rent /income calculation questions.....x214

Accounting for charges, account balance questions, and payments.....x221

Ty for questions, complaints, or concerns about the neighborhood.....x211

Nancy for all other questions regarding Housing Authority services.....x210

Emergency Maintenance phone.....444-1424

Volunteer opportunity: Are you a Public Housing senior (62+) who is interested in serving on our Board of Commissioners? Please contact Heather at heatherh@eurekahumboldt.org or 443.4583 x219 with any questions and to obtain an application for tenant commissioner.

In an emergency, please call 911 or the Eureka Police Department at (707) 441-4060 25



Issue 2022.2

"Communication leads to community."

Landlord Newsletter

2022: A Year of Growth in Affordable Housing

As the year comes to a close, it's a good time to look back and reflect on where the year took us. Most recently, Mother Nature took us on a ride with a series of earthquakes starting in the early morning hours of December 20, 2022. While most households and businesses are getting back to normal, there are handfuls who were rendered homeless by no fault of their own, and who will likely be looking for temporary/long-term housing while they sort out the effects of the earthquakes. If you have available space, now might be the time to make someone's end of year miracle come true, by making it known that rentals are available, even in this tough market.

Our county has several affordable housing projects in process, thanks to increased state and federal funding and the supportive agencies here who don't just acknowledge a need, but also work effortlessly to add to our housing stock.

- Eureka 7th & Myrtle – This 36-unit affordable housing project by Danco acknowledges the need for more affordable senior housing locally. Scheduled to open 2023, the housing authority will attach vouchers to 35 units, subsidizing them to help maintain long-term affordability for tenants.
- HomeKey 2 Projects in Valley West, Arcata – Arcata House Partnership opened The Grove at the beginning of December 2022. This project consists of 60 hotel units converted to permanent supportive affordable housing. Danco will be converting another motel, scheduled to open Spring 2023 and adding another 78 units. Residents are referred to the owners through the Coordinated Entry System.
- Ke-Mey-Ek Place – At the north end of Eureka are 18 units of affordable housing, a collaboration between Arcata House Partnership and the Yurok Indian Housing Authority using Homekey 1 grant funding to bring more affordable housing to our community, paired with supportive services for residents.
- Sorrel Place – 44-unit multifamily residential property with 1-, 2-, and 3-bedroom units, developed by Danco. This property opened in 2021, and in 2022 the Housing Authority contracted to assist the five extremely-low-income units in this property. Applications for these five units are available at the Housing Authority.
- Providence Mother Bernard (Eureka) House – Providence Washington is converting the former Humboldt Inn to 42 units of permanent housing. Additionally, an on-site office and community space as well as 6 units for recuperative care are being constructed. Supportive services will be available to all tenants, and the housing authority will be assisting the 42 units to ensure they are deeply affordable. Scheduled to open 2023.

Our mission statement: The mission of the Housing Authority of the County of Humboldt 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.

Housing Authority of the County of Humboldt Voucher Programs

We have added new and grown existing voucher programs over the past couple years. Below is a list and descriptions of our various programs.

HCV (“Section 8”) – The HCV program has an open waitlist, and anyone may apply. After a preliminary screening to determine initial eligibility, applicants will be put on the wait list. Vouchers may be “ported” to other jurisdictions for out-of-county use.

Mainstream – Eligible families must have at least one adult member of the household who is disabled and non-elderly (between 18-61). Voucher recipients are selected one of two ways: they may be pulled from our regular HCV waitlist or referred by a local Continuum of Care (CoC) participating agency.

VASH – Veterans are screened by calling CalVET, Nation’s Finest, or HUD-VASH to determine eligibility. HUD-VASH caseworkers prioritize qualified applicants, who are referred to the Housing Authority for further screening, then issued a voucher if they meet program requirements. VASH clients are provided ongoing supportive services from their HUD-VASH caseworker while they are assisted.

EHV – Emergency Housing Vouchers are issued only by referral from the CoC or from HDVS. Assistance is specifically for those who are homeless, recently homeless, at risk of homelessness, or fleeing domestic violence, stalking, or sex trafficking. A dedicated caseworker helps voucher recipients find housing, successfully utilize the voucher, and obtain services.

PBV – Vouchers that are project based, instead of tenant based, stay with the unit, ensuring a development will provide affordable rents for up to 20 years. Tenant application is by site-based list or referral, depending on requirements of the location.

While new affordable housing projects are in the works, they still aren’t enough. Our programs rely on landlords, property managers, and your continued support of our community through these assistance programs.

