



# HOUSING AUTHORITIES

## CITY OF EUREKA & COUNTY OF HUMBOLDT



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### AGENDA

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

DATE AND TIME  
Monday, June 16, 2025  
5:45pm

#### 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](mailto: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 Housing Authority of the City of Eureka 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, May 19, 2025 (pages 3-5)

#### 4. Bills and Communications: None



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 6)

5b. HCV Utilization Reports (pages 7-9)

5c. Repositioning Updates (page 10)

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 2018, Procurement Policy, Update to Resolution (pages 11-13)

Recommended Board Action: *Accept and Adopt for Approval*

8b. Resolution 2019, Write Off of Uncollectible Debt (pages 14-16)

Recommended Board Action: *Accept and Adopt for Approval*

8c. Resolution 2020, Infill Infrastructure Grant Program – Blue Phase, Update to signature page

Recommended Board Action: *Accept and Adopt for Approval* (pages 17-24)

8d. Resolution 2021, Infill Infrastructure Grant Program – Green Phase, Update to signature page

Recommended Board Action: *Accept and Adopt for Approval* (pages 25-27)

9. Closed Session – If needed.

10. Adjournment

Note: The next regularly scheduled meeting is July 21, 2025.

\* \* \* Note \* \* \*

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

<https://eurekahumboldttha.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, May 19, 2025**

Chairperson Serotta declared a quorum present and called the meeting to order at 5:49pm.

**1. Roll Call**

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

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

**3. Approve minutes of the board of commissioners meeting, held March 17, 2025.**

Motion to approve the minutes of the March 17, 2025, regular meeting, made by Commissioner Byers.

Second – Vice Chairperson Konkler

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

Chairperson Serotta declared the motion carried to approve the minutes of March 17, 2025.

**4. Bills and Communication:**

4a. Q1 2025 Tenant Newsletter  
Secretary Churchill comments that this item is informational only.

**5. Report of the Secretary:**

5a. Occupancy and Leasing Report  
Secretary Churchill updates the board on this report.

5b. HCV Utilization Reports  
Secretary Churchill updates the board and goes over key points of the report.

5c. Repositioning Updates  
Secretary Churchill goes over the update noting that CDBG is requesting updated documents for our application, which is promising.

**6. Reports of the Commissioners:** None heard.

**7. Unfinished Business:** None.

8. New Business:

8a. Resolution 2016, Write Off of Uncollectible Debt

Recommended Board Action: *Accept and Adopt for Approval*

RESOLUTION 2016  
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 such accounts; and

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

<u>Housing Program</u>	<u>Amount</u>
Eureka Family Housing, Abandonment	\$5,799.48

Motion to approve Resolution 2016 made by Commissioner Byers.

Second – Commissioner Raymond

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

Chairperson Serotta declared the motion carried to approve Resolution 2016.

8b. Resolution 2017, Procurement Policy Update

Recommended Board Action: *Accept and Adopt for Approval*

RESOLUTION NO. 2017  
UPDATED STATEMENT OF PROCUREMENT POLICY

WHEREAS, the Housing Authority of the City of Eureka procures its materials and contracts in accordance with its Procurement Policy, such policy compliant with U.S. Department of Housing and Urban Development (HUD) and State of California requirements for purchasing and procurements; and

WHEREAS, the Federal Office of Management and Budget has issued Memorandum M-18-18, providing for increases to Micro and Small-Purchase thresholds, such increases based on the best interest of efficient and effective public purchasing and contracting; and

WHEREAS, the Micro-Purchase threshold is currently set at up to \$2,000, and the Small-Purchase threshold is currently set at up to \$100,000; and

WHEREAS, the Federal Office of Management and Budget, Memorandum M-18-18 provides for a Micro-Purchase threshold of up to \$10,000 and a Small-Purchase threshold of up to \$250,000; and

WHEREAS, it has been determined that the increase of the Micro-Purchase threshold up to \$10,000.00, is in the best interest of the Housing Authority of the City of Eureka, its purchasing and procurement; and

WHEREAS, for reasons of efficiency and effectiveness, it is recommended that the Board of Commissioners approve or authorize Executive Director approval for contracts exceeding \$250,000 in value;

THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Eureka to modify its Procurement Policy by means of adopting the updated Statement of Procurement Policy attached hereto, and made a part of this Resolution No. 2017.

