



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, August 19, 2024
7:30pm

LOCATION

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

All or portions of this meeting may 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, July 15, 2024 (pages 3- 6)

4. Bills and Communications:

4a. City of Eureka, City Council Regular Meeting Agenda, August 06, 2024 – Appointment of Bonnie Maschke to HACE Board of Commissioners. (pages 7- 11)



The Housing Authorities are Equal Housing Opportunity Organizations



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 (page 12)

5b. HCV Utilization Reports (pages 13- 14)

5c. Repositioning Updates (page 15)

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:

8a. Resolution 2004 - Infill Infrastructure Grant Program of 2019, HACE Blue Phase
Recommended Board Action: *Accept and Adopt* (pages 16- 24)

8b. Resolution 2005 - Infill Infrastructure Grant Program of 2019, HACE Green Phase
Recommended Board Action: *Accept and Adopt* (pages 25- 31)

8c. Resolution 2006 – Providing for the Time of Regular Meetings and Adopting Update to Bylaws; Recommended Board Action: *Accept and Adopt* (pages 32- 42)

8d. Customer Service Survey Results; *Informational* (pages 43- 47)

9. Closed Session – If needed.

10. Adjournment

* * * Note * * *

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

<https://eurekahumboldtca.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, July 15, 2024

Chairperson Serotta declared a quorum present and called the meeting to order at 7:30pm.

1. Roll Call

Present: Chairperson Serotta, Vice Chairperson Konkler, Commissioner Byers,
Commissioner Escarda
Absent: Commissioner Pittman, Commissioner Raymond
Staff: Churchill, Humphreys
Public: None

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

3. Approve minutes of the board of commissioners meeting, held June 24, 2024.

Motion to approve the minutes of the June 24, 2024, regular meeting, made by Commissioner Byers.

Second – Vice Chairperson Konkler

Ayes: Konkler, Byers, Escarda
Nays: None
Abstain: Serotta
Absent: Pittman, Raymond

Chairperson Serotta declared the motion carried to approve the minutes of June 24, 2024.

4. Bills and Communication: Tenant Newsletter, Housing Insider, Q2 2024

Secretary Churchill notes that this is the most recent newsletter that was distributed to our tenants.

5. Report of the Secretary:

5a. Occupancy and Leasing Report

Secretary Churchill updates the board on this report. Secretary Churchill notes that for public housing, we had 190 units rented at the beginning of May. However, as of today, we have one public housing vacancy and are currently at 97.36% occupancy for the year.

5b. HCV Utilization Reports

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

5c. Repositioning Updates

Secretary Churchill comments that Blue Phase went to City of Eureka design review on July 10th and was conditionally approved. Secretary Churchill goes on to comment that the Tax Credit application has been submitted for Green Phase.

6. Reports of the Commissioners: None heard.

7. Unfinished Business: None.

8. New Business:

8a. Resolution 2002, Update to EFH Tenant Selection Plan
Recommended Board Action: *Accept and Adopt for Approval*

RESOLUTION NO. 2002

APPROVAL OF UPDATE TO THE

EUREKA FAMILY HOUSING TENANT SELECTION PLAN

WHEREAS, The Housing Authority of the City of Eureka, from time to time, reviews it's Multi Family Tenant Selection Plan pertaining to Eureka Family Housing for any necessary updates; and

WHEREAS, As of May 31, 2024, the U.S. Department of Housing and Urban Development (HUD) requires the Tenant Selection Plan be revised to reflect the Housing Opportunity Through Modernization Act of 2016 (HOTMA) rules and discretionary policies; and

WHEREAS, The Tenant Selection Plan has been reviewed and updated to ensure that it reflects current operating practices, program priorities, and HUD requirements; and

WHEREAS, A Public Notice to receive comments to the Tenant Selection Plan update was published in the North Coast Journal from June 6, 2024 – July 4, 2024; and

WHEREAS, The Tenant Selection Plan has been posted to the Housing Authority of the City of Eureka website for public comment through July 5, 2024; and

WHEREAS, There were no comments received, changes or corrections to the Tenant Selection Plan suggested;

NOW, THEREFORE, the Housing Authority of the City of Eureka Board of Commissioners does hereby approve the update to the Eureka Family Housing Tenant Selection Plan.

Motion to approve Resolution 2002 made by Commissioner Escarda.

Second – Vice Chairperson Konkler

Ayes: Serotta, Konkler, Byers, Escarda
Nays: None
Abstain: None
Absent: Pittman, Raymond

Chairperson Serotta declared the motion carried to approve Resolution 2002.

8b. Resolution 2003, Write Off of Uncollectible Accounts Receivable
Recommended Board Action: *Accept and Adopt for Approval*

RESOLUTION 2003

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>Housing Program</u>	<u>Amount</u>
Eureka Family Housing, Unit Abandoned	\$ 5,213.18
Public Housing, Eviction	<u>\$13,151.59</u>
Total All Programs	\$18,364.77

Motion to approve Resolution 2003 made by Commissioner Byers.

Second – Commissioner Escarda

Ayes: Serotta, Konkler, Byers, Escarda
Nays: None
Abstain: None
Absent: Pittman, Raymond

Chairperson Serotta declared the motion carried to approve Resolution 2003.

8c. CA025 Draft PHA Plan; *Informational*

Secretary Churchill comments that these goals were set in October 2023 with the PHA Plan. The goals went before the Resident Advisory Board Committee in June 2024 with no further recommendations. Secretary Churchill notes that we will bring the goals back for approval at the September regular board meeting.

8d. Board Meeting Day and Time Survey Results; *Informational*

The board goes over the results of the survey and decides that to accommodate both staff and the commissioners, the best time to meet would be 5:45pm, every third Monday of the month. Secretary Churchill notes that we will bring this item back for a vote in the August meeting with a resolution to update the Bylaws reflecting the new meeting time of 5:45pm.

9. Closed Session: None needed.

10. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 8:07pm.

Secretary

Chairperson



**City of Eureka, CA
City Council Regular Meeting
Tuesday, August 06, 2024
6:00 PM**

COUNCIL CHAMBERS, 531 K STREET EUREKA, CA 95501

AGENDA

ELECTED OFFICIALS

Mayor Kim Bergel

Councilmember Leslie Castellano, Ward 1

Councilmember Kati Moulton, Ward 2

Councilmember G. Mario Fernandez, Ward 3

Councilmember Scott Bauer, Ward 4

Councilmember Renee Contreras-DeLoach, Ward 5

HOW TO PARTICIPATE IN THE CITY COUNCIL MEETING

Pursuant to the Brown Act, public meetings will be conducted both in person and telephonically through Zoom. The City Council Chambers are open to the public. If you cannot attend in person and would like to speak on an agenda item, you can access the meeting remotely:

Join Zoom Meeting

<https://us02web.zoom.us/j/82016149675?pwd=N1JNZERDRjhtUXJoZkFUdzI5RTNJUT09>

Meeting ID: 820 1614 9675

Passcode: 503858

Or join by phone:

707-441-4243

**6 to mute/unmute and *9 to raise/lower hand*

LAND ACKNOWLEDGEMENT

The land that Eureka rests on is known in the Wiyot language as Jaroujiji. Past actions by local, State and Federal governments removed the Wiyot and other indigenous peoples from the land and threatened to destroy their cultural practices. The City of Eureka acknowledge the Wiyot community, their elders both past and present, as well as future generations. This

acknowledgement demonstrates the City's commitment to dismantle the ongoing legacies of settler colonialism.

PUBLIC COMMENT

(Limited to 3 minutes each speaker on Closed Session items only)

CLOSED SESSION - 5:00 P.M.

If closed session items cannot be completed by 5:55 P.M., they will be continued at the conclusion of the regular agenda, provided there is time. If time does not allow then those closed session items will be continued to the next regular meeting.

REGULAR SESSION – 6:00 P.M.

ROLL CALL

PLEDGE OF ALLEGIANCE

REPORT OUT OF CLOSED SESSION

A. MAYOR'S ANNOUNCEMENTS

B. PRESENTATIONS

B.1. HCAOG - Housing Marketing Survey & Regional Housing Trust Fund

C. BOARD/COMMISSION REPORTS

D. PUBLIC COMMENT PERIOD

This is the time for members of the public who wish to be heard on matters that do not appear on the Agenda. City Council policy is to limit each speaker to three (3) minutes. Such time allotment or portion thereof shall not be transferred to other speakers. The public will be allowed to speak concurrently with the calling of an agenda item following the staff presentation of that item. Pursuant to the Brown Act, the City Council may not take action on an item that does not appear on the Agenda.

TIME ALLOTMENT FOR PUBLIC COMMENT ON NON-AGENDA ITEMS: A maximum of thirty (30) minutes shall be allotted to receiving public comments at the initial public comment period. If necessary, an additional period shall be allotted to public comments after City Manager Reports, but only if the first 30-minute Public Comment period was not sufficient to allow all those who wished to speak to do so.

E. PUBLIC HEARINGS

Public Hearings are scheduled for a time certain of 6:00 P.M. unless noticed otherwise, or as soon thereafter as possible.

F. CONSENT CALENDAR

Notice to the Public: All matters listed under this category are considered to be routine by the City Council and will be enacted by one motion. Pursuant to City Council Resolution 2011-22, if a member of the public would like an item on the Consent Calendar pulled and discussed separately, the request shall be made to a Councilmember prior to the meeting. Unless a specific request is made by a Councilmember, the Consent Calendar will not be read. There will be no separate discussion of these items.

F.1. Council Minutes

Recommendation: Approve the City Council regular meeting minutes of July 16, 2024 as submitted.
[20240716_Minutes_Regular](#)

F.2. Annual Water Supply and Assessment

Recommendation: Receive Report
[Agenda Summary](#)
[Eureka Annual Water Supply and Demand Assessment Final Report](#)

F.3. Board and Commission Appointments

Recommendation: Approve the Mayor's appointments to Boards and Committees with the following term date:

Barbara Brenner	Open Space, Parks, & Recreation	01/01/27
→ Bonnie Maschke	Housing Authority of Eureka	01/01/26 ←
Carol Mayes	Finance Advisory Committee	01/01/28

F.4. Annual Lateral Repair Project 2023 Bid No. 2023-15 - Acceptance

Recommendation: Accept the Annual Lateral Repair Project 2023 Project; and authorize the filing of a 'Notice of Completion' at the Office of the County Recorder

[Agenda Summary-ALRP 2023 Acceptance](#)

F.5. Letter in Support of AB 2564

Recommendation: Authorize Mayor Bergel to sign and staff to transmit a letter in support of AB 2564

[Agenda Summary AB 2564](#)

[Letter in Support AB 2564](#)

G. LEGISLATIVE ACTION CORRESPONDENCE

Authorize the Mayor or the City Manager to sign correspondence on behalf of the City Council to support/oppose legislation or administrative rules proposed or pending action at the County, State or U.S. government levels.