Do you have available rentals, or units that will soon be vacant? We can help publicize vacant units and answer any questions you have about our programs, even if you’ve been with us for years already. Please feel free to call Housing Advocate Jennifer Toole for information about our voucher programs (707.443.4583 x217).

General & Contact Information

Our lobby is open 10 a.m. to 3 p.m. Tuesdays, Wednesdays, and Thursdays. Business hours are weekly Monday-Thursday, 9:00-4:30, and Fridays alternating 9:00-4:30 and closed.

Please call our main line during business hours at (707) 443-4583 x210 if you need assistance.

Address: 735 West Everding Street
Eureka, CA 95503

We have a payment drop box by our front door for easy submission of any amounts payable.

Call our main line at (707) 443-4583, then:
Caseworkers are based on tenant last name:

Davina (A-Gr)..... x216
Kristi (Gu-Pr)..... x227
Ana (Pu-Z)..... x233
Mandee for EHV program x231
Stephanie for accounting..... x221
Housing Advocate Jennifer..... x217

Front desk for all other questions regarding Housing Authority services..... x210

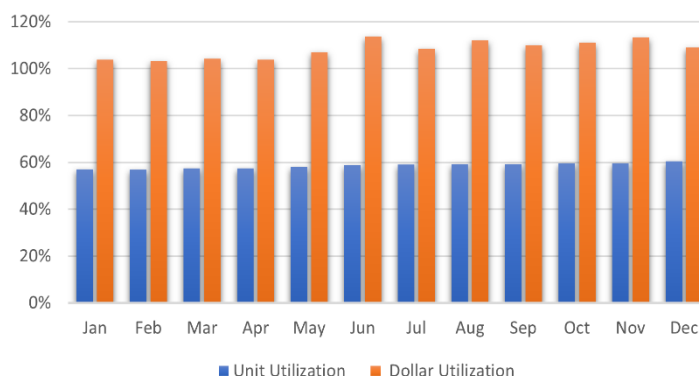
Active Vouchers 2022



The housing authority has actively pursued growth in 2022, assisting 898 households at 1/1/2022, and finishing the year assisting 960 households as of 12/1/2022, a 7% increase.

While unit utilization of our 1,586 vouchers rests around 60%, we use over 100% of our monthly funding from HUD to assist renters, drawing on HUD-held reserves for the excess.

Unit and Dollar Utilization 2022



Occupancy and Leasing Report 2022

City of Eureka Housing Authority
County of Humboldt Housing Authority

Program	Total Units Available		# Units Leased, 1st of Month											Wait List
	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	End of Month		
Eureka														
Public Housing	196 *	177	180	182	181	180	180	180	180	179	183	182	518	
Eureka Family Housing	51	48	48	48	47	44	44	46	46	46	46	46	524	
Eureka Senior Housing	22	20	20	20	20	21	21	21	19	18	19	19	195	
	269	245	248	250	248	245	245	247	245	243	248	247		
Humboldt														
Tenant Based Vouchers														
Housing Choice Vouchers	1137	800	791	792	789	792	795	788	784	780	776	771	1070	
VASH Vouchers	73	66	67	70	69	69	69	68	70	72	71	69	N/A	
Mainstream vouchers	75 ***	27	27	28	29	31	32	36	36	35	36	37	N/A	
Emergency Housing Vouchers (EHV)	182	5	11	15	18	23	30	38	42	46	64	69	N/A ‡	
Project Based Vouchers														
PBV-VASH - Bayview Heights (Eureka)	22 **	21	21	22	22	22	22	22	22	22	22	22		
PBV-HCV - Bayview Heights (Eureka)	3 **	-	-	3	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	919	917	926	930	940	951	955	957	958	972	971		