Motion to approve Resolution 2017 made by Commissioner Escarda.

Second – Commissioner Maschke

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

Chairperson Serotta declared the motion carried to approve Resolution 2017.

9. Closed Session: None needed.

10. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 6:05pm.

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Secretary

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Chairperson

**Occupancy and Leasing Report  
January - April 2025**

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

Program HACE	Total Units Available	Jan-25	Feb-25	Mar-25	Apr-25	Wait List End of Month	
Public Housing	195	192	191	190	190	947	1
Eureka Family Housing	51	46	46	45	45	953	
Eureka Senior Housing	22	19	20	21	21	162	
<b>Total City Units</b>	<b>268</b>	<b>257</b>	<b>257</b>	<b>256</b>	<b>256</b>		

**HACH**

<u>Tenant Based Vouchers</u>							
Housing Choice Vouchers	1234	926	923	924	932	1470	
VASH Vouchers	95	81	81	81	81	N/A	
Mainstream vouchers	75	57	61	65	69	N/A	2
Emergency Housing Vouchers (EHV)	182	127	125	123	118	N/A	3
<b>Total All Vouchers</b>	<b>1586</b>	<b>1191</b>	<b>1190</b>	<b>1193</b>	<b>1200</b>		

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

PBV-VASH - Bayview Heights (Eureka)	22	21	21	21	21	N/A	4
PBV-HCV - Bayview Heights (Eureka)	3	2	2	2	2	8	4
PBV-HCV - Sorrell Place (Arcata)	5	5	5	5	5	261	5
PBV-HCV - Providence (Eureka)	42	36	36	38	40	N/A	6
PBV- HCV - Key Me Ek (Eureka)	13	-	7	7	8	N/A	
PBV-HCV - Laurel Canyon	35	35	36	34	34	136	7
<b>Total Project Based Vouchers</b>	<b>120</b>	<b>99</b>	<b>107</b>	<b>107</b>	<b>110</b>		

Vouchers issued but not under contract, end of month (aka "Searching")	9
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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.
2. 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.
3. No PHA waitlist for EHV's; 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 April 2025**

