

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 HOUSING AUTHORITY OF THE CITY OF EUREKA BOARD OF COMMISSIONERS

DATE AND TIME Monday, April 15, 2024 7:30pm

LOCATION Housing Authority of the City of Eureka 735 W. Everding St., Eureka CA

All or portions of this meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(b). Teleconference locations are as follows: 735 W. Everding St., Eureka CA. This location is accessible to the public, and members of the public may address the Housing Authority of the City of Eureka Board of Commissioners from any teleconference location.

PUBLIC PARTICIPATION

Public access to this meeting is available at the location above.

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. 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.

- 3. Approve minutes of the Board of Commissioners meetings: 3a. Regular meeting, March 18, 2024
- 4. Bills and Communications: Tenant Newsletter, Housing Insider March 2024





Housing Authority of the City of Eureka, Regular Commission Meeting Agenda Meeting of April 15, 2024 Page 2

5. 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.

- 5a. Occupancy and Leasing Report
- 5b. HCV Utilization Reports
- 5c. Repositioning Updates

6. Reports of the Commissioners:

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

- 7. Unfinished Business: None
- 8. New Business: None
- 9. Closed Session If needed.
- 10. 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.

MINUTES

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

Monday, March 18, 2024

Chairperson Serotta declared a quorum present and called the meeting to order at 7:31pm.

1. Roll Call:

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

Commissioner Pittman

Absent: Commissioner Byers, Commissioner Raymond

Staff: Churchill, Humphreys

Public: None

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

3. Approve minutes of the board of commissioners meeting, held February 20, 2024.

Motion to approve the minutes of the meeting of February 20, 2024, made by Commissioner Escarda.

Second - Commissioner Pittman

Ayes: Serotta, Escarda, Pittman

Nays: None Abstain: Konkler

Absent: Byers, Raymond

Chairperson Serotta declared the motion carried to approve the minutes of February 20, 2024.

- 4. Bills and Communication: None.
- 5. Report of the Secretary:

5a. Occupancy and Leasing Report

Secretary Churchill updates the board on this report, explaining key points of the report.

5b. HCV Utilization Reports

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

5c. Repositioning Updates

Secretary Churchill notes that HACE will have another outreach meeting on March 28, 2024. The March 28 meeting will be to receive public opinion and input on sites and buildings before the design process is tentatively completed and sent off for design review.

- 6. Reports of the Commissioners: None heard.
- 7. Unfinished Business: None.
- 8. New Business:

8a. Resolution 1996, Write-off Uncollectible Debt Recommended Board Action: Accept and Adopt for Approval

RESOLUTION 1996

TO WRITE OFF CERTAIN UNCOLLECTIBLE ACCOUNTS RECEIVABLE

WHEREAS, All efforts to collect certain accounts from former tenants of the HACE owned and/or managed properties 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:

Housing Program	<u>Amount</u>
Eureka Family Housing	
Unit Abandoned	\$ 5,134.56
Move-out	\$ 7,568.80
Total Eureka Family Housing	\$12,703.36
Public Housing	
Unit Abandoned	\$25,156.31
Unit Abandoned	\$14,099.63
Total Public Housing	\$39,255.94

Motion to approve Resolution 1996 made by Vice Chairperson Konkler.

Second - Commissioner Escarda

Ayes: Serotta, Konkler, Escarda, Pittman

Nays: None Abstain: None

Absent: Byers, Raymond

Chairperson Serotta declared the motion carried to approve Resolution 1996.

8b. Annual Meeting and Election of Officers Recommended Board Action: Elect Officers

Chairperson Serotta asks the Board if anyone would like to discuss or nominate someone to Chairperson and Vice Chairperson.

	Second – Cor	mmissioner Escarda	
	Roll call: Ayes: Nays: Abstain: Absent:	Serotta, Konkler, Escarda, Pittman None None Byers, Raymond	
	•	Serotta declared the motion carried and of Commissioners officers.	d confirmed re-election of the
9. Clos	sed Session: N	lone needed.	
10. Ad	journment		
There 8:05pr		er business to come before the Commi	ssioners, the meeting was adjourned at
	Secretary		Chairperson

Motion made by Vice Chairperson Konkler to re-elect Kali Serotta as Chairperson and to re-

elect Mark Konkler as Vice Chairperson.