Vouchers issued but not under contract, end of month (aka "Searching") 100

*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 November 2022

	January	February	March	April	May	June	July	August	September	October	November	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	\$ 507,799	\$ 5,483,973
HAP expenses	(491,882)	(489,328)	(494,790)	(489,895)	(496,352)	(500,284)	(499,124)	(514,768)	(515,010)	(513,831)	(516,160)	(5,521,424)
Surplus (Deficit)	(4,433)	1,253	(1,808)	2,915	(4,351)	(14,864)	17,543	(15,609)	(9,195)	(542)	(8,361)	(37,452)
% Total income utilized	100.91%	99.74%	100.37%	99.41%	100.88% A	103.06%	96.60%	103.13%	101.82%	100.11%	101.65% A	100.68%
Administrative/Other Income	71,092	71,162	83,214	69,268	112,267	77,092	74,183	73,199	90,177	82,034	76,105	879,793
Operating expenses	(62,591)	(57,222)	(62,223)	(64,273)	(83,268)	(60,183)	(100,329)	(72,497)	(60,626)	(65,925)	(70,999)	(760,135)
Surplus (Deficit)	8,501	13,940	20,991	4,995	29,000	16,909	(26,146)	702	29,551	16,109	5,106	119,658
Remaining HAP Cash	18,124	19,052	10,667	12,533	12,110	2,092	14,037	560	4,480	16,947	-	E
Remaining Non-HAP Cash	385,079	409,050	425,907	432,218	464,707	473,027	489,409	502,082	517,465	518,171	536,720	
Total HCV Cash	403,203	428,102	436,574	444,751	476,818	475,119	503,447	502,641	521,945	535,118	536,720	
Cash Increase/(Decrease)	6,455	24,900	8,471	8,177	32,067	(1,699)	28,328	(805)	19,303	13,174	1,602	
# of Households Assisted	866	858	862	858	861	864	856	854	852	847	840	9,418
Average HAP Payment	\$ 567.99	\$ 570.31	\$ 574.00	\$ 570.97	\$ 576.48	\$ 579.03	\$ 583.09	\$ 602.77	\$ 604.47	\$ 606.65	614.48	\$ 586.26
Mainstream (disabled & non-elderly)												
HAP income	\$ 7,833	\$ 12,284	\$ 15,469	\$ 15,469	\$ 15,469	\$ -	\$ -	\$ 19,100	\$ 24,361	\$ 24,298	\$ 24,909	\$ 159,192
HAP expenses	(17,543)	(18,014)	(18,864)	(19,822)	(21,360)	(21,567)	(24,421)	(24,465)	(23,756)	(24,939)	(26,009)	(240,760)
Surplus (Deficit)	(9,710)	(5,730)	(3,395)	(4,353)	(5,891)	(21,567)	(24,421)	(5,365)	605	(641)	(1,100)	(81,568)
% Total income utilized	223.96%	146.65%	121.95%	128.14%	138.08%	N/A	N/A	128.09%	97.52%	102.64%	104.42%	151.24%
Administrative/Other Income	55	55	1,508	647	6,011	885	885	885	45,506	885	8,566	65,888
Operating expenses	(1,575)	(1,068)	(1,291)	(1,301)	(2,763)	(2,440)	(3,754)	(2,703)	(2,649)	(2,475)	(4,257)	(26,275)
Surplus (Deficit)	(1,520)	(1,013)	217	(654)	3,248	(1,555)	(2,869)	(1,818)	42,857	(1,590)	4,309	39,613
Remaining HAP Cash	69,131	63,950	60,703	56,106	53,175	31,360	8,261	2,512	2,113	740	-	E
Remaining Non-HAP Cash	(1,407)	(2,296)	(2,052)	(2,669)	647	(702)	(2,104)	(3,734)	39,027	37,457	42,179	
Total MSV Cash	67,724	61,654	58,651	53,437	53,822	30,658	6,157	(1,222)	41,140	38,197	42,179	
Cash Increase/(Decrease)	(12,191)	(6,070)	(3,003)	(5,214)	385	(23,164)	(24,501)	(7,379)	42,362	(2,943)	3,982	
# of Households Assisted	27	27	28	29	31	B 32	B 36	36	D 35	36	37	354
Average HAP Payment	\$ 649.74	\$ 667.19	\$ 673.71	\$ 683.52	\$ 689.03	\$ 673.97	\$ 678.36	\$ 679.58	\$ 678.74	\$ 692.75	702.95	\$ 680.11