	January	February	March	April	Total
<b>Traditional HCV &amp; VASH (Includes PBVs)</b>					
HAP income (budget authority)	\$ 731,863	\$ 731,863	\$ 745,120	\$ 745,120	\$ 2,953,965
HAP expenses	(748,980)	(758,219)	(764,033)	(766,340)	(3,037,572)
Surplus (Deficit)	<u>(17,117)</u>	<u>(26,356)</u>	<u>(18,914)</u>	<u>(21,221)</u>	<u>(83,607)</u>
<b>AA</b> % Total income utilized	102.34%	103.60%	102.54%	102.85%	102.83%
Administrative/Other Income	91,901	138,858	95,531	101,157	427,447
Operating expenses	(73,892)	(104,758)	(89,450)	(89,800)	(357,900)
Surplus (Deficit)	<u>18,009</u>	<u>34,100</u>	<u>6,081</u>	<u>11,357</u>	<u>69,547</u>
<b>B</b> Remaining HAP Cash	(5,449)	(10,320)	28,612	25,972	
Remaining Non-HAP Cash	883,688	917,151	920,014	924,550	
Total HCV Cash	<u>878,239</u>	<u>906,831</u>	<u>948,626</u>	<u>950,522</u>	
Cash Increase/(Decrease)	(10,219)	28,592	41,794	1,897	
# of Households Assisted	1,007	1,004	1,005	1,013	4,029
Average HAP Payment	\$ 744	\$ 755	\$ 760	\$ 757	\$ 754
<b>Mainstream (disabled &amp; non-elderly)</b>					
HAP income (budget authority)	\$ 41,148	\$ 41,148	\$ 41,629	\$ 41,629	\$ 165,554
HAP expenses	(42,599)	(46,130)	(50,820)	(53,742)	(193,291)
Surplus (Deficit)	<u>(1,451)</u>	<u>(4,982)</u>	<u>(9,191)</u>	<u>(12,113)</u>	<u>(27,737)</u>
<b>A</b> % Total income utilized	103.53%	112.11%	122.08%	129.10%	116.75%
<b>C</b> Administrative/Other Income	-	-	5,185	5,185	10,370
Operating expenses	(4,599)	(2,626)	(4,482)	(6,295)	(18,001)
Surplus (Deficit)	<u>(4,599)</u>	<u>(2,626)</u>	<u>703</u>	<u>(1,110)</u>	<u>(7,631)</u>
<b>B</b> Remaining HAP Cash	5,590	3,136	1,809	(2,936)	
Remaining Non-HAP Cash	76,871	73,520	74,020	72,777	
Total MSV Cash	<u>82,460</u>	<u>76,656</u>	<u>75,829</u>	<u>69,841</u>	
Cash Increase/(Decrease)	(2,775)	(5,804)	(827)	(5,988)	
# of Households Assisted	57	61	65	69	252
Average HAP Payment	\$ 747	\$ 756	\$ 782	\$ 779	\$ 767
<b>Emergency Housing Vouchers (EHVs)</b>					
HAP income (budget authority)	\$ 120,208	\$ 120,208	\$ 120,208	\$ 120,208	\$ 480,832
HAP expenses	(112,078)	(110,314)	(109,148)	(106,316)	(437,856)
Surplus (Deficit)	<u>8,130</u>	<u>9,894</u>	<u>11,060</u>	<u>13,892</u>	<u>42,976</u>
% Total income utilized	93.24%	91.77%	90.80%	88.44%	91.06%
Administrative/Other Income	21,401	18,154	15,436	18,759	73,751
Operating expenses	(15,421)	(7,560)	(11,107)	(14,619)	(48,706)
Surplus (Deficit)	<u>5,980</u>	<u>10,594</u>	<u>4,329</u>	<u>4,141</u>	<u>25,044</u>
<b>B</b> Remaining HAP Cash	21,635	46,041	28,178	28,419	
Remaining Non-HAP Cash	195,205	202,214	205,202	207,159	
Total EHV Cash	<u>216,840</u>	<u>248,254</u>	<u>233,380</u>	<u>235,577</u>	
Cash Increase/(Decrease)	14,164	31,414	(14,874)	2,197	
# of Households Assisted	127	125	123	118	493
Average HAP Payment	\$ 883	\$ 883	\$ 887	\$ 901	\$ 888

**COUNTY OF HUMBOLDT HOUSING AUTHORITY**  
**All Voucher Programs**  
**For the month of April 2025**

	January	February	March	April	Total
<b>Total All Voucher Programs</b>					
HAP income (budget authority)	\$ 893,219	\$ 893,219	\$ 906,957	\$ 906,957	\$ 3,600,351
HAP expenses	(903,657)	(914,663)	(924,001)	(926,398)	(3,668,719)
Surplus (Deficit)	<u>(10,438)</u>	<u>(21,444)</u>	<u>(17,045)</u>	<u>(19,442)</u>	<u>(68,368)</u>
<b>A % Total income utilized</b>	101.17%	102.40%	101.88%	102.14%	101.90%
Administrative/Other Income	113,301	157,012	116,153	125,102	511,568
Operating expenses	(93,911)	(114,944)	(105,039)	(110,713)	(424,608)
Surplus (Deficit)	<u>19,390</u>	<u>42,068</u>	<u>11,114</u>	<u>14,388</u>	<u>86,960</u>
<b>B Remaining HAP Cash</b>	21,776	38,857	58,599	51,454	
Remaining Non-HAP Cash	1,155,764	1,192,885	1,199,236	1,204,486	
Total Program Cash	<u>1,177,540</u>	<u>1,231,742</u>	<u>1,257,835</u>	<u>1,255,941</u>	
Cash Increase/(Decrease)	1,171	54,202	26,093	(1,894)	
# of Households Assisted	1,191	1,190	1,193	1,200	4,774
Average HAP Payment	\$ 759	\$ 769	\$ 775	\$ 772	\$ 768

**Notes**

- AA** HCV HUD Held Reserves are depleted. Spending above 100% results in borrowing from future funding. We plan on applying for additional set-aside funding, when possible.
- 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 HAP advances are available through HUD. Restrictd cash position may go "negative" while waiting for HUD advance HAP deposits and is temporarily funded with excess unrestricted funds.