OFFICE: 707-443-4583 FAX: 707-443-4762

HOUSING INSIDER

"COMMUNICATION LEADS TO COMMUNITY"

In collaboration with our developers, Brinshore and Operative Office, we've selected two sites to start working on towards eventual redevelopment. We have begun the process of commissioning surveys such as land, noise, historical, and tribal, among others. Concurrently, we've applied to California's Department of Housing and Community Development for grant funding and are hopeful that an award will be forthcoming. We're preparing to apply for further funding in the next few months. Affordable housing requires many layers of funding to bring from initial plans to reality, so we continue to seek and apply for sources as we work toward meeting other requirements. We've had a couple outreach meetings to discuss the overall process as well as to start narrowing down site-specific details. Our primary focus currently is the site near our office that includes the park and eight adjacent units, along Hiler Street between Everding and Burrill Streets. In April we'll be hosting an outreach Zoom to discuss the site at C and Clark Streets. Redevelopment is a long process, so be sure we have a current email address so we can keep you updated on progress and upcoming meetings. We're so excited to be working toward new housing and increased units for our community, and I encourage you to attend the Zoom meetings whenever possible (all that is needed is a smart phone with the Zoom app) and to email any questions to repositioning@eurekahumboldtha.org.

-Cheryl Churchill, Executive Director

TENANT REMINDERS

Please sign and date all paperwork and return in a timely manner. Provide required documentation and complete all questions. Paperwork returned without a signature or required documentation is considered incomplete.

Zero-income tenants are required to come into the office and report progress of doing community service.

Tenants should not assign the lease or sublease unit. Subleasing includes receiving payment to cover rent and utility costs from anyone not on the lease.

DO NOT flush wipes, feminine products, dental floss, hair, bandages, Q-tips, cotton pads, cotton balls, cat litter, grease, oils, etc. down toilet.

No littering. Leaving clothing and furniture items on sidewalks or PHA property is considered littering. Tenants will be charged dump fees for littering.

TENANT PAYMENT AGREEMENT

Any amount owed to the PHA by tenants must be repaid. If the family is unable to repay the debt within 30 days, the PHA may offer to enter into a repayment agreement. If you would like to get back in good standing, please contact accounting at 707-443-4583 ext. 235 to discuss a payment plan.



Our office will be closed on these holidays!

March 29th – Good Friday (closing at noon)

April 1st – Cesar Chavez Day

April 24th – Armenian Genocide Memorial

May 27th – Memorial 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.

General Information

Lobby and Dumpster Hours: Open Tuesday-

Thursday 9am-4pm.

<u>Business Hours</u>: Open Monday-Thursday 8am-5:30pm; Closed alternate Fridays and business hours are 8am-4:30pm.

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



A&Q

Q: Are unauthorized pets a lease violation?

A: Unauthorized pets are lease violation and, if unresolved, can lead to lease termination. To have an approved pet with the Housing Authority you are required to provide the following:

- > Picture of the pet.
- Weight of dog must be under 25lbs.
- Rabies Certification.
- Verification of Spay/Neuter certificate.
- Verification of current City License.
- Pay \$200 pet deposit upon approval.

Volunteer Opportunity: Are you a Public Housing resident who is interested in serving on our Board of Commissioners? Please contact Heather at 707-443-4583 ext. 219 or heatherh@eurekahumboldtha.org with questions and to obtain an application for tenant commissioner.

Visit us at www.eurekahumboldtha.org



WHY IS MY TOILET OVERFLOWING?

Tenants are responsible for clogged drains, or any water damage caused by buildup. Plumbing services range from \$230 or more. To prevent your toilet from overflowing, please follow the guidelines below.

1. Clogged Drain

Flushing too much toilet paper and non-flushable items such as wipes, feminine products, and other waste will cause toilet to overflow.