H. ORDINANCES/RESOLUTIONS

H.1. Bill No. 1038-C.S. Vacant Building Ordinance

Recommendation: Waive full reading, read by title only, and introduce Bill No. 1038-C.S. “An Ordinance of the City Council of the City of Eureka Repealing and Replacing Title 15, Chapter 150, Sections 150.095 Through 150.097 with Sections 150.095 Through 150.100 Pertaining to Vacant Commercial, Industrial, and Residential Buildings”

[Bill No. 1038-C.S. Vacant Building Ordinance Introduction](#)

[Agenda Summary_Vacant Building Ordinance_City Council.docx](#)

I. REPORTS/ACTION ITEMS

I.1. OIR Group Review of Incident at Cal Poly Humboldt

Recommendation: Receive a report from the OIR Group (Independent Police Auditor for Community Oversight on Police Practices Board) on the response to CalPoly Humboldt protest

[IPA-CalPoly Response Review](#)

I.2. Enhanced Infrastructure Financing District (EIFD)

Recommendation: Receive report

[Agenda Summary - EIFD Report](#)

J. FUTURE AGENDA ITEMS

This is an opportunity for Council Members request an item be placed on a future agenda for discussion or consideration. Direction to staff for placement of the item must be by majority consensus.

K. CITY MANAGER REPORTS

L. PUBLIC COMMENT CONTINUED

This is a time for public comment to continue should comments exceed the 30 minutes allowed at the beginning of the meeting.

M. COUNCIL REPORTS / CITY-RELATED TRAVEL REPORTS

ADJOURNMENT

If open session items cannot be completed by 9:30 P.M., the meeting may be adjourned to the next regular meeting or Council may vote to extend the meeting.

NOTICES

The numerical order of items on this agenda is for convenience of reference. Items may be taken out of order upon the request and consensus of the Mayor and Council.

Any writing that is a public record not exempt from public disclosure and relating to an agenda item for open session of the City Council is available for public inspection at the Office of the City Clerk, 531 K Street, Eureka, CA 95501.

The meeting rooms are ADA accessible. Accommodations and access to City meetings for people with special needs must be requested of the City Clerk at 441-4175 72 hours in advance of the meeting. This agenda and other materials are available in alternate formats upon request.

All persons in attendance at public meetings are requested to observe the following rules of civil debate:

- 1. We may disagree, but we will be respectful of one another.*
- 2. All comments will be directed to the issue at hand.*
- 3. Personal attacks are unacceptable*
- 4. Applauding or other displays of approval/disapproval are discouraged.*

Regular City Council meetings are broadcast live by Humboldt Access on Cable Channel 10 and live streamed on the City's web site at www.eurekaca.gov.

To minimize distractions, please be sure all personal communications devices are on silent mode.

Questions? Please e-mail cityclerk@eurekaca.gov or contact the City Clerk's office at (707) 441-4175.

**Occupancy and Leasing Report
January 2024 - June 2024**

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

Program	Total Units Available	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Wait List End of Month
HACE								
Public Housing	195	184	186	190	191	190	192	795
Eureka Family Housing	51	48	49	49	48	48	48	803
Eureka Senior Housing	22	21	21	21	21	21	21	296
Total City Units	268	253	256	260	260	259	261	

HACH

Tenant Based Vouchers								
Housing Choice Vouchers	1234	804	849	853	856	869	874	931
VASH Vouchers	95	76	75	79	79	80	80	N/A
Mainstream vouchers	75	51	52	54	53	55	55	N/A
Emergency Housing Vouchers (EHV)	182	145	146	145	144	142	141	N/A
Total All Vouchers	1586	1076	1122	1131	1132	1146	1150	

Project Based Vouchers (note that these are a subset of HCV & VASH voucher counts shown above)

PBV-VASH - Bayview Heights (Eureka)	22	22	22	22	22	22	22	N/A
PBV-HCV - Bayview Heights (Eureka)	3	3	3	3	3	3	3	2
PBV-HCV - Sorrell Place (Arcata)	5	5	5	5	5	5	4	193
PBV-HCV - Providence (Eureka)	42		41	41	41	41	42	N/A
PBV-HCV - Laurel Canyon	35	34	34	35	35	35	35	104
Total Project Based Vouchers	107	64	105	106	106	106	106	

Vouchers issued but not under contract, end of month (aka "Searching")	79
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Note: Occupancy / utilization numbers shown are as of the first day of the month.

- 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.
25 Mainstream vouchers will be allocated via waitlist pulls; 50 will be via referral from CoC partners.
Mainstream applicants share waitlist with HCV applicants.
- No PHA waitlist for EHV's; all are issued based on referral from HHHC or HDVS. Referrals began Q4 2021.
- 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.
- Providence Mother Bernard House PBV's - Occupancy based on referral from CoC; contract signed 01/08/2024.
- 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 June 2024

	January	February	March	April	May	June	Total
Traditional HCV & VASH (Includes PBVs)							
HAP income (budget authority)	\$ 568,483	\$ 568,483	\$ 564,144	\$ 600,362	\$ 575,368	\$ 629,691	\$ 3,506,531
HAP expenses	(613,174)	(633,854)	(633,889)	(645,641)	(659,503)	(673,590)	(3,859,651)
Surplus (Deficit)	<u>(44,691)</u>	<u>(65,371)</u>	<u>(69,745)</u>	<u>(45,279)</u>	<u>(84,135)</u>	<u>(43,899)</u>	<u>(353,120)</u>
* % Total income utilized	107.86%	111.50%	112.36%	107.54%	114.62%	106.97%	110.07%
Administrative/Other Income	78,651	87,003	78,760	79,318	79,226	79,632	482,589
Operating expenses	(75,804)	(71,139)	(66,541)	(71,692)	(67,103)	(72,009)	(424,288)
Surplus (Deficit)	<u>2,846</u>	<u>15,865</u>	<u>12,219</u>	<u>7,626</u>	<u>12,122</u>	<u>7,623</u>	<u>58,300</u>
B/D Remaining HAP Cash	49,460	(6,365)	665,581	10,319	(163)	15,964	
Remaining Non-HAP Cash	729,405	718,621	731,978	735,490	724,451	735,769	
Total HCV Cash	<u>778,865</u>	<u>712,256</u>	<u>1,397,559</u>	<u>745,808</u>	<u>724,288</u>	<u>751,733</u>	
Cash Increase/(Decrease)	5,035	(66,609)	685,303	(651,751)	(21,520)	27,445	
# of Households Assisted	878	924	933	935	949	954	5,573
Average HAP Payment	\$ 698	\$ 686	\$ 679	\$ 691	\$ 695	\$ 706	\$ 693
Mainstream (disabled & non-elderly)							
HAP income (budget authority)	\$ 34,358	\$ 34,358	\$ 34,358	\$ 34,358	\$ 37,726	\$ 37,726	\$ 212,884
HAP expenses	(34,902)	(35,671)	(37,621)	(37,815)	(38,630)	(40,689)	(225,328)
Surplus (Deficit)	<u>(544)</u>	<u>(1,313)</u>	<u>(3,263)</u>	<u>(3,457)</u>	<u>(904)</u>	<u>(2,963)</u>	<u>(12,444)</u>
A % Total income utilized	101.58%	103.82%	109.50%	110.06%	102.40%	107.85%	105.85%
Administrative/Other Income	5,845	12,139	5,845	5,845	7,043	7,121	43,838
Operating expenses	(4,779)	(4,390)	(3,966)	(4,510)	(5,862)	(4,674)	(28,181)
Surplus (Deficit)	<u>1,066</u>	<u>7,749</u>	<u>1,879</u>	<u>1,335</u>	<u>1,181</u>	<u>2,447</u>	<u>15,657</u>
B/D Remaining HAP Cash	1,690	719	37,917	(1,643)	1,005	(5,159)	
Remaining Non-HAP Cash	60,685	68,340	70,080	71,234	72,483	74,941	
Total MSV Cash	<u>62,375</u>	<u>69,059</u>	<u>107,997</u>	<u>69,591</u>	<u>73,488</u>	<u>69,782</u>	
Cash Increase/(Decrease)	(504)	6,684	38,939	(38,406)	3,897	(3,706)	
# of Households Assisted	51	52	53	53	55	55	319
Average HAP Payment	\$ 684	\$ 686	\$ 710	\$ 713	\$ 702	\$ 740	\$ 706
Emergency Housing Vouchers (EHVs)							
HAP income (budget authority)	\$ 100,228	\$ 100,228	\$ 100,228	\$ 100,228	\$ 100,228	\$ 100,228	\$ 601,370.00
HAP expenses	(120,280)	(122,235)	(121,013)	(120,651)	(118,809)	(119,805)	(722,793)
Surplus (Deficit)	<u>(20,052)</u>	<u>(22,007)</u>	<u>(20,785)</u>	<u>(20,423)</u>	<u>(18,581)</u>	<u>(19,577)</u>	<u>(121,423)</u>
A % Total income utilized	120.01%	121.96%	120.74%	120.38%	118.54%	119.53%	120.19%
Administrative/Other Income	31,114	27,059	34,763	27,236	24,793	23,058	168,024
Operating expenses	(24,159)	(24,402)	(18,641)	(14,032)	(17,910)	(13,111)	(112,254)
Surplus (Deficit)	<u>6,955</u>	<u>2,657</u>	<u>16,121</u>	<u>13,205</u>	<u>6,884</u>	<u>9,947</u>	<u>55,769</u>
B/D Remaining HAP Cash	27,402	19,245	164,139	19,725	24,139	32,940	
Remaining Non-HAP Cash	153,925	143,153	150,356	161,364	164,258	171,244	
Total EHV Cash	<u>181,327</u>	<u>162,398</u>	<u>314,495</u>	<u>181,089</u>	<u>188,397</u>	<u>204,184</u>	
C Cash Increase/(Decrease)	(7,592)	(18,929)	152,097	(133,406)	7,308	15,787	
# of Households Assisted	145	146	145	144	142	141	863
Average HAP Payment	\$ 830	\$ 837	\$ 835	\$ 838	\$ 837	\$ 850	\$ 838