HUD Held Reserves estimated as of 04/30/2025

HCV - \$0  
MSV - \$86,248  
EHV - \$797,590

- C** Admin fees overobligated by HUD for 2024, so funding for January and February reduced to \$0 to compensate.



**Housing Choice Vouchers**

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January	917	918	903	882	866	884	866	843	877	1007
February	921	919	898	894	867	875	858	844	926	1004
March	923	918	896	897	861	875	862	844	934	1005
April	928	919	908	895	859	873	858	844	934	1013
May	927	917	905	895	850	873	861	838	947	
June	930	914	898	892	853	868	864	841	954	
July	924	919	895	882	873	865	856	849	973	
August	923	917	888	879	872	864	854	847	976	
September	927	913	888	872	883	864	851	846	984	
October	934	906	888	866	888	862	846	844	985	
November	928	903	887	881	890	866	839	839	992	
December	925	902	882	877	887	857	842	838	1003	
Average	<b>926</b>	<b>914</b>	<b>895</b>	<b>884</b>	<b>871</b>	<b>869</b>	<b>855</b>	<b>843</b>	<b>957</b>	<b>1,007</b>
UML's	11,107	10,965	10,736	10,612	10,449	10,426	10,257	10,117	11,485	4,029

**Mainstream Vouchers**

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January		27	43	51	57
February		27	45	53	61
March		28	48	54	65
April		29	50	54	69
May		31	50	55	
June		32	51	55	
July		36	52	54	
August	4	37	53	55	
September	15	36	50	55	
October	18	37	51	57	
November	24	38	50	58	
December	27	39	51	56	
Average	<b>21</b>	<b>33</b>	<b>50</b>	<b>55</b>	<b>63</b>
UML's	88	397	594	657	252

**Emergency Housing Vouchers**

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January		5	86	145	127
February		11	100	146	125
March		15	102	144	123
April		18	108	143	118
May		23	111	142	
June		30	114	141	
July		38	127	142	
August		42	127	143	
September		46	137	144	
October		64	135	142	
November		69	141	135	
December	4	80	147	131	
Average	<b>4</b>	<b>37</b>	<b>120</b>	<b>142</b>	<b>123</b>
UML's	4	441	1435	1698	493

**Total All Voucher Programs**

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
January	917	918	903	882	866	884	898	972	1073	1191
February	921	919	898	894	867	875	896	989	1125	1190
March	923	918	896	897	861	875	905	994	1132	1193
April	928	919	908	895	859	873	905	1002	1131	1200
May	927	917	905	895	850	873	915	999	1144	
June	930	914	898	892	853	868	926	1006	1150	
July	924	919	895	882	873	865	930	1028	1169	
August	923	917	888	879	872	868	933	1027	1174	
September	927	913	888	872	883	879	933	1033	1183	
October	934	906	888	866	888	880	947	1030	1184	
November	928	903	887	881	890	890	946	1030	1185	
December	925	902	882	877	887	888	961	1036	1190	
Average	<b>926</b>	<b>914</b>	<b>895</b>	<b>884</b>	<b>871</b>	<b>894</b>	<b>925</b>	<b>1,012</b>	<b>1,153</b>	<b>1,194</b>
UML's	11,107	10,965	10,736	10,612	10,449	10,518	11,095	12,146	13,840	4,774

## Housing Authority of the City of Eureka (HACE)

### *Repositioning Updates*

Date	Description
<b>Accomplishments</b>	
5/2025	<ul style="list-style-type: none"> <li>Submitted HOME Investments applications for both Green Phase and Blue Phase</li> <li>Continuing to work with HCD toward standard agreement for IIG grants</li> <li>Working with HCD to get follow up documents for CDBG application submitted to fund Everding Community Center (Boys &amp; Girls Club)</li> </ul>
<b>Issues</b>	
	<ul style="list-style-type: none"> <li>Applications still in process with HUD Special Applications Center (SAC) for Green Phase, Blue Phase, and Master Plan (8.6 acres around office, except Green Phase area); reviewers have changed due to HUD turnover, extending the expected timeline to complete. Additionally, SAC philosophy on when/what to submit has changed slightly, and we may pull the Master Plan application and resubmit later once we have more concrete financial backing and building plans for the various phases of this plan.</li> </ul>
<b>Risks</b>	
	<ul style="list-style-type: none"> <li>Unquantifiable risk currently that potential cuts in HCV funding would impact availability of vouchers and voucher funding.</li> </ul>
<b>Next Steps</b>	
	<ul style="list-style-type: none"> <li>Updating Physical Needs Assessment reports to combine Green Phase 8 units with Master Plan 97 units (combine all of main site for one cost test analysis)</li> <li>Updating Physical Needs Assessment reports to combine 4 units of rehab with other 12 units of Blue Phase (C &amp; Clark Street property)</li> <li>Continue to connect with social services providers in May/June to firm up service commitments applicable to seniors for Blue Phase</li> <li>Update TCAC applications to re-submit in next 4% round for tax credits for Green Phase and Blue Phase (skipping July 2025 9% application as we would not be competitive; need to wait on more firm commitments e.g. applications in process for CDBG and HOME)</li> </ul>
<b>Budget Status</b>	
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