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)	(61,001)	(346,537)
Surplus (Deficit)	<u>(4,749)</u>	<u>(11,739)</u>	<u>(15,752)</u>	<u>(17,535)</u>	<u>(24,957)</u>	<u>(30,246)</u>	<u>(36,868)</u>	<u>(41,451)</u>	<u>(44,507)</u>	<u>(57,732)</u>	<u>(61,001)</u>	<u>(346,537)</u>
% 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	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	38,430	237,260
Operating expenses	(6,064)	(12,924)	(10,910)	(12,457)	(18,645)	(15,141)	(28,275)	(22,481)	(18,240)	(24,437)	(38,473)	(208,047)
Surplus (Deficit)	<u>876</u>	<u>527</u>	<u>365</u>	<u>405</u>	<u>(1)</u>	<u>(5)</u>	<u>(6,354)</u>	<u>358</u>	<u>34,989</u>	<u>(1,906)</u>		<u>29,212</u>
Remaining HAP Cash	512,371	500,567	485,216	467,681	442,929	412,584	375,210	334,859	290,352	232,673	171,784	
Remaining Non-HAP Cash	426,639	414,688	404,613	392,951	374,709	360,770	339,649	317,910	268,183	245,652	207,222	
Total EHV Cash	<u>939,010</u>	<u>915,255</u>	<u>889,829</u>	<u>860,632</u>	<u>817,638</u>	<u>773,354</u>	<u>714,859</u>	<u>652,769</u>	<u>558,535</u>	<u>478,325</u>	<u>379,006</u>	
Cash Increase/(Decrease)	(12,025)	(23,755)	(25,426)	(29,197)	(42,993)	(44,284)	(58,495)	(62,091)	(94,233)	(80,210)	(99,319) C	
# of Households Assisted	5	11	15	18	23	30	38	42	46	64	69	361
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	\$ 884.07	\$ 959.94
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	\$ 532,708	\$ 5,643,165
HAP expenses	(514,174)	(519,081)	(529,406)	(527,252)	(542,669)	(552,097)	(560,413)	(580,684)	(583,273)	(596,502)	(603,170)	(6,108,721)
Surplus (Deficit)	<u>(18,892)</u>	<u>(16,216)</u>	<u>(20,955)</u>	<u>(18,973)</u>	<u>(35,199)</u>	<u>(66,677)</u>	<u>(43,746)</u>	<u>(62,425)</u>	<u>(53,097)</u>	<u>(58,915)</u>	<u>(70,462.00)</u>	<u>(465,557)</u>
% Total income utilized	103.81%	103.22%	104.12%	103.73%	106.94%	113.74%	108.47%	112.05%	110.01%	110.96%	113.23%	108.25%
Administrative/Other Income	78,087	84,668	95,997	82,777	136,923	93,113	96,989	96,924	188,912	105,450	123,101	1,182,941
Operating expenses	(70,229)	(71,214)	(74,424)	(78,031)	(104,676)	(77,764)	(132,357)	(97,682)	(81,515)	(92,836)	(113,729)	(994,458)
Surplus (Deficit)	<u>7,857</u>	<u>13,454</u>	<u>21,572</u>	<u>4,747</u>	<u>32,247</u>	<u>15,349</u>	<u>(35,368)</u>	<u>(758)</u>	<u>107,397</u>	<u>12,613</u>	<u>9,373</u>	<u>188,483</u>
Remaining HAP Cash	599,626	583,569	556,586	536,320	508,214	446,036	397,508	337,931	296,945	250,360	171,784	
Remaining Non-HAP Cash	810,311	821,443	828,468	822,499	840,064	833,095	826,955	816,258	824,675	801,281	786,121	
Total Program Cash	<u>1,409,938</u>	<u>1,405,012</u>	<u>1,385,054</u>	<u>1,358,819</u>	<u>1,348,278</u>	<u>1,279,131</u>	<u>1,224,463</u>	<u>1,154,189</u>	<u>1,121,620</u>	<u>1,051,641</u>	<u>957,905</u>	
Cash Increase/(Decrease)	(17,760)	(4,926)	(19,958)	(26,235)	(10,541)	(69,147)	(54,668)	(70,274)	(32,568)	(69,980)	(93,735)	
# of Households Assisted	898	896	905	905	915	926	930	932	933	947	946	10,133
Average HAP Payment	\$ 572.58	\$ 579.33	\$ 584.98	\$ 582.60	\$ 593.08	\$ 596.22	\$ 602.59	\$ 623.05	\$ 625.16	\$ 629.89	\$ 637.60	\$ 602.85

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.

E HAP cash on hand is zero, but sufficient HAP reserves are held with HUD. A HUD held reserve request was submitted and deposited in the following month.