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

	January	February	March	April	May	June	Total
Total All Voucher Programs							
HAP income (budget authority)	\$ 703,069	\$ 703,069	\$ 698,730	\$ 734,948	\$ 713,322	\$ 767,645	\$ 4,320,785
HAP expenses	(768,356)	(791,760)	(792,523)	(804,107)	(816,942)	(834,084)	(4,807,772)
Surplus (Deficit)	<u>(65,287)</u>	<u>(88,691)</u>	<u>(93,793)</u>	<u>(69,159)</u>	<u>(103,620)</u>	<u>(66,439)</u>	<u>(486,987)</u>
A % Total income utilized	109.29%	112.61%	113.42%	109.41%	114.53%	108.65%	111.27%
Administrative/Other Income	115,610	126,201	119,368	112,399	111,062	109,811	694,450
Operating expenses	(104,742)	(99,930)	(89,148)	(90,234)	(90,875)	(89,794)	(564,724)
Surplus (Deficit)	<u>10,867</u>	<u>26,271</u>	<u>30,219</u>	<u>22,165</u>	<u>20,187</u>	<u>20,017</u>	<u>129,726</u>
B/D Remaining HAP Cash	78,552	13,599	867,637	28,401	24,981	43,745	
Remaining Non-HAP Cash	944,014	930,114	952,414	968,088	961,193	981,955	
Total Program Cash	<u>1,022,566</u>	<u>943,712</u>	<u>1,820,051</u>	<u>996,488</u>	<u>986,173</u>	<u>1,025,699</u>	
Cash Increase/(Decrease)	(3,062)	(78,854)	876,339	(823,563)	(10,315)	39,526	
# of Households Assisted	1,074	1,122	1,131	1,132	1,146	1,150	6,755
Average HAP Payment	\$ 715	\$ 706	\$ 701	\$ 710	\$ 713	\$ 725	\$ 712

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 submitted as necessary. Restricted cash position may go "negative" while waiting for HUD held reserve deposits and is temporarily funded with excess unrestricted funds.

HUD Held Reserves estimated as of 06/07/2024

HCV - \$2,365,771

MSV - \$143,200

EHV - \$196,536

**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.

D Cash for April HAP received early in March.

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

Date	Description
Accomplishments	
07/2024	<ul style="list-style-type: none"> Green Phase tax credit application submitted 7/2/2024 Blue Phase received preliminary Design Review approval from City SAC Application submitted to HUD for Green Phase
Issues	
N/A	None noted.
Risks	
	<ul style="list-style-type: none"> TCAC Scoring for green phase tax credits is low (48.493% tie-breaker score); likely will need more funding supporting the project before tax credits are awarded
Next Steps	
	<ul style="list-style-type: none"> Focus on fundraising, exploring all avenues e.g. reduction of local fees, trust funds, nonprofits, etc.
Budget Status	
N/A	Cost of contract work is covered by developers; no HACE budget updates.

Key

Green Phase = 3230 Hiler Street

Blue Phase = C & Clark Street

Master Phase = Main site “25-1” & Prospect Street

Housing Authority of the City of Eureka

Board of Commissioners Meeting

August 19, 2024

Agenda Item 8a and 8b

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Authorization to execute IIG Grant Award Agreements

BACKGROUND AND HISTORY:

The Housing Authority of the City of Eureka has sought external grant funding to support execution of the approved repositioning plan and public housing redevelopment efforts in Eureka. In October 2023, two applications for the Infill Infrastructure Grant Small Jurisdiction Set Aside (IIG) funds through the California department of Housing and Community Development (HCD) were submitted. Conditional award approval was issued April 5, 2024. Awards were finalized with HCD's July 31, 2024 announcement of IIG awards to 25 projects, two of which are Green and Blue Phases of public housing redevelopment in Eureka.

Impact to Personnel:

None immediate.

Fiscal Impact:

- Green Phase award of \$2,402,000 will be used to partially fund Hiler I LP Project of 43 affordable family units at 3120 Hiler Street.
- Blue Phase award of \$2,103,700 will be used to partially fund Clark I LP Project of 43 affordable senior units at 1115 C Street.
- Note that there is a preliminary deadline to secure permanent financing of 24 months from the date of award.

Alternatives:

No alternatives recommended. Without board approval to enter contracts with HCD, awards will not be granted.

STAFF RECOMMENDATION:

Review and approve enclosed resolutions authorizing CEO/Secretary to execute grant agreements and any necessary amendments pertaining to California Infill Infrastructure Grant awards.



CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
INFILL INFRASTRUCTURE GRANT (IIG) PROGRAM OF 2019, ROUND 12
Qualifying Infill Project Small Jurisdiction Set-Aside
August 31, 2023 NOFA
Awardee List as of July 9, 2024

Applicant/Sponsor #1	Applicant/Sponsor #2	Applicant/Sponsor #3	Project Name	City	County	Total Units	Total Development Cost	Total QIP Cost	Total CIP Cost	Requested Amount	Awarded Amount
Kingdom Development, Inc.	Zen Development LLC	N/A	Cape Cod	Paradise	Butte	48	\$37,225,207	\$34,753,807	\$2,471,400	\$2,471,400	\$2,471,400
Sutter Community Affordable Housing	Regional Housing Authority of Sutter, Yuba, Nevada, and Colusa Counties	N/A	Richland Village	Yuba City	Sutter	176	\$76,250,000	\$68,750,000	\$7,500,000	\$7,500,000	\$7,500,000
Chelsea Investment Corporation	Pacific Southwest Community Development Corporation	N/A	Miraluz (fka Heber Meadows)	Heber	Imperial	64	\$32,905,570	\$29,392,970	\$3,512,600	\$3,512,600	\$3,512,600
Brinshore Development, L.L.C.	Housing Authority of the City of Eureka	N/A	HACE (Blue Phase)	Eureka	Humboldt	43	\$25,262,382	\$23,158,682	\$2,103,700	\$2,103,700	\$2,103,700
Pacific West Communities, Inc.	Central Valley Coalition for Affordable Housing	N/A	Smith Avenue Apartments	Lemoore	Kings	108	\$45,150,753	\$41,616,176	\$3,534,577	\$3,534,577	\$3,534,577
Pacific West Communities, Inc.	Central Valley Coalition for Affordable Housing	N/A	Brawley Senior Apartments	Brawley	Imperial	32	\$16,057,970	\$14,924,837	\$1,133,133	\$1,133,133	\$1,133,133
Brinshore Development, L.L.C.	Housing Authority of the City of Eureka	N/A	HACE (Green Phase)	Eureka	Humboldt	43	\$28,112,900	\$25,710,900	\$2,402,000	\$2,402,000	\$2,402,000
Pacific West Communities, Inc.	Building Better Partnership, Inc.	N/A	Northview Senior Apartments	Williams	Colusa	31	\$14,287,713	\$13,457,413	\$830,300	\$830,300	\$830,300
Pacific West Communities, Inc.	Butte County Affordable Housing Development Corporation	N/A	Orchard View II Apartments	Gridley	Butte	36	\$18,248,001	\$16,305,167	\$1,942,834	\$1,942,834	\$1,942,834
Mercy Housing California	N/A	N/A	El Dorado Haven	Diamond Springs	El Dorado	64	\$43,300,960	\$40,595,803	\$2,705,157	\$2,705,157	\$2,705,157
Self-Help Enterprises	N/A	N/A	River Grove II	Oakhurst	Madera	50	\$34,155,792	\$31,426,392	\$2,729,400	\$2,729,400	\$2,729,400
Self-Help Enterprises	N/A	N/A	Maple Meadows (fka Chowchilla Multifamily Complex)	Chowchilla	Madera	80	\$38,761,754	\$34,504,954	\$4,256,800	\$4,256,800	\$4,256,800
Danco Communities	N/A	N/A	Placer Street Apartments	Redding	Shasta	64	\$37,915,171	\$34,419,871	\$3,495,300	\$3,495,300	\$3,495,300
Danco Communities	N/A	N/A	Harbor Point Apartments	Crescent City	Del Norte	27	\$19,935,723	\$18,635,623	\$1,300,100	\$1,300,100	\$1,300,100
Domus Development, LLC	Newport Partners, LLC	Spectrum Affordable Housing Corporation	Oak Park Family Apartments	Chico	Butte	76	\$34,198,235	\$30,199,699	\$3,998,536	\$3,998,536	\$3,998,536
Domus Development, LLC	Newport Partners, LLC	Spectrum Affordable Housing Corporation	Oak Park Senior Apartments	Chico	Butte	60	\$26,322,881	\$23,652,556	\$2,670,325	\$2,670,325	\$2,670,325
Domus Development, LLC	Newport Partners, LLC	Spectrum Affordable Housing Corporation	Greenfield Family Apartments	Chico	Butte	64	\$43,411,328	\$39,705,531	\$3,705,797	\$3,449,000	\$3,449,000
Visionary Home Builders of California, Inc.	N/A	N/A	Hidden Meadow Terrace	Sonora	Tuolumne	72	\$65,454,799	\$61,414,699	\$4,040,100	\$4,040,100	\$4,040,100
Eden Housing, Inc.	N/A	N/A	Hollister West of Fairview	Hollister	San Benito	100	\$64,015,498	\$60,002,418	\$4,013,080	\$4,013,080	\$4,013,080
Palm Communities	Northern Valley Catholic Social Service, Inc.	N/A	Palm Villas at Red Bluff	Red Bluff	Tehama	61	\$41,037,268	\$37,832,478	\$3,204,790	\$3,204,790	\$3,204,790
Central Valley Coalition For Affordable Housing	N/A	N/A	Goldfields Apartments	Linda	Yuba	56	\$32,791,331	\$29,782,031	\$3,009,300	\$3,009,300	\$3,009,300
Self-Help Enterprises	N/A	N/A	Lakeview Terrace	Corcoran	Kings	72	\$33,491,933	\$29,595,833	\$3,896,100	\$3,896,100	\$3,896,100
Affirmed Housing Partners	Compass for Affordable Housing	N/A	Green Valley Family Apartments	Rescue	El Dorado	126	\$75,726,120	\$69,448,820	\$6,277,300	\$6,277,300	\$6,277,300
Novin Development Corp.	Community Resident Services, Inc.	N/A	Lake Tahoe Boulevard Apartments	South Lake Tahoe	El Dorado	75	\$62,119,874	\$57,691,110	\$4,428,764	\$4,428,764	\$4,428,764
Brinshore Development, L.L.C.	Operative Office, Inc.	New Hope Community Development Corporation	641 5th Street	West Sacramento	Yolo	33	\$20,727,586	\$17,174,190	\$3,553,396	\$2,213,396	\$2,213,396
Funding Round Total						1,661	\$966,866,749	\$884,151,960	\$82,714,789	\$81,117,992	\$81,117,992