2. Shut Off Water

Do not continue to flush! The most urgent action is to stop the flow of water by shutting off the water valve. The water valve is located behind the toilet and attached to the wall. Periodically turn the valve off and back on so it doesn't rust open.

3. Adjust Flapper

The water valve can be challenging to turn; in that case you should check the flapper. Remove the tank lid and locate the rubber disc covering a hole at the bottom. Manually close the flapper if open.

4. Clear Clog

Once the overflow has been prevented, use a plunger to clear the clog.

5. Call Maintenace

If you cannot clear the clog, please contact our maintenance team immediately.

WHO TO CONTACT

Call our main line at 707.443-4583; then:

Work orders requestx218
For emergency work orders ONLY contact 707-444-1424
Paperwork, certification, rent, income calculation
questionsx214
Accounting for charges, account balance, questions, and
paymentsx221
Questions, complaints, or concerns about the
neighborhoodx211
All other questions regarding Housing Authority
servicesx210

In case of an emergency, please call 911 or the Eureka Police Department at 707-441-4060.

07

Occupancy and Leasing Report December 2023 - February 2024

HOUSING AUTHORITY OF THE CITY OF EUREKA HOUSING AUTHORITY OF THE COUNTY OF HUMBOLDT

Program HACE	Total Units Available	Dec-23	Jan-24	Feb-24	Wait List End of Month	
Public Housing	195	186	184	186	768	1
Eureka Family Housing	51	48	48	49	766	
Eureka Senior Housing	22	21	21	21	269	
Total City Units	268	255	253	256		

HACL

HACH						
<u>Tenant Based Vouchers</u>						
Housing Choice Vouchers	1234	764	804	849	1024	
VASH Vouchers	95	74	76	75	N/A	
Mainstream vouchers	75	51	51	52	N/A	2
Emergency Housing Vouchers (EHV)	182	147	145	146	N/A	3
Total All Vouchers	1586	1036	1076	1122		
Project Based Vouchers (note that these are a subset of HCV & VA	SH voucher cou	nts shown above)				
PBV-VASH - Bayview Heights (Eureka)	22	22	22	22	N/A	4
PBV-HCV - Bayview Heights (Eureka)	3	3	3	3	1	4
PBV-HCV - Sorrell Place (Arcata)	5	5	5	5	161	5
PBV-HCV - Providence (Eureka)	42			41	N/A	6
PBV-HCV - Laurel Canyon	35		34	34	71	7
Total Project Based Vouchers	107	30	64	105		

Vouchers issued but not under contract, end of month (aka "Searching")	50

Note: Occupancy / utilization numbers shown are as of the first day of the month.

- 1. Total PH units is 198; 3 units are exempted for EPD use, Boys & Girls Club, and Maintenance use and are unavailable for tenant rental.
- Mainstream vouchers were awarded December 2020. Funding and voucher issuance began April 2021.
 Mainstream vouchers will be allocated via waitlist pulls; 50 will be via referral from CoC partners.
 Mainstream applicants share waitlist with HCV applicants.
- 3. No PHA waitlist for EHVs; all are issued based on referral from HHHC or HDVS. Referrals began Q4 2021.
- 4. 25 Project Based Vouchers at Bayview Heights Veteran's housing at 4th & C Street, Eureka; contract signed 6/30/2020.
- 5. 5 Project Based HCV vouchers at Sorrell Place, extremely low income units at 7th & I Street, Arcata; effective 6/1/2022.
- $6. \ \ Providence\ Mother\ Bernard\ House\ PBV's\ -\ Occupancy\ based\ on\ referral\ from\ CoC; contract\ signed\ 01/08/2024.$
- 7. Laurel Canyon (7th & Myrtle Ave.) 35 senior PBV units; contracts signed 12/07/2023.