HUD Held Reserves

HCV - \$757,381

MSV - \$271,540

EHV - \$1,062,774

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	840
December	927	890	910	925	902	882	877	887	857	
Average	965	897	916	926	914	895	884	871	869	856
UML's	11,576	10,759	10,990	11,107	10,965	10,736	10,612	10,449	10,426	9,418

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	37
December									27	
Average									21	32
UML's									88	354

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										69
December									4	
Average									4	33
UML's									4	361

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	946
December	927	890	910	925	902	882	877	887	888	
Average	965	897	916	926	914	895	884	871	894	921
UML's	11,576	10,759	10,990	11,107	10,965	10,736	10,612	10,449	10,518	10,133

CITY OF EUREKA HOUSING AUTHORITY						
COUNTY OF HUMBOLDT HOUSING AUTHORITY						
SALARY SCHEDULE		EFFECTIVE 01/01/2023				
TITLE	GRADE	A	B	C	D	E
		(monthly gross pay amounts)				
EXECUTIVE DIRECTOR	L	10,297	10,812	11,352	11,920	12,516
DEPUTY DIRECTOR	K	9,528	10,004	10,505	11,030	11,581
EXECUTIVE ASSISTANT	E	4,458	4,682	4,915	5,161	5,419
OFFICE ASSISTANT	A	3,536	3,713	3,898	4,093	4,298
DIRECTOR OF FINANCE, ADMINISTRATION, & TECHNOLOGY	J	8,017	8,418	8,839	9,281	9,745
DIRECTOR OF FINANCE & ADMINISTRATION	I	7,309	7,675	8,059	8,461	8,885
FINANCE AND ADMINISTRATION MANAGER	H	6,135	6,442	6,764	7,102	7,457
ACCOUNTING MANAGER	F	4,623	4,854	5,096	5,352	5,619
ACCOUNTING SPECIALIST III	D	4,289	4,504	4,729	4,965	5,213
ACCOUNTING SPECIALIST II	C	3,848	4,041	4,243	4,455	4,678
ACCOUNTING SPECIALIST I	B	3,690	3,874	4,068	4,271	4,485
ACCOUNTING ASSISTANT	A	3,536	3,713	3,898	4,093	4,298
HOUSING ADVOCATE	F	4,623	4,854	5,096	5,351	5,619
HOUSING SUPERVISOR	H	6,135	6,442	6,764	7,102	7,457
HOUSING MANAGER	F	4,623	4,854	5,096	5,352	5,619
HOUSING SPECIALIST III (including EHV Specialist)	D	4,289	4,504	4,729	4,965	5,213
HOUSING SPECIALIST II (including EHV Specialist)	C	3,848	4,041	4,243	4,455	4,678
HOUSING SPECIALIST I (with a hire date 5/01/2011 or later)	B	3,690	3,874	4,068	4,271	4,485
COMMUNITY LIAISON/COMPLIANCE OFFICER	E	4,458	4,682	4,915	5,161	5,419
COMMUNITY LIAISON	D	4,289	4,504	4,729	4,965	5,213
HOUSING NEGOTIATOR/ INSPECTOR	D	4,289	4,504	4,729	4,965	5,213
MAINTENANCE SUPERVISOR	G	5,954	6,251	6,564	6,892	7,237
MAINTENANCE LEAD	F	4,623	4,854	5,096	5,352	5,619
MAINTENANCE SPECIALIST III	D	4,289	4,504	4,729	4,965	5,213
MAINTENANCE SPECIALIST II	C	3,848	4,041	4,243	4,455	4,678
MAINTENANCE SPECIALIST I	B	3,690	3,874	4,068	4,271	4,485
DEVELOPMENT MANAGER	H	6,135	6,442	6,764	7,102	7,457
SPECIAL PROJECTS COORDINATOR	H	6,135	6,442	6,764	7,102	7,457
Approved by the City of Eureka Housing Authority Board of Commissioners on 10/17/2022 and by the County of Humboldt Housing Authority Board of Commissioners on 10/11/2022.						

City of Eureka Housing Authority

Board of Commissioners Meeting

January 17, 2023

Agenda Item 9b

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
251	t0004570		14,917.90	past	12/7/2022	12/20/2022	10/19/2022	7,164.00	100.00	206.26	430.14	7,017.50
			\$14,917.90					\$ 7,164.00	\$ 100.00	\$ 206.26	\$ 430.14	\$7,017.50

PREPARED BY

Jhonny Wilson
Accounts Receivable Clerk

1/3/2023
Date

APPROVALS

J. Dustin Wiesner
Director of Finance

1/4/2023
Date

Cheryl Churchill
Executive Director

1/4/2023
Date

CITY OF EUREKA HOUSING AUTHORITY

RESOLUTION 1981

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	\$14,917.90

PASSED AND ADOPTED on the 17 day of January 2023 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Name

Title

Name

Title