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF STATE FINANCIAL ASSISTANCE

2020 W. El Camino Avenue, Suite 670, 95833
 P. O. Box 952054
 Sacramento, CA 94252-2054
 (916) 263-2771
www.hcd.ca.gov



April 5, 2024

Richard J. Sciortino, President
 Brinshore Development, L.L.C
 1603 Orrington Avenue
 Evanston, IL 60201

Cheryl Churchill, Executive Director
 Housing Authority of the City of Eureka
 735 West Everding Street
 Eureka, CA 95503

Dear Richard J. Sciortino and Cheryl Churchill:

**RE: Conditional Award Commitment and Acceptance of Terms and Conditions
 Infill Infrastructure Grant Program, Round 12, 2023 Notice of Funding Availability for
 Qualifying Infill Project Small Jurisdiction Set Aside, Fiscal Year 2023/2024
 Brinshore Development, L.L.C and Housing Authority of the City of Eureka –
 HACE (Blue Phase)
 Contract No. 23-IIGSJM-18266**

The California Department of Housing and Community Development (“**Department**” or “**HCD**”) issued an Infill Infrastructure Grant Program of 2019 (IIG 2019), Round 12, Notice of Funding Availability on August 31, 2023. The Department is now pleased to inform you of this conditional award to Brinshore Development, L.L.C and Housing Authority of the City of Eureka (“**Awardees**”). This conditional award is a grant in the amount of \$2,103,700 (the “**Conditional Award**”) for the above-referenced project (the “**Project**”) and includes the following:

Program	Award Amount	Contract Number
Infill Infrastructure Grant (IIG) Program	\$2,103,700	23-IIGSJM-18266

Infill Infrastructure Grant Program (IIG), Round 12, NOFA award is under a media and public announcement embargo until released by the Office of the Governor or otherwise notified by HCD staff. HCD will provide updates on the timing of the public award announcement and provide a social media toolkit and a quote from the HCD Director for use in local media releases. During the embargo period, this conditional award letter may be submitted in applications to California Tax Credit Allocation Committee (TCAC) and California Debt Limit Allocation Committee (CDLAC).

The Conditional Award is based on and subject to the Applicant Representations and the Terms and Conditions of Conditional Award, both as further specified and described in this notice of the Conditional Award (the “**Conditional Award Commitment**”). This Conditional Award may only be accepted by timely delivery of a fully executed Acceptance of Terms and Conditions of Conditional Award form to the Department (an executed copy of this form is enclosed herein).

I. Applicant Representations – Basis of Conditional Award

In response to the above-mentioned NOFA, the Awardee(s) submitted an application for [financing] [grant funding] of the Project (that application, and all communications and documentation submitted to the Department in support thereof, the “**Application**”).

The Department is making this Conditional Award to the Awardee(s) on the basis of, and in reliance upon, the representations, warranties, projections, and descriptions that the Awardee(s) submitted as part of the Application (the “**Applicant Representations**”).

The Department may rescind this Conditional Award if the Department discovers, at any time prior to disbursement of the Conditional Award, that the Applicant Representations included material misrepresentations or omissions, regardless of whether or not such misrepresentations or omissions were innocent, unintentional, and/or based upon belief.

II. Terms and Conditions of Conditional Award

TIME IS OF THE ESSENCE IN THE SATISFACTION OF THESE TERMS AND CONDITIONS OF CONDITIONAL AWARD.

The Department may rescind this Conditional Award if any of the terms and conditions enumerated in this Section II (the “**Terms and Conditions of Conditional Award**”) are not timely satisfied. The Terms and Conditions of this Conditional Award and their corresponding timelines are described below.

If the Terms and Conditions of this Conditional Award are timely satisfied, the Department will **(i)** promptly provide a written notification to the Awardee(s) via electronic mail; and **(ii)** circulate an executed copy of an STD 213, Standard Agreement, for all appropriate signatures and approvals in accordance with the timeline specified in Section III of this Conditional Award Commitment.

All timelines shall be calculated in calendar days. Any deadline falling on a weekend or State of California holiday shall be extended to the next business day.

A. Timely Execution of Acceptance of Terms and Conditions of Conditional Award Form

The Awardee(s) shall execute and deliver a copy of the enclosed Acceptance of Terms and Conditions of Conditional Award to the Department within ten (10) calendar days of the date of this Conditional Award Commitment. The Department will deem this condition to be unsatisfied if it receives an executed Acceptance of Terms and Conditions of Conditional Award that has been substantively modified, altered, or amended in any way. The signed Acceptance of Terms and Conditions of Conditional Award form must be submitted to infill@hcd.ca.gov.

B. Timely Delivery of Authorization and Organizational Documents

If not provided at the time of application, the Awardee(s) shall deliver to the Department, within sixty (60) calendar days of the date upon this Conditional Award Commitment, a legally sufficient set of Authorization and Organizational Documents, as further described and specified below. Specifically, the Awardee(s) shall deliver a duly adopted authorizing resolution, as well as a complete and duly filed or adopted set of organizational documents and all amendments (the “**Authorization and Organizational Documents**”), for each of the following entities as applicable:

- each Awardee entity; the ultimate borrower of the Conditional Award funds (the “**Borrower**”); and,
- each separate legal entity that is part of the Awardee’s or Borrower’s organizational structure.

Each entity’s resolution must constitute, to the Department’s reasonable satisfaction, an unconditional, duly adopted, and legally binding authorization of the entity to accept the total amount of these Conditional Award funds, to fully participate in the relevant Department program, and to be legally bound by the requirements of the Department program. The Department may agree to an extension of fifteen (15) calendar days based on the Awardee’s demonstration of necessity.

Note: Local Public Entities, as defined in the above-mentioned NOFA and/or Final Program Guidelines, are not required to submit a complete and duly filed or adopted set of organizational documents and amendments. Both the Conditional Award and this Conditional Award Commitment are subject to Health and Safety Code section 50406, subdivision (p), as subsequently amended (“**AB 1010**”).

The Department has posted resolution templates on its website as informational guidance. Please note that use of the resolution templates is not compulsory. However, use of the provided templates will assist in the timely review and approval of the Standard Agreement. While entities may choose to use modified language in their resolutions, Sponsors should be aware that this may delay preparation of the Standard Agreement or, if deemed insufficient, may result in the need to submit a revised resolution.

At any point prior to disbursement, the Department may also require the Awardee(s) to resubmit Authorization and Organizational Documents if the original submittals were determined to be inaccurate or incomplete.

III. Delivery of Standard Agreement

In an effort to be responsive to each Awardee's closing needs and to ensure timely commitment of funds, the Department commits to delivering an executed copy of the Standard Agreement relative to this Conditional Award within ninety (90) calendar days of receiving all required documents, including all legally sufficient Authorization and Organizational Documents, in connection with this Project and as applicable.

In the coming weeks, your contract will be assigned to a Single Point of Contact (SPOC) which will serve as your contact for any and all inquiries related to the development and execution of the Standard Agreement. If this project has previously received funding from HCD, this new award will be referred to the same contact as your previous award so as to minimize the points of contact from within HCD. You will receive an email from your SPOC within 48 hours of receipt of your signed Acceptance of Terms and Conditions of Conditional Award.

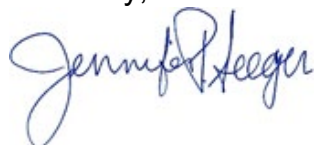
Among the responsibilities of the SPOC will be to maintain contact throughout the next several months as you work to secure all necessary funding sources to begin construction. Your SPOC will be reaching out to you monthly to inquire on status and progress. In the meantime, should you have any changes to the status or make up of your project we ask that you communicate these changes as soon as possible to your assigned SPOC.

IV. Deadline to Secure Permanent Financing

Please note, that the Awardee must secure all permanent financing, including tax credits and bond allocations, within 24 months of the date of the first Department funding award to the Project, consistent with the Department's Disencumbrance Policy ([Administrative Notice Number 2022-02: Disencumbrance Policy](#)). Sponsors must demonstrate that all permanent financing is in place allowing the project to commence construction. Failure to meet this requirement shall result in the withdrawal or recapture of this Conditional Award and any other prior or subsequent funds awarded to the Project.

Congratulations on your successful Application. For further information, please contact Sherri Kerth, IIG Program Manager, Program Design and Implementation Branch, at (916) 841-6712 or sherri.kerth@hcd.ca.gov.

Sincerely,



Jennifer Seeger
Deputy Director
Division of State Financial Assistance

Enclosure: Acceptance of Terms and Conditions of Conditional Award form

California Department of Housing and Community Development

**Infill Infrastructure Grant Program, Round 12
Notice of Funding Availability**

Acceptance of Terms and Conditions of Conditional Award

Brinshore Development, L.L.C and Housing Authority of the City of Eureka
("Awardees")
HACE (Blue Phase) ("Project")

Infill Infrastructure Grant Program NOFA award totaling \$2,103,700 ("Conditional Award"), as detailed below:

Program	Award Amount	Contract Number
Infill Infrastructure Grant (IIG) Program	\$2,103,700	23-IIGSJN-18266

By signing this Acceptance of Terms and Conditions of Conditional Award, the Awardee acknowledges having read and fully understood the terms and conditions of the Conditional Award Commitment, dated April 5, 2024, in connection with the Project.