COUNTY OF HUMBOLDT HOUSING AUTHORITY All Voucher Programs For the month of February 2024

		January	ı	February		Total
Traditional HCV & VASH (Includes PBVs)						
HAP income (budget authority)	\$	568,483	\$	568,483	\$	1,136,966
HAP expenses		(613,174)		(633,854)		(1,247,028)
Surplus (Deficit)	_	(44,691)	_	(65,371)	_	(110,062)
* % Total income utiliized		107.86%		111.50%		109.68%
Administrative/Other Income		78,651		87,003		165,654
Operating expenses		(75,804)		(71,139)		(146,943)
Surplus (Deficit)		2,846	_	15,865	_	18,711
B Remaining HAP Cash		49,460		(6,365)		
Remaining Non-HAP Cash		729,405		718,621		
Total HCV Cash		778,865		712,256		
Cash Increase/(Decrease)		5,035		(66,609)		
# of Households Assisted		878		924		1,802
Average HAP Payment	\$	698	\$	686	\$	692
Mainstream (disabled & non-elderly)						
HAP income (budget authority)	\$	34,358	\$	34,358	\$	68,716
HAP expenses		(34,902)		(35,671)		(70,573)
Surplus (Deficit)	_	(544)	_	(1,313)		(1,857)
A % Total income utiliized		101.58%		103.82%		102.70%
Administrative/Other Income		5,845		12,139		17,984
Operating expenses		(4,779)		(4,390)		(9,169)
Surplus (Deficit)	_	1,066	_	7,749		8,815
B Remaining HAP Cash		1,690		719		
Remaining Non-HAP Cash		60,685		68,340		
Total MSV Cash		62,375		69,059		
Cash Increase/(Decrease)		(504)		6,684		
# of Households Assisted		51		52		103
Average HAP Payment	\$	684	\$	686	\$	685
Emergency Housing Vouchers (EHVs)						
HAP income (budget authority)	\$	100,228	\$	100,228	\$	200,456.80
HAP expenses		(120,280)		(122,235)		(242,515)
Surplus (Deficit)	_	(20,052)	_	(22,007)	_	(42,058)
A % Total income utiliized		120.01%		121.96%		120.98%
Administrative/Other Income		31,114		27,059		58,173
Operating expenses		(24,159)		(24,402)		(48,561)
Surplus (Deficit)		6,955	_	2,657		9,613
B Remaining HAP Cash		27,402		19,245		
Remaining Non-HAP Cash		153,925		143,153		
Total EHV Cash		181,327		162,398		

COUNTY OF HUMBOLDT HOUSING AUTHORITY All Voucher Programs For the month of February 2024

		January		February		Total
С	Cash Increase/(Decrease)	(7,592)		(18,929)		
	# of Households Assisted	145		146		291
	Average HAP Payment	\$ 830	\$	837	\$	833
	Total All Voucher Programs					
	HAP income (budget authority)	\$ 703,069	\$	703,069	\$	1,406,139
	HAP expenses	(768, 356)		(791,760)		(1,560,116)
	Surplus (Deficit)	(65,287)	_	(88,691)		(153,977)
A	% Total income utiliized	109.29%	,	112.61%		110.95%
	Administrative/Other Income	115,610		126,201		241,811
	Operating expenses	(104,742)		(99,930)		(204,672)
	Surplus (Deficit)	10,867		26,271		37,138
	Remaining HAP Cash Remaining Non-HAP Cash	78,552 944,014		13,599 930,114		
	Total Program Cash	 1,022,566		943,712		
	ŭ	,		•		
	Cash Increase/(Decrease)	(3,062)		(78,854)		
	# of Households Assisted Average HAP Payment	\$ 1,074 715	\$	1,122 706	\$	2,196 710

Notes

- * Larger increase than expected to HCV budget authority for 2023. Expecting award to get reduced after federal budget finalization, or for excess funds to be placed in reserves.
- **A** Spending above 100% indicates full utilization of monthly funding plus spending down of HUD-held reserves (which is encouraged/required by HUD).
- **B** HAP cash on hand is minimal, but sufficient HAP reserves are held with HUD. HUD held reserve requests sumitted as necessary. Restriced cash position may go "negative" while waiting for HUD held reserve deposits and is temporarily funded with excess unrestricted funds.