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June 16, 2025

Agenda Item 8a

## Memorandum

To: Commissioners

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

Subject: Update to Resolution, Statement of Procurement Policy

### BACKGROUND AND HISTORY:

During the regular meeting held on May 19, 2025, the Housing Authority of the City of Eureka board of commissioners passed and adopted resolution 2017 approving the update to the Statement of Procurement Policy. Since that meeting, Secretary Churchill noted that she would like to add an additional clause to the resolution, sighting an update to the procurement policy that was not specified in the resolution, for the boards better understanding of all updates that were made. This was to include the new threshold for small purchases of up to \$250,000.

*In 2018, The Federal Office of Management and Budget memo M-18-18 provides for a Small Purchase threshold of \$250,000.*

### Impact to Personnel:

Updated procurement thresholds will result in more effective and efficient operations, so that the Housing Authority can more effectively accomplish its mission.

### Fiscal Impact:

None.

### STAFF RECOMMENDATION:

Staff recommends the Board approve the update to the Resolution pertaining to the Statement of Procurement Policy.

RESOLUTION NO. 2018  
UPDATED STATEMENT OF PROCUREMENT POLICY

WHEREAS, the Housing Authority of the City of Eureka procures its materials and contracts in accordance with its Procurement Policy, such policy compliant with U.S. Department of Housing and Urban Development (HUD) and State of California requirements for purchasing and procurements; and

WHEREAS, the Federal Office of Management and Budget has issued Memorandum M-18-18, providing for increases to Micro and Small-Purchase thresholds, such increases based on the best interest of efficient and effective public purchasing and contracting; and

WHEREAS, the Micro-Purchase threshold is currently set at up to \$2,000, and the Small-Purchase threshold is currently set at up to \$100,000; and

WHEREAS, the Federal Office of Management and Budget, Memorandum M-18-18 provides for a Micro-Purchase threshold of up to \$10,000 and a Small-Purchase threshold of up to \$250,000; and

WHEREAS, it has been determined that the increase of the Micro-Purchase threshold up to \$10,000.00, is in the best interest of the Housing Authority of the City of Eureka, its purchasing and procurement; and

WHEREAS, it has been determined that the increase of the Small Purchase threshold up to \$250,000, is in the best interest of the Housing Authority of the City of Eureka, its purchasing and procurement; and

WHEREAS, for reasons of efficiency and effectiveness, it is recommended that the Board of Commissioners approve or authorize Executive Director approval for contracts exceeding \$250,000 in value;

THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Eureka to modify its Procurement Policy by means of adopting the updated Statement of Procurement Policy attached hereto and made a part of this Resolution No. 2018.

RESOLUTION NO. 2018

PASSED AND ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_ 2025 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

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Title

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Signature

\_\_\_\_\_  
Signature

# Housing Authority of the City of Eureka

Board of Commissioners Meeting

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June 16, 2025

Agenda Item 8b

## Memorandum

To: Commissioners

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

Subject: Write Off of Uncollectible Accounts Receivable

### BACKGROUND:

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

### Impact to Personnel:

None.