Infill Infrastructure Grant (IIG), Round 12, NOFA award is under a media and public announcement embargo until released by the Office of the Governor or otherwise notified by HCD staff. HCD will provide updates on the timing of the public award announcement and provide a social media toolkit and a quote from the HCD Director for use in local media releases. During the embargo period, the conditional award letter may be submitted in applications to California Tax Credit Allocation Committee (TCAC) and California Debt Limit Allocation Committee (CDLAC).

In addition, the Awardee acknowledges having read and fully understood all of the Department's requirements relative to the Conditional Award, including the requirements set forth in Administrative Notice Number 2022-22: Disencumbrance Policy, and the Awardee agrees to abide by and comply with those requirements.

In addition, the Awardee acknowledges that it has reviewed and verified the accuracy of the project report prepared by the Department no later than 7 business days of receipt of the Project Report.

Richard J. Sciortino, President
Brinshore Development, L.L.C

Date

Cheryl Churchill, Executive Director
Housing Authority of the City of Eureka

Date

**** For HCD Use Only ****

- Authorized Representatives Verified
 - All Parties Signed
- Date Received: _____

HOUSING AUTHORITY OF THE CITY OF EUREKA

RESOLUTION 2004

INFILL INFRASTRUCTURE GRANT PROGRAM OF 2019

HACE – BLUE PHASE

WHEREAS, the California Department of Housing and Community Development ("Department"), has issued a Notice of Funding Availability ("NOFA") dated August 31, 2023, pursuant to the Infill Infrastructure Grant Program of 2019 ("Program"), established by Health and Safety Code section 53559, et seq., and implemented by the Infill Infrastructure Grant Program, Small Jurisdiction Set-Aside, final Guidelines issued August 31, 2023 ("Guidelines"). The Program provides grant assistance available as gap funding for Capital Improvement Projects, which are an integral part of, or necessary to facilitate the development of a Qualifying Infill Project; and

WHEREAS, Housing Authority of the City of Eureka, a public body, corporate and politic ("Public Entity"), submitted an application to the Department in response to the NOFA (the "Application") and was determined to be an eligible Grant Recipient. Based on the Application, the Department made an award of Program funds (the "Program Award") pursuant to the conditional award letter, dated April 5, 2024;

WHEREAS, pursuant to the Conditional Award Commitment, the Department made conditional award to the Public Entity as follows:

Program	Award
Infill Infrastructure Grant Program of 2019	\$2,103,700

WHEREAS the award expressly identified above will hereinafter be referred to, as the "Program Award."

NOW, THEREFORE, IT IS RESOLVED, that the Public Entity is hereby authorized and directed to act in connection with the Program Award.

RESOLVED FURTHER: Public Entity is hereby authorized and directed to accept and incur an obligation for the Program Award. That in connection with the total amount of the Program Award, the Public Entity is authorized and directed to enter into, execute, and deliver a STD 213, Standard Agreement, and any and all other documents required or deemed necessary or appropriate to secure the Program Award from the Department and to participate in the relevant Program, and all amendments thereto (collectively, the "Program Award Documents").

RESOLVED FURTHER: Public Entity acknowledges and agrees that it shall be subject to the terms and conditions specified in the STD 213, Standard Agreement, and that the Infill Infrastructure Grant Program of 2019 NOFA and the Application will be incorporated by reference therein and made a part thereof. Public Entity also acknowledges and agrees that any and all activities, expenditures, information, and timelines represented and described in the Application are enforceable through the relevant STD 213, Standard Agreement(s). Public Entity also acknowledges and agrees that Program Award funds are to be expended only on the eligible uses and activities identified in the relevant STD 213, Standard Agreement(s).

RESOLVED FURTHER: That Cheryl Churchill, CEO and Secretary of HACE, acting alone is hereby authorized to execute the Program Award Documents and all amendments on behalf of the Public Entity.

RESOLVED FURTHER: That this resolution shall take effect immediately upon its passage.

RESOLVED FURTHER: That this resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED on the _____ day of _____ 2024 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

Name

Name

Title

Title

Signature

Signature

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF STATE FINANCIAL ASSISTANCE**

2020 W. El Camino Avenue, Suite 670, 95833
 P. O. Box 952054
 Sacramento, CA 94252-2054
 (916) 263-2771
www.hcd.ca.gov



April 5, 2024

Richard J. Sciortino, President
 Brinshore Development, L.L.C
 1603 Orrington Avenue
 Evanston, IL 60201

Cheryl Churchill, Executive Director
 Housing Authority of the City of Eureka
 735 West Everding Street
 Eureka, CA 95501

Dear Richard J. Sciortino and Cheryl Churchill:

**RE: Conditional Award Commitment and Acceptance of Terms and Conditions
 Infill Infrastructure Grant Program, Round 12, 2023 Notice of Funding Availability for
 Qualifying Infill Project Small Jurisdiction Set Aside, Fiscal Year 2023/2024
 Brinshore Development, L.L.C and Housing Authority of the City of Eureka –
 HACE (Green Phase)
 Contract No. 23-IIGSJN-18268**

The California Department of Housing and Community Development (“**Department**” or “**HCD**”) issued an Infill Infrastructure Grant Program of 2019 (IIG 2019), Round 12, Notice of Funding Availability on August 31, 2023. The Department is now pleased to inform you of this conditional award to Brinshore Development, L.L.C and Housing Authority of the City of Eureka (“**Awardees**”). This conditional award is a grant in the amount of \$2,402,000 (the “**Conditional Award**”) for the above-referenced project (the “**Project**”) and includes the following:

Program	Award Amount	Contract Number
Infill Infrastructure Grant (IIG) Program	\$2,402,000	23-IIGSJN-18268

Infill Infrastructure Grant Program (IIG), Round 12, NOFA award is under a media and public announcement embargo until released by the Office of the Governor or otherwise notified by HCD staff. HCD will provide updates on the timing of the public award announcement and provide a social media toolkit and a quote from the HCD Director for use in local media releases. During the embargo period, this conditional award letter may be submitted in applications to California Tax Credit Allocation Committee (TCAC) and California Debt Limit Allocation Committee (CDLAC).

The Conditional Award is based on and subject to the Applicant Representations and the Terms and Conditions of Conditional Award, both as further specified and described in this notice of the Conditional Award (the “**Conditional Award Commitment**”). This Conditional Award may only be accepted by timely delivery of a fully executed Acceptance of Terms and Conditions of Conditional Award form to the Department (an executed copy of this form is enclosed herein).

I. Applicant Representations – Basis of Conditional Award

In response to the above-mentioned NOFA, the Awardee(s) submitted an application for [financing] [grant funding] of the Project (that application, and all communications and documentation submitted to the Department in support thereof, the “**Application**”).

The Department is making this Conditional Award to the Awardee(s) on the basis of, and in reliance upon, the representations, warranties, projections, and descriptions that the Awardee(s) submitted as part of the Application (the “**Applicant Representations**”).

The Department may rescind this Conditional Award if the Department discovers, at any time prior to disbursement of the Conditional Award, that the Applicant Representations included material misrepresentations or omissions, regardless of whether or not such misrepresentations or omissions were innocent, unintentional, and/or based upon belief.

II. Terms and Conditions of Conditional Award

TIME IS OF THE ESSENCE IN THE SATISFACTION OF THESE TERMS AND CONDITIONS OF CONDITIONAL AWARD.

The Department may rescind this Conditional Award if any of the terms and conditions enumerated in this Section II (the “**Terms and Conditions of Conditional Award**”) are not timely satisfied. The Terms and Conditions of this Conditional Award and their corresponding timelines are described below.

If the Terms and Conditions of this Conditional Award are timely satisfied, the Department will (i) promptly provide a written notification to the Awardee(s) via electronic mail; and (ii) circulate an executed copy of an STD 213, Standard Agreement, for all appropriate signatures and approvals in accordance with the timeline specified in Section III of this Conditional Award Commitment.

All timelines shall be calculated in calendar days. Any deadline falling on a weekend or State of California holiday shall be extended to the next business day.

A. Timely Execution of Acceptance of Terms and Conditions of Conditional Award Form

The Awardee(s) shall execute and deliver a copy of the enclosed Acceptance of Terms and Conditions of Conditional Award to the Department within ten (10) calendar days of the date of this Conditional Award Commitment. The Department will deem this condition to be unsatisfied if it receives an executed Acceptance of Terms and Conditions of Conditional Award that has been substantively modified, altered, or amended in any way. The signed Acceptance of Terms and Conditions of Conditional Award form must be submitted to infill@hcd.ca.gov.

B. Timely Delivery of Authorization and Organizational Documents

If not provided at the time of application, the Awardee(s) shall deliver to the

Department, within sixty (60) calendar days of the date upon this Conditional Award Commitment, a legally sufficient set of Authorization and Organizational Documents, as further described and specified below. Specifically, the Awardee(s) shall deliver a duly adopted authorizing resolution, as well as a complete and duly filed or adopted set of organizational documents and all amendments (the “**Authorization and Organizational Documents**”), for each of the following entities as applicable:

- each Awardee entity; the ultimate borrower of the Conditional Award funds (the “**Borrower**”); and,
- each separate legal entity that is part of the Awardee’s or Borrower’s organizational structure.

Each entity’s resolution must constitute, to the Department’s reasonable satisfaction, an unconditional, duly adopted, and legally binding authorization of the entity to accept the total amount of these Conditional Award funds, to fully participate in the relevant Department program, and to be legally bound by the requirements of the Department program. The Department may agree to an extension of fifteen (15) calendar days based on the Awardee’s demonstration of necessity.

Note: Local Public Entities, as defined in the above-mentioned NOFA and/or Final Program Guidelines, are not required to submit a complete and duly filed or adopted set of organizational documents and amendments. Both the Conditional Award and this Conditional Award Commitment are subject to Health and Safety Code section 50406, subdivision (p), as subsequently amended (“**AB 1010**”).

The Department has posted resolution templates on its website as informational guidance. Please note that use of the resolution templates is not compulsory. However, use of the provided templates will assist in the timely review and approval of the Standard Agreement. While entities may choose to use modified language in their resolutions, Sponsors should be aware that this may delay preparation of the Standard Agreement or, if deemed insufficient, may result in the need to submit a revised resolution.

At any point prior to disbursement, the Department may also require the Awardee(s) to resubmit Authorization and Organizational Documents if the original submittals were determined to be inaccurate or incomplete.