HUD Held Reserves as of 12/11/2023

HCV - \$2,664,225

MSV - \$152.151

EHV - \$723,876

*Additional \$2,142,682 awarded to reserves to support voucher growth.

C Cash decrease due to timing of HUD stopping EHV HAP and Admin Fee disbursements; expecting cash to continue to decrease as initial program funding is utilized per HUD program mandate. Once initial program funding gets below a certain level, HUD will initiate monthly funding again. Second installment of EHV Services Fees received in July of 2023 for \$159,250. Third and final installment of EHV Services Fees received in September of 2023 for \$159,250.

Housing Authority of the City of Eureka (HACE) Repositioning Updates

Date	Description
Accomplish	nments
3/2024	 Pre-application design review meeting 3/27/2024 Initial response to project from design review committee was positive Community Outreach meeting held via Zoom on 3/28. Feedback solicited on Green Phase design/colors. See attached summary notes.
4/2024	 Green Phase project submitted to City of Eureka for Design Review, Density Bonus approval, and CEQA review (meeting scheduled for 4/24/2024) Continuing to work with HCD on IIG applications and additional clarifying questions/analysis Consultant procured to assist with HUD Section 18 application
Issues	
N/A	None noted.
Risks	
N/A	No imminent risks.
Next Steps	
4/2024	 Blue Phase (C & Clark) Zoom outreach scheduled for 4/17, 6-7 pm (see attached flyer) Work to start on Section 18 application and TCAC (tax credit) application
Budget Stat	tus
N/A	Cost of contract work is covered by developers; no HACE budget updates.

Summary of discussion from 3/28 Zoom Outreach - Green Phase: A First Look

Attendance (includes staff/developer): 20

Discussion Notes

- 1. Participants are happy to see the units will be denser, allowing more people to be housed
- 2. Question asked whether PHA has considered doing less parking and more 3-story buildings and greater density.
 - a. Response: Our overall housing plan is increasing the number of units significantly (44 units is already doubling the current density allowed by R2 zoning). 3 or 4-story buildings would necessitate an elevator, which causes design and cost challenges. There are finance limitations and zoning requirements that determine the size of the project. Additionally, the density will increase over time with the addition of subsequent phases.
- 3. Question asked about where bus stops are in proximity to the development.
 - a. Response: There are two bus stops on Harris Street, approximately 2 blocks away.
- 4. Participant noticed manager's office in architectural rendering. Asked is each new site will have a manager's office.
 - a. Response: Each site will have a manager's *unit*, for the onsite manager. But not every site will have a manager's office. The Housing Authority will continue to manage the units.
- 5. Comment that hallways (in 8-unit blocks) feels stagnant
 - a. Response: Windows will be on each side of the entry-way hallways, letting in abundant light, and each cluster will have recirculating air.
- 6. Comment that Eureka doesn't seem to need such secure housing
 - a. Response: Security has been a primary concern for our tenants, who have repeatedly requested improvements around security. City of Eureka has also recommended using CPTED (crime prevention through environmental design) which has been a consideration in the new design.
- 7. Participant asked whether on-site manager will be a tenant of the housing authority.
 - a. Response: This will be a hired position. Note that tenants are not excluded from holding positions with the housing authority.
- 8. General design overview
 - a. Project has been designed to fit in with the current urban fabric and echo the historic look of other homes in the neighborhood
 - b. Will have solar panels and be net zero (energy generated equal to energy consumed)
 - c. Trash enclosures with shared dumpsters will be grouped on each side of the project, avoiding the nuisance of individual trash cans
 - d. Front courtyard will have space for picnics/BBQ's and a play structure
 - e. Amenities include a manager's office and laundry room that look out to shared community space.



Wednesday, April 17th at 6:00 PM on Zoom

Virtual Meeting Link: bit.ly/HousingAuthorityMeeting2 Zoom ID: 873 0164 1419

DISCUSSION AGENDA

Join the Housing Authority's virtual community meeting to learn about our plans to upgrade our public housing property at C and Clark Streets. During this hour long meeting,we will share our progress, introduce our chosen development partner, and gather feedback on design options. Closed Captions and live Spanish interpretation will be available.