### Fiscal Impact:

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

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

### Alternatives:

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

### STAFF RECOMMENDATION:

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

**2025.06 Write Offs, Housing Authority of the City of Eureka**

Ppty	Code	Name	Balance	Status	DL1	DL2	Move Out Date	Rent	Late	Work Orders	Misc Tenant Charge	Cleaning & Damages
251	t0004490	Abandonment	7,367.72	past	4/29/2025	5/21/2025	3/28/2025	2,800.32	140.00	173.90	-	4,253.50
251	t0003697		2,926.18	past	move-out statement returned 6/03/2025	tenant deceased	4/30/2025	431.24	240.00	262.44	-	1,992.50
254	t0005998	Move out	5,419.57	past	4/17/2025	5/9/2025	2/24/2025	540.33	100.00	-	75.74	4,703.50
254	t0004459		3,480.35	past	move-out statement returned 6/03/2025	tenant relocated	4/28/2025	-	-	-	-	3,480.35
EFH	t0003852		4,465.19	past	4/17/2025	5/9/2025	3/14/2025	2,242.69	40.00	-	-	2,182.50
			<u>\$ 23,659.01</u>					<u>\$ 6,014.58</u>	<u>\$ 520.00</u>	<u>\$ 436.34</u>	<u>\$ 75.74</u>	<u>\$ 16,612.35</u>

**PREPARED BY**

*Johnny Wilson*  
Accounts Receivable Clerk

6/6/2025  
Date

## APPROVALS

J. Dustin Wiener  
Director of Finance

6/10/2025

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Date

  
Executive Director

June 10, 2025

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Date

HOUSING AUTHORITY OF THE CITY OF EUREKA

RESOLUTION 2019

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 such accounts; and

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

<u>Housing Program</u>	<u>Amount</u>
Public Housing, Abandonment	\$7,367.72
Public Housing, Move out	\$5,419.57

PASSED AND ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_ 2025 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

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Title

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Title

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Signature

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Signature



# Housing Authority of the City of Eureka

Board of Commissioners Meeting

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June 16, 2025

Agenda Item 8c and 8d

## Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Update to Resolution Signature Page - Authorization to execute IIG Grant Award Agreements

### BACKGROUND AND HISTORY:

During the regular board meeting held on August 19, 2024, the board passed Resolution 2004 and 2005 regarding authorization to execute IIG Grant Award Agreements for the Green and Blue phases.

Although previously approved by the Housing Authority of the City of Eureka board of commissioners, Housing and Community Development (HCD) has requested consistency with other documents and that we update the resolutions to reflect Cheryl Churchill correctly as Executive Director, not CEO, and a recommendation that the board approve the change.

### Impact to Personnel:

None.

### Fiscal Impact:

None.

### STAFF RECOMMENDATION:

Review and approve enclosed resolutions.

**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 FUTHER: 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**

**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 FUTHER: 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

**RESOLUTION OF THE GOVERNING BODY OF  
HOUSING AUTHORITY OF THE CITY OF EUREKA**

**INFILL INFRASTRUCTURE GRANT PROGRAM OF 2019**

**RESOLUTION 2020**

**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, Executive Director of HACE, acting alone is hereby authorized to execute the Program Award Documents and all amendments on behalf of the Public Entity.

RESOLVED FUTHER: 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 \_\_\_\_\_ 2025 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

CERTIFICATE OF THE **[SECRETARY]** OF THE Public Entity

The undersigned, **[Secretary]** of the Public Entity, does hereby attest and certify that the foregoing is a true, full and correct copy of a resolution that was duly adopted by the Public Entity's governing body on **[DATE]**, and that the resolution has not been altered, amended, modified, repealed, rescinded, or annulled.

DATE: \_\_\_\_\_

\_\_\_\_\_  
**[Full Name] [Secretary]**



**RESOLUTION OF THE GOVERNING BODY OF  
HOUSING AUTHORITY OF THE CITY OF EUREKA**

**INFILL INFRASTRUCTURE GRANT PROGRAM OF 2019**

**RESOLUTION 2021**

**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, Executive Director 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 \_\_\_\_\_ 2025 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

CERTIFICATE OF THE **[SECRETARY]** OF THE Public Entity

The undersigned, **[Secretary]** of the Public Entity, does hereby attest and certify that the foregoing is a true, full and correct copy of a resolution that was duly adopted by the Public Entity's governing body on **[DATE]**, and that the resolution has not been altered, amended, modified, repealed, rescinded, or annulled.

DATE: \_\_\_\_\_

\_\_\_\_\_  
**[Full Name] [Secretary]**