III. Delivery of Standard Agreement

In an effort to be responsive to each Awardee's closing needs and to ensure timely commitment of funds, the Department commits to delivering an executed copy of the Standard Agreement relative to this Conditional Award within ninety (90) calendar days of receiving all required documents, including all legally sufficient Authorization and Organizational Documents, in connection with this Project and as applicable.

In the coming weeks, your contract will be assigned to a Single Point of Contact (SPOC) which will serve as your contact for any and all inquiries related to the development and execution of the Standard Agreement. If this project has previously received funding from HCD, this new award will be referred to the same contact as your previous award so as to minimize the points of contact from within HCD. You will receive an email from your SPOC within 48 hours of receipt of your signed Acceptance of Terms and Conditions of Conditional Award.

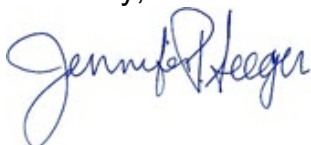
Among the responsibilities of the SPOC will be to maintain contact throughout the next several months as you work to secure all necessary funding sources to begin construction. Your SPOC will be reaching out to you monthly to inquire on status and progress. In the meantime, should you have any changes to the status or make up of your project we ask that you communicate these changes as soon as possible to your assigned SPOC.

IV. Deadline to Secure Permanent Financing

Please note, that the Awardee must secure all permanent financing, including tax credits and bond allocations, within 24 months of the date of the first Department funding award to the Project, consistent with the Department's Disencumbrance Policy ([Administrative Notice Number 2022-02: Disencumbrance Policy](#)). Sponsors must demonstrate that all permanent financing is in place allowing the project to commence construction. Failure to meet this requirement shall result in the withdrawal or recapture of this Conditional Award and any other prior or subsequent funds awarded to the Project.

Congratulations on your successful Application. For further information, please contact Sherri Kerth, IIG Program Manager, Program Design and Implementation Branch, at (916) 841-6712 or sherri.kerth@hcd.ca.gov.

Sincerely,



Jennifer Seeger
Deputy Director
Division of State Financial Assistance

Enclosure: Acceptance of Terms and Conditions of Conditional Award form

California Department of Housing and Community Development

**Infill Infrastructure Grant Program, Round 12
Notice of Funding Availability**

Acceptance of Terms and Conditions of Conditional Award

Brinshore Development, L.L.C and Housing Authority of the City of Eureka
("Awardees")
HACE (Green Phase) ("Project")

Infill Infrastructure Grant Program NOFA award totaling \$2,402,000 ("Conditional Award"), as detailed below:

Program	Award Amount	Contract Number
Infill Infrastructure Grant (IIG) Program	\$2,402,000	23-IIGSJN-18268

By signing this Acceptance of Terms and Conditions of Conditional Award, the Awardee acknowledges having read and fully understood the terms and conditions of the Conditional Award Commitment, dated April 5, 2024, in connection with the Project.

Infill Infrastructure Grant (IIG), Round 12, NOFA award is under a media and public announcement embargo until released by the Office of the Governor or otherwise notified by HCD staff. HCD will provide updates on the timing of the public award announcement and provide a social media toolkit and a quote from the HCD Director for use in local media releases. During the embargo period, the conditional award letter may be submitted in applications to California Tax Credit Allocation Committee (TCAC) and California Debt Limit Allocation Committee (CDLAC).

In addition, the Awardee acknowledges having read and fully understood all of the Department's requirements relative to the Conditional Award, including the requirements set forth in Administrative Notice Number 2022-22: Disencumbrance Policy, and the Awardee agrees to abide by and comply with those requirements.

In addition, the Awardee acknowledges that it has reviewed and verified the accuracy of the project report prepared by the Department no later than 7 business days of receipt of the Project Report.

Richard J. Sciortino, President
Brinshore Development, L.L.C

Date

Cheryl Churchill, Executive Director
Housing Authority of the City of Eureka

Date

**** For HCD Use Only ****

- Authorized Representatives Verified
- All Parties Signed

Date Received: _____

HOUSING AUTHORITY OF THE CITY OF EUREKA

RESOLUTION 2005

INFILL INFRASTRUCTURE GRANT PROGRAM OF 2019

HACE – GREEN PHASE

WHEREAS, the California Department of Housing and Community Development ("Department"), has issued a Notice of Funding Availability ("NOFA") dated August 31, 2023, pursuant to the Infill Infrastructure Grant Program of 2019 ("Program"), established by Health and Safety Code section 53559, et seq., and implemented by the Infill Infrastructure Grant Program, Small Jurisdiction Set-Aside, final Guidelines issued August 31, 2023 ("Guidelines"). The Program provides grant assistance available as gap funding for Capital Improvement Projects, which are an integral part of, or necessary to facilitate the development of a Qualifying Infill Project; and

WHEREAS, **Housing Authority of the City of Eureka**, a public body, corporate and politic ("Public Entity"), submitted an application to the Department in response to the NOFA (the "Application") and was determined to be an eligible Grant Recipient. Based on the Application, the Department made an award of Program funds (the "Program Award") pursuant to the conditional award letter, dated April 5, 2024;

WHEREAS, pursuant to the Conditional Award Commitment, the Department made conditional award to the Public Entity as follows:

Program	Award
Infill Infrastructure Grant Program of 2019	\$2,402,000

WHEREAS the award expressly identified above will hereinafter be referred to, as the "Program Award."

NOW, THEREFORE, IT IS RESOLVED, that the Public Entity is hereby authorized and directed to act in connection with the Program Award.

RESOLVED FURTHER: Public Entity is hereby authorized and directed to accept and incur an obligation for the Program Award. That in connection with the total amount of the Program Award, the Public Entity is authorized and directed to enter into, execute, and deliver a STD 213, Standard Agreement, and any and all other documents required or deemed necessary or appropriate to secure the Program Award from the Department and to participate in the relevant Program, and all amendments thereto (collectively, the "Program Award Documents").

RESOLVED FURTHER: Public Entity acknowledges and agrees that it shall be subject to the terms and conditions specified in the STD 213, Standard Agreement, and

that the Infill Infrastructure Grant Program of 2019 NOFA and the Application will be incorporated by reference therein and made a part thereof. Public Entity also acknowledges and agrees that any and all activities, expenditures, information, and timelines represented and described in the Application are enforceable through the relevant STD 213, Standard Agreement(s). Public Entity also acknowledges and agrees that Program Award funds are to be expended only on the eligible uses and activities identified in the relevant STD 213, Standard Agreement(s).

RESOLVED FURTHER: That Cheryl Churchill, CEO and Secretary of HACE, acting alone is hereby authorized to execute the Program Award Documents and all amendments on behalf of the Public Entity.

RESOLVED FUTURE: That this resolution shall take effect immediately upon its passage.

RESOLVED FURTHER: That this resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED on the _____ day of _____ 2024 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

Name

Name

Title

Title

Signature

Signature

Housing Authority of the City of Eureka

Board of Commissioners Meeting

August 19, 2024

Agenda Item 8c

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Updates to bylaws

BACKGROUND AND HISTORY:

In recent meetings, the Board of Commissioners have expressed the desire to change the regular meeting time from 7:30pm to accommodate for commissioners and staff evening schedules. The desired meeting time was determined by a survey of the board, offering various days and meeting times that may be preferred. Based on this survey and board discussion during the regular meeting of July 15, 2024, it was agreed that the bylaws be updated to reflect a new board meeting time of 5:45pm on every third Monday of each month.

Impact to Personnel:

None.

Fiscal Impact:

None.

Impact to Agency Personnel:

None.

STAFF RECOMMENDATION:

Review updates and approve resolution to adopt updated bylaws.

**HOUSING AUTHORITY OF THE CITY OF EUREKA
BYLAWS**

ARTICLE I: THE AUTHORITY

SECTION 1. NAME OF AUTHORITY

The name of the Authority shall be "Housing Authority of the City of Eureka".

SECTION 2. POWERS

The Authority May:

- a. Sue and be sued;
- b. Have a seal and alter it;
- c. Have perpetual succession;
- d. Make and execute contracts and other instruments necessary or convenient to the exercise of its powers;
- e. Make, amend, and repeal bylaws and regulations, not inconsistent with State Law, to carry into effect the powers and purposes of the Authority;
- f. Insure or provide for the insurance of any real or personal property or operations of the Authority against any risk or hazards;
- g. Lease or rent any dwellings, houses, accommodations, lands, buildings, structures, or facilities embraced in any housing project and establish and revise the rents or charges for them;
- h. Own, hold, and improve real or personal property;
- i. Purchase, lease, obtain option upon, acquire by gift, grant, bequest, devise or otherwise acquire any real or personal property or any interest in property;
- j. Acquire any real property by eminent domain;
- k. Sell, lease, exchange, transfer, assign, pledge, or dispose of any real or personal property or interest in it;
- l. Lend upon the security of a mortgage or deed of trust in connection with the sale of real property to persons of low income or the implementation of government housing and rehabilitation financing programs for persons of low income; and
- m. Procure insurance or guarantees from the Federal Government or the California Housing Finance Agency of the payment or part of any debts, whether or not incurred by the Authority, secured by mortgages or deeds of trust on any

property included in any of its housing projects or secured by mortgages or deeds of trust.

SECTION 3. OPERATIONS

The Authority may:

- a. Prepare, carry out, acquire, lease, and operate housing projects;
- b. Provide for construction, reconstruction, improvement, alteration, or repair of all or part of any housing project;
- c. Provide leased housing to persons of low income;
- d. Provide financing for the construction or rehabilitation of residential structures for persons of low income;
- e. Provide counseling, referral, and advisory services to persons of low income in connection with the purchase, rental, occupancy, maintenance, or repair of housing.

SECTION 4. SEAL OF AUTHORITY

The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

SECTION 5. OFFICE OF THE AUTHORITY

The offices of the Authority shall be at such locations in the City of Eureka, State of California, as the Authority may from time to time designate by resolution. The Authority may hold its meetings at such places as it may from time to time designate by resolution.

ARTICLE II: COMMISSIONERS

SECTION 1. NUMBER OF COMMISSIONERS

The Authority shall consist of seven (7) persons designated as Commissioners, two of who shall be tenants. One tenant Commissioner shall be over 62 years of age if the Authority has tenants of such age.

SECTION 2. TENANT COMMISSIONERS

Tenant Commissioners shall serve for terms of two (2) years from the date of their appointments, and their successors shall be tenants.

A tenant commissioner shall have all the powers, duties, privileges, and immunities of any other Commissioner. If a tenant Commissioner ceases to be a tenant of the Housing Authority, he shall be disqualified as Commissioner and another tenant shall be appointed to fill the unexpired term.

SECTION 3. TERMS OF COMMISSIONERS

Successors of Commissioners shall be appointed for a term of four (4) years, except that successors of tenant Commissioners shall be appointed for a term of two (2) years, and all vacancies shall be filled for the unexpired term.

SECTION 4. REMOVAL OF COMMISSIONERS

A Commissioner may be removed for inefficiency, neglect of duty, or misconduct in office, by the Mayor, if the Mayor has the power of appointment of Commissioners, otherwise by the Governing Body of the City in the case of a City Authority.

A Commissioner shall be removed only after he has been given a copy of the charges at least ten (10) days prior to the hearing on them and has had an opportunity to be heard in person or by counsel. If a Commissioner is removed, the record of proceedings and the charges and the findings on them shall be filed in the Office of the Clerk.

ARTICLE III: OFFICERS

SECTION 1. OFFICERS

The officers of the Authority shall be a Chairperson, a Vice Chairperson, and a Secretary, who shall be Executive Director.

SECTION 2. CHAIRPERSON

The Chairperson shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority,

the Chairperson shall sign all contracts, deeds, and other instruments made by the Authority. At each meeting, the Chairperson shall submit such recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the Authority.

SECTION 3. VICE CHAIRPERSON

The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in the case of the resignation or death of the Chairperson, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Authority shall select a new Chairperson.

SECTION 4. SECRETARY

The Secretary shall be the Executive Director of the Authority and, as Executive Director, shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. The Secretary shall be charged with the management of the housing projects of the Authority.

The Secretary shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to this office. The Secretary shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

The Secretary shall also be the Treasurer of the Authority. The Treasurer shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. The Secretary/Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Chairperson. The Secretary/Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, annually (or more often when requested), an account of transactions and also of the financial condition of the

Authority. The Secretary/Treasurer shall give such bond for the faithful performance of his/her duties as the Authority may determine.

The compensation of the Secretary shall be determined by the Authority, provided that a temporary appointee selected from the Commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses).

SECTION 5. ADDITIONAL DUTIES

The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the bylaws or rules and regulations of the Authority.

SECTION 6. ELECTION OR APPOINTMENT

The Chairperson and Vice Chairperson shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one (1) year or until their successors are elected and qualified.

The Secretary shall be appointed by the Authority. Any person appointed to fill the office of Secretary, or any vacancy therein, shall have such term as the Authority fixes, but no commissioner of the Authority shall be eligible to this office except as a temporary appointee.

SECTION 7. VACANCIES

Should the offices of Chairperson or Vice Chairperson become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Authority shall appoint a successor, as aforesaid.

SECTION 8. ADDITIONAL PERSONNEL

The Authority may from time to time employ such personnel as it deems necessary to exercise its power, duties, and functions as prescribed by the Housing Authority Law of California and all

other laws of the State of California applicable thereto. The selection and compensation of such personnel (including the Secretary) shall be determined by the Authority subject to the laws of the State of California.

SECTION 9. COMMITTEES

The Authority may, by resolution adopted by a majority of the authorized number of Commissioners, designate one or more Committees, each consisting of two (2) or more Commissioners, but not more than three (3) Commissioners, to serve at the pleasure of the Authority. The Authority may designate one (1) or more Housing Commissioners as alternate members of any committee, who may replace any absent member at any meeting of the committee. The appointment of members or alternate members of a committee requires the vote of a majority of the authorized number of Commissioners.

ARTICLE IV: MEETINGS

SECTION 1. ANNUAL MEETING

The annual meeting of the Authority shall be held on the third Monday of March.

SECTION 2. REGULAR MEETINGS

Regular meetings shall be held without notice at the regular meeting place of the Authority at ~~7:5:4530~~ p.m. on the third Monday of each month, unless the same shall be a legal holiday, in which event said meeting shall be held on the next succeeding secular day.

SECTION 3. SPECIAL MEETINGS

Special meetings of the Authority may be called by the Chairperson of the Authority and shall be called upon the written request of any two (2) Commissioners for the purpose of transacting any business designated in the call.

At a special meeting, no business shall be considered other than as designated in the call, but if all of the Commissioners of the Authority are present at a special meeting, any and all business may be transacted at the special meeting.

SECTION 4. NOTICE OF MEETINGS

Regular meetings of the Authority may be held without notice if the time and place of such meetings are fixed by the bylaws or the Authority. Special meetings of the Authority shall be held upon four (4) days' notice by mail or 48 hours' notice delivered personally or by telephone or email. The articles or bylaws may not dispense with notice of a special meeting.

SECTION 5. WAIVER OF NOTICE

Notice of a meeting need not be given to any Commissioner who signs a waiver of notice or a consent to holding the meeting or any approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to such Commissioner. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

SECTION 6. ADJOURNMENT

A majority of the Commissioners present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than 24 hours, notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the Commissioners who were not present at the time of the adjournment.

SECTION 7. PLACE OF MEETING

Meetings of the Authority may be held at any place within or without the state which has been designated in the notice of the meeting or, if not stated in the notice or there is no notice, designated in the bylaws or by resolution of the Authority.

Members of the Authority may participate in a meeting through the use of conference telephone or similar communications equipment so long as all Commissioners participating in such meeting can hear one another. Participation in a meeting pursuant to this subdivision constitutes presence in person at such meeting.

SECTION 8. QUORUM

The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Four (4) Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers for all other purposes; a smaller number may adjourn from time to time until a quorum is obtained. Action may be taken by the Authority upon a vote of the majority of the Commissioners empowered to vote unless in any case the bylaws of the Authority require a larger number.

Every act or decision done or made by a majority of the Commissioners present at a meeting duly held at which a quorum is present is the act of the Authority, subject to the provisions of Section 310 subdivision (e) of Section 317, California Corporation Code. The articles or bylaws may not provide that a lesser vote than a majority of the Commissioners present at a meeting is the act of the Authority. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Commissioners, if any action taken is approved by at least a majority of the required quorum for such meeting.

SECTION 9. OPEN MEETINGS

All of the meetings of the Authority shall be open to the public, whether regular or special.

SECTION 10. JOINT MEETINGS

There is in operation a joint powers agreement between the Housing Authority of the City of Eureka and the Housing Authority of the County of Humboldt.

In furtherance of said agreement, a joint meeting may be called subject to the provisions of Article IV herein.

No business shall be transacted at such joint meeting unless the required quorum is present for each authority.

SECTION 11. ORDER OF BUSINESS

At the regular meetings of the Authority, the following shall be the order of business:

- a. Roll Call;

- b. Reading and Approval of the Minutes of the Previous Meeting;
- c. Bills and Communications;
- d. Report of the Secretary;
- e. Reports of the Commissioners;
- f. Unfinished Business;
- g. New Business;
- h. Adjournment.

All resolutions shall be in writing and shall be entered in a journal of the proceedings of the Authority.

SECTION 11. MANNER OF VOTING

The voting on all questions coming before the Authority shall be by roll call, and the Ayes and Nays shall be entered upon the minutes of such meeting.

ARTICLE V: AMENDMENTS

SECTION 1. AMENDMENTS TO BYLAWS

The Bylaws of the Authority shall be amended only with the approval of at least four (4) of the members of the Authority in a regular or special meeting, but no such amendment shall be adopted unless at least two (2) days written notice thereof is previously given to all the Commissioners of the Authority.

RESOLUTION 2006

**PROVIDING FOR THE TIME 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, changing the regular meeting time to 5:45pm every third Monday of the month, attached hereto as Exhibit A;

NOW, THEREFORE, be it resolved that:

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

PASSED AND ADOPTED on the _____ day of _____ 2024 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

Name

Name

Title

Title

Signature

Signature

Housing Authority of the City of Eureka

Board of Commissioners Meeting

August 19, 2024

Agenda Item 8d

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Tenant Survey Results

BACKGROUND AND HISTORY:

During a recent HACE board meeting, while reviewing the PHA goals, it was recommended that staff distribute a customer service survey for a better understanding of where the agency can improve and what areas we are meeting or exceeding tenant expectations. On July 08, 2024, a comprehensive survey was emailed to all public housing tenants with emails on file. This survey was also provided on the homepage of the Housing Authority website. As of August 6, 2024, staff received 31 responses. The survey results are provided for board review and discussion.

Impact to Personnel:

None.

Fiscal Impact:

None.

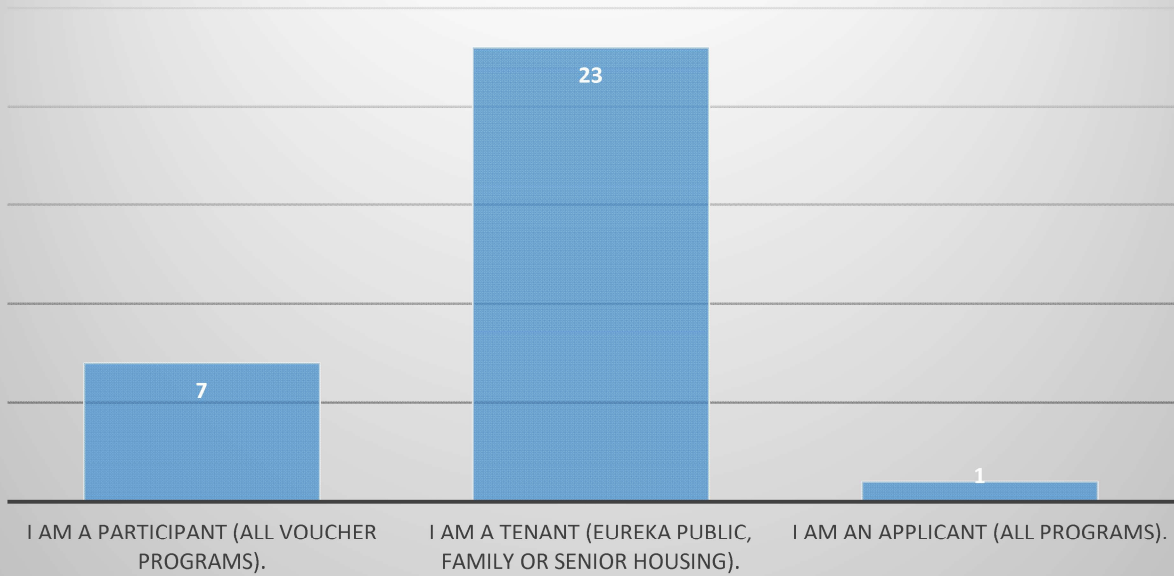
Impact to Agency Personnel:

None.

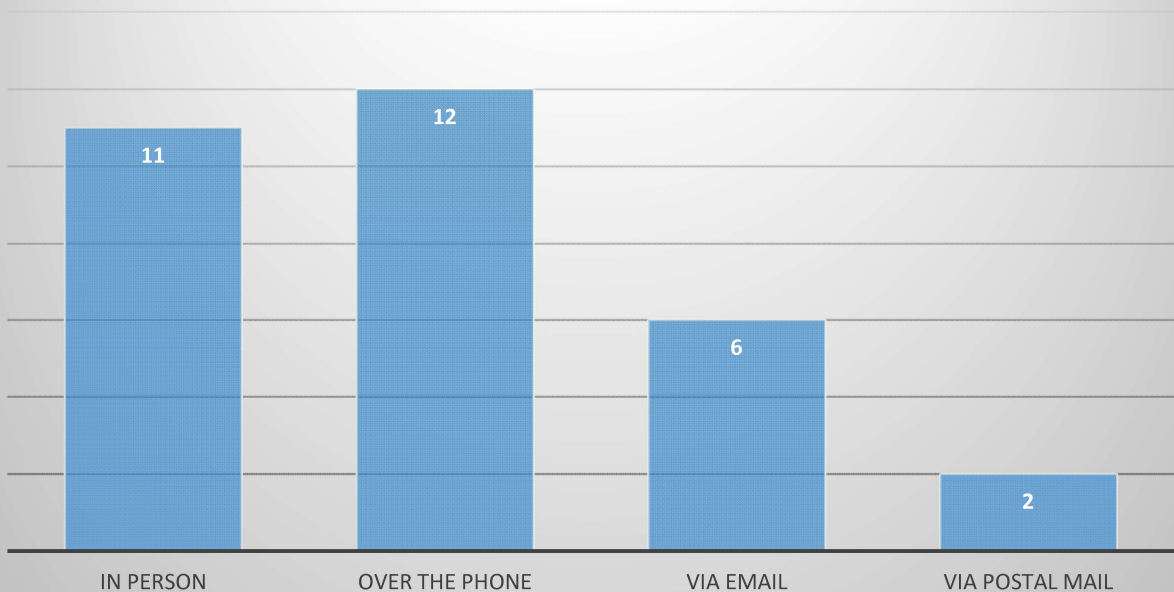
STAFF RECOMMENDATION:

Informational.

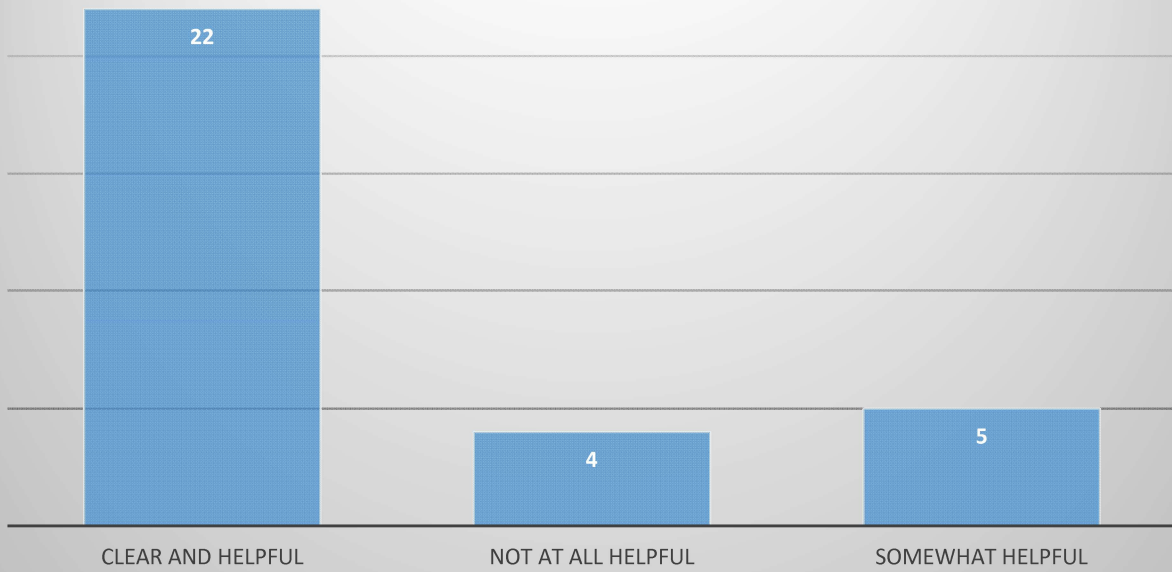
Are you an applicant, tenant, or participant (voucher programs)?



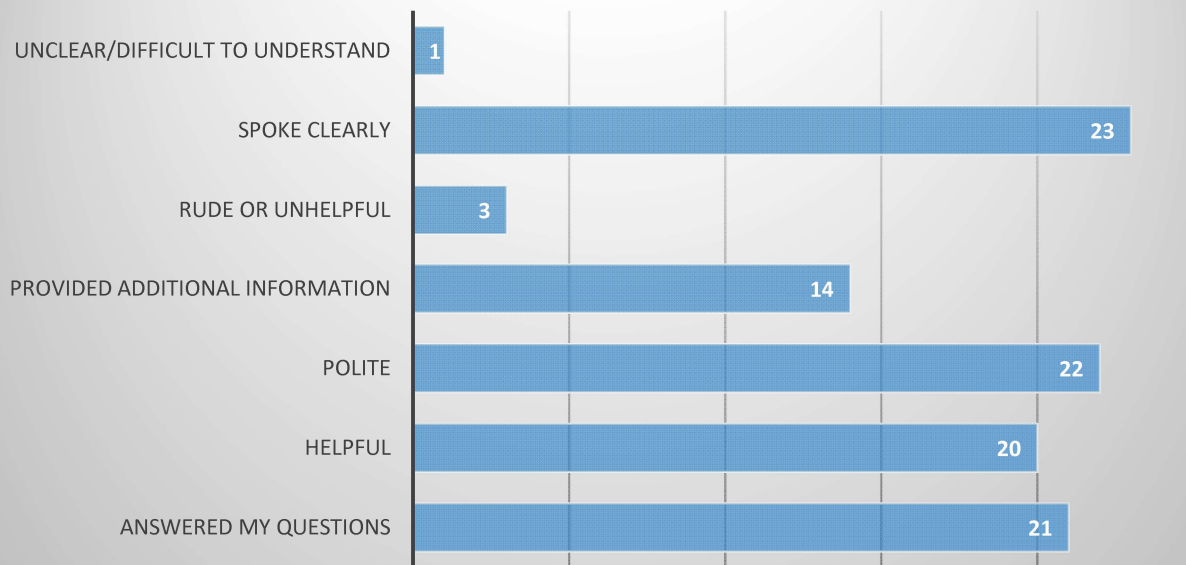
Type of Most Recent Communication with PHA



The most recent information received was:



Most recent interaction with staff was:



Comments:

Always very helpful
April was helpful and proactive about getting back to me. Thank you, April.
I'm impressed at the refined easy to understand info I receive from H.A. they are a great working together group to help us live a better life
In addition to listening to my concerns I was also directed to several resources available to me for more help.
It is hard to get a hold of the office staff .I leave messages but I get no response.
It was fine I guess. Not clear at all if there was any follow up to actually find a solution to the problem.
It was great
It was one of your meetings re redevelopment. The ladies were great
Maintenance is always extremely rude
My last interaction with the Housing Authority was a few days ago. I talked to George at the front desk. He was very helpful. The week before I spoke to George on the phone and he was extremely help then as well.
N/a
No one ever answers the phone only maintenance and Ty do
No recent interactions
Scott did my inspection this year. He was very kind and he checked my heater and found something wrong and had me contact PGE. It ended up that it was fine. It was cool he went the extra length to be sure that I was safe. I really appreciated it.
Shawlynn answers my emails within the day even on weekends. I emailed her an update . She responded . That was nice because I know she got it .
Staff work hard to assist anyone coming through their doors. I am very grateful for all the help I am receiving from them current and in the past.
Thank you for my housing.
Things in my apartment were not fixed correctly. The smoking policy is not being followed by 3 tenants and nothing has been done about it.
update app
Very pleased with their personalized service
Yesterday. The young man was polite and courteous. He came to replace the toilet paper holder.

Is there anything else you would like to share with the Housing Authority?

Besides the issue that I have with my worker I'm very happy with the housing authority I feel that you guys are on top of it you guys make sure that the houses are nice that everything is taken care of and that we're living in a good environment and I'm very happy with that.
Doing something about drug traffic and nuisance traffic in housing authority instead of ignore it
Everyone I have encountered at the Housing Authority have been more than helpful.
I am very happy that your services are available to seniors like myself on SS benefits alone. The rent for one studio apt here (unfurnished) now consumes over 2/3 of my monthly income without the assistance of the Housing Authority, leaving very little for other living expenses and food. Thank you very much for the good work you do.
I'm homeless and searching for a place to call home for good
I'm just always left wondering why there are rules at all for public housing when they're continuously being blatantly violated with no consequence. It's infuriating.
I'm very happy with the Housing Authority
Just a huge thank you for your hard work to make our lives less challenging for us.
Keep up the good work
More shelves space in the new apartment bathrooms and always have windows in the bathroom. For the future.
N/a
No
No problems, thank you for the work you do,
not at this time
Thank you very much.
Thank you.
When will the parking lot be numbered for tenants use? This will prevent units parking multiple vehicles at one time and from none tenants from parking in the lot. Why haven't the signs that are faded not been replaced and none smoking signs placed. Why are the yards mowed once every 3 months?
Your website is terrific.